

F/A Category Code Omissions Integrity
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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/>.

Table of Contents

F/A Category Code Omissions Integrity	1
F/A Category Code Omissions Integrity Overview.....	1
F/A Category Code Omissions Integrity Lesson	1

F/A Category Code Omissions Integrity

F/A Category Code Omissions Integrity Overview

In NIS you can run the F/A Category Code Omissions Integrity Report to review and/or print if any of your assets are missing key category codes. These key category codes are Item Code, Agency and Division (Category Code 1, 6 and 7). The goal is to have this report blank. This means all your assets have these key fields populated and they are not blank. It does not verify they are accurate. The report will provide the following information:

- Tag Number
- Description
- Item Code
- Agency
- Division

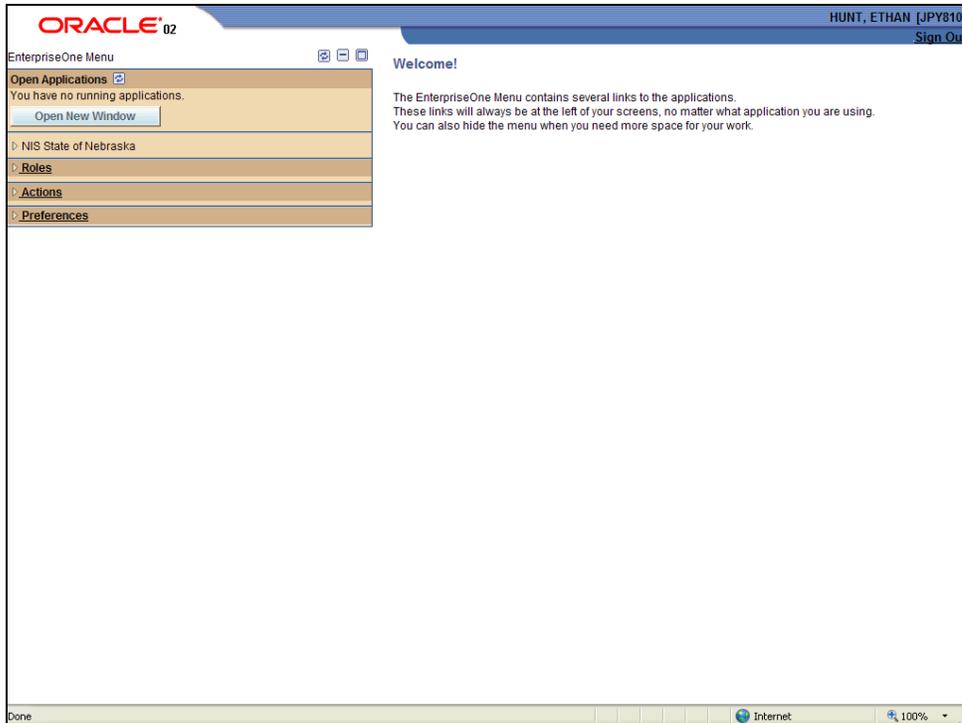
F/A Category Code Omissions Integrity Lesson

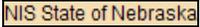
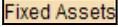
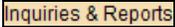
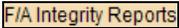
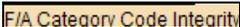
Procedure

