

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:

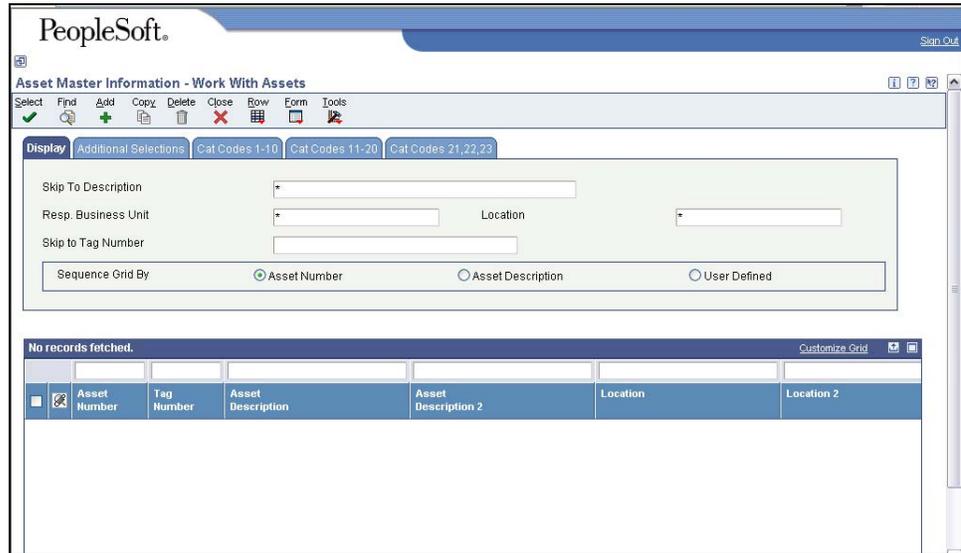
- > Splits > Asset Master Information – Splits, or
- > Add Fixed Assets > Asset Master Information

Steps

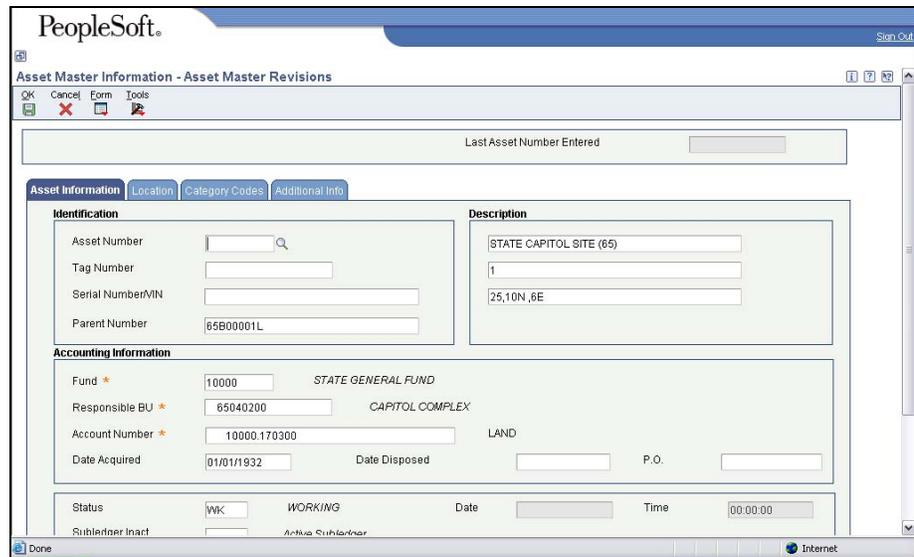
Split an Existing Asset

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

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.



