

F/A Extract

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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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F/A Extract Overview

The following instructions describe the process for creating a Fixed Asset report for export to Excel. While the process is written for creation of a specific report created for export process, the procedure can be used to export any system columnar report to Excel.

F/A Extract Lesson

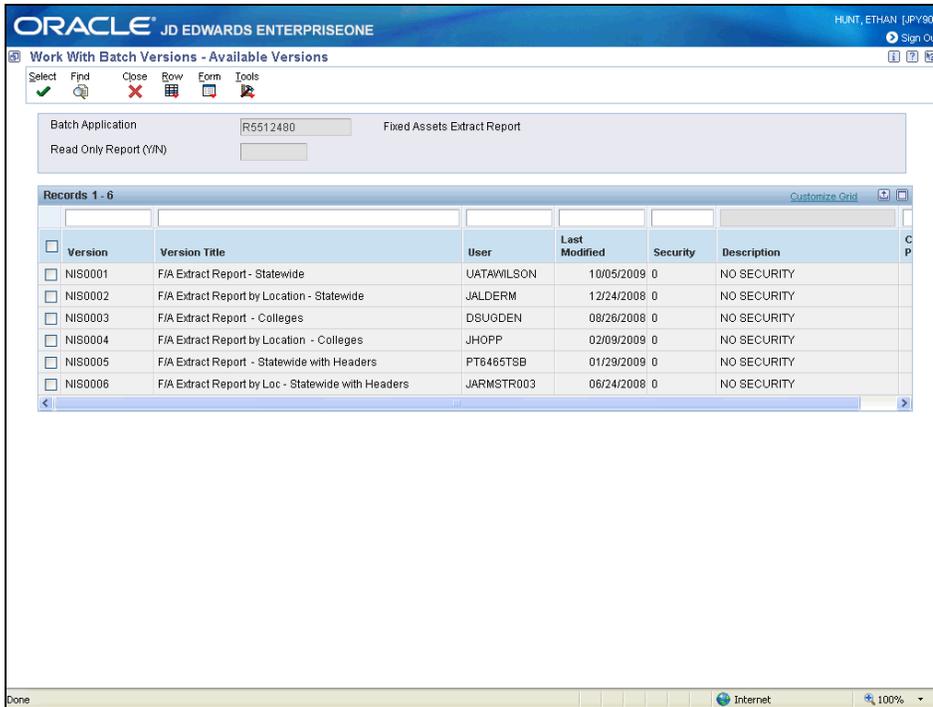
Procedure

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

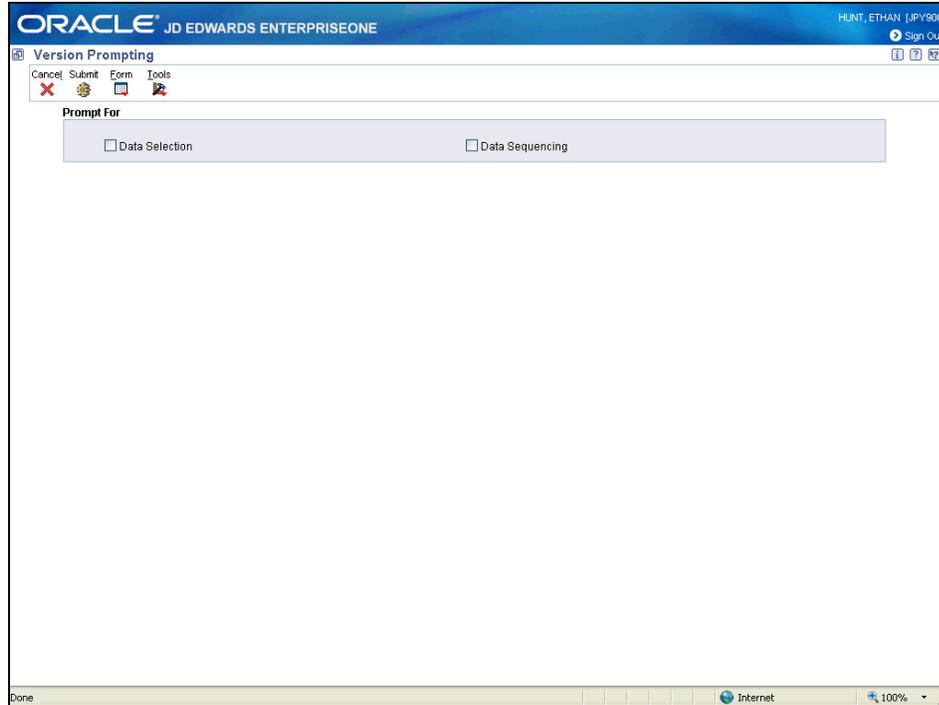
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Fixed Assets link. Fixed Assets
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the F/A Reports link. F/A Reports
5.	Click the F/A Extract link. F/A Extract

