

Auditor F/A Listing

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

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Auditor F/A Listing

Auditor F/A Listing Overview

You can run the Auditor Fixed Asset Listing Report to review and/or print the listing of an Agency's Fixed Assets by Tag Number along with the location fields of those assets and the cost amount of the asset. The report will provide the following information:

- Tag Number
- Serial/VIN Number
- Description
- Responsible Business Unit
- Location field 1
- Location field 2
- Date Acquired
- Total Cost

Auditor F/A Listing Lesson

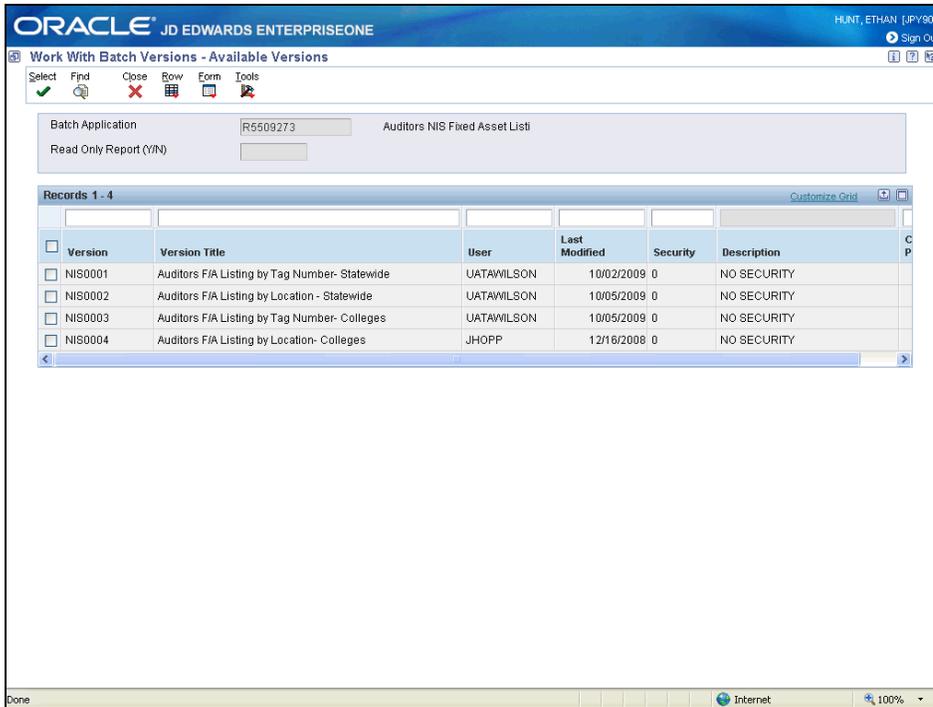
Procedure

In this lesson you will learn how to run the Auditor F/A Listing Report.

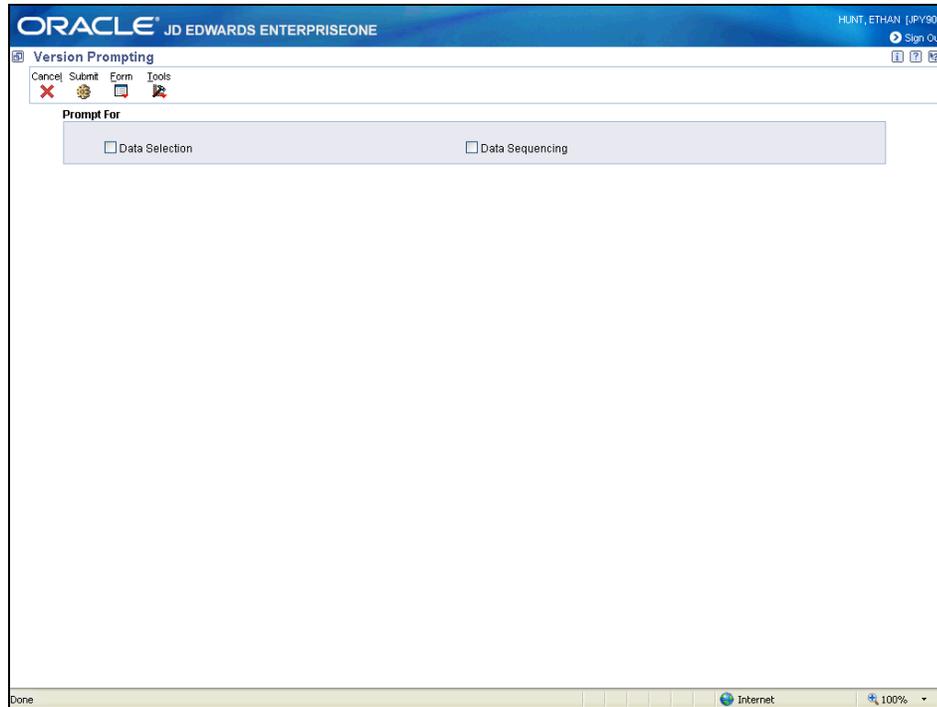
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Fixed Assets link. Fixed Assets
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the F/A Reports link. F/A Reports
5.	Click the Auditor F/A Listing link. Auditor F/A Listing

