

Disposal through Destruction

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

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

Disposal through Destruction	1
Disposal through Destruction Overview	1
Disposal through Destruction Lesson.....	1
Disposal through Destruction Report Lesson.....	10

Disposal through Destruction

Disposal through Destruction Overview

A Fixed Asset being processed for Destruction through AS Materiel Divison, Surplus Property must be in a "PD" - Pending Destruction status, have Surplus Property Notification number assigned, and have a completed Certificate of Destruction (COD) through AS Materiel Division, Surplus Property.

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 Destruction Lesson

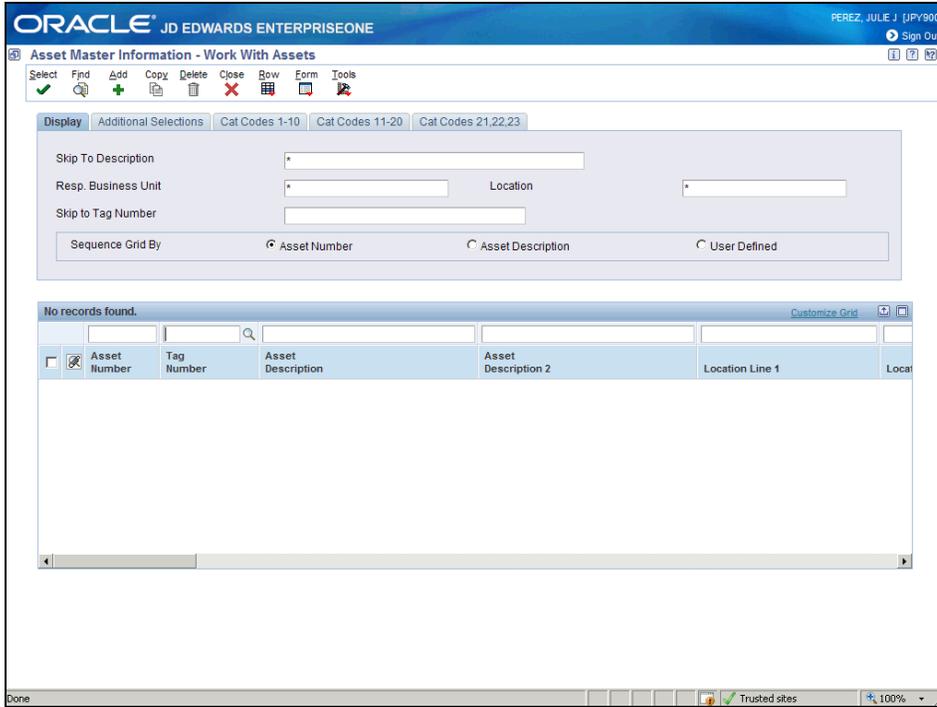
Procedure

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

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

Disposal through Destruction



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. 

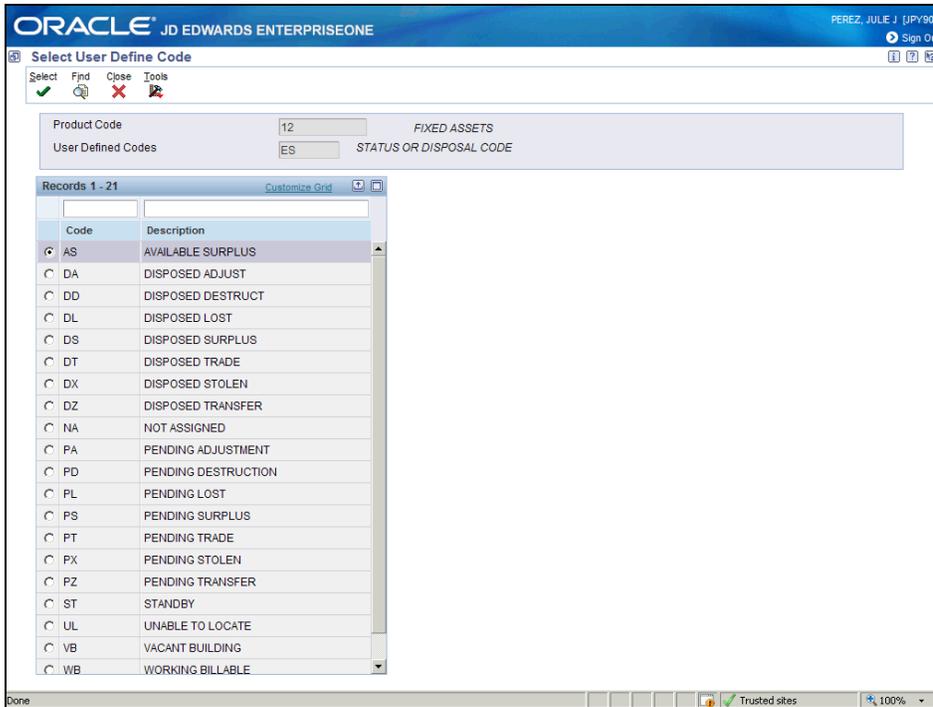
The screenshot displays the Oracle JD Edwards EnterpriseOne interface for 'Asset Master Information - Asset Master Revisions'. The form is titled 'Asset Master Information' and includes several sections:

