

F/A Extract Report
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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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F/A Extract Report

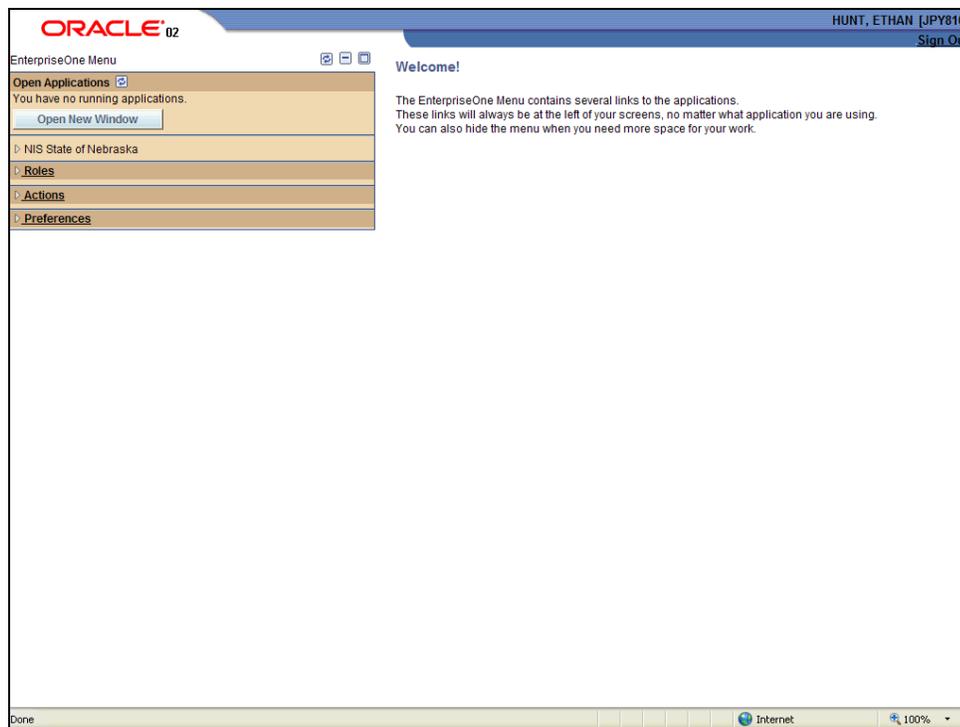
F/A Extract Report Overview

The following instructions describe the process for creating a Fixed Asset report for export to Excel. While the process is written for creation of a specific report created for export process, the procedure can be used to export any NIS columnar report to Excel.

F/A Extract Report Lesson

Procedure

In this lesson you will learn how to run the F/A Extract Report.

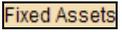
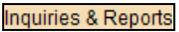
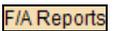


Step	Action
1.	Click the NIS State of Nebraska link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">NIS State of Nebraska</div>