Training Guide

Auditor F/A Listing



Step	Action
6.	Select the version you want to run by clicking the check box next to it. <input type="checkbox"/>
7.	Click the Select button. <input checked="" type="checkbox"/>



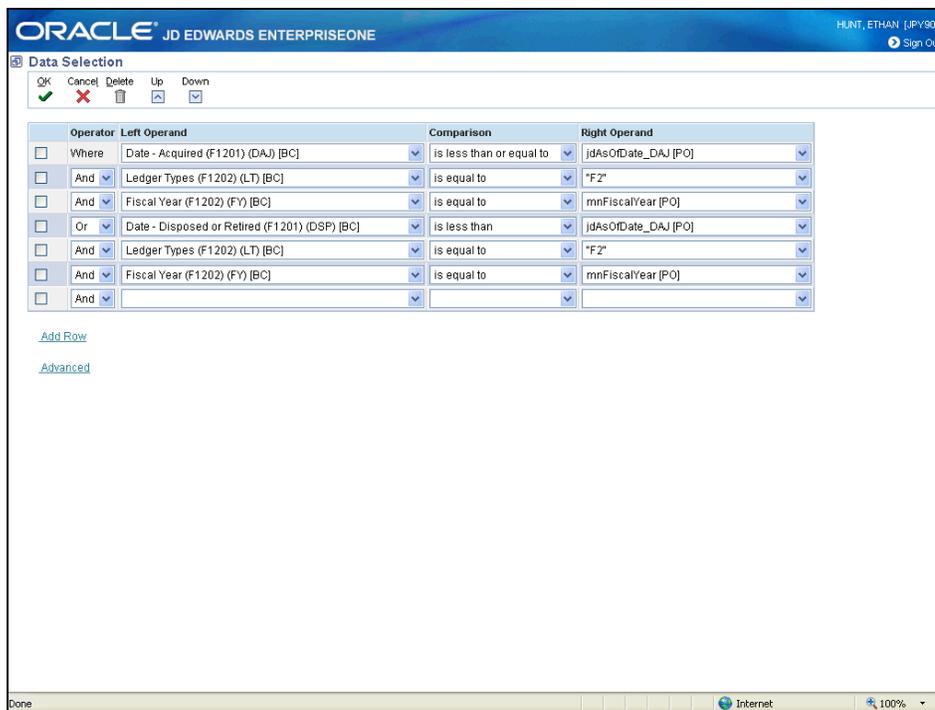
Step	Action
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 
10.	In the first row, verify: Left Operand is "Date – Acquired (F1201)[BC]" Comparison is "is less than or equal to" Right Operand is "jdAsOfDate_DAJ [PO]"
11.	In the second row, verify: Left Operand is "Ledger Type (F1202)[BC]" Comparison is "is equal to" Right Operand is "F2"
12.	In the third row, verify: Left Operand is "Fiscal Year (1202)[BC]" Comparison is "is equal to" Right Operand is "mnFiscalYear [PO]"

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Step	Action
13.	<p>In the fourth row, verify:</p> <p>Operator is "Or"</p> <p>Left Operand is "Date – Disposed or Retired (F1201)[BC]"</p> <p>Comparison is "is less than"</p> <p>Right Operand is "jdAsOfDate_DAJ [PO]"</p>
14.	<p>In the fifth row, verify:</p> <p>Left Operand is "Ledger Type (F1202)[BC]"</p> <p>Comparison is "is equal to"</p> <p>Right Operand is "F2"</p>
15.	<p>In the sixth row, verify:</p> <p>Left Operand is "Fiscal Year (1202)[BC]"</p> <p>Comparison is "is equal to"</p> <p>Right Operand is "mnFiscalYear [PO]"</p>



