

Transferring an Asset Intra-Agency

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

Transferring an Asset Intra-Agency	1
Transferring an Asset Intra-Agency Overview	1
Transfer a Fixed Asset Intra-Agency (Proof and Final).....	1
Approve and Post Transfer Journal Entry	11
Update the Asset Master from a Division Transfer	17

Transferring an Asset Intra-Agency

Transferring an Asset Intra-Agency Overview

Warning: Fixed Assets without Cost should NEVER be transferred. You must delete the Fixed Asset record and enter a new record in the Asset Master, then attach costs to the new record.

Agencies can transfer assets within their own Agency. A transfer must be completed if the following Asset Master field(s) need to be changed:

- Fund
- Responsible Business Unit
- Account number
- Item Code
 - Warning:** Exception: if the Item Code is the only incorrect field, meaning the item code in the object accounts is correct, a transfer is not necessary.
- Division
 - Warning:** Exception: if the Division is the only incorrect field, meaning the Responsible Business Unit and/or Fund are correct, a transfer is not necessary.

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

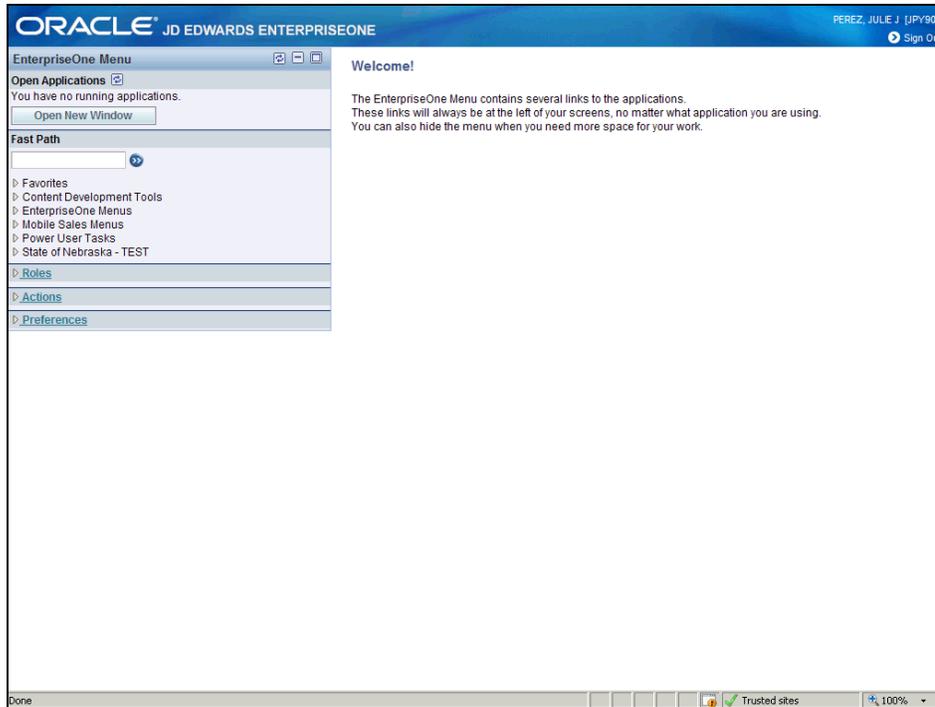
Procedure

In this lesson you will learn how to transfer a fixed asset intra-agency.

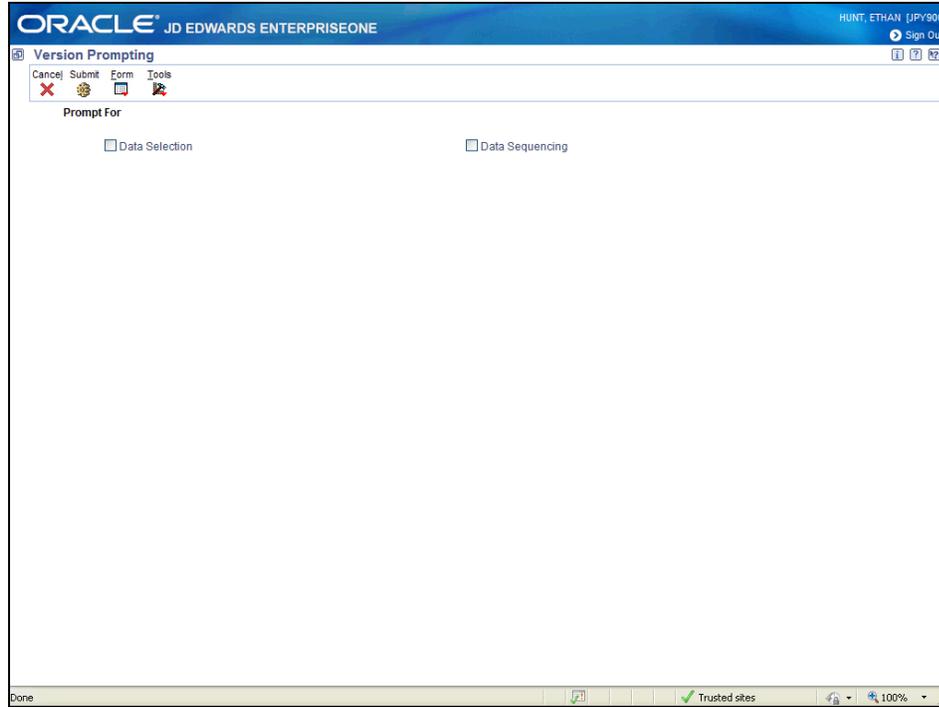
Warning: Fixed Assets without Cost should NEVER be transferred. You must delete the Fixed Asset record and enter a new record in the Asset Master, then attach costs to the new record.

