

Asset Master List

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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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Asset Master List

Asset Master List Overview

You can run the Asset Master List Report to review and/or print the net book value and year-to-date depreciation expense for each asset.

For each asset that you specify, the report lists the following information:

- Tag Number
- Description
- Item Code
- Date Acquired
- Cost
- Accumulated Depreciation
- Net Book Value (sum of Cost and Accumulated Depreciation)
- YTD Depreciation Expense

Asset Master List Lesson

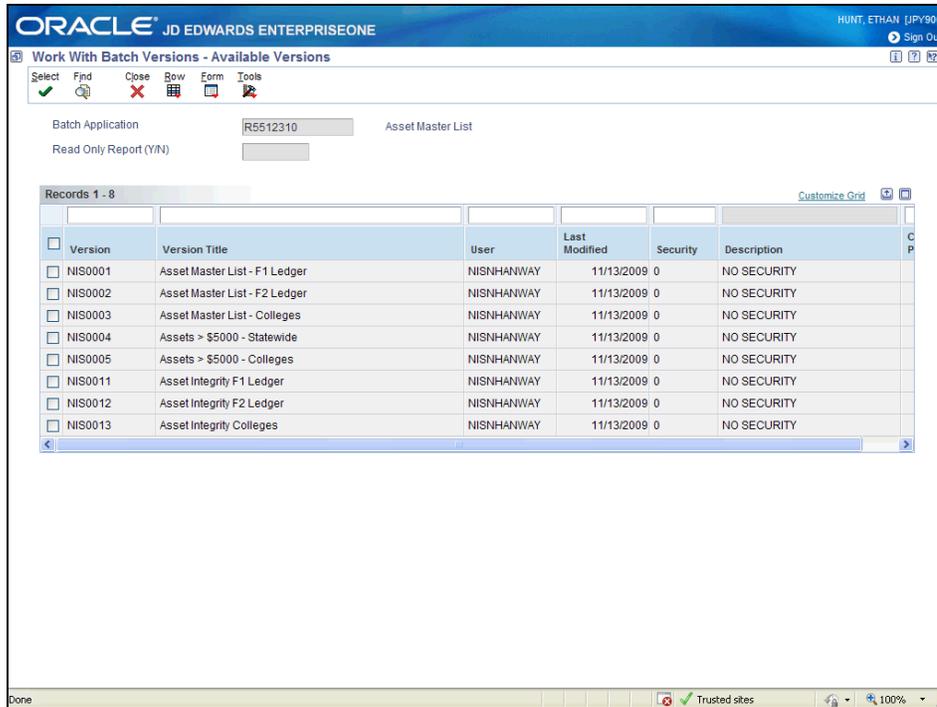
Procedure

In this lesson you will learn how to run the Asset Master List Report.

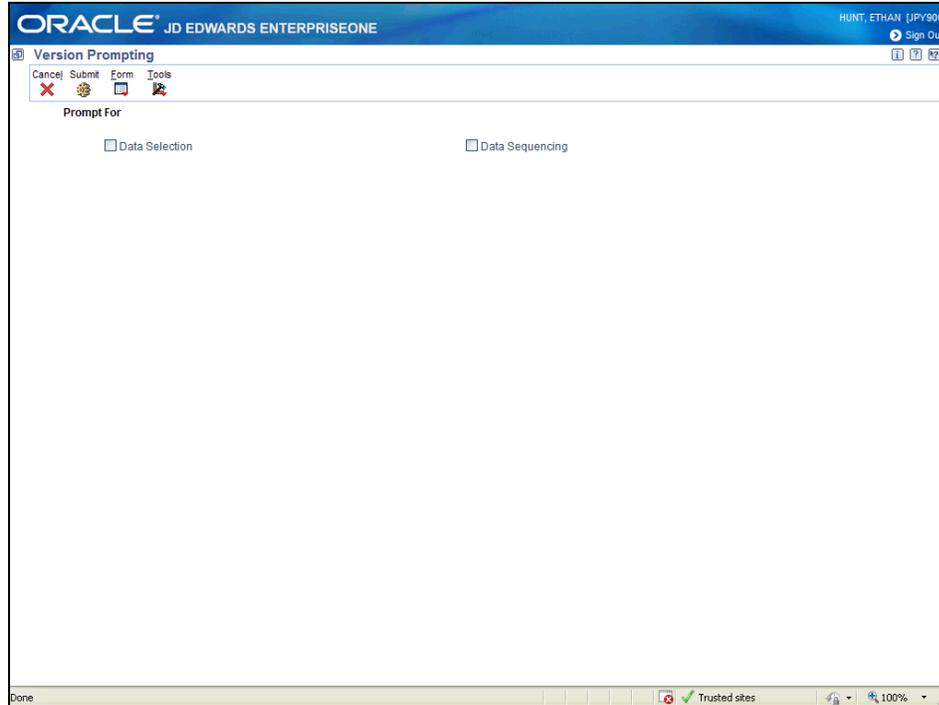
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Fixed Assets link. Fixed Assets
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the F/A Reports link. F/A Reports
5.	Click the Asset Master List link. Asset Master Lis

