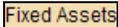
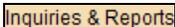
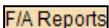


## F/A Extract Report Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Fixed Assets/Capital Asset Mgt</b> link.</p> 
3.	<p>Click the <b>Fixed Assets</b> link.</p> 
4.	<p>Click the <b>Fixed Assets - Statewide</b> link.</p> 
5.	<p>Click the <b>Inquiries &amp; Reports</b> link.</p> 
6.	<p>Click the <b>F/A Reports</b> link.</p> 
7.	<p>Click the <b>F/A Extract</b> link.</p> 
8.	<p>Select the appropriate version.</p> <p><b>Note:</b> NIS0001 and NIS0002 do not include report headers in CSV output.</p> <input data-bbox="378 1266 415 1293" type="checkbox"/>
9.	<p>Click the <b>Select</b> button.</p> 
10.	<p>Click the <b>Data Selection</b> option.</p> <input data-bbox="378 1497 415 1524" type="checkbox"/>
11.	<p>Click the <b>Submit</b> button.</p> 
12.	<p>Click the <b>OK</b> button.</p> 

13.	<p>Complete the following fields:</p> <p><b>As of Date</b>  <b>Agency Number</b>  <b>Division if appropriate</b>  <b>Fiscal Year</b></p>
14.	<p>Click the <b>OK</b> button.</p> 
15.	<p>Click the <b>Document Setup</b> tab.</p> 
16.	<p><b>Note:</b> CSV (Comma Delimited) box should be selected (default).</p> <p>Click the <b>OK</b> button.</p> 
17.	<p>Click the <b>Close</b> button.</p> 
18.	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics work instructions.</p> <p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>