G/L by Tag Number
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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G/L by Tag Number

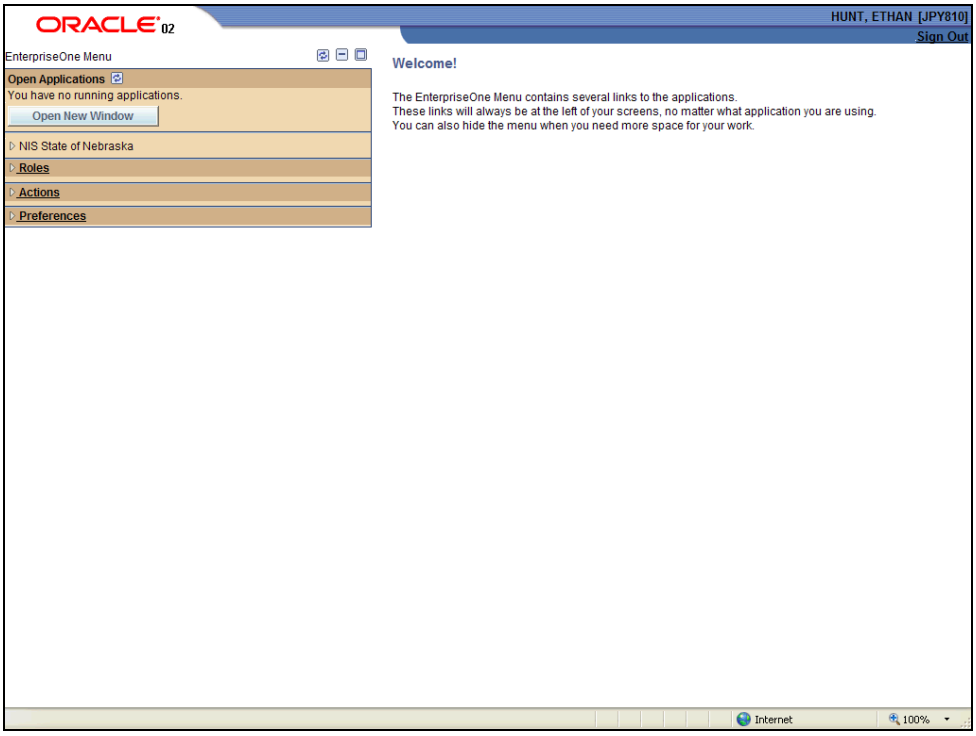
G/L by Tag Number Overview

Run this report to review a list of fixed asset transactions (transactions which directly debit or credit a fixed asset expenditure object account - 58xx00 account (where xx = item code) - including optional accounts) for a specific time period, tag number, business unit, and/or fund.

