

Asset Master Schedule
Created on Thursday, October 15, 2009

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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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Asset Master Schedule

Asset Master Schedule Overview

In NIS you can run the Asset Master Schedule Report to review and/or print the information that you entered on the Asset Master Revisions form when you create asset master records.

For each asset that you specify, the report lists the following information:

- Tag Number
- Division
- Item and Sub-Item Codes
- Parent Number
- Asset and Serial Numbers
- Descriptions
- Responsible Business Unit
- Date Acquired

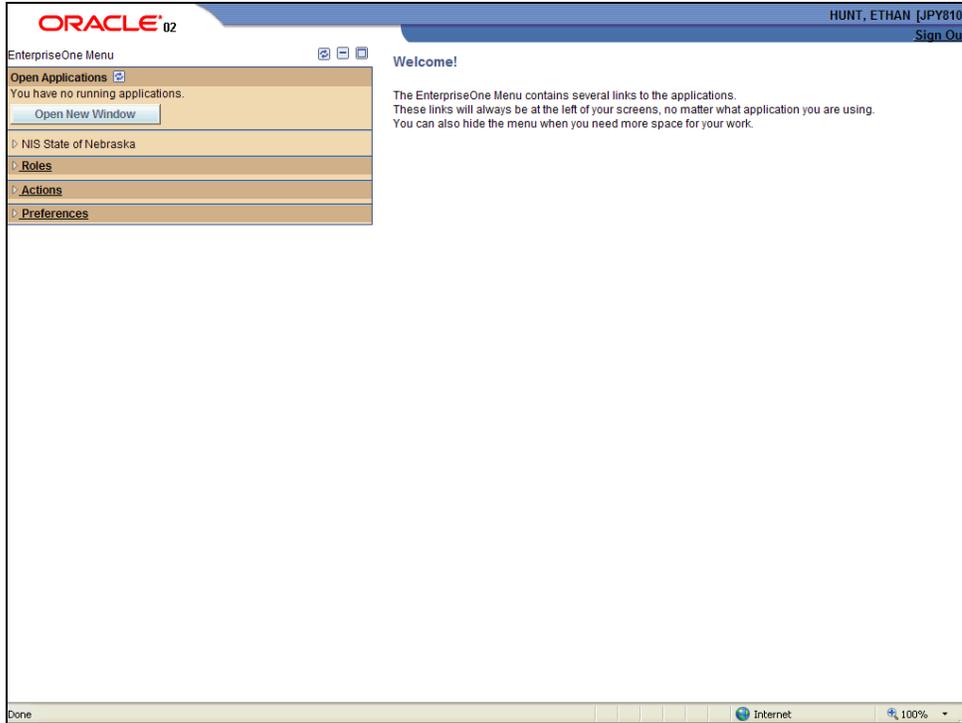
Asset Master Schedule Lesson

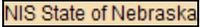
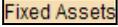
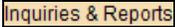
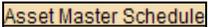
Procedure

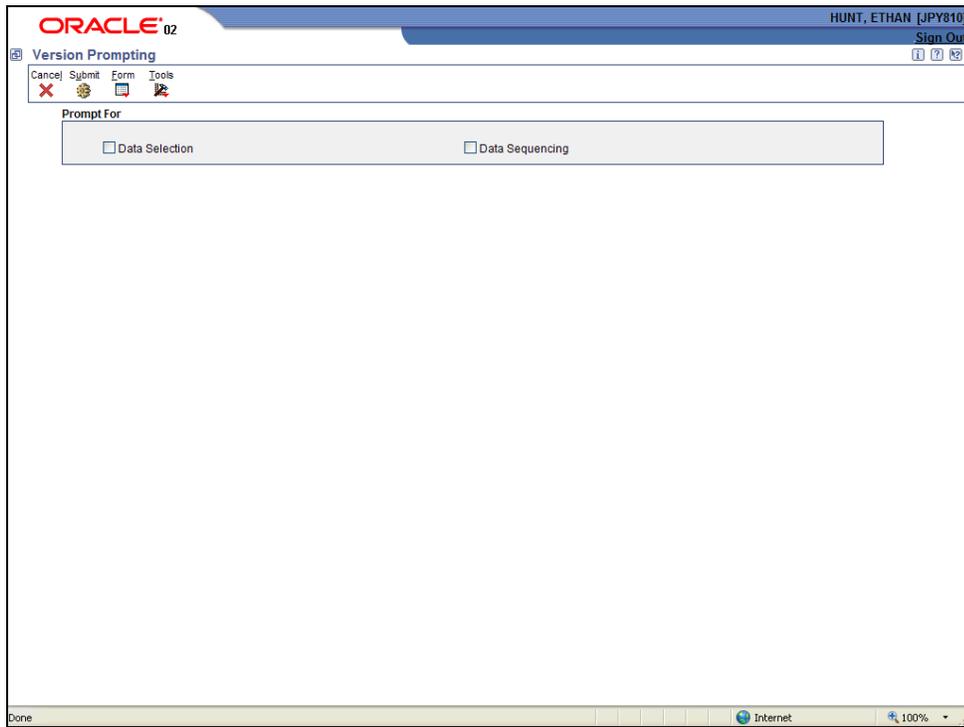
In this lesson you will learn how to run the Asset Master Schedule Report.

