

Schedule of Fixed Assets
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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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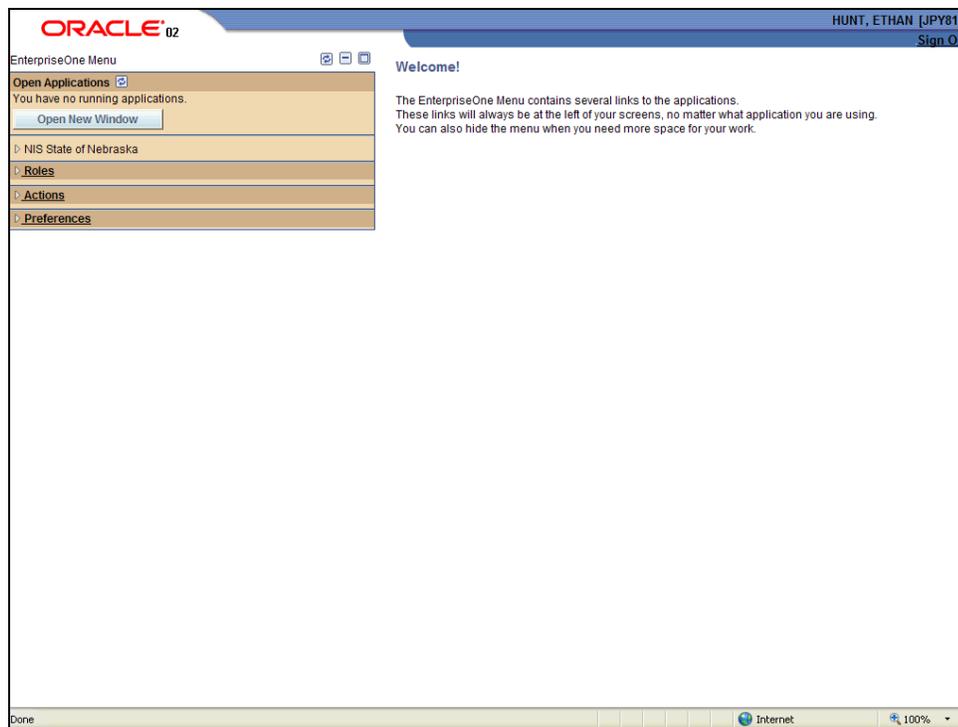
Schedule of Fixed Assets Overview

In NIS you can run the Schedule of General Fixed Assets Report to review and/or print the asset item codes in columnar form. This report summarizes the asset values for the Agencies' divisions by each item code.

Schedule of Fixed Assets Lesson

Procedure

In this lesson you will learn how to run the Schedule of Fixed Assets Report.

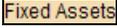
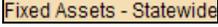
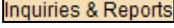
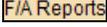
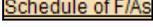


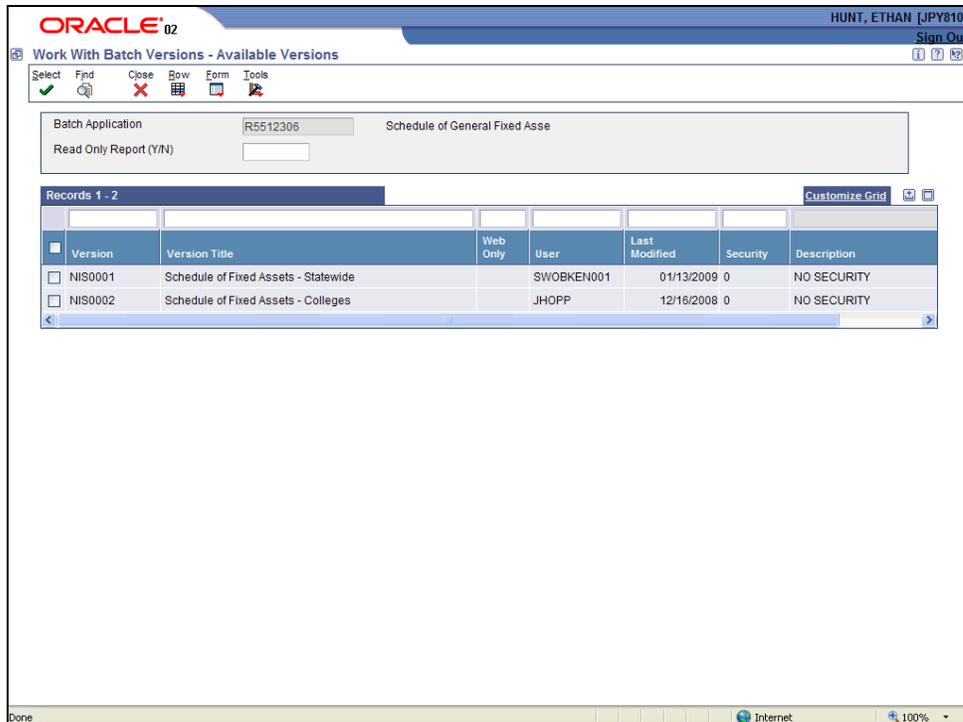
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

