

**Review Scanned Fixed Assets**  
**Created on Friday, May 08, 2009**

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## Table of Contents

|  |          |
|--|----------|
| <b>Review Scanned Fixed Assets .....</b> | <b>1</b> |
| <b>Review Scanned Fixed Assets.....</b>  | <b>1</b> |



## Review Scanned Fixed Assets

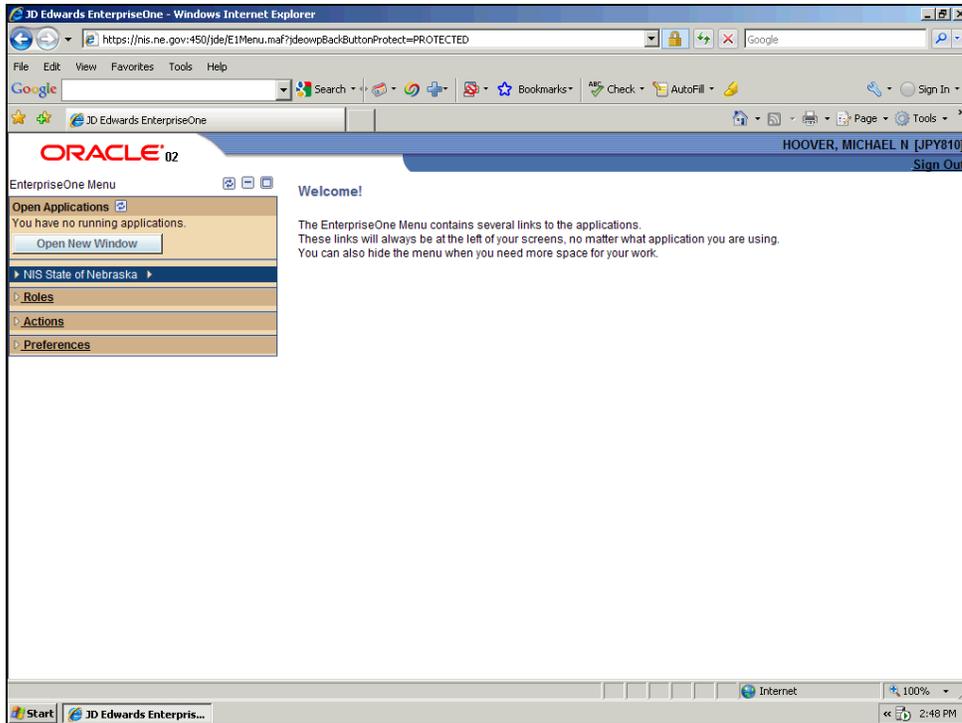
### Review Scanned Fixed Assets

#### Procedure

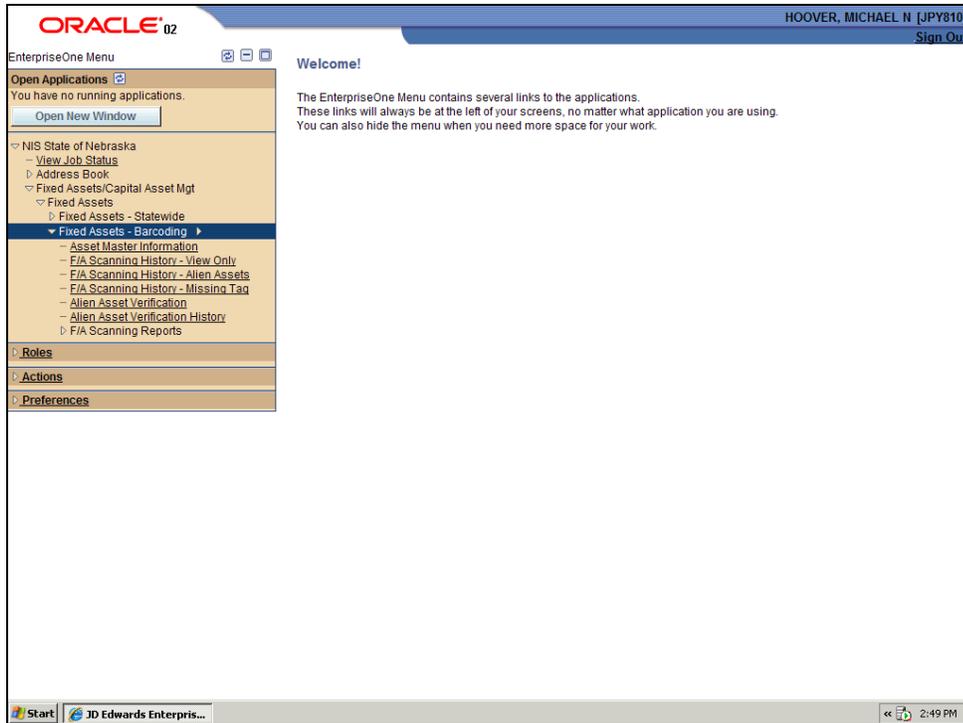
| Step | Action   |
|------|--|
| 1.   | <p>When the end user uploads scanned data to NIS through the PROCESS AUDIT TRANS function on the barcode scanner. The scanning transactions are tracked in NIS.</p> <p>End users can review the transactions in NIS. Some F/A Scanning History transactions can be updated in NIS.</p>   |
| 2.   | <p>TRANSACTION TYPE:</p> <ul style="list-style-type: none"> <li>o SCANNED: Cannot be updated - View Only</li> <li>o ALIEN: <b>Comments</b> field can be updated with information</li> <li>o MISSING TAG: <b>Tag Number, Serial/VIN Number,</b> and <b>Comments</b> fields can be updated; transaction record can be <b>Deleted</b></li> <li>o VERIFIED: Cannot be updated - View Only</li> </ul> |

# Training Guide

## Review Scanned Fixed Assets



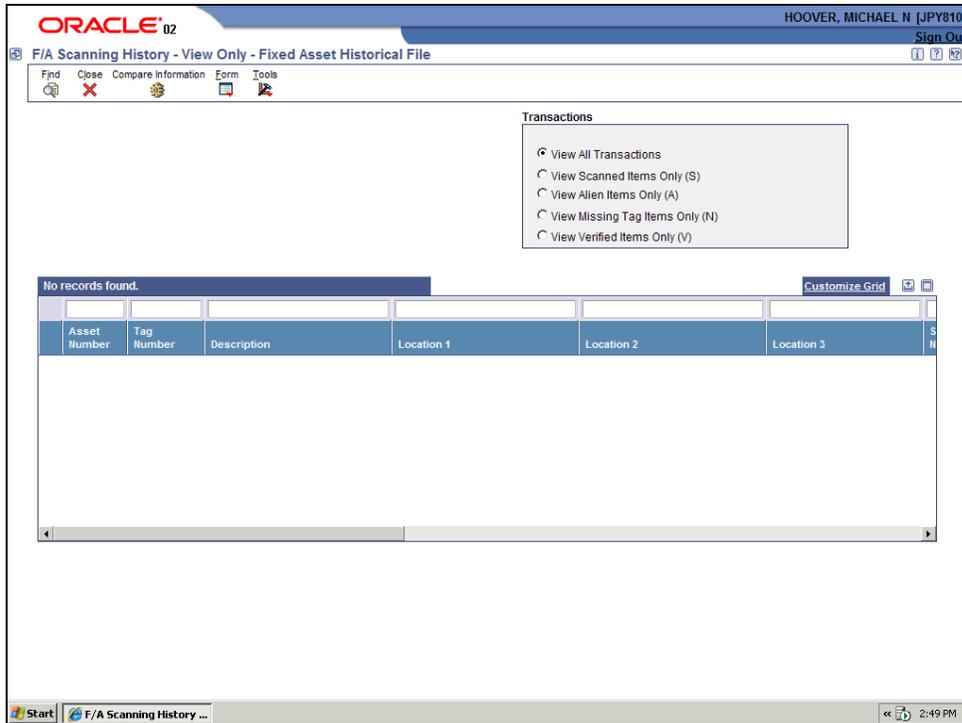
| Step | Action  |
|------|---|
| 3.   | Click the <b>NIS State of Nebraska</b> link.<br>          |
| 4.   | Click the <b>Fixed Assets/Capital Asset Mgt</b> link.<br> |
| 5.   | Click the <b>Fixed Assets</b> link.<br>                   |
| 6.   | Click the <b>Fixed Assets - Barcoding</b> link.<br>       |



| Step | Action  |
|------|---|
| 7.   | <p>Click the <b>F/A Scanning History - View Only</b> link.</p> <p><b>F/A Scanning History - View Only</b></p> |