- Identification:** Asset Number (184007), Tag Number (65N1237), Serial Number/VIN, Parent Number (65N1237), and Description (DELL 1901FP FLAT PANEL MONITOR).
- Accounting Information:** Fund (56650), Responsible BU (65025009), Account Number (56650.173300), Date Acquired (07/02/2004), Date Disposed, P.O. (14537), and Description (COMPUTER HARDWARE EQUIPMENT).
- Status:** WK (WORKING), Date (08/17/2010), Time (14:56:07), Subledger Inact. (ACTIVE SUBLEDGER), Address Number, Inventory Number, and a checked 'Allow WO' checkbox.

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

Training Guide

Disposal through Destruction



Step	Action
11.	Click the PD - PENDING DESTRUCTION option. 
12.	Click the Select button. 

ORACLE JD EDWARDS ENTERPRISEONE

Asset Master Information - Asset Master Revisions

Asset Number: 184007

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

Identification

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 ACCOUNTING DIV REVOLVING
 Account Number: 56650.173300 COMPUTER HARDWARE EQUIPMENT
 Date Acquired: 07/02/2004 Date Disposed: P.O.: 14537

Status: PD PENDING DESTRUCTION Date: 08/17/2010 Time: 14:56:07
 Subledger Inact: ACTIVE SUBLEDGER
 Address Number:
 Inventory Number:
 Allow WO

Step	Action
13.	Click the Category Codes 11-20 tab. Category Codes 11-20

ORACLE JD EDWARDS ENTERPRISEONE

Asset Master Information - Asset Master Revisions

Asset Number: 184007

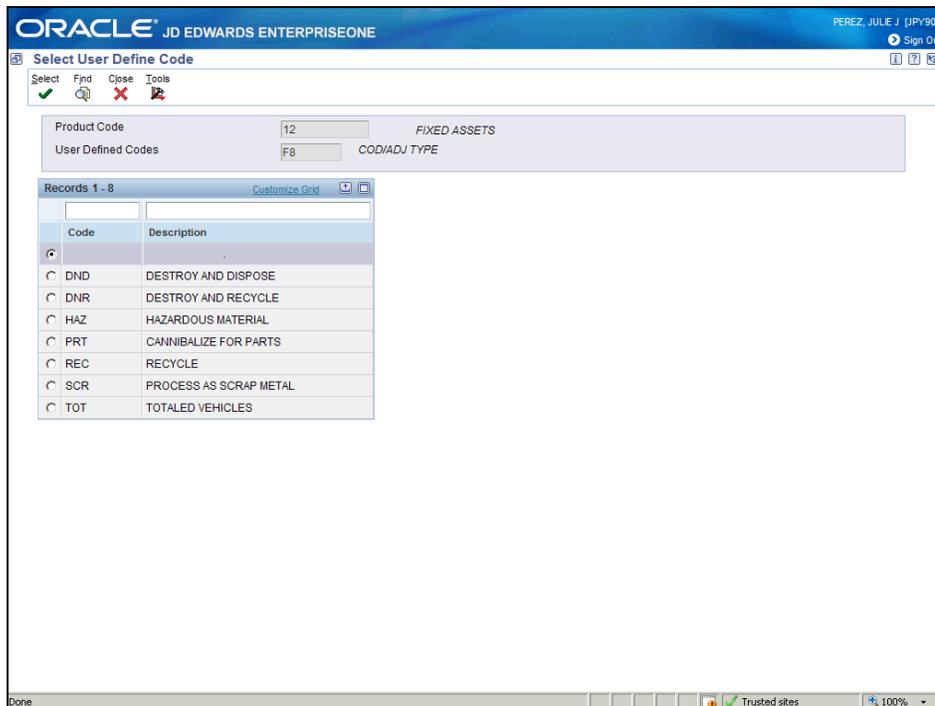
Asset Information | Location | Category Codes 1-10 | **Category Codes 11-20** | Additional Info

