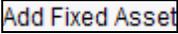


Update the Asset Master from a Division Transfer

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Fixed Assets link. 
3.	Click the Add Fixed Asset link. 
4.	Click the Asset Master Information link. 
5.	You will need to search for the asset. You can narrow your search by completing the Resp. Business Unit field. 
6.	Click the Find button. 
7.	Click the check box to the left of the transferred asset. 
8.	Click the Select button. 
9.	Click in the Tag Number field. 
10.	Update the Tag Number field to reflect the updated division. Change the location fields if necessary.
11.	Click the OK button. 
12.	Click the Cancel button. 
13.	Click the Close button. 
14.	You have successfully completed this lesson. End of Procedure.