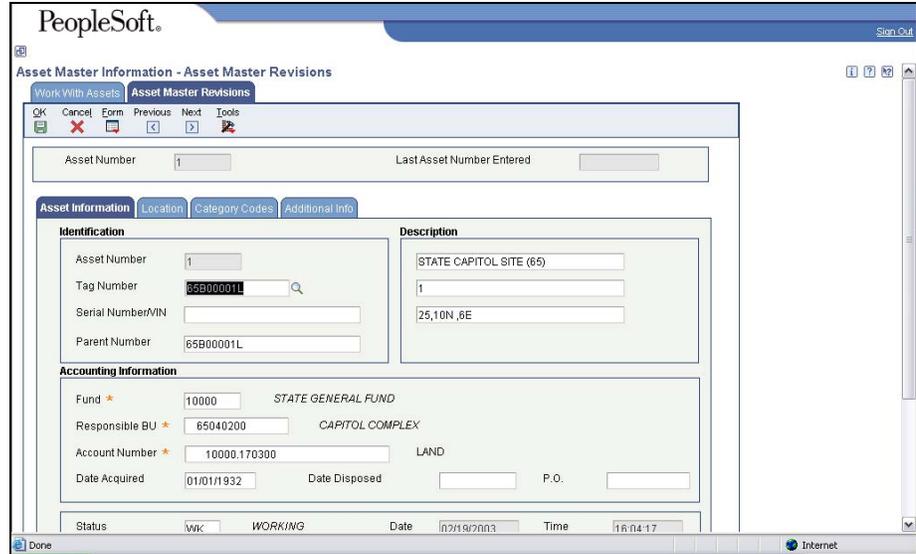
4. Enter the following information:
 - Tag Number – tag number of new asset
 - Parent Number – original asset number
 - Description
 - Update any other fields as necessary
5. Click **OK** to return to the Splits – Work with Assets window.
6. Click **Close**.

Disposal through Surplus or Sale

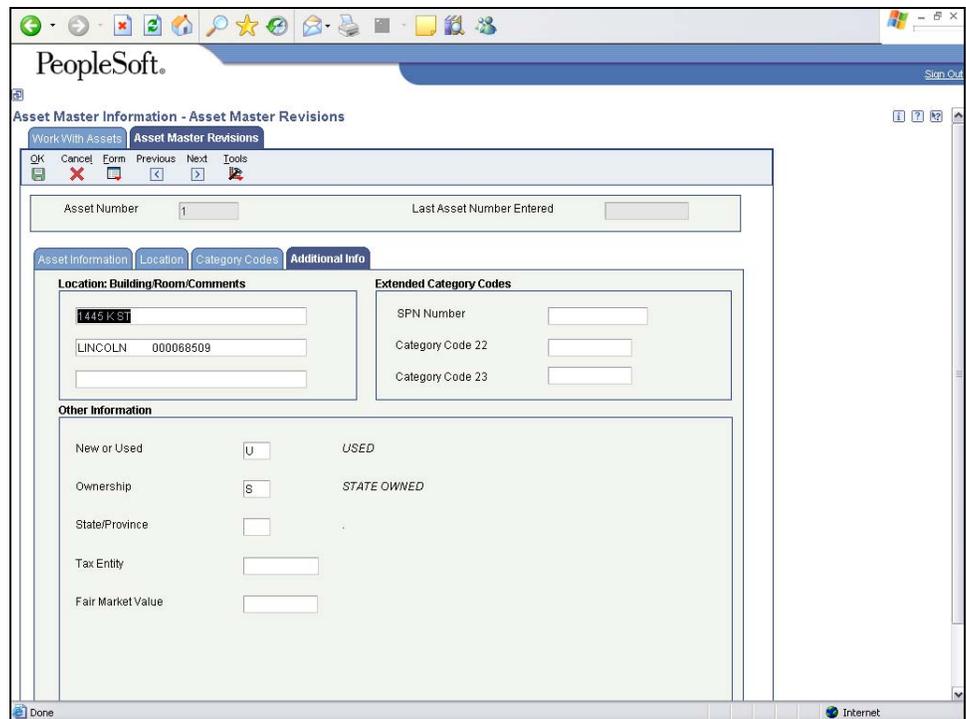
Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Add Fixed Assets > Asset Master Information

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.



