Disposing of an Asset through Surplus Process

Overview

In NIS you can split one existing asset into two or more assets. This is normally to dispose of part of the asset and keep another part. You can also dispose of assets through surplus, sale, destruction, trade-in, adjustments or inter-agency transfers. These processes can be entered into NIS.

This work instruction shows how to:

- Split an Existing Asset
- Disposal through Surplus or Sale
- Disposal through Surplus or Sale Report
- Disposal through Destruction
- Disposal through Destruction Report
- Disposal through Trade-In
- Disposal through Trade-In Report
- Disposal through Adjustments
- Disposal through Adjustment 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 View by Role, choose Fixed Assets.)

Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide:
  > Splits > Asset Master Information – Splits, or
  > Add Fixed Assets > Asset Master Information
Steps

Split an Existing Asset


Start this instruction from the Asset Master Information – Splits – Work with Assets search window.

1. Click **Find**.
2. Choose the Asset Number you want to split.
3. Click **Copy**. The Asset Master Information – Splits – Asset Master Revisions window appears.
4. Enter the following information:
   - Tag Number – tag number of new asset
   - Parent Number – original asset number
   - Description
   - Update any other fields as necessary

5. Click **OK** to return to the Splits – Work with Assets window.

6. Click **Close**.

**Disposal through Surplus or Sale**


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

1. Click **Find**.

2. Choose the desired row that has the asset you wish to dispose.

3. Click **Select**. The Asset Master Information – Asset Master Revisions window appears.
4. Change the value in the Status field to "PS" (pending surplus).

5. Click the Additional Info tab. The Asset Master Information – Additional Asset Information window appears.

6. Enter the **SPN Number** in the SPN Number field.

   SPN (Surplus Property Notification) Number is 10 digits, using this format – AADDYYSSSS.
   
   - AA – Agency number
   - DD – Division number
   - YY – last two digits of the calendar year
• SSSS – sequential number assigned by the agency
7. Click OK to return to the Asset Master Revisions window.
8. Click OK. The Status Change Date & Time window appears.
9. Review date and time, change if required. (should be today's date)
10. Click OK to return to the Asset Master Revisions window.
11. Click Cancel.
12. Click Close.

Disposal through Surplus or Sale Report


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 "Ledger Type (F1202)(LT)[BC]"
   • Comparison is "is equal to"
   • Right Operand is "AA"
4. In the second row, verify:
   • Left Operand is "Object Account (F1202)(OBJ)[BC]"
   • Comparison is "is equal to"
   • Right Operand is "580000-586999"
5. In the third row, verify:
   • Left Operand is "SPN Number (F1201)(FA21)[BC]"
• Comparison is "is equal to"
6. Click Literal. The Select Literal Value window appears.

7. Enter the Agency assigned SPN number.
8. Click OK to return to the Data Selection window.
9. In the last row (Fiscal Year), verify:
   • Left Operand is "Fiscal Year (F1202)(FY)[BC"
   • Comparison is "is equal to"
10. Click Literal. The Select Literal Value window appears.

11. Enter the current fiscal year.
12. Click OK to return to the Data Selection window.
13. Click OK. The Printer Selection window appears.
14. Click OK to return to the Disposals 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 Row with Job Details R5509234, after the status indicates Done.

Disposal through Destruction


Start this instruction from the Asset Master Information – Work with Assets window.
1. Click **Find**.

2. Choose the desired row.

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

4. Change the value in the Status field to **PD** (pending destruction).
5. Click the **Category Codes** tab. The Asset Master Information – Asset Master – Category Code Revision window appears.

6. Enter the appropriate **COD Type** (Certificate of Destruction Type) in the COD Type Field.

7. Click **OK**.

8. Click the **Additional Info** tab. The Asset Master Information – Additional Asset Information window appears.

9. Enter the **SPN Number** in the SPN Number field.
SPN (Surplus Property Notification) Number is 10 digits, using this format – AADDYYSSSS.

- AA – Agency number
- DD – Division number
- YY – last two digits of the calendar year
- SSSS – sequential number assigned by the agency

10. Click **OK** to return to the Asset Master Revisions window.
11. Click **OK**. The Status Change Date & Time window appears.
12. Review date and time, change if required.
13. Click **OK** to return to the Asset Master Revisions window.
14. Click **OK**.
15. Click **Cancel**.
16. Click **Close**.