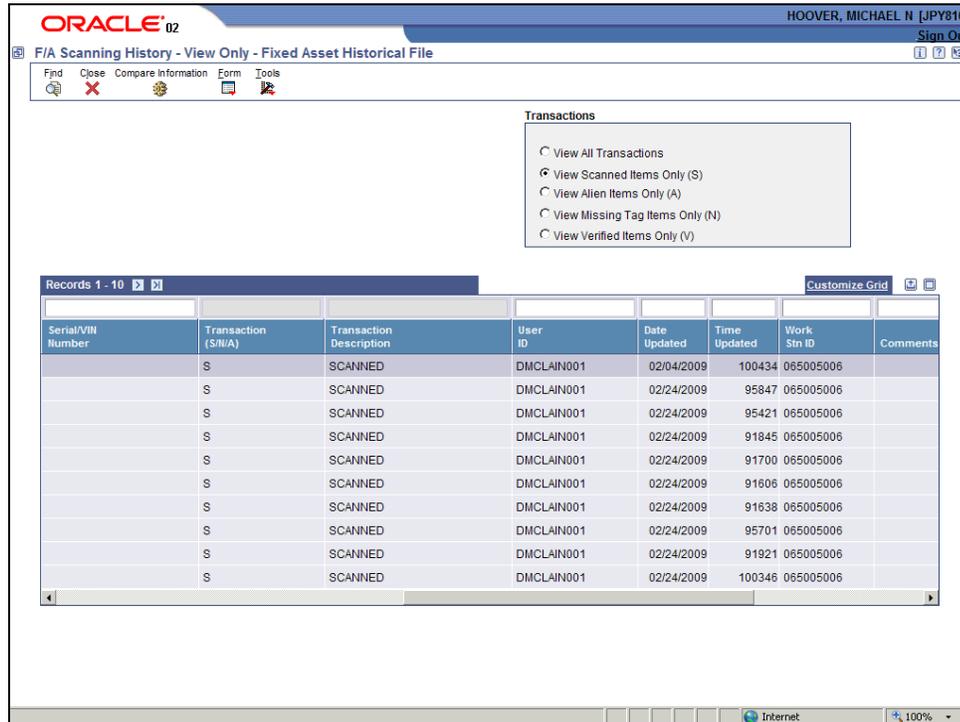
# Training Guide

## Review Scanned Fixed Assets

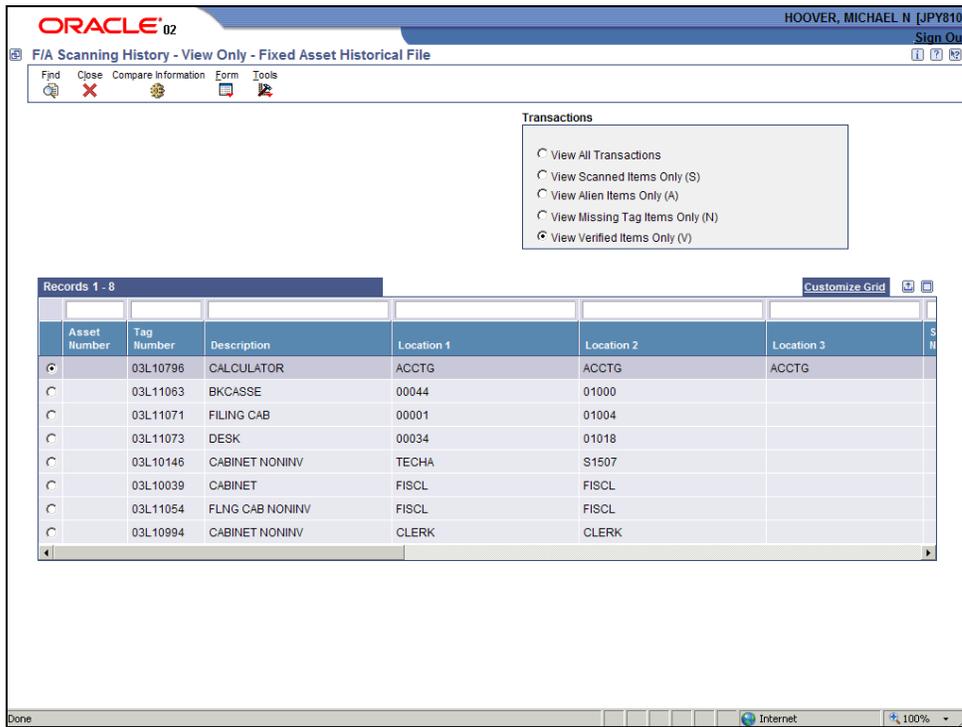


| Step | Action   |
|------|--|
| 8.   | Click the <b>Find</b> button.<br>   |
| 9.   | Click the <b>View Scanned Items Only (S)</b> option.<br>  |
| 10.  | For the SCANNED (S) transactions, the Asset Master Information reflects the following data based on entry during barcode scanning: <ul style="list-style-type: none"> <li>o Location 1</li> <li>o Location 2</li> <li>o Location 3</li> <li>o Serial Number/VIN</li> </ul> |
| 11.  | Use the scroll bar to view additional information.<br>  |
| 12.  | USER ID:<br><br>Barcode Scanner User ID of the person scanning the Fixed Asset Barcode label.<br><br><i>NOTE: Barcode Scanner User ID matches NIS User ID.</i>   |

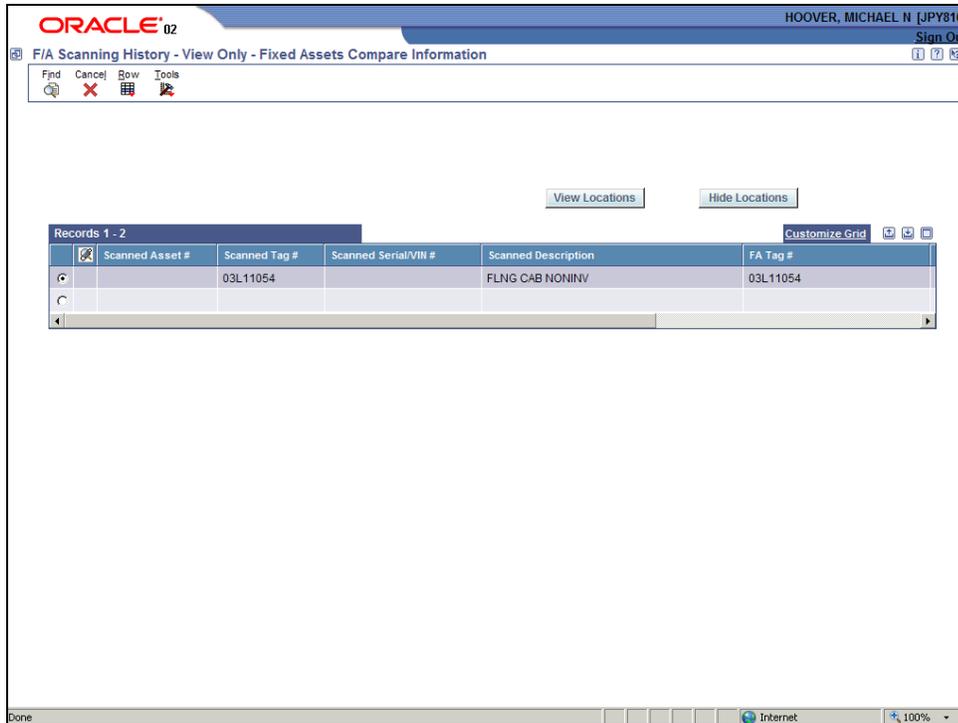
| Step | Action   |
|------|--|
| 13.  | <p>DATE UPDATED &amp; TIME UPDATED:</p> <p>Barcode Scanner date and time when barcode label was scanned.</p> |

