

Auditor F/A Listing 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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Auditor F/A Listing Report

Auditor F/A Listing Report Overview

In NIS you can run the Auditor Fixed Asset Listing Report to review and/or print the listing of an Agency's Fixed Assets by Tag Number along with the location fields of those assets and the cost amount of the asset. The report will provide the following information:

- Tag Number
- Serial/VIN Number
- Description
- Responsible Business Unit
- Location field 1
- Location field 2
- Date Acquired
- Total Cost

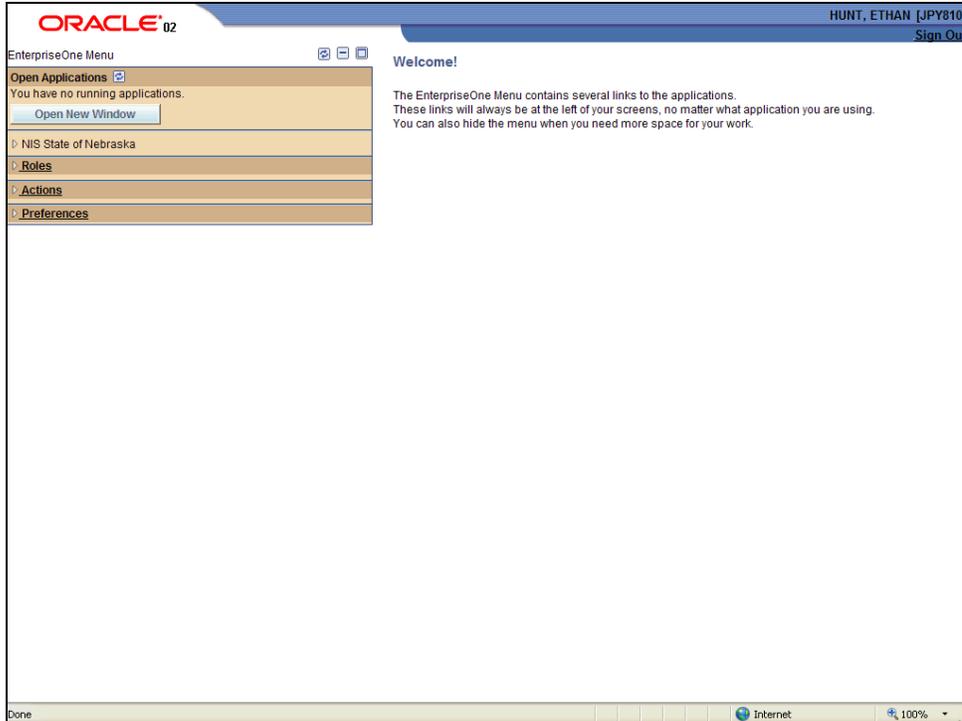
Auditor F/A Listing Report Lesson

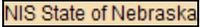
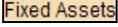
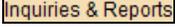
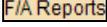
Procedure

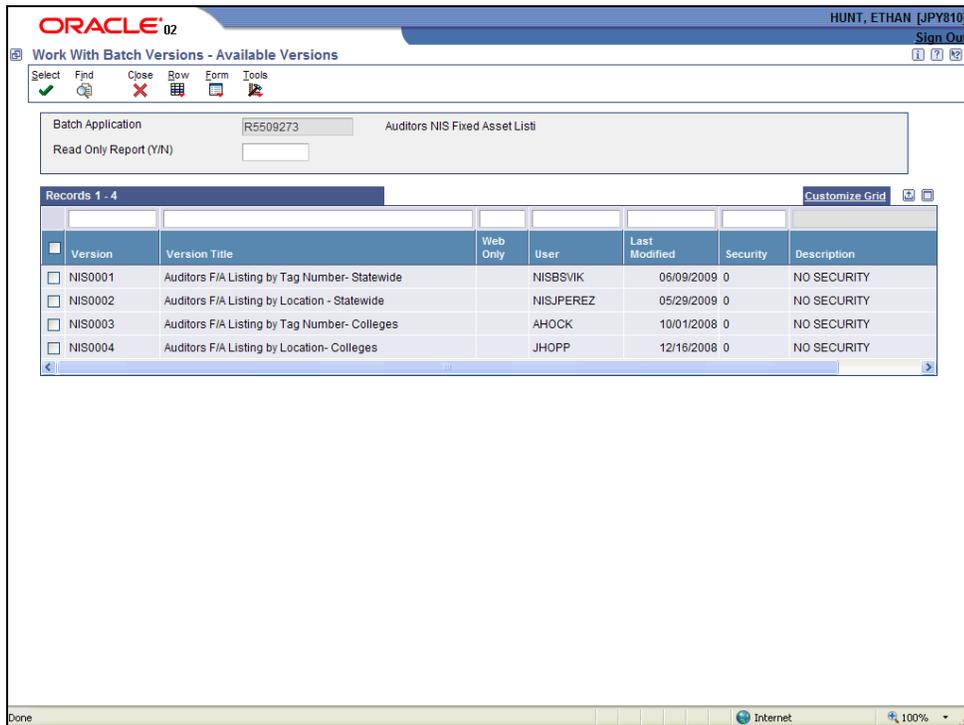
In this lesson you will learn how to run the Auditor F/A Listing Report.