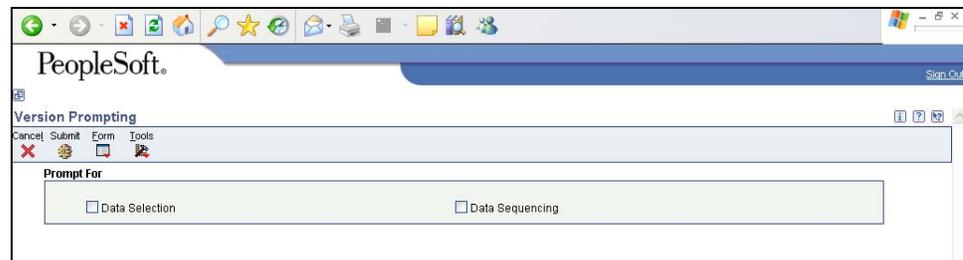
6. Enter the **SPN Number** in the SPN Number field.
-  SPN (Surplus Property Notification) Number is 10 digits, using this format – AADDYYSSSS.
- AA – Agency number
 - DD – Division number
 - YY – last two digits of the calendar year

- 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**.

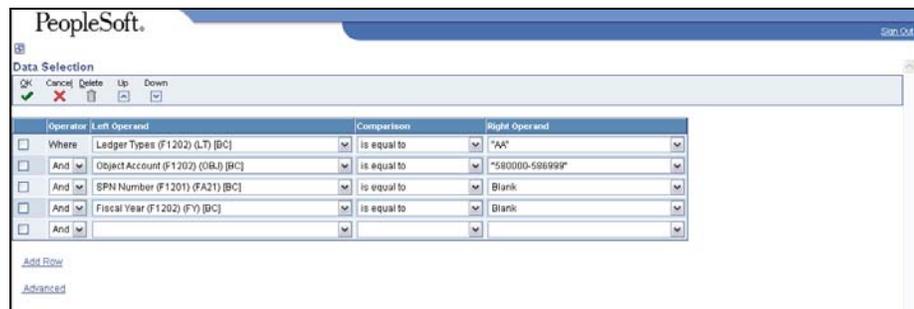
Disposal through Surplus or Sale Report

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Disposals > SPN Report – Surplus

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.

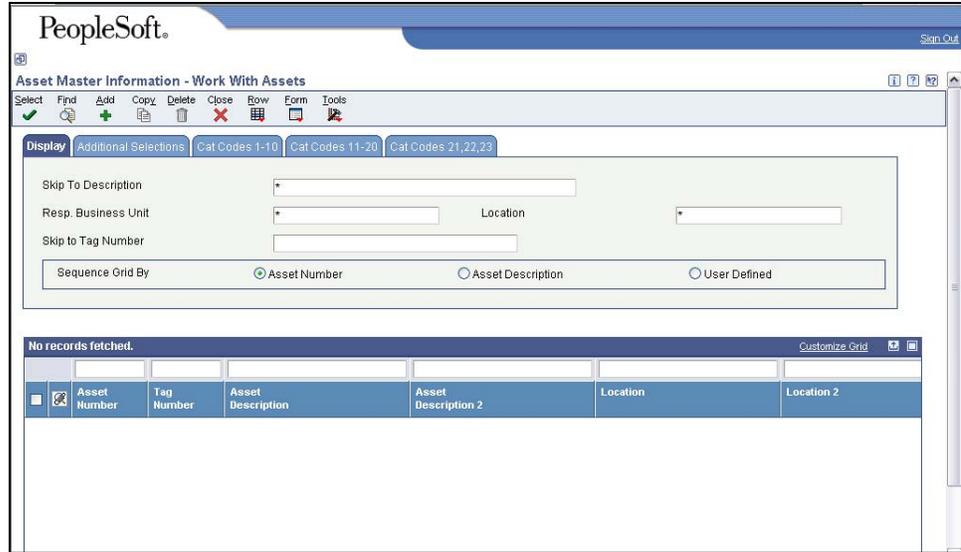
11. Enter the current fiscal year.
12. Click **OK** to return to the Data Selection window.
13. Click **OK**. The Printer Selection window appears.
14. Click **OK** to return to the Disposals menu.

-  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.

