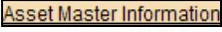


Alien Asset Verify-Reject

1.	<p>This functionality enables an end user with appropriate business unit security in Fixed Assets to review alien assets. Upon review, the end user can either "verify" the scan or "reject" the scan.</p> <p>When the alien asset scan is "verified" the following records are updated:</p> <ul style="list-style-type: none"> o Asset Master Information - "Scanned" field populates with a "V" for verified scan o F/A Scanning History - "Transaction" changes from an "A", Alien, to a "V", Verified Scan o Alien Asset Verification History - updates with verification record <p>When the alien asset scan is "rejected":</p> <ul style="list-style-type: none"> o F/A Scanning History - Alien asset scan is purged o Alien Asset Verification History - updates with a rejection record <p>Note: An alien asset in a "disposed" status cannot be "verified" or "rejected".</p>
2.	<p>Click the NIS State of Nebraska link.</p> <p>NIS State of Nebraska</p>
3.	<p>Click the Fixed Assets/Capital Asset Mgt link.</p> <p>Fixed Assets/Capital Asset Mgt</p>
4.	<p>Click the Fixed Assets link.</p> <p>Fixed Assets</p>
5.	<p>Click the Fixed Assets - Barcoding link.</p> <p>Fixed Assets - Barcoding</p>
6.	<p>Click the Alien Asset Verification link.</p> <p>Alien Asset Verification</p>
7.	<p>VERIFY SCAN</p> <p>Click the Select button.</p> <p><input checked="" type="checkbox"/></p>
8.	<p>SCANNED FIXED ASSET INFORMATION:</p> <p>Populates with data entered by the scanning individual and identifies who scanned the alien asset.</p>
9.	<p>FIXED ASSET MASTER INFORMATION:</p> <p>Populates with data from the Fixed Asset Master in NIS.</p>

10.	"Verify Scan" will only update the "Scanned" field on the Fixed Asset Master. All other Fixed Asset Master fields will retain current data.
11.	Click the Verify Scan button. 
12.	Once alien asset is verified, it is no longer available on the grid.
13.	REJECT SCAN Click the Select button. 
14.	To remove an alien asset from the F/A Scanning History, select "Reject Scan".
15.	Click the Reject Scan button. 
16.	Once alien asset is rejected, it is no longer available on the grid.
17.	DISPOSED ITEM Click the Select button. 
18.	An alien asset in a Disposed Status cannot be "verified" or "rejected." Further review of the alien asset is required. Work with AS Materiel Division - Surplus Property to determine the steps required to work with the asset. Send e-mail to dasmat.surplusproperty@nebraska.gov with specific details, to include Tag Number, Equipment Status, etc.
19.	Click the Cancel button. 
20.	Click the Close button. 
21.	VERIFIED ASSET UPDATES: Asset Master Information - "Scanned" field populates with a "V" for verified scan Click the Asset Master Information link. 
22.	Click in the Tag Number field. 
23.	Enter the desired information into the Tag Number field. Enter a valid value e.g. "03L11073" .

24.	<p>Click the Find button.</p> 
25.	<p>Click the 53857 option.</p> 
26.	<p>Click the Select button.</p> 
27.	<p>Click the Additional Info tab.</p> 
28.	<p>"Scanned" field populates with "V" - verified.</p> <p>This is the only field updated when an alien asset scan is verified.</p>
29.	<p>Click the Cancel button.</p> 
30.	<p>Click the Close button.</p> 
31.	<p>VERIFIED ASSET UPDATES</p> <p>F/A Scanning History - "Transaction" changes from an "A", Alien, to a "V", Verified Scan</p> <p>Click the F/A Scanning History - View Only link.</p> 
32.	<p>Click in the Tag Number field.</p> 
33.	<p>Enter the desired information into the Tag Number field.</p>
34.	<p>Click the View Verified Items Only (V) option.</p> 
35.	<p>Use the Scroll Bar to view the rest of the record</p>
36.	<p>Transaction reflects "V" - VERIFIED SCAN</p>
37.	<p>Click the Close button.</p> 

38.	<p>VERIFIED ASSET UPDATES</p> <p>Alien Asset Verification History - updates with verification record</p> <p>Click the Alien Asset Verification History link.</p> <p>Alien Asset Verification History</p>
39.	<p>Click in the Tag Number field.</p> <p><input type="text"/></p>
40.	<p>Enter the desired information into the Tag Number field.</p>
41.	<p>Click the Find button.</p> <p></p>
42.	<p>Use the Scroll Bar to view the rest of the record</p> <p></p>
43.	<p>When an alien asset scan is verified, the following fields reflect:</p> <ul style="list-style-type: none"> o Review Date o Review Time o Review User ID
44.	<p>Double-click in the Tag Number field.</p> <p><input type="text" value="03L11073"/></p>
45.	<p>Enter the desired information into the Tag Number field.</p>
46.	<p>Click the Find button.</p> <p></p>
47.	<p>Use the Scroll Bar to view the rest of the record</p> <p></p>
48.	<p>When an alien asset scan is rejected, the following fields reflect:</p> <ul style="list-style-type: none"> o Review Date o Review Time o Review User ID o Scanned Comment = Scan Rejected
49.	<p>Click the Close button.</p> <p></p>
50.	<p>End of Procedure.</p>