

Copying an Asset Master Record

Overview

In NIS you can copy an Asset Master Record from an existing Asset Master Record. This process saves time when you have multiple assets that are similar. This task must be completed before any dollars can be posted to it.

This work instruction shows how to [Copy an Asset Master Record](#).

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

Click Roles, Fixed Assets.

(Citrix users – right click on the menu, choose Apply Roles, choose Fixed Assets.)

Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Add Fixed Asset > Asset Master Information

Steps

Copy an Asset Master Record

Start this instruction from the Asset Master Information – Work With Assets window.

Asset Number	Tag Number	Asset Description	Asset Description 2	Location	Location 2
No records fetched.					

1. Enter the following information in the QBE field above the Asset Number:
 - Tag Number of the Asset to "Copy From"

2. Click **Find**.
3. Choose the Asset Number row in the grid.
4. Click **Copy**. The Asset Master Information – Asset Master Revisions window appears.

5. Complete or change the following required fields:

- Tag Number
 - This number is your two digit agency number, one to two letter division number and 8-9 digits the agency assigns. The maximum length is 12 alphanumeric characters.
- Parent Number - this defaults to the Tag Number of the "Copy From" asset. The information in this field should be deleted after the Tag Number field is populated. This will allow the new Tag number to populate in the Parent number field.
- Description – the first line is required
- Fund - enter the fund associated with the business unit on the BU Master. If the fund entered is not associated with the business unit on the BU Master, a red error will appear.

Errors

Issues (click each label for more information):

Fund on Asset Master does not match Responsible Business Unit's in Business Unit Master

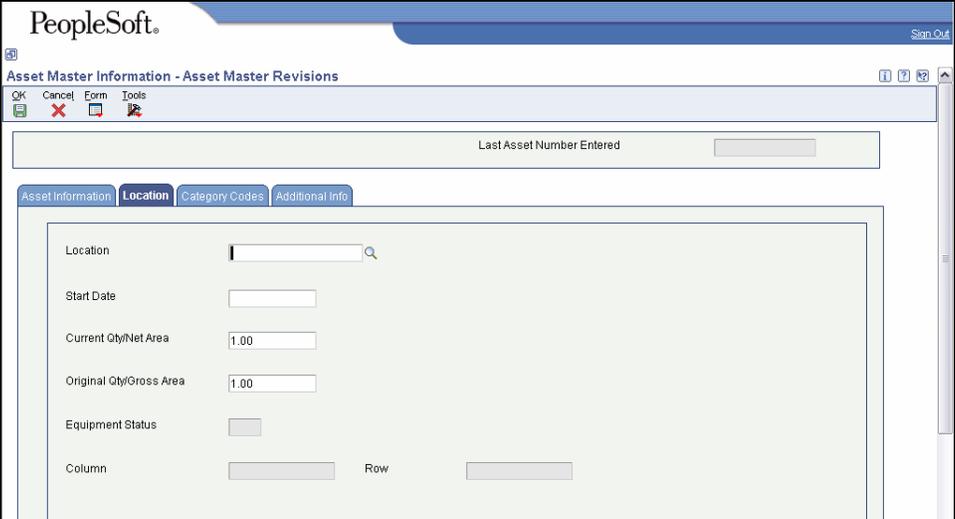
A form level error has occurred.

Fund on Asset Master does not match Responsible Business Unit's in Business Unit Master

Please look for the highlighted fields, correct the entries, and resubmit your request.

- To find the correct fund, please follow the steps below:
 - click on the visual assist next to the Responsible BU field
 - enter the business unit in the Business Unit field and click Find

- make note of the fund (i.e. 56650)
 - click Close
 - enter the fund in the Fund field on the Asset Master Revisions window
 - Responsible Business Unit (BU)
 - Account Number
 -  The Account Number value used here is *17xx00*, where *xx* is your item code. During the invoice process *58xx00*, where *xx* is your item code, will be entered for the capital outlay. When an optional account is utilized under the series from 58xx01 through 58xx99, type the header account number **17xx00** in the Account Number field.
 - Date Acquired
 - Status
6. Complete the remaining fields as fully as possible.
-  All remaining fields are optional but some may be required by your agency, particularly:
 - Serial Number/VIN
 - P.O.
 - Address Book
 - Parent Number – defaults to the Tag Number if left blank
7. Click the **Location** tab.