Training Guide

Transferring an Asset Intra-Agency



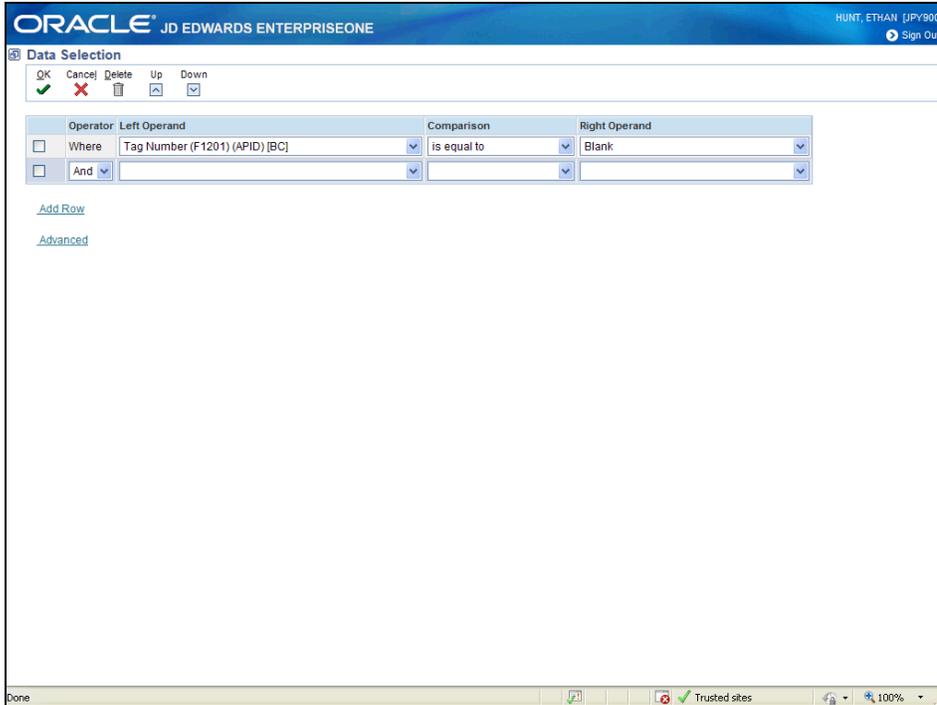
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Fixed Assets link. Fixed Assets
3.	Click the Asset Transfers link. Asset Transfers
4.	Click the Asset Transfer - Proof link or the Asset Transfer - Final link. Asset Transfer - Proof



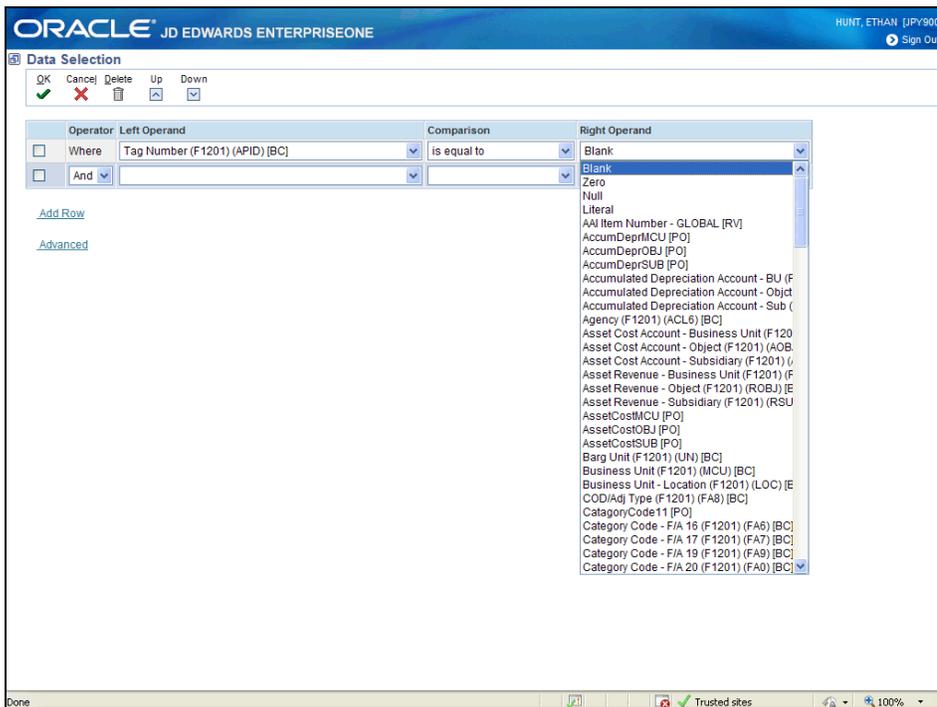
Step	Action
5.	Click the Data Selection option. <input type="checkbox"/>
6.	Click the Submit button. 