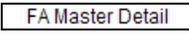


| Step | Action   |
|------|--|
| 14.  | <p>Click in the <b>Date Updated</b> field.</p> <div style="border: 1px solid black; width: 60px; height: 20px; margin-left: 20px;"></div>  |
| 15.  | Enter the desired information into the <b>Date Updated</b> field.  |
| 16.  | <p>Click the <b>Find</b> button.</p> <div style="text-align: center;"></div>  |
| 17.  | <p>Click the <b>View Verified Items Only (V)</b> option.</p> <div style="text-align: center;"><input checked="" type="radio"/></div>   |
| 18.  | For the VERIFIED ITEMS (V) transactions, the Asset Master Information indicates an alien asset was verified through the ALIEN ASSET VERIFICATION process, the Location fields do not update and Transaction changes from "A" to "V". |



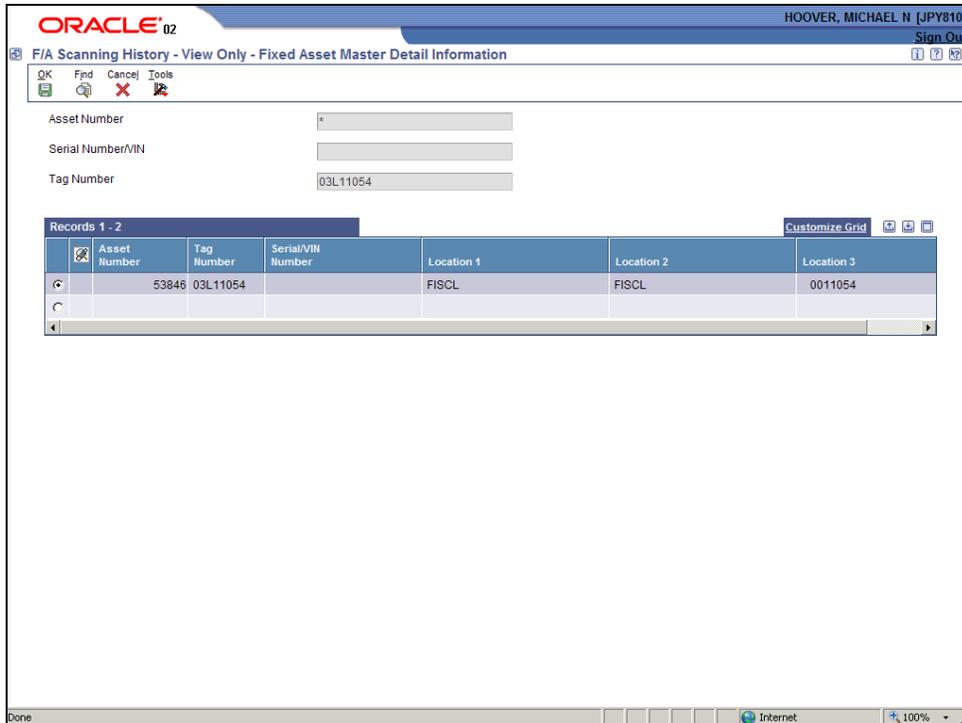
| Step | Action   |
|------|--|
| 19.  | Select the record to review by using the radio button.<br><br>Click the <input type="radio"/> option.<br>   |
| 20.  | To view a comparison between scanned data and NIS Asset Master data (location and serial number/VIN), use the <b>Compare Information</b> functionality.<br><br>Click the <b>Compare Information</b> button.<br> |



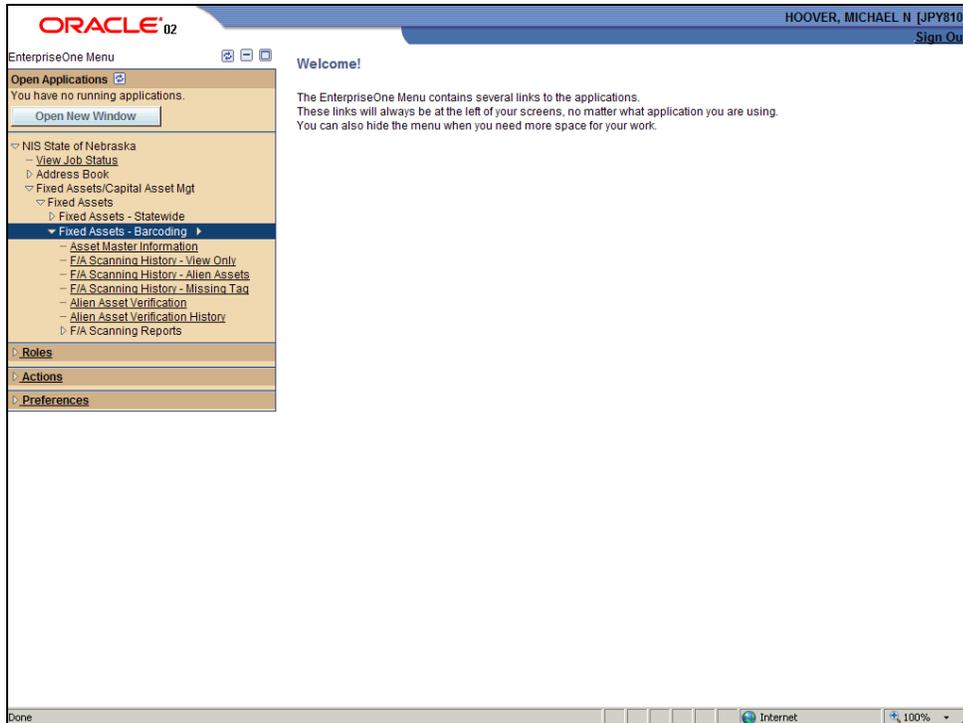
| Step | Action   |
|------|--|
| 21.  | <p>Click the <b>View Locations</b> button.</p>    |
| 22.  | <p><b>VIEW LOCATIONS:</b></p> <p>Shows the location data at the time of barcode scanning and the location data on the Asset Master in NIS.</p>   |
| 23.  | Use the scroll bar to view additional information.   |
| 24.  | <p>To view additional detail from the Asset Master, review FA Master Detail.</p> <p>Click the <b>Row</b> button.</p>  |
| 25.  | <p>Click the <b>FA Master Detail</b> menu.</p>    |

# Training Guide

## Review Scanned Fixed Assets



| Step | Action  |
|------|---|
| 26.  | Use the scroll bar to view additional information.<br> |
| 27.  | EQUIPMENT STATUS:<br>Reflects the current status of a fixed asset. If the status begins with a "D", the fixed asset is disposed.          |
| 28.  | Click the <b>Cancel</b> button.<br>                    |
| 29.  | Click the <b>Cancel</b> button.<br>                    |
| 30.  | Click the <b>Close</b> button.<br>                     |



| Step | Action  |
|------|---|
| 31.  | Click the <b>F/A Scanning History - Alien Assets</b> link.<br><a href="#">F/A Scanning History - Alien Assets</a> |
| 32.  | ALIEN ASSET:<br>End User can update <b>Comments</b> field, as desired. All other fields are view only.            |