Training Guide

Asset Master List



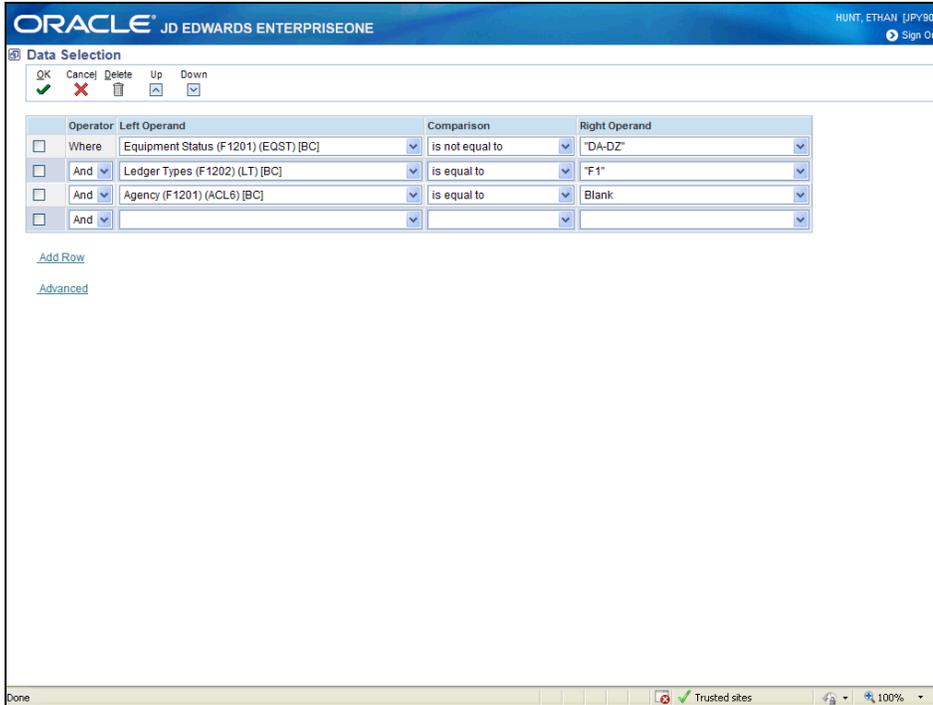
Step	Action
6.	Choose appropriate version by clicking the check box next to it. <input type="checkbox"/>
7.	Click the Select button. <input checked="" type="checkbox"/>