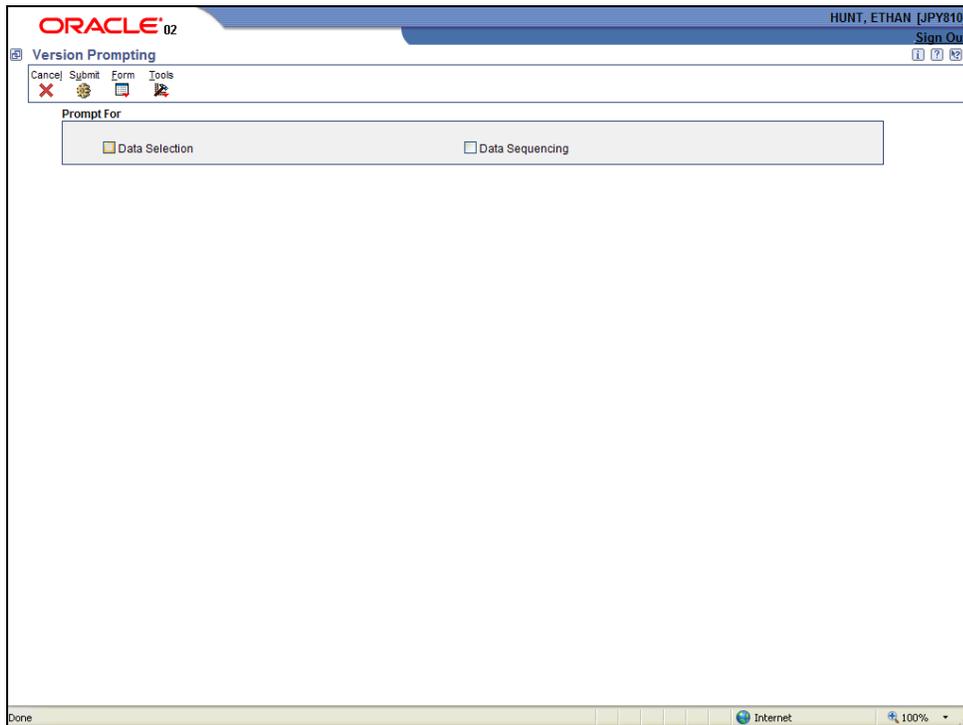
In this lesson you will learn how to run the F/A Category Code Omissions Integrity Report.

Training Guide

F/A Category Code Omissions Integrity



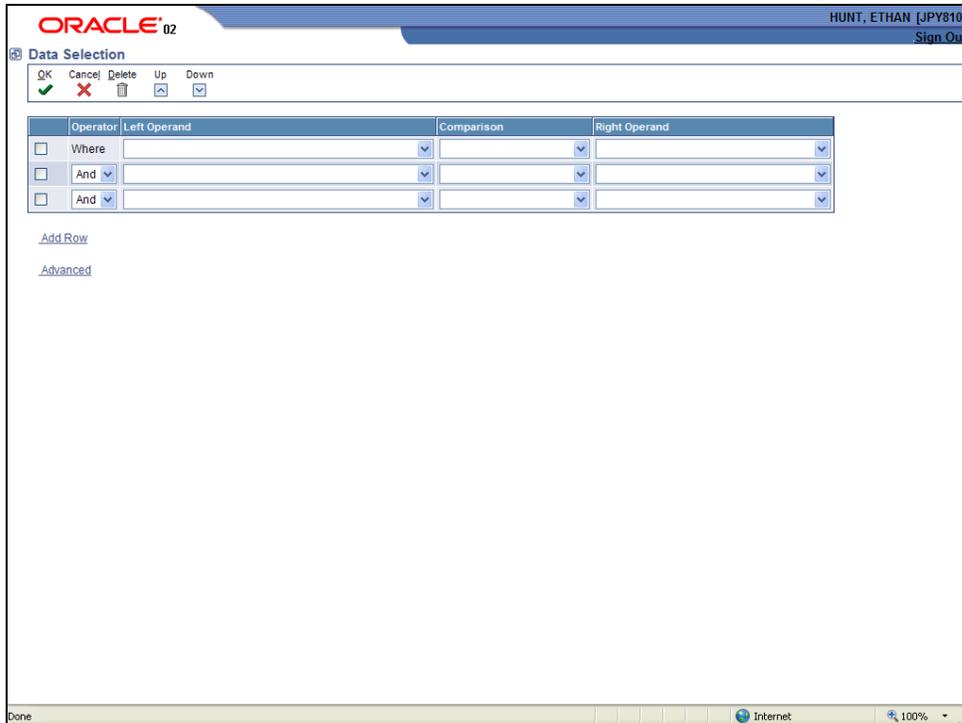
Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Fixed Assets/Capital Asset Mgt link. 
3.	Click the Fixed Assets link. 
4.	Click the Fixed Assets - Statewide link. 
5.	Click the Inquiries & Reports link. 
6.	Click the F/A Integrity Reports link. 
7.	Click the F/A Category Code Integrity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