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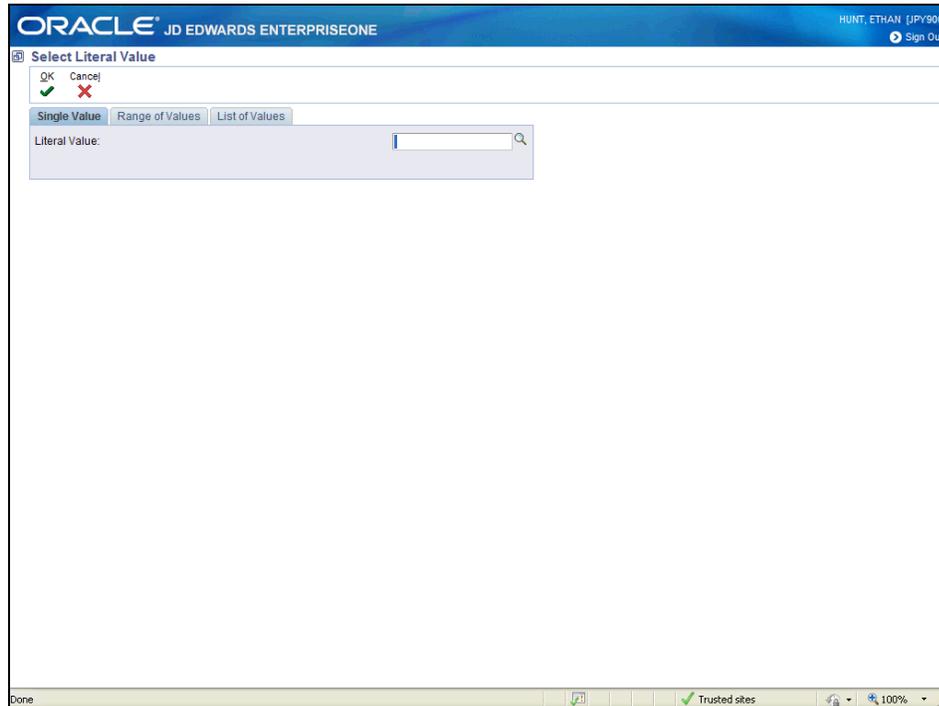
Transferring an Asset Intra-Agency



Step	Action
7.	Click the Right Operand list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank</div>



Step	Action
8.	Click the Literal list item. <input type="text" value="Literal"/>



Step	Action
9.	Enter the Tag Number of the desired asset in the Literal Value field.
10.	Click the OK button. <input checked="" type="checkbox"/>
11.	Click the OK button. <input checked="" type="checkbox"/>
12.	<p>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.</p> <p>Note: Information entered on the Process Tab of Processing Options should represent where the asset is being transferred.</p>

Training Guide

Transferring an Asset Intra-Agency



Step	Action
13.	<p>Decision: Complete the appropriate fields on the Process Tab on the Processing Options window based on these different transfer options:</p> <ul style="list-style-type: none"> • Changing the Division on an Asset Master Go to step 14 on page 6 • Changing the Fund on an Asset Master Go to step 18 on page 8 • Changing the Item Code on an Asset Master Go to step 19 on page 9 • Changing the Object Account on an Asset Master Go to step 20 on page 10 • Changing the Responsible Business Unit on an Asset Master Go to step 21 on page 11
14.	<p>Changing the Division on an Asset Master</p> <p>Complete the following fields:</p> <ol style="list-style-type: none"> 1. Process Mode - Blank 2. Transfer Date - Today's date 8. Explanation 10.g. Category Code 07 - 3-digit division number <p>Example: Transfer Tag Number 65N123 from Division 002 to Division 007 on 1/13/2006.</p> <ol style="list-style-type: none"> 1. Process Mode = Blank 2. Transfer Date = 1/13/2006 8. Explanation = Transfer Division 10.g. Category Code 07 = 007

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Processing Options OK Cancel Print

Process Versions Print

1. Process Mode

Blank = Preliminary mode
1 = Final mode

2. Transfer Date 11/25/2009

3. Asset Cost Account

a. Asset Cost Business Unit

b. Asset Cost Object 172100

c. Asset Cost Subsidiary

4. Accumulated Depreciation Account

a. Accum Depr Business Unit

b. Accum Depr Object 182100

c. Accum Depr Subsidiary

5. Cost and Accumulated Depreciation Account

a. Cost and Accum Depr Subledger

b. Cost and Accum Depr Subledger Type

6. Depreciation Expense Account

a. Depr Expense Business Unit

b. Depr Expense Object 582100

Done Trusted sites 100%

Step	Action
15.	Click the OK button. 

