

## F/A Listing by Location 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>F/A Listing by Location</b> link. 
6.	Click the <b>Data Selection</b> option. 
7.	Click the <b>Submit</b> button. 
8.	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"
9.	Click the <b>drop down</b> list of the Right Operand for the Agency row. 
10.	Click the <b>Literal</b> list item. 
11.	Enter the agency number into the <b>Literal Value</b> field.
12.	Click the <b>OK</b> button. 
13.	Click the <b>OK</b> button. 
14.	Processing Options define the data to be reported.  Period Number = period in the fiscal year. (1 = July, 2 = August, 3 = September, etc.)  Fiscal Year = last two digits of fiscal year (10 = July 1, 2010 through June 30, 2011)
15.	Click the <b>OK</b> button. 

---

Step	Action
16.	Click the <b>OK</b> button. 
17.	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>