Step	Action
16.	<p>If running this report for Fiscal Year end purposes, click the drop down list of the Left Operand column on the first blank row.</p>

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	And		

Add Row

Advanced

- Account ID (F1202) (AID) [BC]
- Agency (F1201) (ACL6) [BC]
- Amount - Beginning Balance/PYE Forward (F1202) (APYC) [BC]
- Amount - Week-to-Date (F1202) (AWTD) [BC]
- Asset Item Number (F1201) (NUMB) [BC]
- Asset Item Number (F1202) (NUMB) [BC]
- Business Unit (F1201) (MCU) [BC]
- Century (F1202) (CTRY) [BC]
- Date - Acquired (F1201) (DAJ) [BC]
- Date - Disposed or Retired (F1201) (DSP) [BC]
- Description (F1201) (DL01) [BC]
- Division (F1201) (ACL7) [BC]
- Equipment Status (F1201) (EQST) [BC]
- Fiscal Quarter (Obsolete) (F1202) (FQ) [BC]
- Fiscal Year (F1202) (FY) [BC]
- Ledger Types (F1202) (LT) [BC]
- Location 2 (F1201) (RMK2) [BC]
- Name - Remark (F1201) (RMK) [BC]
- Object Account (F1202) (OBJ) [BC]
- Serial Number/IN (F1201) (ASID) [BC]
- Subledger - GL (F1202) (SBL) [BC]
- Subledger Type (F1202) (SBLT) [BC]
- Tag Number (F1201) (AFID) [BC]

Done Internet 100%

Step	Action
17.	Click the Object Account (F1202) (OBJ) [BC] list item.

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]		

Add Row

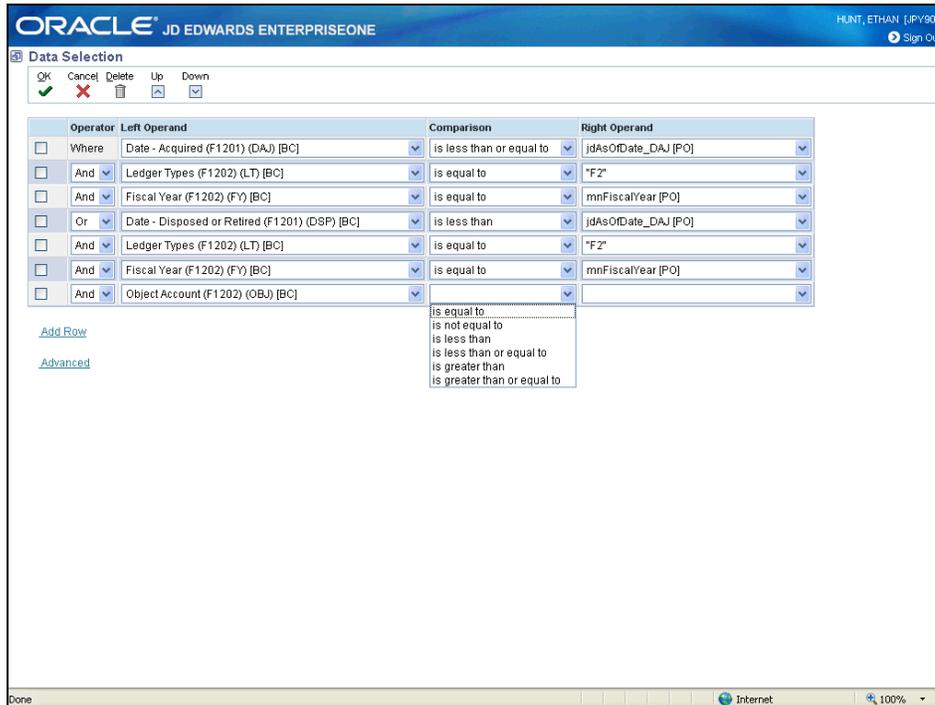
Advanced

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Step	Action
18.	Click the drop down list of the Comparison column. 



