

Asset Master List Report
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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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Asset Master List Report

Asset Master List Report Overview

In NIS you can run the Asset Master List Report to review and/or print the net book value and year-to-date depreciation expense for each asset.

For each asset that you specify, the report lists the following information:

- Tag Number
- Description
- Item Code
- Date Acquired
- Cost
- Accumulated Depreciation
- Net Book Value (sum of Cost and Accumulated Depreciation)
- YTD Depreciation Expense

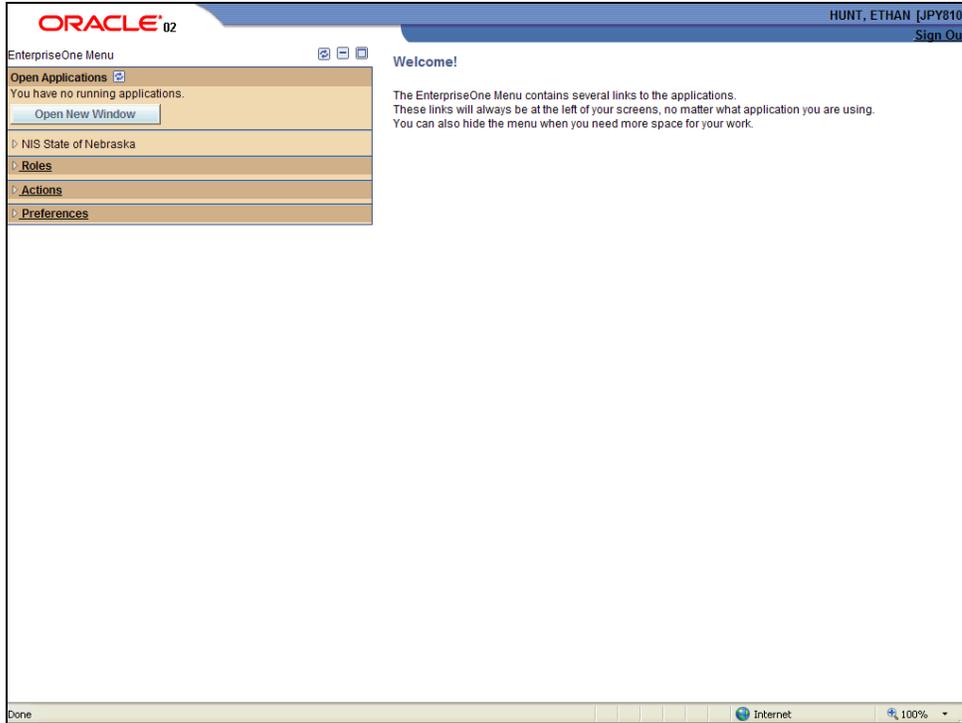
Asset Master List Report Lesson

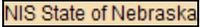
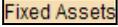
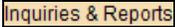
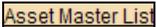
Procedure

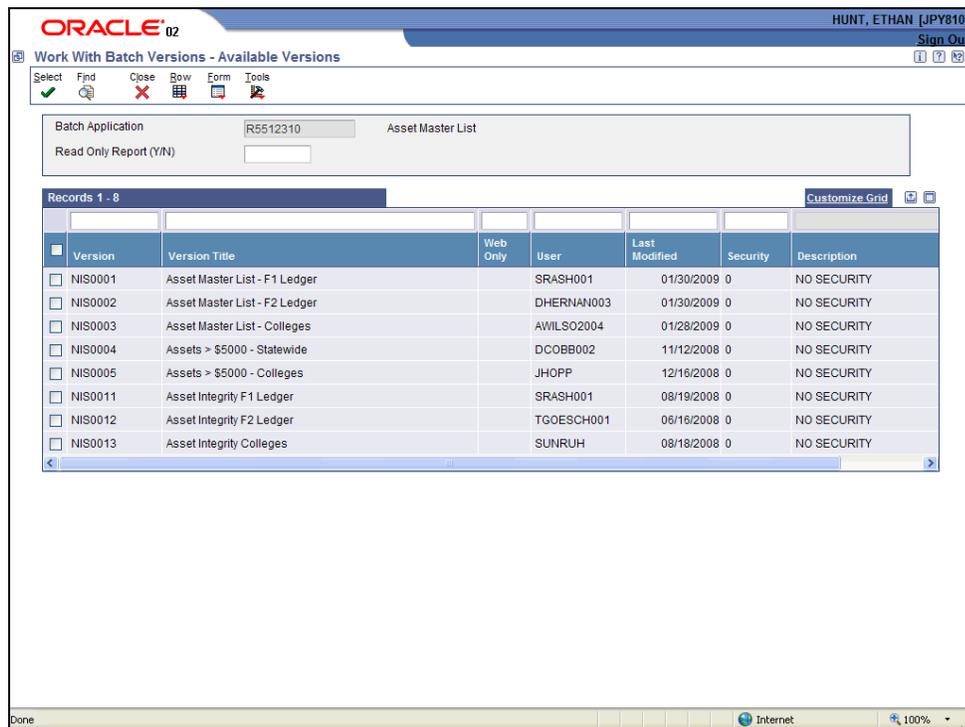
In this lesson you will learn how to run the Asset Master List Report.

