

Alien Asset Verify-Reject
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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/>.

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Procedure

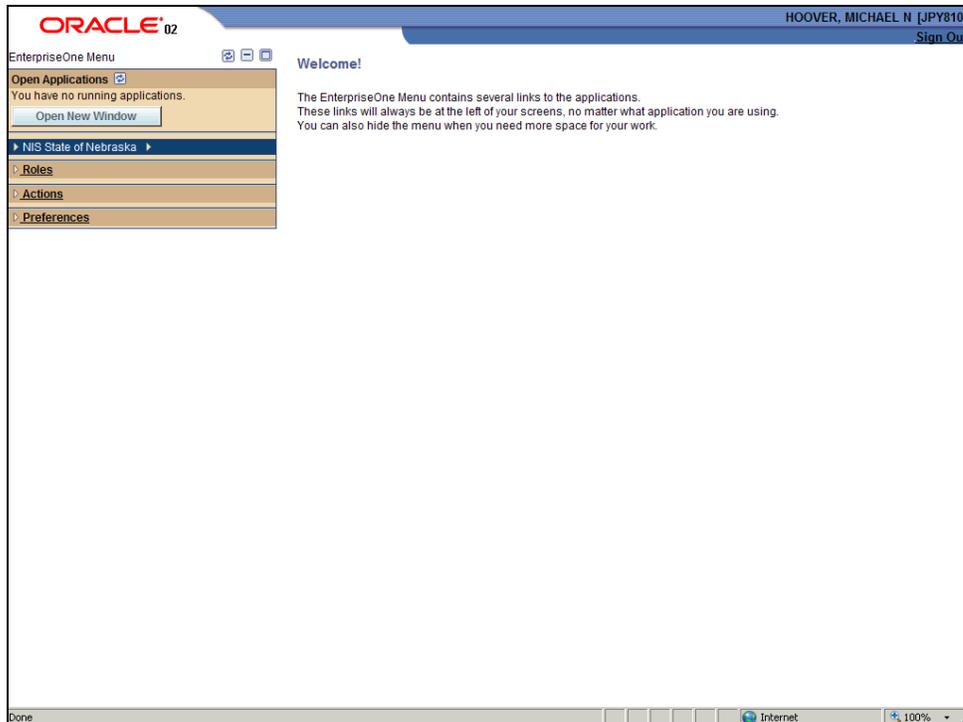


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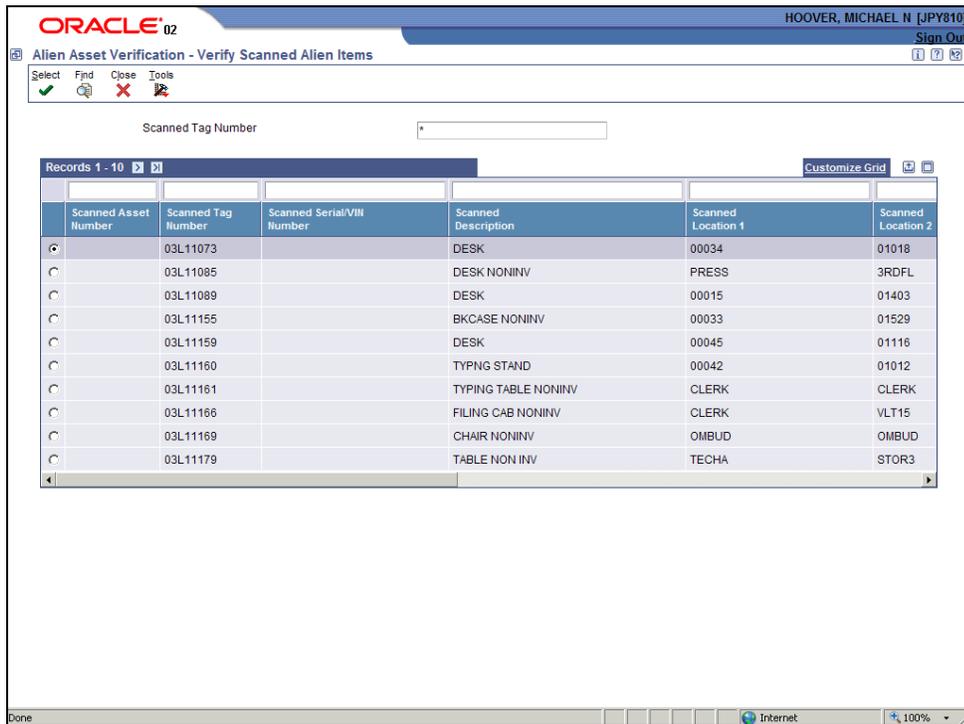


Step	Action
1.	<p>This functionality enables an end user with appropriate business unit security in Fixed Assets to review alien assets. Upon review, the end user can either "verify" the scan or "reject" the scan.</p> <p>When the alien asset scan is "verified" the following records are updated:</p> <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>



Step	Action
2.	<p>Click the NIS State of Nebraska link.</p> <p>NIS State of Nebraska</p>

Step	Action
3.	Click the Fixed Assets/Capital Asset Mgt link.
4.	Click the Fixed Assets link.
5.	Click the Fixed Assets - Barcoding link.
6.	Click the Alien Asset Verification link.

