

**F/A No Cost 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/>.

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## **F/A No Cost Integrity**

### **F/A No Cost Integrity Overview**

In NIS you can run the F/A No Cost Integrity Report to review and/or print any of your assets that are missing costs associated with the asset. The goal is to have this report blank. However, due to a timing difference between the asset master being created and the A/P Voucher being posted, or the receiving on a purchase order, you will probably see items on this report. The goal is to keep this report as short as possible and with only recently acquired assets. The report will provide the following information:

- Agency
- Division
- Tag Number
- Description

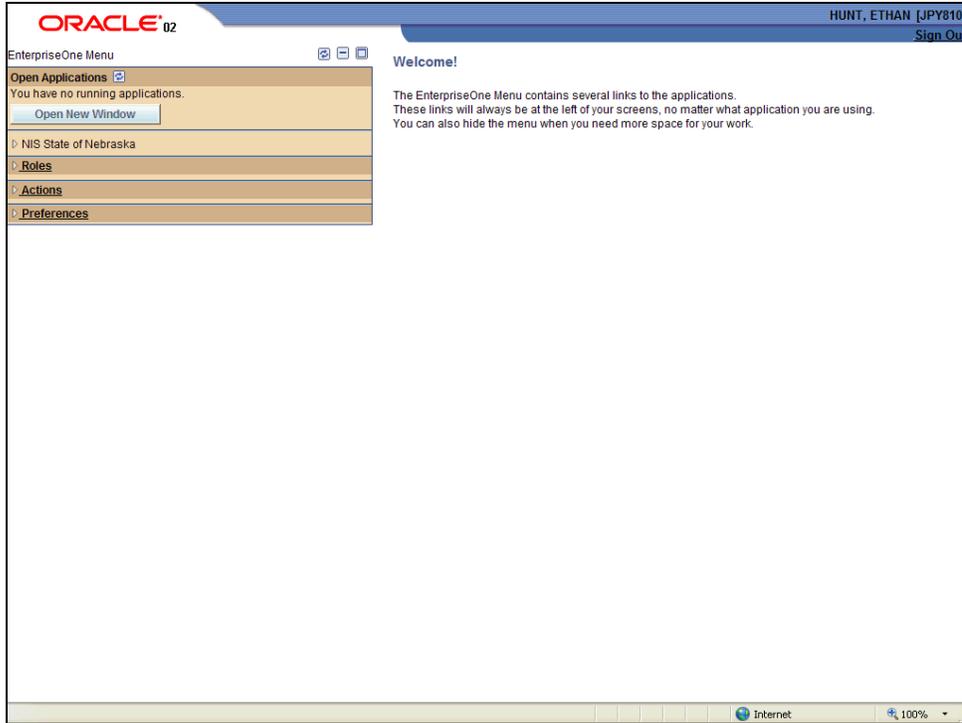
### **F/A No Cost Integrity Lesson**

#### **Procedure**

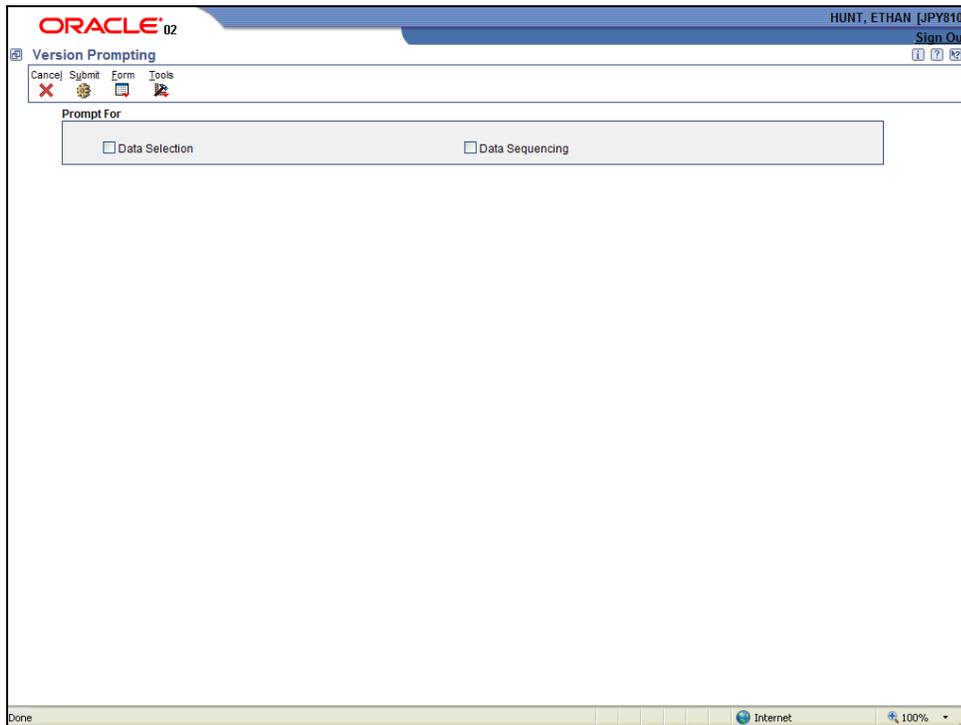
In this lesson you will learn how to run the F/A No Cost Integrity Report.