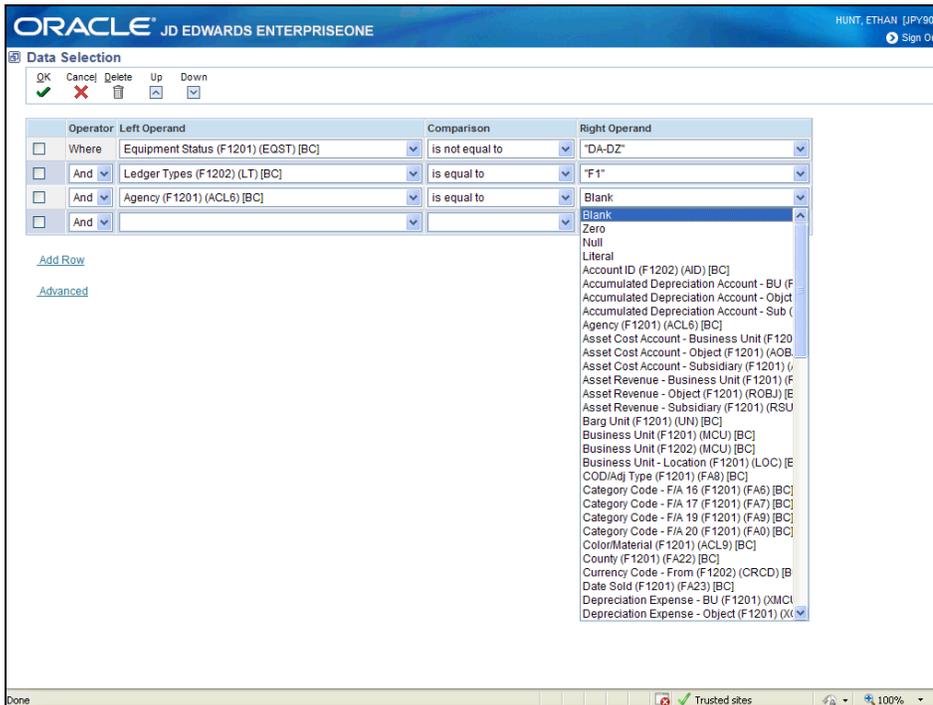
Step	Action
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 
10.	In the first row, verify: Left Operand is "Equipment Status (F1201)[BC]" Comparison is "is not equal to" Right Operand is "DA-DZ"
11.	On the second row, verify: Left Operand is "Ledger Type (F1202)[BC]" Comparison is "is equal to" Right Operand is "F1" (or another ledger)

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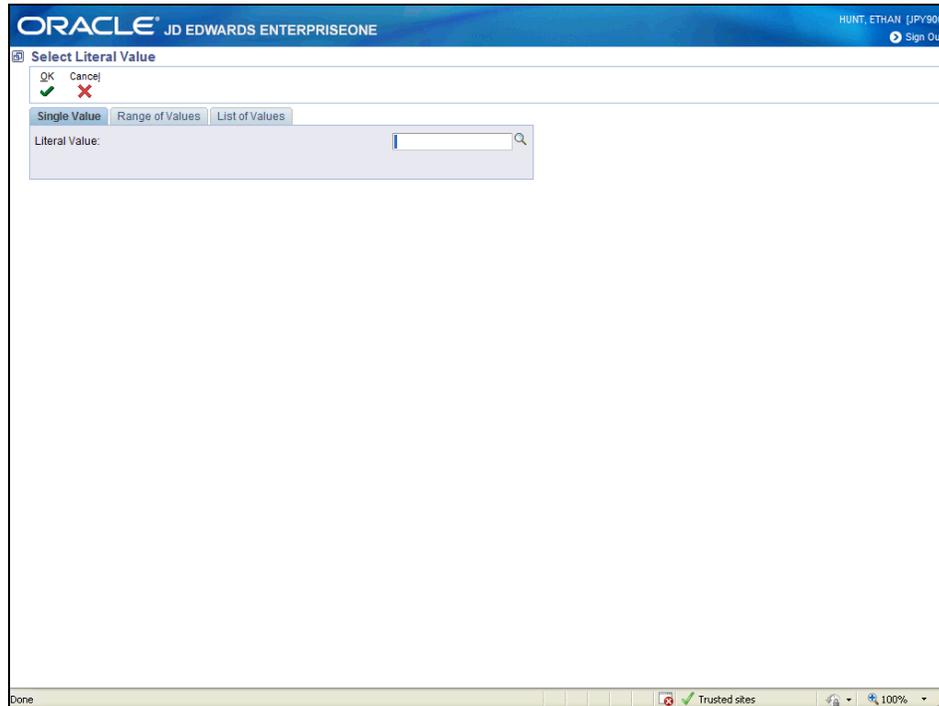
Asset Master List