# Training Guide

## Review Scanned Fixed Assets

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F/A Scanning History - Alien Assets - Fixed Asset Historical File

Select Find Close Compare Information Form Tools

Transactions

- View All Transactions
- View Scanned Items Only (S)
- View Alien Items Only (A)
- View Missing Tag Items Only (N)
- View Verified Items Only (V)

Records 1 - 19 Customize Grid

| Asset Number                     | Tag Number | Description         | Location 1 | Location 2 | Location 3 |
|----------------------------------|------------|---------------------|------------|------------|------------|
| <input checked="" type="radio"/> | 03L1446    | FILING CABINET      | RS-BD      | RS-BD      |            |
| <input type="radio"/>            | 03L1628    | BOOKCASE            | RS-BD      | RS-BD      |            |
| <input type="radio"/>            | 03L1129    | CHAIR WOOD STRAIGHT | ACCTG      | ACCTG      | ACCTG      |
| <input type="radio"/>            | 03L12490   | TABLE               | ACCTG      | ACCTG      | ACCTG      |
| <input type="radio"/>            | 03L12487   | CASSETTE RECORDER   | ACCTG      | ACCTG      |            |
| <input type="radio"/>            | 03L1355    | FILING CAB VERT     | 00044      | 01000      |            |
| <input type="radio"/>            | 03L15084   | DESK                | 00044      | 01000      |            |
| <input type="radio"/>            | 03L12869   | SHELVNG             | 00046      | 01008      |            |
| <input type="radio"/>            | 03L11160   | TYPNG STAND         | 00042      | 01012      |            |
| <input type="radio"/>            | 03L12329   | BKCASE              | 00049      | 01016      |            |
| <input type="radio"/>            | 03L11458   | DESK                | 00032      | 01015      |            |
| <input type="radio"/>            | 03L12550   | BKCASE              | 00034      | 01018      |            |
| <input type="radio"/>            | 03L11450   | DESK                | 00025      | 01019      |            |
| <input type="radio"/>            | 03L1614    | TYPING TABLE        | 00025      | 01019      |            |

Done Internet 100%

| Step | Action   |
|------|--|
| 33.  | <p>Select the record to review by using the radio button.</p> <p>Click the option.</p>  |

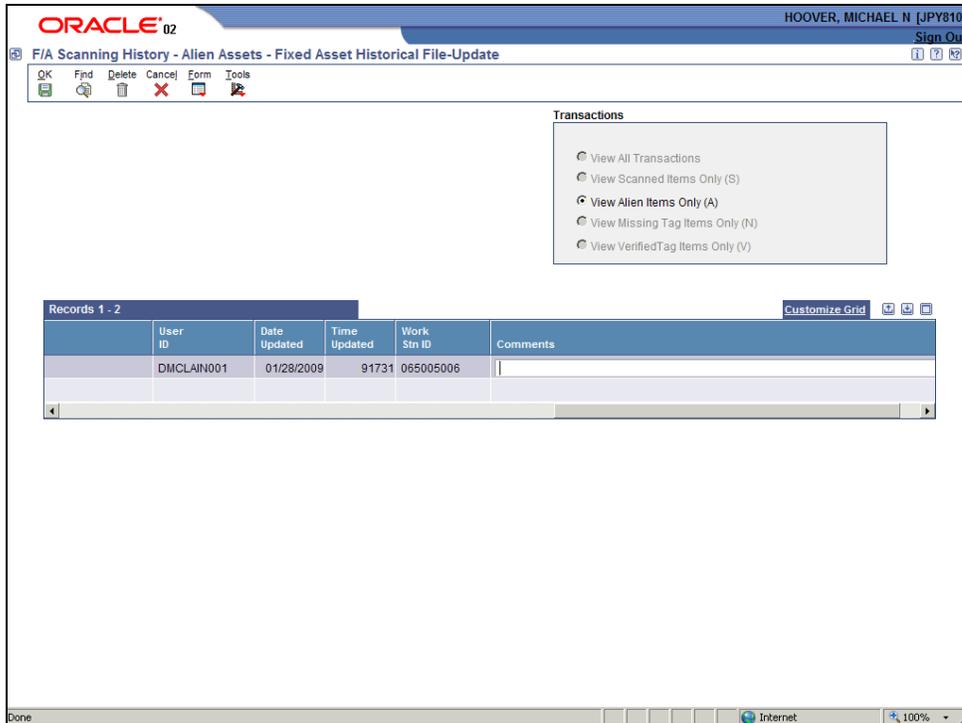
The screenshot displays the Oracle F/A Scanning History - Alien Assets - Fixed Asset Historical File interface. The window title is "F/A Scanning History - Alien Assets - Fixed Asset Historical File" and the user is "HOOVER, MICHAEL N [JPY810]". The interface includes a menu bar with "Select", "Find", "Close", "Compare Information", "Form", and "Tools". A "Transactions" panel is visible, showing options to view all transactions, scanned items only, alien items only, missing tag items only, and verified items only. The main area contains a table with the following data:

| Asset Number | Tag Number | Description         | Location 1 | Location 2 | Location 3 |
|--------------|------------|---------------------|------------|------------|------------|
|              | 03L1446    | FILING CABINET      | RS-BD      | RS-BD      |            |
|              | 03L1628    | BOOKCASE            | RS-BD      | RS-BD      |            |
|              | 03L1129    | CHAIR WOOD STRAIGHT | ACCTG      | ACCTG      | ACCTG      |
|              | 03L12490   | TABLE               | ACCTG      | ACCTG      | ACCTG      |
|              | 03L12487   | CASSETTE RECORDER   | ACCTG      | ACCTG      |            |
|              | 03L1355    | FILING CAB VERT     | 00044      | 01000      |            |
|              | 03L15084   | DESK                | 00044      | 01000      |            |
|              | 03L12869   | SHELVNG             | 00046      | 01008      |            |
|              | 03L11160   | TYPNG STAND         | 00042      | 01012      |            |
|              | 03L12329   | BKCASE              | 00049      | 01016      |            |
|              | 03L11458   | DESK                | 00032      | 01015      |            |
|              | 03L12550   | BKCASE              | 00034      | 01018      |            |
|              | 03L11450   | DESK                | 00025      | 01019      |            |
|              | 03L1614    | TYPING TABLE        | 00025      | 01019      |            |

| Step | Action   |
|------|--|
| 34.  | Click the <b>Select</b> button.<br> |

# Training Guide

## Review Scanned Fixed Assets



| Step | Action   |
|------|--|
| 35.  | Click in the <b>Comments</b> field.  |
| 36.  | Enter the desired information into the <b>Comments</b> field.  |
| 37.  | Click the <b>OK</b> button.<br> |

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F/A Scanning History - Alien Assets - Fixed Asset Historical File

Select Find Close Compare Information Form Tools

Transactions

- View All Transactions
- View Scanned Items Only (S)
- View Alien Items Only (A)
- View Missing Tag Items Only (N)
- View Verified Items Only (V)