Disposal thru Destruction Report


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 "Ledger Type (F1202)(LT)(BC)"
   - Comparison is "is equal to"
   - Right Operand is "AA"
4. In the second row, verify:
   - Left Operand is "Object Account (F1202)(OBJ)[BC]"
   - Comparison is "is equal to"
   - Right Operand is "580000-586999"

5. In the third row, verify:
   - Left Operand is "SPN Number (F1201)(FA21)[BC]"
   - Comparison is "is equal to"

6. Click the **Right Operand** field on the last line.

7. Click **Literal**. The Select Literal Value window appears.

8. Enter the Agency assigned SPN number.

9. Click **OK** to return to the Data Selection window.

10. In the last row (Fiscal Year), verify:
    - Left Operand is "Fiscal Year (F1202)(FY)[BC]"
    - Comparison is "is equal to"

11. Click **Literal**. The Select Literal Value window appears.

12. Enter the current fiscal year.

13. Click **OK** to return to the Data Selection window.

14. Click **OK**. The Printer Selection window appears.

15. Click **OK**.

   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 Row with Job Details R5509234, after the status indicates Done.

**Disposal through Trade-in**


Start this instruction from the Asset Master Information – Work with Assets window.
1. Click **Find**.
2. Choose the desired row.
3. Click **Select**. The Asset Master Information – Asset Master Revisions window appears.
4. Change the value in the Status field to "PT" (pending Trade-in).
5. Click the **Additional Info** tab. The Asset Master Information – Additional Asset Information window appears.

6. Enter the **SPN Number** in the SPN Number field.

   - SPN (Surplus Property Notification) Number is 10 digits, using this format – AADDYYSSSS.
     - AA – Agency number
     - DD – Division number
     - YY – last two digits of the calendar year
     - SSSS – sequential number assigned by the agency

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

8. Click **OK**. The Status Change Date & Time window appears.

9. Review date and time, change if required.

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

11. Click **OK**.

12. Click **Cancel**.

13. Click **Close**.

**Disposal through Trade-In Report**


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 "Ledger Type (F1202)(LT)[BC]"
   - Comparison is "is equal to"
   - Right Operand is "AA"

4. In the second row, verify:
   - Left Operand is "Object Account (F1202)(OBJ)[BC]"
   - Comparison is "is equal to"
   - Right Operand is "580000-586999"

5. In the third row, verify:
   - Left Operand is "SPN Number (F1201)(FA21)[BC]"
   - Comparison is "is equal to"

6. Click the **Right Operand** field on the last line.
7. Click **Literal**. The Select Literal Value window appears.

8. Enter the Agency assigned SPN number.
9. Click **OK** to return to the Data Selection window.
10. In the last row (Fiscal Year), verify:
    - Left Operand is "Fiscal Year (F1202)(FY)[BC]"
11. Click **Literal**. The Select Literal Value window appears.

12. Enter the current fiscal year.

13. Click **OK** to return to the Data Selection window.

14. Click **OK**. The Printer Selection window appears.

15. Click **OK**.

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 Row with Job Details R5509249, after the status indicates Done.

**Disposal through Adjustments**


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

1. Click **Find**.

2. Choose the desired row.

3. Click **Select**. The Asset Master Information – Asset Master Revisions window appears.
4. Change the value in the Status field to "PA" (pending adjustment).
5. Click the **Additional Info** tab. The Asset Master Information – Additional Asset Information window appears.
6. Enter the **SPN Number** in the SPN Number field.

   SPN (Surplus Property Notification) Number is 10 digits, using this format – AADDYYSSSS.
   
   - AA – Agency number
   - DD – Division number
   - YY – last two digits of the calendar year
   - SSSS – sequential number assigned by the agency

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

8. Click **OK**. The Status Change Date & Time window appears.

9. Review date and time, change if required.

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

11. Click **Cancel**.

12. Click **Close**.

**Disposal through Adjustment Report**


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 "Ledger Type (F1202)(LT)[BC]"
   - Comparison is "is equal to"
   - Right Operand is "AA"
4. In the second row, verify:
   • Left Operand is "Object Account (F1202)(OBJ)[BC]"
   • Comparison is "is equal to"
   • Right Operand is "580000-586999"

5. In the third row, verify:
   • Left Operand is "SPN Number (F1201)(FA21)[BC]"
   • Comparison is "is equal to"

6. Click the **Right Operand** field on the last line.
7. Click **Literal**. The Select Literal Value window appears.

   ![Select Literal Value Window]

8. Enter the Agency assigned SPN number.
9. Click **OK** to return to the Data Selection window.

10. In the last row (Fiscal Year), verify:
     • Left Operand is "Fiscal Year (F1202)(FY)[BC]"
     • Comparison is "is equal to"

11. Click **Literal**. The Select Literal Value window appears.

   ![Select Literal Value Window]

12. Enter the current fiscal year.
13. Click **OK** to return to the Data Selection window.
14. Click **OK**. The Printer Selection window appears.
15. Click **OK**.

   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 Row with Job Details R5509247, after the status indicates Done.