# Training Guide

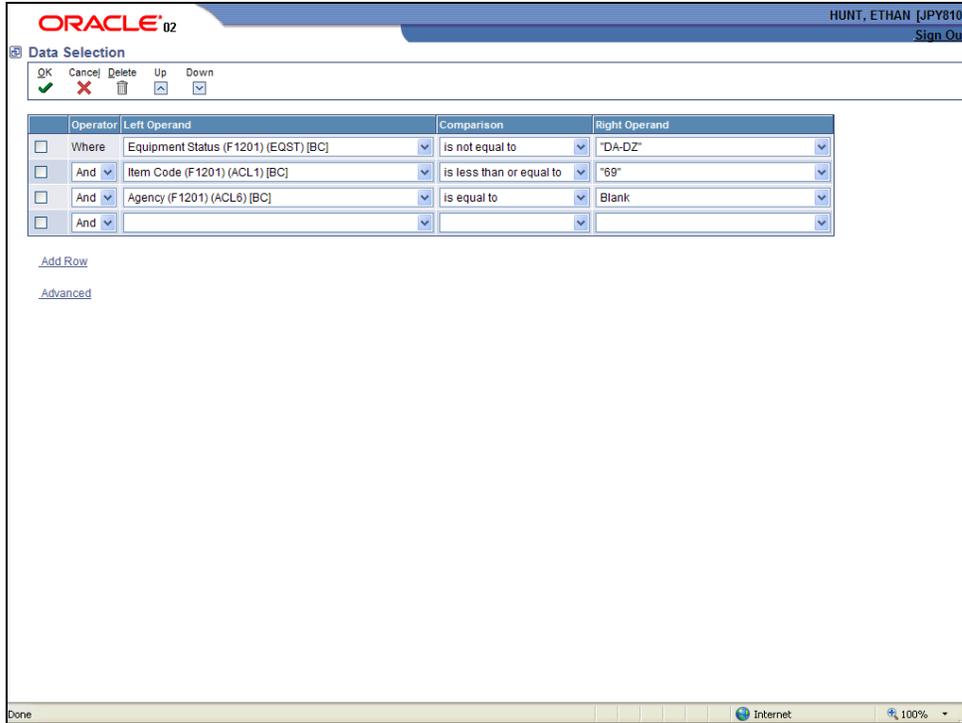
## F/A No Cost Integrity



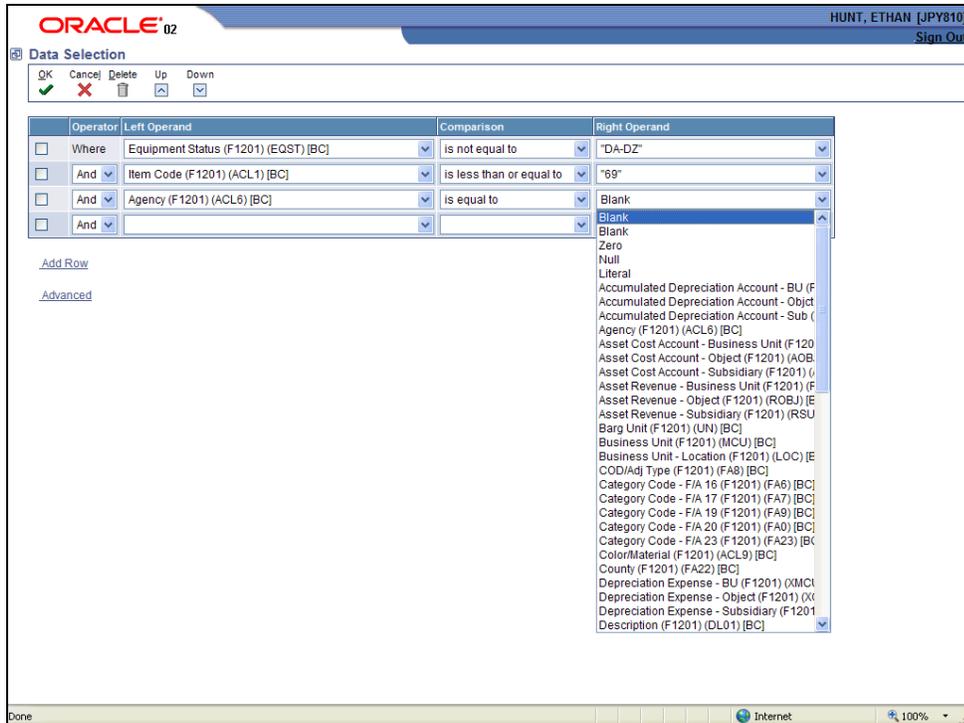
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets/Capital Asset Mgt</b> link. 
3.	Click the <b>Fixed Assets</b> link. 
4.	Click the <b>Fixed Assets - Statewide</b> link. 
5.	Click the <b>Inquiries &amp; Reports</b> link. 
6.	Click the <b>F/A Integrity Reports</b> link. 
7.	Click the <b>F/A No Cost Integrity</b> link. 