Step	Action
19.	Click the is greater than list item. 

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	

[Add Row](#)
[Advanced](#)

Done Internet 100%

Step	Action
20.	Click the drop down list of the Right Operand column. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> ▼ </div>

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	Blank

[Add Row](#)
[Advanced](#)

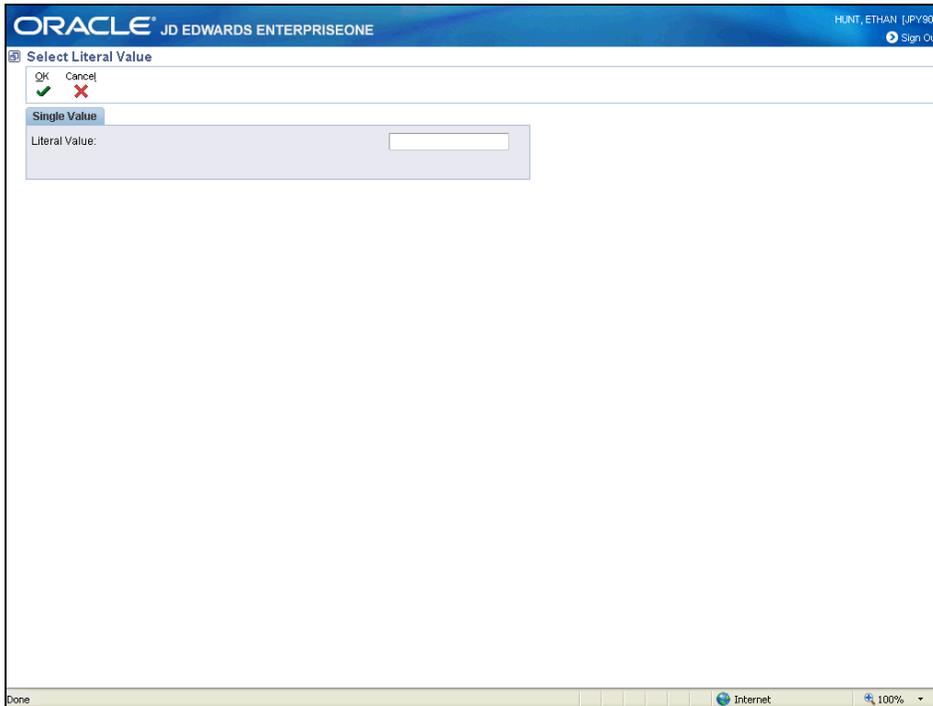
Done Internet 100%

- Blank
- Zero
- Literal
- Account ID (F1202) (AID) [BC]
- Agency (F1201) (ACL6) [BC]
- Business Unit (F1201) (MCU) [BC]
- Description (F1201) (DL01) [BC]
- Division (F1201) (ACL7) [BC]
- Equipment Status (F1201) (EG01) [BC]
- Fiscal Quarter (Obsolete) (F1202) (FQ) [BC]
- Ledger Types (F1202) (LT) [BC]
- Location 2 (F1201) (RMK2) [BC]
- Name - Remark (F1201) (RMK) [BC]
- Object Account (F1202) (OBJ) [BC]
- Serial Number/VIN (F1201) (ASID) [BC]
- Subledger - O/L (F1202) (SBL) [BC]
- Tag Number (F1201) (APID) [BC]
- szAgency_ACL6 [PO]
- szDivision_ACL7 [PO]
- szPRINTBusinessUnit [RV]
- szPRINTDescription [RV]
- szPRINTLocation1 [RV]
- szPRINTLocation2 [RV]
- szPRINTSerialNumber [RV]
- szPRINTUnitNumber [RV]
- szVersionDescription [RV]

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Step	Action
21.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



Step	Action
22.	Enter " 171500 " into the Literal Value field.
23.	Click the OK button. 
24.	Click the check box of the new row. <input type="checkbox"/>
25.	Click the Up button until the new row is above the row with "Or" in the Operator field. 
26.	Note: 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. Click the drop down list of the Left Operand column on the bottom blank row.

