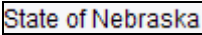
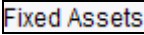
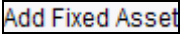








## Inquire on an Asset Master / Change an Asset Master

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>Asset Master Information</b> link. 
5.	Click the <b>Find</b> button to display a grid populated with all fixed asset records for your agency.  <b>Note:</b> If you are looking for a specific asset, you can narrow the search by completing the <b>Resp. Business Unit, Location, or Skip to Unit Number</b> in the header field or the Query by Example, QBE, line. 
6.	Choose the desired row by clicking the check box next to it. 
7.	Click the <b>Select</b> button. 
8.	Click the <b>Location, Category Code 1-10, Category Code 11-20, or Additional Information</b> tabs to review and or change the information.  <b>Warning:</b> You must complete an Asset Transfer by following the Training Guide for Transferring an Asset - Intra Agency if changing any of the following fields:  <b>Fund</b> <b>Responsible Business Unit</b> <b>Account Number</b> <b>Division</b> <b>Item code</b>  <b>Warning:</b> Changing the Agency requires notifying the Surplus Property Manager.
9.	When changing information, click <b>OK</b> after making the changes in all the windows including the Asset Master Information – Asset Master Revisions window.  If you are only reviewing the information, click <b>Cancel</b> . 

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Step	Action
10.	Click the <b>Close</b> button. 
11.	You have successfully completed this lesson. <b>End of Procedure.</b>