

**Unposted Fixed Asset Report**  
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## Unposted Fixed Asset Report

### Unposted Fixed Asset Report Overview

In NIS you can run the Unposted Fixed Assets Transaction Report to review and/or print all the transactions which have been posted in the General Ledger, but have not yet been posted to a fixed asset. This report is similar to the 4800 Report in SWIS. The report will provide information such as the following:

- Document Type and Number
- Account Number (will have to fall within the 580300-586999 range)
- Amount
- Tag Number

### Unposted Fixed Asset Report Lesson

#### Procedure

In this lesson you will learn how to run the Unposted Fixed Asset Report.

**Navigation:** There are two menu paths for this report. This lesson uses the Integrity Reports menu path.

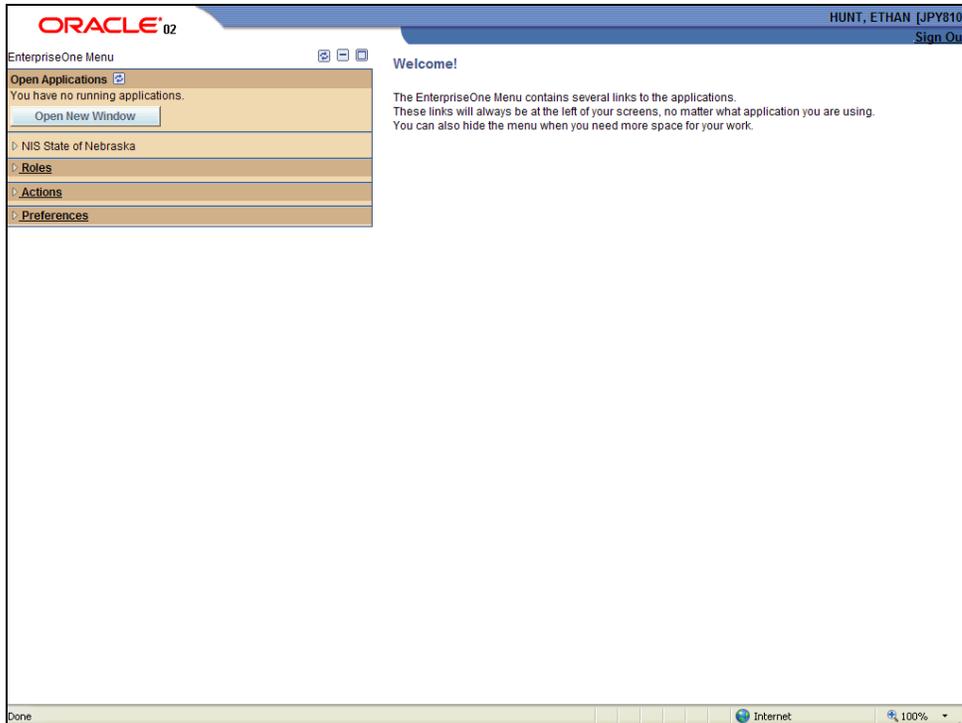
NIS State of Nebraska > Fixed Assets/Capital Asset Mgt > Fixed Assets > Fixed Assets – Statewide > Inquiries & Reports > F/A Integrity Reports > Unposted F/As

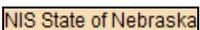
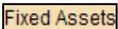
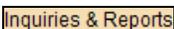
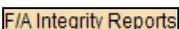
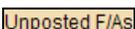
or