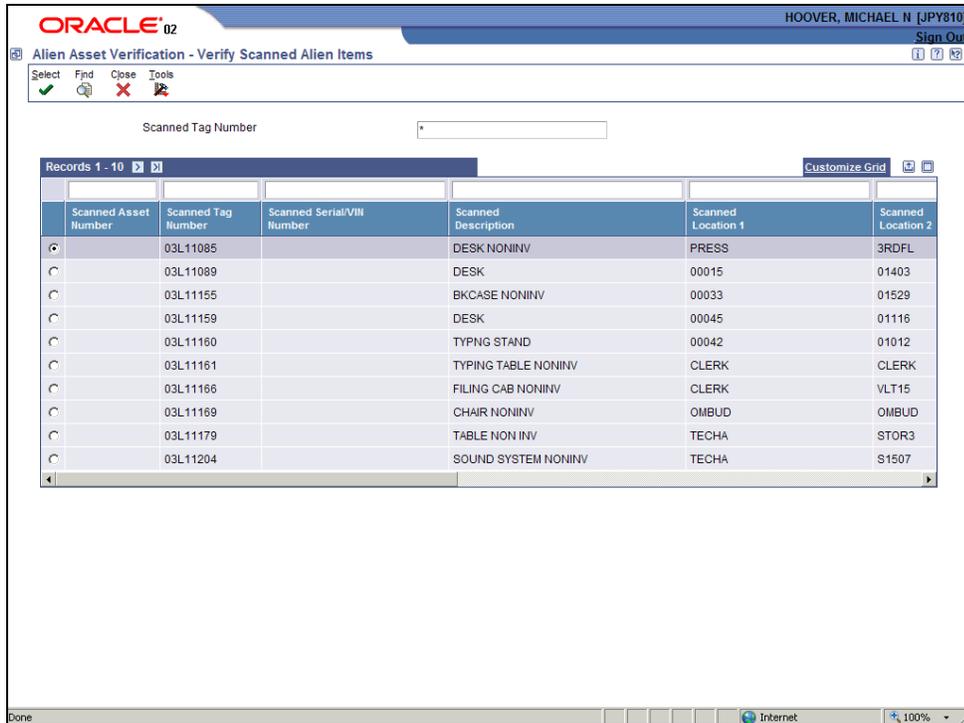


Step	Action
7.	VERIFY SCAN Click the Select button.

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Step	Action
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.	<p>"Verify Scan" will only update the "Scanned" field on the Fixed Asset Master. All other Fixed Asset Master fields will retain current data.</p>
11.	<p>Click the Verify Scan button.</p> 



Step	Action
12.	Once alien asset is verified, it is no longer available on the grid.
13.	<p>REJECT SCAN</p> <p>Click the Select button.</p> <p><input checked="" type="checkbox"/></p>

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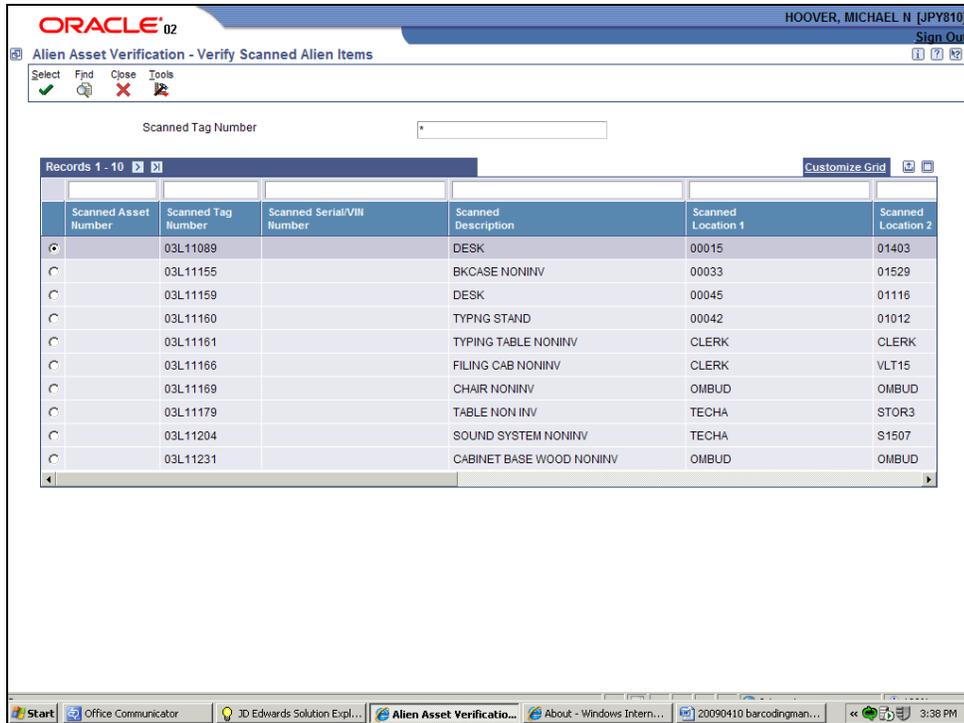
The screenshot shows the Oracle Alien Asset Verification interface. At the top, it says "ORACLE 02" and "HOOVER, MICHAEL N [JPY810] Sign Out". The main window title is "Alien Asset Verification - Fix/Inspect Scanned Alien Items".