G/L by Tag Number Lesson

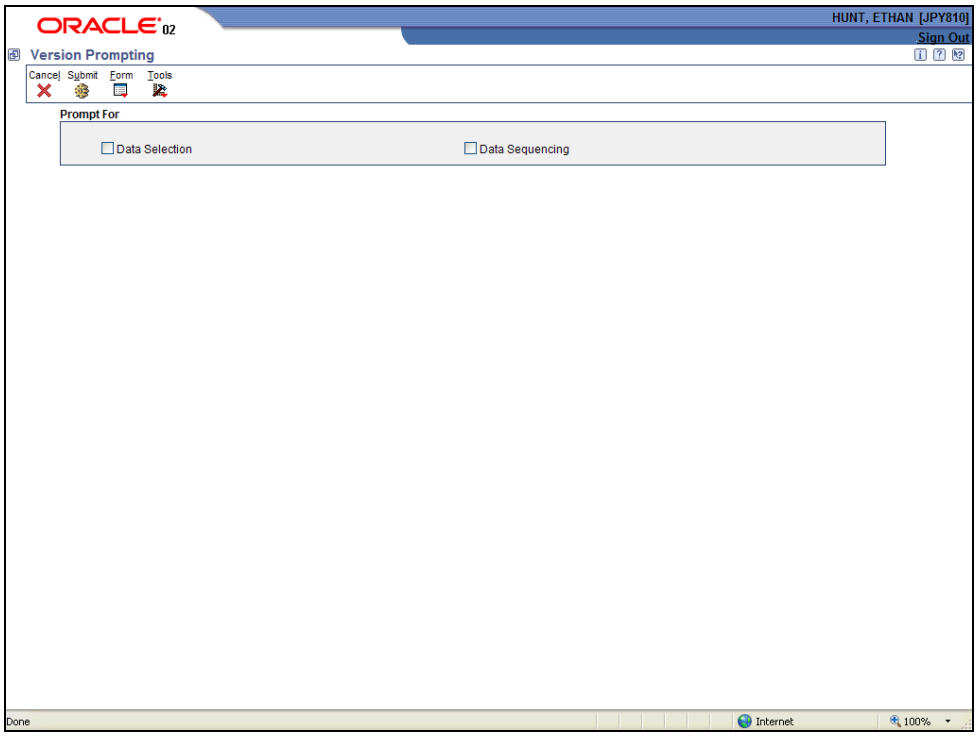
Procedure

In this lesson you will learn how to run the G/L by Tag Number Report.