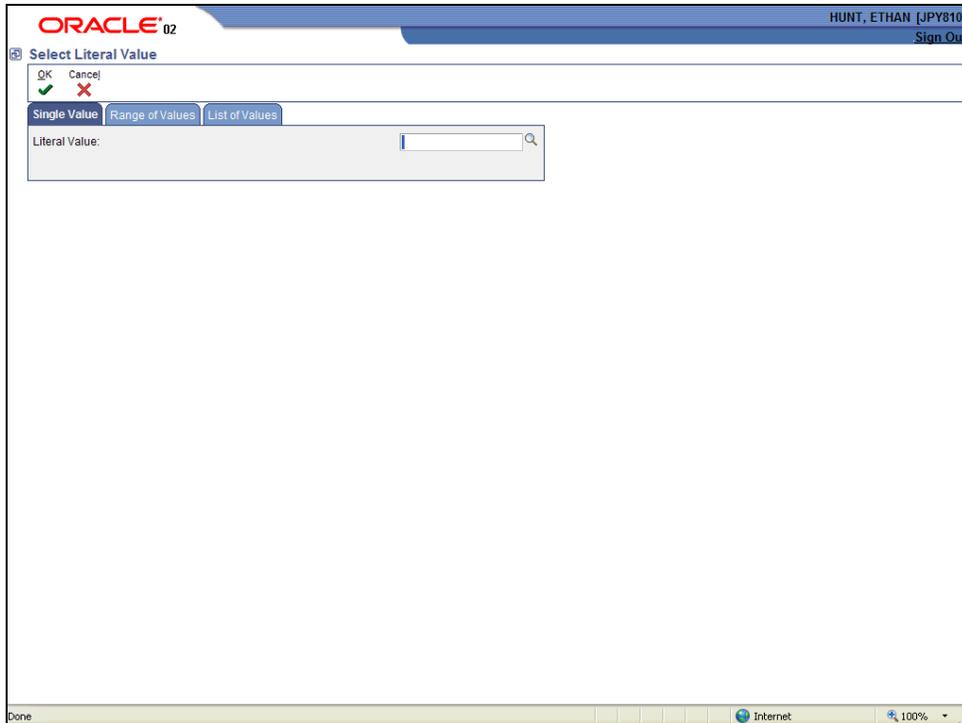
Step	Action
8.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
9.	Click the <b>Submit</b> button. 
10.	On the first row, verify: <b>Left Operand</b> is "Equipment Status (F1201)(EQST)[BC]" <b>Comparison</b> "is not equal to" <b>Right Operand</b> is "DA-DZ"
11.	On the second row, verify: <b>Left Operand</b> is "Item Code (F1201)(ACL1)[BC]" <b>Comparison</b> "is less than or equal to" <b>Right Operand</b> is "69"