Training Guide

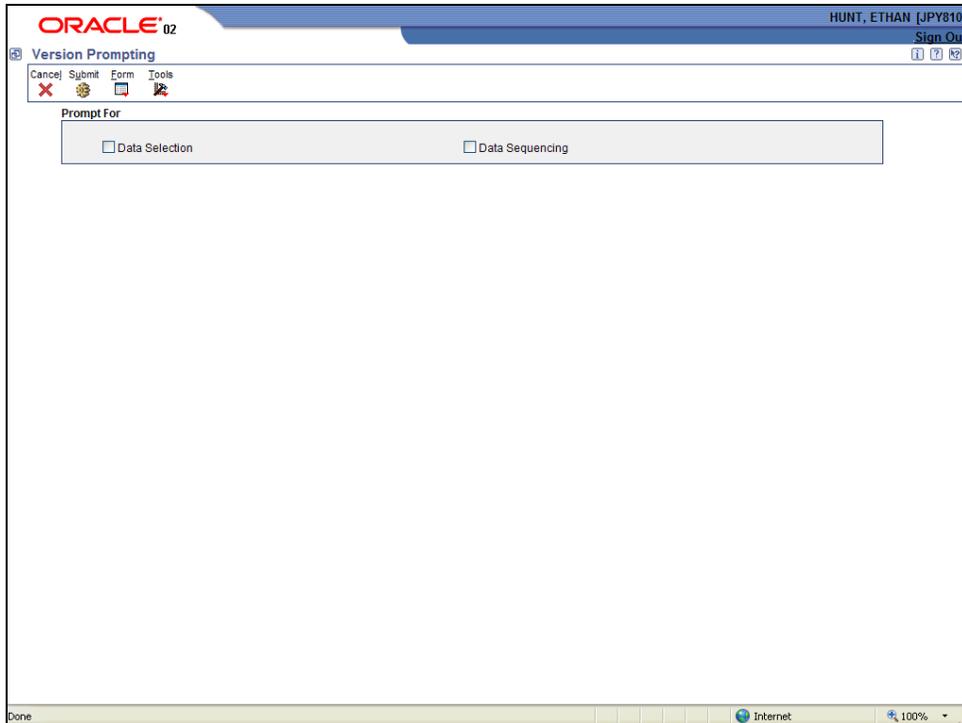
Auditor F/A Listing Report



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 Auditor F/A Listing link. 