Records 1 - 19 Customize Grid

| Asset Number | Tag Number | Description         | Location 1 | Location 2 | Location 3 |
|--------------|------------|---------------------|------------|------------|------------|
|              | 03L1446    | FILING CABINET      | RS-BD      | RS-BD      |            |
|              | 03L1628    | BOOKCASE            | RS-BD      | RS-BD      |            |
|              | 03L1129    | CHAIR WOOD STRAIGHT | ACCTG      | ACCTG      | ACCTG      |
|              | 03L12490   | TABLE               | ACCTG      | ACCTG      | ACCTG      |
|              | 03L12487   | CASSETTE RECORDER   | ACCTG      | ACCTG      |            |
|              | 03L1355    | FILING CAB VERT     | 00044      | 01000      |            |
|              | 03L15084   | DESK                | 00044      | 01000      |            |
|              | 03L12869   | SHELVING            | 00046      | 01008      |            |
|              | 03L11160   | TYPNG STAND         | 00042      | 01012      |            |
|              | 03L12329   | BKCASE              | 00049      | 01016      |            |
|              | 03L11458   | DESK                | 00032      | 01015      |            |
|              | 03L12550   | BKCASE              | 00034      | 01018      |            |
|              | 03L11450   | DESK                | 00025      | 01019      |            |
|              | 03L1614    | TYPING TABLE        | 00025      | 01019      |            |

Done Internet 100%

| Step | Action  |
|------|---|
| 38.  | To refresh the grid, click the <b>Find</b> button.<br> |

# Training Guide

## Review Scanned Fixed Assets

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F/A Scanning History - Alien Assets - Fixed Asset Historical File

Select Find Close Compare Information Form Tools

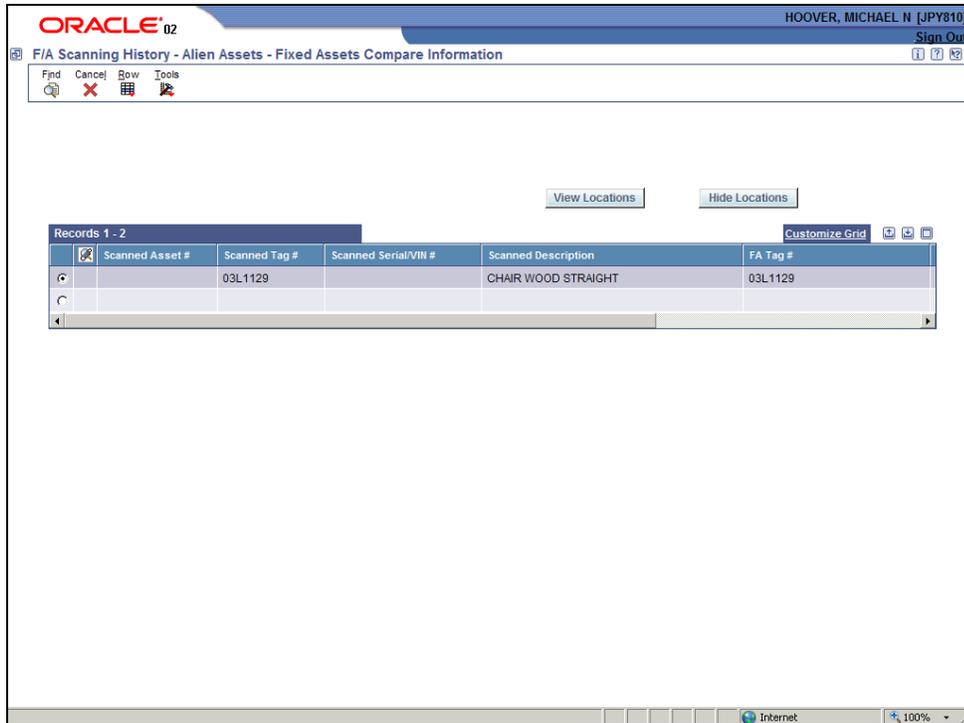
Transactions

- View All Transactions
- View Scanned Items Only (S)
- View Alien Items Only (A)
- View Missing Tag Items Only (N)
- View Verified Items Only (V)

| User ID    | Date Updated | Time Updated | Work Stn ID | Comments                                     |
|------------|--------------|--------------|-------------|--|
| DMCLAIN001 | 01/27/2009   | 121738       | 065005006   |  |
| DMCLAIN001 | 01/27/2009   | 122051       | 065005006   | ENTER COMMENT IN THIS FIELD                  |
| DMCLAIN001 | 01/28/2009   | 91731        | 065005006   | NEED TO LOOK INTO WHY THIS IS AN ALIEN ASSET |
| DMCLAIN001 | 01/28/2009   | 92557        | 065005006   |  |
| DMCLAIN001 | 01/28/2009   | 114104       | 065005006   |  |
| DMCLAIN001 | 02/02/2009   | 81723        | 065005006   |  |
| DMCLAIN001 | 02/02/2009   | 82006        | 065005006   |  |
| DMCLAIN001 | 02/02/2009   | 85848        | 065005006   |  |
| DMCLAIN001 | 02/02/2009   | 92232        | 065005006   |  |
| DMCLAIN001 | 02/02/2009   | 93437        | 065005006   |  |
| DMCLAIN001 | 02/02/2009   | 132253       | 065005006   |  |
| DMCLAIN001 | 02/03/2009   | 73227        | 065005006   |  |
| DMCLAIN001 | 02/03/2009   | 111636       | 065005006   |  |
| DMCLAIN001 | 02/03/2009   | 111829       | 065005006   |  |

Records 1 - 19 Customize Grid

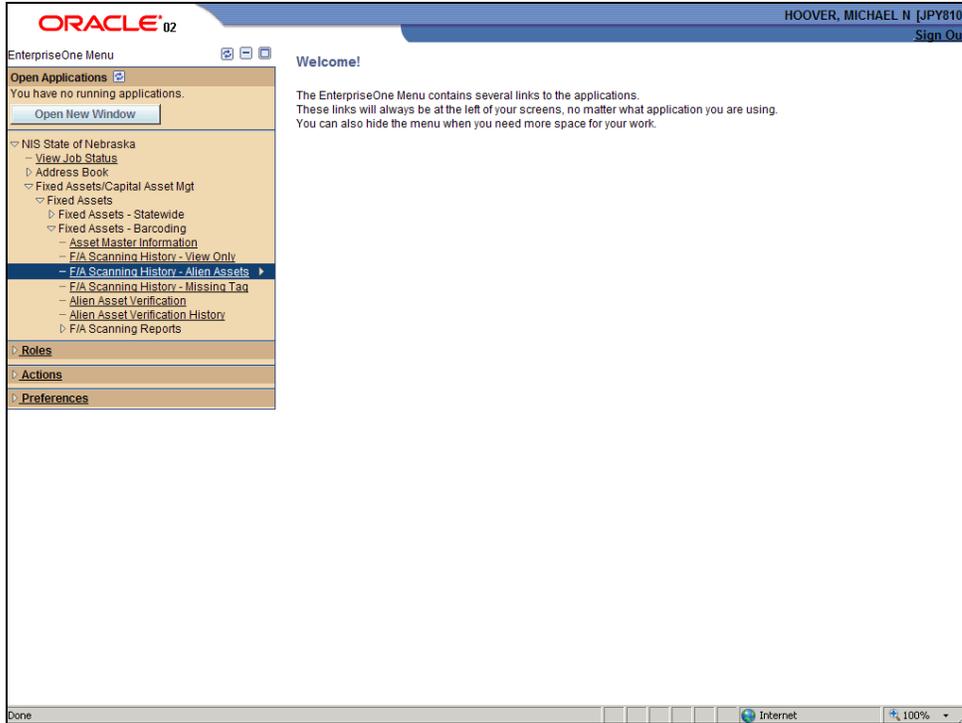
| Step | Action   |
|------|--|
| 39.  | Use the scroll bar to view additional information. |
| 40.  | Click the <b>Compare Information</b> button.<br>   |



