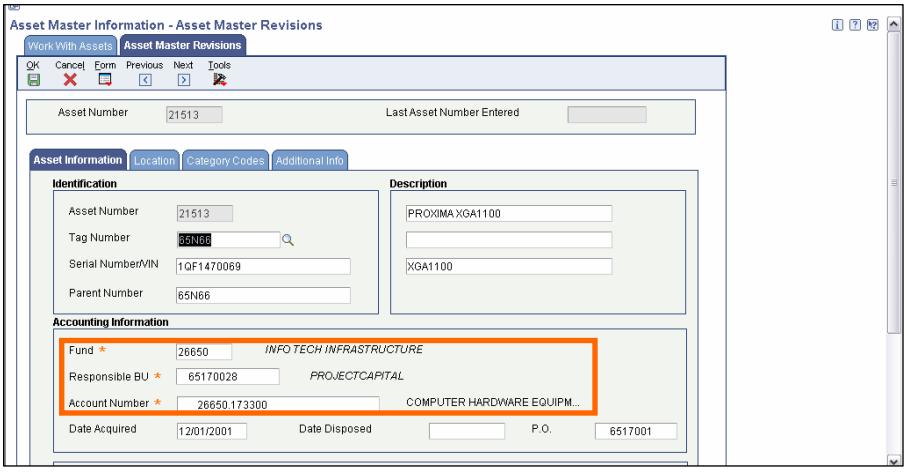
# Transferring an Asset Intra-Agency

## Overview

Agencies can transfer assets within their own Agency. A transfer must be completed in NIS if the following Asset Master field(s) need to be changed:

- Fund
- Responsible Business Unit
- Account number

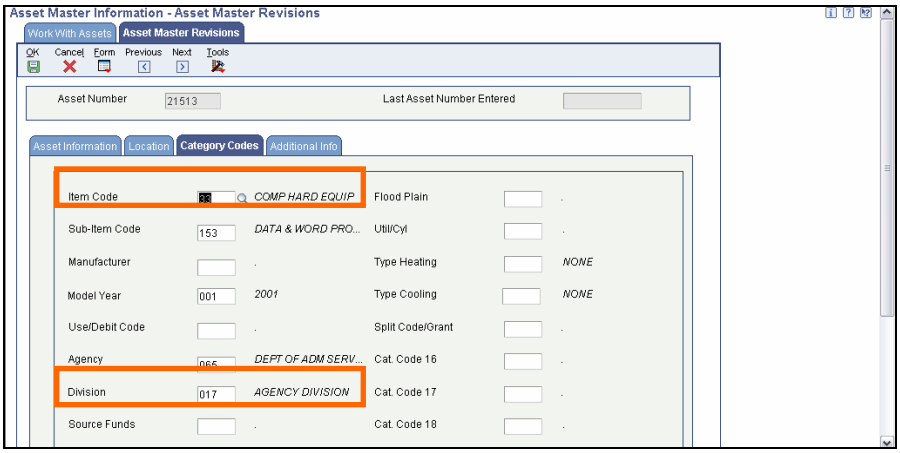



- Item Code

  **Exception**: if the Item Code is the <u>only</u> incorrect field, meaning the item code in the object accounts is correct, a transfer is not necessary.

- Division

  **Exception**: if the Division is the <u>only</u> incorrect field, meaning the Responsible Business Unit and/or Fund are correct, a transfer is not necessary.




You cannot transfer an asset to another Agency. If you need to transfer an asset to another agency, contact the DAS - Materiel, Surplus Property Manager.

This work instruction shows:

Transfer a Fixed Asset Intra-Agency (Proof)

Transfer a Fixed Asset Intra-Agency (Final)

Approve and Post Transfer Journal Entry

Update the Asset Master from a Division Transfer

Example Report

# 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.)

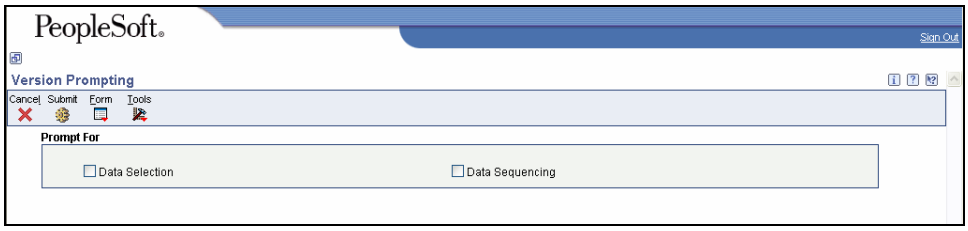
Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Transfers:
> Asset Transfer – Proof or
> Asset Transfer – Final

