

Splitting an Asset for Partial Disposal

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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.

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Splitting an Asset for Partial Disposal

Disposing of an Asset Through Surplus Process Overview

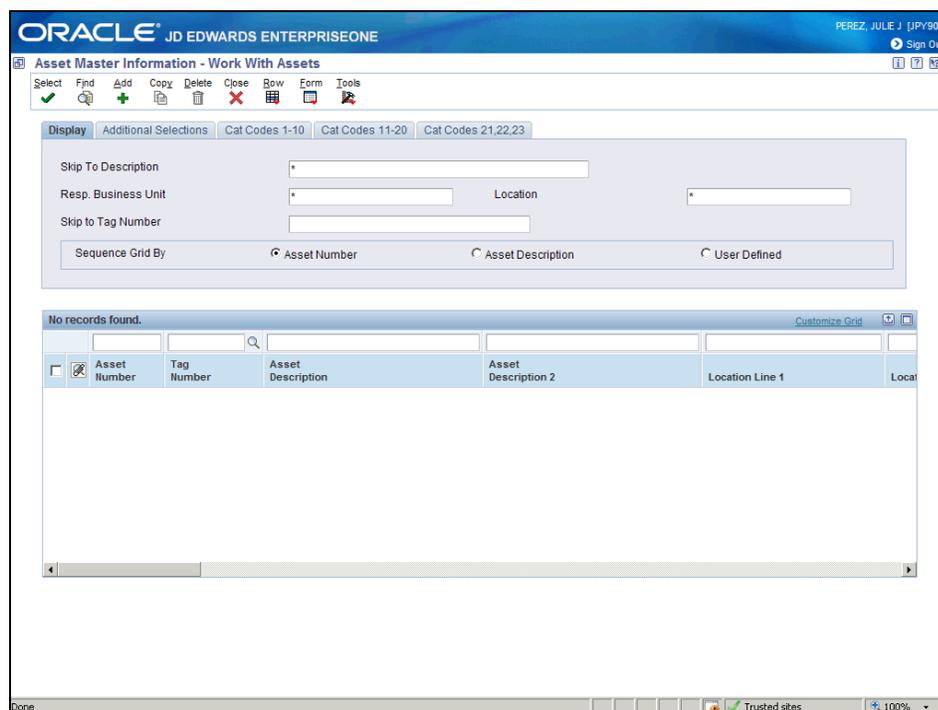
You can split one existing asset into two or more assets. This is normally to dispose of part of the asset and keep another part. You can also dispose of assets through surplus, sale, destruction, trade-in, adjustments or inter-agency transfers. These processes can be entered into the system.

Split an Existing Asset Lesson

Procedure

In this lesson you will learn how to split an existing asset.

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Fixed Assets link. Fixed Assets
3.	Click the Add Fixed Asset link. Add Fixed Asset
4.	Click the Asset Master Information link. Asset Master Information

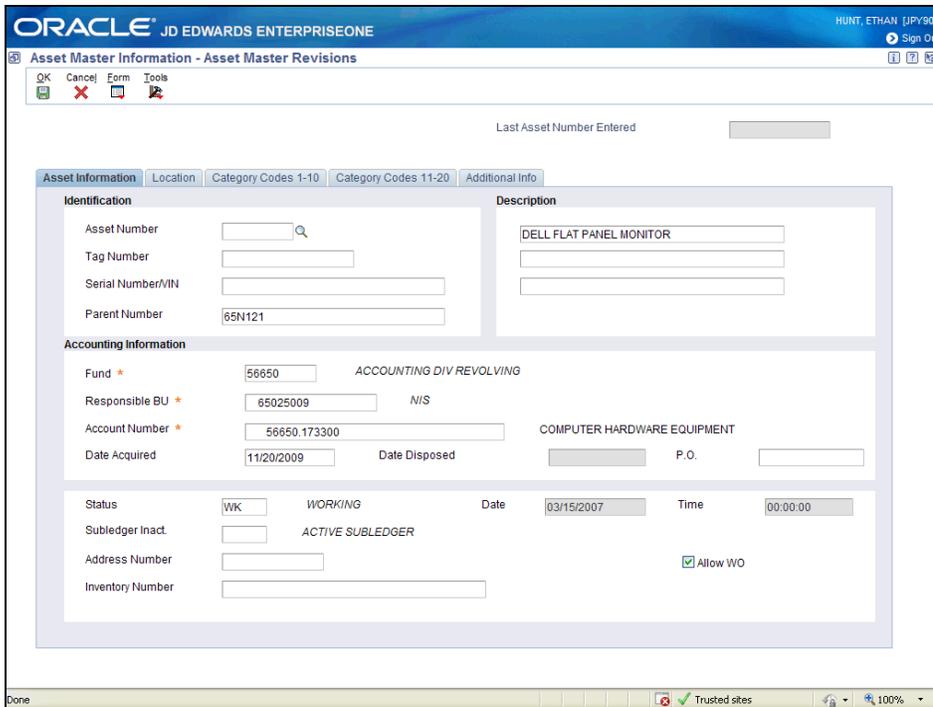


Training Guide

Splitting an Asset for Partial Disposal

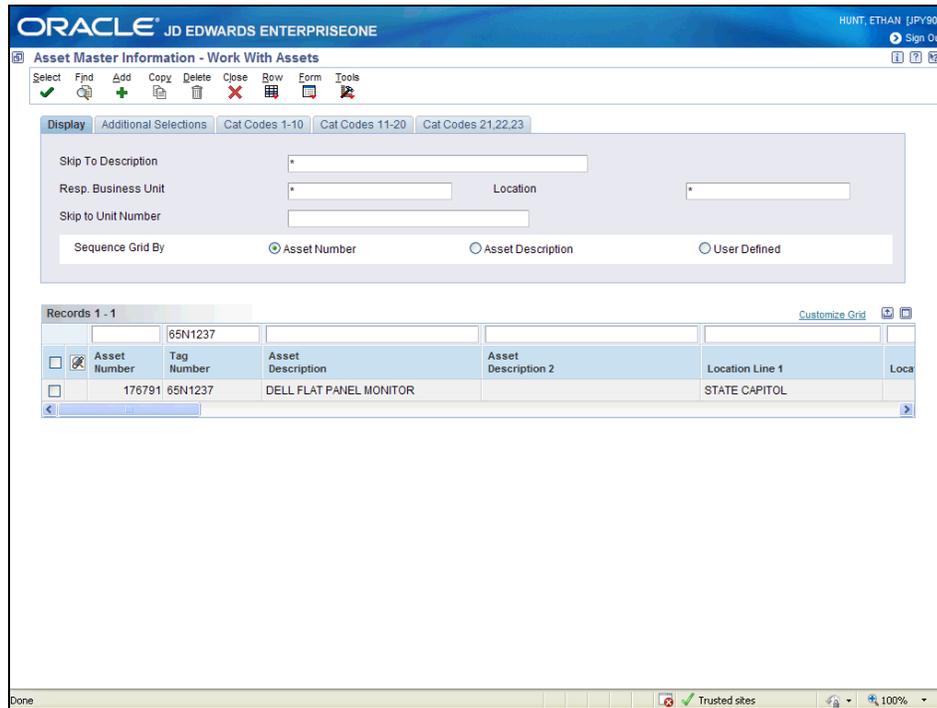


Step	Action
5.	You can search for the asset you want to split by entering the Asset Number or Tag Number in the QBE line.
6.	Click the Find button. 
7.	Choose the Asset Number you want to split by clicking the check box next to it. 
8.	Click the Copy button. 



Step	Action
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

Step	Action
12.	Click the OK button. 



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