





## Asset Master List Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>F/A Reports</b> link. 
5.	Click the <b>Asset Master List</b> link. 
6.	Choose appropriate version by clicking the check box next to it. 
7.	Click the <b>Select</b> button. 
8.	Click the <b>Data Selection</b> option. 
9.	Click the <b>Submit</b> button. 
10.	In the first row, verify:  <b>Left Operand</b> is "Equipment Status (F1201)[BC]" <b>Comparison</b> is "is not equal to" <b>Right Operand</b> is "DA-DZ"
11.	On the second row, verify:  <b>Left Operand</b> is "Ledger Type (F1202)[BC]" <b>Comparison</b> is "is equal to" <b>Right Operand</b> is "F1" (or another ledger)
12.	Click the <b>drop down</b> list of the Right Operand column for the Agency row. 
13.	Click the <b>Literal</b> list item. 
14.	Enter the agency number into the <b>Literal Value</b> field.
15.	Click the <b>OK</b> button. 

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16.	Click the <b>OK</b> button. 
17.	Enter the <b>Period Number</b> and <b>Fiscal Year</b> for which you want the report generated.
18.	Click the <b>OK</b> button. 
19.	Click the <b>OK</b> button. 
20.	Click the <b>Close</b> button. 
21.	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 Training Guide.  You have successfully completed this lesson. <b>End of Procedure.</b>