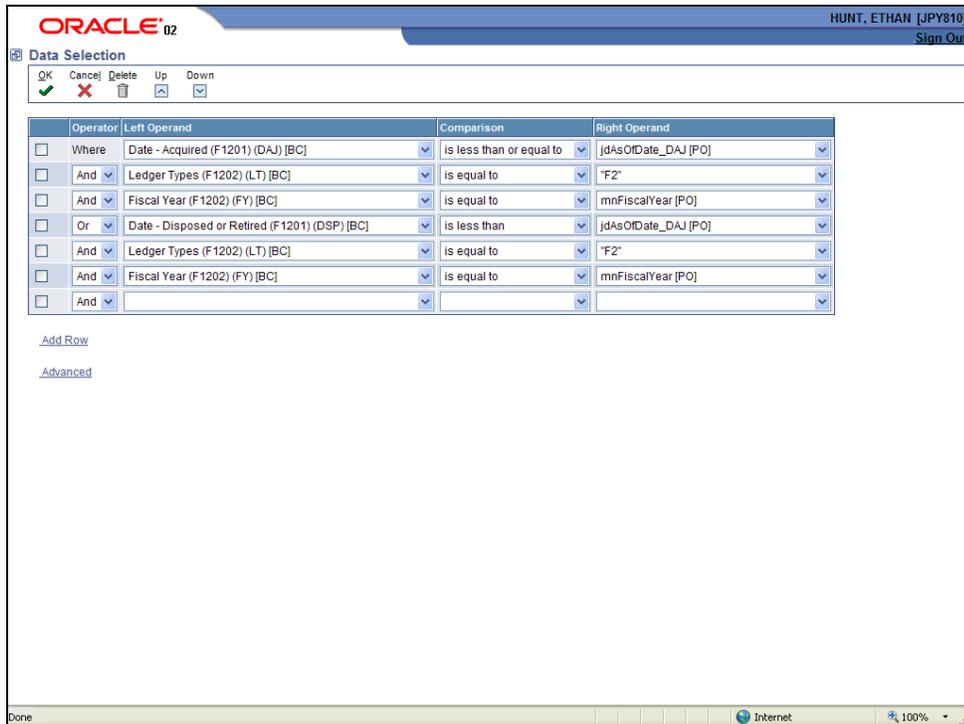


Step	Action
8.	Select the version you want to run by clicking the check box next to it. <input type="checkbox"/>
9.	Click the Select button. <input checked="" type="checkbox"/>



Step	Action
10.	Click the Data Selection option. <input type="checkbox"/>
11.	Click the Submit button. 
12.	In the first row, verify: Left Operand is "Date – Acquired (F1201)[BC]" Comparison is "is less than or equal to" Right Operand is "jdAsOfDate_DAJ [PO]"
13.	In the second row, verify: Left Operand is "Ledger Type (F1202)[BC]" Comparison is "is equal to" Right Operand is "F2"
14.	In the third row, verify: Left Operand is "Fiscal Year (1202)[BC]" Comparison is "is equal to" Right Operand is "mnFiscalYear [PO]"

Step	Action
15.	In the fourth row, verify: Operator is "Or" Left Operand is "Date – Disposed or Retired (F1201)[BC]" Comparison is "is less than" Right Operand is "jdAsOfDate_DAJ [PO]"
16.	In the fifth row, verify: Left Operand is "Ledger Type (F1202)[BC]" Comparison is "is equal to" Right Operand is "F2"
17.	In the sixth row, verify: Left Operand is "Fiscal Year (1202)[BC]" Comparison is "is equal to" Right Operand is "mnFiscalYear [PO]"



Step	Action
18.	If running this report for Fiscal Year end purposes, click the drop down list of the Left Operand column on the first blank row.

Training Guide

Auditor F/A Listing Report

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Data Selection

OK Cancel Delete Up Down

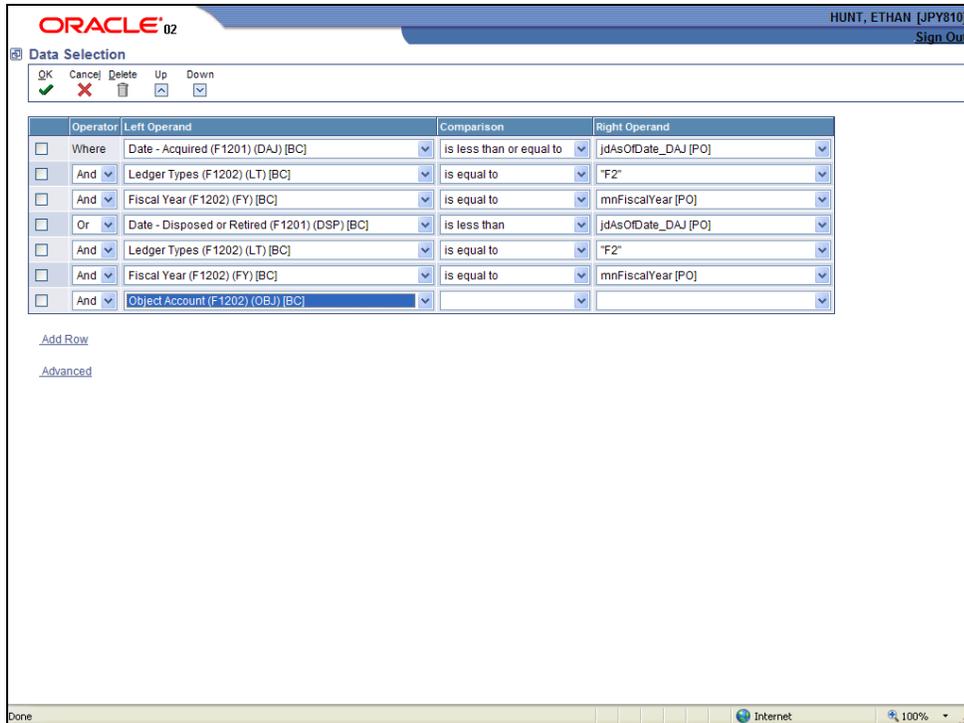
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/> And	Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/> And	Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/> Or	Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<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	Account ID (F1202) (AID) [BC]		

