Transfer a Fixed Asset Intra-Agency (Proof and Final)

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Fixed Assets** link. Fixed Assets
3.	Click the **Asset Transfers** link. Asset Transfers
4.	Click the **Asset Transfer - Proof** link or the **Asset Transfer - Final** link. Asset Transfer - Proof
5.	Click the **Data Selection** option. ☐
6.	Click the **Submit** button.
7.	Click the **Right Operand** list. Blank
8.	Click the **Literal** list item. Literal
9.	Enter the Tag Number of the desired asset in the **Literal Value** field.
10.	Click the **OK** button. ✔
11.	Click the **OK** button. ✔
12.	**Note**: Before beginning a transfer, blank out any populated fields on the Process Tab on the Processing Options window and complete with your agency's information based on the instructions below. **Note**: Information entered on the Process Tab of Processing Options should represent where the asset is being transferred.
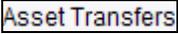
Step	Action
13.	**Decision:** Complete the appropriate fields on the Process Tab on the Processing Options window based on these different transfer options: • Changing the Division on an Asset Master Go to step 14 on page 2 • Changing the Fund on an Asset Master Go to step 18 on page 3 • Changing the Item Code on an Asset Master Go to step 19 on page 4 • Changing the Object Account on an Asset Master Go to step 20 on page 5 • Changing the Responsible Business Unit on an Asset Master Go to step 21 on page 6
14.	**Changing the Division on an Asset Master** Complete the following fields: 1. Process Mode - Blank 2. Transfer Date - Today's date 8. Explanation 10.g. Category Code 07 - 3-digit division number Example: Transfer Tag Number 65N123 from Division 002 to Division 007 on 1/13/2006. 1. Process Mode = Blank 2. Transfer Date = 1/13/2006 8. Explanation = Transfer Division 10.g. Category Code 07 = 007
15.	Click the **OK** button.
16.	Click the **OK** button.
17.	To view the report you will need to go to **View Job Status**. For more information go to the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. **End of Procedure.** Remaining steps apply to other paths.

Step	Action
18.	**Changing Fund on an Asset Master**
	Complete the following fields:
	1. Process Mode - Blank 2. Transfer Date - Today's date 3a. Asset Cost Business Unit - "Transfer to" fund 4a. Accum Depr Business Unit - "Transfer to" fund 8. Explanation
	Note: Complete the following fields if the "Transfer to" fund is not the Responsible Business Unit's fund:
	6a. Depr Expense Business Unit - business unit belonging to "Transfer to" fund. 9a. Responsible Business Unit - business unit belonging to "Transfer to" fund.
	Example: Transfer Tag Number 65N123 from Fund 10000 to Fund 56650 on 1/13/2006 (Responsible Business Unit is in Fund 56650).
	1. Process Mode = Blank 2. Transfer Date = 1/13/2006 3a. Asset Cost Business Unit = 56650 4a. Accum Depr Business Unit = 56650 8. Explanation = Transfer Fund Go to step 15 on page 2

Step	Action
19.	**Changing the Item Code on an Asset Master** Complete the following fields: 1. Process Mode - Blank 2. Transfer Date - Today's date 3b. Asset Cost Object - 17XX00 (XX = Item Code) 4b. Accum Depr Object - 18XX00 (XX = Item Code) 6b. Depr Expense Object - 56XX00 (XX = Item Code) 8. Explanation 10a. Category Code 01 - 2-digit Item Code **Note**: Changing Item Code will directly affect the depreciable life of the asset. Example: Transfer Tag Number 65N123 from Item Code 27 to Item Code 33 on 1/13/2006 1. Process Mode = Blank 2. Transfer Date = 1/13/2006 3b. Asset Cost Object = 173300 4b. Accum Depr Object = 183300 6b. Depr Expense Object = 563300 8. Explanation = Transfer Item Code 10a. Category Code 01 = 33 Go to step 15 on page 2

Step	Action
20.	**Changing the Object Account on an Asset Master** Complete the following fields: 1. Process Mode - Blank 2. Transfer Date - Today's date 3b. Asset Cost Object - 17XX00 (XX = Item Code) 4b. Accum Depr Object - 18XX00 (XX = Item Code) 6b. Depr Expense Object - 56XX00 (XX = Item Code) 8. Explanation - 10a. Category Code 01 - 2-digit Item Code **Note**: Changing Item Code will directly affect the depreciable life of the asset. Example: Transfer Tag Number 65N123 from Account Number 10000.172700 to Account Number 10000.173300 on 1/13/2006 1. Process Mode = Blank 2. Transfer Date = 1/13/2006 3b. Asset Cost Object = 173300 4b. Accum Depr Object = 183300 6b. Depr Expense Object = 563300 8. Explanation = Transfer Object Account 10a. Category Code 01 = 33 Go to step 15 on page 2

Step	Action
21.	**Changing the Responsible Business Unit on an Asset Master** Complete the following fields: 1. Process Mode - Blank 2. Transfer Date - Today's date 6a. Depr Expense Business Unit - "Transfer to" responsible business unit 8. Explanation 9a. Responsible Business Unit - "Transfer to" responsible business unit 10g. Category Code 07 – 3 digit division number - Change only if new responsible business unit belongs to a different division than the old responsible business unit. **Note**: If the new responsible business unit belongs to a different fund than the old responsible business unit, you must also complete the instructions for Changing the Fund on an Asset Master. Example: Transfer Tag Number 65N123 from Responsible Business Unit 65025000 to Responsible Business Unit 65025009 on 1/13/2006 (no division or fund change) 1. Process Mode = Blank 2. Transfer Date = 1/13/2006 6a. Depr Expense Business Unit = 65025009 8. Explanation = Transfer responsible business unit 9a. Responsible Business Unit = 65025009 Go to step 15 on page 2