Engine Displ/Liters-CID:
 Util/Cyl:
 Type Heating: NONE
 Type Cooling: NONE
 Split Code/Grant:
 Billing:
 Category Code 17:
 COD/Adj Type:
 Category Code 19:
 Category Code 20:

Training Guide

Disposal through Destruction

Step	Action
14.	Click in the COD/Adj Type field. 
15.	Click the COD/Adj Type button. 



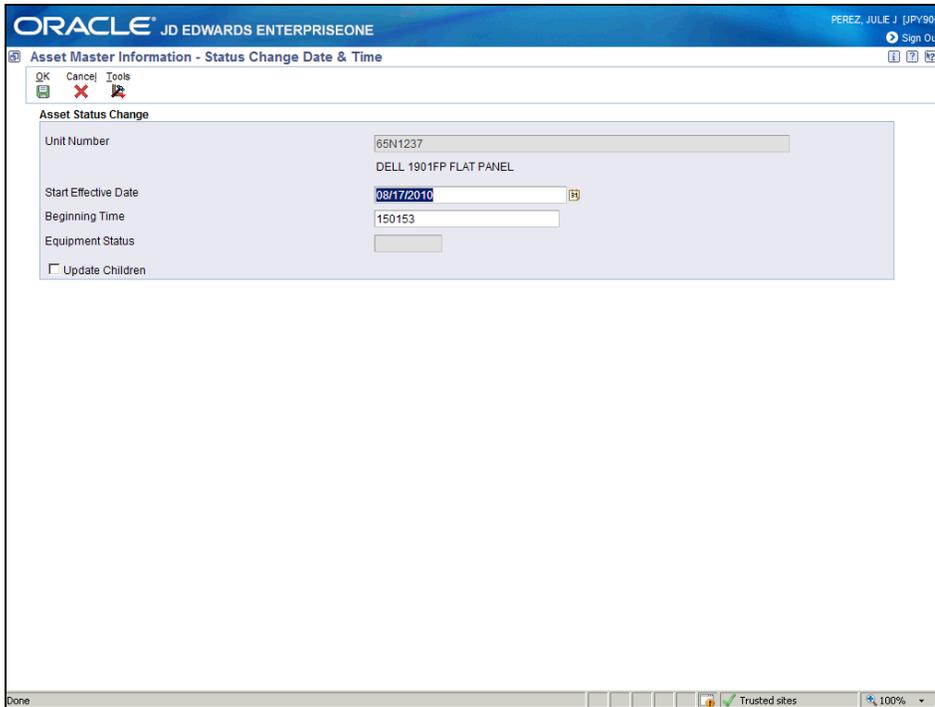
Step	Action
16.	Select the appropriate COD Type (Certificate of Destruction Type). 
17.	Click the Select button. 
18.	Click the Additional Info tab. 

The screenshot displays the Oracle JD Edwards EnterpriseOne interface for 'Asset Master Information - Asset Master Revisions'. The window title bar shows 'ORACLE JD EDWARDS ENTERPRISEONE' and 'PEREZ, JULIE J (JPY900)'. The main content area is divided into several sections: 'Asset Information', 'Location', 'Category Codes 1-10', 'Category Codes 11-20', and 'Additional Info'. The 'Asset Information' section contains the 'Asset Number' field with the value '184007' and a 'Last Asset Number Entered' field. The 'Location' section has three text boxes containing 'STATE CAPITOL', 'ROOM 1308', and 'MIKE HOOVER'. The 'Extended Category Codes' section includes 'SPN Number', 'County', and 'Date Sold' fields. The 'Other Information' section contains several fields: 'New or Used' (N), 'Ownership/Master Lease' (S), 'Scan', 'Tax Entity', and 'Fair Market Value'. The window also features a standard toolbar with 'OK', 'Cancel', 'Form', 'Previous', 'Next', and 'Tools' buttons.