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Printer Selection OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced



Printer Name QGPLONEWORLD_A

Printer Location HERE

Printer Model LASER

Number of Copies 1 Range: 1 - 9999

Done Trusted sites 100%

Training Guide

Transferring an Asset Intra-Agency



Step	Action
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.
18.	<p>Changing Fund on an Asset Master</p> <p>Complete the following fields:</p> <ol style="list-style-type: none"> 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 <p>Note: Complete the following fields if the "Transfer to" fund is not the Responsible Business Unit's fund:</p> <ol style="list-style-type: none"> 6a. Depr Expense Business Unit - business unit belonging to "Transfer to" fund. 9a. Responsible Business Unit - business unit belonging to "Transfer to" fund. <p>Example: Transfer Tag Number 65N123 from Fund 10000 to Fund 56650 on 1/13/2006 (Responsible Business Unit is in Fund 56650).</p> <ol style="list-style-type: none"> 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 <p>Go to step 15 on page 7</p>

Step	Action
19.	<p>Changing the Item Code on an Asset Master</p> <p>Complete the following fields:</p> <ol style="list-style-type: none"> 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 <p>Note: Changing Item Code will directly affect the depreciable life of the asset.</p> <p>Example: Transfer Tag Number 65N123 from Item Code 27 to Item Code 33 on 1/13/2006</p> <ol style="list-style-type: none"> 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 <p>Go to step 15 on page 7</p>

Training Guide

Transferring an Asset Intra-Agency



Step	Action
20.	<p>Changing the Object Account on an Asset Master</p> <p>Complete the following fields:</p> <ul style="list-style-type: none"> 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 <p>Note: Changing Item Code will directly affect the depreciable life of the asset.</p> <p>Example: Transfer Tag Number 65N123 from Account Number 10000.172700 to Account Number 10000.173300 on 1/13/2006</p> <ul style="list-style-type: none"> 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 <p>Go to step 15 on page 7</p>

Step	Action
21.	<p>Changing the Responsible Business Unit on an Asset Master</p> <p>Complete the following fields:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>Example: Transfer Tag Number 65N123 from Responsible Business Unit 65025000 to Responsible Business Unit 65025009 on 1/13/2006 (no division or fund change)</p> <ul style="list-style-type: none"> 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 <p>Go to step 15 on page 7</p>

