F/A With No Attachment Integrity
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NIS Policies

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 With No Attachment Integrity

F/A With No Attachment Integrity Overview

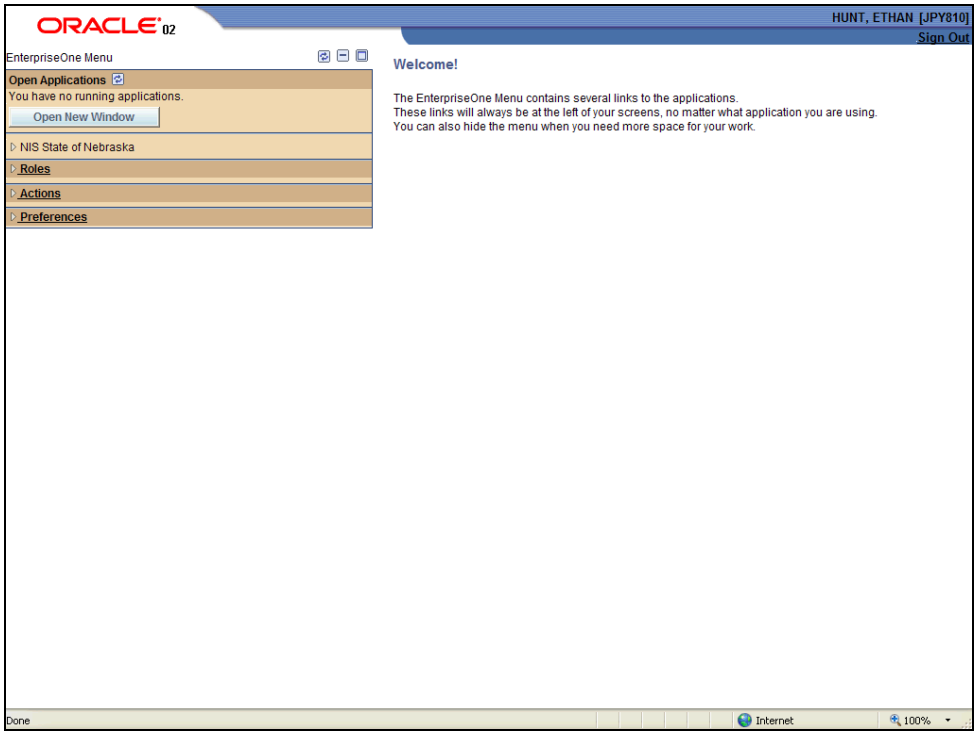
In NIS you can run the F/A With No Attachment Integrity Report to review and/or print if any of your assets which you marked as being split coded on the category codes are missing an actual split code attachment. If you have not entered a valid code on your category codes for Split Codes/Grants, this report will not help. The goal is to have this report blank. This means all your assets that have a value in Category Code 15 (Split Code/Grant) also have an attachment on the asset record. You can see a paperclip on that asset line. It does not check for accuracy of the attachment since it is free form text. The report will provide the following information:

- Agency
- Division
- Tag Number
- Asset Description
- Split Code/Grant

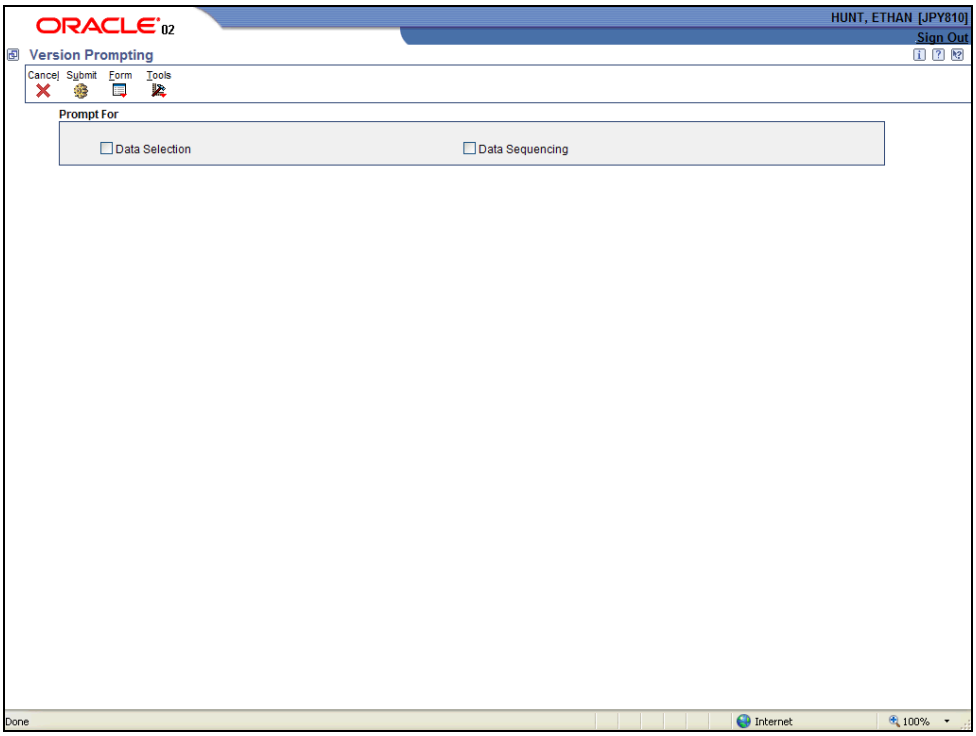
F/A With No Attachment Integrity Lesson

Procedure

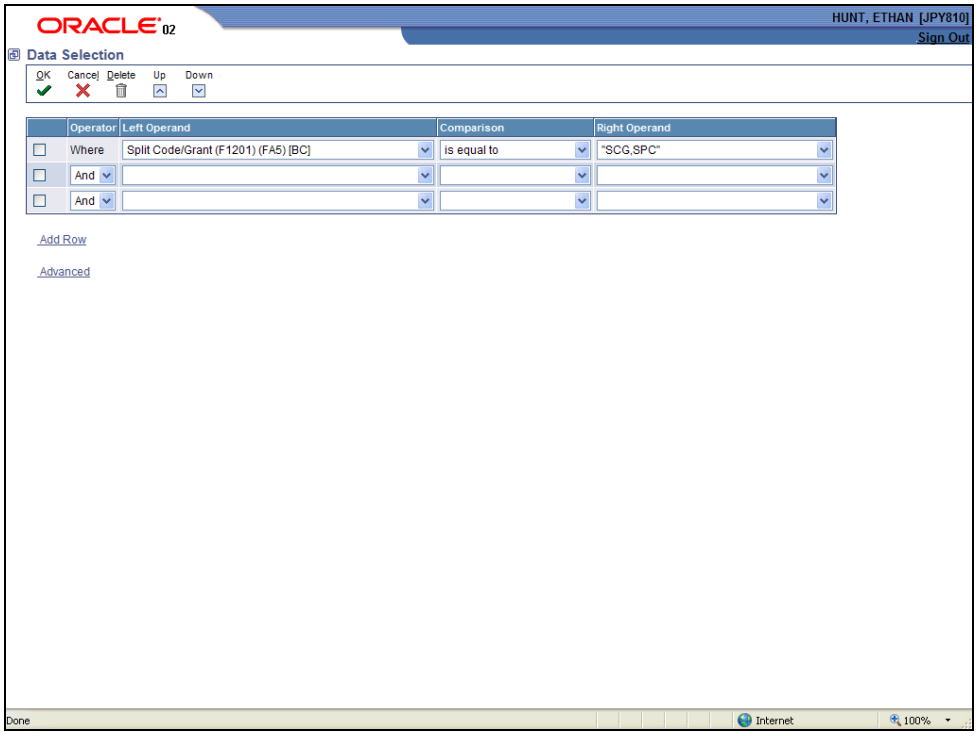
In this lesson you will learn how to run the F/A With No Attachment Integrity Report.



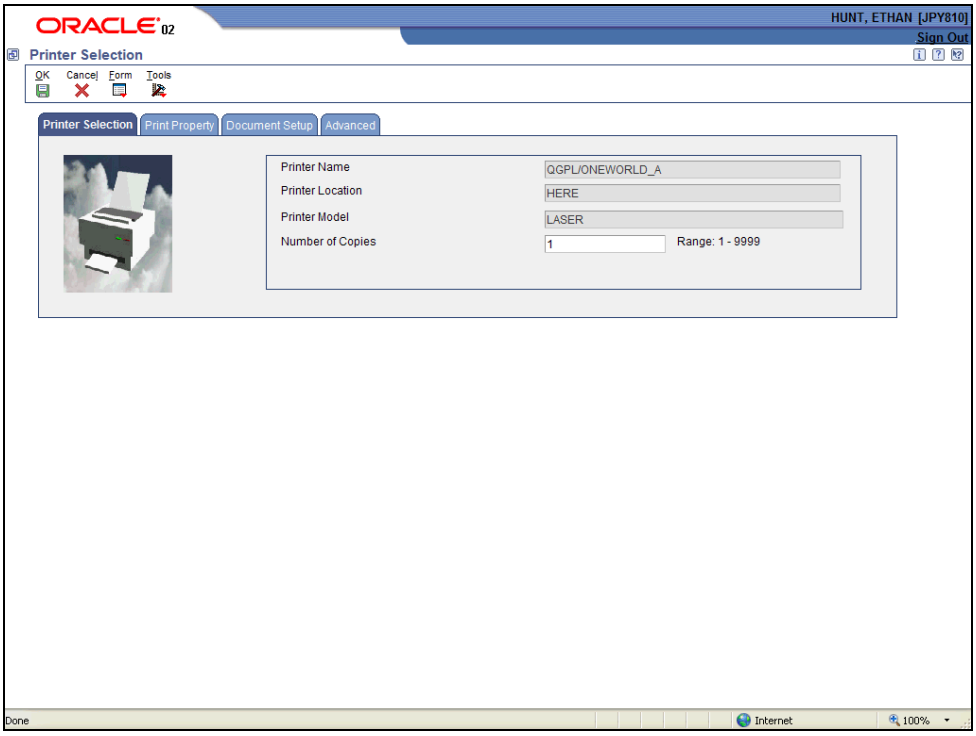
Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Fixed Assets/Capital Asset Mgt** link. Fixed Assets/Capital Asset Mgt
3.	Click the **Fixed Assets** link. Fixed Assets
4.	Click the **Fixed Assets - Statewide** link. Fixed Assets - Statewide
5.	Click the **Inquiries & Reports** link. Inquiries & Reports
6.	Click the **F/A Integrity Reports** link. F/A Integrity Reports
7.	Click the **F/A with No Attachment Integrity** link. F/A with No Attachment Integrity



Step	Action
8.	Click the **Data Selection** option.
9.	Click the **Submit** button.
10.	In the first row, verify: **Left Operand** is "Split Code/Grant (F1201)[BC]" **Comparison** is "is equal to" **Right Operand** is "SCG,SPC"



Step	Action
11.	Click the **OK** button.



Step	Action
12.	Click the **OK** button.
13.	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.**