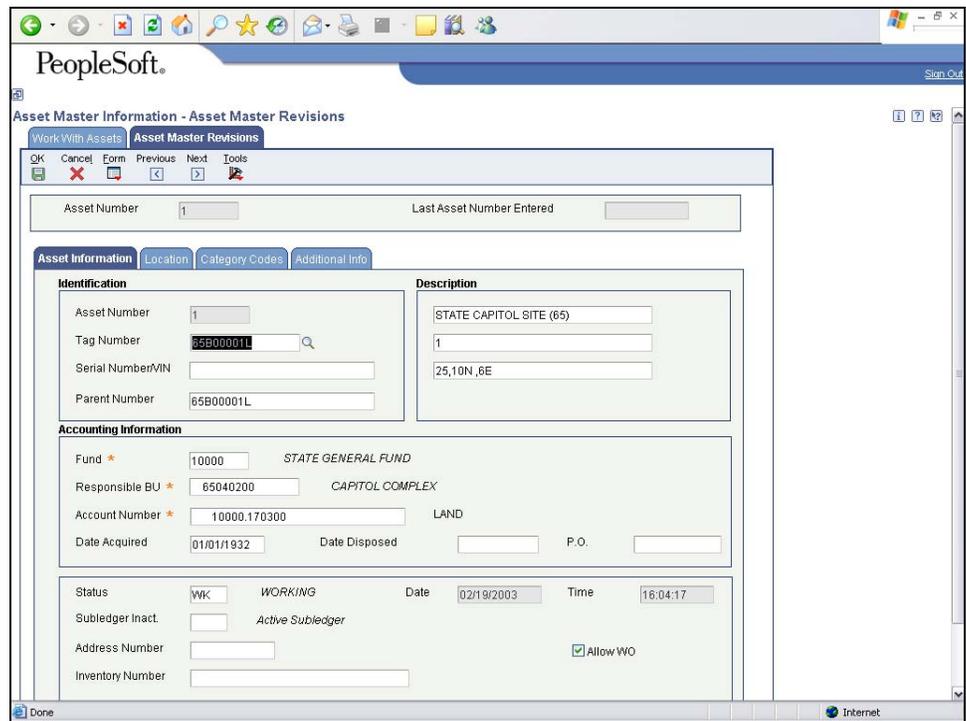
Disposal through Destruction

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

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

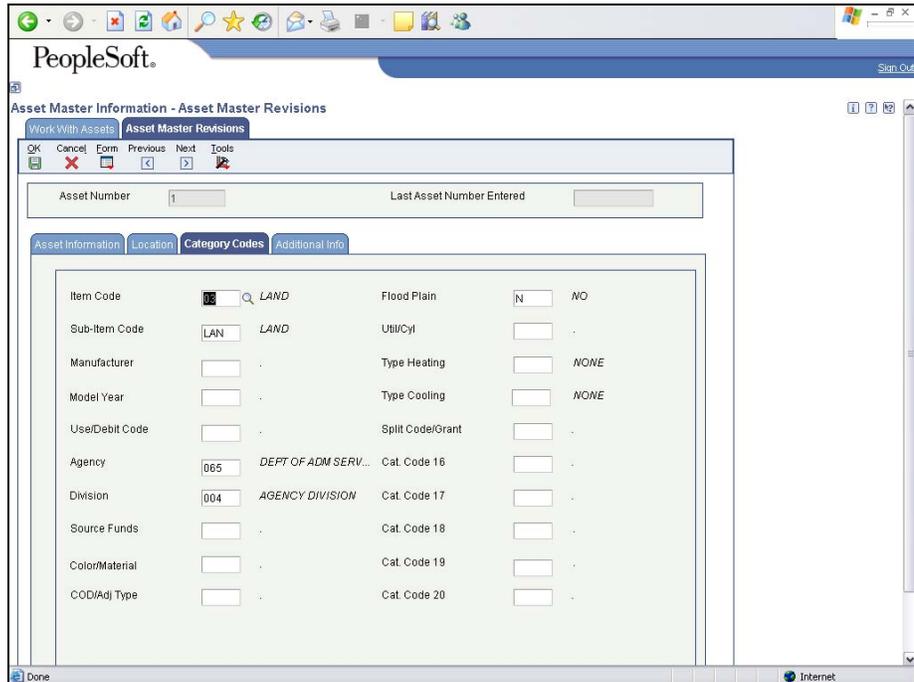


1. Click **Find**.
2. Choose the desired row.
3. Click **Select**. The Asset Master Information – Asset Master Revisions window appears.

