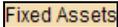
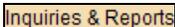
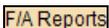
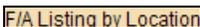
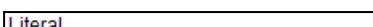


Fixed Assets Listing by Location Lesson

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 F/A Listing by Location link.</p> 
8.	<p>Click the Data Selection option.</p> 
9.	<p>Click the Submit button.</p> 
10.	<p>In the first row, verify:</p> <p>Left Operand is "Equipment Status (F1201)[BC]"</p> <p>Comparison is "is not equal to"</p> <p>Right Operand is "DA-DZ"</p>
11.	<p>Click the drop down list of the Right Operand for the Agency row.</p> 
12.	<p>Click the Literal list item.</p> 
13.	<p>Enter the agency number into the Literal Value field.</p>

14.	Click the OK button. <input checked="" type="checkbox"/>
15.	Click the OK button. <input checked="" type="checkbox"/>
16.	Enter the Period Number, Fiscal Year, and Value for which you want the report generated.
17.	Click the OK button. <input checked="" type="checkbox"/>
18.	Click the OK button. <input type="checkbox"/>
19.	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.