

## **Asset Master Schedule**

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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 Schedule

### Asset Master Schedule Overview

You can run the Asset Master Schedule Report to review and/or print the information that you entered on the Asset Master Revisions form when you create asset master records.

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

- Tag Number
- Division
- Item and Sub-Item Codes
- Parent Number
- Asset and Serial Numbers
- Descriptions
- Responsible Business Unit
- Date Acquired

### Asset Master Schedule Lesson

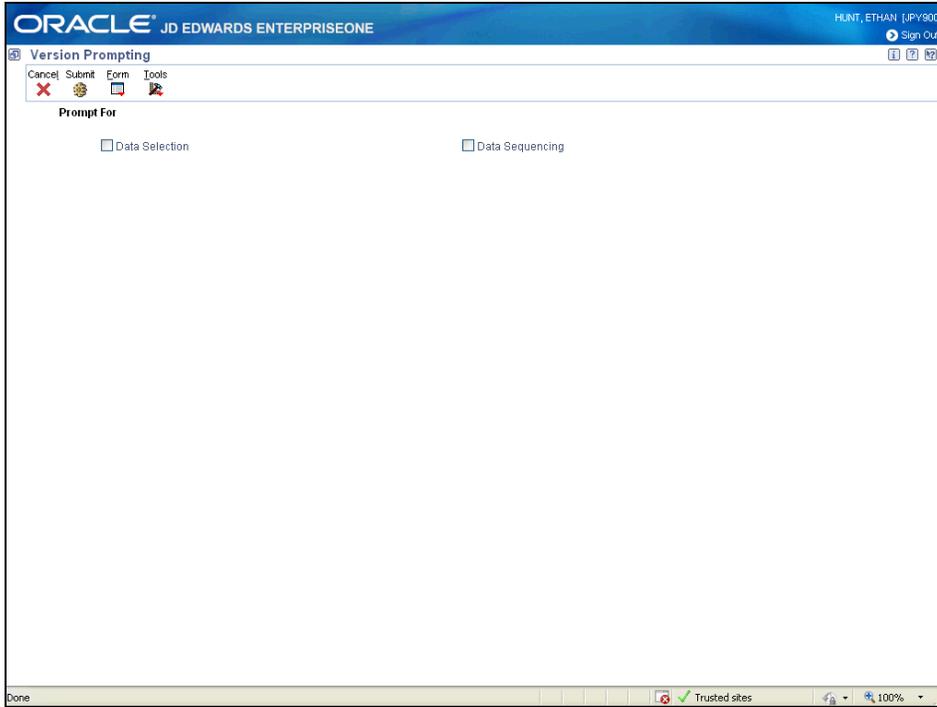
#### Procedure

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

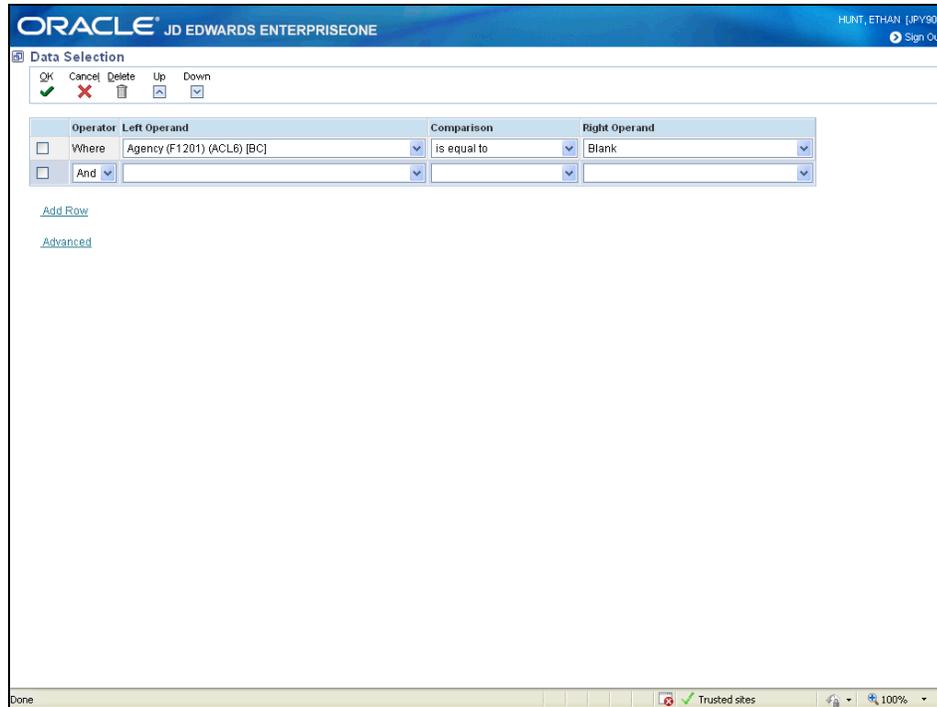
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Fixed Assets</b> link. <a href="#">Fixed Assets</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>F/A Reports</b> link. <a href="#">F/A Reports</a>
5.	Click the <b>Asset Master Schedule</b> link. <a href="#">Asset Master Schedule</a>

