

Business Unit - Fund 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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Business Unit - Fund Integrity

Business Unit - Fund Integrity Overview

In NIS you can run the Business Unit - Fund Integrity Report for a listing of Fixed Assets where the business unit fund does not match the fund entered on the Asset Master. The goal is to have a blank report. The report will provide the following information:

- Tag Number
- Asset Master Business Unit
- Asset Master Fund
- Business Unit Master
- Business Unit Fund

Note: Fixed Assets appearing on this report need to be corrected. Determine if either the Fund or the Business Unit need to be corrected

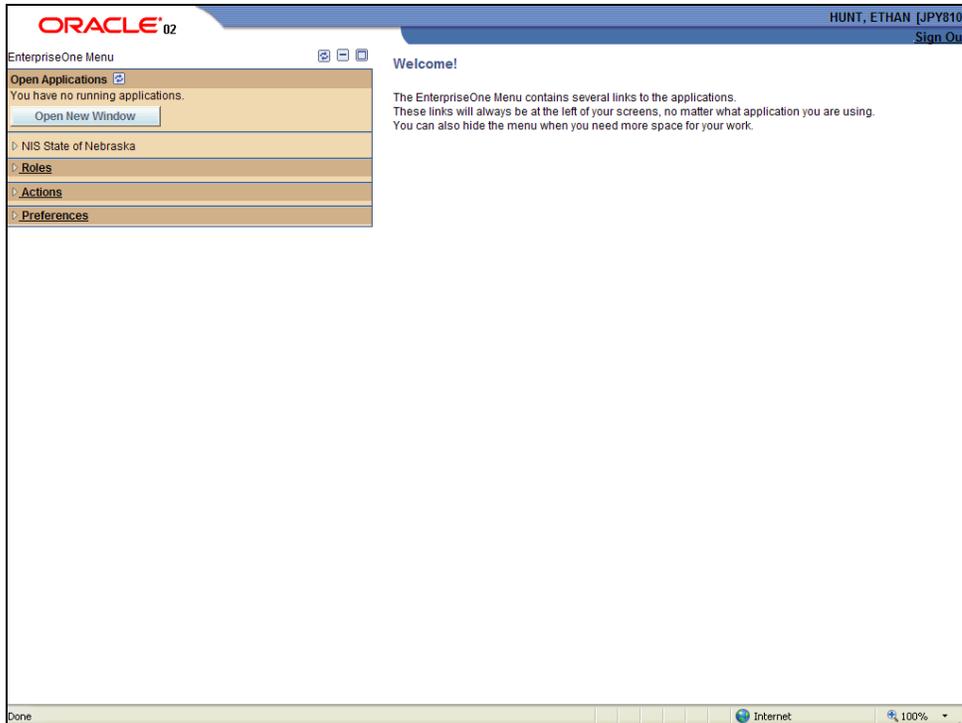
Business Unit - Fund Integrity Lesson

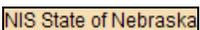
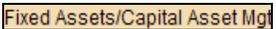
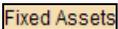
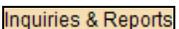
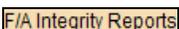
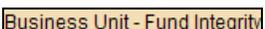
Procedure

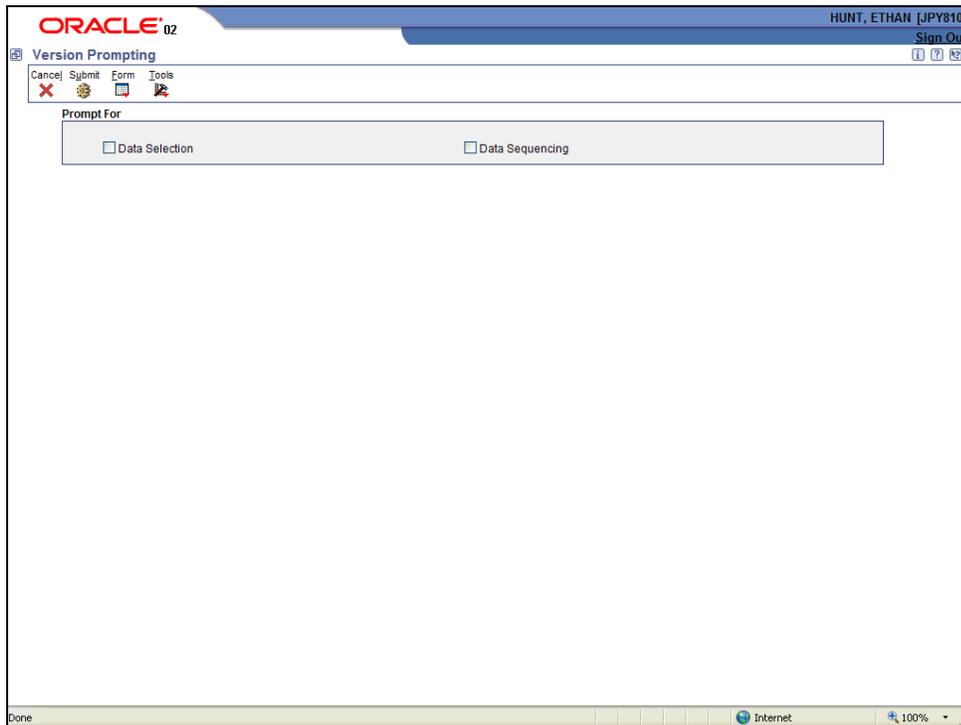
In this lesson you will learn how to run the Business Unit - Fund Integrity Report.