There are two sections of information:

- Scanned Fixed Asset Information:**
 - Asset Number: [Redacted]
 - Tag Number: 03L11085
 - Description: DESK NONINV
 - Serial Number/VIN: [Redacted]
 - Location 1: PRESS
 - Location 2: 3RDFL
 - Location 3: [Redacted]
 - Scanned by: MCLAIN, DIANE K
- Fixed Asset Master Information:**
 - Asset Number: 53860
 - Description: DESK SECRETARIAL W/5 DRWRS
 - Serial Number/VIN: [Redacted]
 - Location 1: PRESS
 - Location 2: 3RDFL
 - Location 3: 0011085
 - Date Disposed or Retired: [Redacted]
 - Equipment Status: WK

At the bottom of the form, there are two buttons: "Verify Scan" and "Reject Scan".

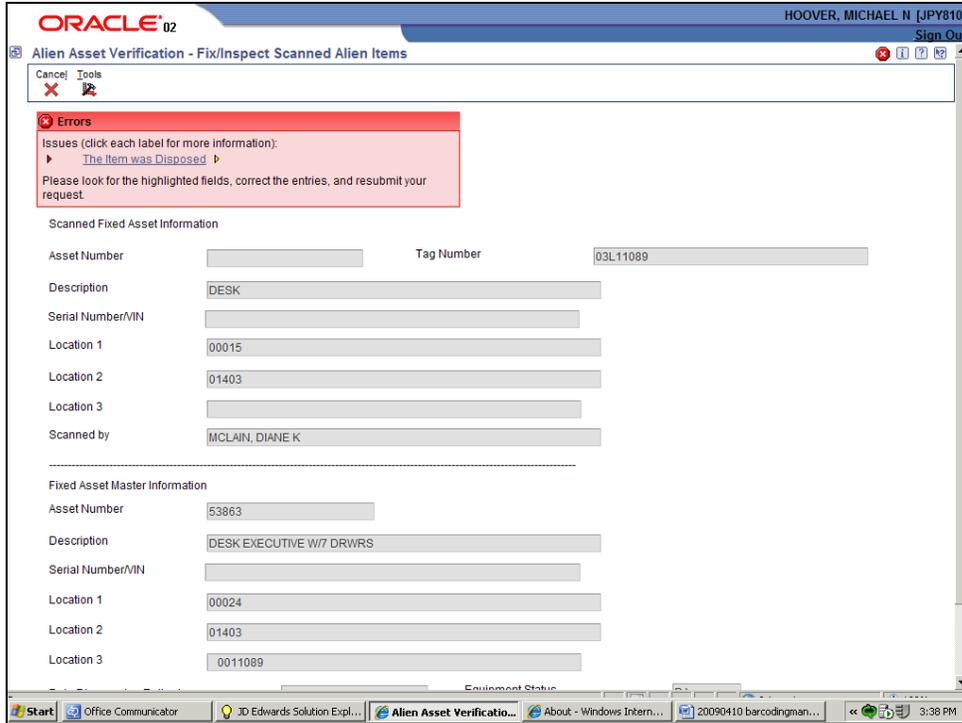
Step	Action
14.	To remove an alien asset from the F/A Scanning History, select "Reject Scan".
15.	Click the Reject Scan button. 



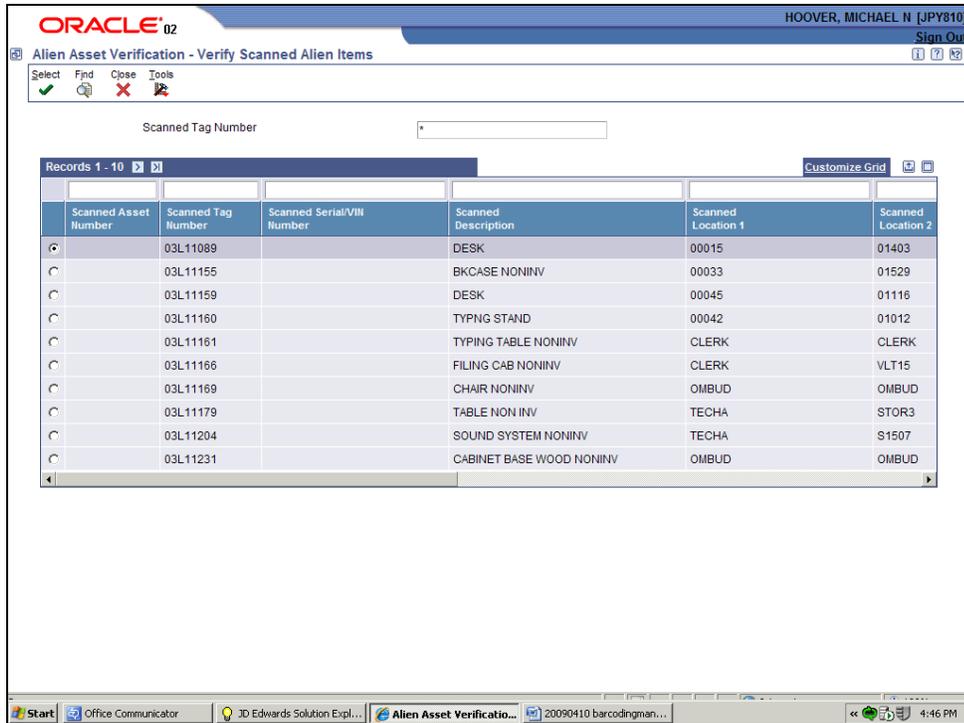
Step	Action
16.	Once alien asset is rejected, it is no longer available on the grid.
17.	<p>DISPOSED ITEM</p> <p>Click the Select button.</p> <p><input checked="" type="checkbox"/></p>