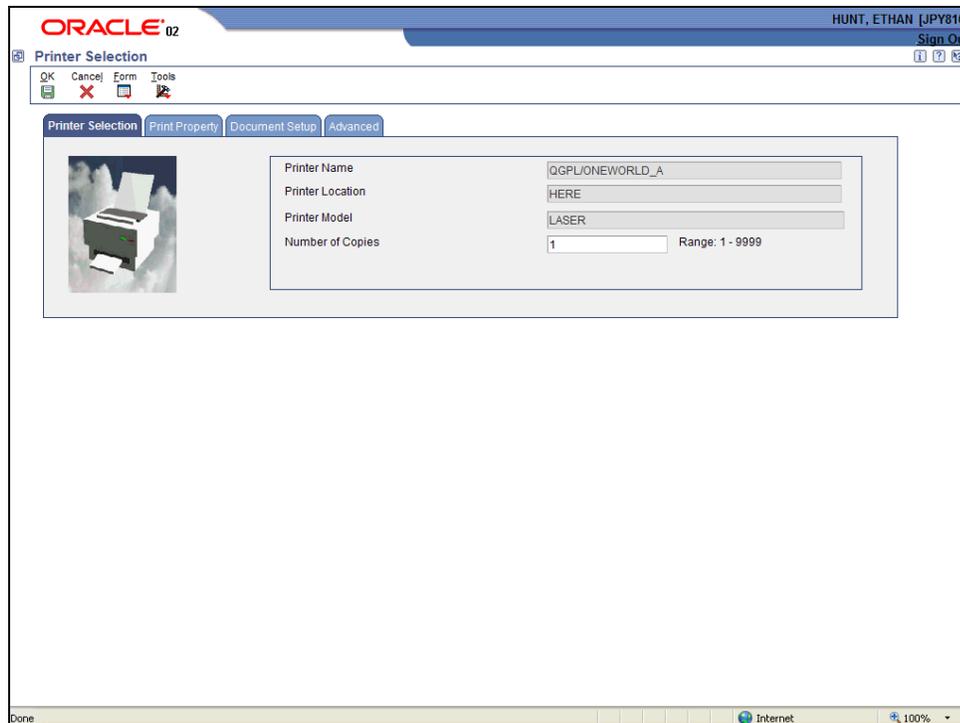
Step	Action
12.	Click the <b>drop down</b> list of the Right Operand column for the Agency row. 



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



Step	Action
14.	Enter the agency number into the <b>Literal Value</b> field.
15.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
16.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
17.	Verify the following:  <b>Fiscal Year</b> equals the current fiscal year (ex. FY07 = July 1, 2007 - June 30th, 2008) <b>Century</b> = 20
18.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>



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