

Processing a Fixed Asset Transaction

Overview

NIS allows you to review, update, and post fixed assets to the Fixed Assets system. These transactions are posted to accounts in the general ledger that are defined in the Automatic Accounting Instructions (AAs) as relating to Fixed Assets. (i.e. 58XX00)

However, there are situations where asset costs should not post to Fixed Assets (i.e. miscoding). You can assign a posting code of "P" (passed) to these unposted asset costs, which will alert the system to ignore them during the fixed asset posting process.

This work instruction shows how to:

[Split an Asset Transaction](#)

[Post to a Fixed Asset](#)

[Pass on an Unposted Fixed Asset Entry](#)

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 > Post Fixed Asset Transactions > Revise Unposted Entries

Steps

Split an Asset Transaction

 A Fixed Asset journal entry or Capital Outlay voucher must be entered and posted to start this instruction.

Start this instruction from the Revise Unposted Entries – Work with Unposted Entries window.

1. Enter the batch number, document number, or tag number in the header, if known.
2. Click **Find**.
3. Choose the desired Asset Number (if the batch or document number was entered).
4. Click **Row, Split**. The Revise Unposted Entries – Split Journal Entry window appears.

5. Enter the following information for the first asset:

- Tag Number – type in the Tag Number
- Amount

 **If the G/L Date on the Document Number is in a prior month you CANNOT SPLIT the transaction using the Revise Unposted Entries – Split Journal Entry window.** You must do a journal entry through the Journal Entry with Debit/Credit Format application [General Accounting – Agencies > Manage Journal Entries > Enter Manual Journal Entries] which credits the existing transaction and debits the split amounts. The debits which were part of the split transaction are then posted on the Fixed Assets Revise Unposted Entries – Work with Unposted Entries window. The original debit transaction and the credit portion of the split transaction are passed.

Example: Original document debited for \$10,000 to 12345678.58XX00 with GL date 1/13/2006. Attempt to split after January 2006 is closed - cannot be done. Journal Entry to accomplish looks like:

12345678.58XX00	\$2500	Tag #1
12345678.58XX00	\$2500	Tag #2
12345678.58XX00	\$2500	Tag #3
12345678.58XX00	\$2500	Tag #4
12345678.58XX00	\$10,000	No Tag #

 Correcting journal entry assumes no tag number was included on the original document. If a tag number was included on the original document, be sure to include the tag number from the original document on the credit portion of the correcting journal entry.

- Pass on Original Document number and credit of JE in Fixed Assets
 - Post debit of JE in Fixed Assets
6. Press the down arrow key on the keyboard to add a new row to the grid.
 7. Enter the following information for as many assets or units necessary.
 - Tag Number – type in the Tag Number
 - Amount
 8. Click **OK**.
 9. Choose the rows to post.
 10. Click **Row, Post**.

 Transaction line(s) will disappear.

11. Click **Close**.

Post to a Fixed Asset Ledger

 A Fixed Asset journal entry or Capital Outlay voucher must be entered and posted to start this instruction.

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Post Fixed Asset Transactions > Revise Unposted Entries

Start this instruction from the Revise Unposted Entries – Work with Unposted Entries window.

1. In the header, complete the **Tag (Unit) Number**, **Document Number** or the **Batch Number** field.
2. Verify the **Unposted** button is selected.
3. Click **Find**.

Asset Number	Tag Number	Explanation	Amount	Doc Ty	Doc Number	G/L Date
	129759 65N18		2,500.00	JE	991552	01/30/2006
	129760 65N19		2,500.00	JE	991552	01/30/2006
	Total		5,000.00			

4. Choose the row with the desired **Tag Number** or **Document Number**.

 **Complete steps 5, 6 & 7 only when the Tag Number is not included on the voucher, journal entry, or purchase order receipt/reverse to be posted to the Fixed Asset. If the Tag Number was entered on the voucher, journal entry, or purchase order receipt/reverse, skip to step 8.**

- Click **Select**. The Revise Unposted Entries – Revise Unposted Entries window appears.