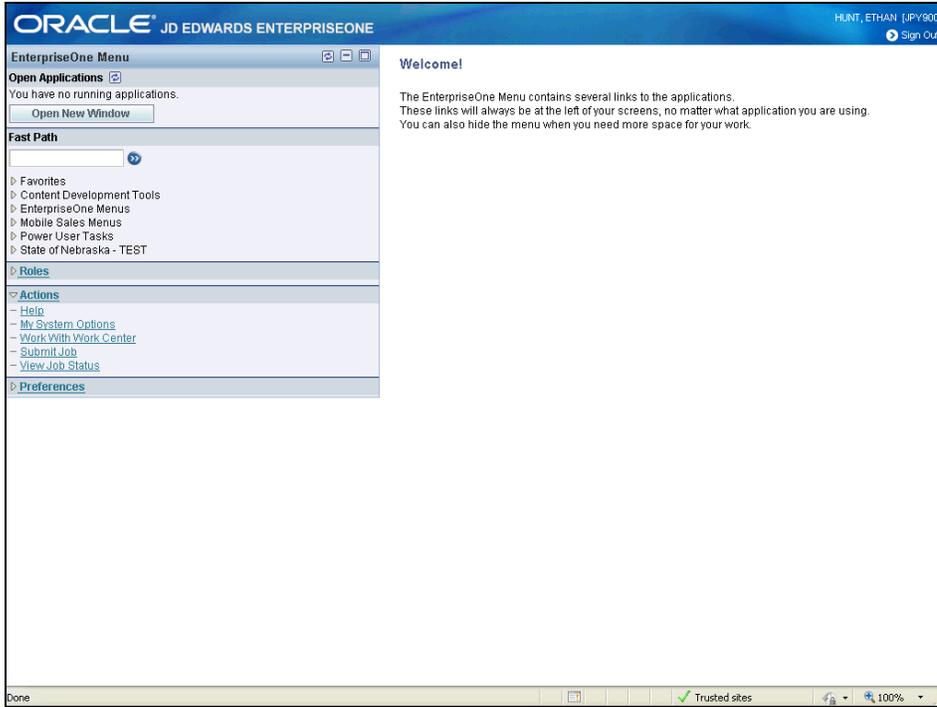
Approve and Post Transfer Journal Entry

Procedure

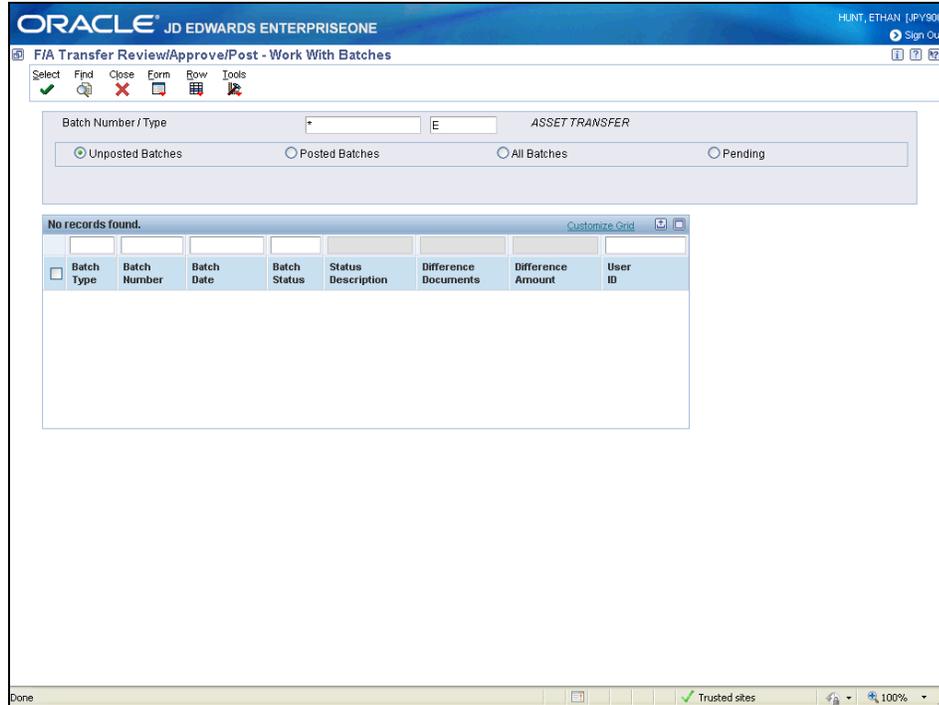
In this lesson you will learn how to approve and post a transfer journal entry.

Training Guide

Transferring an Asset Intra-Agency



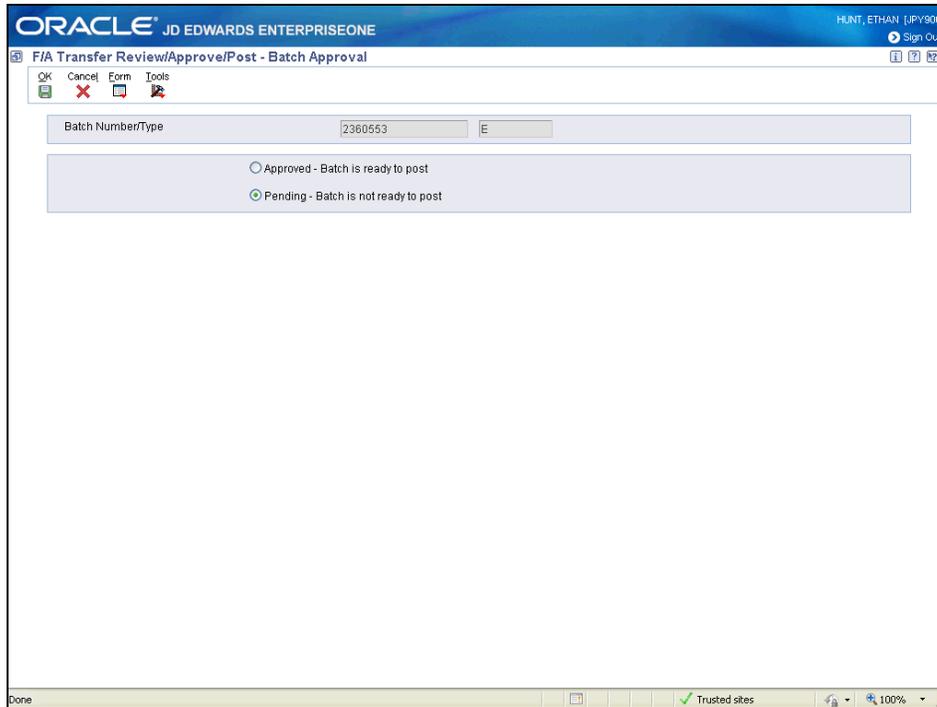
Step	Action
1.	Click the State of Nebraska link. <u>State of Nebraska</u>
2.	Click the Fixed Assets link. <u>Fixed Assets</u>
3.	Click the Asset Transfers link. <u>Asset Transfers</u>
4.	Click the F/A Transfer Review/Approve/Post link. <u>F/A Transfer Review/Approve/Post</u>