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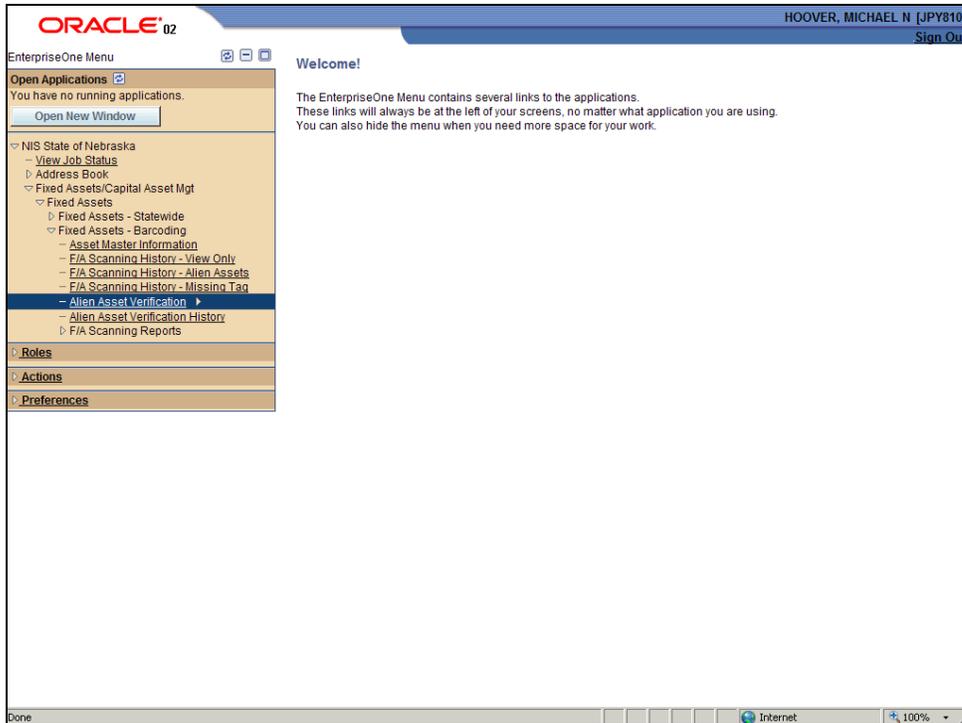
Step	Action
18.	<p>An alien asset in a Disposed Status cannot be "verified" or "rejected." Further review of the alien asset is required. Work with AS Materiel Division - Surplus Property to determine the steps required to work with the asset.</p> <p>Send e-mail to dasmat.surplusproperty@nebraska.gov with specific details, to include Tag Number, Equipment Status, etc.</p>
19.	<p>Click the Cancel button.</p> 



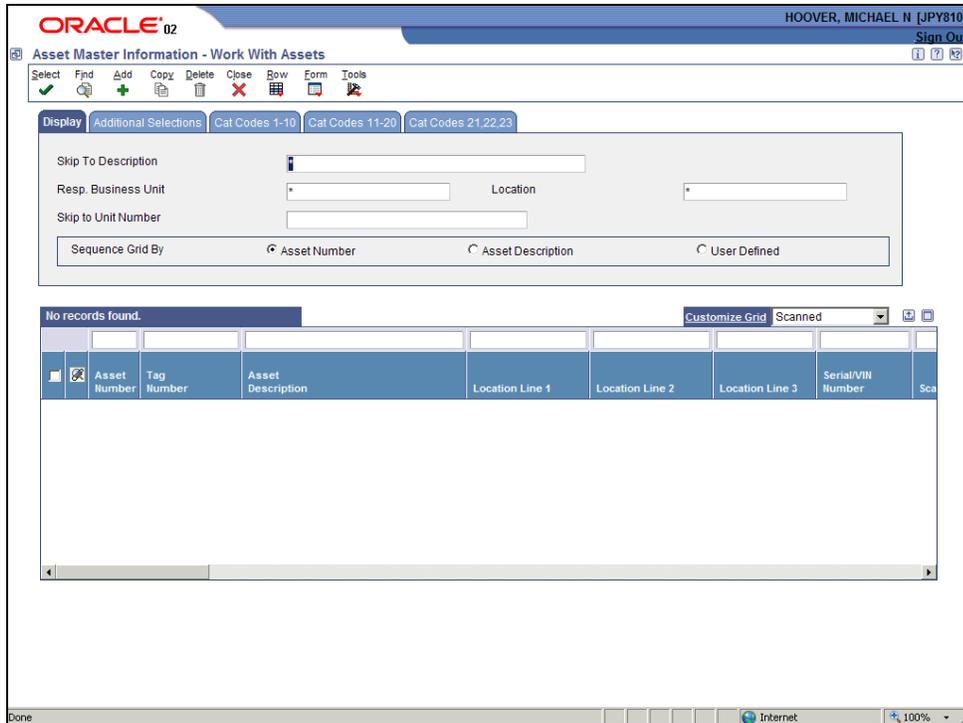
Step	Action
20.	Click the Close button. 

