

**Fixed Assets Listing by Location**  
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## Fixed Assets Listing by Location

### Fixed Assets Listing by Location Overview

In NIS you can run the Fixed Asset Listing by Location Report to review and/or print the free form location fields of an asset. The report will show all three locations' fields of an asset. The report will provide the following information:

- Tag Number
- Responsible Business Unit
- Description
- Serial Number / VIN
- Date Acquired
- Location field 1
- Location field 2
- Location field 3

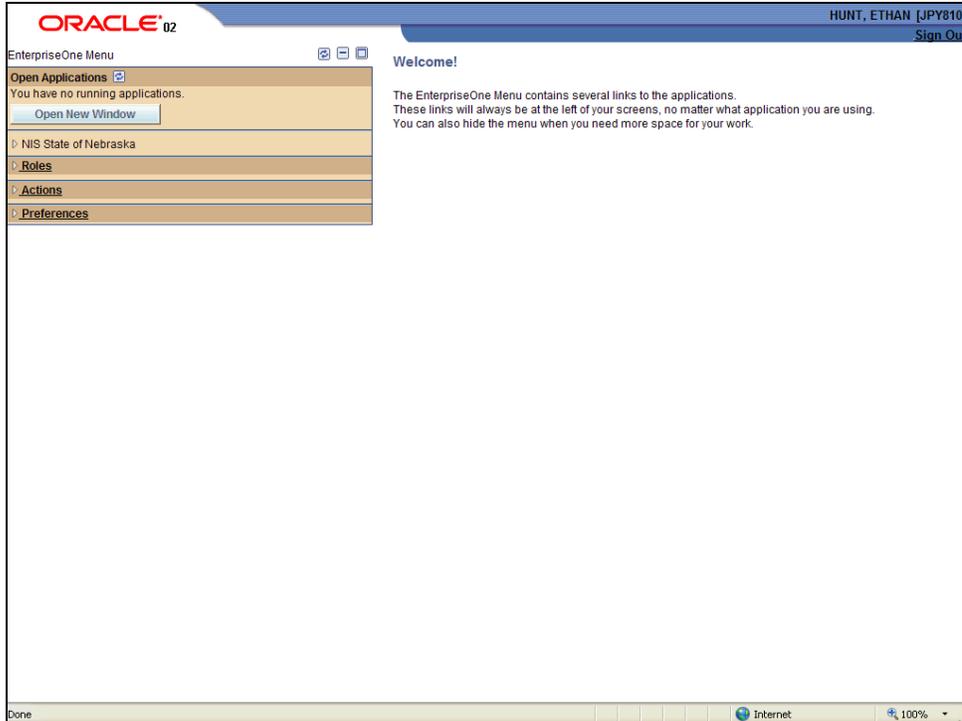
### Fixed Assets Listing by Location Lesson