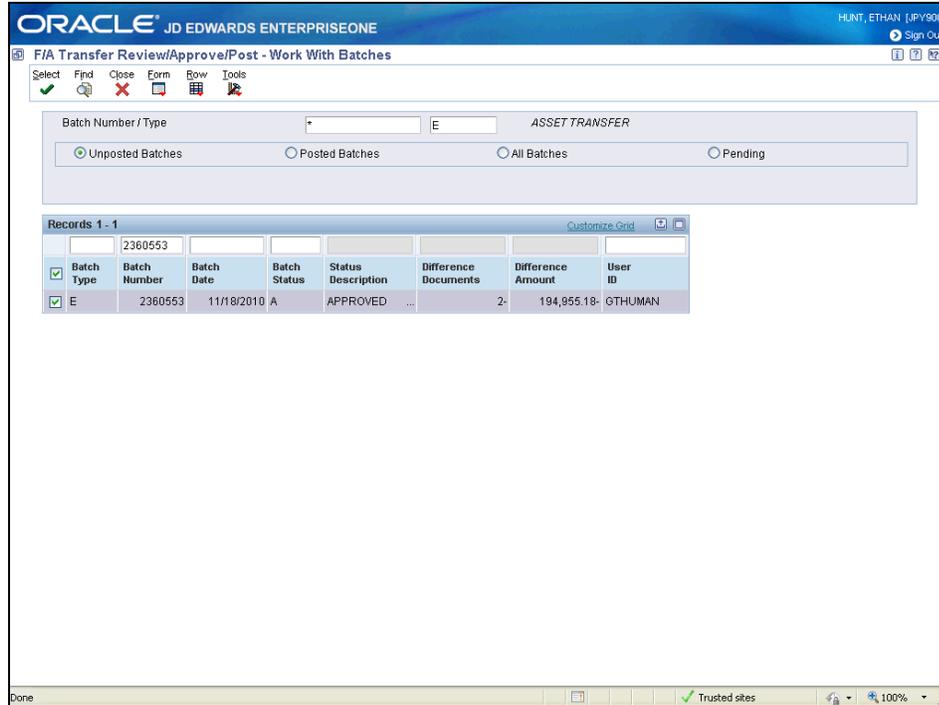
Step	Action
5.	Click in the Batch Number field. <input type="text"/>
6.	Enter the Batch Number from Interagency Transfer Program into the Batch Number field.
7.	Click the Find button. 
8.	Select the batch by clicking the checkbox option next to it. <input type="checkbox"/>
9.	Click the Row button. 
10.	Click the Batch Approval menu. <input type="text" value="Batch Approval"/>

Training Guide

Transferring an Asset Intra-Agency



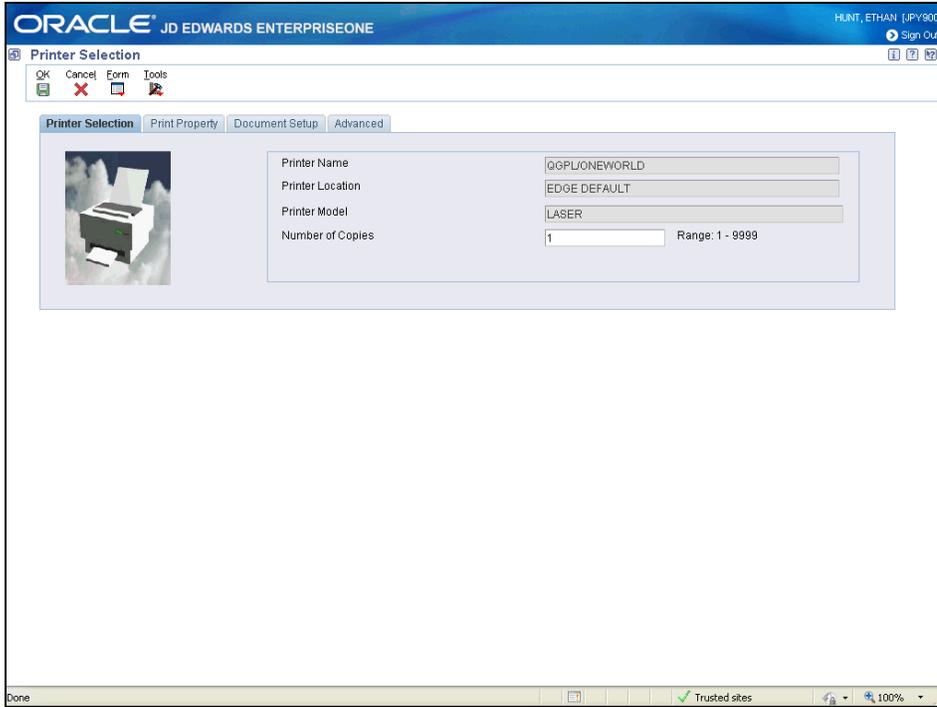
Step	Action
11.	Click the Approved - Batch is ready to post option. 
12.	Click the OK button. 