# Steps

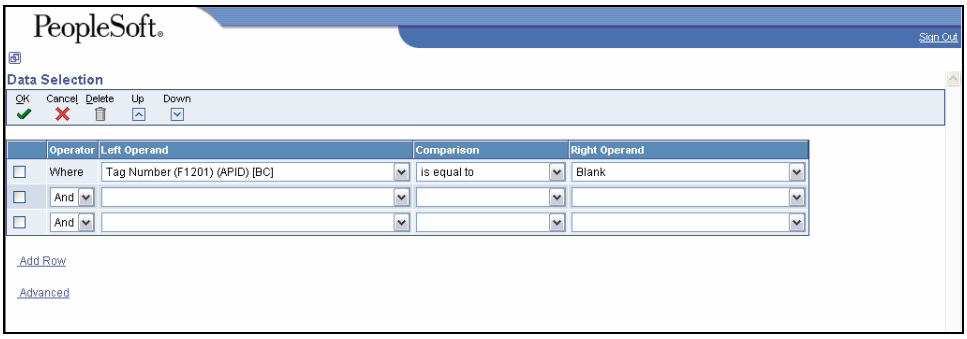
## Transfer a Fixed Asset Intra-Agency (Proof)

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Transfers > Asset Transfer – Proof

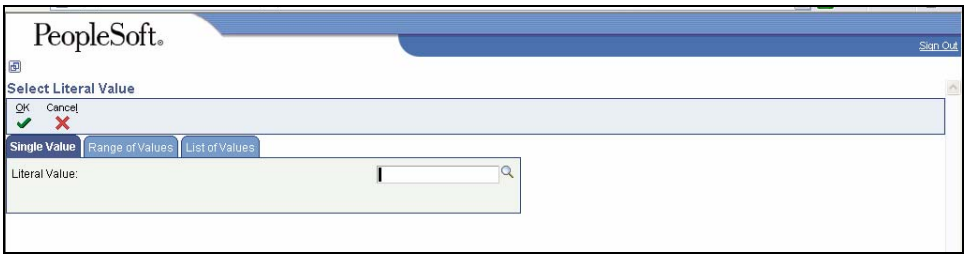
Start this instruction from the Version Prompting window.




1. Choose **Data Selection**.
2. Click **Submit**. The Data Selection window appears.




3. In the first row, verify:
   - Left Operand is Tag Number (F1201)(APID)[BC]
   - Comparison is "is equal to"
4. Click **Right Operand, Literal**. The Select Literal Value window appears.




5. Enter the **Tag Number** of the desired asset in the Literal Value field.
6. Click **OK** to return to the Data Selection window.
7. Click **OK**. The Processing Options window appears.
8. **Before beginning a transfer, blank out any populated fields on the Process Tab on the Processing Options window and complete with your agency's information based on the instructions below.**

Information entered on the Process Tab of Processing Options should represent where the asset is being transferred.

9. Complete the appropriate fields on the Process Tab on the Processing Options window based on these different transfer options:
   - Changing the Division on an Asset Master
   - Changing the Fund on an Asset Master
   - Changing the Item Code on an Asset Master
   - Changing the Object Account on an Asset Master
   - Changing the Responsible Business Unit on an Asset Master
10. Click **OK**. The Printer Selection window appears.
11. Click **OK** to return to the Transfers menu.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R12108_…) once the Description is "Done".

### Changing the Division on an Asset Master

9. Complete the following fields:
   - 1. Process Mode - Blank
   - 2. Transfer Date - Today's date
   - 8. Explanation
   - 10.g. Category Code 07 - 3-digit division number

Example: Transfer Tag Number 65N123 from Division 002 to Division 007 on 1/13/2006.