Training Guide

Asset Master List Report



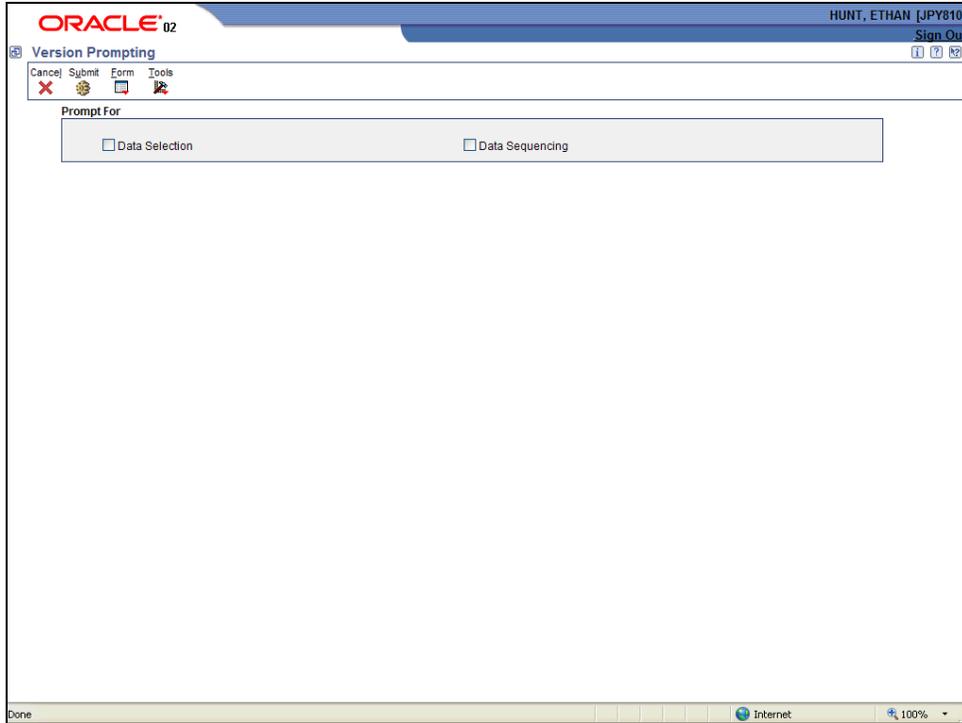
| Step | Action |
|------|--|
| 1. | Click the NIS State of Nebraska link.  |
| 2. | Click the Fixed Assets/Capital Asset Mgt link.  |
| 3. | Click the Fixed Assets link.  |
| 4. | Click the Fixed Assets - Statewide link.  |
| 5. | Click the Inquiries & Reports link.  |
| 6. | Click the F/A Reports link.  |
| 7. | Click the Asset Master List link.  |



| Step | Action |
|------|--|
| 8. | Choose appropriate version by clicking the check box next to it. <input type="checkbox"/> |
| 9. | Click the Select button. <input checked="" type="checkbox"/> |

Training Guide

Asset Master List Report



| Step | Action |
|------|--|
| 10. | Click the Data Selection option. <input data-bbox="365 1129 402 1165" type="checkbox"/> |
| 11. | Click the Submit button.  |
| 12. | In the first row, verify: Left Operand is "Equipment Status (F1201)[BC]" Comparison is "is not equal to" Right Operand is "DA-DZ" |
| 13. | On the second row, verify: Left Operand is "Ledger Type (F1202)[BC]" Comparison is "is equal to" Right Operand is "F1" (or another ledger) |

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Data Selection

OK Cancel Delete Up Down

| Operator | Left Operand | Comparison | Right Operand |
|--------------------------------|--------------------------------------|-----------------|---------------|
| <input type="checkbox"/> Where | Equipment Status (F1201) (EQST) [BC] | is not equal to | "DA-DZ" |
| <input type="checkbox"/> And | Ledger Types (F1202) (LT) [BC] | is equal to | "F1" |
| <input type="checkbox"/> And | Agency (F1201) (ACL6) [BC] | is equal to | Blank |
| <input type="checkbox"/> And | | | |

Add Row

Advanced

Done Internet 100%

| Step | Action |
|------|---|
| 14. | Click the drop down list of the Right Operand column for the Agency row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank ▼</div> |