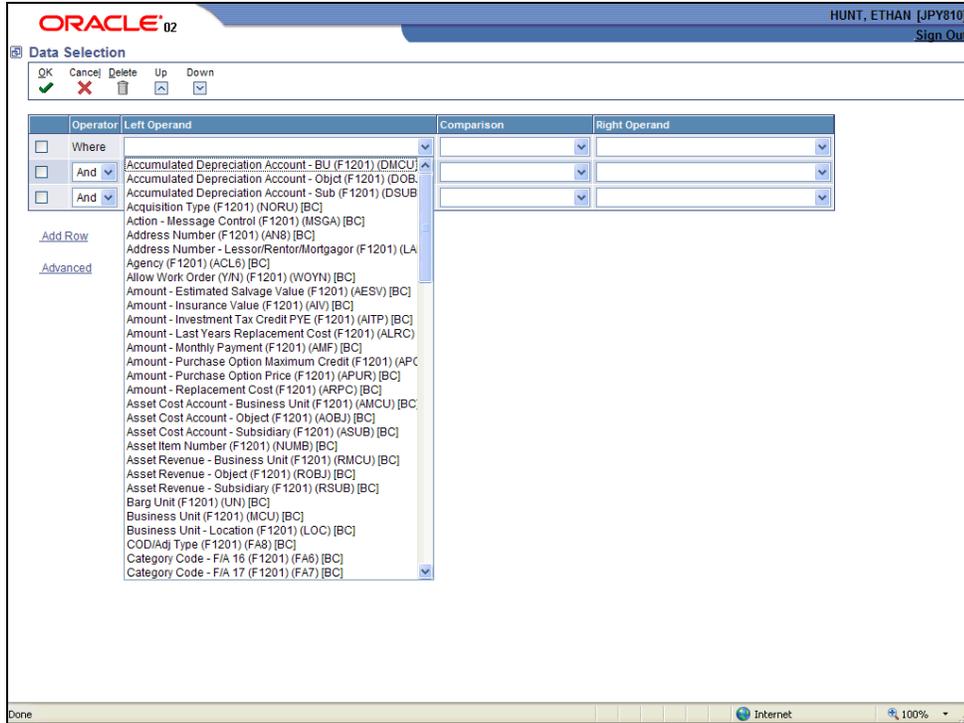
Step	Action
8.	Click the Data Selection option. 
9.	Click the Submit button. 
10.	<p>Decision: The Data Selection window will be blank. If you want to save processing time you can manually enter the information in the Data Selection window. You can also choose not to enter information on the Data Selection window. Make your selection below.</p> <ul style="list-style-type: none"> • Manually Enter Data Selection Go to step 11 on page 4 • No Data Selection Go to step 22 on page 12

Training Guide

F/A Category Code Omissions Integrity



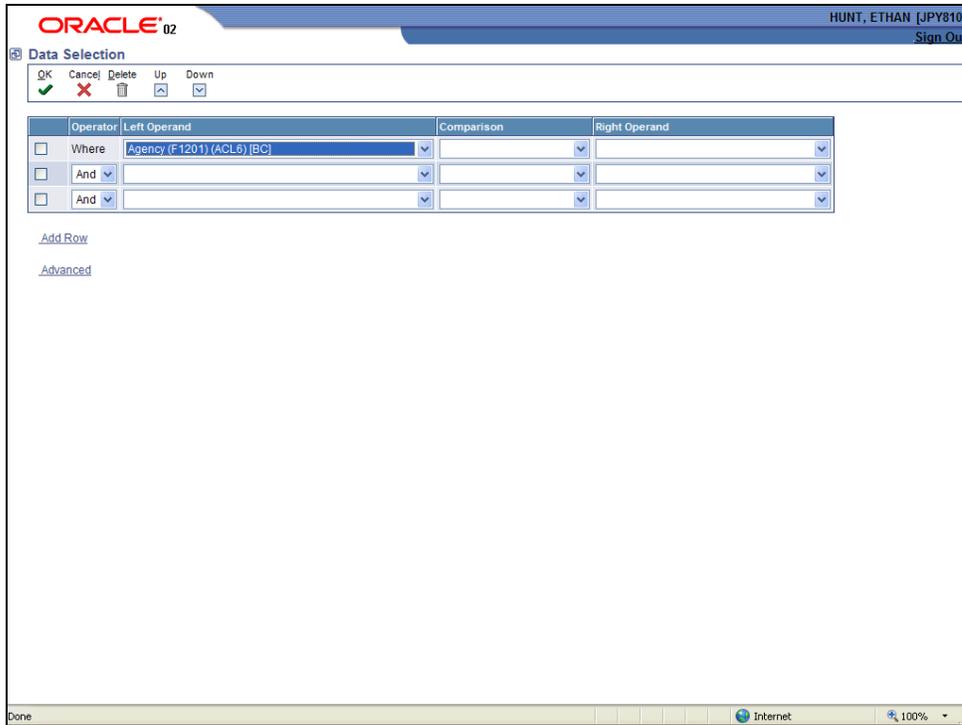
Step	Action
11.	Click the drop down list of the Left Operand column for the first row.



