

Alien Asset Verify-Reject

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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.

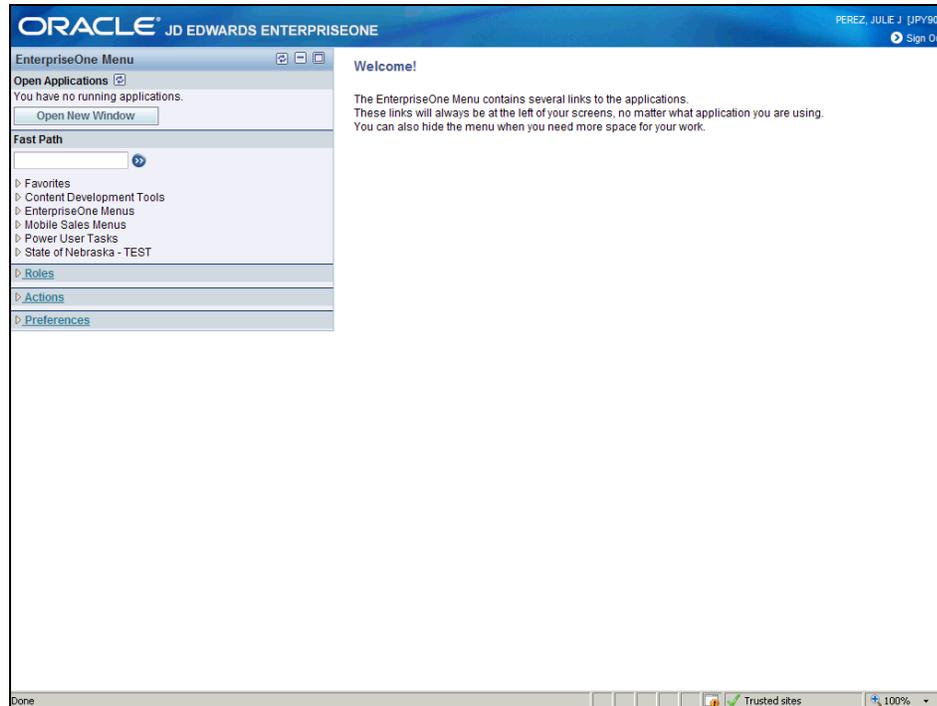
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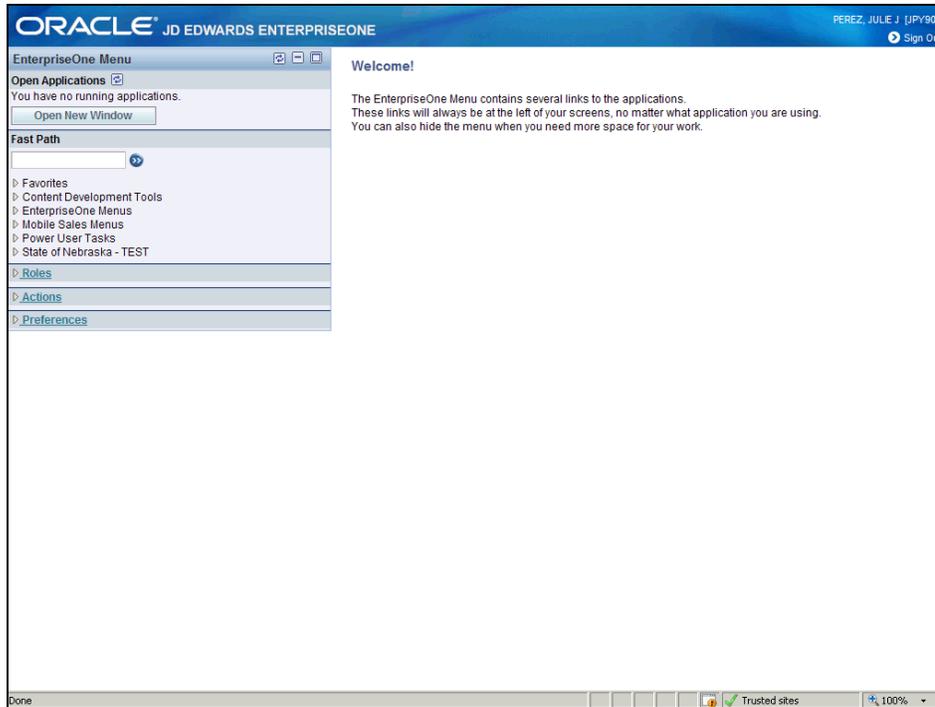
Procedure



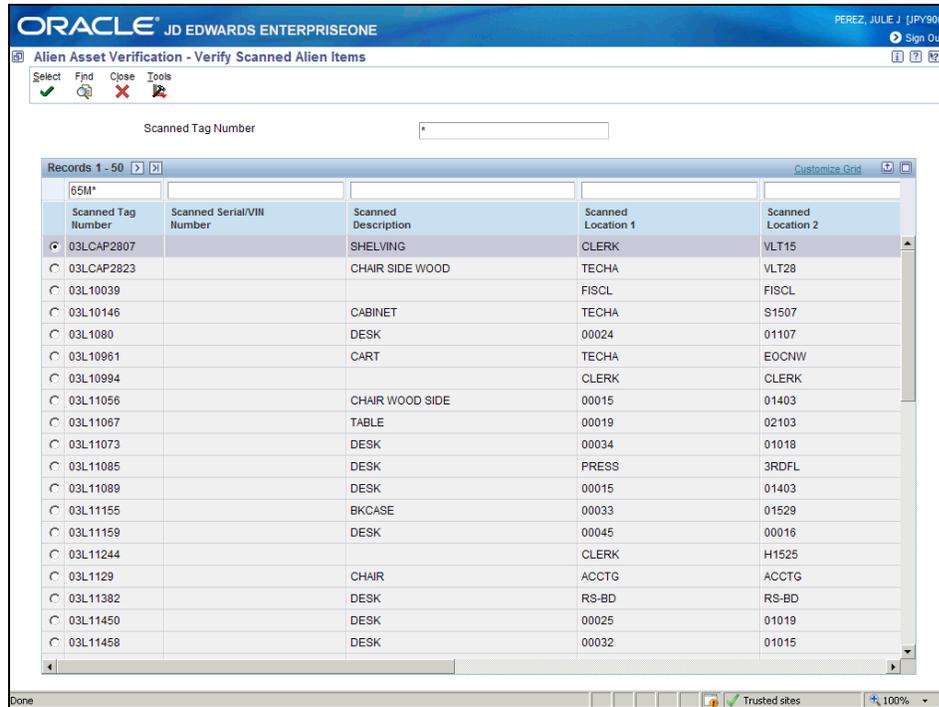
Step	Action
1.	<p>This functionality enables an end user with appropriate business unit security in Fixed Assets to review alien assets. Upon review, the end user can either "verify" the scan or "reject" the scan.</p> <p>When the alien asset scan is "verified" the following records are updated:</p> <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>

