



F/A Extract Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Fixed Assets link. 
3.	Click the Inquiries & Reports link. 
4.	Click the F/A Reports link. 
5.	Click the F/A Extract link. 
6.	Select the appropriate version. Note: NIS0001 and NIS0002 do not include report headers in CSV output. 
7.	Click the Select button. 
8.	Click the Data Selection option. 
9.	Click the Submit button. 
10.	Click the OK button. 
11.	Complete the following fields: As of Date Agency Number Division if appropriate Fiscal Year
12.	Click the OK button. 
13.	Click the Document Setup tab. 

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14.	<p>Note: CSV (Comma Delimited) box should be selected (default).</p> <p>Click the OK button.</p> 
15.	<p>Click the Close button.</p> 
16.	<p>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.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>