

Disposal through Adjustments

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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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Disposal through Adjustments

Disposal through Adjustments Overview

All requests for adjustments must be submitted via memorandum to the AS Materiel Division Administrator.

A Fixed Asset being processed for Adjustment through AS Materiel Division, Surplus Property must be in one of the following Equipment Statuses:

- PA: Pending Adjustment – Reason for adjustment must be documented in a memorandum to AS Materiel Division Administrator. Adjustment requests include, but are not limited to: removal of duplicate records; dollar value is less than state threshold; item no longer meets Fixed Asset criteria.
- PL: Pending Lost – Item cannot be found and all efforts to find it have been exhausted.
- PX: Pending Stolen – Item was stolen. A police report must be made and included with request to adjust the Fixed Asset in the system.

It must also have a Surplus Property Notification number assigned.

This Training Guide provides system requirements for the disposal of a Fixed Asset within the EnterpriseOne system. For complete details on processes for proper disposal of Fixed Assets, reference AS Materiel Division’s website.

Disposal through Adjustments Lesson

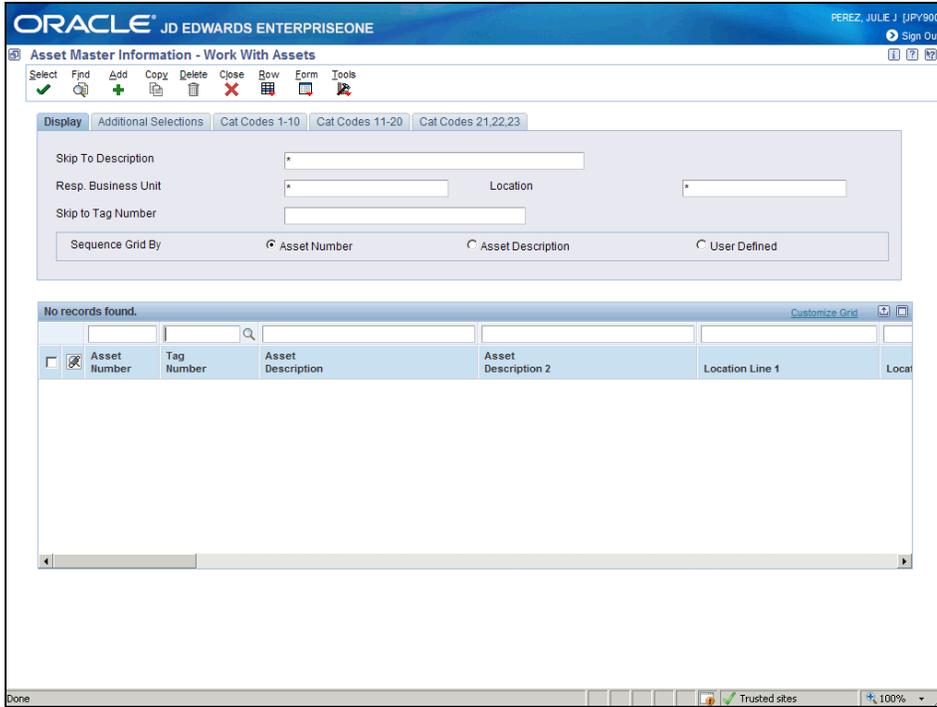
Procedure

In this lesson you will learn how to do a disposal through adjustments.

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

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Disposal through Adjustments



Step	Action
5.	You can find the Asset you want to dispose of by entering the Asset Number or Tag Number in the QBE line.
6.	Click the Find button. 
7.	Choose the desired row that has the asset you wish to dispose by clicking the check box next to it. 
8.	Click the Select button. 

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Asset Master Information - Asset Master Revisions

Work With Assets Asset Master Revisions

Asset Number: 184007 Last Asset Number Entered: []

Asset Information Location Category Codes 1-10 Category Codes 11-20 Additional Info

Identification

Asset Number: 184007 Description: DELL 1901FP FLAT PANEL
 Tag Number: 65N1237 Description: MONITOR
 Serial Number/VIN: []
 Parent Number: 65N1237