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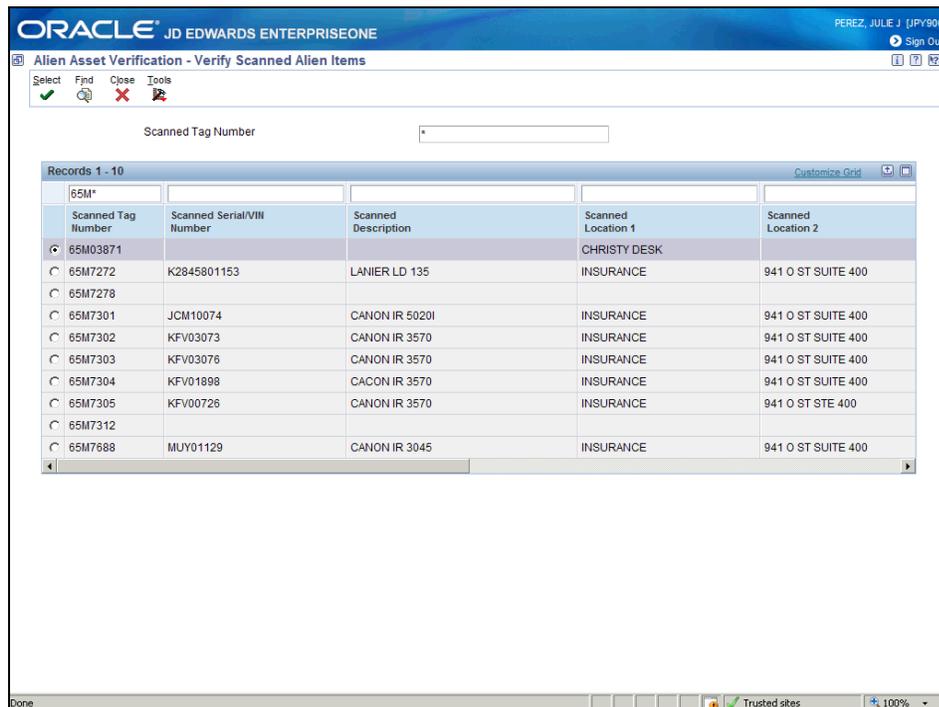
Alien Asset Verify-Reject



Step	Action
2.	Click the State of Nebraska link. State of Nebraska
3.	Click the Fixed Assets link. Fixed Assets
4.	Click the Fixed Assets - Barcoding link. Fixed Assets - Barcoding
5.	Click the Alien Asset Verification link. Alien Asset Verification
6.	To narrow Search, use Query by Example, QBE, line.



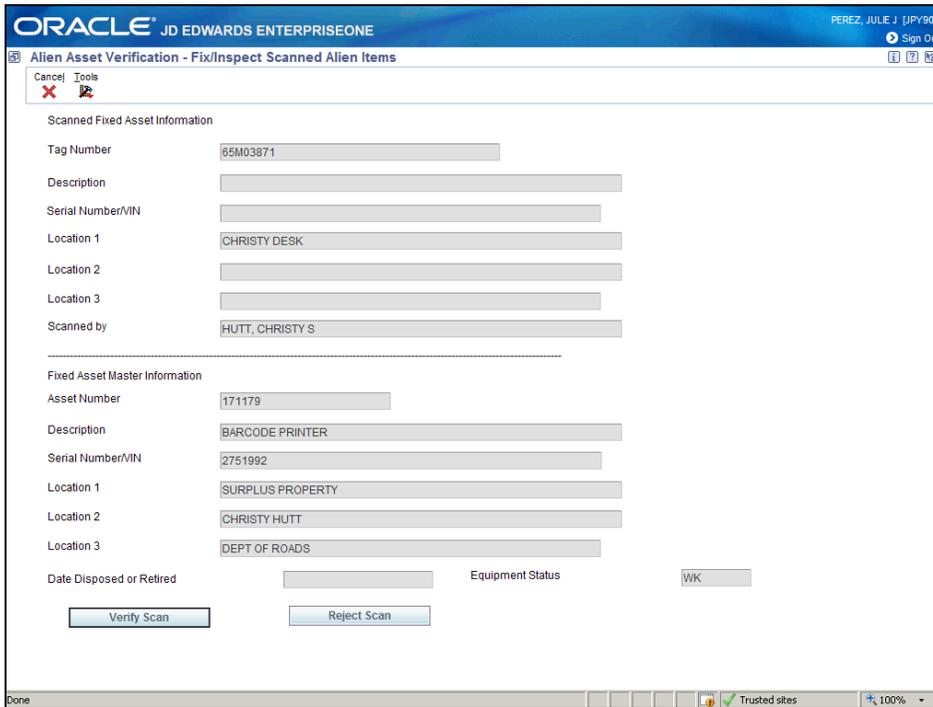
Step	Action
7.	Click the Find button. 