Training Guide

Asset Master List Report

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Data Selection

OK Cancel Delete Up Down

| Operator | Left Operand | Comparison | Right Operand |
|--------------------------------|--------------------------------------|-----------------|---------------|
| <input type="checkbox"/> Where | Equipment Status (F1201) (EQST) [BC] | is not equal to | "DA-DZ" |
| <input type="checkbox"/> And | Ledger Types (F1202) (LT) [BC] | is equal to | "F1" |
| <input type="checkbox"/> And | Agency (F1201) (ACL6) [BC] | is equal to | Blank |
| <input type="checkbox"/> And | | | Blank |

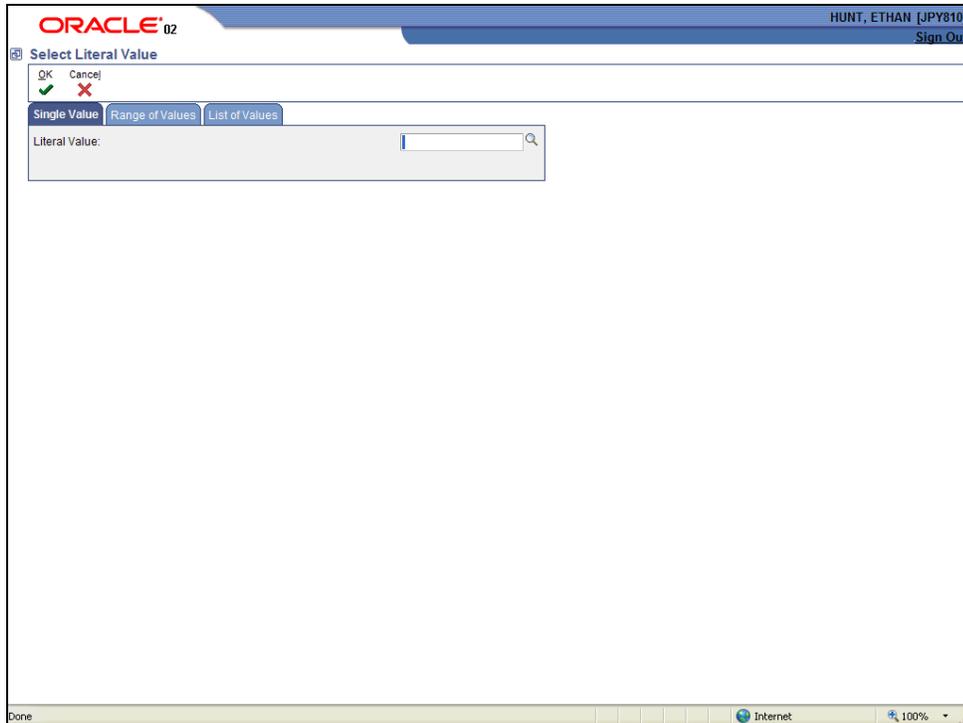
Add Row

Advanced

- Blank
- Blank
- Zero
- Null
- Literal
- Account ID (F1202) (AID) [BC]
- Accumulated Depreciation Account - BU (F1202) (ADAC) [BC]
- Accumulated Depreciation Account - Object (F1202) (ADAO) [BC]
- Accumulated Depreciation Account - Sub (F1202) (ADAS) [BC]
- Agency (F1201) (ACL6) [BC]
- Asset Cost Account - Business Unit (F1202) (ACABU) [BC]
- Asset Cost Account - Object (F1202) (ACAO) [BC]
- Asset Cost Account - Subsidiary (F1202) (ACAS) [BC]
- Asset Revenue - Business Unit (F1201) (ARBU) [BC]
- Asset Revenue - Object (F1201) (ARO) [BC]
- Asset Revenue - Subsidiary (F1201) (ARS) [BC]
- Barg Unit (F1201) (UN) [BC]
- Business Unit (F1201) (MCU) [BC]
- Business Unit (F1202) (MCU) [BC]
- Business Unit - Location (F1201) (LLOC) [BC]
- COD/obj Type (F1201) (FA8) [BC]
- Category Code - F/A 16 (F1201) (FA6) [BC]
- Category Code - F/A 17 (F1201) (FA7) [BC]
- Category Code - F/A 19 (F1201) (FA9) [BC]
- Category Code - F/A 20 (F1201) (FA0) [BC]
- Category Code - F/A 23 (F1201) (FA23) [BC]
- Color/Material (F1201) (ACL9) [BC]
- County (F1201) (FA22) [BC]
- Currency Code - From (F1202) (CRCD) [BC]
- Depreciation Expense - BU (F1201) (XMC) [BC]