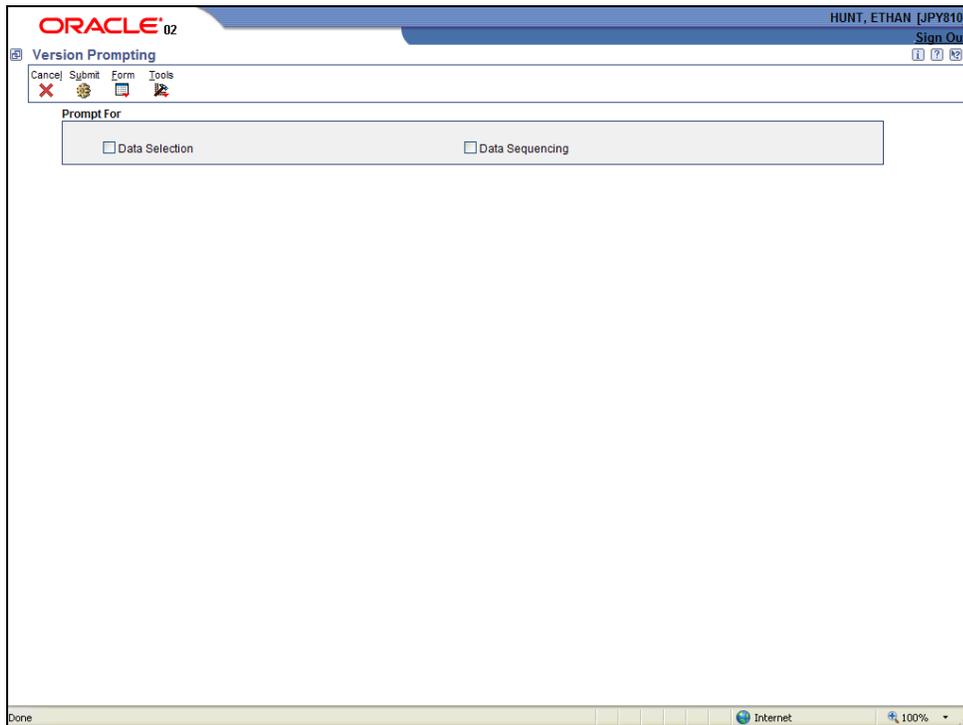
NIS State of Nebraska > Fixed Assets/Capital Asset Mgt > Fixed Assets > Fixed Assets - Statewide > Post Fixed Assets Transactions > Unposted F/As

# Training Guide

## Unposted Fixed Asset Report



Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets/Capital Asset Mgt</b> link. 
3.	Click the <b>Fixed Assets</b> link. 
4.	Click the <b>Fixed Assets - Statewide</b> link. 
5.	Click the <b>Inquiries &amp; Reports</b> link. 
6.	Click the <b>F/A Integrity Reports</b> link. 
7.	Click the <b>Unposted F/As</b> link. 