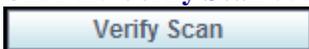


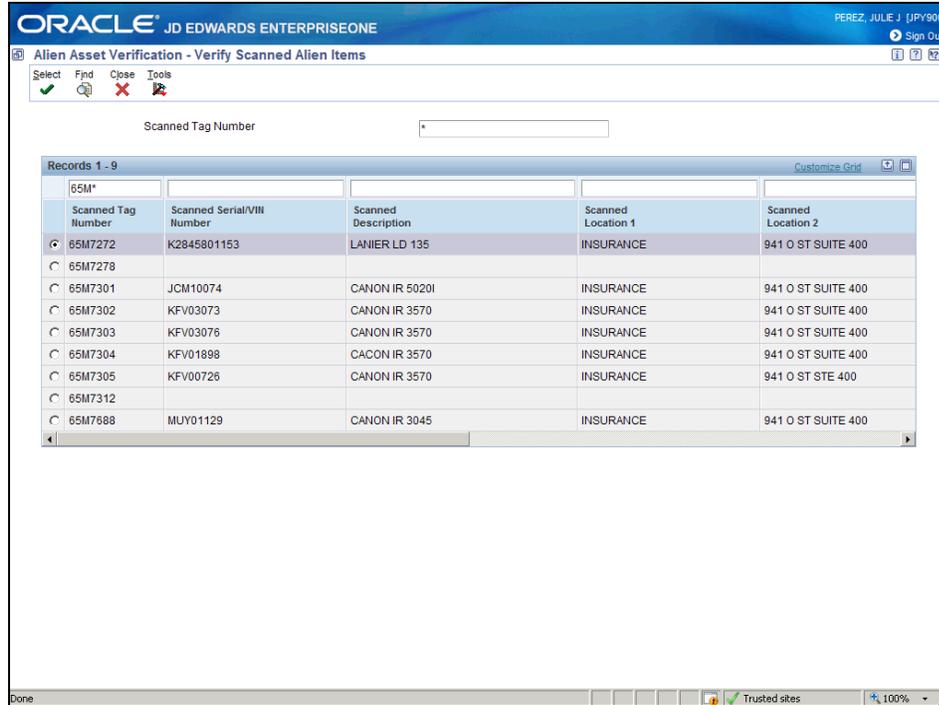
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Alien Asset Verify-Reject

Step	Action
8.	<p>VERIFY SCAN</p> <p>Click the Select button.</p> 



Step	Action
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>
11.	<p>"Verify Scan" will only update the "Scanned" field on the Fixed Asset Master. All other Fixed Asset Master fields will retain current data.</p>
12.	<p>Click the Verify Scan button.</p> 



Step	Action
13.	Once alien asset is verified, it is no longer available on the grid.
14.	<p>REJECT SCAN</p> <p>Click the Select button.</p> 

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Alien Asset Verify-Reject

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Alien Asset Verification - Fix/Inspect Scanned Alien Items

Scanned Fixed Asset Information

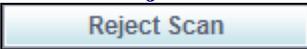
Tag Number: 65M7272
 Description: LANIER LD 135
 Serial Number/VIN: K2845801153
 Location 1: INSURANCE
 Location 2: 941 O ST SUITE 400
 Location 3: LINCOLN
 Scanned by: NEAL, JULIE A

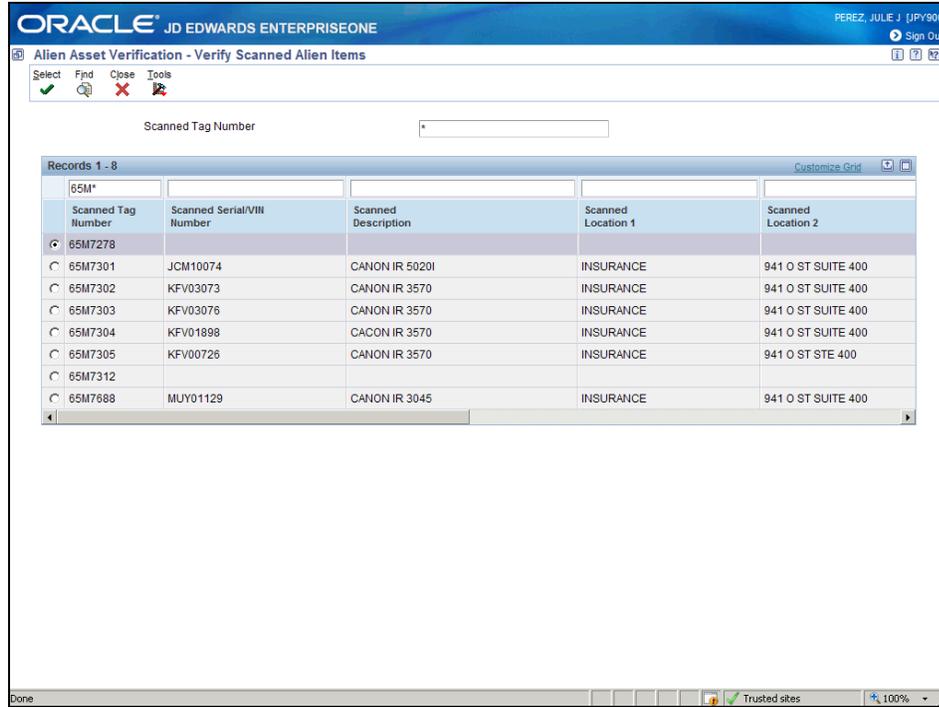
Fixed Asset Master Information

Asset Number: 125596
 Description: LD 135 COPIER
 Serial Number/VIN: K2845801153
 Location 1: 941 O ST, STE. 400
 Location 2: LINCOLN, NE 68508
 Location 3: INSURANCE