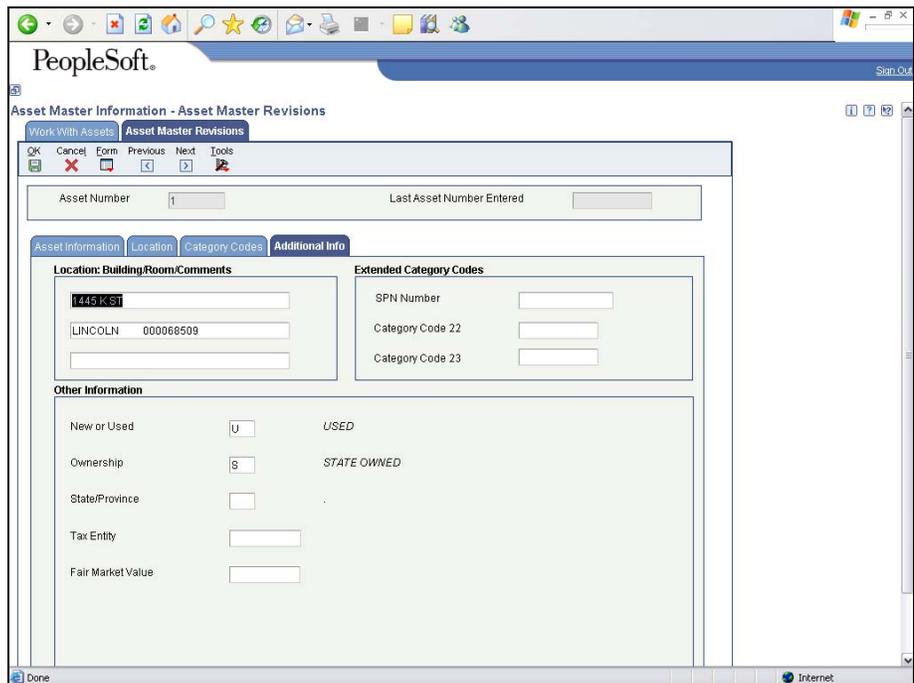


4. Change the value in the Status field to "PD" (pending destruction).

- Click the **Category Codes** tab. The Asset Master Information – Asset Master – Category Code Revision windows appears.



- Enter the appropriate **COD Type** (Certificate of Destruction Type) in the COD Type Field.
- Click **OK**.
- Click the **Additional Info** tab. The Asset Master Information – Additional Asset Information window appears.



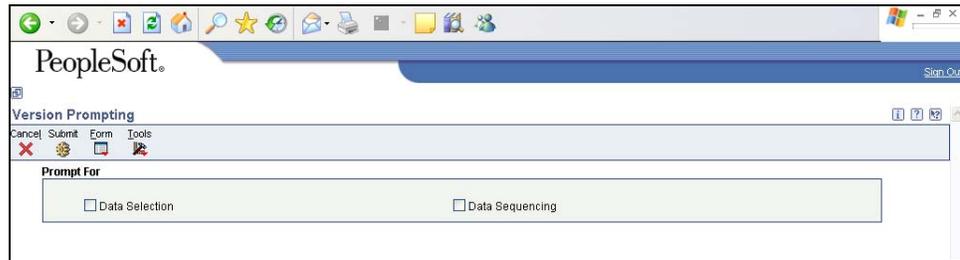
- Enter the **SPN Number** in the SPN Number field.

- ✏ 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**.

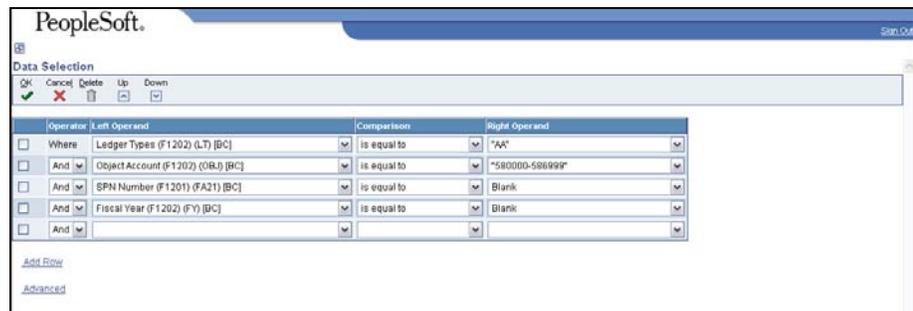
Disposal thru Destruction Report

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Disposals > SPN Report – Destruction

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.



