

F/A Listing by Location

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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 Listing by Location

F/A Listing by Location Overview

You can run the Fixed Asset Listing by Location Report to review and/or print the free form location fields of an asset. The report will show all three locations' fields of an asset. The report will provide the following information:

- Tag Number
- Responsible Business Unit
- Description
- Serial Number / VIN
- Date Acquired
- Location field 1
- Location field 2
- Location field 3

F/A Listing by Location Lesson

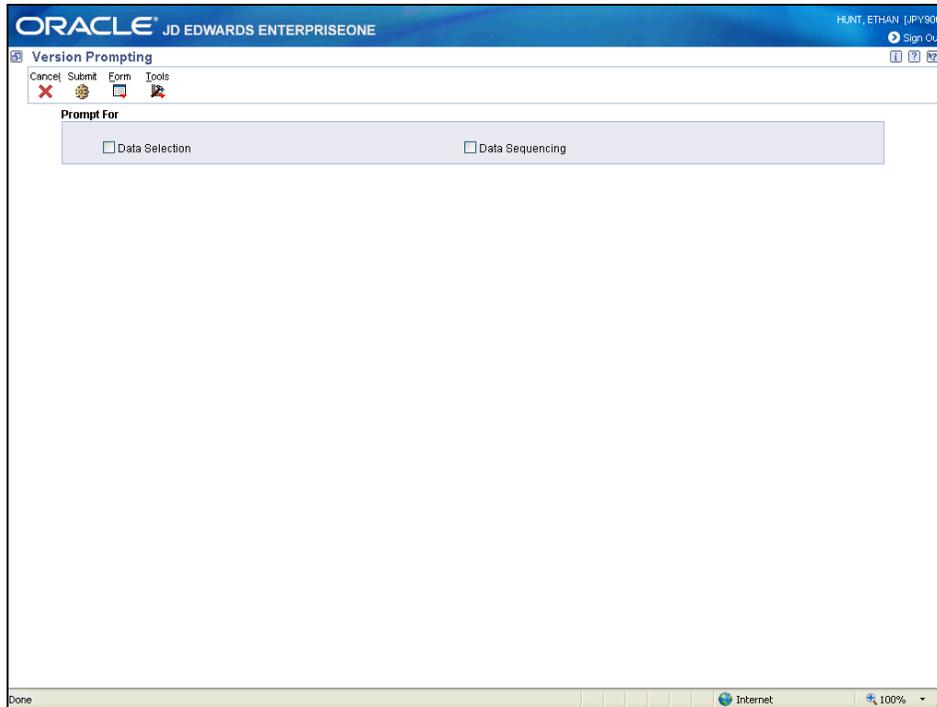
Procedure

In this lesson you will learn how to run the Fixed Assets Listing by Location 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 Listing by Location link. F/A Listing by Location

Training Guide

F/A Listing by Location



Step	Action
6.	Click the Data Selection option. 
7.	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	Equipment Status (F1201) (EOST) [BC]	is not equal to	*DA-DZ*
<input type="checkbox"/> And	Agency (F1201) (ACL6) [BC]	is equal to	Blank
<input type="checkbox"/> And			

[Add Row](#)

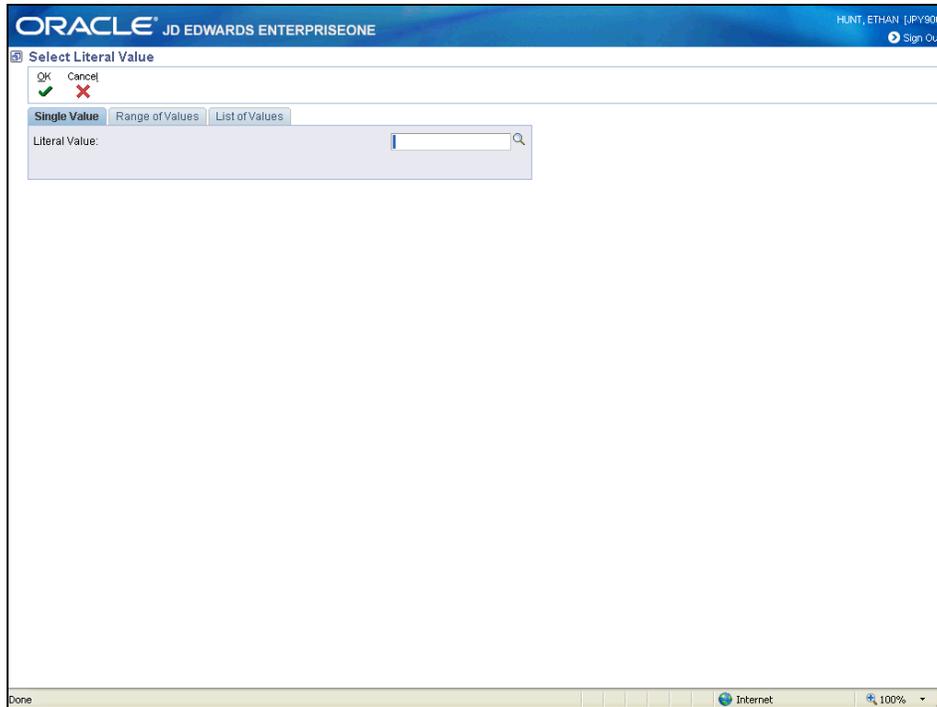
[Advanced](#)