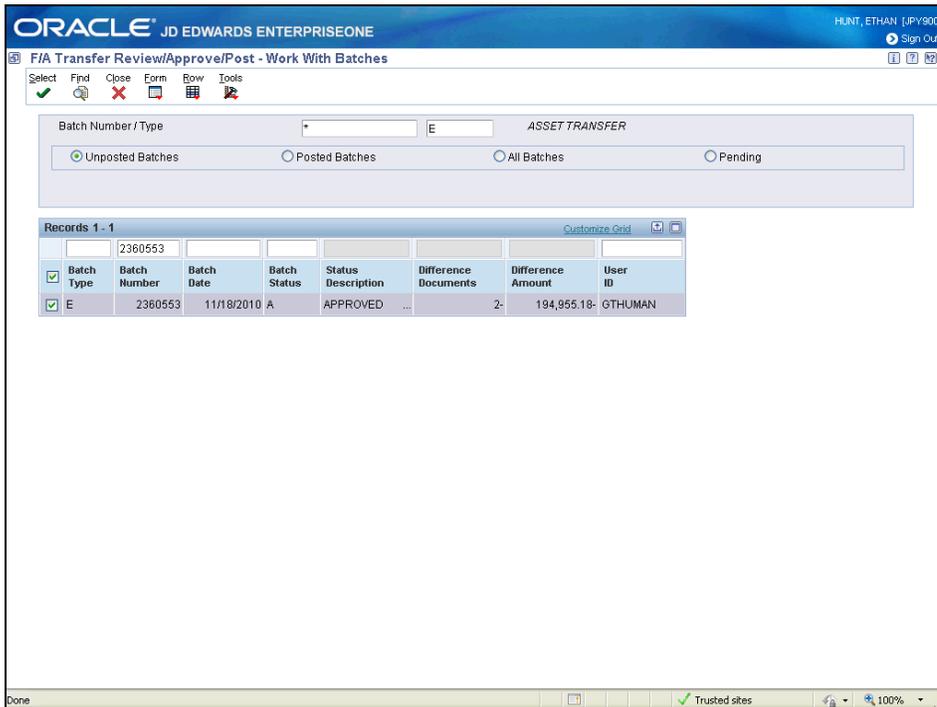
Step	Action
13.	Click the Row button. 
14.	Click the Post by Batch menu. 

Training Guide

Transferring an Asset Intra-Agency



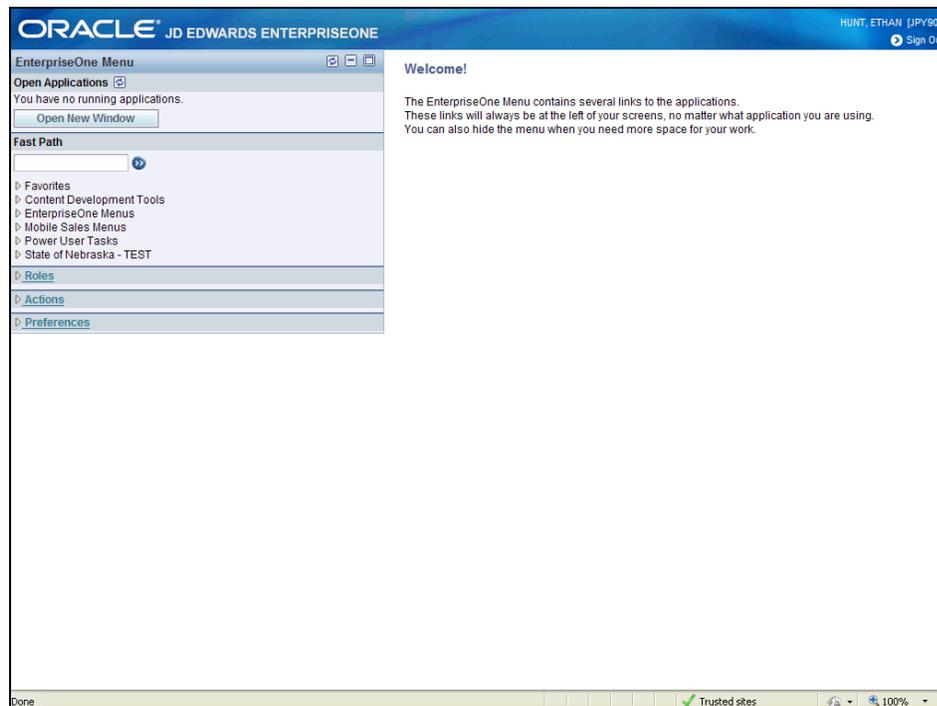
Step	Action
15.	Click the OK button. 



Step	Action
16.	Click the Find button. 
17.	When the processing is complete, the Batch will no longer be displayed. Note: Continue to click Find until it is finished processing.
18.	Click the Posted Batches option. 
19.	Click the Find button. 
20.	The posted batch will be displayed.
21.	Click the Close button. 
22.	You have successfully completed this lesson. End of Procedure.