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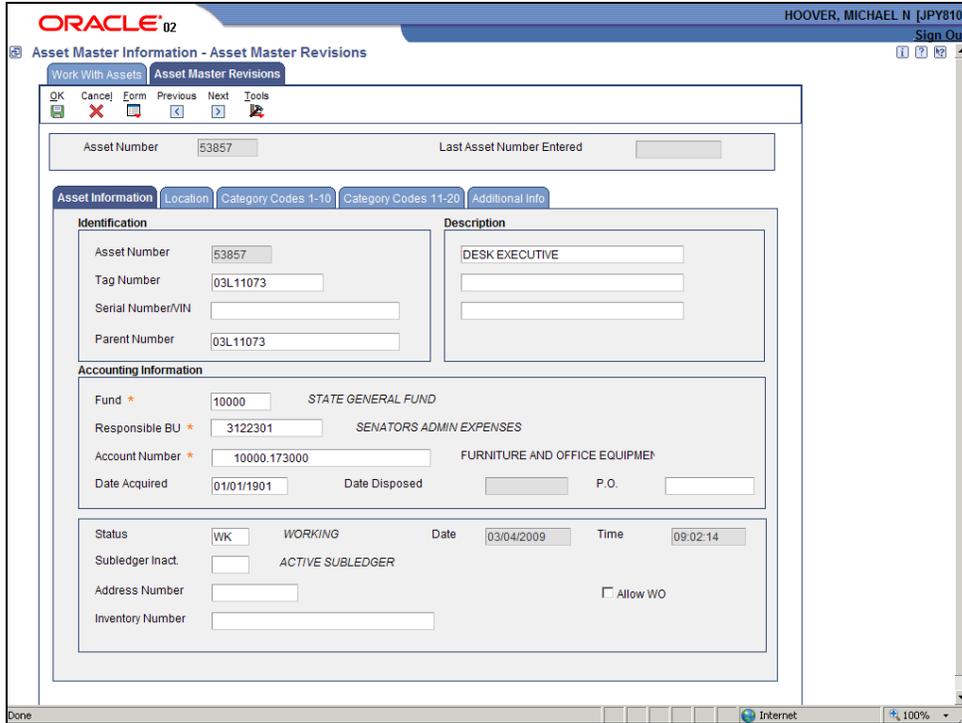
Step	Action
21.	<p>VERIFIED ASSET UPDATES:</p> <p>Asset Master Information - "Scanned" field populates with a "V" for verified scan Click the Asset Master Information link.</p> <p>Asset Master Information</p>



Step	Action
22.	Click in the Tag Number field. <input type="text"/>
23.	Enter the desired information into the Tag Number field. Enter a valid value e.g. "03L11073" .
24.	Click the Find button. 
25.	Click the 53857 option. <input type="checkbox"/>
26.	Click the Select button. 