Date Disposed or Retired: [] Equipment Status: WK

Buttons: Verify Scan, Reject Scan

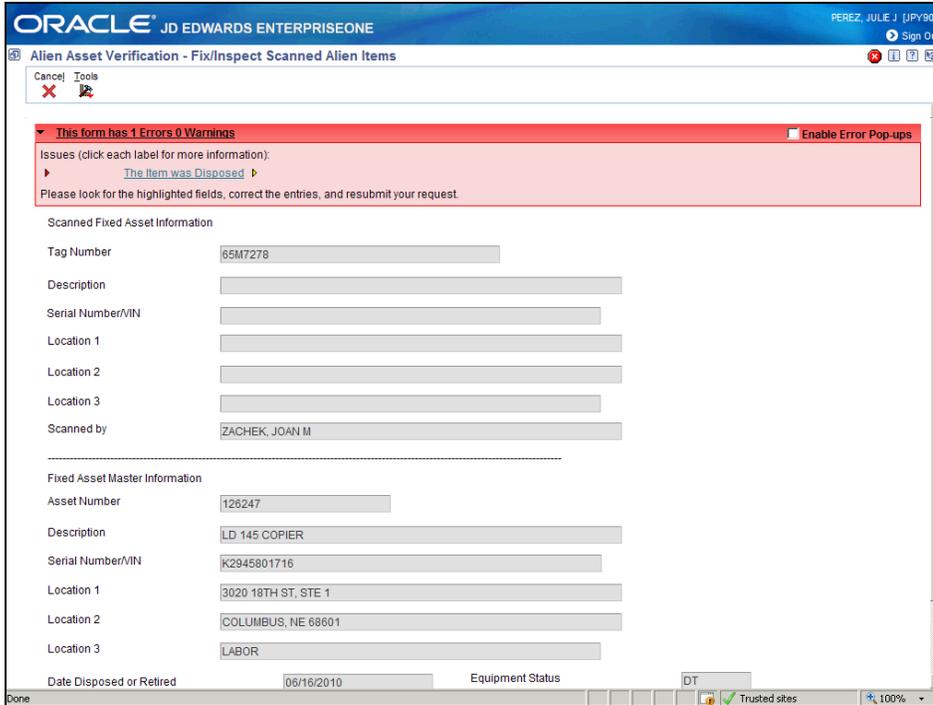
Step	Action
15.	To remove an alien asset from the F/A Scanning History, select "Reject Scan".
16.	Click the Reject Scan button. 



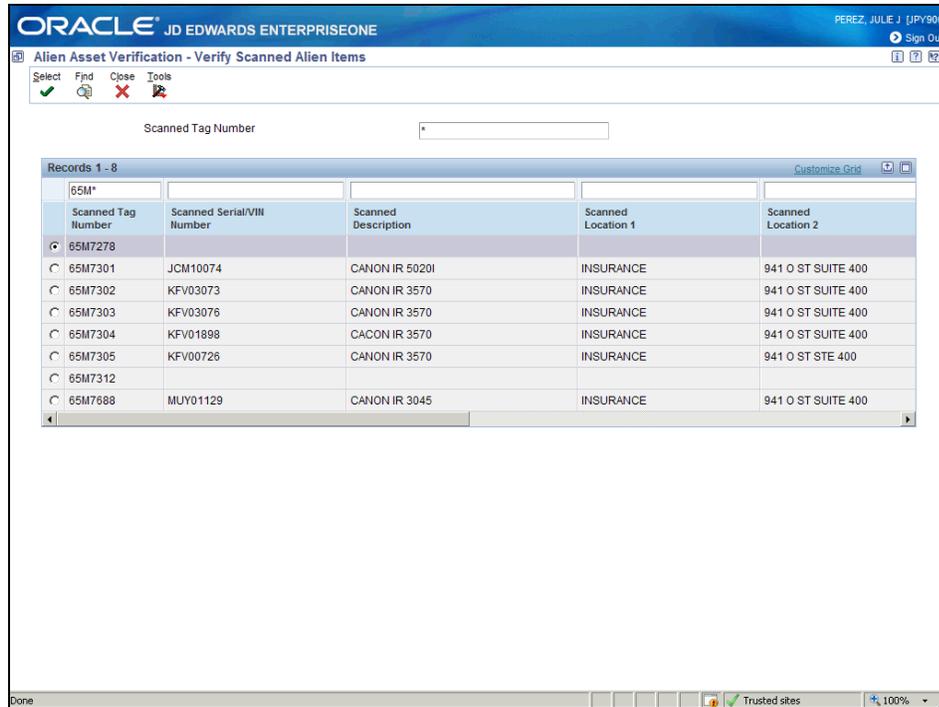
Step	Action
17.	Once alien asset is rejected, it is no longer available on the grid.
18.	<p>DISPOSED ITEM</p> <p>Click the Select button.</p> 

