

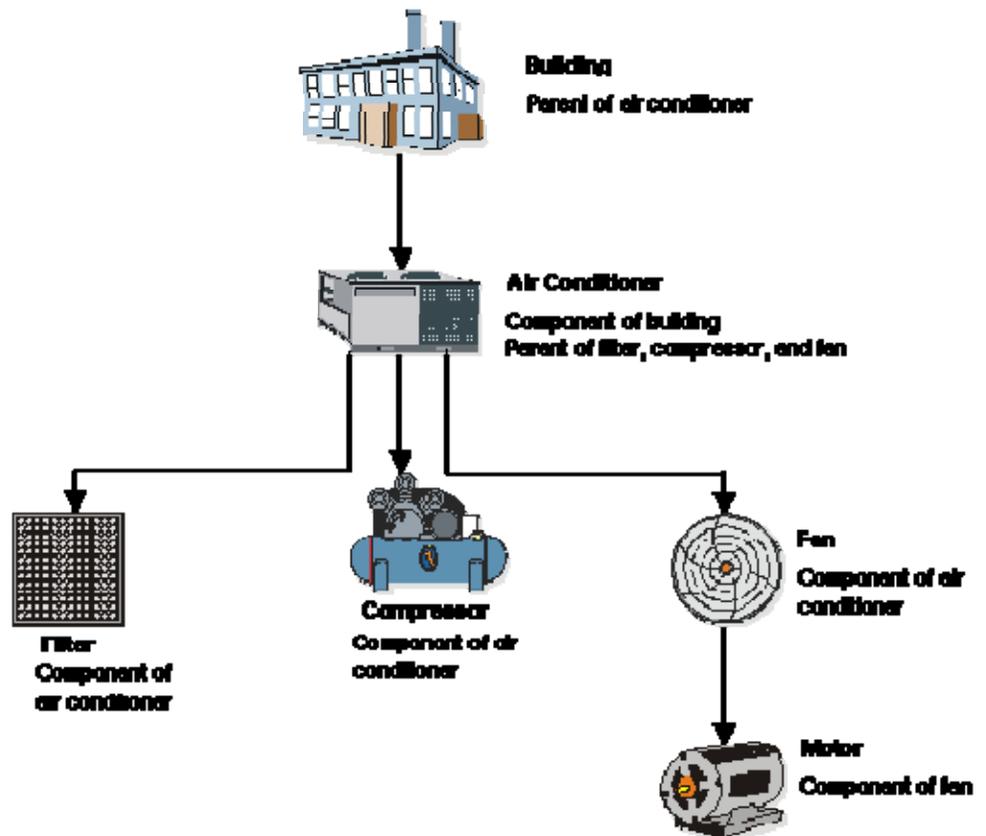
## Parent and Child Relationships

### Overview

Parent and child relationships can be set up to group individual assets or pieces of equipment. For example, when asset master records are created, a computer can be identified as a parent asset. The monitor, keyboard, and mouse can then be identified as children of the computer. Those children can in turn be the parents of still other children, and so on.

Up to 25 hierarchical levels of a parent item can be established. A number is assigned to each child according to its level in the hierarchy. This can be particularly useful for tracking complex assets. The following graphic illustrates a typical relationship between parent and child fixed assets:

**Relationship Between Parent Component Equipment**



This work instruction shows how to:

- [Establish Parent-Child Relationships](#)
- [Review Parent-Child Relationships](#)
- [Revise Parent-Child Relationships](#)

## NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

## Navigation

Please see below.

## Steps

### Establishing a Parent and Child Relationship

Follow the work instructions in the NIS Fixed Asset training manual for [Entering an Asset Master for Personal Property](#). On Step 3 of the work instructions, you **must** enter the parent asset's Tag Number. Entering the parent asset's Tag Number in the Parent Number field automatically creates a parent-child relationship.

After parent and child relationships are established in the asset master, you are able to review all the children for a specific parent asset. Reviewing parent and child information allows you to:

- Report on asset costs at the parent or child level
- Track all children which have been assigned to a parent or the parents to which a specific child has been assigned.

After reviewing an asset's parent and child information, revise the parent information for individual child and change the sequence of the children if necessary.

### Reviewing Parent and Child Information

Use the Work with Parent History application to find an asset and review the parent and child relationships. If the asset is a parent, you can review all of the children related to the parent. If the asset is a child, you can review the parent for the child, as well as other children which are associated with the parent.

You can also display all current or previous parents for a child asset, or all current or previous children for a parent. Use date fields to limit your search to selected dates, or leave the date fields blank to review the whole history of a child or parent. From the Work with Parent History application, you can also review the parent or child cost information.

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Add Fixed Asset > Parent History Inquiry

Start this instruction from the Work with Parent History window.

1. Complete the Tag Number field - you can use either the parent or child's Tag Number.
2. Complete the following optional fields:
  - Date From
  - Date Thru
3. Click **Find**.

Parent Number	Description	Begin Date	Ending Date	Duration
65N102	COMPAQ PROLIANT DL380G3	06/09/2004		992

4. Review the parent and child relationship information.
  - Click **View, Component Format** to see the children of the entered Tag Number.
  - Click **View, Parent Format** to see the parent of the entered Tag Number.
  - After locating and choosing a parent or child detail, review parent or child cost information by clicking **Row, Cost Summary**. (The Work with Cost Summary window appears.)
  - To find another asset, click **Form, Asset Search**. (The Work with Assets window appears.)

## Revising Parent and Child Information

After you review an asset's parent and child information, you can revise the parent information for individual children as well as change the sequence of the children.

Navigation: Fixed Assets > Fixed Assets – Statewide > Add Fixed Asset > Parent History Inquiry

Start this instruction from the Work with Parent History window.

### To revise parent information for a child

1. Enter the child Tag Number in the Tag Number field.
2. Click **Find**.
3. Choose the asset for which you want to revise the parent number and click **Select**. The Asset Master Revisions window appears.

4. Enter the new parent number's Tag Number in the Parent Number field.
5. Click **OK**.
6. Enter the Effective Date – today's date.

7. Click **OK**.
8. Click **Cancel**.

### **To change the sequence of children**

1. Enter the child's Tag Number in the Tag Number field.
2. Click **Find**.
3. Choose the asset for which you want to revise the parent number and click **Select**. The Asset Master Revisions window appears.
4. Click **Form, Equipment Info, Components and NBV**. The Work with Equipment Components window appears.
5. Click **Form, Change Sequence**.
6. Enter a new value in the Display Seq field for each child's sequence you want to change.
7. Click **OK**.