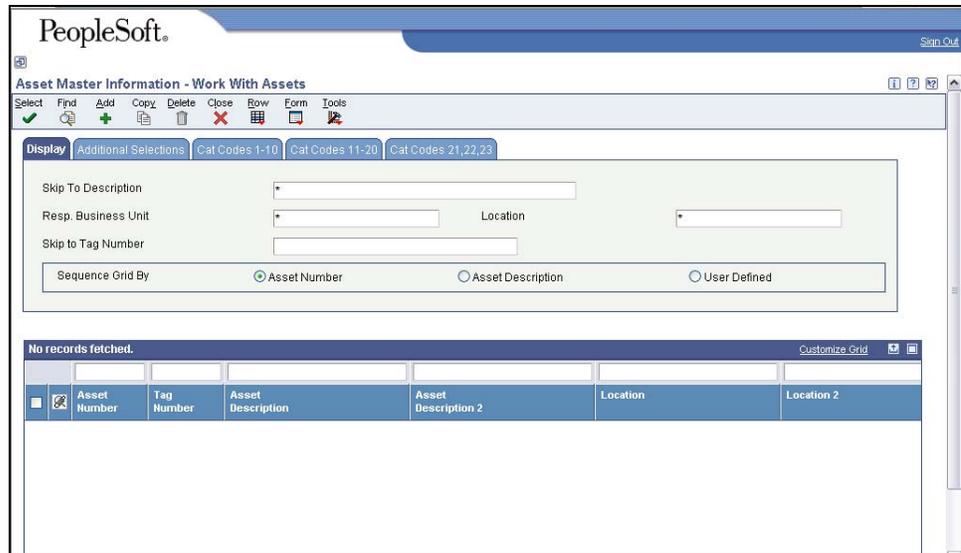
12. Enter the current fiscal year.
13. Click **OK** to return to the Data Selection window.
14. Click **OK**. The Printer Selection window appears.
15. Click **OK**.

 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.

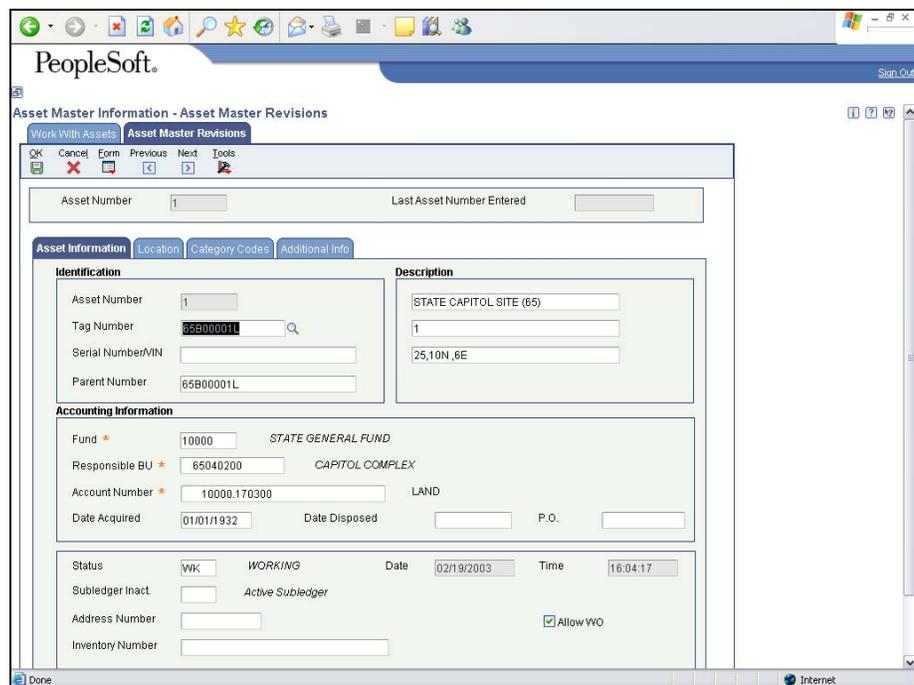
Disposal through Trade-in

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

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).

