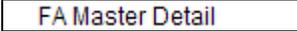


Review Scanned Fixed Assets

Step	Action
1.	<p>When the end user uploads scanned data to EnterpriseOne through the PROCESS AUDIT TRANS function on the barcode scanner. The scanning transactions are tracked in EnterpriseOne.</p> <p>End users can review the transactions in EnterpriseOne. Some F/A Scanning History transactions can be updated in EnterpriseOne.</p>
2.	<p>TRANSACTION TYPE:</p> <ul style="list-style-type: none"> o SCANNED: Cannot be updated - View Only o ALIEN: Comments field can be updated with information o MISSING TAG: Tag Number, Serial/VIN Number, and Comments fields can be updated; transaction record can be Deleted o VERIFIED: Cannot be updated - View Only
3.	<p>Click the State of Nebraska link.</p> <p>State of Nebraska</p>
4.	<p>Click the Fixed Assets link.</p> <p>Fixed Assets</p>
5.	<p>Click the Fixed Assets - Barcoding link.</p> <p>Fixed Assets - Barcoding</p>
6.	<p>Click the F/A Scanning History - View Only link.</p> <p>F/A Scanning History - View Only</p>
7.	<p>Click the Find button.</p> <p></p>
8.	<p>Click the View Scanned Items Only (S) option.</p> <p></p>
9.	<p>For the SCANNED (S) transactions, the Asset Master Information reflects the following data based on entry during barcode scanning:</p> <ul style="list-style-type: none"> o Location 1 o Location 2 o Location 3 o Serial Number/VIN
10.	<p>Use the scroll bar to view additional information.</p>
11.	<p>USER ID:</p> <p>Barcode Scanner User ID of the person scanning the Fixed Asset Barcode label.</p> <p><i>NOTE: Barcode Scanner User ID matches EnterpriseOne User ID.</i></p>

Step	Action
12.	DATE UPDATED & TIME UPDATED: Barcode Scanner date and time when barcode label was scanned.
13.	Click in the Date Updated field. 
14.	Enter the desired information into the Date Updated field.
15.	Click the Find button. 
16.	Click the View Verified Items Only (V) option. 
17.	For the VERIFIED ITEMS (V) transactions, the Asset Master Information indicates an alien asset was verified through the ALIEN ASSET VERIFICATION process, the Location fields do not update and Transaction changes from "A" to "V".
18.	Use the scroll bar to scroll back to the left.
19.	Select the record to review by using the radio button. 
20.	To view a comparison between scanned data and EnterpriseOne Asset Master data (location and serial number/VIN), use the Compare Information functionality. Click the Compare Information button. 
21.	Click the View Locations button. 
22.	VIEW LOCATIONS: Shows the location data at the time of barcode scanning and the location data on the Asset Master in EnterpriseOne.
23.	Use the scroll bar to view additional information.
24.	To view additional detail from the Asset Master, review FA Master Detail. Click the Row button. 
25.	Click the FA Master Detail menu. 
26.	Use the scroll bar to view additional information. 

Step	Action
27.	EQUIPMENT STATUS: Reflects the current status of a fixed asset. If the status begins with a "D", the fixed asset is disposed.
28.	Click the Cancel button. 
29.	Click the Cancel button. 
30.	Click the Close button. 
31.	Click the F/A Scanning History - Alien Assets link. F/A Scanning History - Alien Assets
32.	ALIEN ASSET: End User can update Comments field, as desired. All other fields are view only.
33.	Select the record to review by using the radio button. Click the option. 
34.	Click the Select button. 
35.	Click in the Comments field.
36.	Enter the desired information into the Comments field.
37.	Click the OK button. 
38.	To refresh the grid, click the Find button. 
39.	Use the scroll bar to view additional information.
40.	Click the Compare Information button. 
41.	Click the View Locations button. 
42.	Use scroll bar to view additional information.
43.	Click the Cancel button. 
44.	Click the Close button. 

Step	Action
45.	Click the F/A Scanning History - Missing Tag link. 
46.	<p>MISSING TAG:</p> <p>Tag Number, Serial/VIN Number, and Comments fields can be updated; transaction record can be Deleted</p> <p>This is a great way to communicate the status of barcode labels that need to be created and adhered to a fixed asset.</p> <p>Once the new barcode label is created and scanned, the Missing Tag information is no longer required.</p>
47.	<p>Select the record to review by using the radio button.</p> <p>Click the option.</p> 
48.	<p>Click the Select button.</p> 
49.	Use scroll bar to view additional information.
50.	Enter the desired information into the Comments field.
51.	<p>Click the OK button.</p> 
52.	<p>Click the Find button.</p> 
53.	Click the scrollbar.
54.	<p>Use scroll bar to view additional information.</p> 
55.	To scroll back to the left click the scroll bar.
56.	<p>Select the record to review by using the radio button.</p> 
57.	<p>Click the Select button.</p> 
58.	<p>Click the Delete button.</p> 
59.	<p>Click the OK button.</p> 

Step	Action
60.	<p>You MUST Click OK for after you confirm deletion of the record.</p> <p>Click the OK button.</p> 
61.	<p>Click the Find button.</p> 
62.	<p>Click the option.</p> 
63.	<p>Click the Select button.</p> 
64.	<p>Click in the Tag Number field.</p> 
65.	<p>Enter the desired information into the Tag Number field.</p>
66.	<p>Click the scrollbar.</p>
67.	<p>Enter the desired information into the Comments field. Enter a valid value e.g. "Added Tag Number to Record".</p>
68.	<p>Click the OK button.</p> 
69.	<p>Click the Find button.</p> 
70.	<p>Use the scroll bar to see additional information.</p>
71.	<p>Click the Close button.</p> 
72.	<p>End of Procedure.</p>