#### Procedure

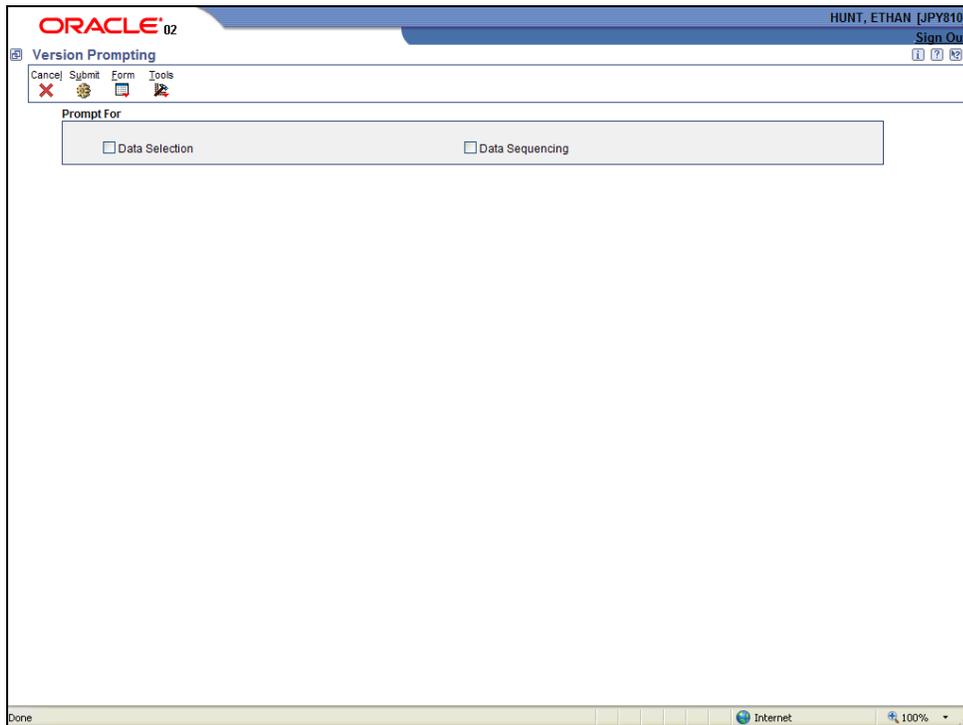
In this lesson you will learn how to run the Fixed Assets Listing by Location Report.

# Training Guide

## Fixed Assets Listing by Location



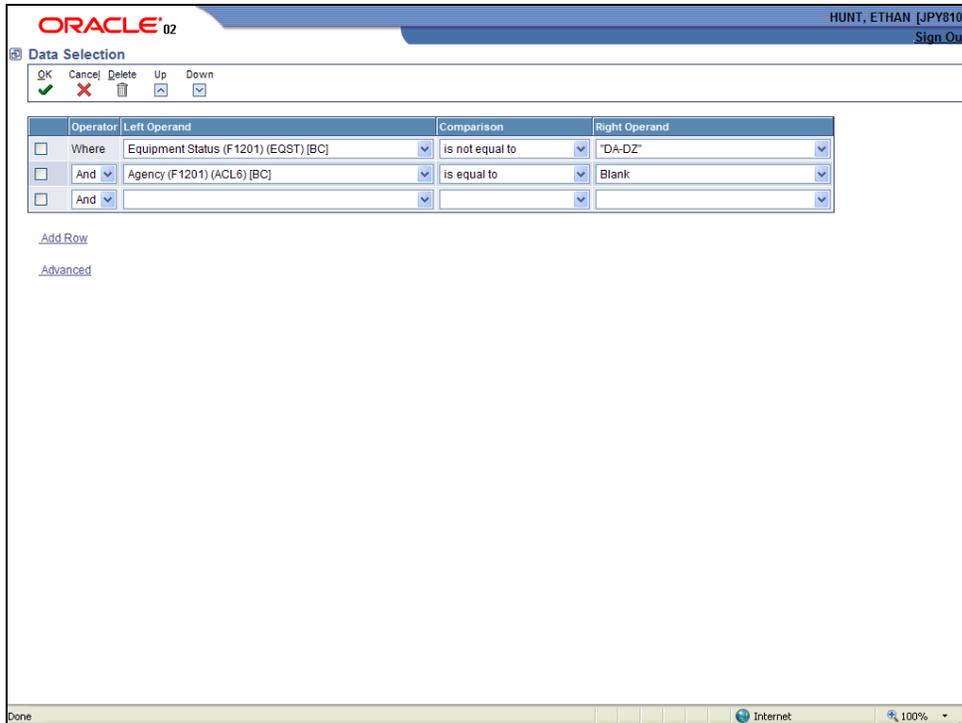
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Fixed Assets/Capital Asset Mgt</b> link. <a href="#">Fixed Assets/Capital Asset Mgt</a>
3.	Click the <b>Fixed Assets</b> link. <a href="#">Fixed Assets</a>
4.	Click the <b>Fixed Assets - Statewide</b> link. <a href="#">Fixed Assets - Statewide</a>
5.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
6.	Click the <b>F/A Reports</b> link. <a href="#">F/A Reports</a>
7.	Click the <b>F/A Listing by Location</b> link. <a href="#">F/A Listing by Location</a>



