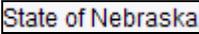
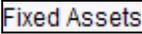
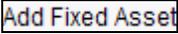
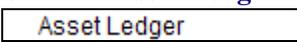


## Cost Summary/Asset Ledger Inquiry via Cost Summary Menu

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets</b> link. 
3.	Click the <b>Add Fixed Asset</b> link. 
4.	Click the <b>Cost Summary</b> link. 
5.	Complete <b>Tag Number</b> field in header.
6.	Click the <b>Find</b> button. 
7.	View the results.  <b>Note:</b> Revise <b>From Date/Period</b> or <b>Thru Date/Period</b> field in header then click <b>Find</b> to determine balances at different points in time. (i.e. month end, fiscal year end).
8.	To determine what document (purchase order receipt, voucher without purchase order, or journal entry) attached the cost to the fixed asset, choose the 58XX00 record (where XX = Item Code) by clicking the check box next to it. 
9.	Click the <b>Row</b> button. 
10.	Click the <b>Asset Ledger</b> menu. 
11.	<b>Note:</b> If no records appear, change the <b>From Date/Period</b> to <b>1/1/2003</b> and click <b>Find</b> again. If still no records appear, the fixed asset was converted to EDGE and a purchase order receipt, voucher without purchase order, or journal entry document did not attach cost to the fixed asset – the cost was attached via the conversion process. Converted assets have an Asset Number less than 100000.
12.	Click the <b>Close</b> button. 
13.	Click the <b>Close</b> button. 
14.	You have successfully completed this lesson. <b>End of Procedure.</b>