Training Guide

Asset Master Schedule



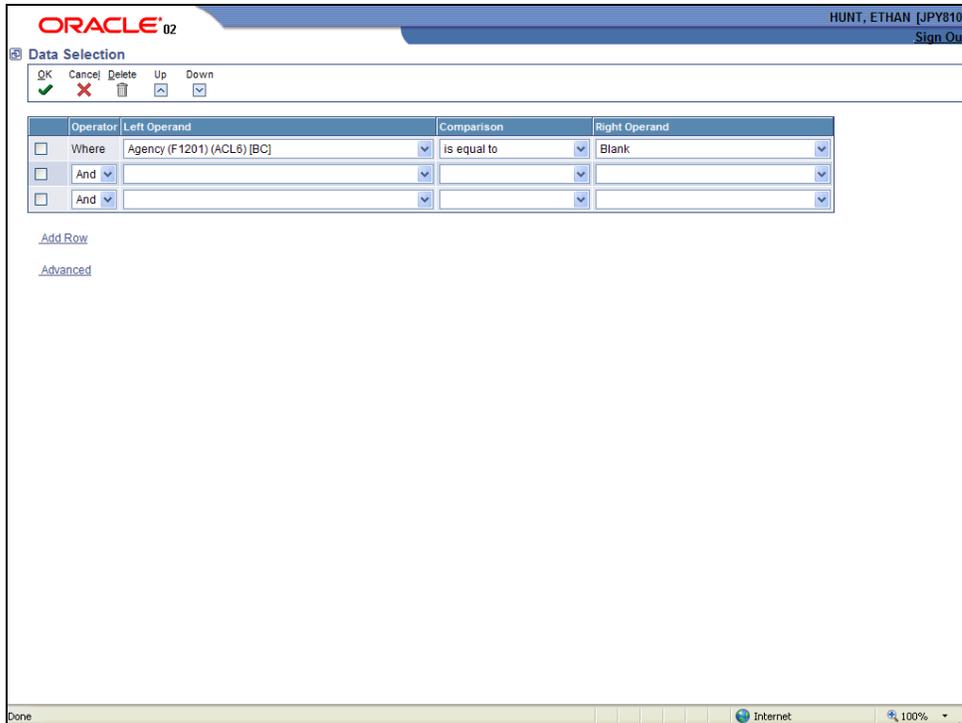
Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Fixed Assets/Capital Asset Mgt link. 
3.	Click the Fixed Assets link. 
4.	Click the Fixed Assets - Statewide link. 
5.	Click the Inquiries & Reports link. 
6.	Click the F/A Reports link. 
7.	Click the Asset Master Schedule link. 



Step	Action
8.	Click the Data Selection option. <input data-bbox="462 1234 500 1270" type="checkbox"/>
9.	Click the Submit button. 