Accounting Information

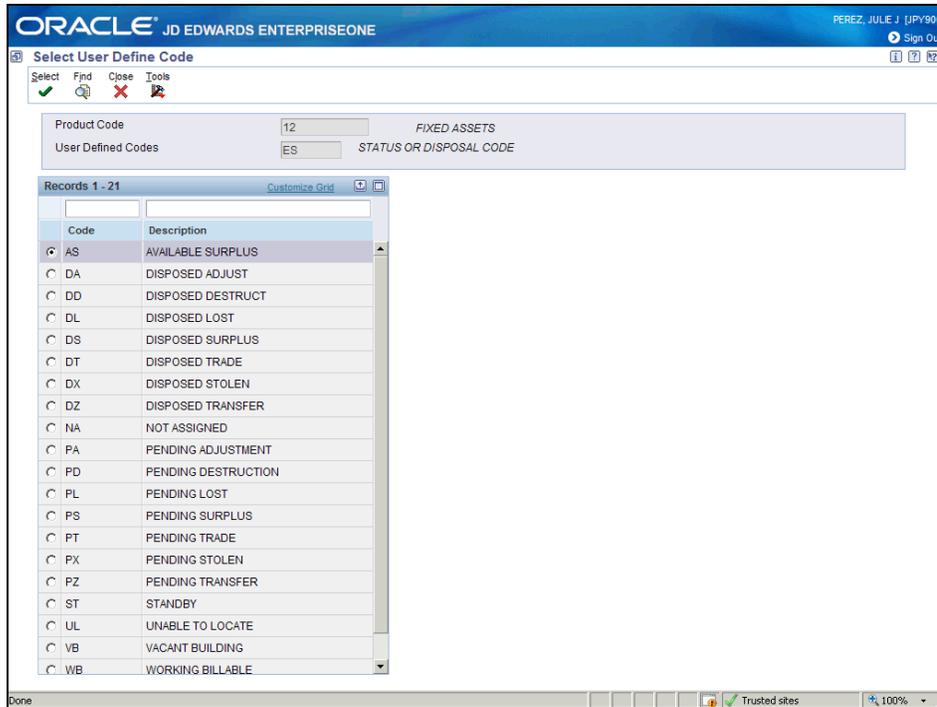
Fund: 56650 ACCOUNTING DIV REVOLVING
 Responsible BU: 65025009 ENTERPRISEONE
 Account Number: 56650.173300 COMPUTER HARDWARE EQUIPMENT
 Date Acquired: 07/02/2004 Date Disposed: [] P.O.: 14537

Status: WK WORKING Date: 08/17/2010 Time: 16:19:04
 Subledger Inact. [] ACTIVE SUBLEDGER
 Address Number: [] Allow WO [x]
 Inventory Number: []

Step	Action
9.	Click in the Status field. 
10.	Click the Visual Assist button. 

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Disposal through Adjustments



Step	Action
11.	Click the PA - PENDING ADJUSTMENT option. 
12.	Click the Select button. 

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Asset Master Information - Asset Master Revisions

Work With Assets | Asset Master Revisions

Asset Number: 184007 | Last Asset Number Entered: []

Asset Information | Location | Category Codes 1-10 | Category Codes 11-20 | **Additional Info**

Identification

Asset Number: 184007 | Description: DELL 1901FP FLAT PANEL
 Tag Number: 65N1237 | Description: MONITOR
 Serial Number/VIN: []
 Parent Number: 65N1237

Accounting Information

Fund: 56650 | ACCOUNTING DIV REVOLVING
 Responsible BU: 65025009 | ENTERPRISEONE
 Account Number: 56650.173300 | COMPUTER HARDWARE EQUIPMENT
 Date Acquired: 07/02/2004 | Date Disposed: [] | P.O.: 14537

Status: PA | PENDING ADJUSTMENT | Date: 08/17/2010 | Time: 16:19:04
 Subledger Inact: [] | ACTIVE SUBLEDGER
 Address Number: [] | Allow WO:
 Inventory Number: []

Step	Action
13.	Click the Additional Info tab. Additional Info

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Asset Master Information - Asset Master Revisions

Work With Assets | Asset Master Revisions

Asset Number: 184007 | Last Asset Number Entered: []

Asset Information | Location | Category Codes 1-10 | Category Codes 11-20 | **Additional Info**

Location: Building/Room/Comments

STATE CAPITOL
 ROOM 1308
 MIKE HOOVER

Extended Category Codes

SPN Number: []
 County: []
 Date Sold: []