- 1. Process Mode = Blank
- 2. Transfer Date = 1/13/2006
- 8. Explanation = Transfer Division
- 10.g. Category Code 07 = 007

### Changing Fund on an Asset Master

9. Complete the following fields:
   - 1. Process Mode - Blank
   - 2. Transfer Date - Today's date
   - 3a. Asset Cost Business Unit - "Transfer to" fund
   - 4a. Accum Depr Business Unit - "Transfer to" fund
   - 8. Explanation

   Complete the following fields if the "Transfer to" fund is **not** the Responsible Business Unit's fund:

   - 6a. Depr Expense Business Unit - business unit belonging to "Transfer to" fund.
   - 9a. Responsible Business Unit - business unit belonging to "Transfer to" fund.

Example: Transfer Tag Number 65N123 from Fund 10000 to Fund 56650 on 1/13/2006 (Responsible Business Unit is in Fund 56650).

- 1. Process Mode = Blank
- 2. Transfer Date = 1/13/2006
- 3a. Asset Cost Business Unit = 56650
- 4a. Accum Depr Business Unit = 56650
- 8. Explanation = Transfer Fund

### Changing the Item Code on an Asset Master

9. Complete the following fields:
    - 1. Process Mode - Blank
    - 2. Transfer Date - Today's date
    - 3b. Asset Cost Object - 17XX00 (XX = Item Code)
    - 4b. Accum Depr Object - 18XX00 (XX = Item Code)
    - 6b. Depr Expense Object - 56XX00 (XX = Item Code)
    - 8. Explanation
    - 10a. Category Code 01 - 2-digit Item Code

Changing Item Code will directly affect the depreciable life of the asset.

Example: Transfer Tag Number 65N123 from Item Code 27 to Item Code 33 on 1/13/2006

- 1. Process Mode = Blank
- 2. Transfer Date = 1/13/2006
- 3b. Asset Cost Object = 173300
- 4b. Accum Depr Object = 183300
- 6b. Depr Expense Object = 563300
- 8. Explanation = Transfer Item Code
- 10a. Category Code 01 = 33

### Changing the Object Account on an Asset Master

9. Complete the following fields:
    - 1. Process Mode - Blank
    - 2. Transfer Date - Today's date
    - 3b. Asset Cost Object - 17XX00 (XX = Item Code)
    - 4b. Accum Depr Object - 18XX00 (XX = Item Code)
    - 6b. Depr Expense Object - 56XX00 (XX = Item Code)
    - 8. Explanation -
    - 10a. Category Code 01 - 2-digit Item Code

Changing Item Code will directly affect the depreciable life of the asset.

Example: Transfer Tag Number 65N123 from Account Number 10000.17**27**00 to Account Number 10000.17**33**00 on 1/13/2006

- 1. Process Mode = Blank
- 2. Transfer Date = 1/13/2006
- 3b. Asset Cost Object = 173300
- 4b. Accum Depr Object = 183300
- 6b. Depr Expense Object = 563300
- 8. Explanation = Transfer Object Account
- 10a. Category Code 01 = 33

### Changing the Responsible Business Unit on an Asset Master

9. Complete the following fields:
   - 1. Process Mode - Blank
   - 2. Transfer Date - Today's date
   - 6a. Depr Expense Business Unit - "Transfer to" responsible business unit
   - 8. Explanation
   - 9a. Responsible Business Unit - "Transfer to" responsible business unit
   - 10g. Category Code 07 – 3 digit division number - Change only if new responsible business unit belongs to a different division than the old responsible business unit.

If the new responsible business unit belongs to a different fund than the old responsible business unit, you must also complete the instructions for Changing the Fund on an Asset Master.

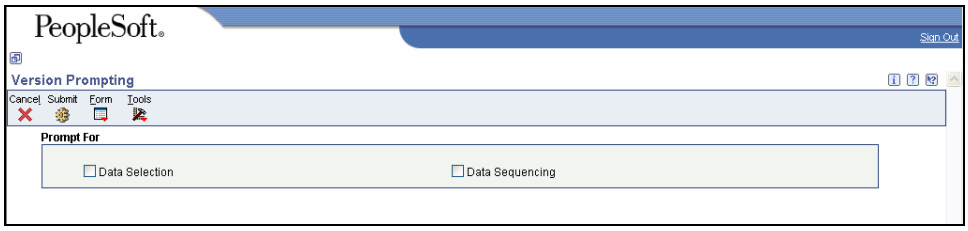
Example: Transfer Tag Number 65N123 from Responsible Business Unit 65025000 to Responsible Business Unit 65025009 on 1/13/2006 (no division or fund change)