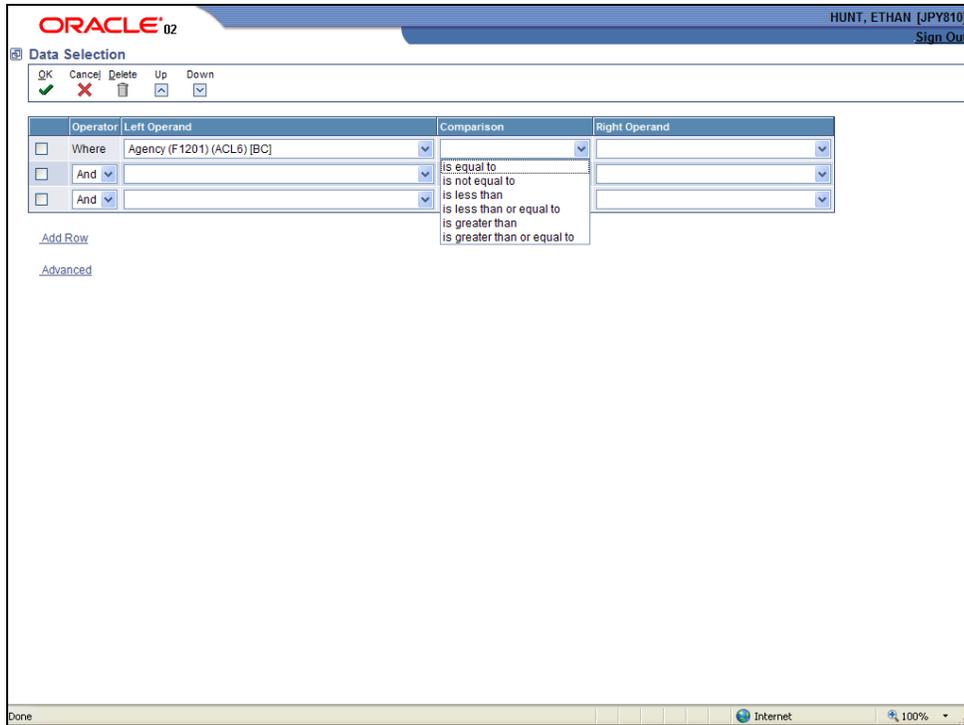
Step	Action
12.	<p>Click the Agency (F1201) (ACL6) [BC] list item.</p> <p><input type="text" value="Agency (F1201) (ACL6) [BC]"/></p>