# Training Guide

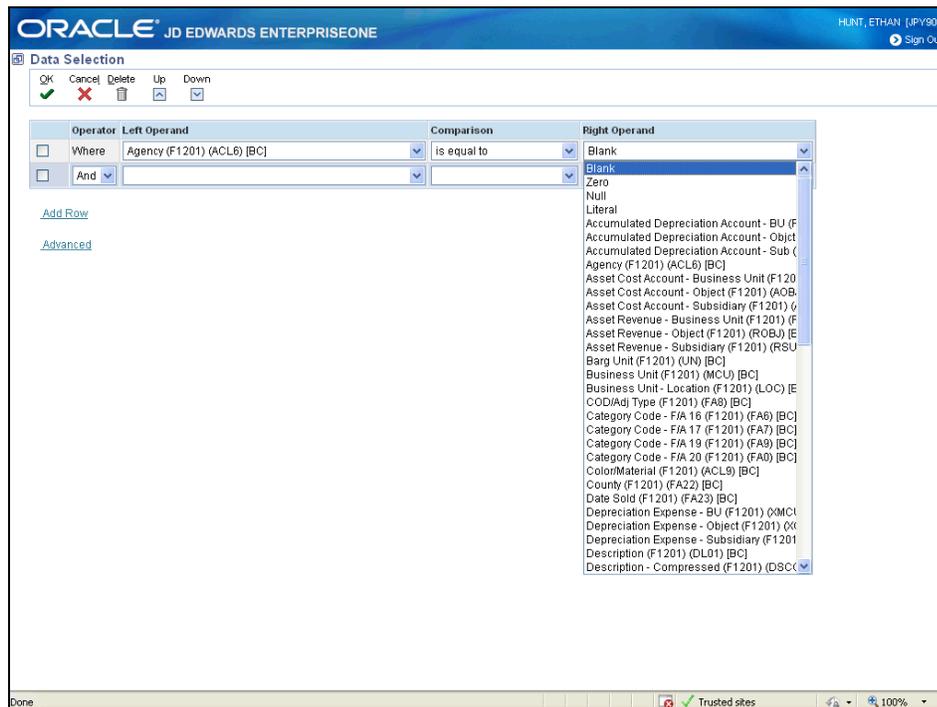
## Asset Master Schedule



Step	Action
6.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
7.	Click the <b>Submit</b> button. 