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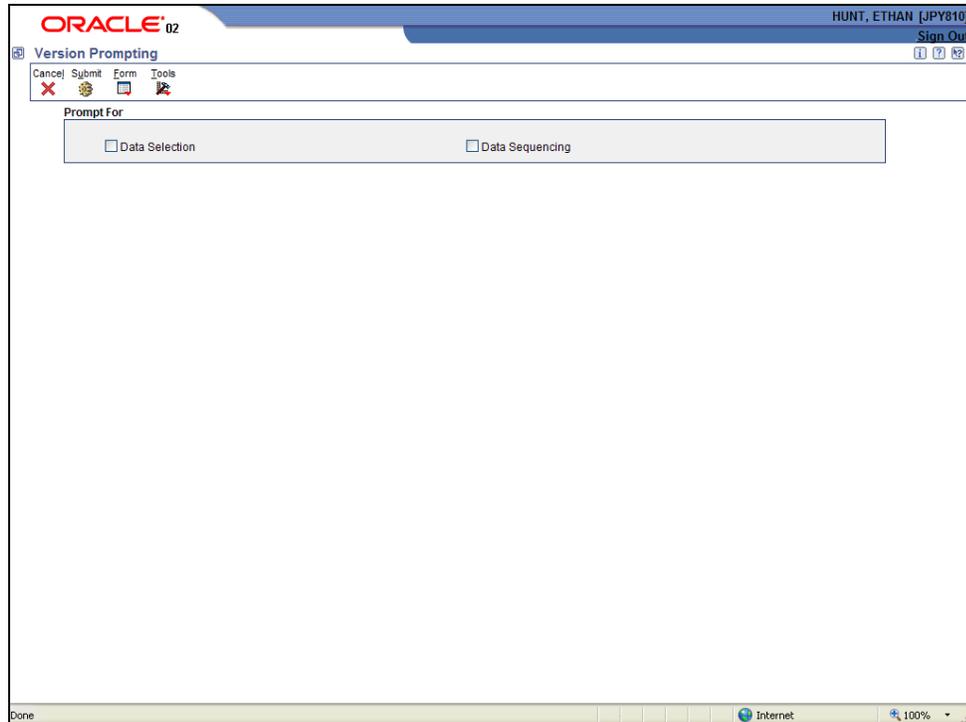
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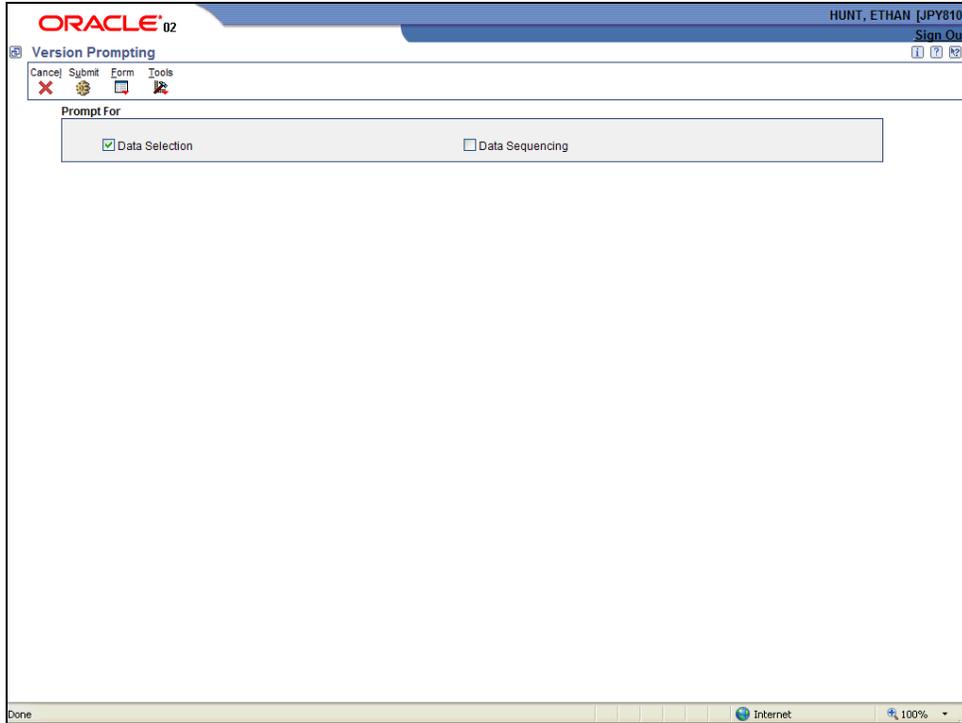
Step	Action
2.	Click the Fixed Assets/Capital Asset Mgt link. 
3.	Click the Fixed Assets link. 
4.	Click the Fixed Assets - Statewide link. 
5.	Click the Inquiries & Reports link. 
6.	Click the F/A Reports link. 
7.	Click the Schedule of F/As link. 