[Add Row](#)
[Advanced](#)

- Account ID (F1202) (AID) [BC]
- Agency (F1201) (ACL6) [BC]
- Amount - Beginning Balance/PYE Forward (F1202) (APYC) [BC]
- Amount - Week-to-Date (F1202) (AWTD) [BC]
- Asset Item Number (F1201) (NUMB) [BC]
- Asset Item Number (F1202) (NUMB) [BC]
- Business Unit (F1201) (MCU) [BC]
- Century (F1202) (CTRY) [BC]
- Date - Acquired (F1201) (DAJ) [BC]
- Date - Disposed or Retired (F1201) (DSP) [BC]
- Description (F1201) (DL01) [BC]
- Division (F1201) (ACL7) [BC]
- Equipment Status (F1201) (EQST) [BC]
- Fiscal Quarter (Obsolete) (F1202) (FQ) [BC]
- Fiscal Year (F1202) (FY) [BC]
- Item Code (F1201) (ACL1) [BC]
- Ledger Types (F1202) (LT) [BC]
- Location 2 (F1201) (RMK2) [BC]
- Name - Remark (F1201) (RMK) [BC]
- Object Account (F1202) (OBJ) [BC]
- Serial Number/IN (F1201) (ASID) [BC]
- State (F1201) (ADDS) [BC]
- Subledger - G/L (F1202) (SBL) [BC]
- Subledger Type (F1202) (SBLT) [BC]
- Tag Number (F1201) (APID) [BC]

Done Internet 100%

Step	Action
19.	Click the Object Account (F1202) (OBJ) [BC] list item.



Step	Action
20.	Click the drop down list of the Comparison column. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0; display: flex; align-items: center; justify-content: flex-end;"> ▼ </div>

Training Guide

Auditor F/A Listing Report

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
And	Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
And	Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
Or	Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
And	Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
And	Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
And	Object Account (F1202) (OBJ) [BC]	is equal to	

Add Row

Advanced

is equal to
is not equal to
is less than
is less than or equal to
is greater than
is greater than or equal to

Done Internet 100%

Step	Action
21.	Click the is greater than list item. <input type="text" value="is greater than"/>

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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	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"/> Or	Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<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	Object Account (F1202) (OBJ) [BC]	is greater than	

Add Row

Advanced

Done Internet 100%

Step	Action
22.	Click the drop down list of the Right Operand column. 

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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 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"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<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 Object Account (F1202) (OBJ) [BC]	is greater than	