Update the Asset Master from a Division Transfer Procedure

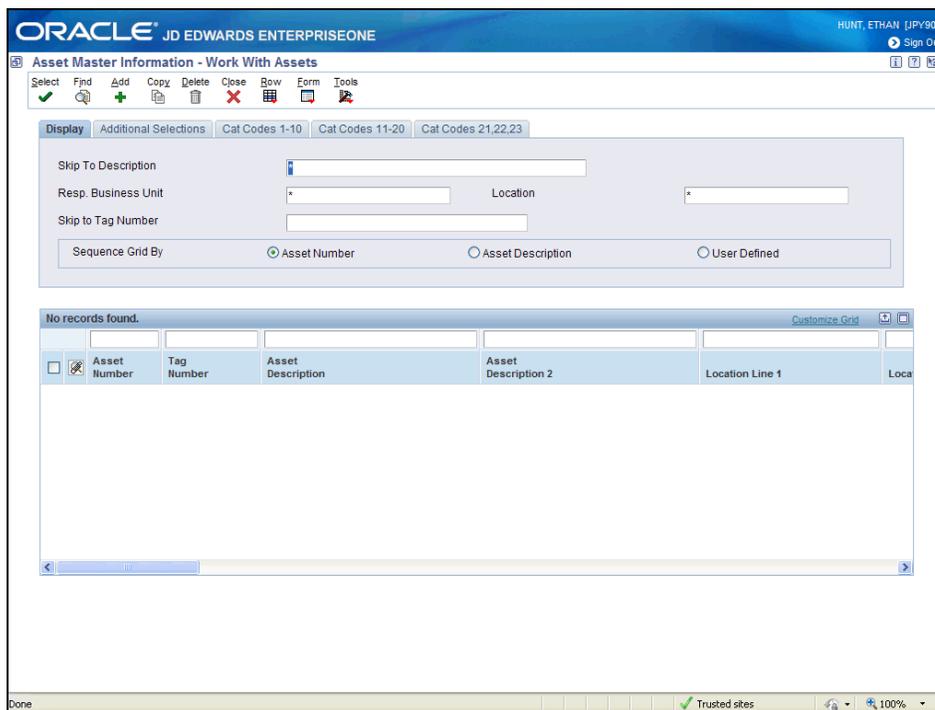
In this lesson you will learn to update the asset master from a division transfer.



Training Guide

Transferring an Asset Intra-Agency

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.



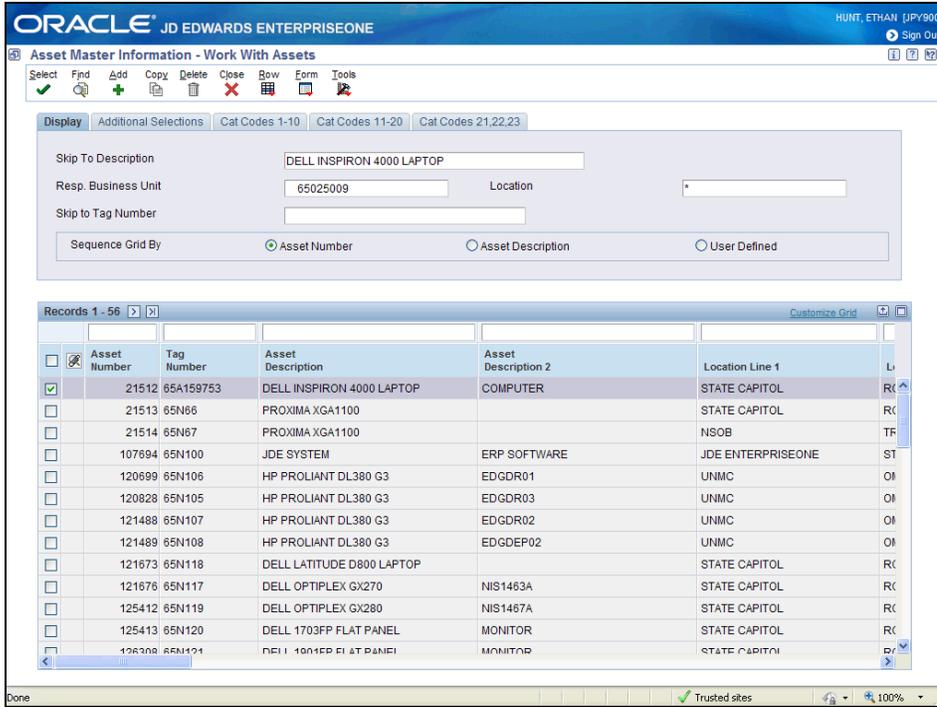
Step	Action
5.	You will need to search for the asset. You can narrow your search by completing the Resp. Business Unit field.
6.	Click the Find button.
7.	Click the check box to the left of the transferred asset.
8.	Click the Select button.

The screenshot displays the Oracle JD Edwards EnterpriseOne interface for 'Asset Master Information - Asset Master Revisions'. The form is titled 'Asset Master Information - Asset Master Revisions' and includes a 'Work With Assets' tab and an 'Asset Master Revisions' sub-tab. The main form area is divided into several sections: 'Identification', 'Description', 'Accounting Information', and 'Status'. The 'Identification' section contains fields for Asset Number (21512), Tag Number (65N6), Serial Number/VIN (TW-0791UH-12800-141-6382), and Parent Number (65N6). The 'Description' section contains fields for Description (DELL INSPIRON 4000 LAPTOP) and COMPUTER. The 'Accounting Information' section contains fields for Fund (56650), Responsible BU (65025009), Account Number (56650.173300), Date Acquired (04/01/2001), Date Disposed, P.O. (1041201), and Status (PS). The 'Status' section contains fields for Subledger Inact. (ACTIVE SUBLEDGER), Address Number, and Inventory Number. The form also includes a 'Last Asset Number Entered' field and a 'Tools' menu with options like OK, Cancel, Form, Previous, Next, and Tools.

Step	Action
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. 

Training Guide

Transferring an Asset Intra-Agency



Step	Action
13.	Click the Close button. 
14.	You have successfully completed this lesson. End of Procedure.