Done Internet 100%

Step	Action
8.	In the first row, verify: Left Operand is "Equipment Status (F1201)[BC]" Comparison is "is not equal to" Right Operand is "DA-DZ"
9.	Click the drop down list of the Right Operand for the Agency row. <input type="text" value="Blank"/>
10.	Click the Literal list item. <input type="text" value="Literal"/>

Training Guide

F/A Listing by Location



Step	Action
11.	Enter the agency number into the Literal Value field.
12.	Click the OK button. 

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Equipment Status (F1201) (EOST) [BC]	is not equal to	*DA-DZ*
And	Agency (F1201) (ACL6) [BC]	is equal to	*065*
And			

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

Done Internet 100%

Step	Action
13.	Click the OK button. 

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPD900] Sign Out

Processing Options

OK Cancel

Process JE Creation

1. Period Number [v]

2. Fiscal Year 10

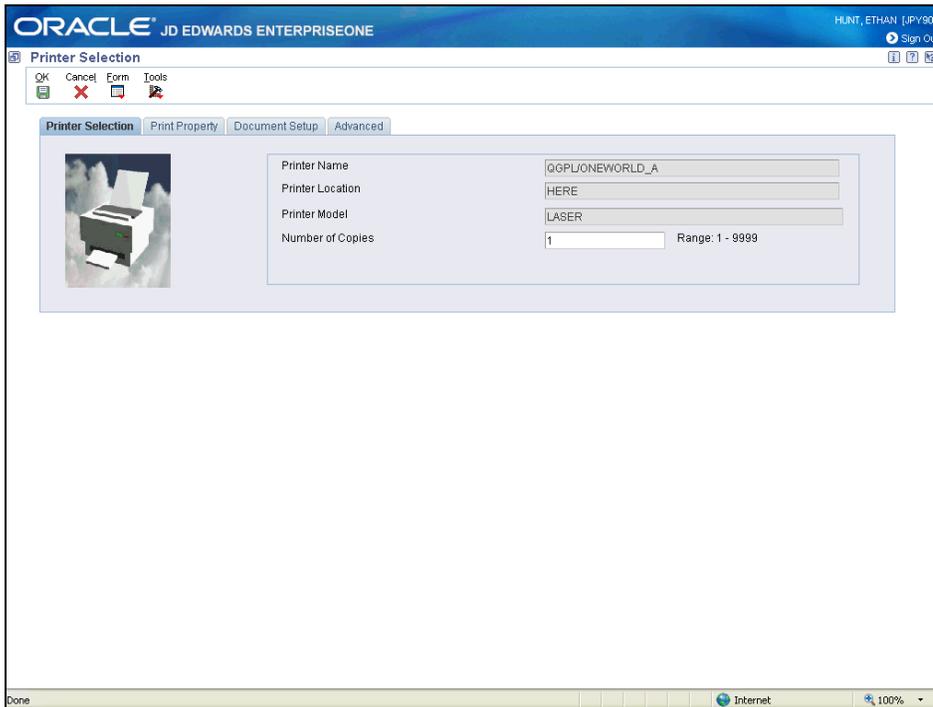
3. Enter Value 1
Tag number = 1
Remarks 1 = 2

Done Trusted sites 100%

Training Guide

F/A Listing by Location

Step	Action
14.	<p>Processing Options define the data to be reported.</p> <p>Period Number = period in the fiscal year. (1 = July, 2 = August, 3 = September, etc.)</p> <p>Fiscal Year = last two digits of fiscal year (10 = July 1, 2010 through June 30, 2011)</p>
15.	<p>Click the OK button.</p> 



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