Done Internet 100%

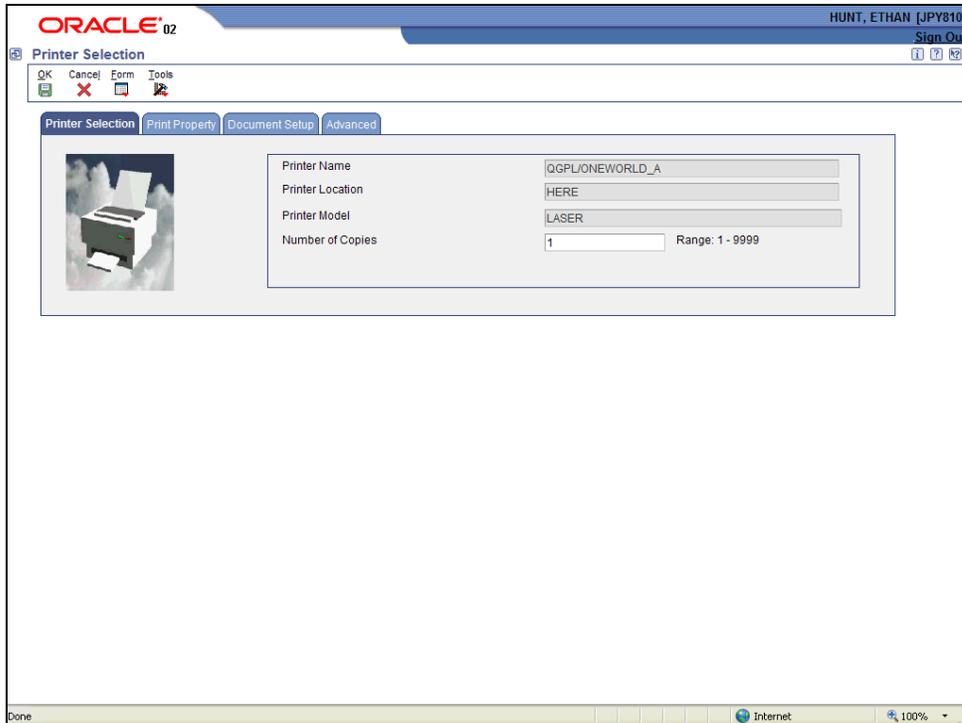
| Step | Action |
|------|---|
| 15. | Click the Literal list item. <input type="text" value="Literal"/> |



| Step | Action |
|------|--|
| 16. | Enter the agency number into the Literal Value field. |
| 17. | Click the OK button. <input checked="" type="checkbox"/> |
| 18. | Click the OK button. <input checked="" type="checkbox"/> |
| 19. | Enter the Period Number and Fiscal Year for which you want the report generated. |
| 20. | Click the OK button. <input checked="" type="checkbox"/> |

Training Guide

Asset Master List Report



| Step | Action |
|------|--|
| 21. | Click the OK button.  |

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Work With Batch Versions - Available Versions

Batch Application: R5512310 Asset Master List

Read Only Report (Y/N):

Records 1 - 8

| Version | Version Title | Web Only | User | Last Modified | Security | Description |
|-------------------------------------|---------------|-------------------------------|------|---------------|--------------|-------------|
| <input checked="" type="checkbox"/> | NIS0001 | Asset Master List - F1 Ledger | | SRASH001 | 01/30/2009 0 | NO SECURITY |
| <input type="checkbox"/> | NIS0002 | Asset Master List - F2 Ledger | | DHERNAN003 | 01/30/2009 0 | NO SECURITY |
| <input type="checkbox"/> | NIS0003 | Asset Master List - Colleges | | AWILSO2004 | 01/28/2009 0 | NO SECURITY |
| <input type="checkbox"/> | NIS0004 | Assets > \$5000 - Statewide | | DCOBB002 | 11/12/2008 0 | NO SECURITY |
| <input type="checkbox"/> | NIS0005 | Assets > \$5000 - Colleges | | JHOPP | 12/16/2008 0 | NO SECURITY |
| <input type="checkbox"/> | NIS0011 | Asset Integrity F1 Ledger | | SRASH001 | 08/19/2008 0 | NO SECURITY |
| <input type="checkbox"/> | NIS0012 | Asset Integrity F2 Ledger | | TGOESCH001 | 06/16/2008 0 | NO SECURITY |
| <input type="checkbox"/> | NIS0013 | Asset Integrity Colleges | | SUNRUH | 08/18/2008 0 | NO SECURITY |

| Step | Action |
|------|--|
| 22. | <p>Click the Close button.</p>  |
| 23. | <p>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.</p> <p>You have successfully completed this lesson. End of Procedure.</p> |