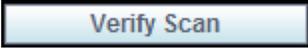
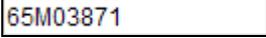


Alien Asset Verify-Reject

Step	Action
1.	<p>This functionality enables an end user with appropriate business unit security in Fixed Assets to review alien assets. Upon review, the end user can either "verify" the scan or "reject" the scan.</p> <p>When the alien asset scan is "verified" the following records are updated:</p> <ul style="list-style-type: none"> o Asset Master Information - "Scanned" field populates with a "V" for verified scan o F/A Scanning History - "Transaction" changes from an "A", Alien, to a "V", Verified Scan o Alien Asset Verification History - updates with verification record <p>When the alien asset scan is "rejected":</p> <ul style="list-style-type: none"> o F/A Scanning History - Alien asset scan is purged o Alien Asset Verification History - updates with a rejection record <p>Note: An alien asset in a "disposed" status cannot be "verified" or "rejected".</p>
2.	<p>Click the State of Nebraska link.</p> <p>State of Nebraska</p>
3.	<p>Click the Fixed Assets link.</p> <p>Fixed Assets</p>
4.	<p>Click the Fixed Assets - Barcoding link.</p> <p>Fixed Assets - Barcoding</p>
5.	<p>Click the Alien Asset Verification link.</p> <p>Alien Asset Verification</p>
6.	<p>To narrow Search, use Query by Example, QBE, line.</p>
7.	<p>Click the Find button.</p> <p></p>
8.	<p>VERIFY SCAN</p> <p>Click the Select button.</p> <p></p>
9.	<p>SCANNED FIXED ASSET INFORMATION:</p> <p>Populates with data entered by the scanning individual and identifies who scanned the alien asset.</p>
10.	<p>FIXED ASSET MASTER INFORMATION:</p> <p>Populates with data from the Fixed Asset Master in EnterpriseOne.</p>

Step	Action
11.	"Verify Scan" will only update the "Scanned" field on the Fixed Asset Master. All other Fixed Asset Master fields will retain current data.
12.	Click the Verify Scan button. 
13.	Once alien asset is verified, it is no longer available on the grid.
14.	REJECT SCAN Click the Select button. 
15.	To remove an alien asset from the F/A Scanning History, select "Reject Scan".
16.	Click the Reject Scan button. 
17.	Once alien asset is rejected, it is no longer available on the grid.
18.	DISPOSED ITEM Click the Select button. 
19.	An alien asset in a Disposed Status cannot be "verified" or "rejected." Further review of the alien asset is required. Work with AS Materiel Division - Surplus Property to determine the steps required to work with the asset. Send e-mail to dasmat.surplusproperty@nebraska.gov with specific details, to include Tag Number, Equipment Status, etc.
20.	Click the Cancel button. 
21.	Click the Close button. 
22.	VERIFIED ASSET UPDATES: Asset Master Information - "Scanned" field populates with a "V" for verified scan Click the Asset Master Information link. 
23.	Click in the Tag Number field. 
24.	Enter the desired information into the Tag Number field.
25.	Click the Find button. 
26.	Click on the row containing the asset to review. 

Step	Action
27.	Click the Select button. 
28.	Click the Additional Info tab. Additional Info
29.	"Scanned" field populates with "V" - verified. This is the only field updated when an alien asset scan is verified.
30.	Click the Cancel button. 
31.	Click the Close button. 
32.	VERIFIED ASSET UPDATES F/A Scanning History - "Transaction" changes from an "A", Alien, to a "V", Verified Scan Click the F/A Scanning History - View Only link. F/A Scanning History - View Only
33.	Click in the Tag Number field. <input type="text"/>
34.	Enter the desired information into the Tag Number field.
35.	Click the View Verified Items Only (V) option. <input type="radio"/>
36.	Use the Scroll Bar to view the rest of the record
37.	Transaction reflects "V" - VERIFIED SCAN
38.	Click the Close button. 
39.	VERIFIED ASSET UPDATES Alien Asset Verification History - updates with verification record Click the Alien Asset Verification History link. Alien Asset Verification History
40.	Click in the Tag Number field. <input type="text"/>
41.	Enter the desired information into the Tag Number field.
42.	Click the Find button. 
43.	Use the Scroll Bar to view the rest of the record

Step	Action
44.	When an alien asset scan is verified, the following fields reflect: <ul style="list-style-type: none"> o Review Date o Review Time o Review User ID
45.	Double-click in the Tag Number field. 
46.	Enter the desired information into the Tag Number field.
47.	Click the Find button. 
48.	Use the Scroll Bar to view the rest of the record
49.	When an alien asset scan is rejected, the following fields reflect: <ul style="list-style-type: none"> o Review Date o Review Time o Review User ID o Scanned Comment = Scan Rejected
50.	Click the Close button. 
51.	End of Procedure.