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Step	Action
6.	<p>Select the appropriate version.</p> <p>Note: NIS0001 and NIS0002 do not include report headers in CSV output.</p> <input type="checkbox"/>
7.	<p>Click the Select button.</p> <input checked="" type="checkbox"/>



Step	Action
8.	Click the Data Selection option. 
9.	Click the Submit button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

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	Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/> And	Agency (F1201) (ACL6) [BC]	is not equal to	"050"
<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](#)

Done Internet 100%

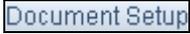
Step	Action
10.	Click the OK button. 
11.	Complete the following fields: As of Date Agency Number Division if appropriate Fiscal Year

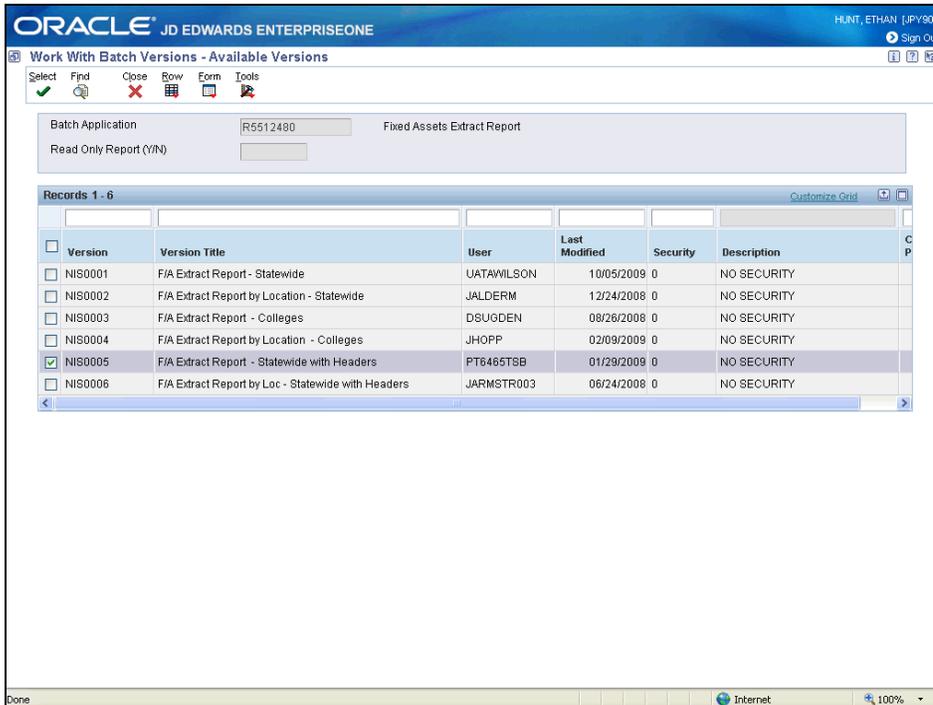
Step	Action
12.	Click the OK button. 

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Step	Action
13.	Click the Document Setup tab. 
14.	Note: CSV (Comma Delimited) box should be selected (default). Click the OK button. 



Step	Action
15.	Click the Close button. 
16.	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.