Step	Action
8.	Select the version you want to run by clicking the check box next to it. <input type="checkbox"/>
9.	Click the Select button. <input checked="" type="checkbox"/>



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



Step	Action
11.	Click the Submit button. 
12.	<p>Note: Nothing should need to be changed unless you are adding further data selection.</p> <p>In the first row, verify: Left Operand is "Agency (F1201)[BC]" Comparison is "is equal to" Right Operand is "Agency Number [PO]"</p> <p>In the second row, verify: Left Operand is "Ledger Type (F1202)[BC]" Comparison is "is equal to" Right Operand is "Ledger Type [PO]"</p>

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Agency (F1201) (ACL6) [BC]	is equal to	AgencyNumber [PO]
<input type="checkbox"/> And	Ledger Types (F1202) (LT) [BC]	is equal to	LedgerType [PO]
<input type="checkbox"/> And			

[Add Row](#)

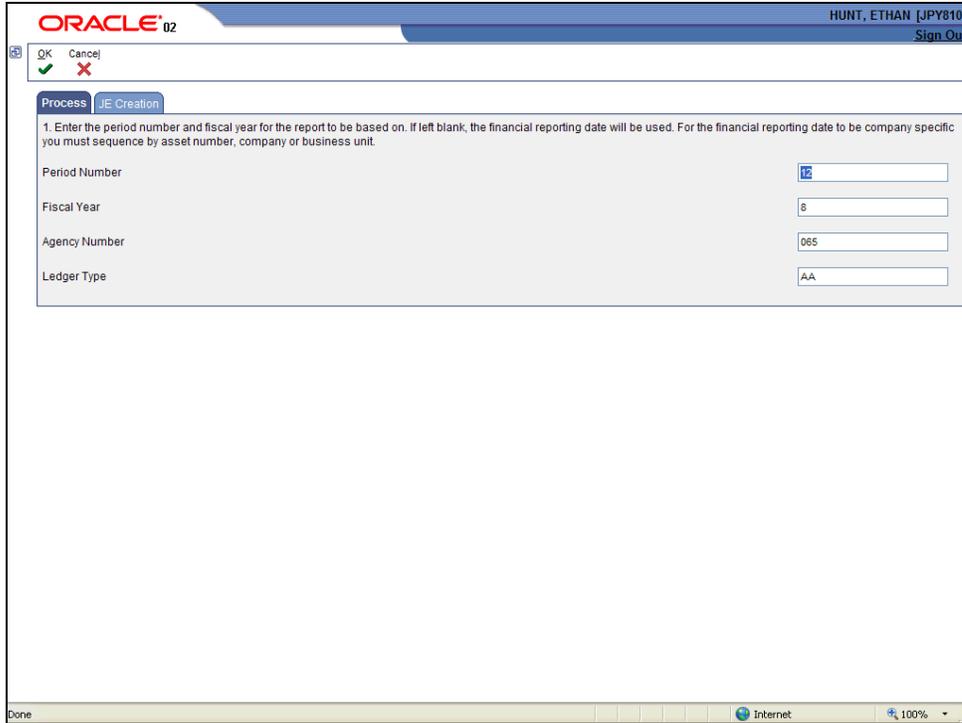
[Advanced](#)

Done Internet 100%

Step	Action
13.	Click the OK button. <input checked="" type="checkbox"/>
14.	Enter the Period Number, Fiscal Year, Agency Number and Ledger Type for which you want the report generated.

