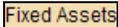
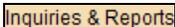
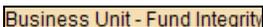


Business Unit - Fund Integrity Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Fixed Assets/Capital Asset Mgt link.</p> 
3.	<p>Click the Fixed Assets link.</p> 
4.	<p>Click the Fixed Assets - Statewide link.</p> 
5.	<p>Click the Inquiries & Reports link.</p> 
6.	<p>Click the F/A Integrity Reports link.</p> 
7.	<p>Click the Business Unit - Fund Integrity link.</p> 
8.	<p>Click the Data Selection option.</p> 
9.	<p>Click the Submit button.</p> 
10.	<p>Leave data selection as is.</p> <p>Note: To narrow the report by agency or division, complete the following information on the first blank row:</p> <p>Left Operand = "Agency (F1201)[BC]" or "Division (F1201) [BC]" Comparison = "is equal to" Right Operand = 3-digit agency number or 3-digit division number</p> <p>In this lesson we are not going to add this row.</p>
11.	<p>Click the OK button.</p> 

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 work instructions. Note: This report is setup to run in CSV format, but can be viewed as either a CSV or PDF. You have successfully completed this lesson. End of Procedure.