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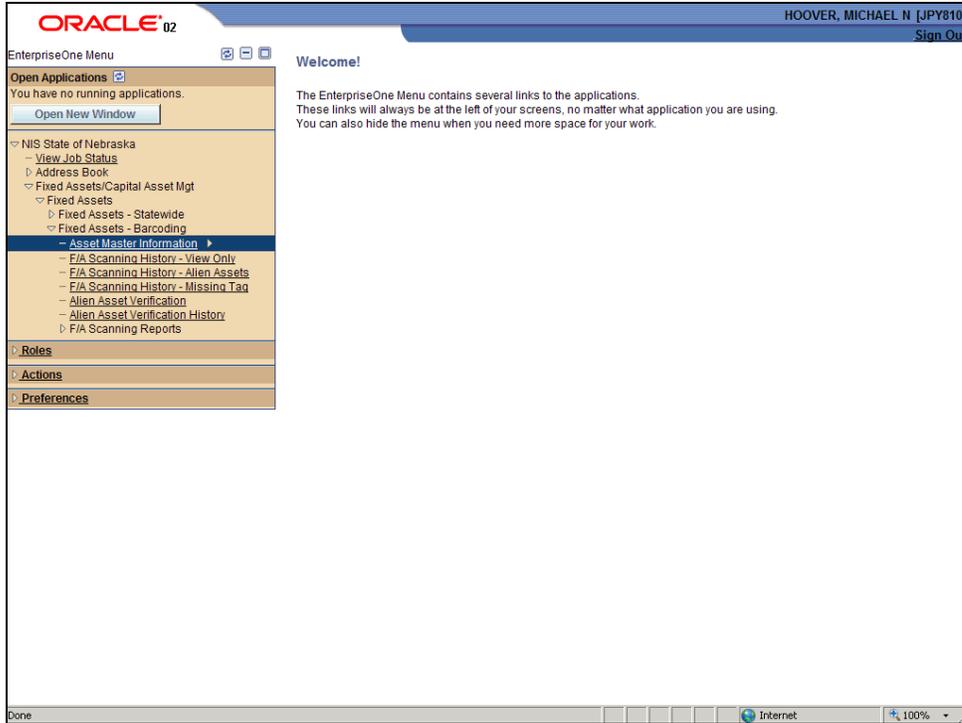
Step	Action
27.	Click the Additional Info tab. Additional Info

The screenshot shows the Oracle Asset Master Information - Asset Master Revisions window. The 'Asset Number' field is populated with '53857'. The 'Scanned' checkbox is checked, and the text 'VERIFIED SCAN' is displayed next to it. The 'Location: Building/Room/Comments' field is populated with '00036', '01018', and '0011073'. The 'Extended Category Codes' section includes fields for 'SPN Number', 'County', and 'Date Sold'. The 'Other Information' section includes fields for 'New or Used', 'Ownership/Master Lease', 'Tax Entity', and 'Fair Market Value'.

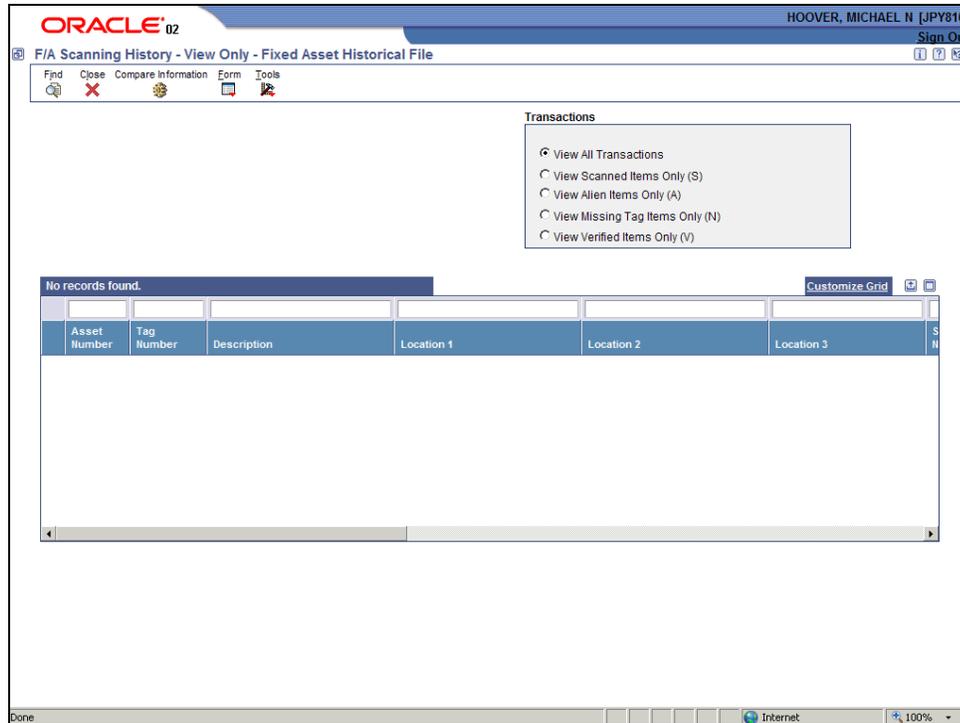
Step	Action
28.	"Scanned" field populates with "V" - verified. This is the only field updated when an alien asset scan is verified.
29.	Click the Cancel button. 
30.	Click the Close button. 