Other Information

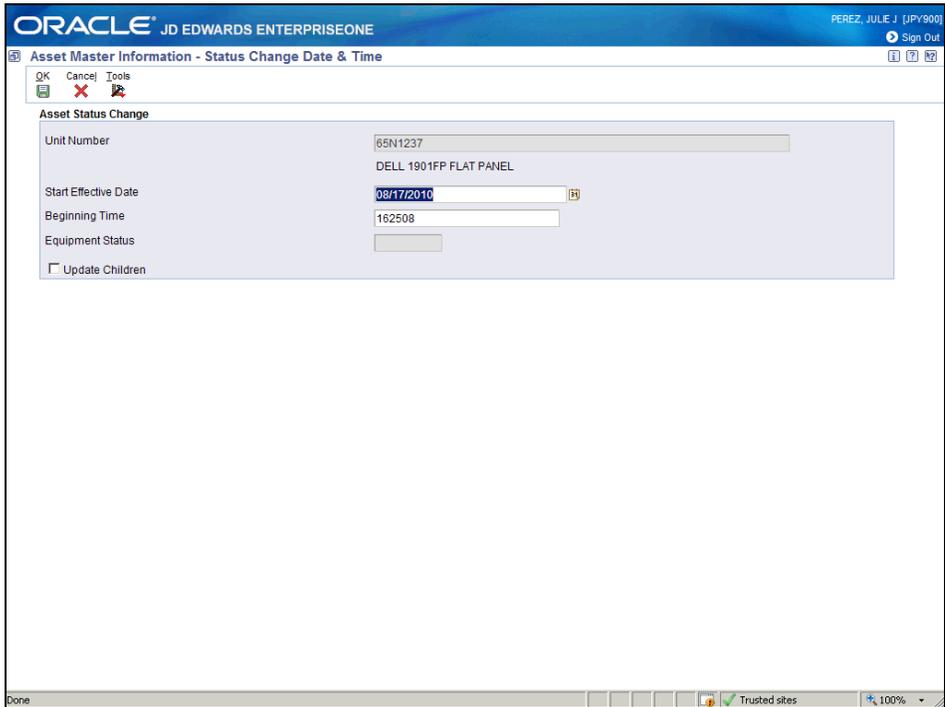
New or Used: N | NEW
 Ownership/Master Lease: S | STATE OWNED
 Scan: []
 Tax Entity: []
 Fair Market Value: []

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Step	Action
14.	Click in the SPN Number field. <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 5px;"></div>
15.	Enter the SPN Number in the SPN Number field. Note: SPN (Surplus Property Notification) Number is 10 digits, using this format – AADDYYSSSS. AA – Agency number DD – Division number YY – last two digits of the calendar year SSSS – sequential number assigned by the agency
16.	Click the OK button. 



Step	Action
17.	Review date and time, change if required. (should be today's date).
18.	Click the OK button. 

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Asset Master Information - Asset Master Revisions

Work With Assets Asset Master Revisions

Asset Number: 184007 Last Asset Number Entered: []

Asset Information Location Category Codes 1-10 Category Codes 11-20 Additional Info

Identification Description

Asset Number: 184007 Tag Number: 65N1237 Serial Number/VIN: [] Parent Number: 65N1237

Description: DELL 1901FP FLAT PANEL MONITOR

Accounting Information

Fund: 56650 ACCOUNTING DIV REVOLVING
Responsible BU: 65025009 ENTERPRISEONE
Account Number: 56650.173300 COMPUTER HARDWARE EQUIPMENT
Date Acquired: 07/02/2004 Date Disposed: [] P.O.: 14537

Status: PA PENDING ADJUSTMENT Date: 08/17/2010 Time: 16:19:04
Subledger Inact: [] ACTIVE SUBLDGER
Address Number: [] Allow WO:
Inventory Number: []

Step	Action
19.	Click the Cancel button.