- 1. Process Mode = Blank
- 2. Transfer Date = 1/13/2006
- 6a. Depr Expense Business Unit = 65025009
- 8. Explanation = Transfer responsible business unit
- 9a. Responsible Business Unit = 65025009

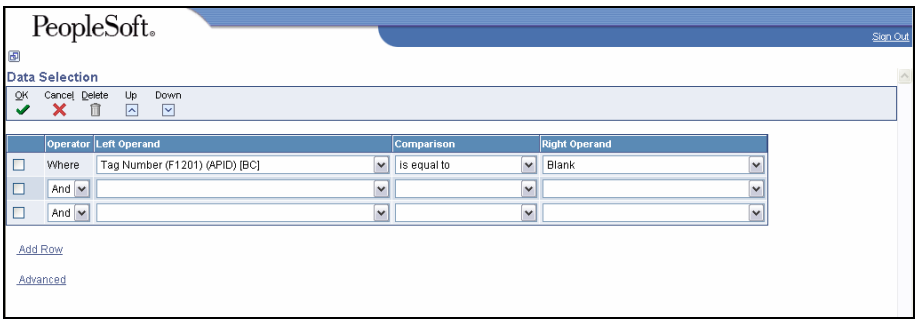
# Transfer a Fixed Asset Intra-Agency (Final)

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Transfers > Asset Transfer – Final

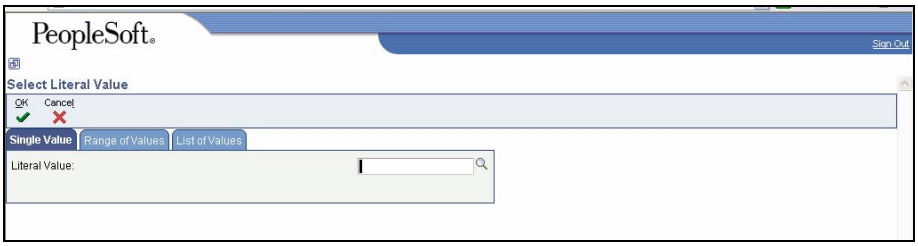
Start this instruction from the Version Prompting window.




1. Choose **Data Selection**.
2. Click **Submit**. The Data Selection window appears.




3. In the first row, verify:
   - Left Operand is "Unit or Tag Number (F1201)[BC]
4. Click **Comparison** and choose "is equal to".
5. Click **Right Operand, Literal**. The Select Literal Value window appears.




6. Enter the **Tag Number** of the desired asset in the Literal Value field.
7. Click **OK** to return to the Data Selection window.
8. Click **OK**. The Processing Options window appears.
9. **Before beginning a transfer, blank out any populated fields on the Process Tab on the Processing Options window and complete with your agency's information based on the instructions below.**

Information entered on the Process Tab of Processing Options should represent where the asset is being transferred.

10. Complete the appropriate fields on the Process Tab on the Processing Options window based on these different transfer options:
    - Changing the Division on an Asset Master
    - Changing the Fund on an Asset Master
    - Changing the Item Code on an Asset Master
    - Changing the Object Account on an Asset Master
    - Changing the Responsible Business Unit on an Asset Master
11. Click **OK**. The Printer Selection window appears.
12. Click **OK** to return to the Transfers menu.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R12108_…) once the Description is "Done".

An example of this report can be found at the end of these work instructions.

### Changing the Division on an Asset Master

10. Complete the following fields:
    - 1. Process Mode - 1
    - 2. Transfer Date - Today's date
    - 8. Explanation
    - 10.g. Category Code 07 - 3-digit division number

There is NO Transfer Journal Entry created from this change to the Asset Master.

11. The Tag Number needs to be updated to reflect the new division's asset prefix (i.e. 65N replaces 65A). Please follow the Update an Asset Master for a Division Transfer section of these work instructions to update the Tag Number.

Example: Transfer Tag Number 65N123 from Division 002 to Division 007 on 1/13/2006.

- 1. Process Mode = 1
- 2. Transfer Date = 1/13/2006
- 8. Explanation = Transfer Division
- 10.g. Category Code 07 = 007

### Changing Fund on an Asset Master

10. Complete the following fields:
    - 1. Process Mode - 1
    - 2. Transfer Date - Today's date
    - 3a. Asset Cost Business Unit - "Transfer to" fund
    - 4a. Accum Depr Business Unit - "Transfer to" fund
    - 8. Explanation

    Complete the following fields if the "Transfer to" fund is **not** the Responsible Business Unit's fund:

    - 6a. Depr Expense Business Unit - business unit belonging to "Transfer to" fund.
    - 9a. Responsible Business Unit - business unit belonging to "Transfer to" fund.