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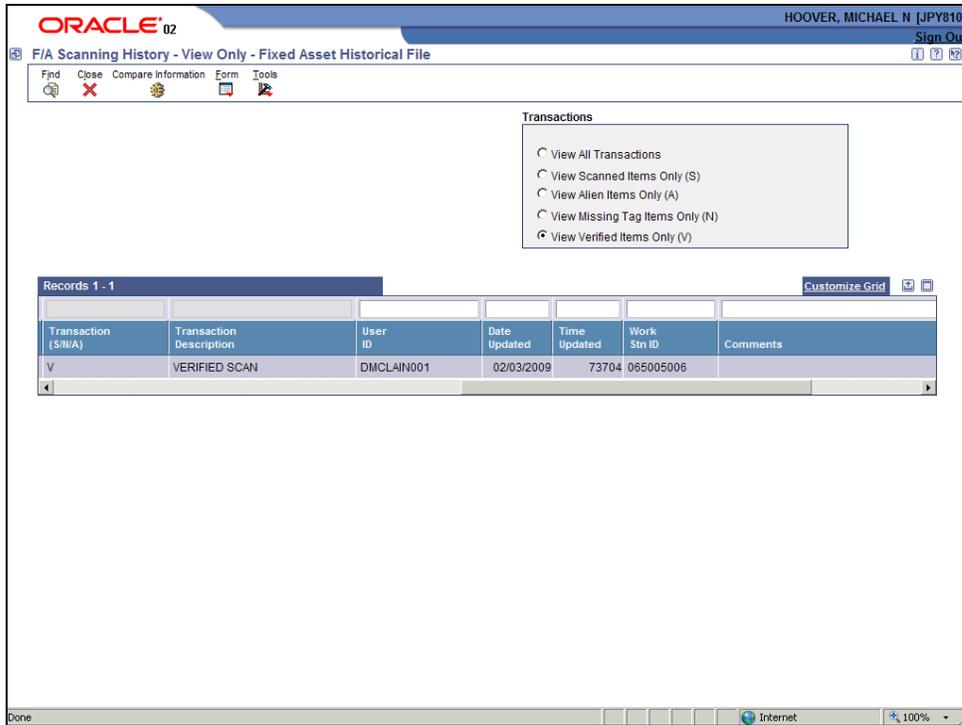
Step	Action
31.	<p>VERIFIED ASSET UPDATES</p> <p>F/A Scanning History - "Transaction" changes from an "A", Alien, to a "V", Verified Scan</p> <p>Click the F/A Scanning History - View Only link.</p> <p><u>F/A Scanning History - View Only</u></p>



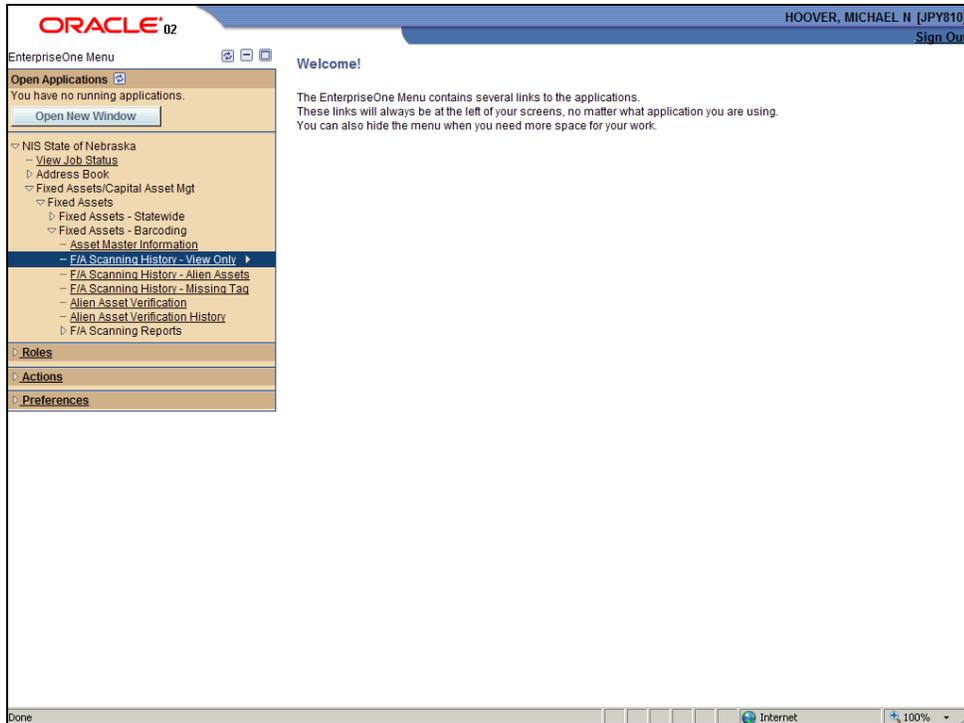
Step	Action
32.	Click in the Tag Number field. <input type="text"/>
33.	Enter the desired information into the Tag Number field.
34.	Click the View Verified Items Only (V) option. <input type="radio"/>
35.	Use the Scroll Bar to view the rest of the record

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Step	Action
36.	Transaction reflects "V" - VERIFIED SCAN
37.	Click the Close button. 



