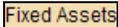
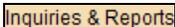
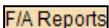
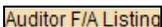


## Auditor F/A Listing Report Lesson

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>Auditor F/A Listing</b> link.</p> 
8.	<p>Select the version you want to run by clicking the check box next to it.</p> <input type="checkbox"/>
9.	<p>Click the <b>Select</b> button.</p> 
10.	<p>Click the <b>Data Selection</b> option.</p> <input type="checkbox"/>
11.	<p>Click the <b>Submit</b> button.</p> 
12.	<p>In the first row, verify:</p> <p><b>Left Operand</b> is "Date – Acquired (F1201)[BC]"</p> <p><b>Comparison</b> is "is less than or equal to"</p> <p><b>Right Operand</b> is "jdAsOfDate_DAJ [PO]"</p>

13.	<p>In the second row, verify:</p> <p><b>Left Operand</b> is "Ledger Type (F1202)[BC]"  <b>Comparison</b> is "is equal to"  <b>Right Operand</b> is "F2"</p>
14.	<p>In the third row, verify:</p> <p><b>Left Operand</b> is "Fiscal Year (1202)[BC]"  <b>Comparison</b> is "is equal to"  <b>Right Operand</b> is "mnFiscalYear [PO]"</p>
15.	<p>In the fourth row, verify:</p> <p><b>Operator</b> is "Or"  <b>Left Operand</b> is "Date – Disposed or Retired (F1201)[BC]"  <b>Comparison</b> is "is less than"  <b>Right Operand</b> is "jdAsOfDate_DAJ [PO]"</p>
16.	<p>In the fifth row, verify:</p> <p><b>Left Operand</b> is "Ledger Type (F1202)[BC]"  <b>Comparison</b> is "is equal to"  <b>Right Operand</b> is "F2"</p>
17.	<p>In the sixth row, verify:</p> <p><b>Left Operand</b> is "Fiscal Year (1202)[BC]"  <b>Comparison</b> is "is equal to"  <b>Right Operand</b> is "mnFiscalYear [PO]"</p>
18.	<p>If running this report for Fiscal Year end purposes, click the <b>drop down</b> list of the Left Operand column on the first blank row.</p>
19.	<p>Click the <b>Object Account (F1202) (OBJ) [BC]</b> list item.</p>
20.	<p>Click the <b>drop down</b> list of the Comparison column.</p> <div data-bbox="378 1402 638 1440" style="border: 1px solid black; padding: 2px;"> <input type="text" value=""/> </div>
21.	<p>Click the <b>is greater than</b> list item.</p> <div data-bbox="378 1528 634 1558" style="border: 1px solid black; padding: 2px;"> <input type="text" value="is greater than"/> </div>
22.	<p>Click the <b>drop down</b> list of the Right Operand column.</p> <div data-bbox="378 1600 781 1638" style="border: 1px solid black; padding: 2px;"> <input type="text" value=""/> </div>
23.	<p>Click the <b>Literal</b> list item.</p> <div data-bbox="378 1726 777 1755" style="border: 1px solid black; padding: 2px;"> <input type="text" value="Literal"/> </div>
24.	<p>Enter "<b>171500</b>" into the <b>Literal Value</b> field.</p>

25.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
26.	Click the <b>check box</b> of the new row. <input type="checkbox"/>
27.	Click the <b>Up</b> button until the new row is above the row with "Or" in the Operator field. <input type="button" value="Up"/>
28.	<b>Note:</b> If you add a new row of data selection above the row with "Or" in the Operator field, that row of data selection will also have to be added below the row with "Or" in the Operator field.  Click the <b>drop down</b> list of the Left Operand column on the bottom blank row.
29.	Click the <b>Object Account (F1202) (OBJ) [BC]</b> list item.
30.	Click the <b>drop down</b> list of the Comparison column. <input type="text" value=""/>
31.	Click the <b>is greater than</b> list item. <input type="text" value="is greater than"/>
32.	Click the <b>drop down</b> list of the Right Operand column. <input type="text" value=""/>
33.	Click the <b>Literal</b> list item. <input type="text" value="Literal"/>
34.	Enter " <b>171500</b> " into the <b>Literal Value</b> field.
35.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
36.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
37.	Complete the following fields:  <b>As of Date</b> - if running report for fiscal year end, enter the last date of the current Fiscal year. Otherwise, enter the current date. <b>Agency</b> - enter your three (3) digit Agency number. <b>Division</b> - enter your three(3) digit division number, if applicable. <b>Fiscal Year</b> - enter year for which you want the report generated. (ex. 3 for Fiscal Year 2003)
38.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>

39.	<b>Note:</b> To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited).
40.	Click the <b>OK</b> button. 
41.	Click the <b>Close</b> button. 
42.	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.  You have successfully completed this lesson. <b>End of Procedure.</b>