Step	Action
19.	Click in the SPN Number field. <input type="text"/>
20.	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
21.	Click the OK button. 

Training Guide

Disposal through Destruction



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

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

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 | 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: PD | PENDING DESTRUCTION | Date: 08/17/2010 | Time: 14:56:07
 Subledger Inact: [] | ACTIVE SUBLEDGER
 Address Number: [] | Allow WO:
 Inventory Number: []

Step	Action
24.	Click the Cancel button. 

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Asset Master Information - Work With Assets

Select | Find | Add | Copy | Delete | Close | Row | Form | Tools

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 | Customize Grid

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

Training Guide

Disposal through Destruction

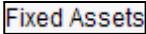
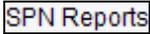


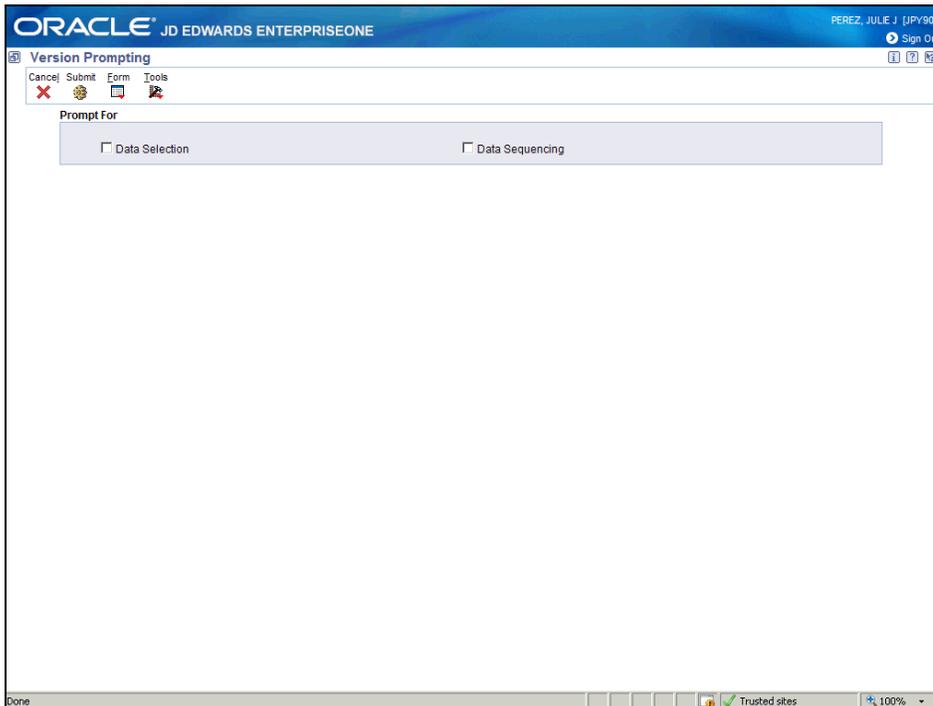
Step	Action
25.	Click the Close button. 
26.	You have successfully completed this lesson. End of Procedure.