Training Guide

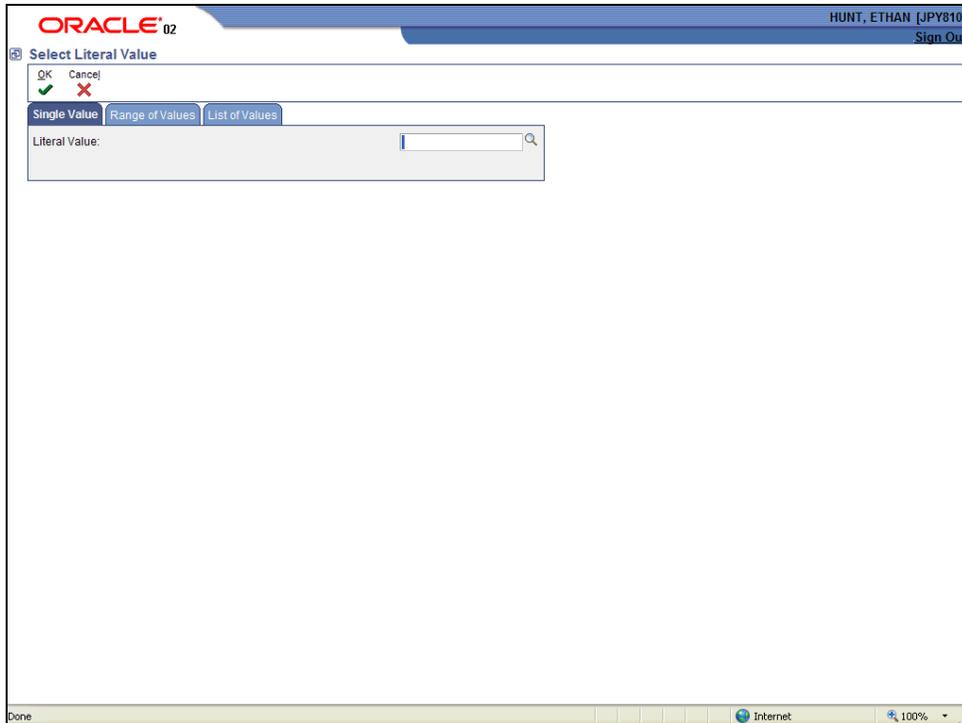
Asset Master Schedule



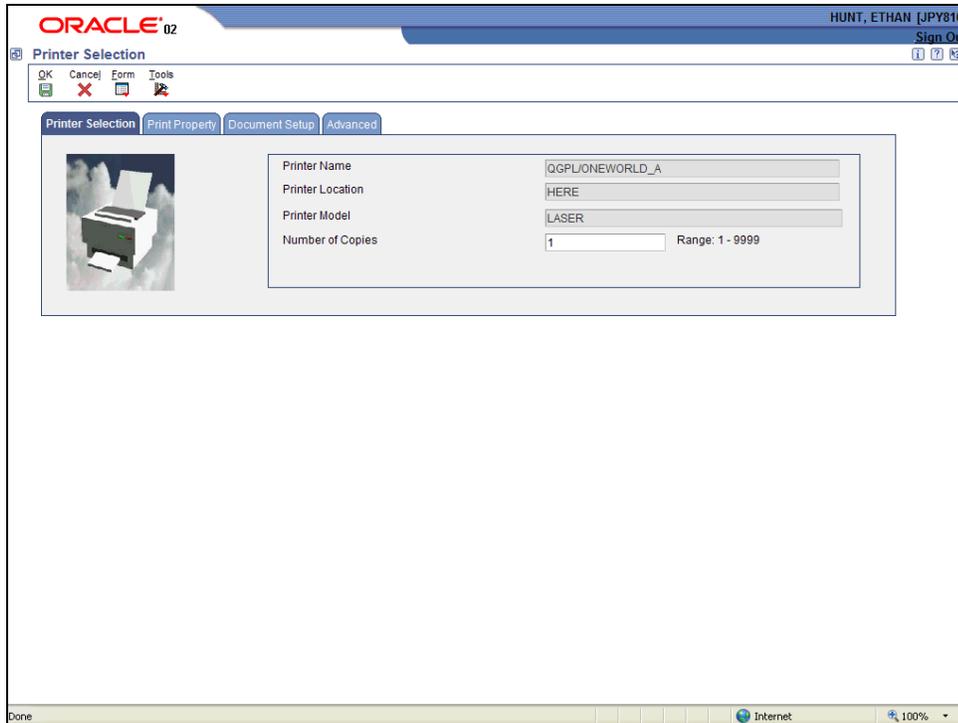
Step	Action
10.	Click the drop down list of the Right Operand column for the Agency row. 

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Asset Master Schedule



Step	Action
12.	Enter the agency number into the Literal Value field.
13.	Click the OK button. <input checked="" type="checkbox"/>
14.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
15.	Click the OK button. 
16.	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.