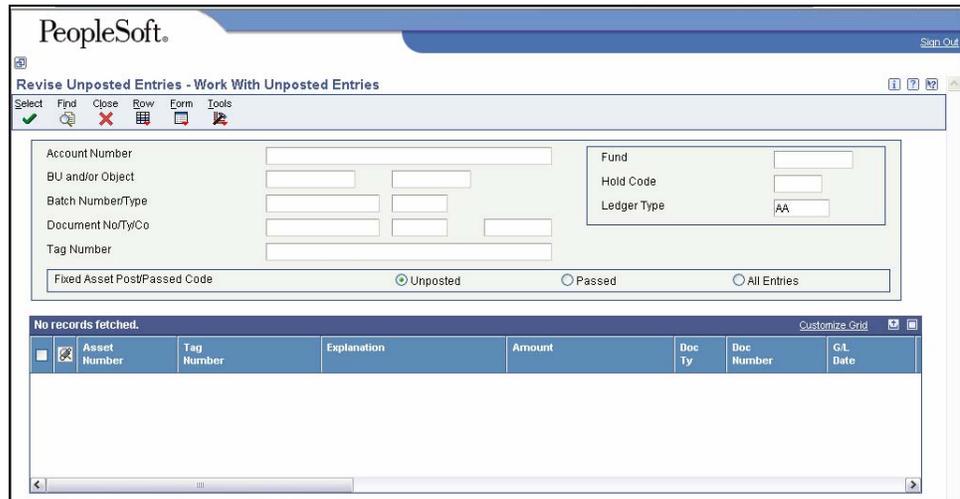
- Enter the Tag Number in the Tag Number field.
- Click **OK**. The Asset Number field will now be completed.
- An "Asset Number Invalid Input" error will appear. This will not prevent the fixed asset transaction(s) from processing.
- Click **Find**.
- Choose the row with the desired Tag Number.
- Click **Row, Post**.
- Verify what you selected has disappeared from the grid but that the accompanying Total row remains.
- This signifies that the transaction has moved from Unposted status to Posted status within the Fixed Assets module.
- Click **Close**.

Pass on an Unposted Fixed Asset Entry

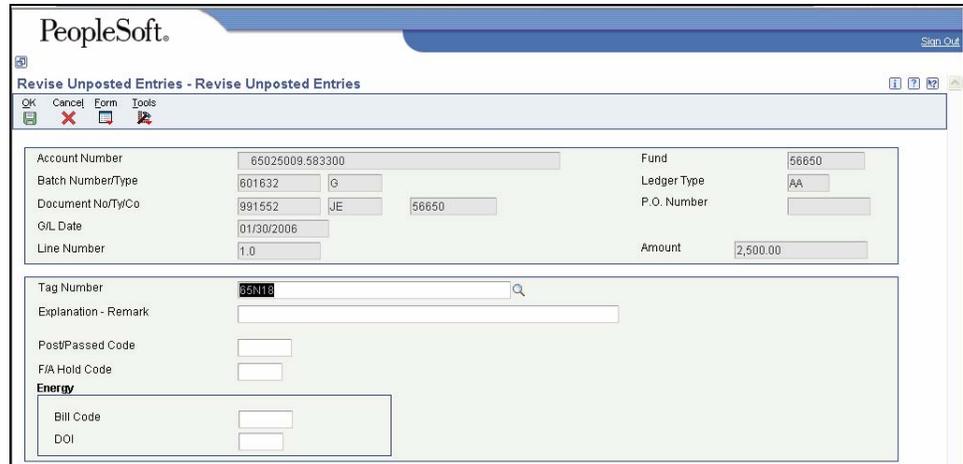
- A Fixed Asset journal entry or Capital Outlay voucher must be entered and posted to start this instruction.

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Post Fixed Asset Transactions > Revise Unposted Entries

Start this instruction from the Revise Unposted Entries – Work with Unposted Entries search window.



1. In the header, complete the **Document Number** or the **Batch Number** field.
2. Verify that the **Unposted** button is selected.
3. Click **Find** to display a grid populated with all unposted fixed asset transactions attached to your agency.
4. Choose the row with the invalid transaction to pass without posting (Asset Number field should be blank).
5. Click **Select**. The Revise Unposted Entries – Revise Unposted Entries window appears.



6. Enter the reason you are passing on the fixed asset transaction in the Explanation - Remark field.
7. Click the **Visual Assist** in the Post/Passed Code field.
8. Choose **"P"** for passed.
9. Click **OK**. You will return to the Revise Unposted Entries - Revise Unposted Entries window.

 The Post/Passed Code field will be red. This is just a warning the Posting Code is P or blank.

10. Click **OK** to return to the Work with Unposted Entries window.
-  An "Asset Number Invalid Input" error will appear. This will not prevent the fixed asset transaction(s) from processing.
11. Click **Close**.