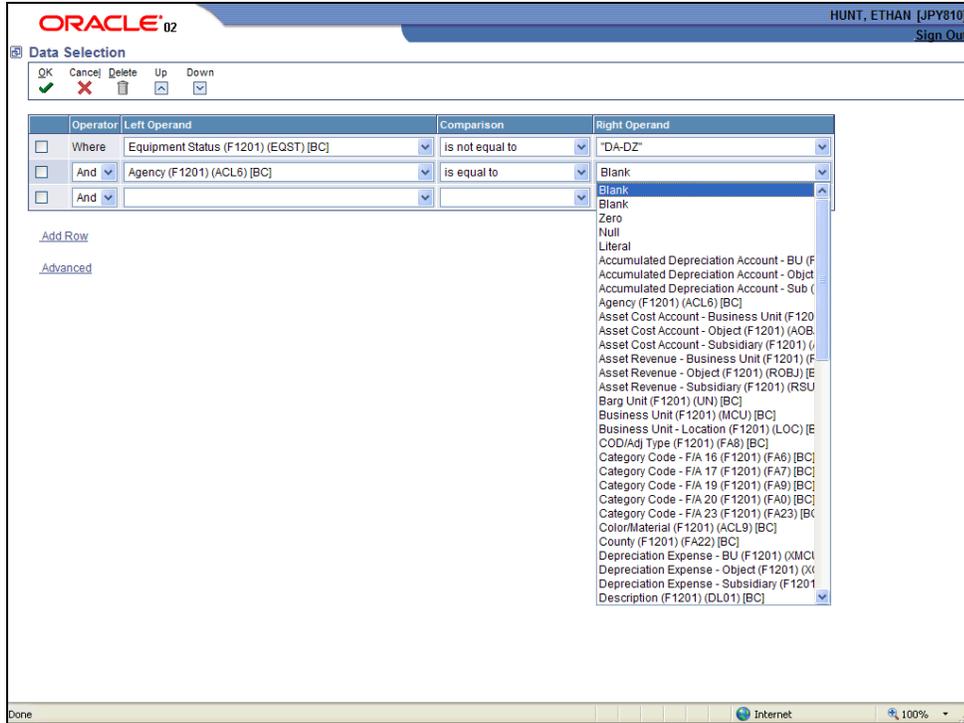
Step	Action
8.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
9.	Click the <b>Submit</b> button. 
10.	In the first row, verify:  <b>Left Operand</b> is "Equipment Status (F1201)[BC]" <b>Comparison</b> is "is not equal to" <b>Right Operand</b> is "DA-DZ"

# Training Guide

## Fixed Assets Listing by Location



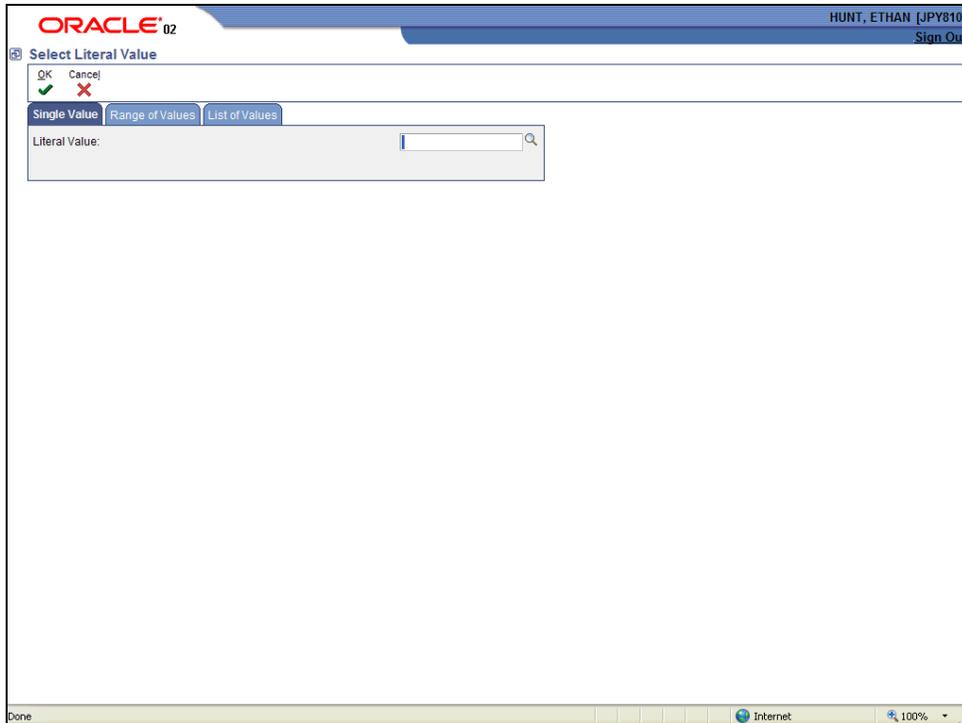
Step	Action
11.	Click the <b>drop down</b> list of the Right Operand for the Agency row.



