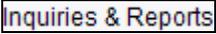
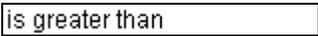


## Auditor F/A Listing Lesson

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>Auditor F/A Listing</b> link. 
6.	Select the version you want to run 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 "Date – Acquired (F1201)[BC]" <b>Comparison</b> is "is less than or equal to" <b>Right Operand</b> is "jdAsOfDate_DAJ [PO]"
11.	In 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 "F2"
12.	In the third row, verify:  <b>Left Operand</b> is "Fiscal Year (1202)[BC]" <b>Comparison</b> is "is equal to" <b>Right Operand</b> is "mnFiscalYear [PO]"

Step	Action
13.	In the fourth row, verify:  <b>Operator</b> is "Or" <b>Left Operand</b> is "Date – Disposed or Retired (F1201)[BC]" <b>Comparison</b> is "is less than" <b>Right Operand</b> is "jdAsOfDate_DAJ [PO]"
14.	In the fifth row, verify:  <b>Left Operand</b> is "Ledger Type (F1202)[BC]" <b>Comparison</b> is "is equal to" <b>Right Operand</b> is "F2"
15.	In the sixth row, verify:  <b>Left Operand</b> is "Fiscal Year (1202)[BC]" <b>Comparison</b> is "is equal to" <b>Right Operand</b> is "mnFiscalYear [PO]"
16.	If running this report for Fiscal Year end purposes, click the <b>drop down</b> list of the Left Operand column on the first blank row.
17.	Click the <b>Object Account (F1202) (OBJ) [BC]</b> list item.
18.	Click the <b>drop down</b> list of the Comparison column. 
19.	Click the <b>is greater than</b> list item. <input data-bbox="354 1100 672 1136" type="text" value="is greater than"/>
20.	Click the <b>drop down</b> list of the Right Operand column. 
21.	Click the <b>Literal</b> list item. <input data-bbox="354 1274 850 1310" type="text" value="Literal"/>
22.	Enter " <b>171500</b> " into the <b>Literal Value</b> field.
23.	Click the <b>OK</b> button. 
24.	Click the <b>check box</b> of the new row. <input data-bbox="354 1499 399 1541" type="checkbox"/>
25.	Click the <b>Up</b> button until the new row is above the row with "Or" in the Operator field. 
26.	<p><b>Note:</b> If you add a new row of data selection above the row with "Or" in the Operator field, that row of data selection will also have to be added below the row with "Or" in the Operator field.</p> Click the <b>drop down</b> list of the Left Operand column on the bottom blank row.
27.	Click the <b>Object Account (F1202) (OBJ) [BC]</b> list item.

Step	Action
28.	Click the <b>drop down</b> list of the Comparison column. 
29.	Click the <b>is greater than</b> list item. 
30.	Click the <b>drop down</b> list of the Right Operand column. 
31.	Click the <b>Literal</b> list item. 
32.	Enter " <b>171500</b> " into the <b>Literal Value</b> field.
33.	Click the <b>OK</b> button. 
34.	Click the <b>OK</b> button. 
35.	Complete the following fields:  <b>As of Date</b> - if running report for fiscal year end, enter the last date of the current Fiscal year. Otherwise, enter the current date. <b>Agency</b> - enter your three (3) digit Agency number. <b>Division</b> - enter your three(3) digit division number, if applicable. <b>Fiscal Year</b> - enter year for which you want the report generated. (ex. 3 for Fiscal Year 2003)
36.	Click the <b>OK</b> button. 
37.	<b>Note:</b> To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited).
38.	Click the <b>OK</b> button. 
39.	Click the <b>Close</b> button. 
40.	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>