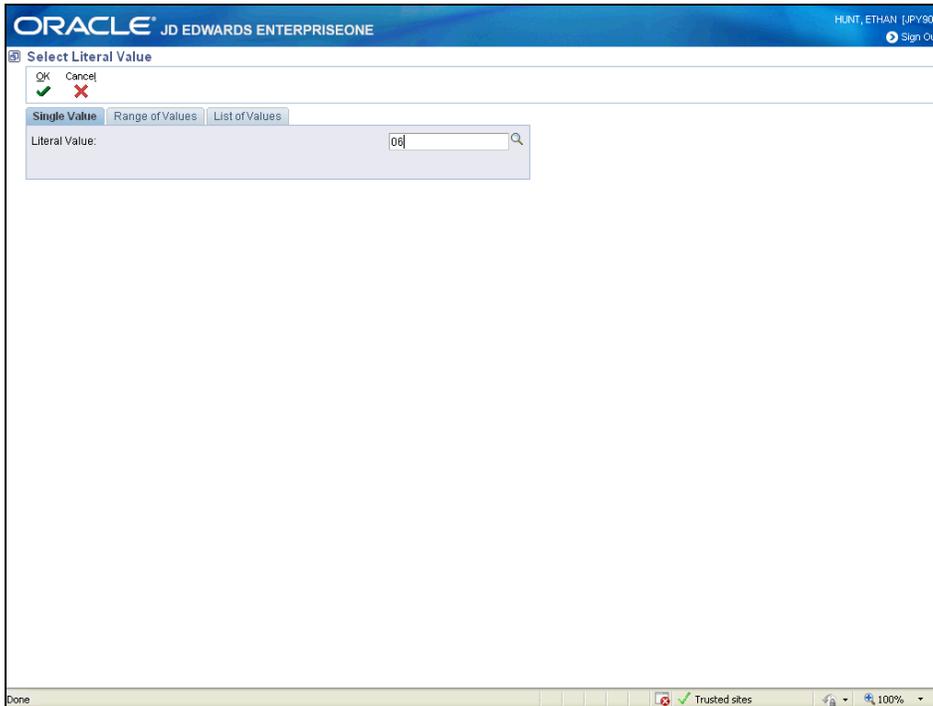
Step	Action
8.	Click the <b>drop down</b> list of the Right Operand column for the Agency row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank ▾</div>



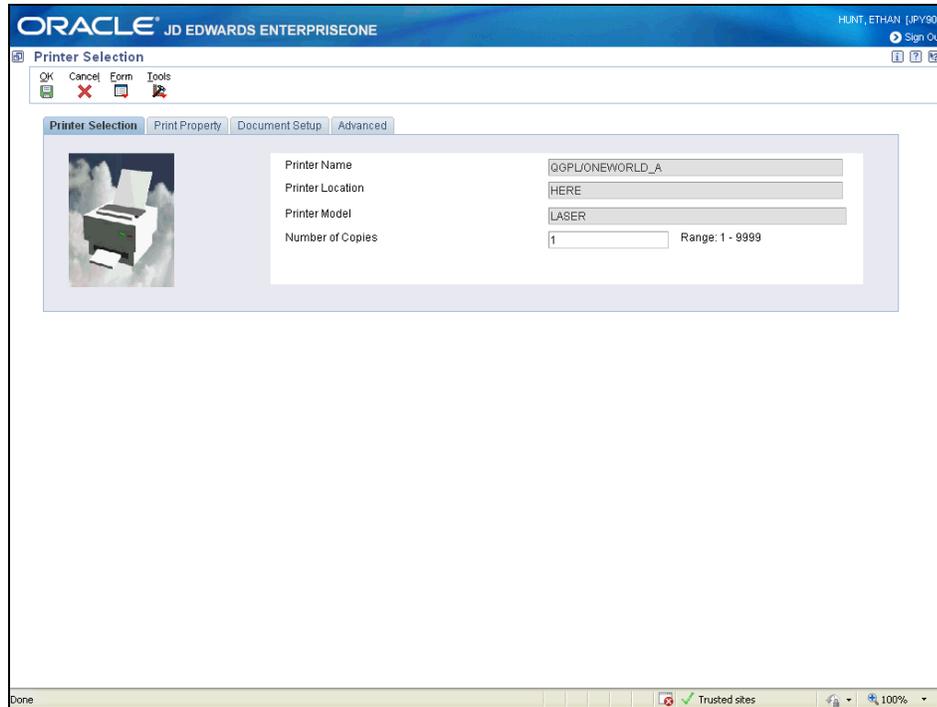
# Training Guide

## Asset Master Schedule

Step	Action
9.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



Step	Action
10.	Enter the agency number into the <b>Literal Value</b> field.
11.	Click the <b>OK</b> button. <div style="text-align: center;">✔</div>
12.	Click the <b>OK</b> button. <div style="text-align: center;">✔</div>



Step	Action
13.	Click the <b>OK</b> button. 
14.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics Training Guide.  You have successfully completed this lesson. <b>End of Procedure.</b>