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Asset Master Information - Work With Assets

Display Additional Selections Cat Codes 1-10 Cat Codes 11-20 Cat Codes 21,22,23

Skip To Description: DELL 1901FP FLAT PANEL
Resp. Business Unit: * Location: *
Skip to Tag Number: []

Sequence Grid By: Asset Number Asset Description User Defined

Records 1 - 1

Asset Number	Tag Number	Asset Description	Asset Description 2	Location Line 1	Location
184007	65N1237	DELL 1901FP FLAT PANEL	MONITOR	STATE CAPITOL	ROOM

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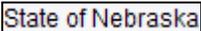
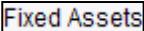
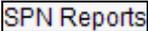


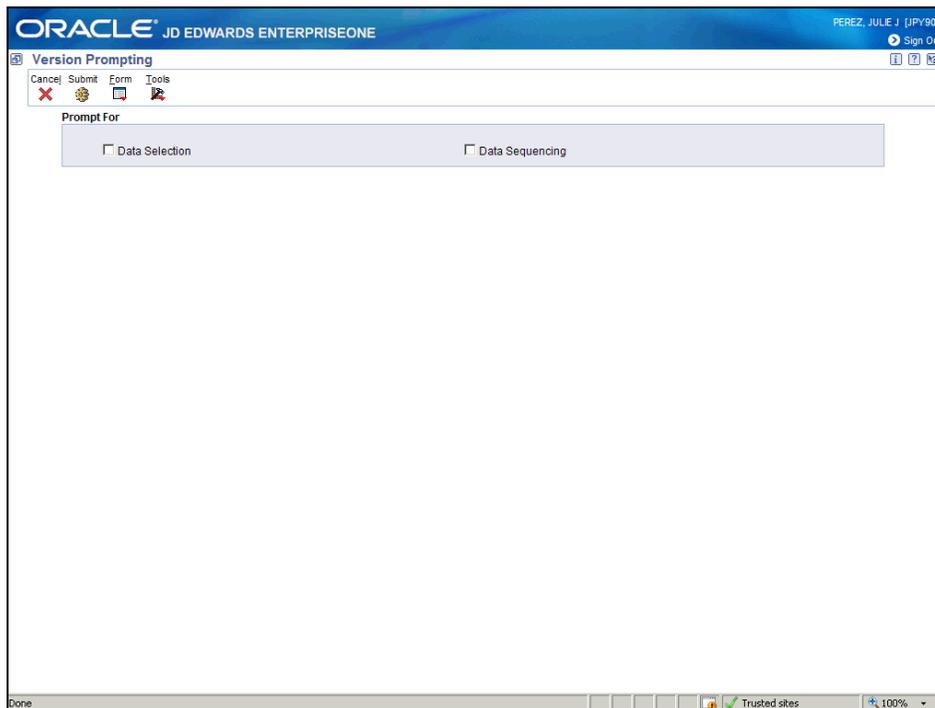
Step	Action
20.	Click the Close button. 
21.	You have successfully completed this lesson. End of Procedure.

Disposal through Adjustment Report Lesson

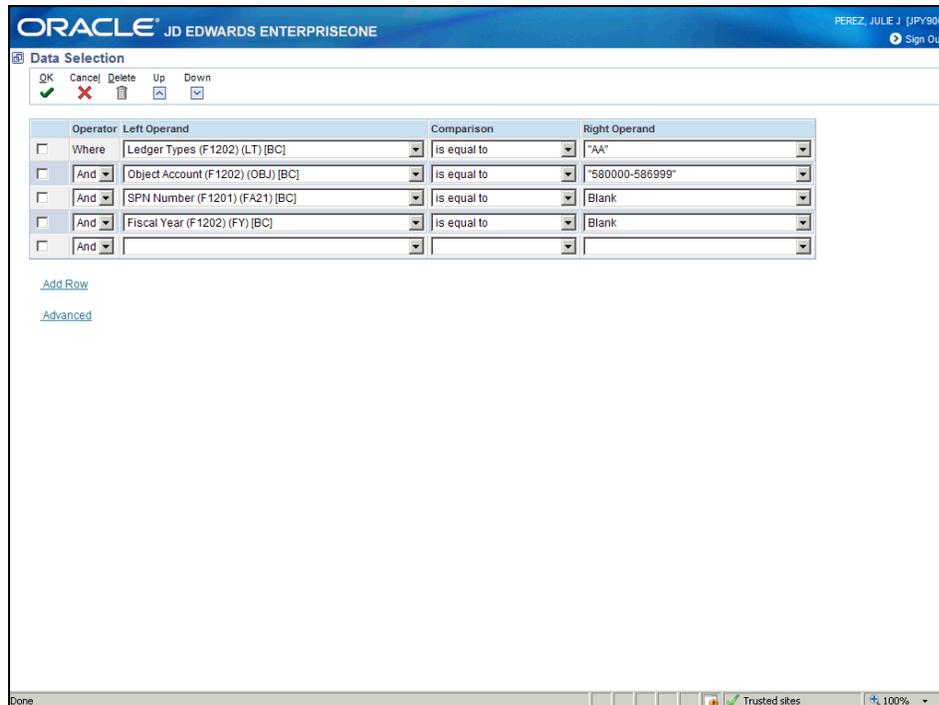
Procedure

In this lesson you will learn how to run the Disposal through Adjustment Report.