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input checked="" type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	"171500"
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	And		

[Add Row](#)
[Advanced](#)

- Account ID (F1202) (AID) [BC]
- Agency (F1201) (ACL6) [BC]
- Amount - Beginning Balance/PYE Forward (F1202) (APYC) [BC]
- Amount - Week-to-Date (F1202) (AWTD) [BC]
- Asset Item Number (F1201) (NUMB) [BC]
- Asset Item Number (F1202) (NUMB) [BC]
- Business Unit (F1201) (MCU) [BC]
- Century (F1202) (CTRY) [BC]
- Date - Acquired (F1201) (DAJ) [BC]
- Date - Disposed or Retired (F1201) (DSP) [BC]
- Description (F1201) (DL01) [BC]
- Division (F1201) (ACL7) [BC]
- Equipment Status (F1201) (EQST) [BC]
- Fiscal Quarter (Obsolete) (F1202) (FQ) [BC]
- Fiscal Year (F1202) (FY) [BC]
- Ledger Types (F1202) (LT) [BC]
- Location 2 (F1201) (RMK2) [BC]
- Name - Remark (F1201) (RMK) [BC]
- Object Account (F1202) (OBJ) [BC]
- Serial Number/MIN (F1201) (ASID) [BC]
- Subledger - g/L (F1202) (SBL) [BC]
- Subledger Type (F1202) (SBLT) [BC]
- Tag Number (F1201) (APID) [BC]

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Step	Action
27.	Click the Object Account (F1202) (OBJ) [BC] list item.

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input checked="" type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	"171500"
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]		

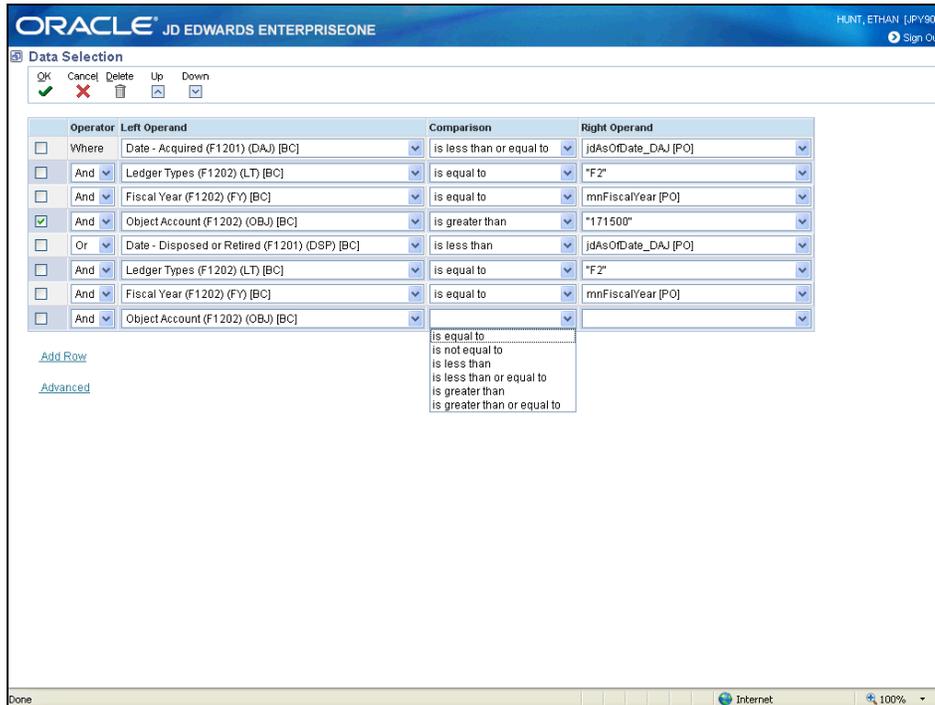
[Add Row](#)
[Advanced](#)

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Step	Action
28.	Click the drop down list of the Comparison column. 



Step	Action
29.	Click the is greater than list item. 