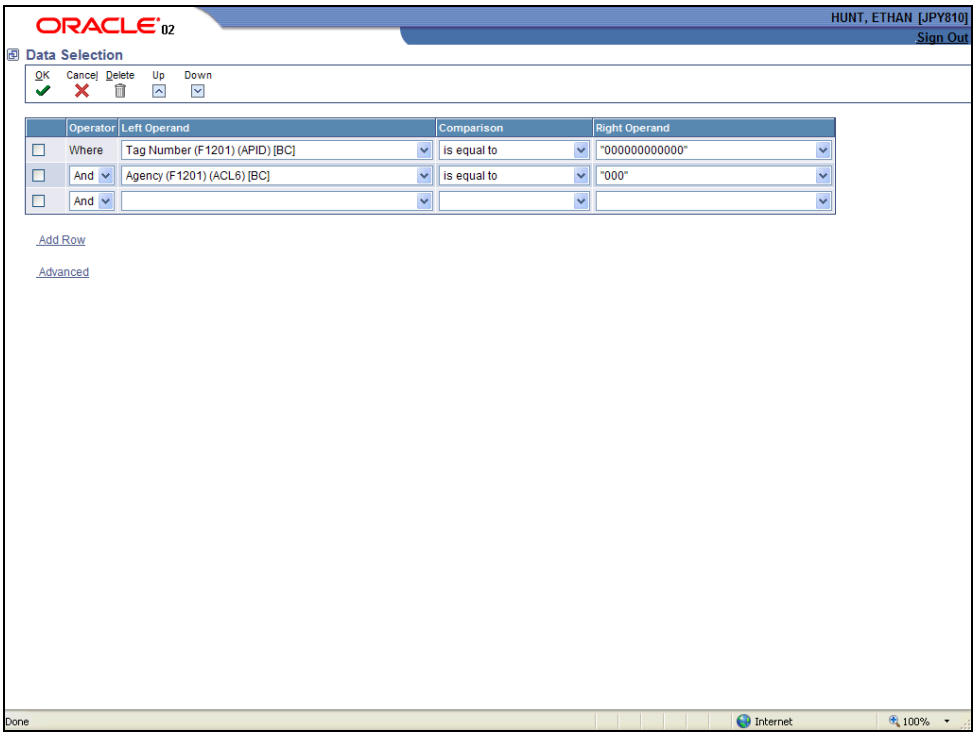


Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska

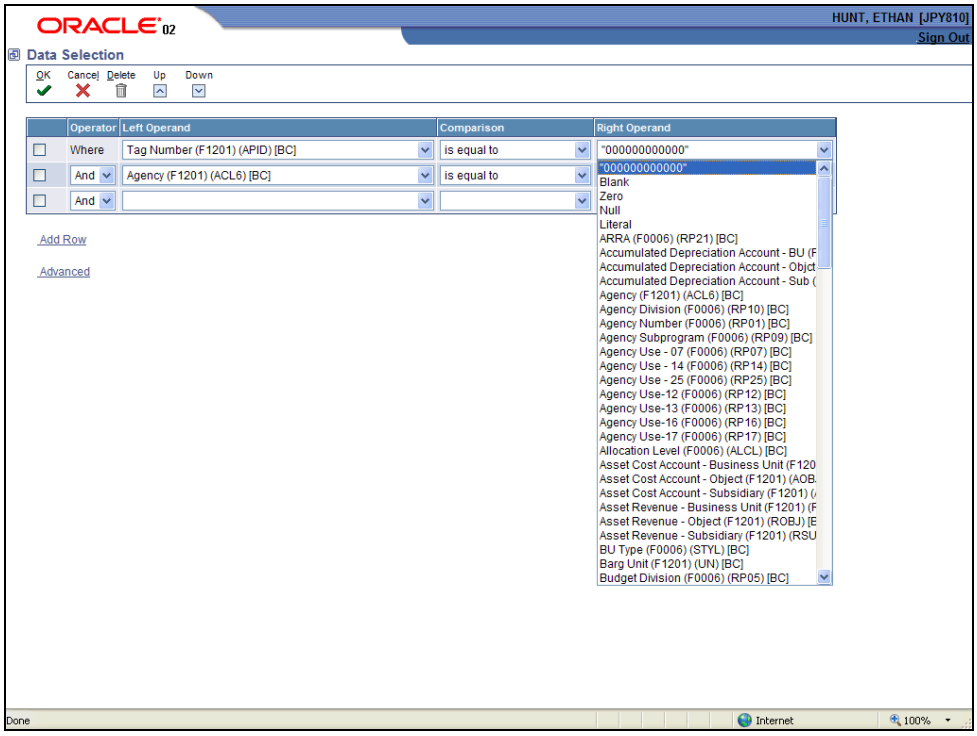
Step	Action
2.	Click the **Fixed Assets/Capital Asset Mgt** link. Fixed Assets/Capital Asset Mgt
3.	Click the **Fixed Assets** link. Fixed Assets
4.	Click the **Fixed Assets - Statewide** link. Fixed Assets - Statewide
5.	Click the **Inquiries & Reports** link. Inquiries & Reports
6.	Click the **F/A Reports** link. F/A Reports
7.	Click the **G/L by Tag Number** link. G/L by Tag Number



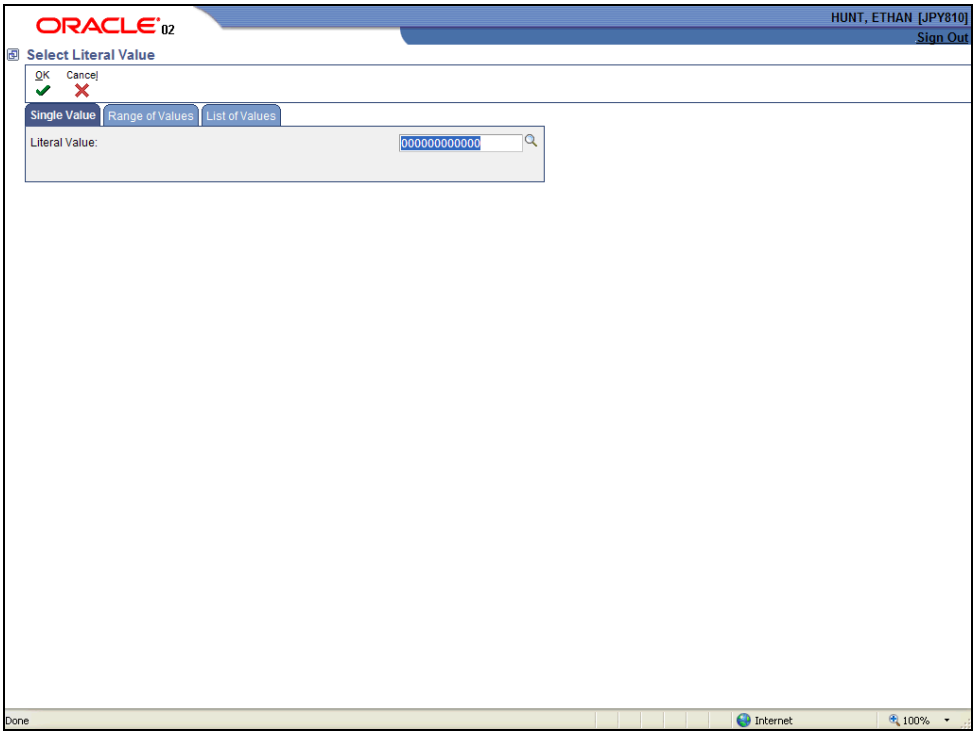
Step	Action
8.	Click the **Data Selection** option.
9.	Click the **Submit** button.



