
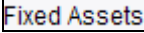
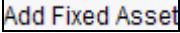









Split an Existing Asset Lesson

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 can search for the asset you want to split by entering the Asset Number or Tag Number in the QBE line.
6.	Click the Find button. 
7.	Choose the Asset Number you want to split by clicking the check box next to it. 
8.	Click the Copy button. 
9.	Click in the Tag Number field. 
10.	Complete the Tag Number field.
11.	Complete / Update the following information if needed: Parent Number – original asset number Description Update any other fields as necessary
12.	Click the OK button. 
13.	Click the Close button. 
14.	You have successfully completed this lesson. End of Procedure.