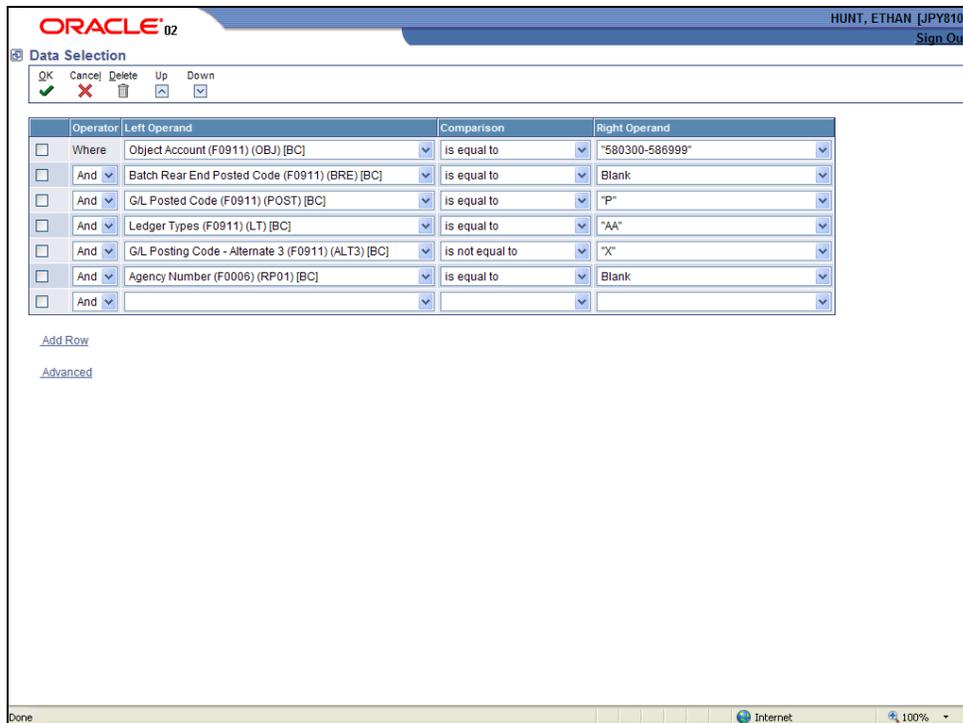


Step	Action
8.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
9.	Click the <b>Submit</b> button. 
10.	In the first row, verify: <b>Left Operand</b> is "Object Account (F0911)[BC]" <b>Comparison</b> is "is equal to" <b>Right Operand</b> is "580300-586999"
11.	On the second row, verify: <b>Left Operand</b> is "Batch Rear End Posted Code (F0911)[BC]" <b>Comparison</b> is "is equal to" <b>Right Operand</b> is "Blank"

# Training Guide

## Unposted Fixed Asset Report

Step	Action
12.	On the third row, verify:  <b>Left Operand</b> is "G/L Posted Code (F0911)[BC]" <b>Comparison</b> is "is equal to" <b>Right Operand</b> is "P"
13.	On the fourth row, verify:  <b>Left Operand</b> is "Ledger Type (F0911)[BC]" <b>Comparison</b> "is equal to" <b>Right Operand</b> is "AA"
14.	On the fifth row, verify:  <b>Left Operand</b> is "G/L Posting Code – Alternate 3 (F0911)[BC]" <b>Comparison</b> "is not equal to" <b>Right Operand</b> is "X"



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

**ORACLE** 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Object Account (F0911) (OBJ) [BC]	is equal to	"580300-586999"
And	Batch Rear End Posted Code (F0911) (BRE) [BC]	is equal to	Blank
And	GL Posted Code (F0911) (POST) [BC]	is equal to	"P"
And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
And	GL Posting Code - Alternate 3 (F0911) (ALT3) [BC]	is not equal to	"X"
And	Agency Number (F0006) (RP01) [BC]	is equal to	Blank
And			Blank
			Zero
			Null
			<b>Literal</b>
			Account ID (F0911) (AID) [BC]
			Account Number - Input (Mode Unknown)
			Agency Division (F0006) (RP10) [BC]
			Agency Number (F0006) (RP01) [BC]
			Agency/Division (F0911) (WR01) [BC]
			Batch Type (F0911) (ICUT) [BC]
			Business Unit (F0006) (MCU) [BC]
			Business Unit (F0911) (MCU) [BC]
			Business Unit - Home (F0911) (HMCU) [B
			Currency Code - From (F0911) (CRCD) [B
			Document Fund (F0911) (KCO) [BC]
			Document Fund (Original Order) (F0911) (
			Document Fund (Purchase Order) (F0911)
			Document Pay Item (F0911) (SFX) [BC]
			Document Pay Item - Original (F0911) (OS
			Document Type (F0911) (DCT) [BC]
			Document Type - Original (F0911) (ODCT)
			Document Type - Purchase Order (F0911)
			Fiscal Quarter (Obsolete) (F0911) (FQ) [B
			Fund (F0911) (CO) [BC]
			GL Offset (F0911) (GLC) [BC]
			ID Type (F0911) (ALTY) [BC]
			Job Code (F0911) (JBOD) [BC]
			Job Step (F0911) (JBST) [BC]
			Ledger Types (F0911) (LT) [BC]