Training Guide

Business Unit - Fund 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 Business Unit - Fund Integrity link. 



Step	Action
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 
10.	Leave data selection as is. Note: To narrow the report by agency or division, complete the following information on the first blank row: Left Operand = "Agency (F1201)[BC]" or "Division (F1201) [BC]" Comparison = "is equal to" Right Operand = 3-digit agency number or 3-digit division number In this lesson we are not going to add this row.

Training Guide

Business Unit - Fund Integrity

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

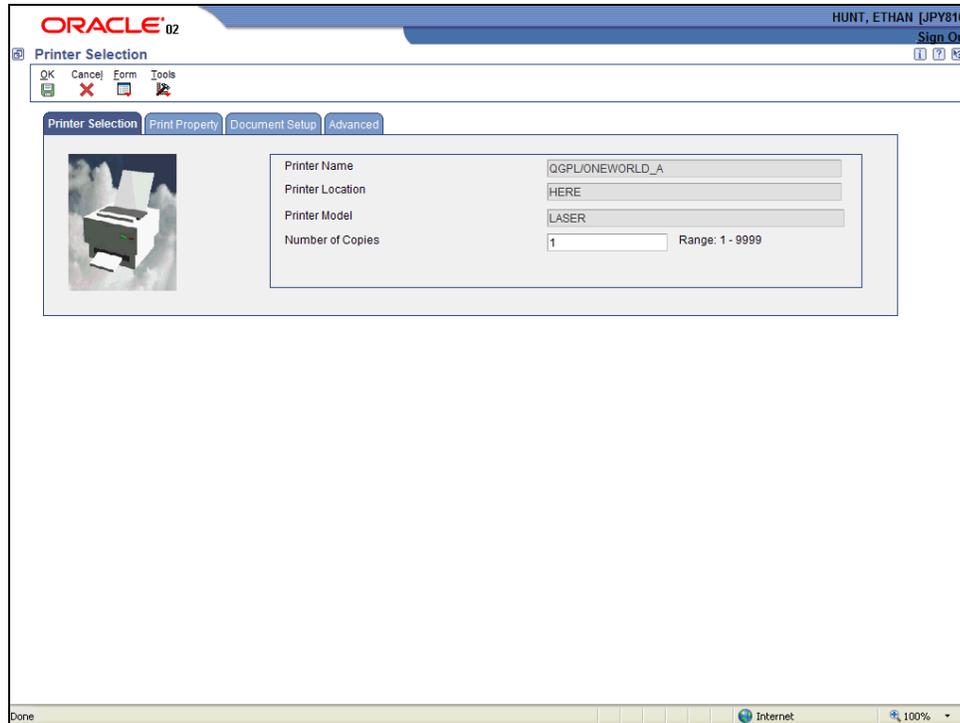
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Fund (F0006) (CO) [BC]	is not equal to	Fund (F1201) (CO) [BC]
<input type="checkbox"/> And	Equipment Status (F1201) (EQST) [BC]	is not equal to	'DA-DZ'
<input type="checkbox"/> And	Date - Disposed or Retired (F1201) (DSP) [BC]	is equal to	Null Date
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

Done Internet 100%

Step	Action
11.	Click the OK button. <input checked="" type="checkbox"/>



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. 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.