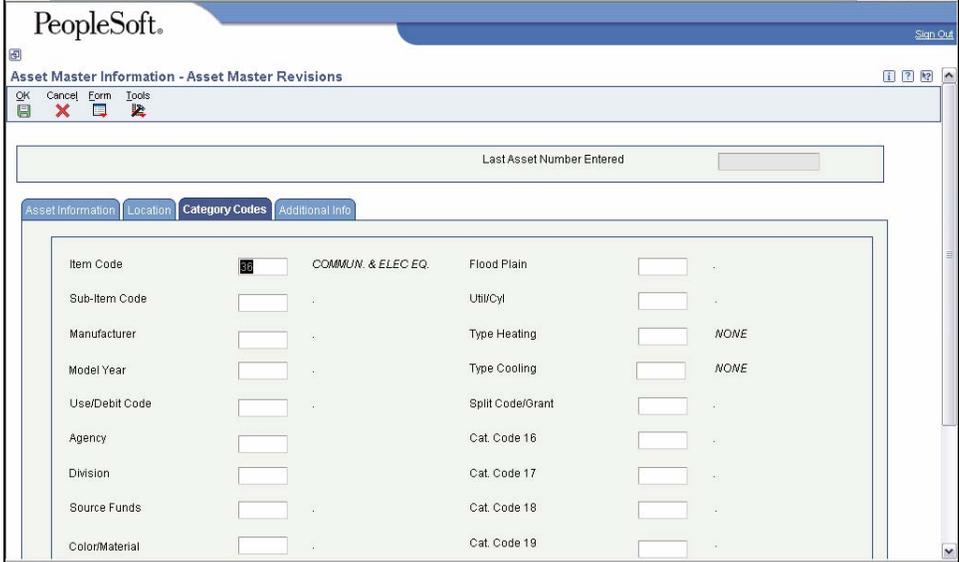
The screenshot shows the PeopleSoft interface for 'Asset Master Information - Asset Master Revisions'. The 'Location' tab is active. The form includes the following fields:

- Location:
- Start Date:
- Current Qty/Net Area:
- Original Qty/Gross Area:
- Equipment Status:
- Column: Row:

8. Complete the following required fields:
- Location Business Unit
 -  Fixed Assets Location Business Units begin with an "F" and the Business Unit Type is equal to "FA".
 - Start Date - enter the date acquired.
 -  The start date must be equal to or less than the date acquired.

 Example: Enter a new asset with an estimated date acquired of 1/17/06 and a start date of 1/17/06. At the time the date acquired is updated to the actual date acquired, the date acquired can only be changed to 1/17/06 or earlier. For this reason, if you enter an estimated date acquired for an asset, be sure to enter a date far enough in the future, so it can be updated to the correct actual date.

9. Complete the remaining fields as fully as possible or necessary:
 - Current Qty/Net/Area
 - Original Qty/Gross Area
10. Click the **Category Codes** tab.



The screenshot shows the PeopleSoft interface for 'Asset Master Information - Asset Master Revisions'. The 'Category Codes' tab is selected. The form contains the following fields:

Item Code	<input type="text" value="06"/>	COMMUN. & ELEC. EQ.	Flood Plain	<input type="text"/>
Sub-Item Code	<input type="text"/>		Util/Cyl	<input type="text"/>
Manufacturer	<input type="text"/>		Type Heating	<input type="text" value="NONE"/>
Model Year	<input type="text"/>		Type Cooling	<input type="text" value="NONE"/>
Use/Debit Code	<input type="text"/>		Split Code/Grant	<input type="text"/>
Agency	<input type="text"/>		Cat. Code 16	<input type="text"/>
Division	<input type="text"/>		Cat. Code 17	<input type="text"/>
Source Funds	<input type="text"/>		Cat. Code 18	<input type="text"/>
Color/Material	<input type="text"/>		Cat. Code 19	<input type="text"/>

 **Agency and Division** fields are required and will flag red if left blank.

11. Complete the following required fields:
 - Item Code – defaults in from account number
 - Agency - three digit agency number (ex. 065)
 - Division - three digit division number (ex. 017)
12. Complete the remaining fields as fully as possible or necessary:
 - Sub Item Code – type in code that further defines the item
 - Model Year – type in the year, (i.e., 002 = 2002), optional
 - Color – optional
 - Use/Debit Code – Agency Specific
 - Flood Plain, Util/Cyl/Type Heating or Type Cooling – Agency Specific

 When the proceeds from a surplus sale are to be returned to a specific fund enter information in the following fields. An example would be the proceeds of the sale of a vehicle that are returned to the TSB Fund.

- Source Funds
- COD Type

- Split Code/Grant

13. Click the **Additional Info** tab.

The screenshot shows the PeopleSoft interface for 'Asset Master Information - Asset Master Revisions'. The 'Additional Info' tab is active. The 'Location: Building/Room/Comments' section has a text field containing 'Administration Office'. The 'Extended Category Codes' section has three text fields: 'SPN Number', 'Category Code 22', and 'Category Code 23'. The 'Other Information' section contains several fields with dropdown menus or text boxes: 'New or Used' (set to 'N'), 'Ownership' (set to 'S'), 'State/Province', 'Tax Entity', and 'Fair Market Value'. The 'NEW' and 'STATE OWNED' labels are visible next to their respective dropdowns.

14. Complete the following required field:

- Location: – at least one line should be filled in

15. Complete the remaining fields as fully as possible or necessary.

- Acquisition Type
- Ownership
 - **F**, Federal Owned
 - **M**, Master Lease
 - **S**, State Owned

16. Click **OK** to return to the Asset Master Revisions window.

17. Click **OK** to return to the Work with Assets window.

 You can enter the new tag number you just created into the Skip to Tag Number field in the header and click Find. The new Asset Number will appear in the first line in the grid.

18. Click **Close**.