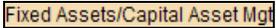
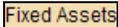
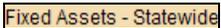
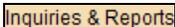
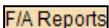
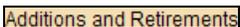
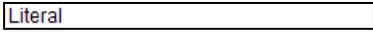


Additions and Retirements Report Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Fixed Assets/Capital Asset Mgt link.</p> 
3.	<p>Click the Fixed Assets link.</p> 
4.	<p>Click the Fixed Assets - Statewide link.</p> 
5.	<p>Click the Inquiries & Reports link.</p> 
6.	<p>Click the F/A Reports link.</p> 
7.	<p>Click the Additions and Retirements link.</p> 
8.	<p>Select the version by clicking the check box next to it.</p> <input type="checkbox"/>
9.	<p>Click the Select button.</p> 
10.	<p>Click the Data Selection option.</p> <input type="checkbox"/>
11.	<p>Click the Submit button.</p> 
12.	<p>Click the drop down list of the Right Operand column for the first row.</p> 
13.	<p>Click the Literal list item.</p> 
14.	<p>Enter the agency number into the Literal Value field.</p>

15.	Click the OK button. 
16.	On the second row, verify: Left Operand is "Ledger Type (F1202)[BC]" Comparison is "is equal to" Right Operand is "F2"
17.	Click the OK button. 
18.	Enter the Period Number and Fiscal Year for which you want the report generated.
19.	Click the OK button. 
20.	Click the OK button. 
21.	Click the Close button. 
22.	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 work instructions. You have successfully completed this lesson. End of Procedure.