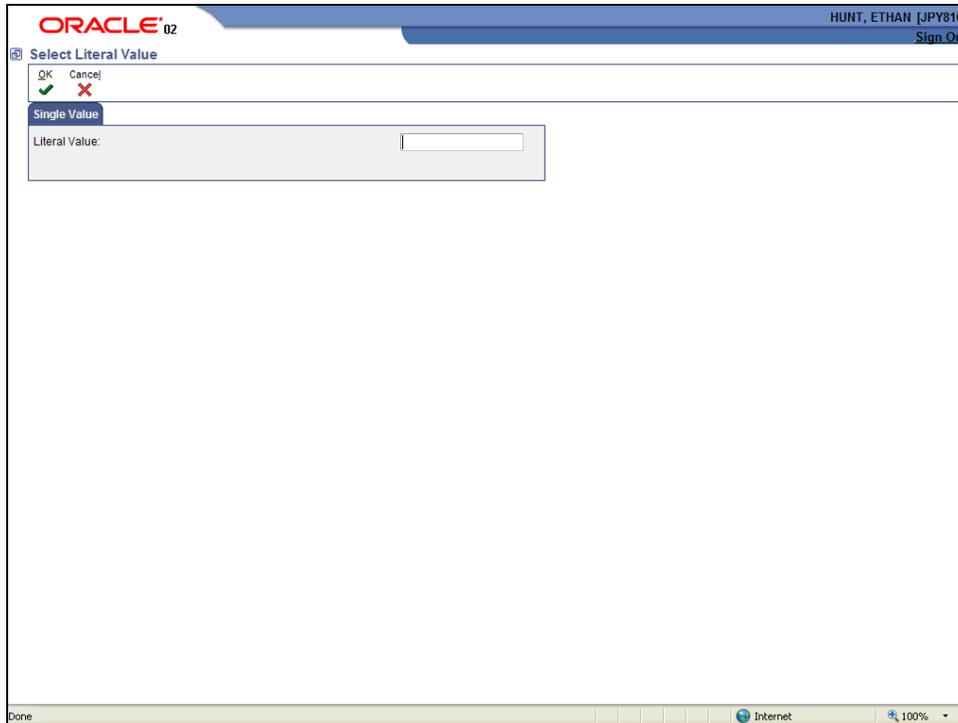
Add Row

Advanced

- Blank
- Zero
- Literal
- Account ID (F1202) (AID) [BC]
- Agency (F1201) (ACL6) [BC]
- Business Unit (F1201) (MCU) [BC]
- Description (F1201) (DL01) [BC]
- Division (F1201) (ACL7) [BC]
- Equipment Status (F1201) (EQST) [BC]
- Fiscal Quarter (Obsolete) (F1202) (FQ) [BC]
- Item Code (F1201) (ACL1) [BC]
- Ledger Types (F1202) (LT) [BC]
- Location 2 (F1201) (RMK2) [BC]
- Name - Remark (F1201) (RMK) [BC]
- Object Account (F1202) (OBJ) [BC]
- Serial Number/VIN (F1201) (ASID) [BC]
- State (F1201) (ADDS) [BC]
- Subledger - GL (F1202) (SBL) [BC]
- Tag Number (F1201) (APID) [BC]
- szAgency_ACL6 [PO]
- szDivision_ACL7 [PO]
- szPRINTBusinessUnit [RV]
- szPRINTDescription [RV]
- szPRINTLocation1 [RV]
- szPRINTLocation2 [RV]
- szPRINTSerialNumber [RV]
- szPRINTUnitNumber [RV]
- szVersionDescription [RV]

Done Internet 100%

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



Step	Action
24.	Enter " 171500 " into the Literal Value field.
25.	Click the OK button. <input checked="" type="checkbox"/>
26.	Click the check box of the new row. <input type="checkbox"/>
27.	Click the Up button until the new row is above the row with "Or" in the Operator field. <input type="button" value="Up"/>
28.	Note: 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 drop down list of the Left Operand column on the bottom blank row.

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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 Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input checked="" type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	"171500"
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<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		