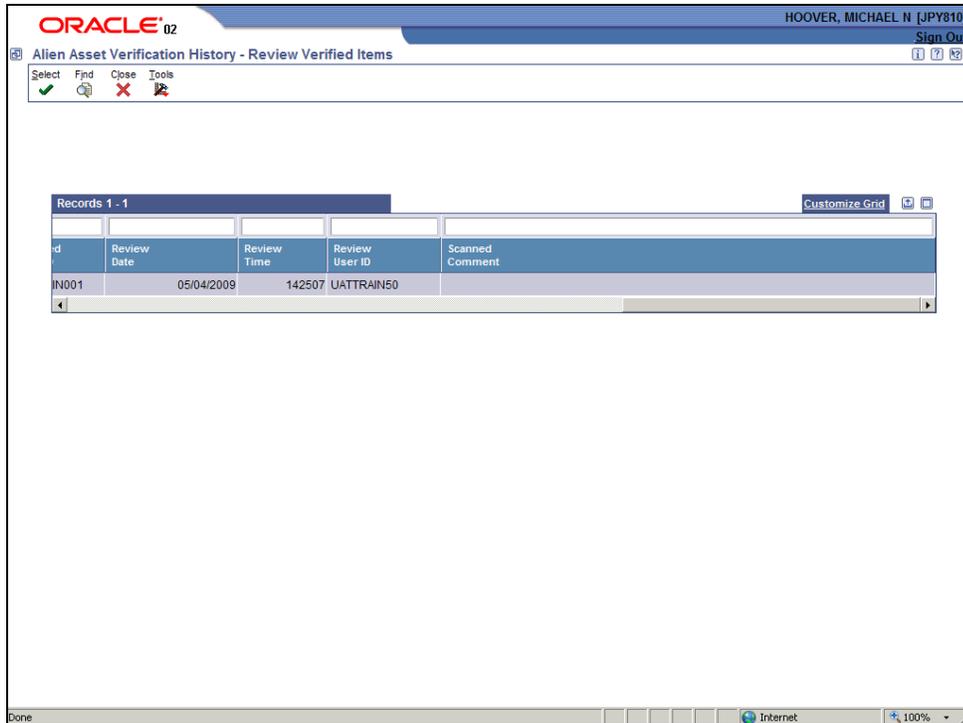
Step	Action
38.	<p>VERIFIED ASSET UPDATES</p> <p>Alien Asset Verification History - updates with verification record</p> <p>Click the Alien Asset Verification History link.</p> <p><u>Alien Asset Verification History</u></p>

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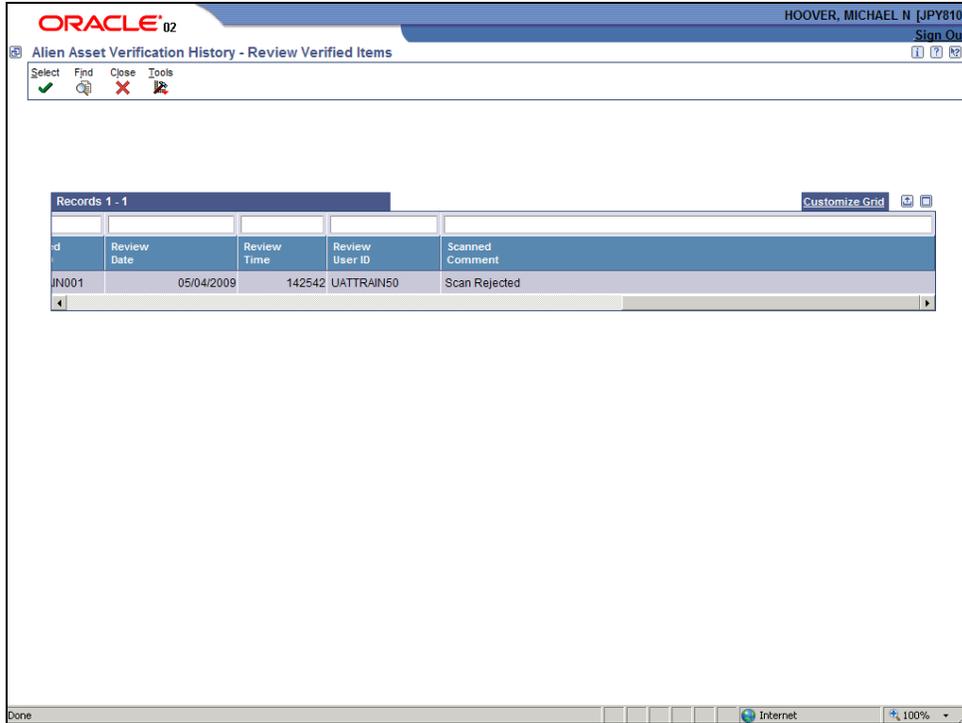
Step	Action
39.	Click in the Tag Number field. <input type="text"/>
40.	Enter the desired information into the Tag Number field.
41.	Click the Find button. 
42.	Use the Scroll Bar to view the rest of the record 



Step	Action
43.	When an alien asset scan is verified, the following fields reflect: <ul style="list-style-type: none"> o Review Date o Review Time o Review User ID
44.	Double-click in the Tag Number field. <input type="text" value="03L11073"/>
45.	Enter the desired information into the Tag Number field.
46.	Click the Find button. 
47.	Use the Scroll Bar to view the rest of the record 

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Step	Action
48.	When an alien asset scan is rejected, the following fields reflect: <ul style="list-style-type: none"> o Review Date o Review Time o Review User ID o Scanned Comment = Scan Rejected
49.	Click the Close button. 
50.	End of Procedure.