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mmFiscalYear [PO]
<input checked="" type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	"171500"
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mmFiscalYear [PO]
<input type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	

[Add Row](#)
[Advanced](#)

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Step	Action
30.	Click the drop down list of the Right Operand column. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mmFiscalYear [PO]
<input checked="" type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	"171500"
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mmFiscalYear [PO]
<input type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	<ul style="list-style-type: none"> Blank Zero Literal Account ID (F1202) (AID) [BC] Agency (F1201) (ACL6) [BC] Business Unit (F1201) (MCU) [BC] Description (F1201) (DL01) [BC] Division (F1201) (ACL7) [BC] Equipment Status (F1201) (E0ST) [BC] Fiscal Quarter (Obsolete) (F1202) (FQ) [BC] Ledger Types (F1202) (LT) [BC] Location 2 (F1201) (RMK2) [BC] Name - Remark (F1201) (RMK) [BC] Object Account (F1202) (OBJ) [BC] Serial Number/VIN (F1201) (ASID) [BC] Subledger - GL (F1202) (SBL) [BC] Tag Number (F1201) (APID) [BC] szAgency_ACL6 [PO] szDivision_ACL7 [PO] szPRINTBusinessUnit [RV] szPRINTDescription [RV] szPRINTLocation1 [RV] szPRINTLocation2 [RV] szPRINTSerialNumber [RV] szPRINTUnitNumber [RV] szVersionDescription [RV]

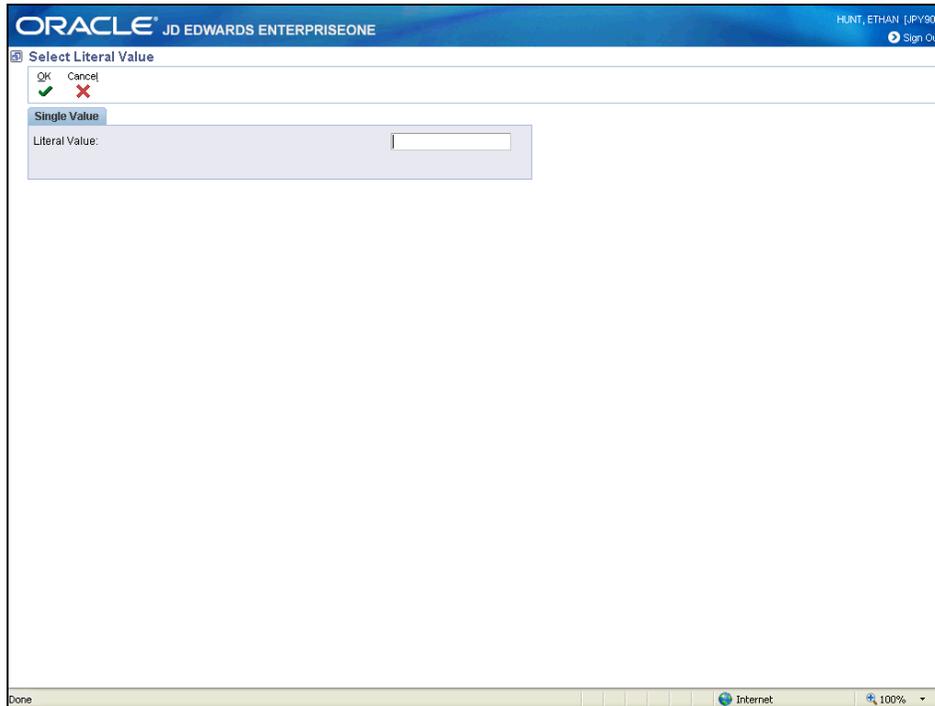
[Add Row](#)
[Advanced](#)

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Training Guide

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Step	Action
31.	Click the Literal list item. <input type="text" value="Literal"/>