Training Guide

F/A Extract Report

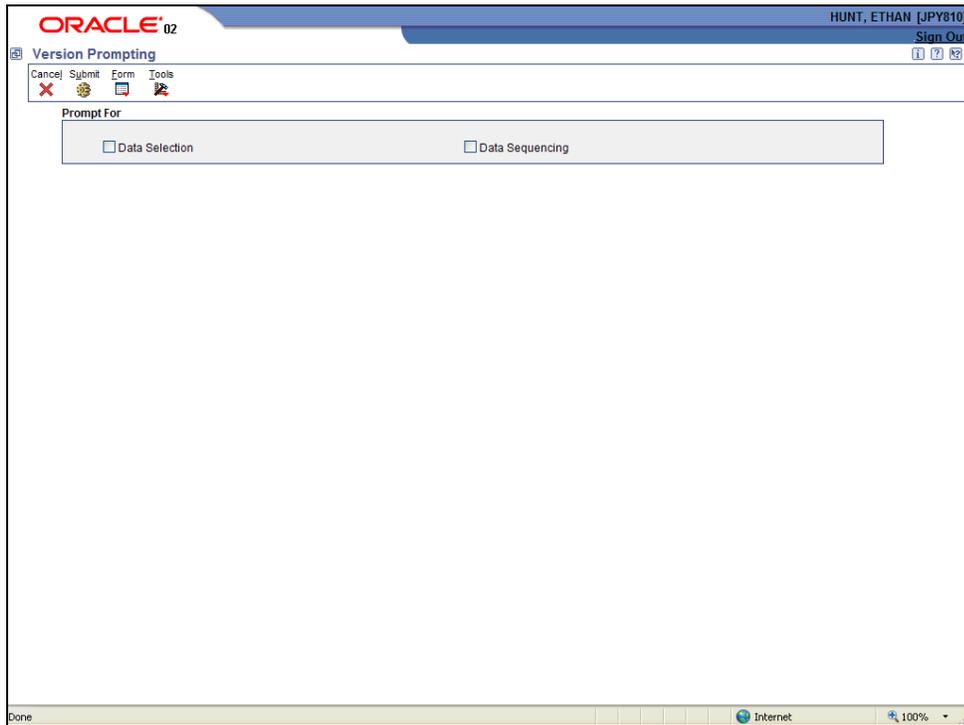


Step	Action
2.	Click the Fixed Assets/Capital Asset Mgt link. 
3.	Click the Fixed Assets link. 
4.	Click the Fixed Assets - Statewide link. 
5.	Click the Inquiries & Reports link. 
6.	Click the F/A Reports link. 
7.	Click the F/A Extract link. 

Batch Application: R5512480 Fixed Assets Extract Report
Read Only Report (Y/N):

Version	Version Title	Web Only	User	Last Modified	Security	Description
<input type="checkbox"/> NIS0001	F/A Extract Report - Statewide		UATTRAIN1	10/13/2009 0		NO SECURITY
<input type="checkbox"/> NIS0002	F/A Extract Report by Location - Statewide		JALDERM	12/24/2008 0		NO SECURITY
<input type="checkbox"/> NIS0003	F/A Extract Report - Colleges		DSUGDEN	08/26/2008 0		NO SECURITY
<input type="checkbox"/> NIS0004	F/A Extract Report by Location - Colleges		JHOPP	01/30/2009 0		NO SECURITY
<input type="checkbox"/> NIS0005	F/A Extract Report - Statewide with Headers		PT6465TSB	01/29/2009 0		NO SECURITY
<input type="checkbox"/> NIS0006	F/A Extract Report by Loc - Statewide with Headers		JARMSTR003	06/24/2008 0		NO SECURITY

Step	Action
8.	Select the appropriate version. Note: NIS0001 and NIS0002 do not include report headers in CSV output. <input type="checkbox"/>
9.	Click the Select button. <input checked="" type="checkbox"/>



Step	Action
10.	Click the Data Selection option. <input checked="" type="checkbox"/>
11.	Click the Submit button. 