Training Guide

F/A Category Code Omissions Integrity



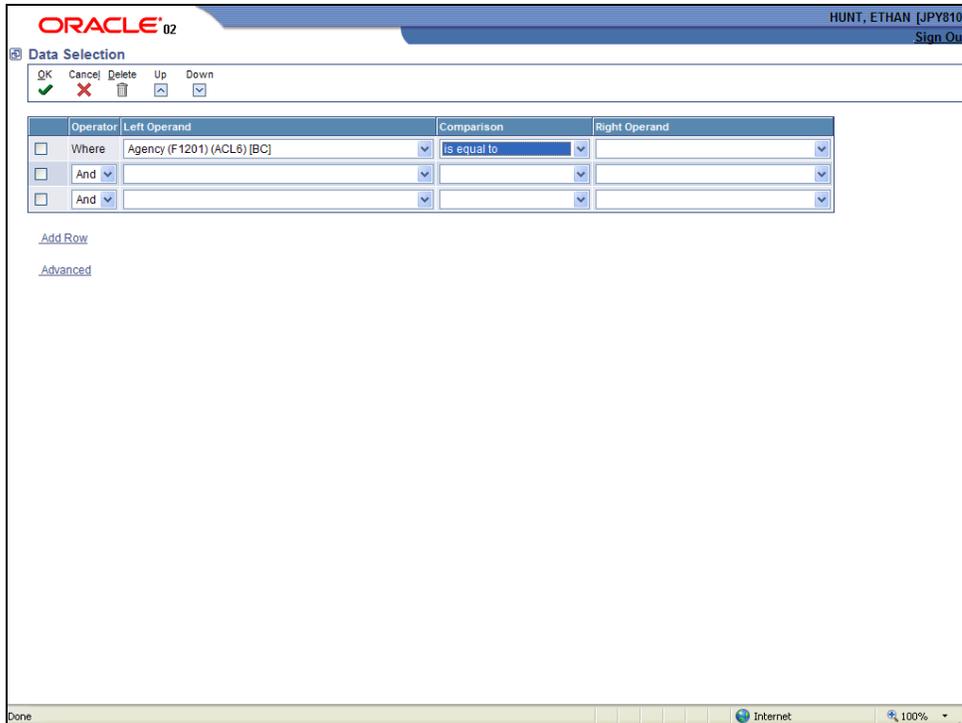
Step	Action
13.	Click the drop down list of the Comparison column. 



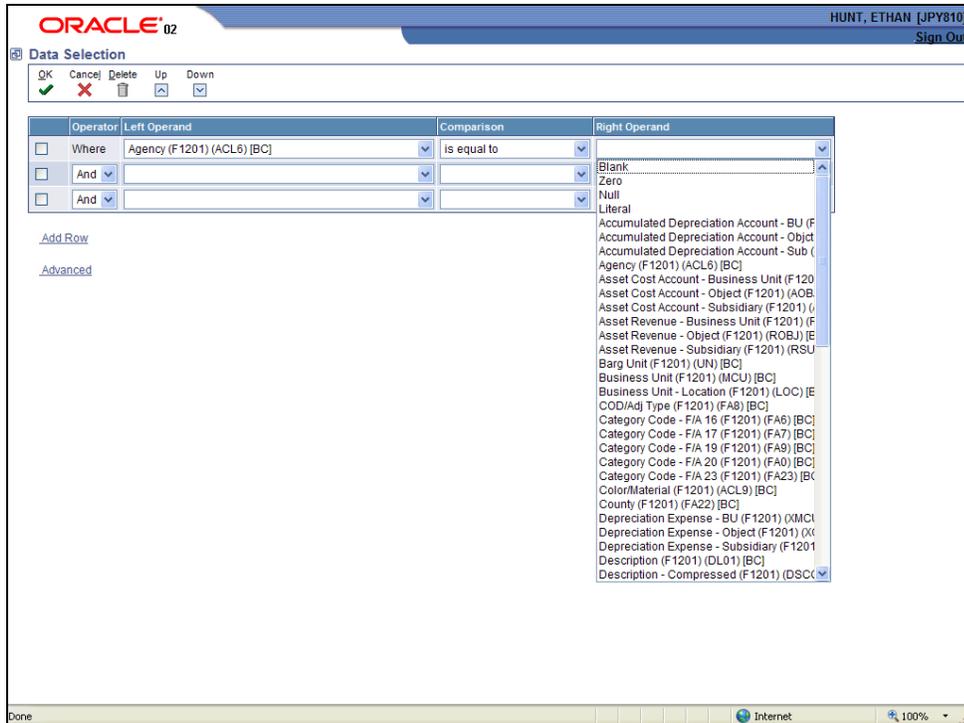
Step	Action
14.	Click the is equal to list item. is equal to