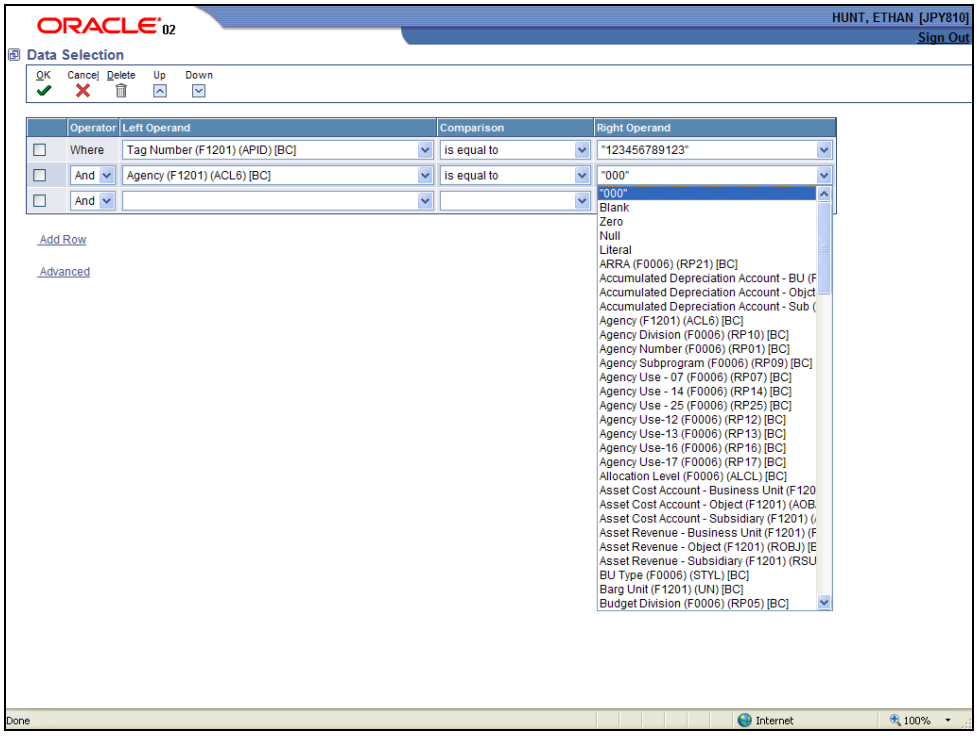
Step	Action
10.	Click the **drop down** list of the Right Operand column for the Tag Number row. "000000000000"



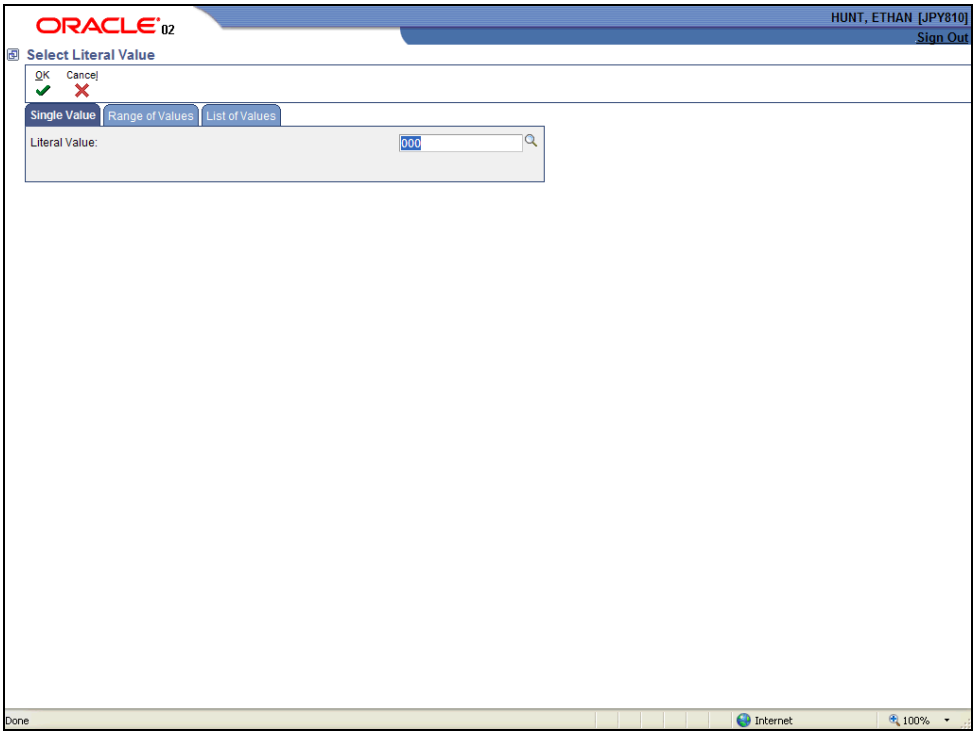
Step	Action
11.	Click the **Literal** list item. Literal