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Fixed Assets link. 
3.	Click the SPN Reports link. 
4.	Click the Adjustments link. 



Step	Action
5.	Click the Data Selection option. 
6.	Click the Submit button. 



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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Ledger Types (F1202) (LT) [BC]	is equal to	"AA"
<input type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is equal to	"580000-586999"
<input type="checkbox"/>	And SPN Number (F1201) (FA21) [BC]	is equal to	Blank
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

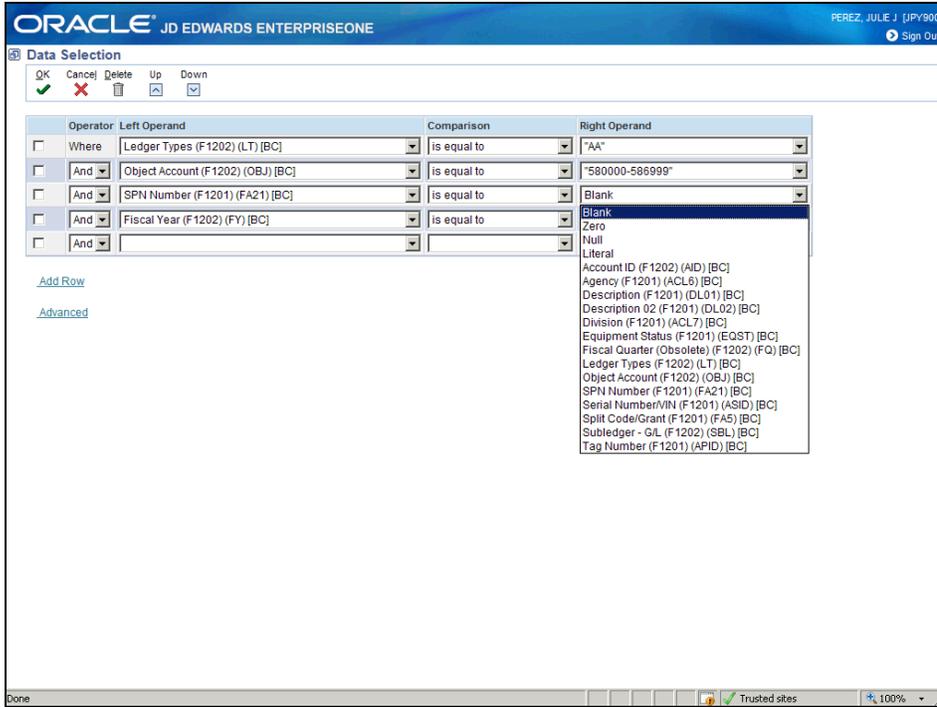
[Add Row](#)
[Advanced](#)

