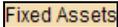
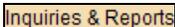
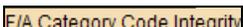
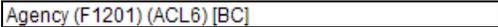


## F/A Category Code Omissions Integrity Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Fixed Assets/Capital Asset Mgt</b> link.</p> 
3.	<p>Click the <b>Fixed Assets</b> link.</p> 
4.	<p>Click the <b>Fixed Assets - Statewide</b> link.</p> 
5.	<p>Click the <b>Inquiries &amp; Reports</b> link.</p> 
6.	<p>Click the <b>F/A Integrity Reports</b> link.</p> 
7.	<p>Click the <b>F/A Category Code Integrity</b> link.</p> 
8.	<p>Click the <b>Data Selection</b> option.</p> 
9.	<p>Click the <b>Submit</b> button.</p> 
10.	<p><b>Decision:</b> The Data Selection window will be blank. If you want to save processing time you can manually enter the information in the Data Selection window. You can also choose not to enter information on the Data Selection window. Make your selection below.</p> <ul style="list-style-type: none"> <li>• <b>Manually Enter Data Selection</b> Go to step 11 on page 1</li> <li>• <b>No Data Selection</b> Go to step 22 on page 2</li> </ul>
11.	<p>Click the <b>drop down</b> list of the Left Operand column for the first row.</p>

12.	<p>Click the <b>Agency (F1201) (ACL6) [BC]</b> list item.</p> 
13.	<p>Click the <b>drop down</b> list of the Comparison column.</p> 
14.	<p>Click the <b>is equal to</b> list item.</p> 
15.	<p>Click the <b>drop down</b> list of the Right Operand column.</p> 
16.	<p>Click the <b>Literal</b> list item.</p> 
17.	<p>Enter the agency number into the <b>Literal Value</b> field.</p>
18.	<p>Click the <b>OK</b> button.</p> 
19.	<p>Click the <b>OK</b> button.</p> 
20.	<p>Click the <b>OK</b> button.</p> 
21.	<p>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 work instructions.</p> <p>You have successfully completed this lesson.  <b>End of Procedure.</b> Remaining steps apply to other paths.</p>
22.	<p>Click the <b>OK</b> button.</p>  <p>Go to step 20 on page 2</p>