    As a result of this change on the Asset Master, a Transfer Journal Entry will be created and will need to be approved and posted after running the Final Transfer.

Example: Transfer Tag Number 65N123 from Fund 10000 to Fund 56650 on 1/13/2006 (Responsible Business Unit is in Fund 56650).

- 1. Process Mode = 1
- 2. Transfer Date = 1/13/2006
- 3a. Asset Cost Business Unit = 56650
- 4a. Accum Depr Business Unit = 56650
- 8. Explanation = Transfer Fund

### Changing the Item Code on an Asset Master

10. Complete the following fields:
    - 1. Process Mode - 1
    - 2. Transfer Date - Today's date
    - 3b. Asset Cost Object - 17XX00 (XX = Item Code)
    - 4b. Accum Depr Object - 18XX00 (XX = Item Code)
    - 6b. Depr Expense Object - 56XX00 (XX = Item Code)
    - 8. Explanation
    - 10a. Category Code 01 - 2-digit Item Code

As a result of this change on the Asset Master, a transfer Journal Entry will be created and will need to be approved and posted after running the Final Transfer.

Changing Item Code will directly affect the depreciable life of the asset.

Example: Transfer Tag Number 65N123 from Item Code 27 to Item Code 33 on 1/13/2006

- 1. Process Mode = 1
- 2. Transfer Date = 1/13/2006
- 3b. Asset Cost Object = 173300
- 4b. Accum Depr Object = 183300
- 6b. Depr Expense Object = 563300
- 8. Explanation = Transfer Item Code
- 10a. Category Code 01 = 33

### Changing the Object Account on an Asset Master

10. Complete the following fields:
    - 1. Process Mode - 1
    - 2. Transfer Date - Today's date
    - 3b. Asset Cost Object - 17XX00 (XX = Item Code)
    - 4b. Accum Depr Object - 18XX00 (XX = Item Code)
    - 6b. Depr Expense Object - 56XX00 (XX = Item Code)
    - 8. Explanation -
    - 10a. Category Code 01 - 2-digit Item Code

As a result of this change on the Asset Master, a transfer Journal Entry will be created and will need to be Approved and Posted after running the Final Transfer.

Changing Item Code will directly affect the depreciable life of the asset.

Example: Transfer Tag Number 65N123 from Account Number 10000.17**27**00 to Account Number 10000.17**33**00 on 1/13/2006

- 1. Process Mode = 1
- 2. Transfer Date = 1/13/2006
- 3b. Asset Cost Object = 173300
- 4b. Accum Depr Object = 183300
- 6b. Depr Expense Object = 563300
- 8. Explanation = Transfer Object Account
- 10a. Category Code 01 = 33

### Changing the Responsible Business Unit on an Asset Master

10. Complete the following fields:
    - 1. Process Mode - 1
    - 2. Transfer Date - Today's date
    - 6a. Depr Expense Business Unit - "Transfer to" responsible business unit
    - 8. Explanation
    - 9a. Responsible Business Unit - "Transfer to" responsible business unit
    - 10g. Category Code 07 – 3 digit division number - Change only if new responsible business unit belongs to a different division than the old responsible business unit.

There is NO Transfer Journal Entry created from this change to the Asset Master.

If the new responsible business unit belongs to a different fund than the old responsible business unit, you must also complete the instructions for Changing the Fund on an Asset Master.

Example: Transfer Tag Number 65N123 from Responsible Business Unit 65025000 to Responsible Business Unit 65025009 on 1/13/2006 (no division or fund change)