Step	Action
12.	Enter the tag number into the **Literal Value** field.
13.	Click the **OK** button.
14.	Click the **drop down** list of the Right Operand column for the Agency row. "000"

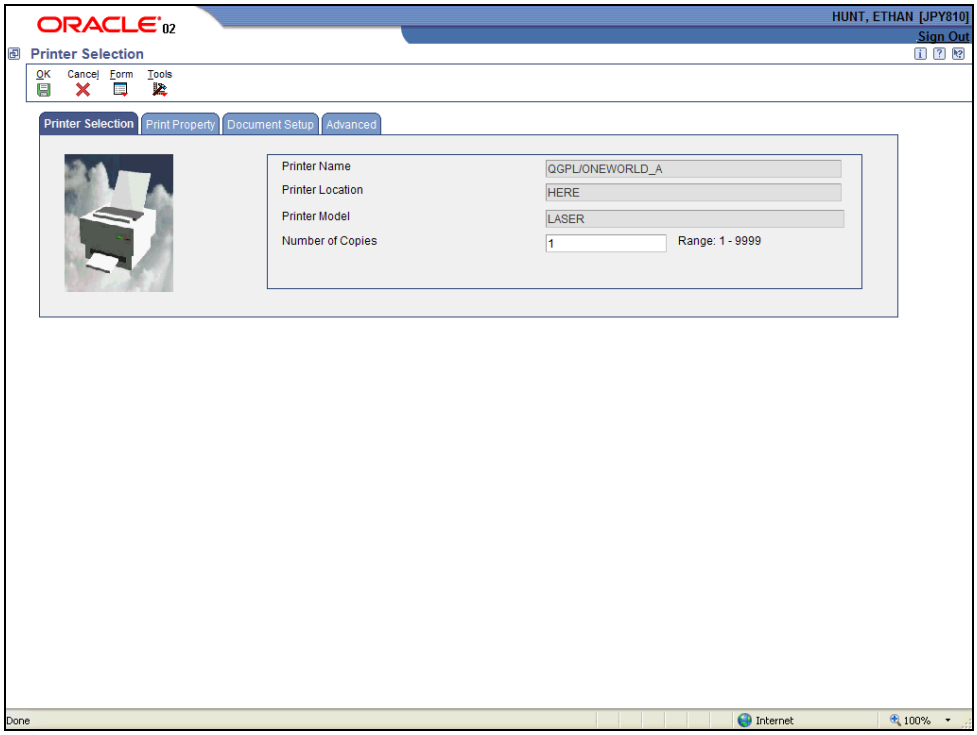


Step	Action
15.	Click the **Literal** list item. Literal



Step	Action
16.	Enter the agency number into the **Literal Value** field.
17.	Click the **OK** button.
18.	**Note**: To narrow the report by business unit, complete the following information in the first blank row: **Left Operand** - Business Unit (F0006)(MCU)[BC] **Comparison** - is equal to **Right Operand** - enter the business unit for which to run report **Note**: To narrow the report by fund, complete the following information in the first blank row: **Left Operand** - Fund (F0006)(CO)[BC] **Comparison** - is equal to **Right Operand** - enter the fund for which to run report
19.	Click the **OK** button.

Step	Action
20.	Complete the following fields: **Beginning Date Range** and **Ending Date Range** - enter the date range for which to run report. **Beginning OBJ Range** and **Ending OBJ Range** - enter the object account range if you want to restrict the assets that display on report.
21.	Click the **OK** button.



Step	Action
22.	Click the **OK** button.

Step	Action
23.	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.**