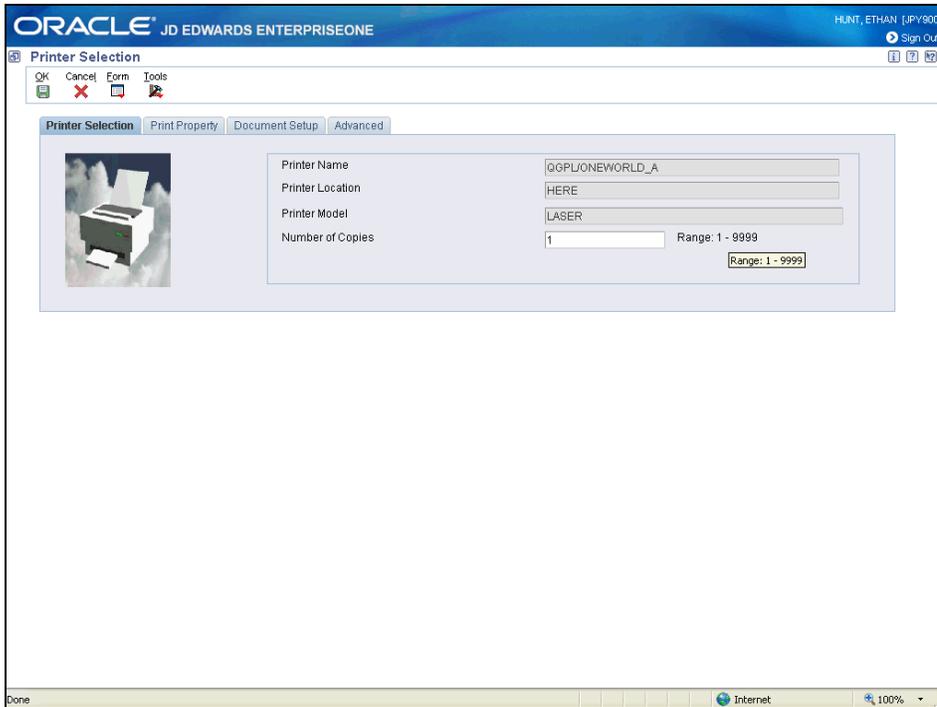


Step	Action
32.	Enter " 171500 " into the Literal Value field.
33.	Click the OK button. <input checked="" type="checkbox"/>
34.	Click the OK button. <input checked="" type="checkbox"/>
35.	Complete the following fields: As of Date - if running report for fiscal year end, enter the last date of the current Fiscal year. Otherwise, enter the current date. Agency - enter your three (3) digit Agency number. Division - enter your three(3) digit division number, if applicable. Fiscal Year - enter year for which you want the report generated. (ex. 3 for Fiscal Year 2003)

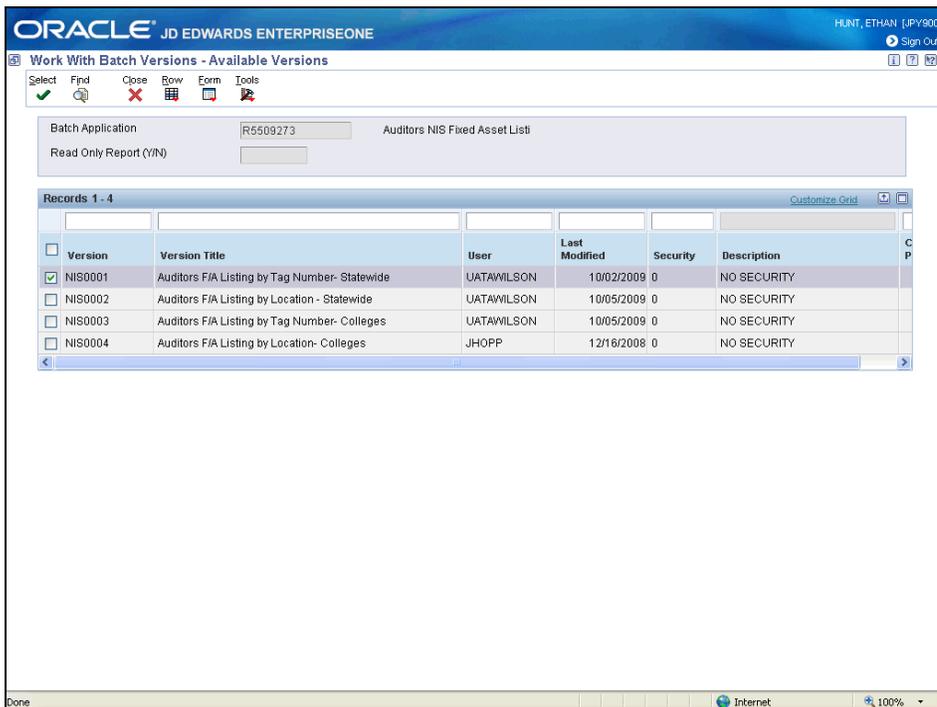
Step	Action
36.	Click the OK button. 
37.	Note: To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited).

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Step	Action
38.	Click the OK button. 



Step	Action
39.	Click the Close button. 
40.	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 Training Guide. You have successfully completed this lesson. End of Procedure.