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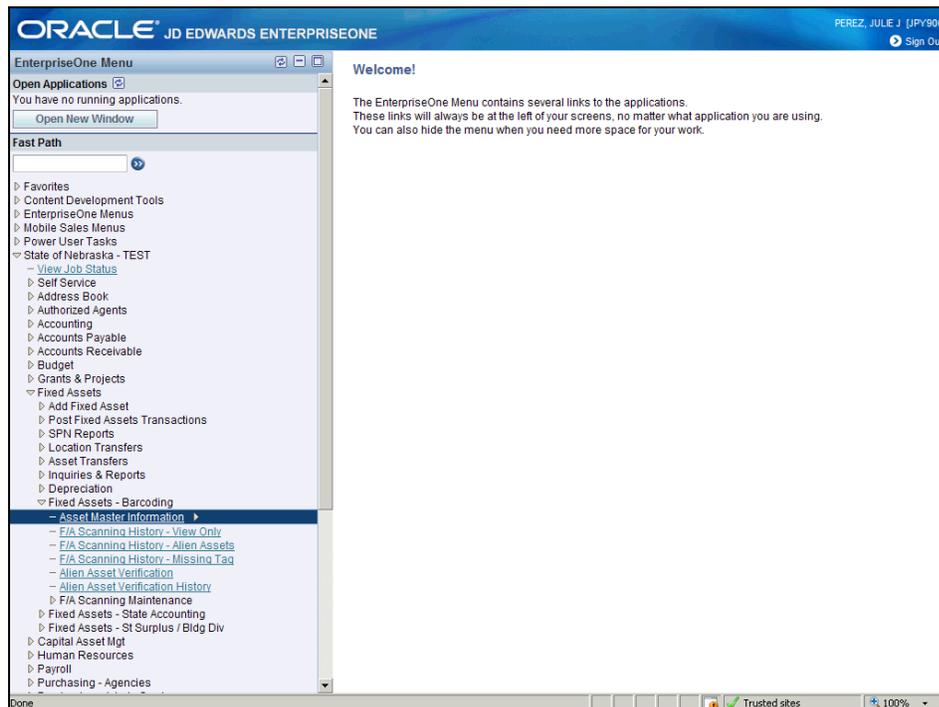
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Step	Action
19.	<p>An alien asset in a Disposed Status cannot be "verified" or "rejected." Further review of the alien asset is required. Work with AS Materiel Division - Surplus Property to determine the steps required to work with the asset.</p> <p>Send e-mail to dasmat.surplusproperty@nebraska.gov with specific details, to include Tag Number, Equipment Status, etc.</p>
20.	<p>Click the Cancel button.</p> 



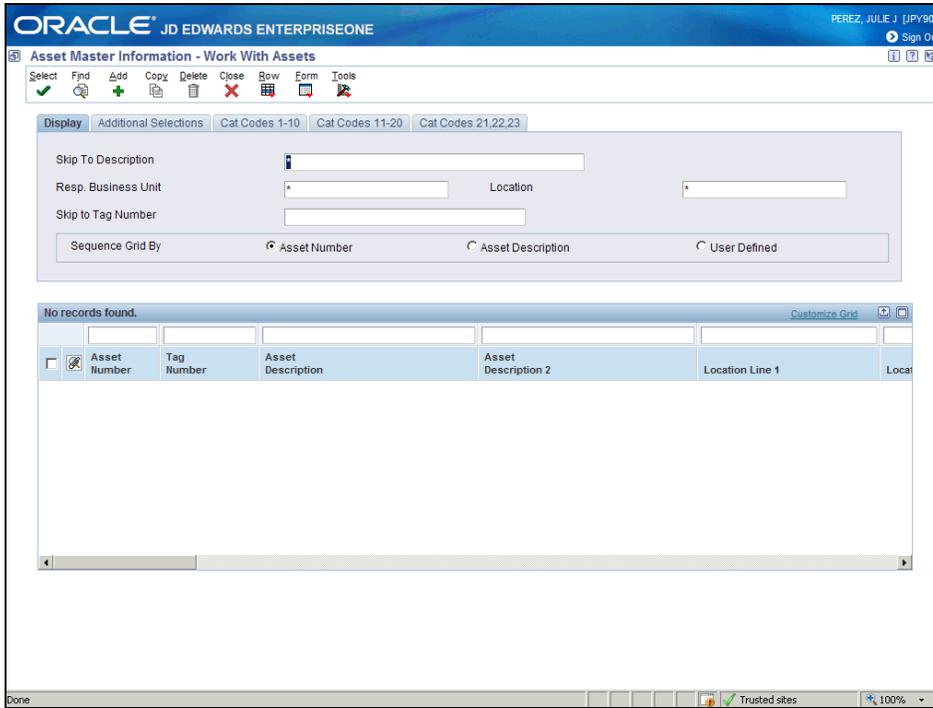
Step	Action
21.	Click the Close button. 



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Step	Action
22.	<p>VERIFIED ASSET UPDATES:</p> <p>Asset Master Information - "Scanned" field populates with a "V" for verified scan Click the Asset Master Information link. Asset Master Information</p>



Step	Action
23.	<p>Click in the Tag Number field.</p> <input type="text"/>
24.	<p>Enter the desired information into the Tag Number field.</p>
25.	<p>Click the Find button.</p> 
26.	<p>Click on the row containing the asset to review.</p> <input type="checkbox"/>
27.	<p>Click the Select button.</p> 

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Asset Master Information - Asset Master Revisions

Work With Assets Asset Master Revisions

Asset Number: 171179 Last Asset Number Entered: []

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

Identification

Asset Number: 171179 Description: BARCODE PRINTER
 Tag Number: 65M03871
 Serial Number/VIN: 2751992
 Parent Number: 65M03871

Accounting Information

Fund: 56580 SURPLUS PROPERTY
 Responsible BU: 65050017 SURPLUS PROPERTY - OPER
 Account Number: 56580.173300 COMPUTER HARDWARE EQUIPMENT
 Date Acquired: 07/01/2008 Date Disposed: [] P.O.: []

Status: WK WORKING Date: 07/01/2008 Time: 11:53:54
 Subledger Inact: [] ACTIVE SUBLDGER
 Address Number: []
 Inventory Number: [] Allow WO

Step	Action
28.	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: 171179 Last Asset Number Entered: []