Training Guide

F/A Category Code Omissions Integrity



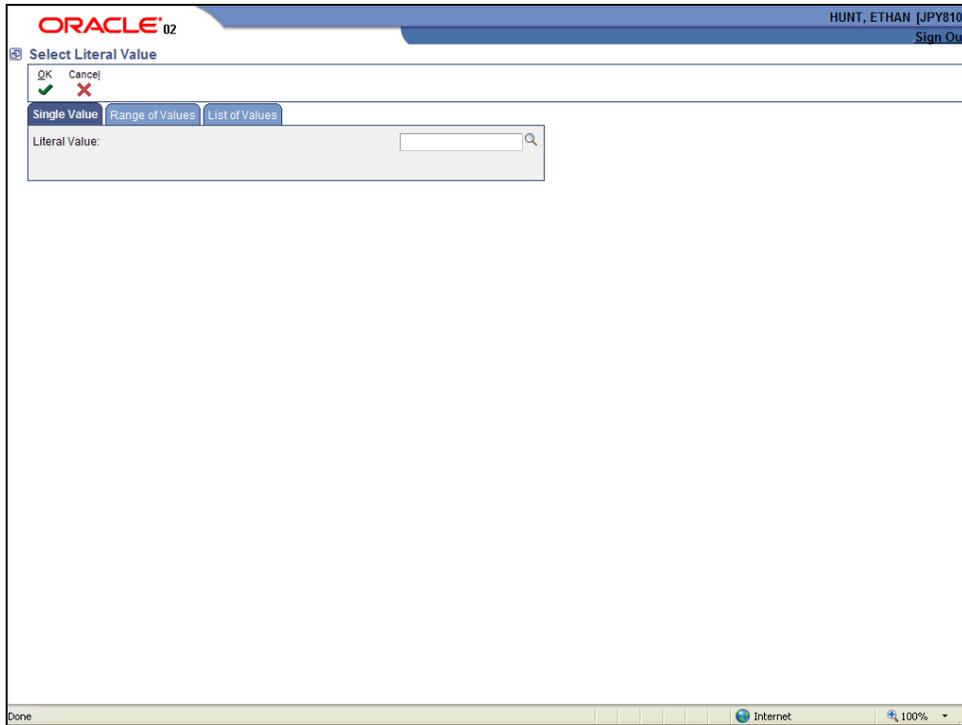
Step	Action
15.	Click the drop down list of the Right Operand column. 



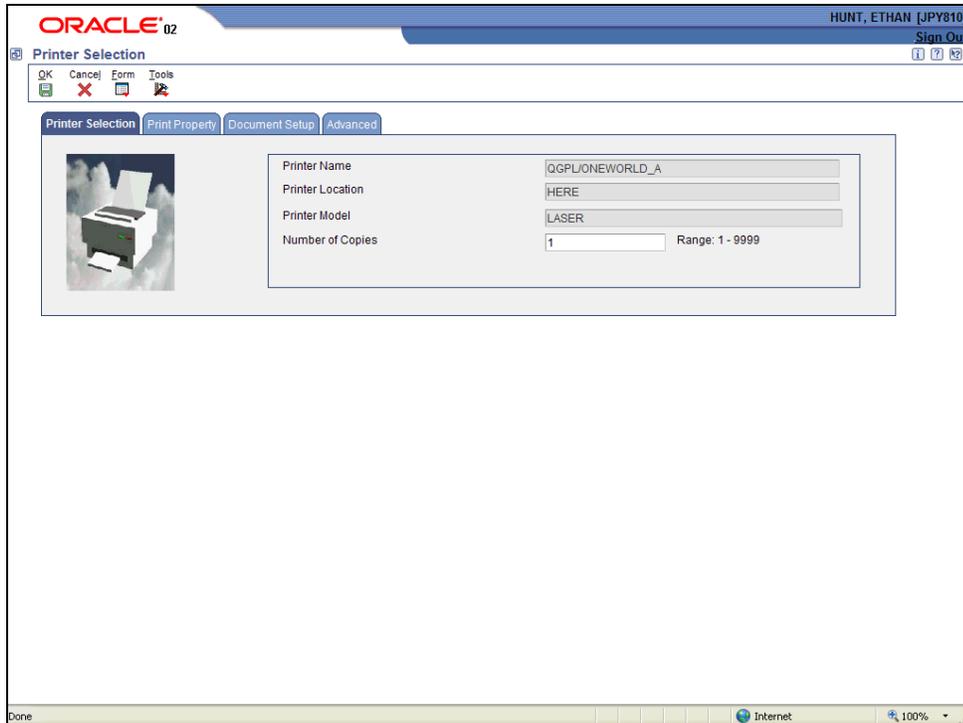
Step	Action
16.	<p>Click the Literal list item.</p> <p><input type="text" value="Literal"/></p>