Disposal through Destruction Report Lesson

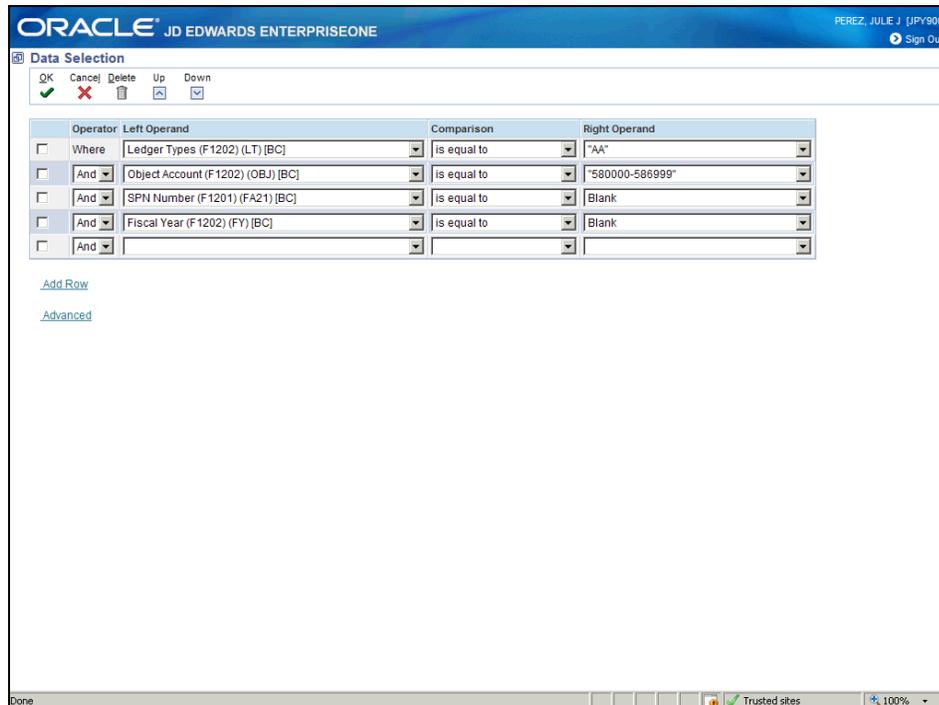
Procedure

In this lesson you will learn how to run the Disposal through Destruction 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 Destruction (PD) link. 



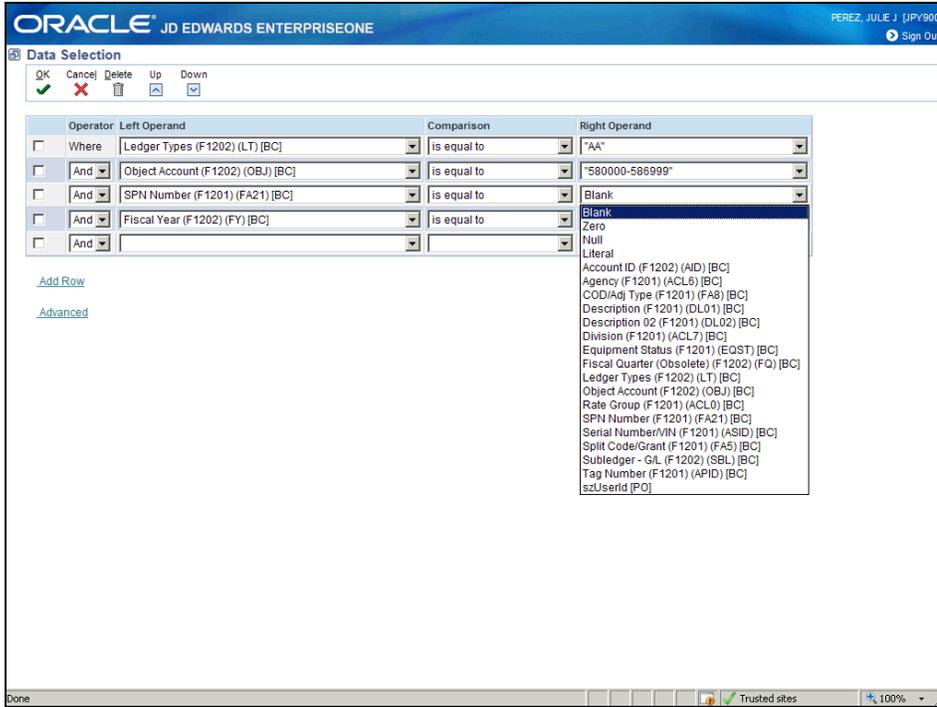
Step	Action
5.	Click the Data Selection option. 
6.	Click the Submit button. 