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

Location: Building/Room/Comments

SURPLUS PROPERTY
 CHRISTY HUTT
 DEPT OF ROADS

Extended Category Codes

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

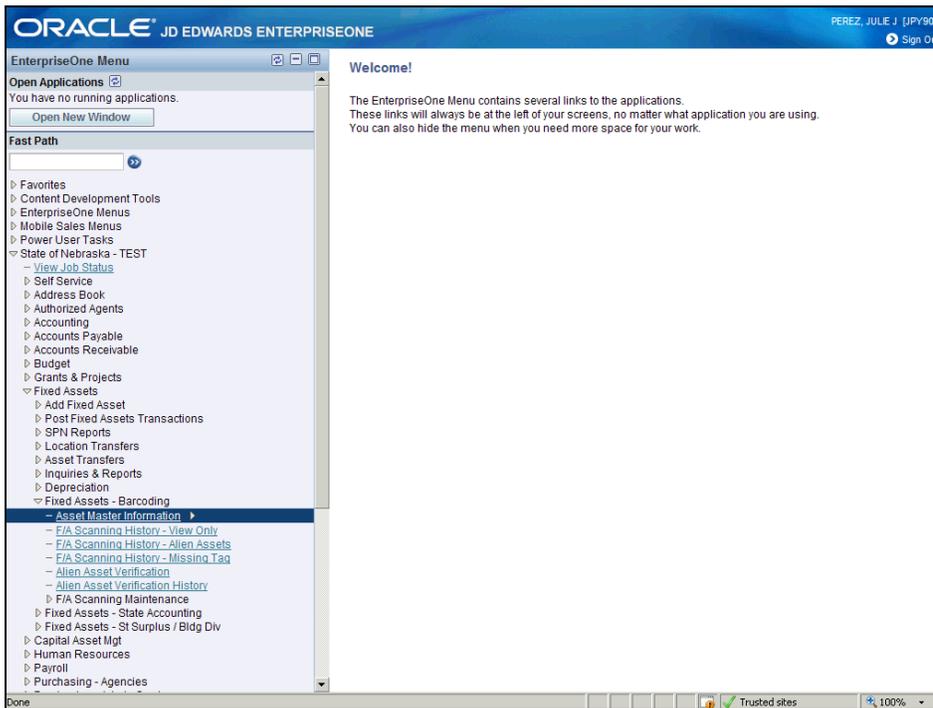
Other Information

New or Used: []
 Ownership/Master Lease: []
 Scan: VERIFIED SCAN
 Tax Entity: []
 Fair Market Value: []

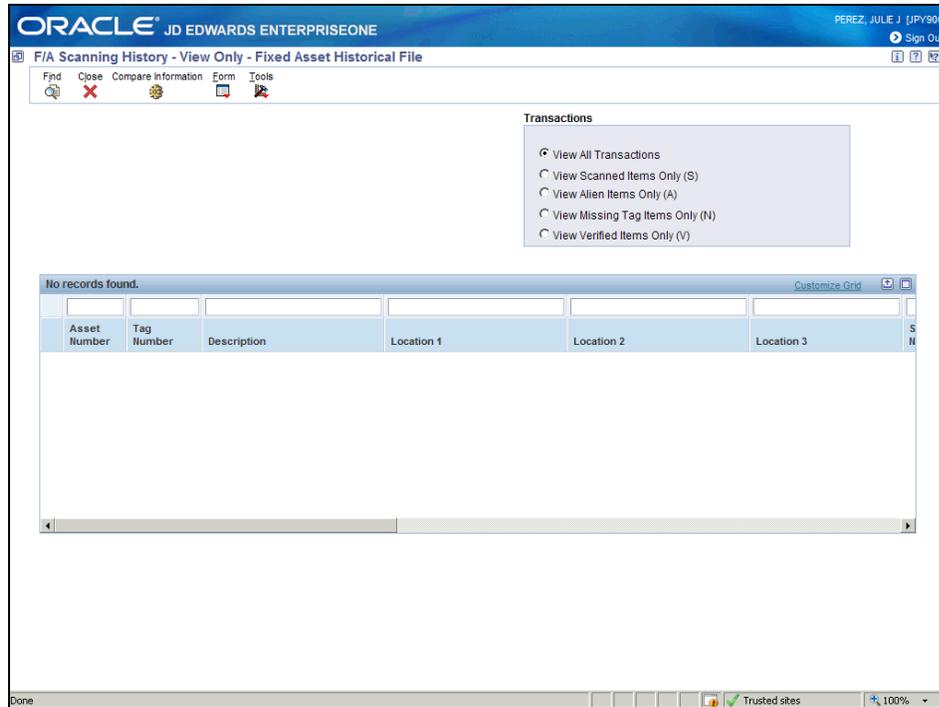
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Step	Action
29.	"Scanned" field populates with "V" - verified. This is the only field updated when an alien asset scan is verified.
30.	Click the Cancel button. 
31.	Click the Close button. 