Training Guide

F/A Category Code Omissions Integrity



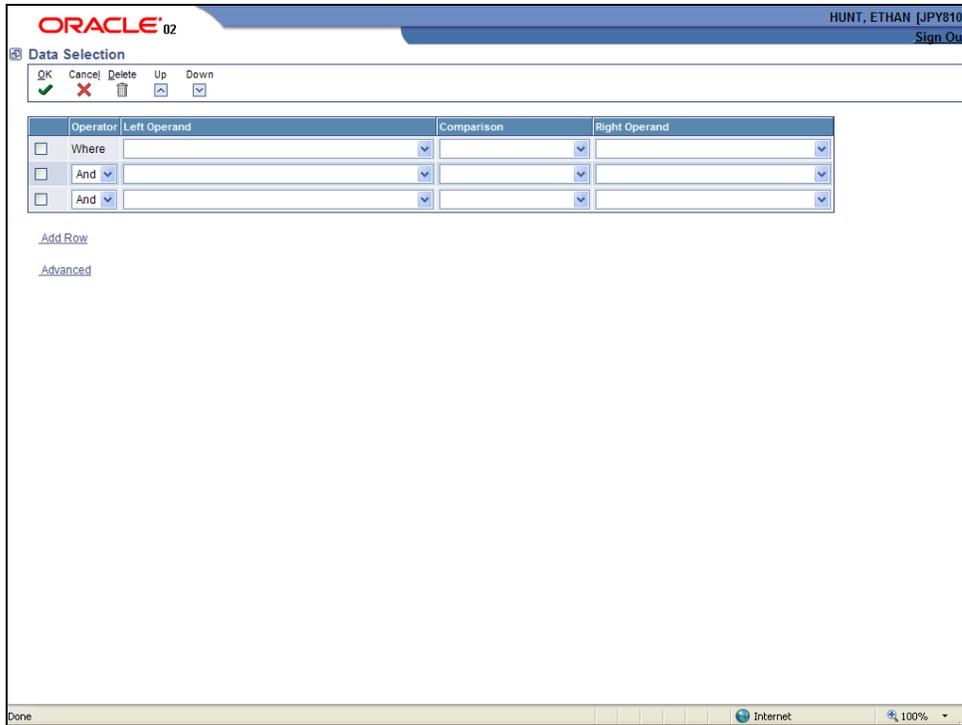
Step	Action
17.	Enter the agency number into the Literal Value field.
18.	Click the OK button. <input checked="" type="checkbox"/>
19.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
20.	Click the OK button. 
21.	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. Remaining steps apply to other paths.

Training Guide

F/A Category Code Omissions Integrity



The screenshot shows the Oracle Data Selection dialog box. At the top, it says "ORACLE 02" and "HUNT, ETHAN [JPY810] Sign Out". Below the title bar, there are buttons for "OK", "Cancel", "Delete", "Up", and "Down". The main area contains a table with four columns: "Operator", "Left Operand", "Comparison", and "Right Operand". The first row has a checkbox, "Where", and three dropdown menus. The second and third rows have checkboxes and "And" in the "Operator" column, with three empty dropdown menus in the other columns. Below the table are "Add Row" and "Advanced" links. The bottom status bar shows "Done", "Internet", and "100%" zoom.

Step	Action
22.	Click the OK button. <input checked="" type="checkbox"/> Go to step 20 on page 11