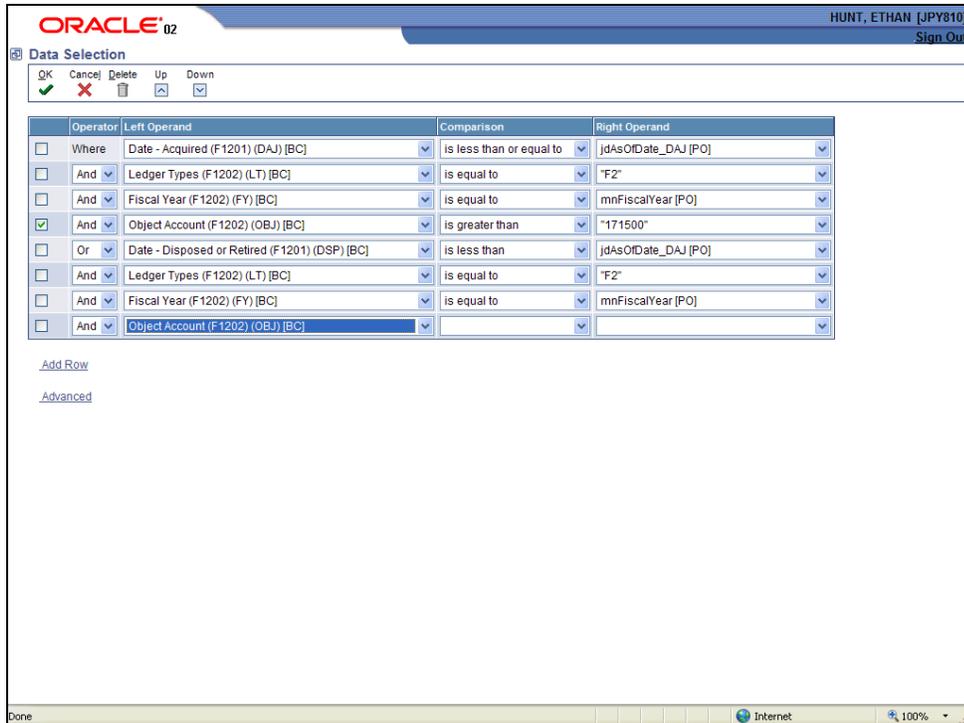
Add Row

Advanced

- Account ID (F1202) (AID) [BC]
- Agency (F1201) (ACL6) [BC]
- Amount - Beginning Balance/PYE Forward (F1202) (APYC) [BC]
- Amount - Week-to-Date (F1202) (AWTD) [BC]
- Asset Item Number (F1201) (NUMB) [BC]
- Asset Item Number (F1202) (NUMB) [BC]
- Business Unit (F1201) (MCU) [BC]
- Century (F1202) (CTRY) [BC]
- Date - Acquired (F1201) (DAJ) [BC]
- Date - Disposed or Retired (F1201) (DSP) [BC]
- Description (F1201) (DL01) [BC]
- Division (F1201) (ACL7) [BC]
- Equipment Status (F1201) (EQST) [BC]
- Fiscal Quarter (Obsolete) (F1202) (FQ) [BC]
- Fiscal Year (F1202) (FY) [BC]
- Item Code (F1201) (ACL1) [BC]
- Ledger Types (F1202) (LT) [BC]
- Location 2 (F1201) (RMK2) [BC]
- Name - Remark (F1201) (RMK) [BC]
- Object Account (F1202) (OBJ) [BC]
- Serial Number/IN (F1201) (ASID) [BC]
- State (F1201) (ADDS) [BC]
- Subledger - GI, (F1202) (SBL) [BC]
- Subledger Type (F1202) (SBLT) [BC]
- Tag Number (F1201) (APID) [BC]

Done Internet 100%

Step	Action
29.	Click the Object Account (F1202) (OBJ) [BC] list item.



Step	Action
30.	Click the drop down list of the Comparison column. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>

Training Guide

Auditor F/A Listing Report



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

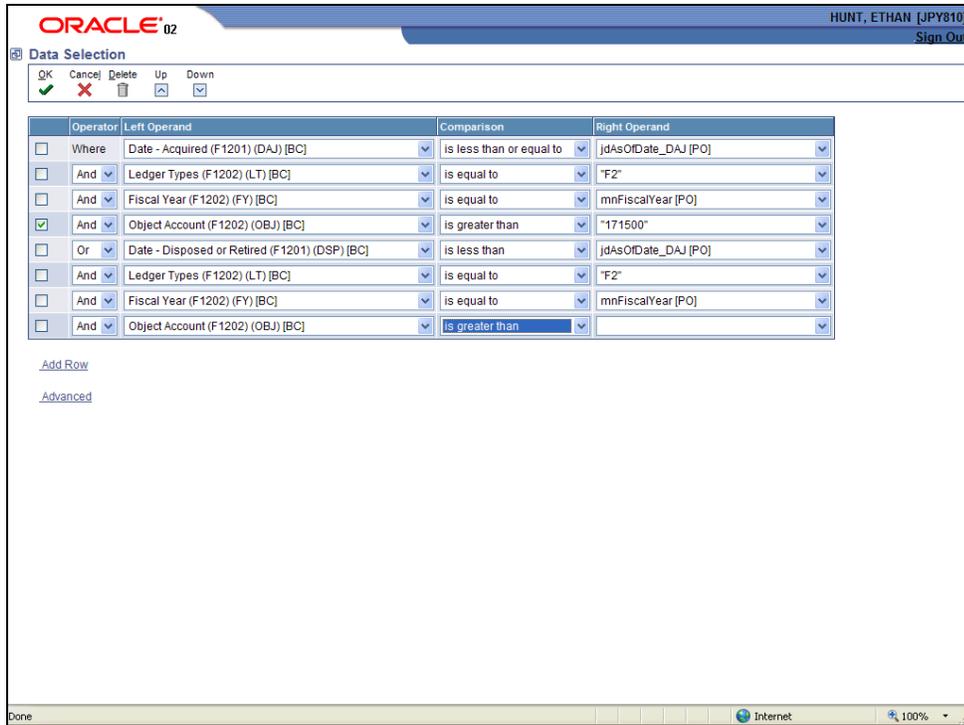
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/> And	Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/> And	Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input checked="" type="checkbox"/> And	Object Account (F1202) (OBJ) [BC]	is greater than	"171500"
<input type="checkbox"/> Or	Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<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	Object Account (F1202) (OBJ) [BC]	is equal to	

is equal to
is not equal to
is less than
is less than or equal to
is greater than
is greater than or equal to

Add Row
Advanced

Done Internet 100%

Step	Action
31.	Click the is greater than list item. <input type="text" value="is greater than"/>



Step	Action
32.	Click the drop down list of the Right Operand column. <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px; display: flex; align-items: center; justify-content: flex-end;"> ▼ </div>