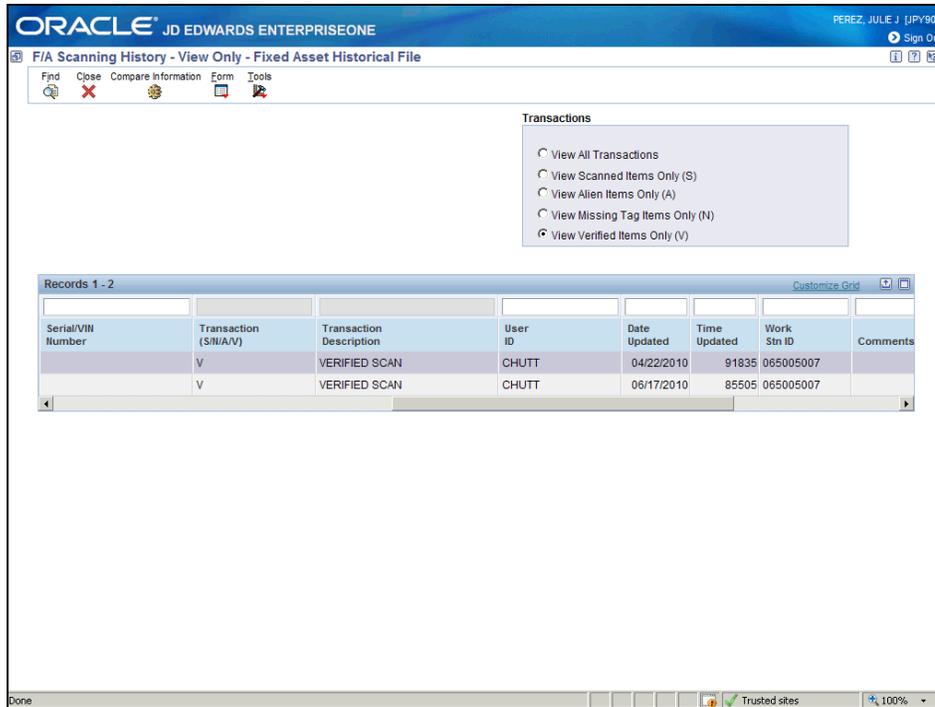
Step	Action
32.	<p>VERIFIED ASSET UPDATES</p> <p>F/A Scanning History - "Transaction" changes from an "A", Alien, to a "V", Verified Scan</p> <p>Click the F/A Scanning History - View Only link.</p> <p>F/A Scanning History - View Only</p>



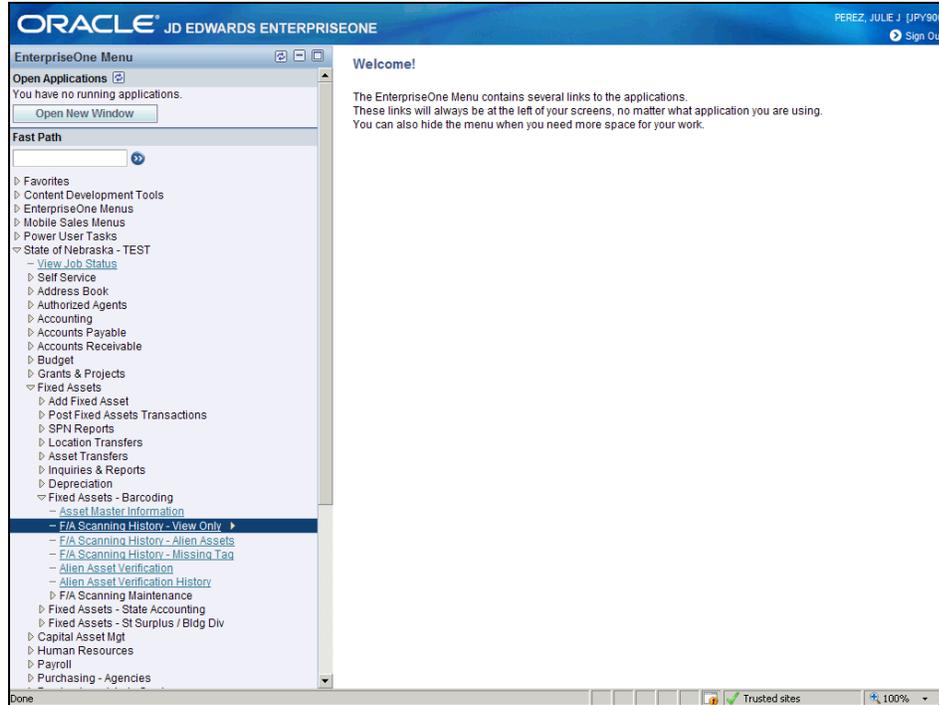
Step	Action
33.	Click in the Tag Number field. <input type="text"/>
34.	Enter the desired information into the Tag Number field.
35.	Click the View Verified Items Only (V) option. <input type="radio"/>
36.	Use the Scroll Bar to view the rest of the record

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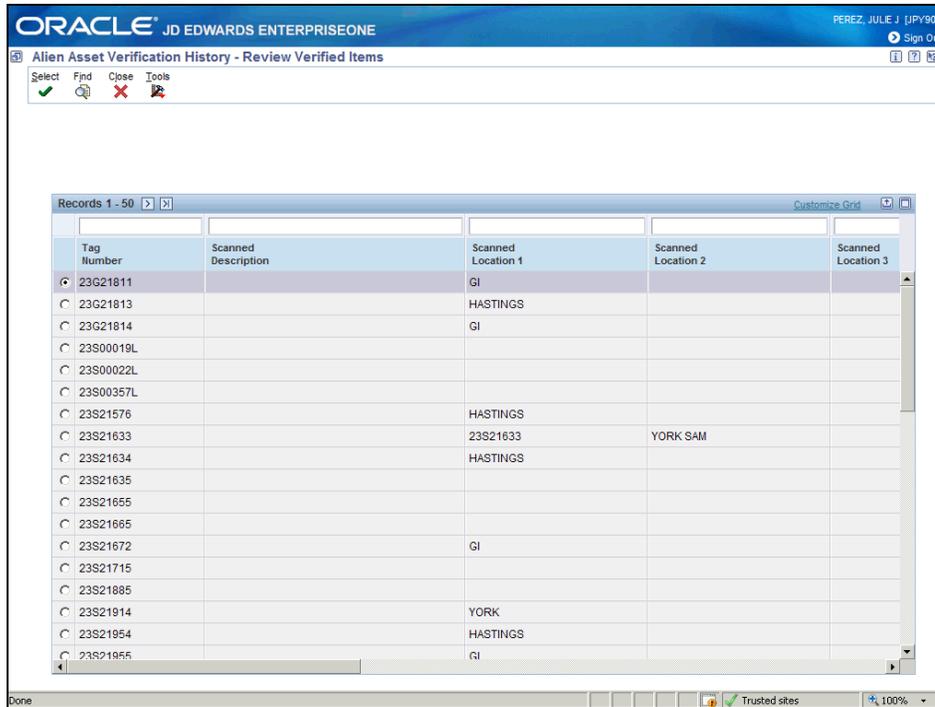
Step	Action
37.	Transaction reflects "V" - VERIFIED SCAN
38.	Click the Close button.