Add Row

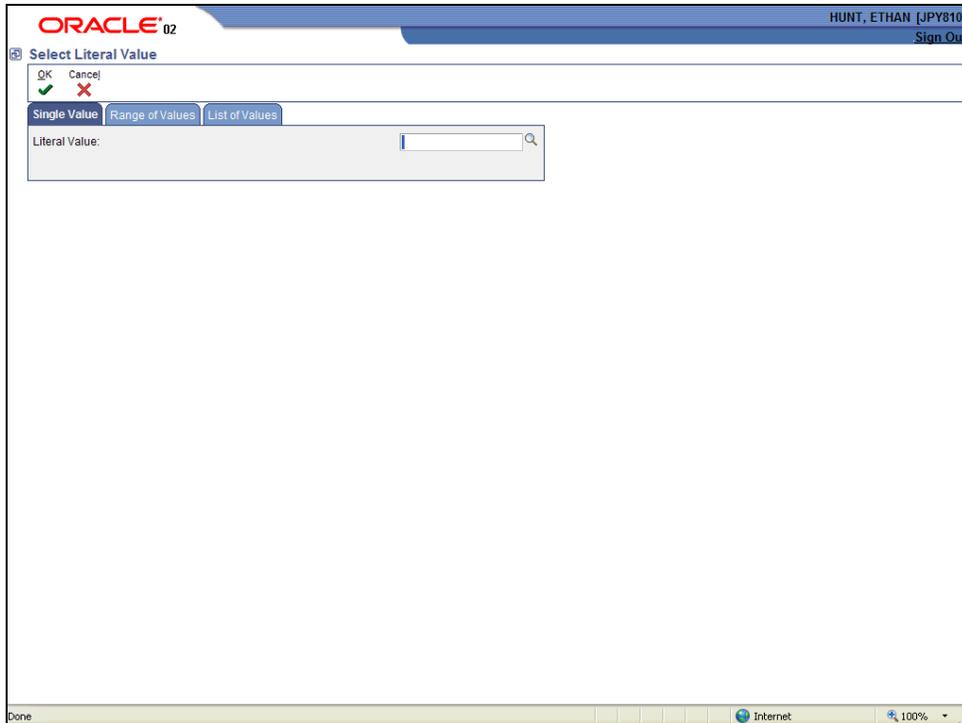
Advanced

Done Internet 100%

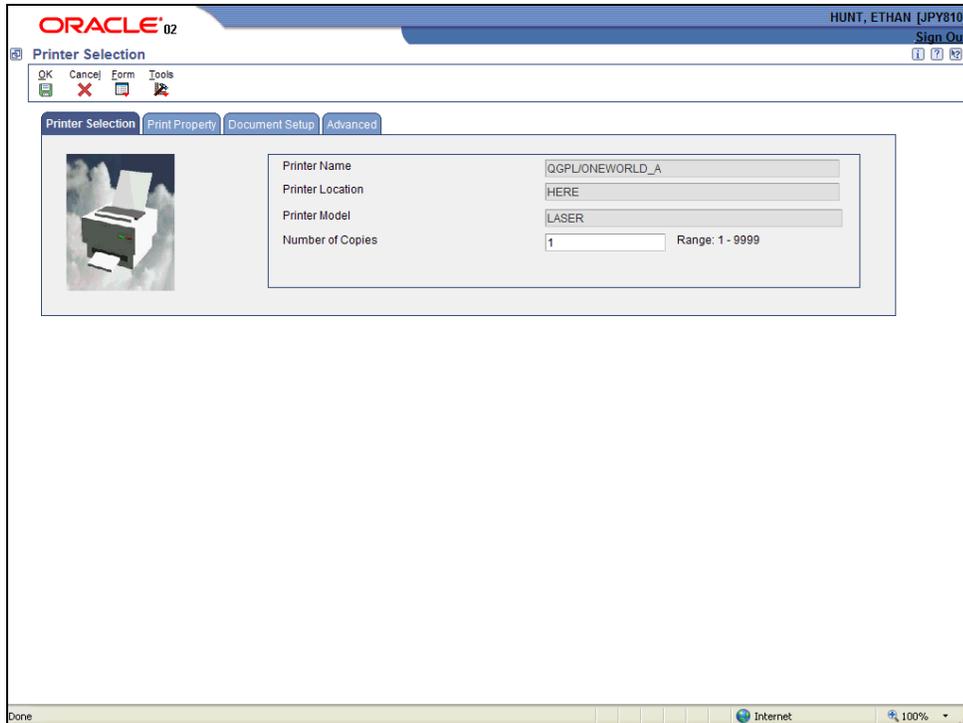
Step	Action
16.	Click the <b>Literal</b> list item. <b>Literal</b>

# Training Guide

## Unposted Fixed Asset Report



Step	Action
17.	Enter the agency number into the <b>Literal Value</b> field.
18.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
19.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>



Step	Action
20.	Click the <b>OK</b> button. 
21.	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>