Step	Action
12.	Click the drop down list of the Right Operand column for the Agency row. 



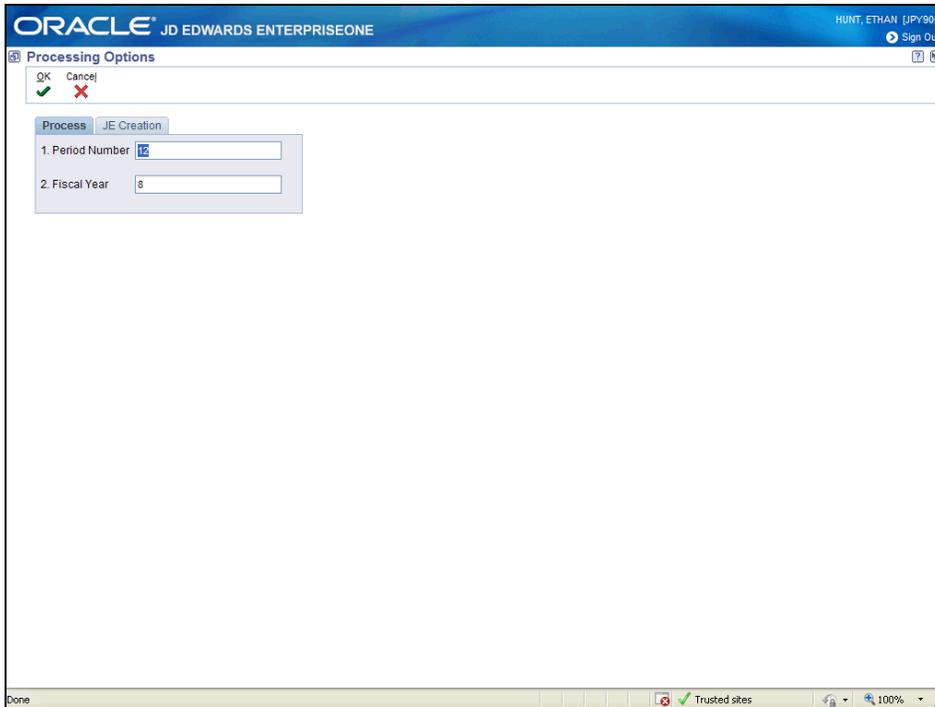
Step	Action
13.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Literal</div>