Training Guide

Auditor F/A Listing Report



ORACLE 02

Blank
Zero
Literal

HUNT, ETHAN [JPY810]
Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison
<input type="checkbox"/>	Where Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to
<input checked="" type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to
<input type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than

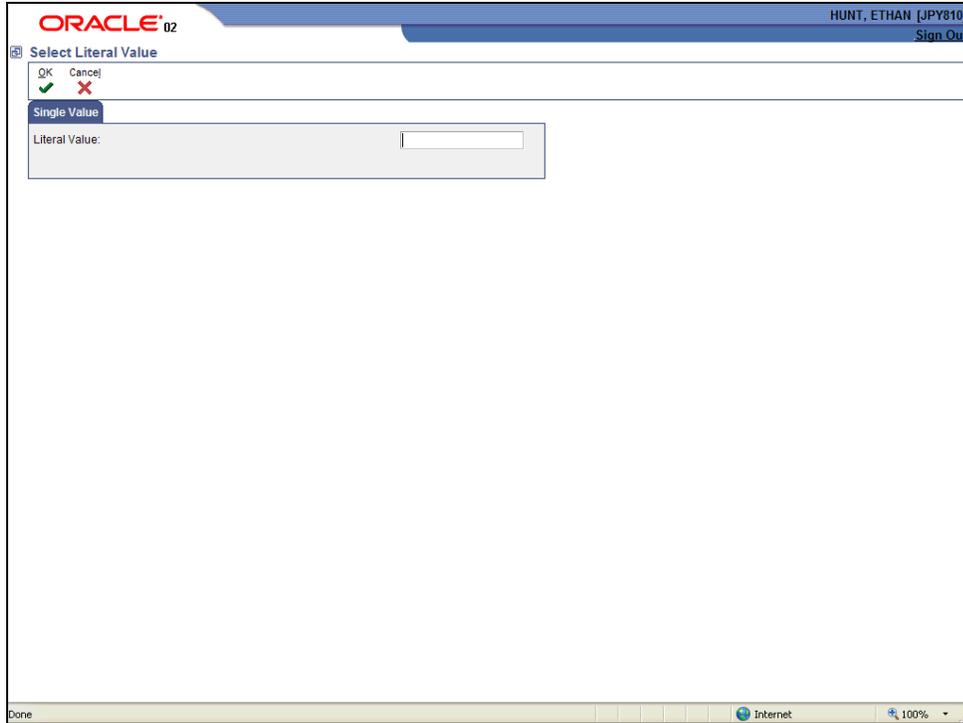
Add Row

Advanced

Account ID (F1202) (AID) [BC]
Agency (F1201) (ACL6) [BC]
Business Unit (F1201) (MCU) [BC]
Description (F1201) (DL01) [BC]
Division (F1201) (ACL7) [BC]
Equipment Status (F1201) (EQST) [BC]
Fiscal Quarter (Obsolete) (F1202) (FQ) [BC]
Item Code (F1201) (ACL1) [BC]
Ledger Types (F1202) (LT) [BC]
Location 2 (F1201) (RMK2) [BC]
Name - Remark (F1201) (RMK) [BC]
Object Account (F1202) (OBJ) [BC]
Serial Number/WIN (F1201) (ASID) [BC]
State (F1201) (ADDS) [BC]
Subledger - G/L (F1202) (SBL) [BC]
Tag Number (F1201) (APID) [BC]
szAgency_ACL6 [PO]
szDivision_ACL7 [PO]
szPRINTBusinessUnit [RV]
szPRINTDescription [RV]
szPRINTLocation1 [RV]
szPRINTLocation2 [RV]
szPRINTSerialNumber [RV]
szPRINTUnitNumber [RV]
szVersionDescription [RV]