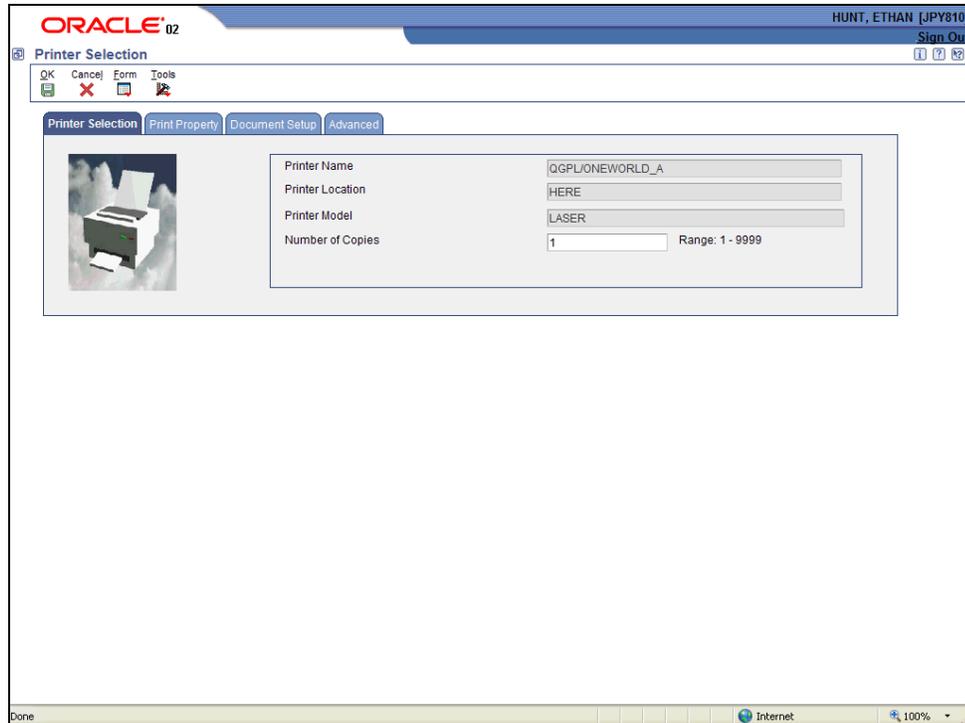
Step	Action
12.	<p>Click the <b>Literal</b> list item.</p> <p><input type="text" value="Literal"/></p>

# Training Guide

## Fixed Assets Listing by Location



Step	Action
13.	Enter the agency number into the <b>Literal Value</b> field.
14.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
15.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
16.	Enter the Period Number, Fiscal Year, and Value for which you want the report generated.
17.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>



Step	Action
18.	Click the <b>OK</b> button. 
19.	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 ( <a href="http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html">http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html</a> ) work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>