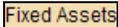
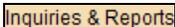
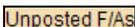


Unposted Fixed Asset Report Lesson

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 Integrity Reports link.</p> 
7.	<p>Click the Unposted F/As 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 "Object Account (F0911)[BC]" Comparison is "is equal to" Right Operand is "580300-586999"</p>
11.	<p>On the second row, verify:</p> <p>Left Operand is "Batch Rear End Posted Code (F0911)[BC]" Comparison is "is equal to" Right Operand is "Blank"</p>

12.	<p>On the third row, verify:</p> <p>Left Operand is "G/L Posted Code (F0911)[BC] Comparison is "is equal to" Right Operand is "P"</p>
13.	<p>On the fourth row, verify:</p> <p>Left Operand is "Ledger Type (F0911)[BC] Comparison "is equal to" Right Operand is "AA"</p>
14.	<p>On the fifth row, verify:</p> <p>Left Operand is "G/L Posting Code – Alternate 3 (F0911)[BC] Comparison "is not equal to" Right Operand is "X"</p>
15.	<p>Click the drop down list of the Right Operand column for the Agency Number row.</p> 
16.	<p>Click the Literal list item.</p> 
17.	<p>Enter the agency number into the Literal Value field.</p>
18.	<p>Click the OK button.</p> 
19.	<p>Click the OK button.</p> 
20.	<p>Click the OK button.</p> 
21.	<p>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.</p> <p>You have successfully completed this lesson. End of Procedure.</p>