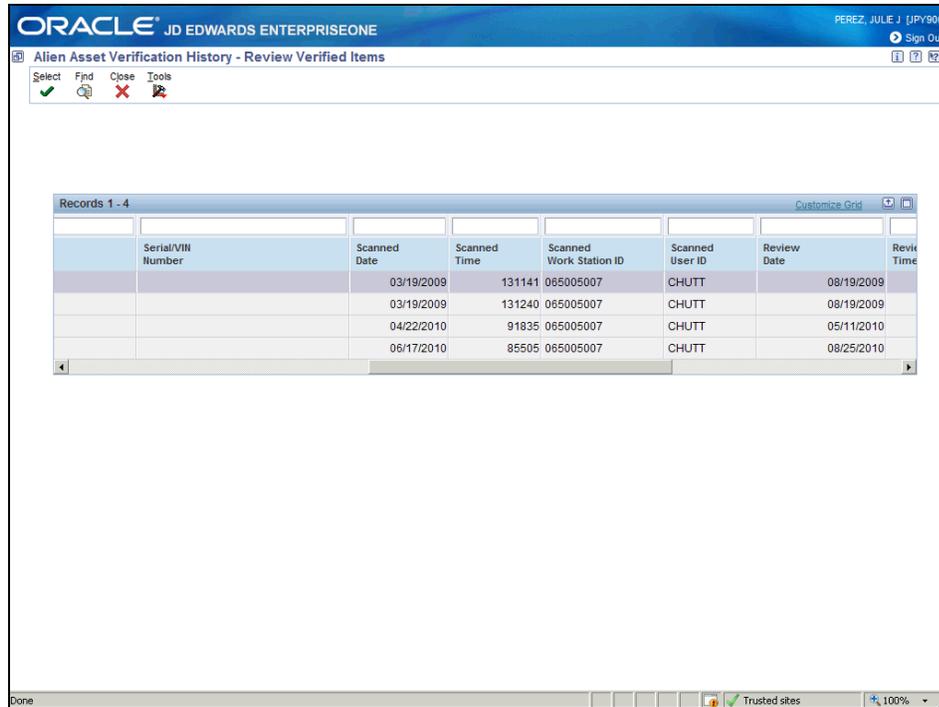
Step	Action
39.	<p data-bbox="440 1010 808 1041">VERIFIED ASSET UPDATES</p> <p data-bbox="440 1077 1218 1108">Alien Asset Verification History - updates with verification record</p> <p data-bbox="440 1144 1011 1176">Click the Alien Asset Verification History link.</p> <p data-bbox="440 1182 771 1209">Alien Asset Verification History</p>

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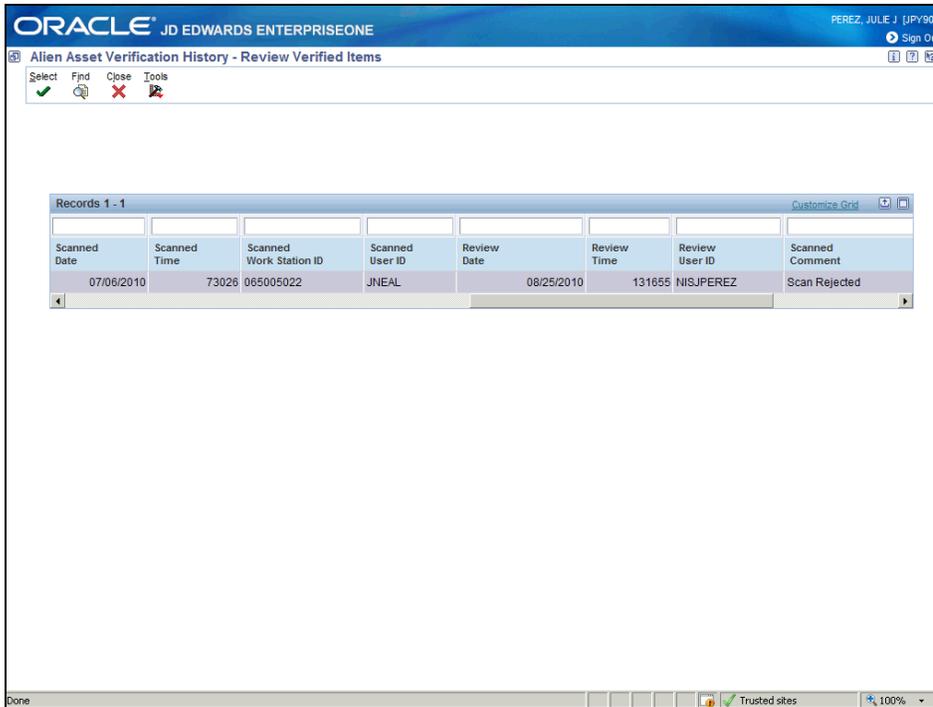
Step	Action
40.	Click in the Tag Number field. <input type="text"/>
41.	Enter the desired information into the Tag Number field.
42.	Click the Find button. 
43.	Use the Scroll Bar to view the rest of the record



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. <input type="text" value="65M03871"/>
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

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Alien Asset Verify-Reject



Step	Action
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.