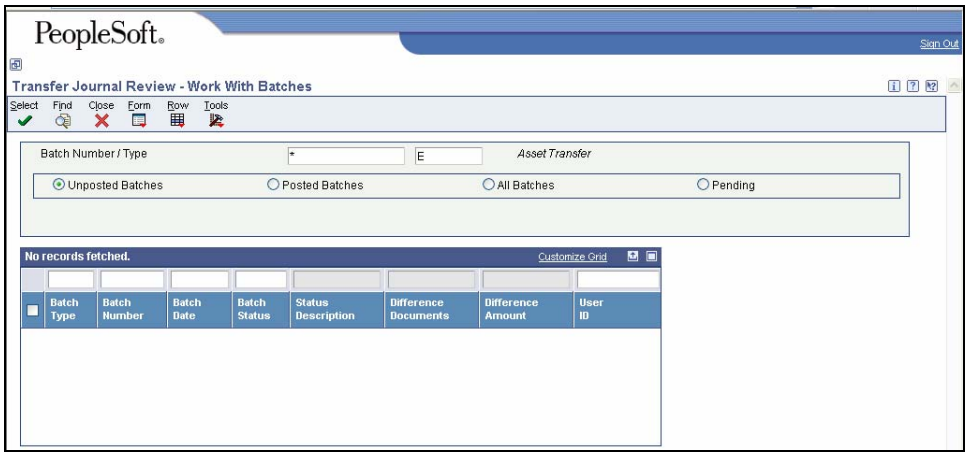
- 1. Process Mode = 1
- 2. Transfer Date = 1/13/2006
- 6a. Depr Expense Business Unit = 65025009
- 8. Explanation = Transfer responsible business unit
- 9a. Responsible Business Unit = 65025009

# Approving and Posting a Transfer Journal Entry

This task will take the unposted journal entry created from the Interagency Transfer Program and approve and post it to the General Ledger in the appropriate ledgers.

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets- Statewide. > Transfers > Transfer Journal Review

Start this instruction from the Transfer Journal Review – Work with Batches window.




The Batch Type will default to E

1. Enter the Batch Number from Interagency Transfer Program in the Batch Number field in the QBE line.
2. Click **Find**.
3. Choose the Batch Number.
4. Click **Row, Batch Approval**.
5. Click on Approved.
6. Click **OK** to return to the Work with Batches window.
7. Verify that the status has been changed to Approved.
8. Click **Row, Post by Batch**.
9. Click **OK** to return to the Work with Batches window.

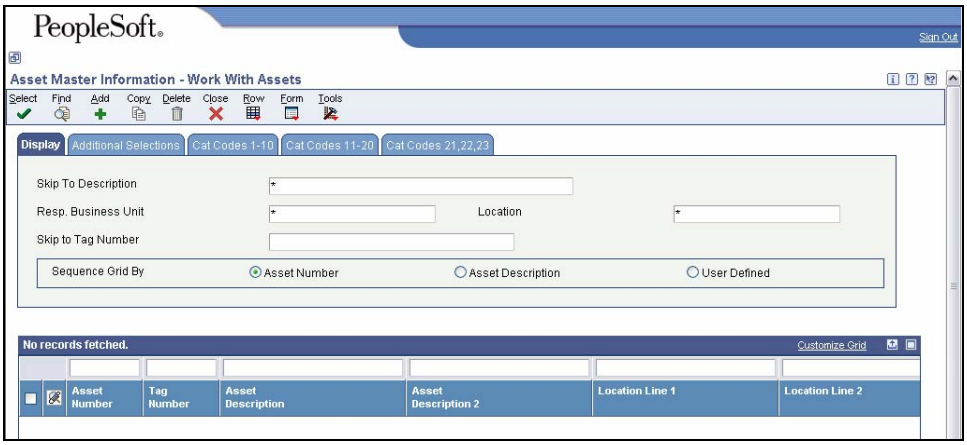
Click **Find** to refresh status. When processing is complete, the Batch is no longer displayed.

10. Click **Posted Batches**, then click **Find** to see the posted batch.
11. Click **Close**.

# Update the Asset Master for a Division Transfer

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

Start in the Asset Master Information – Work with Assets window.