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

The screenshot shows the PeopleSoft interface for 'Asset Master Information - Asset Master Revisions'. The 'Additional Info' tab is selected. The form contains the following sections:

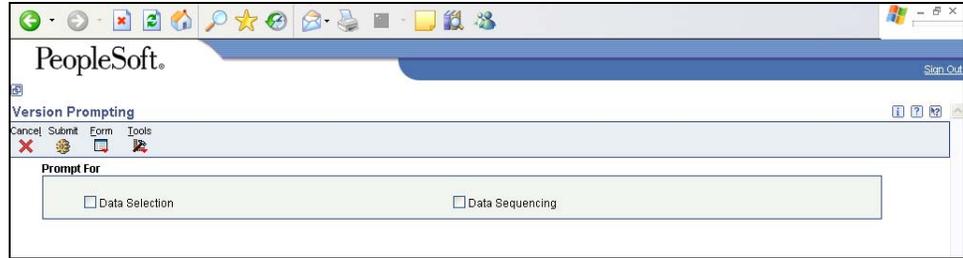
- Asset Information:** Asset Number (1), Last Asset Number Entered.
- Location: Building/Room/Comments:** 1445 K ST, LINCOLN 000068509.
- Extended Category Codes:** SPN Number, Category Code 22, Category Code 23.
- Other Information:**
 - New or Used: U USED
 - Ownership: S STATE OWNED
 - State/Province: []
 - Tax Entity: []
 - Fair Market Value: []

- 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
- Click **OK** to return to the Asset Master Revisions window.
- Click **OK**. The Status Change Date & Time window appears.
- Review date and time, change if required.
- Click **OK** to return to the Asset Master Revisions window.
- Click **OK**.
- Click **Cancel**.
- Click **Close**.

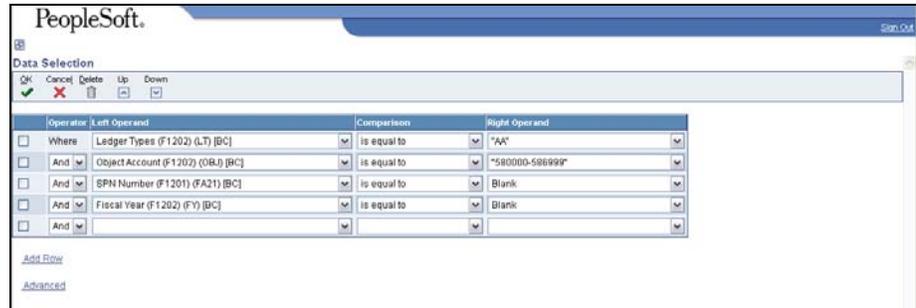
Disposal through Trade-In Report

Navigation: Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Disposals > SPN Report – Trade-In

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.

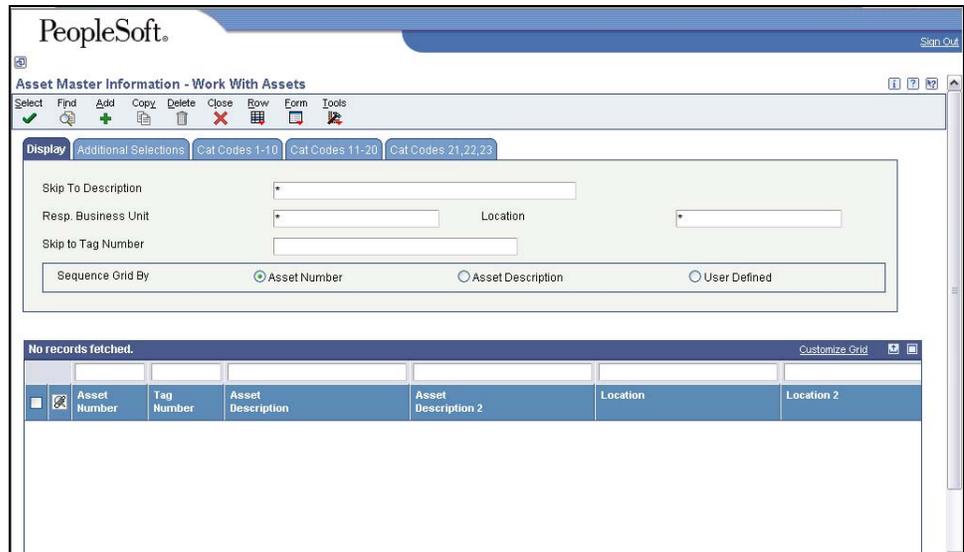
15. Click **OK**.