Done Internet 100%

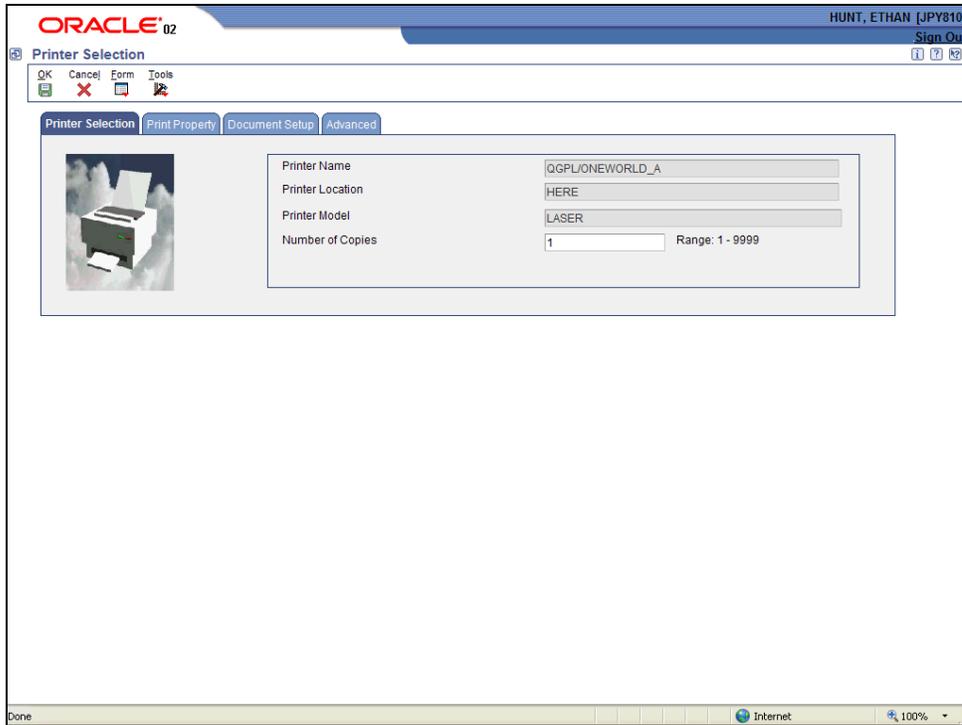
Step	Action
33.	Click the Literal list item. <input type="text" value="Literal"/>



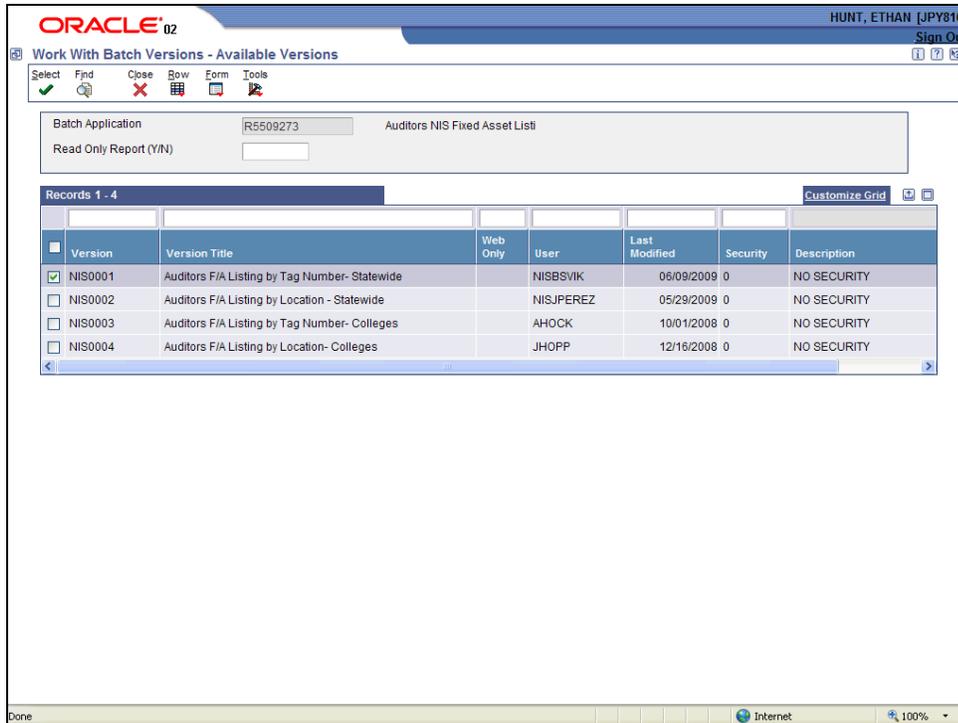
Step	Action
34.	Enter " 171500 " into the Literal Value field.
35.	Click the OK button. <input checked="" type="checkbox"/>
36.	Click the OK button. <input checked="" type="checkbox"/>
37.	Complete the following fields: As of Date - if running report for fiscal year end, enter the last date of the current Fiscal year. Otherwise, enter the current date. Agency - enter your three (3) digit Agency number. Division - enter your three(3) digit division number, if applicable. Fiscal Year - enter year for which you want the report generated. (ex. 3 for Fiscal Year 2003)
38.	Click the OK button. <input checked="" type="checkbox"/>
39.	Note: To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited).

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Auditor F/A Listing Report



Step	Action
40.	Click the OK button. 



Step	Action
41.	Click the Close button. 
42.	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.