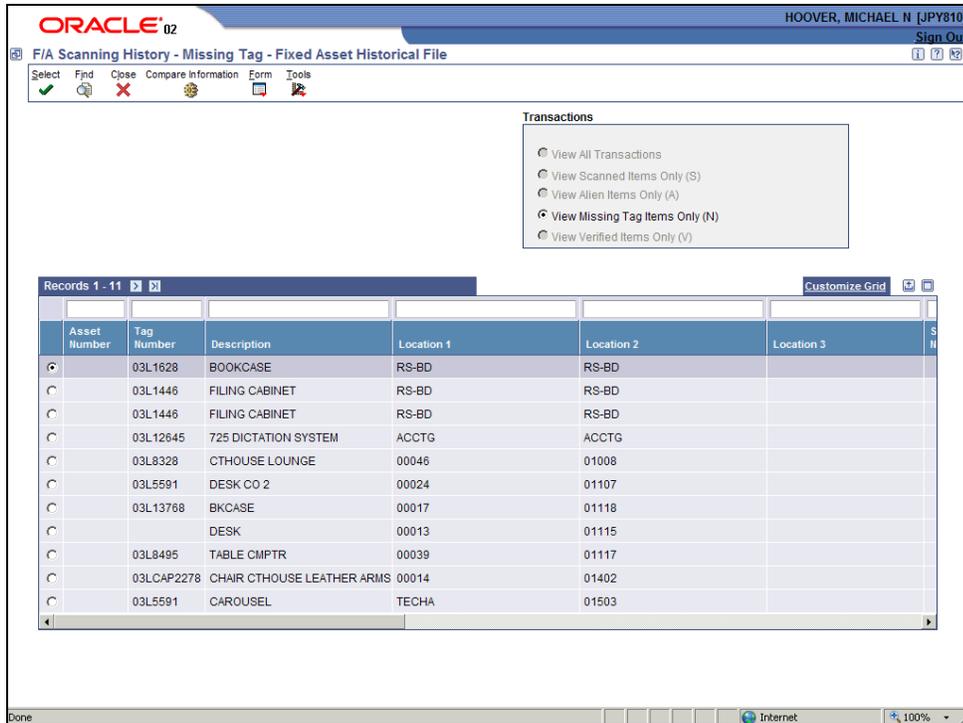
| Step | Action  |
|------|---|
| 41.  | Click the <b>View Locations</b> button.<br>        |
| 42.  | Use scroll bar to view additional information.<br> |
| 43.  | Click the <b>Cancel</b> button.<br>                |
| 44.  | Click the <b>Close</b> button.<br>                 |

# Training Guide

## Review Scanned Fixed Assets



| Step | Action   |
|------|--|
| 45.  | <p>Click the <b>F/A Scanning History - Missing Tag</b> link.</p> <p><u><a href="#">F/A Scanning History - Missing Tag</a></u></p>  |
| 46.  | <p><b>MISSING TAG:</b></p> <p><b>Tag Number, Serial/VIN Number, and Comments</b> fields can be updated; transaction record can be <b>Deleted</b></p> <p>This is a great way to communicate the status of barcode labels that need to be created and adhered to a fixed asset.</p> <p>Once the new barcode label is created and scanned, the Missing Tag information is no longer required.</p> |



| Step | Action  |
|------|---|
| 47.  | Select the record to review by using the radio button.<br><br>Click the <input type="radio"/> option.                                 |
| 48.  | Click the <b>Select</b> button.<br>                |
| 49.  | Use scroll bar to view additional information.<br> |
| 50.  | Enter the desired information into the <b>Transaction (S/N/A/V)</b> field.  |
| 51.  | Click the <b>OK</b> button.<br>                    |

# Training Guide

## Review Scanned Fixed Assets

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F/A Scanning History - Missing Tag - Fixed Asset Historical File

Select Find Close Compare Information Form Tools

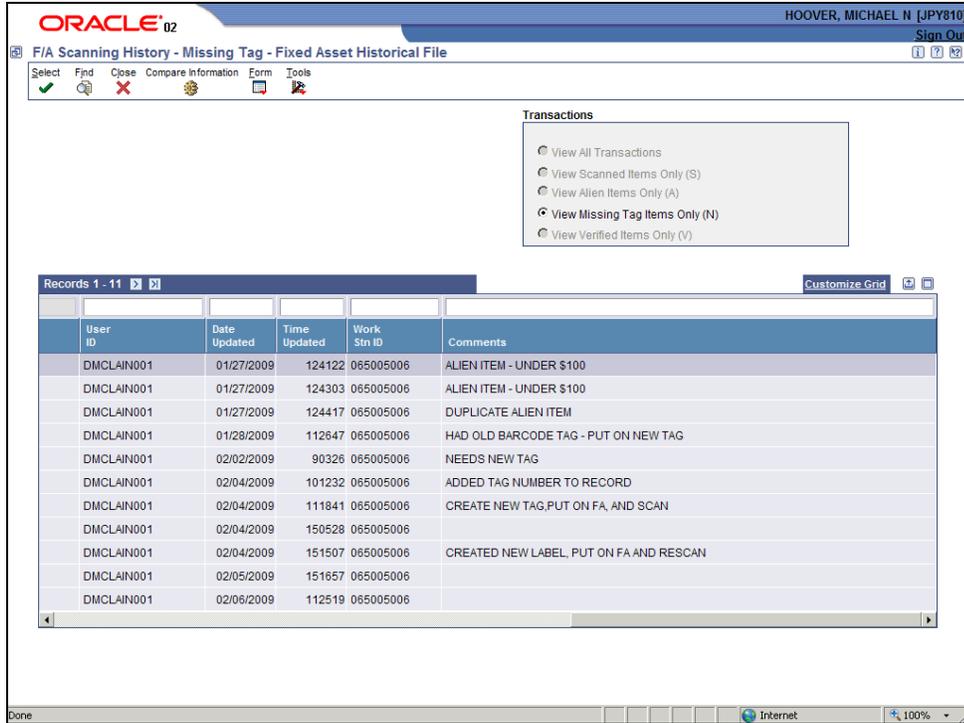
Transactions

- View All Transactions
- View Scanned Items Only (S)
- View Alien Items Only (A)
- View Missing Tag Items Only (N)
- View Verified Items Only (V)

| Asset Number                        | Tag Number | Description                | Location 1 | Location 2 | Location 3 | S | N |
|-------------------------------------|------------|----------------------------|------------|------------|------------|---|---|
| <input type="checkbox"/>            | 03L1628    | BOOKCASE                   | RS-BD      | RS-BD      |            |   |   |
| <input type="checkbox"/>            | 03L1446    | FILING CABINET             | RS-BD      | RS-BD      |            |   |   |
| <input type="checkbox"/>            | 03L1446    | FILING CABINET             | RS-BD      | RS-BD      |            |   |   |
| <input type="checkbox"/>            | 03L12645   | 725 DICTATION SYSTEM       | ACCTG      | ACCTG      |            |   |   |
| <input type="checkbox"/>            | 03L8328    | CTHOUSE LOUNGE             | 00046      | 01008      |            |   |   |
| <input type="checkbox"/>            | 03L5591    | DESK CO 2                  | 00024      | 01107      |            |   |   |
| <input checked="" type="checkbox"/> | 03L13768   | BKCASE                     | 00017      | 01118      |            |   |   |
| <input type="checkbox"/>            |            | DESK                       | 00013      | 01115      |            |   |   |
| <input type="checkbox"/>            | 03L8495    | TABLE CMPTR                | 00039      | 01117      |            |   |   |
| <input type="checkbox"/>            | 03LCAP2278 | CHAIR CTHOUSE LEATHER ARMS | 00014      | 01402      |            |   |   |
| <input type="checkbox"/>            | 03L5591    | CAROUSEL                   | TECHA      | 01503      |            |   |   |