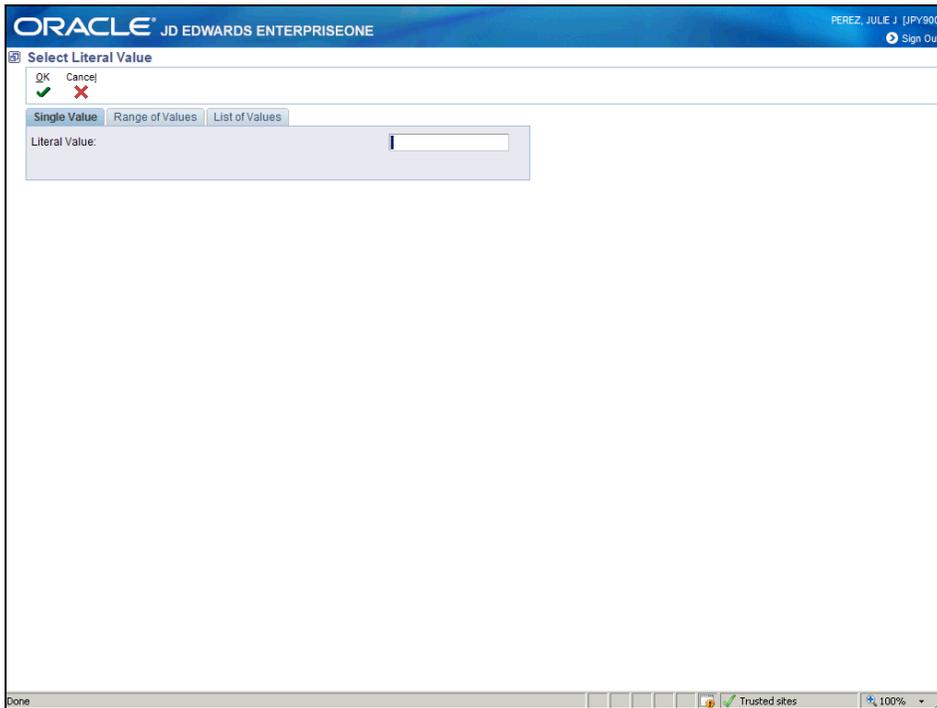
Step	Action
7.	Click the drop down list in the Right Operand column of the third row. 