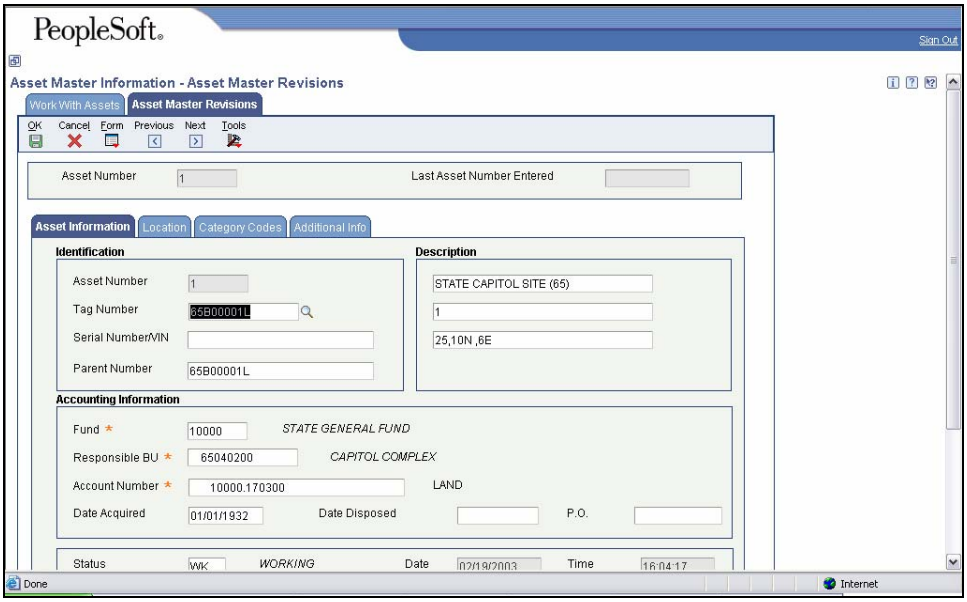



1. Click **Find**.

   Narrow the search by completing the Resp. Business Unit, Location, or Skip to Tag Number in the header field, or the old Tag Number in the QBE line.

2. Choose the row of the desired transferred asset or click the box to the left of the transferred asset.

3. Click **Select**. The Asset Master Information – Asset Master Revisions window appears.




4. Update the **Tag Number** field to reflect your updated division. Change the location fields if necessary.

5. Click **OK** to accept the change.

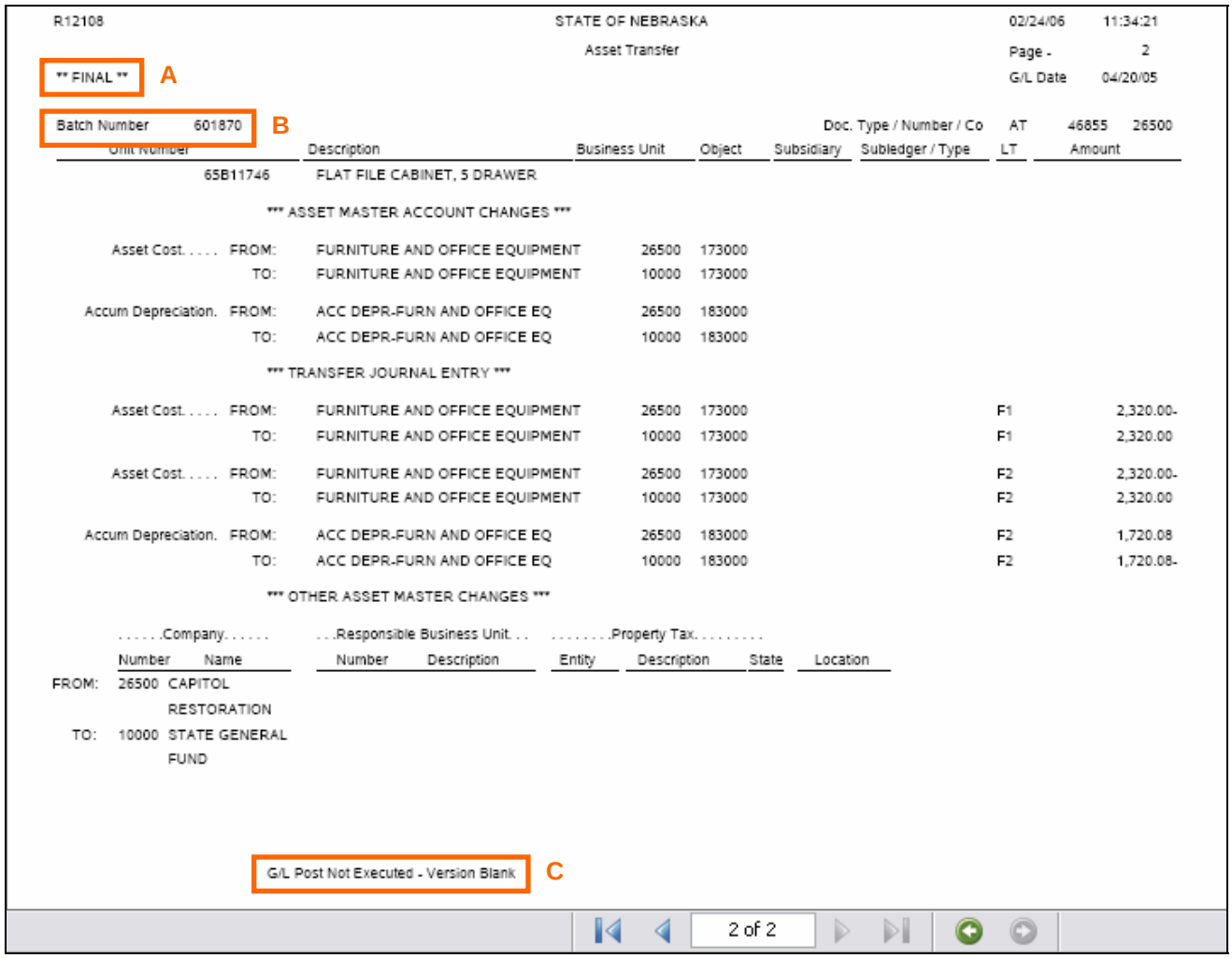
6. Click **Cancel** to return to the Work with Assets window.
7. Click **Close**.