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F/A Extract Report



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

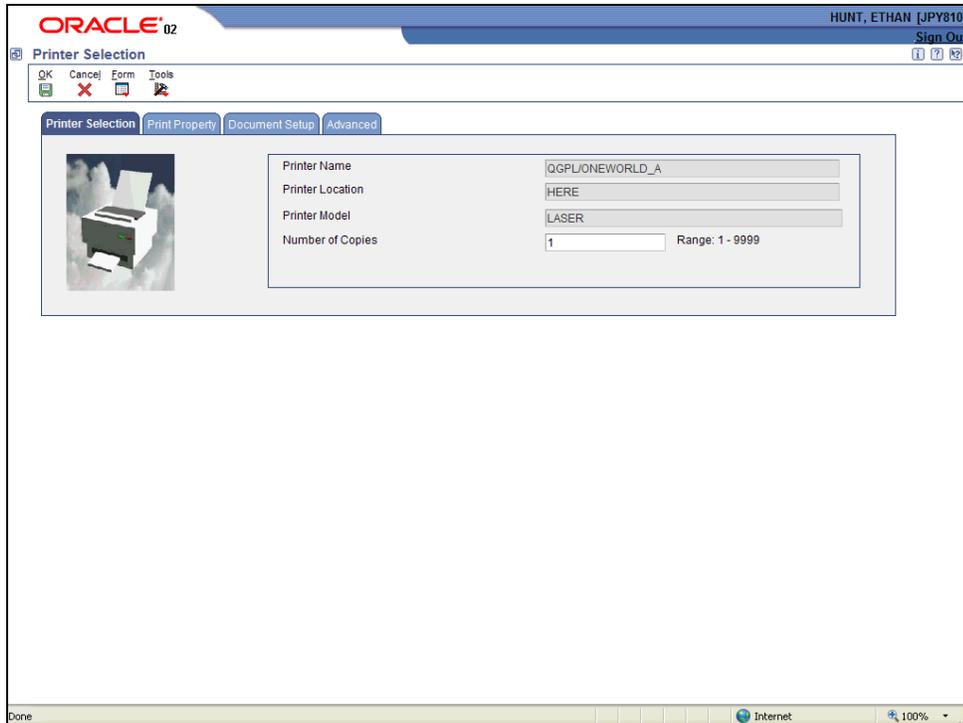
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/> And	Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/> And	Agency (F1201) (ACL6) [BC]	is not equal to	"050"
<input type="checkbox"/> And	Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/> And	Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

Done Internet 100%

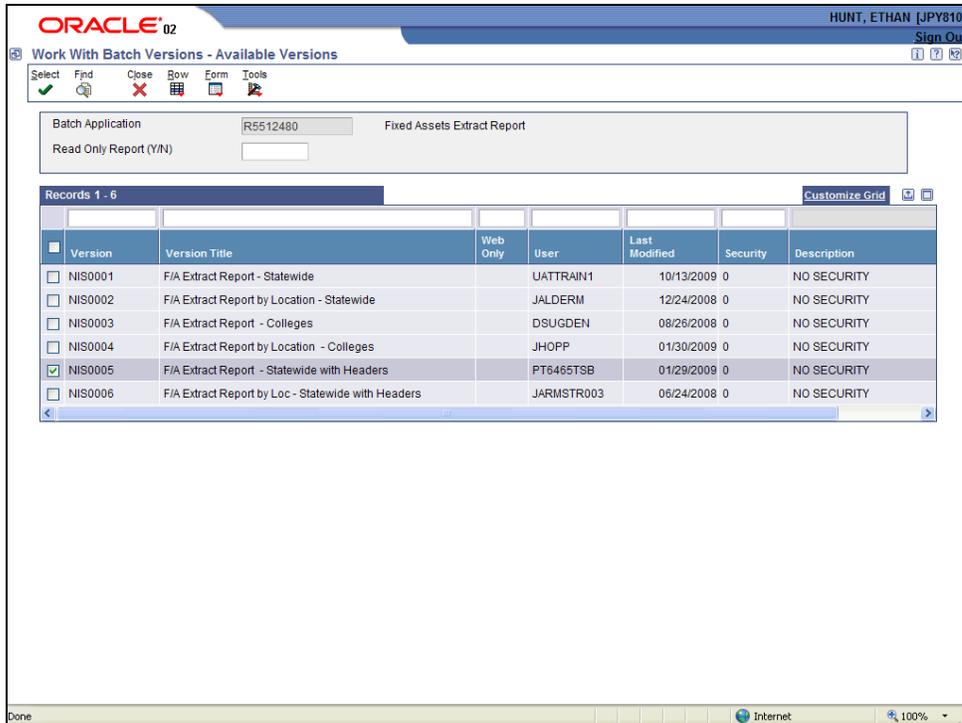
Step	Action
12.	Click the OK button. <input checked="" type="checkbox"/>
13.	Complete the following fields: As of Date Agency Number Division if appropriate Fiscal Year
14.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
15.	Click the Document Setup tab. 
16.	Note: CSV (Comma Delimited) box should be selected (default). Click the OK button. 

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F/A Extract Report



Step	Action
17.	Click the Close button.
18.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html) work instructions. You have successfully completed this lesson. End of Procedure.