Done Trusted sites 100%

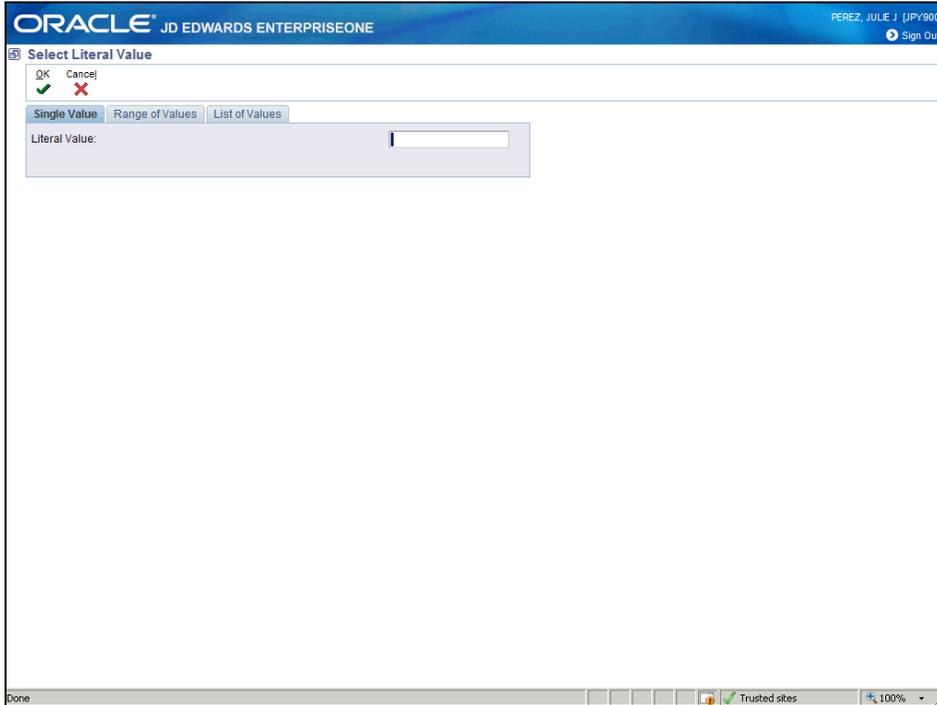
Step	Action
7.	Click the drop down list in the Right Operand column of the third row. 

Training Guide

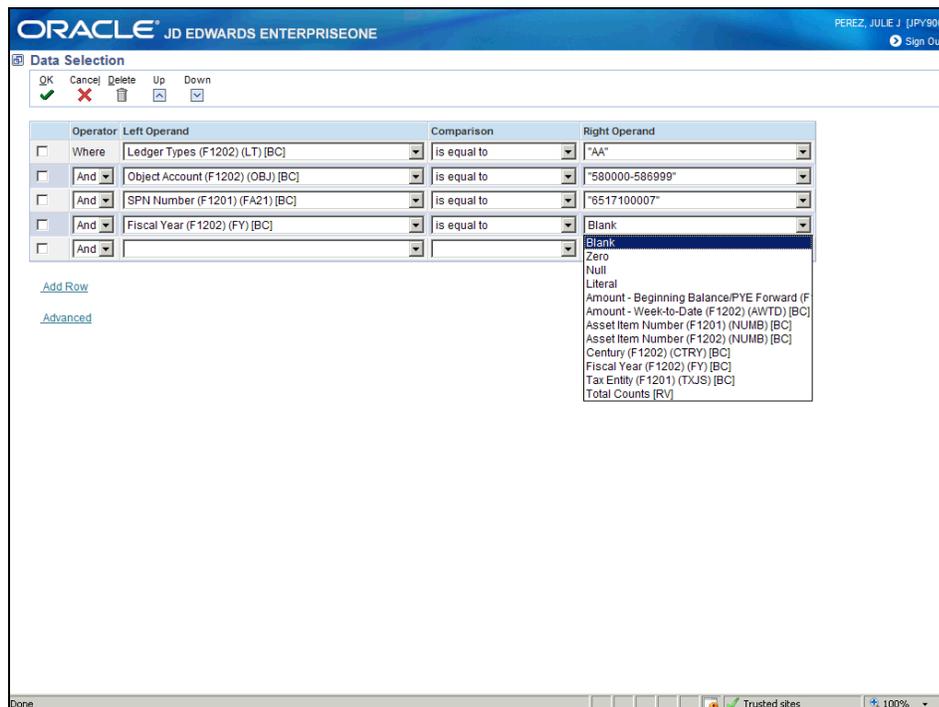
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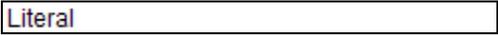


Step	Action
8.	Click the Literal list item. <input data-bbox="344 1045 841 1079" type="text" value="Literal"/>