Training Guide

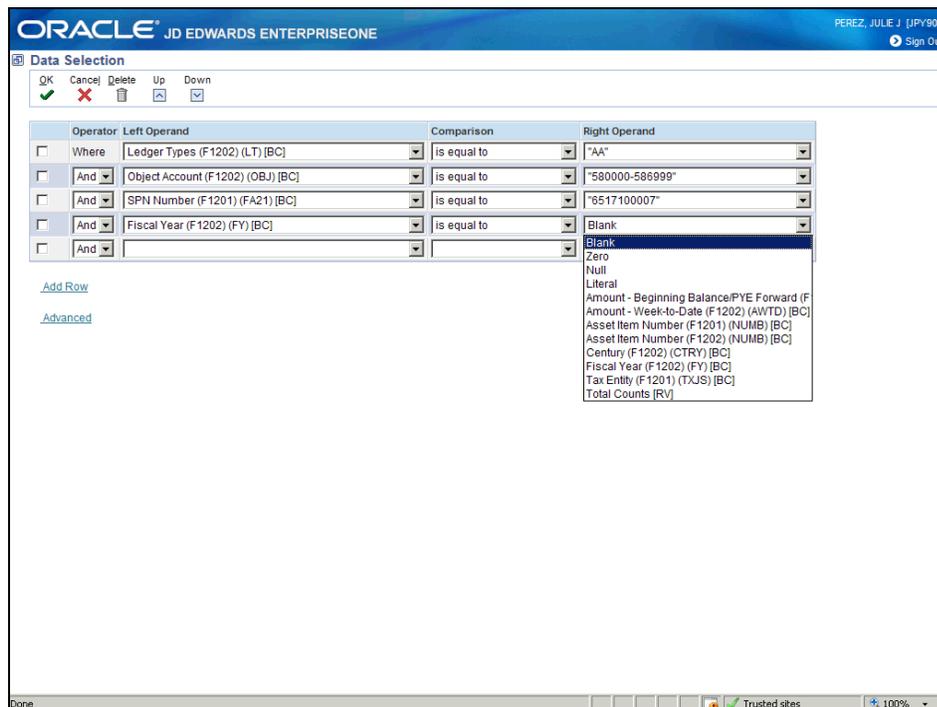
Disposal through Destruction

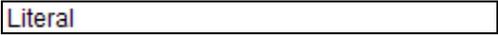


Step	Action
8.	Click the Literal list item. <input type="text" value="Literal"/>



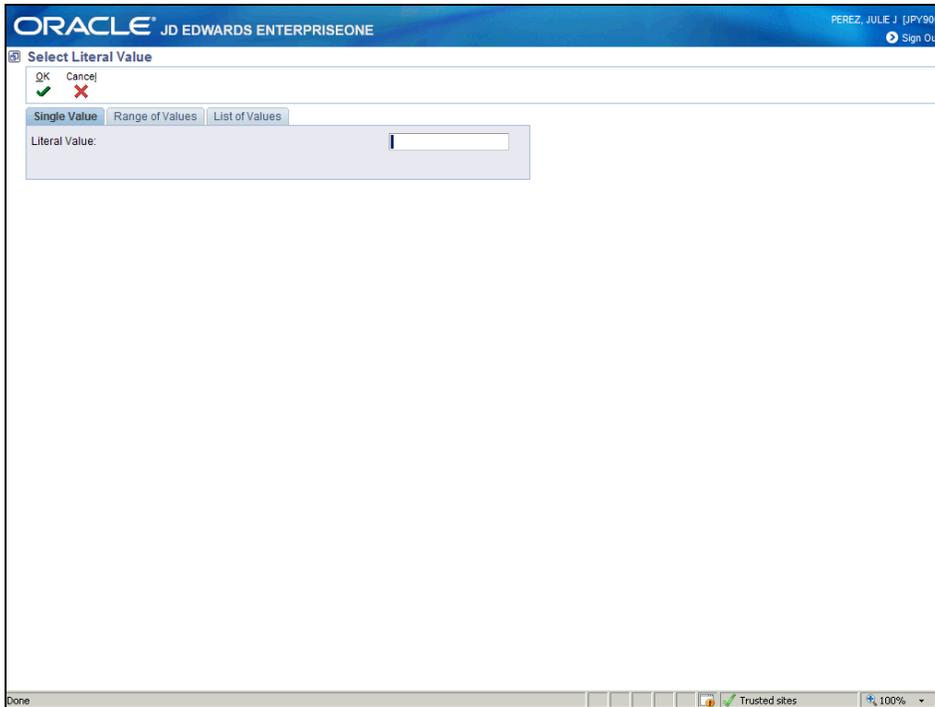
Step	Action
9.	Enter the Agency assigned SPN number. This number must be entered on the Fixed Asset record(s) prior to running this report.
10.	Click the OK button. 
11.	Click the drop down list in the Right Operand column of the fourth row. 



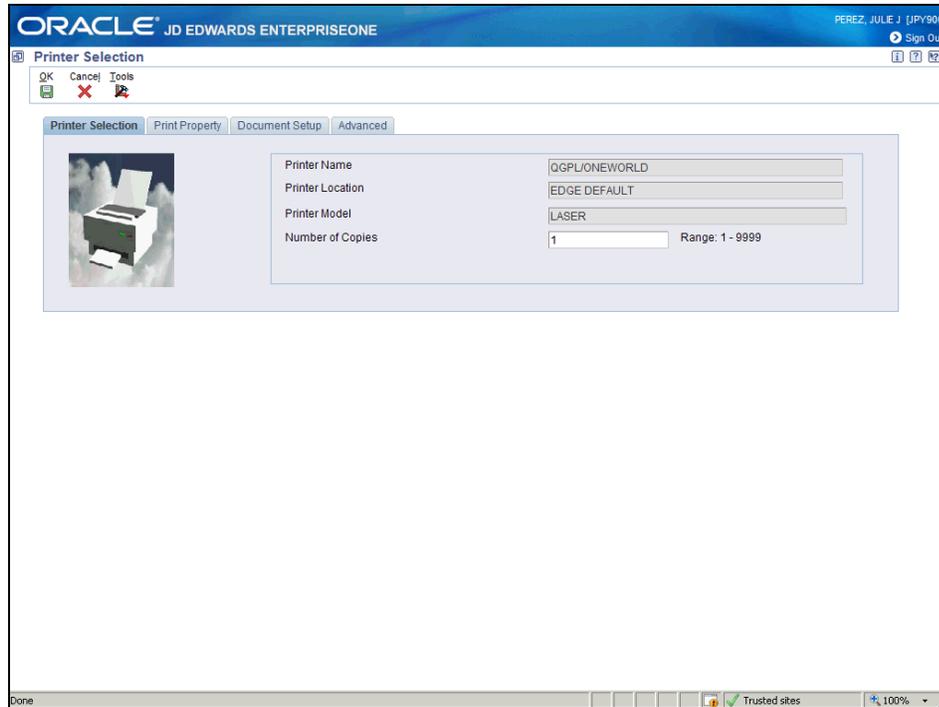
Step	Action
12.	Click the Literal list item. 

Training Guide

Disposal through Destruction



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 Training Guide. You have successfully completed this lesson. End of Procedure.