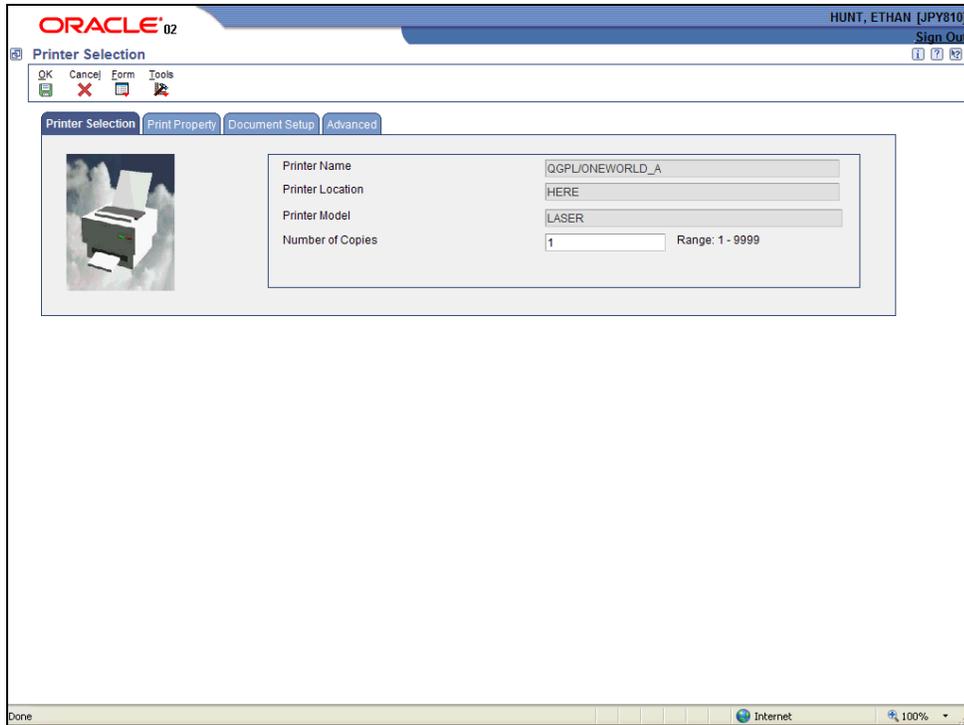
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The screenshot shows the Oracle 02 JET Creation dialog box. The title bar includes the Oracle logo and the text '02'. The top right corner shows the user name 'HUNT, ETHAN [JPY810]' and a 'Sign Out' button. Below the title bar are 'OK' and 'Cancel' buttons with green checkmark and red X icons respectively. The main area has a 'Process' tab and a 'JET Creation' sub-tab. A message reads: '1. Enter the period number and fiscal year for the report to be based on. If left blank, the financial reporting date will be used. For the financial reporting date to be company specific you must sequence by asset number, company or business unit.' Below this are four input fields: 'Period Number' (containing '12'), 'Fiscal Year' (containing '8'), 'Agency Number' (containing '085'), and 'Ledger Type' (containing 'AA'). The bottom of the dialog shows a 'Done' button and a status bar with 'Internet' and '100%' zoom.

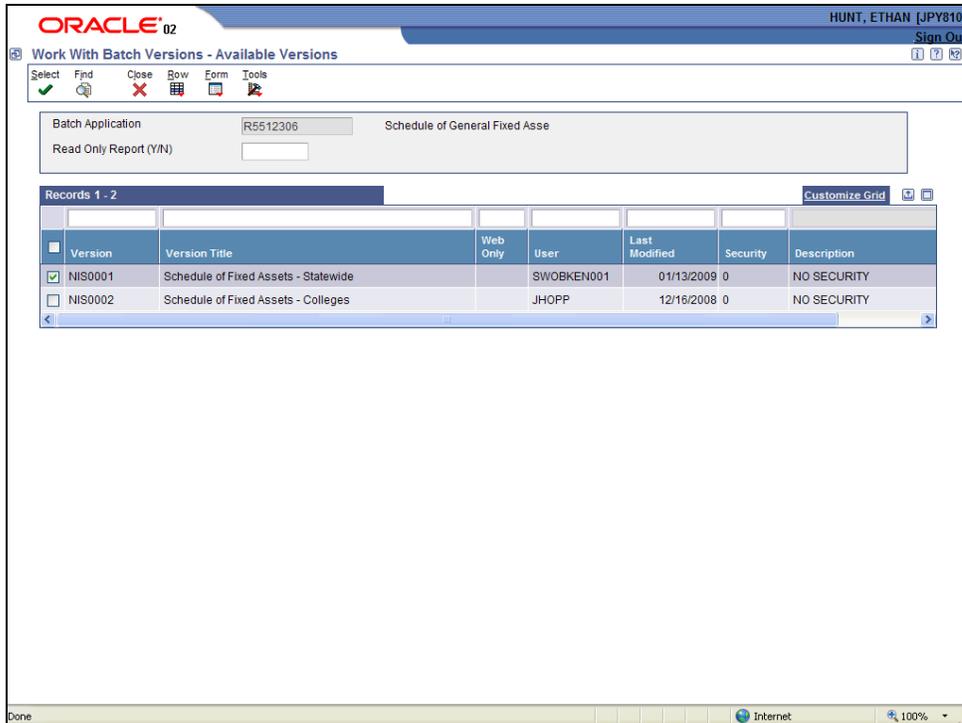
Step	Action
15.	Click the OK button. 



Step	Action
16.	Click the OK button. 

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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.