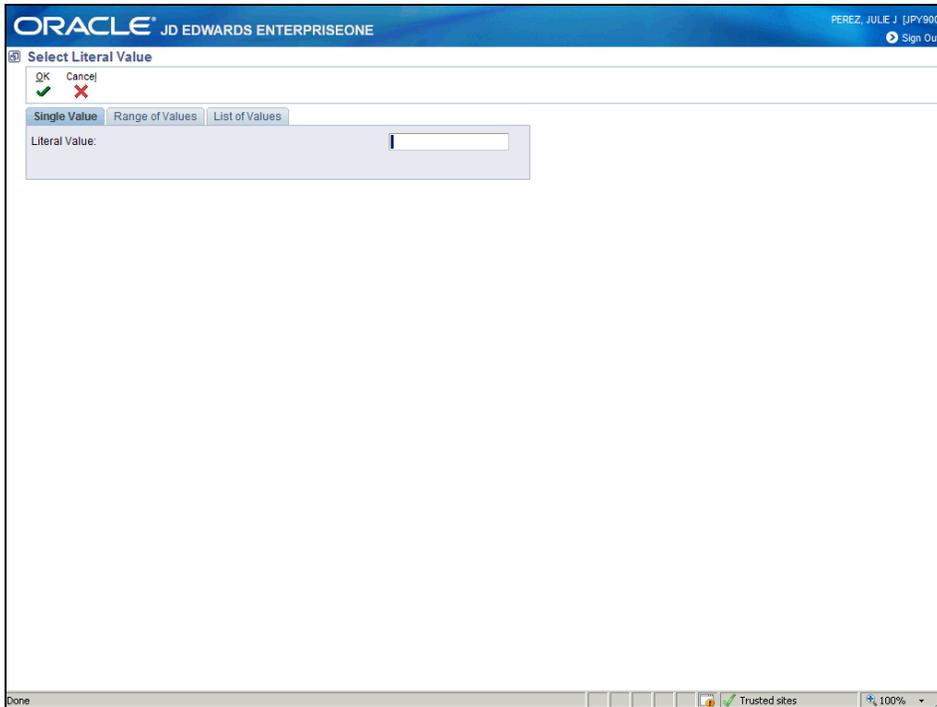
Step	Action
9.	Enter the Agency assigned SPN number. This number must be entered on the Fixed Asset record(s) prior to running this report.
10.	Click the OK button. 
11.	Click the drop down list in the Right Operand column of the fourth row. 



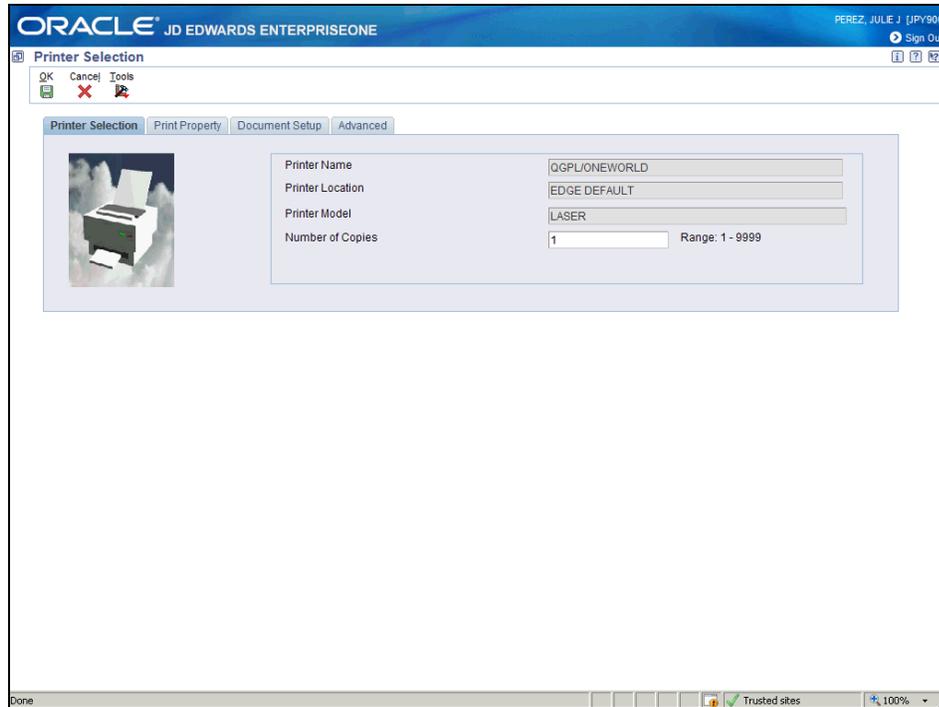
Step	Action
12.	Click the Literal list item. 

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Disposal through Adjustments



Step	Action
13.	Enter the fiscal year for which you want to run the report.
14.	Click the OK button. 
15.	Click the OK button. 



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.