Done Internet 100%

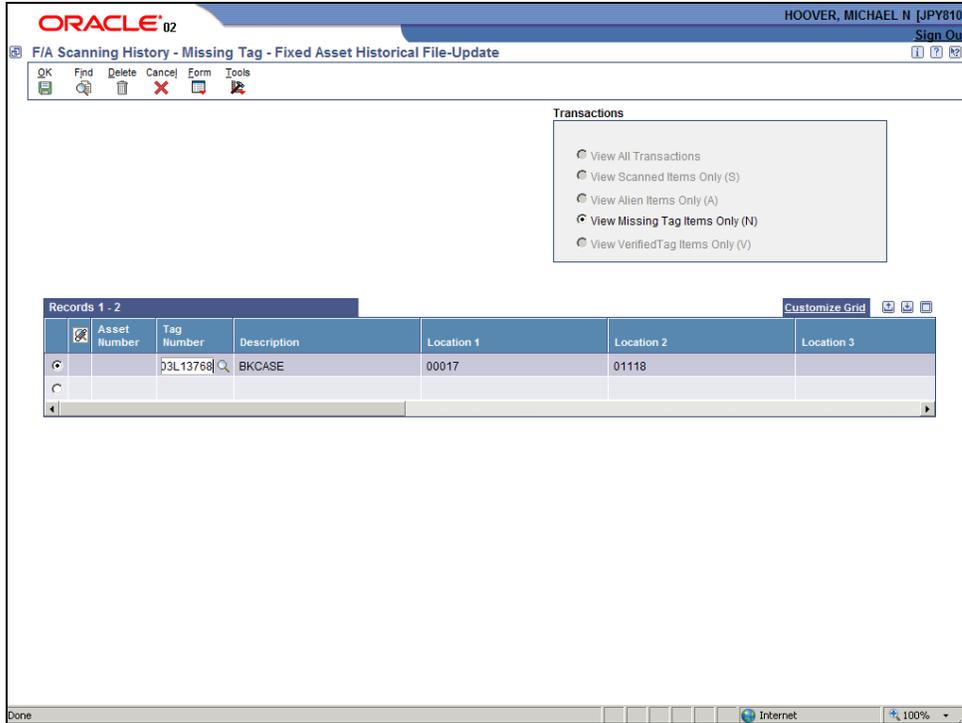
| Step | Action                            |
|------|-----------------------------------|
| 52.  | Click the <b>Find</b> button.<br> |
| 53.  | Click the object.<br>             |



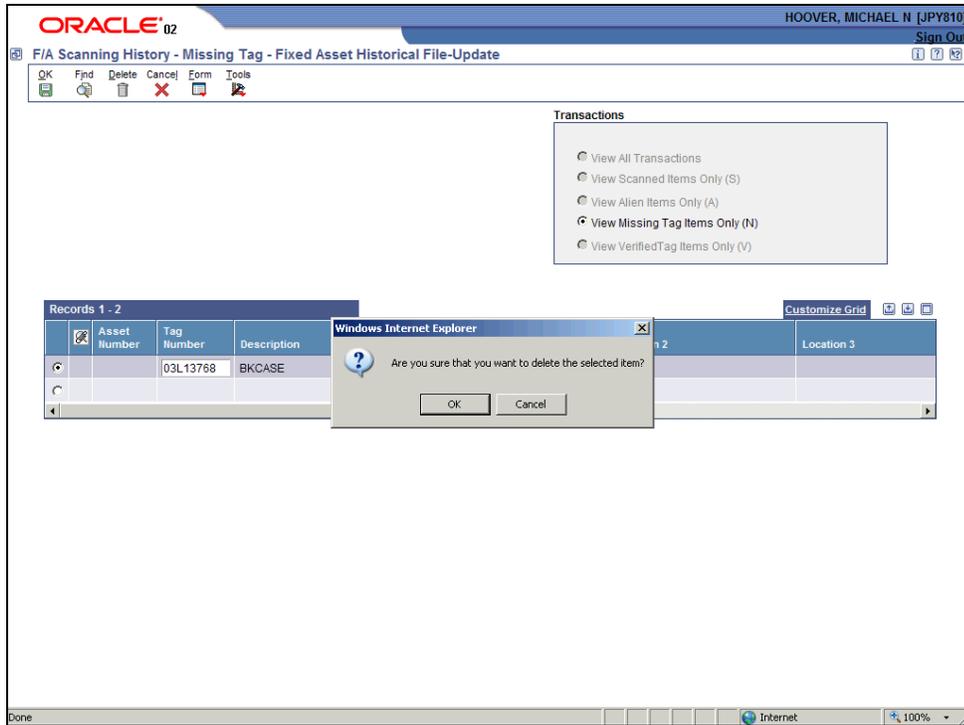
| Step | Action   |
|------|--|
| 54.  | Use scroll bar to view additional information.<br>  |
| 55.  | Select the record to review by using the radio button.<br><br>Click the <input type="radio"/> option.<br> |
| 56.  | Click the <b>Select</b> button.<br>   |

# Training Guide

## Review Scanned Fixed Assets



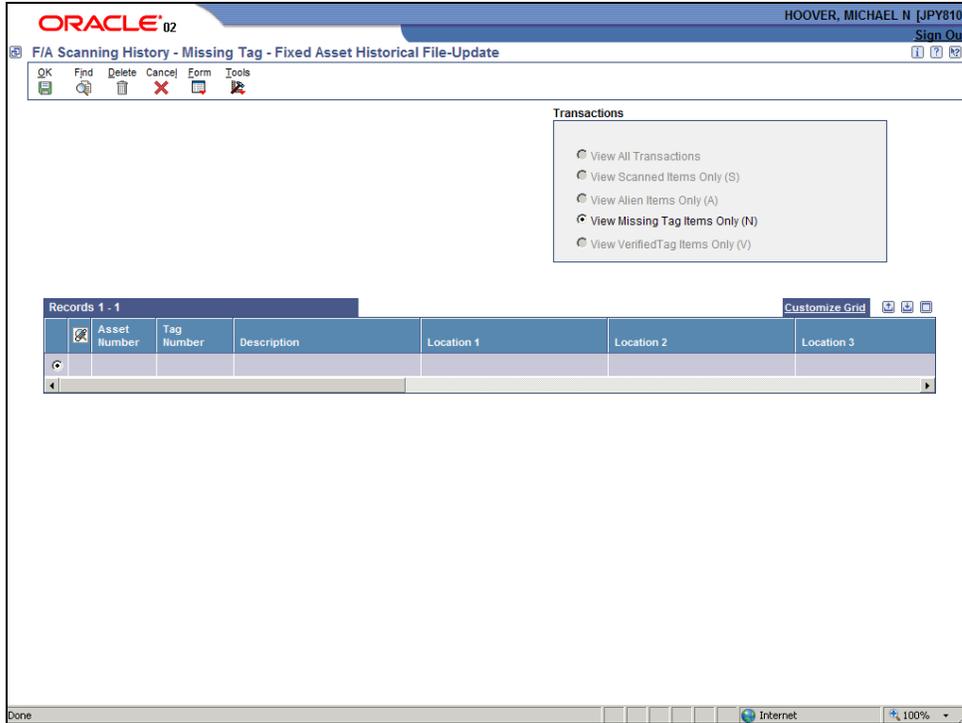
| Step | Action   |
|------|--|
| 57.  | Click the <b>Delete</b> button.<br> |