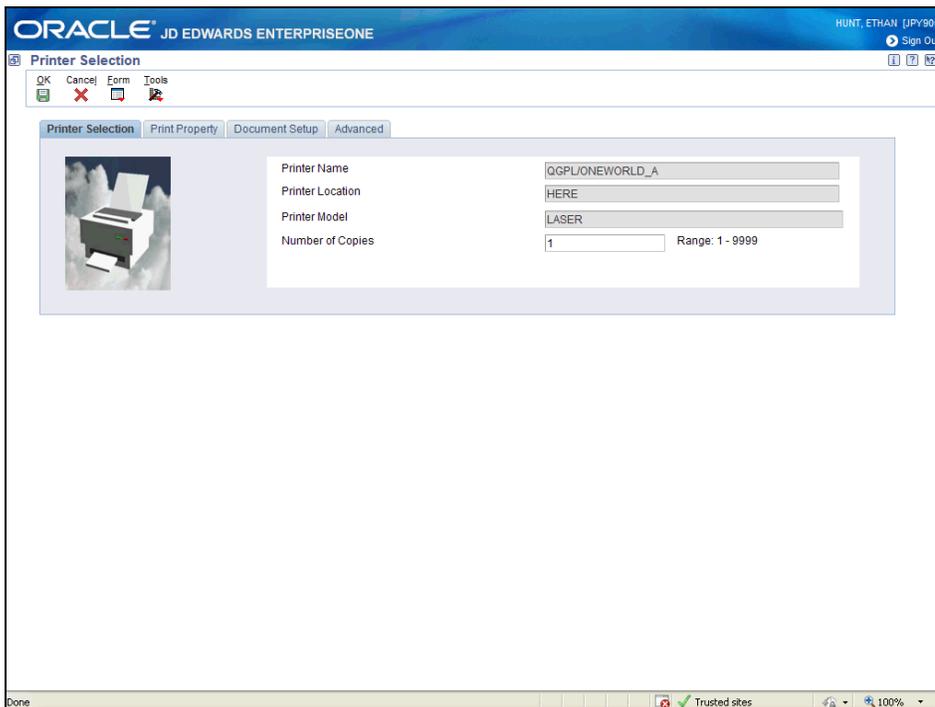
Step	Action
14.	Enter the agency number into the Literal Value field.
15.	Click the OK button. <div style="display: inline-block; border: 1px solid black; padding: 2px;">✔</div>
16.	Click the OK button. <div style="display: inline-block; border: 1px solid black; padding: 2px;">✔</div>
17.	Enter the Period Number and Fiscal Year for which you want the report generated.

Training Guide

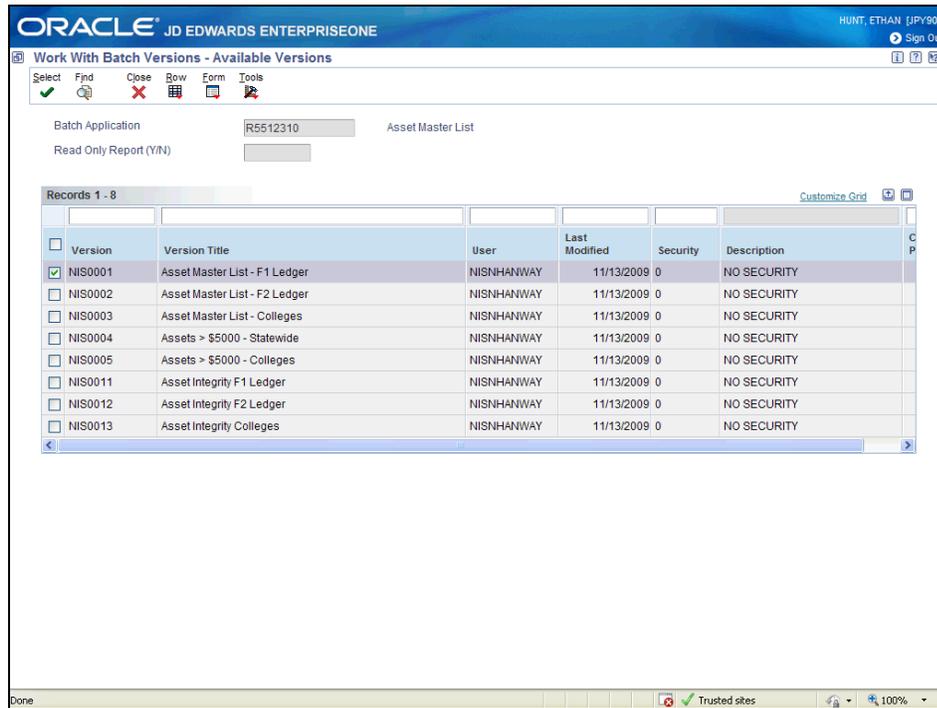
Asset Master List



Step	Action
18.	Click the OK button. 



Step	Action
19.	Click the OK button. 



Step	Action
20.	Click the Close button. 
21.	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.