-  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 R5509249, after the status indicates Done.

Disposal through Adjustments

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

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.

The screenshot shows the 'Asset Master Information - Asset Master Revisions' window in PeopleSoft. The 'Asset Information' tab is active. The 'Identification' section contains fields for Asset Number (1), Tag Number (65B00001L), Serial Number/VIN, and Parent Number (65B00001L). The 'Description' section contains STATE CAPITOL SITE (65), 1, and 25,10N,6E. The 'Accounting Information' section includes Fund (10000 - STATE GENERAL FUND), Responsible BU (65040200 - CAPITOL COMPLEX), Account Number (10000.170300 - LAND), Date Acquired (01/01/1932), Date Disposed, and P.O. The Status is set to WK (WORKING) and the Date is 02/19/2003. There is also a checkbox for 'Allow WO' which is checked.

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.

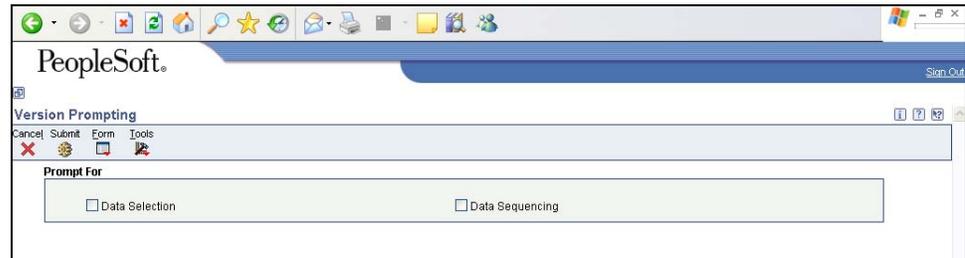
The screenshot shows the 'Asset Master Information - Asset Master Revisions' window with the 'Additional Info' tab selected. The 'Location: Building/Room/Comments' section contains L445 K S1, LINCOLN, and 000068509. The 'Extended Category Codes' section includes SPN Number, Category Code 22, and Category Code 23. The 'Other Information' section includes New or Used (U - USED), Ownership (S - STATE OWNED), State/Province, Tax Entity, and Fair Market Value.

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**.

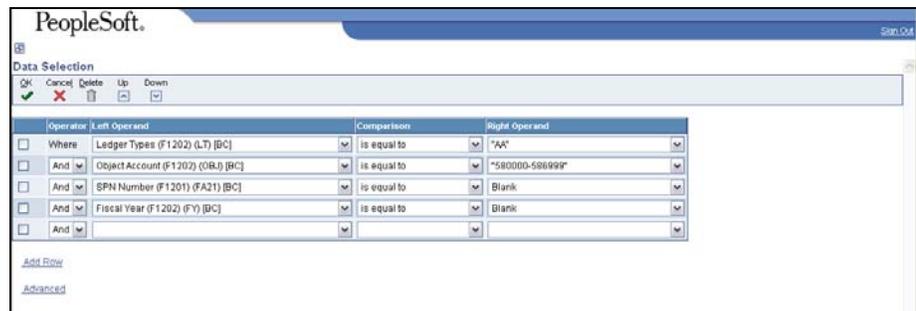
Disposal through Adjustment Report

Navigation: Fixed Assets/Capital Asset Mgt > Fixed Assets > Fixed Assets – Statewide > SPN Reports > SPN Report – Adjustments

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 R5509247, after the status indicates Done.