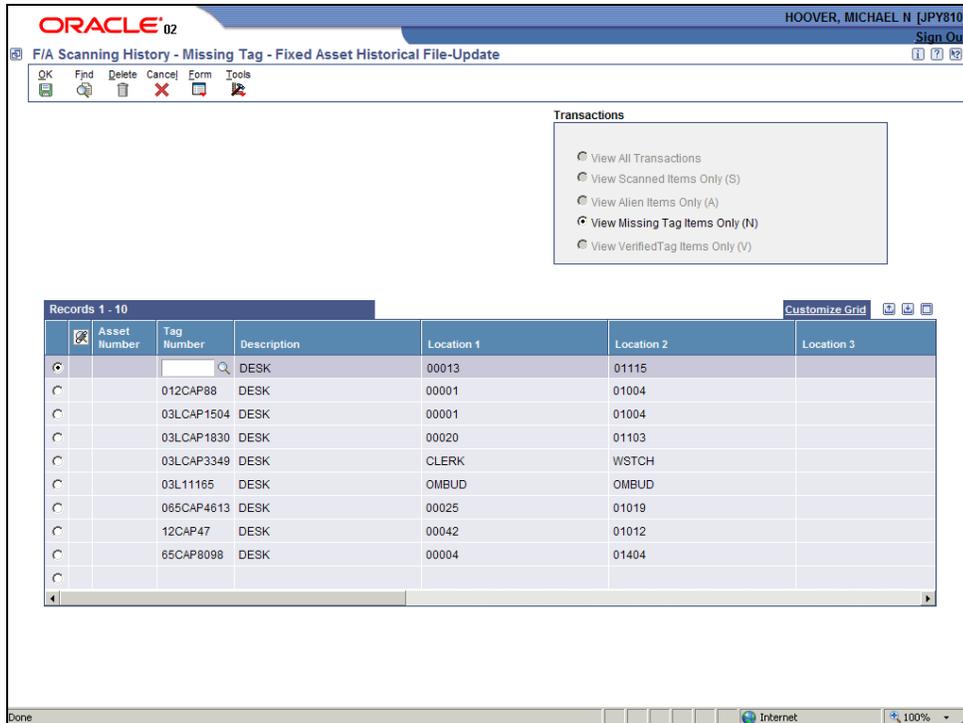
| Step | Action  |
|------|---|
| 58.  | Click the <b>OK</b> button.<br><div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div> |

# Training Guide

## Review Scanned Fixed Assets



| Step | Action   |
|------|--|
| 59.  | You MUST Click <b>OK</b> for after you confirm deletion of the record.<br>Click the <b>OK</b> button.<br> |
| 60.  | Click the <b>Find</b> button.<br>   |
| 61.  | Click the <b>Refresh</b> option.<br>  |
| 62.  | Click the <b>Select</b> button.<br>   |



| Step | Action  |
|------|---|
| 63.  | Click in the <b>Tag Number</b> field.<br><input type="text"/>   |
| 64.  | Enter the desired information into the <b>Tag Number</b> field. Enter a valid value e.g. <b>"03L5591"</b> .                             |
| 65.  | Click the object.<br><input type="checkbox"/>   |
| 66.  | Enter the desired information into the <b>Transaction (S/N/A)</b> field. Enter a valid value e.g. <b>"ADDED TAG NUMBER TO RECORD"</b> . |
| 67.  | Click the <b>OK</b> button.<br><input type="button" value="OK"/>  |

# Training Guide

## Review Scanned Fixed Assets

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F/A Scanning History - Missing Tag - Fixed Asset Historical File

Select Find Close Compare Information Form Tools

Transactions

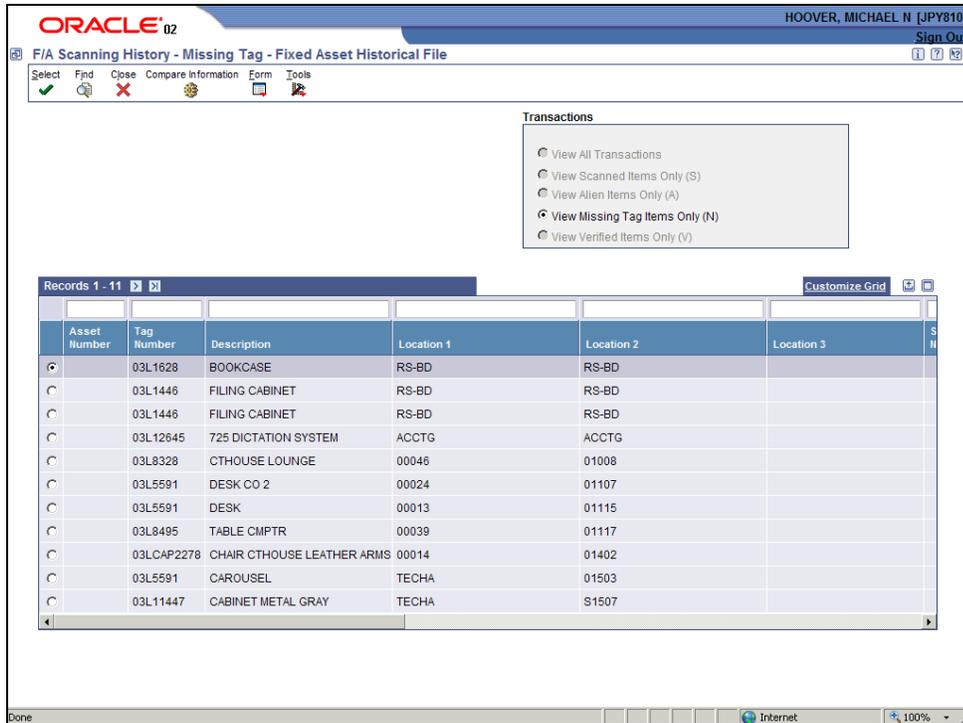
- View All Transactions
- View Scanned Items Only (S)
- View Alien Items Only (A)
- View Missing Tag Items Only (N)
- View Verified Items Only (V)

Records 1 - 11 Customize Grid

| Asset Number                     | Tag Number | Description                | Location 1 | Location 2 | Location 3 | S | N |
|----------------------------------|------------|----------------------------|------------|------------|------------|---|---|
| <input type="radio"/>            | 03L1628    | BOOKCASE                   | RS-BD      | RS-BD      |            |   |   |
| <input type="radio"/>            | 03L1446    | FILING CABINET             | RS-BD      | RS-BD      |            |   |   |
| <input type="radio"/>            | 03L1446    | FILING CABINET             | RS-BD      | RS-BD      |            |   |   |
| <input type="radio"/>            | 03L12645   | 725 DICTATION SYSTEM       | ACCTG      | ACCTG      |            |   |   |
| <input type="radio"/>            | 03L8328    | CTHOUSE LOUNGE             | 00046      | 01008      |            |   |   |
| <input type="radio"/>            | 03L5591    | DESK CO 2                  | 00024      | 01107      |            |   |   |
| <input checked="" type="radio"/> |            | DESK                       | 00013      | 01115      |            |   |   |
| <input type="radio"/>            | 03L8495    | TABLE CMPTR                | 00039      | 01117      |            |   |   |
| <input type="radio"/>            | 03LCAP2278 | CHAIR CTHOUSE LEATHER ARMS | 00014      | 01402      |            |   |   |
| <input type="radio"/>            | 03L5591    | CAROUSEL                   | TECHA      | 01503      |            |   |   |
| <input type="radio"/>            | 03L11447   | CABINET METAL GRAY         | TECHA      | S1507      |            |   |   |

Done Internet 100%

| Step | Action                            |
|------|-----------------------------------|
| 68.  | Click the <b>Find</b> button.<br> |



| Step | Action   |
|------|--|
| 69.  | Use the scroll bar to see additional information.<br> |
| 70.  | Click the <b>Close</b> button.<br>                    |
| 71.  | <b>End of Procedure.</b>   |