## Example Report

**A** - Indicates which version of the transfer report was run (Preliminary or Final).

**B** - Indicates the Batch Number created thru the transfer process. A batch number will appear only on the Final report.

**C** - Indicates whether or not the Batch Number needs to be approved and posted. If the "G/L Post Not Executed - Version Blank" message appears, the batch listed at the top of the report needs to be approved and posted.



R12108 STATE OF NEBRASKA 02/24/06 11:34:21

Asset Transfer Page - 2

** FINAL ** A G/L Date 04/20/05

Batch Number 601870 B Doc. Type / Number / Co AT 46855 26500

| Unit Number | | Description | Business Unit | Object | Subsidiary | Subledger / Type | LT | Amount |
|---|---|---|---|---|---|---|---|---|
| 65B11746 | | FLAT FILE CABINET, 5 DRAWER | | | | | | |
| | | *** ASSET MASTER ACCOUNT CHANGES *** | | | | | | |
| Asset Cost. . . . . | FROM: | FURNITURE AND OFFICE EQUIPMENT | 26500 | 173000 | | | | |
| | TO: | FURNITURE AND OFFICE EQUIPMENT | 10000 | 173000 | | | | |
| Accum Depreciation. | FROM: | ACC DEPR-FURN AND OFFICE EQ | 26500 | 183000 | | | | |
| | TO: | ACC DEPR-FURN AND OFFICE EQ | 10000 | 183000 | | | | |
| | | *** TRANSFER JOURNAL ENTRY *** | | | | | | |
| Asset Cost. . . . . | FROM: | FURNITURE AND OFFICE EQUIPMENT | 26500 | 173000 | | | F1 | 2,320.00- |
| | TO: | FURNITURE AND OFFICE EQUIPMENT | 10000 | 173000 | | | F1 | 2,320.00 |
| Asset Cost. . . . . | FROM: | FURNITURE AND OFFICE EQUIPMENT | 26500 | 173000 | | | F2 | 2,320.00- |
| | TO: | FURNITURE AND OFFICE EQUIPMENT | 10000 | 173000 | | | F2 | 2,320.00 |
| Accum Depreciation. | FROM: | ACC DEPR-FURN AND OFFICE EQ | 26500 | 183000 | | | F2 | 1,720.08 |
| | TO: | ACC DEPR-FURN AND OFFICE EQ | 10000 | 183000 | | | F2 | 1,720.08- |
| | | *** OTHER ASSET MASTER CHANGES *** | | | | | | |

| | . . . . . .Company. . . . . | | . . .Responsible Business Unit. . . | | . . . . . .Property Tax. . . . . | | | |
|---|---|---|---|---|---|---|---|---|
| | Number | Name | Number | Description | Entity | Description | State | Location |
| FROM: | 26500 | CAPITOL RESTORATION | | | | | | |
| TO: | 10000 | STATE GENERAL FUND | | | | | | |

G/L Post Not Executed - Version Blank C

2 of 2