G/L by Tag Number Lesson

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 **G/L by Tag Number** link. G/L by Tag Number
6.	Click the **Data Selection** option. ☐
7.	Click the **Submit** button.
8.	Click the **drop down** list of the Right Operand column for the Tag Number row. "000000000000" ▾
9.	Click the **Literal** list item. Literal
10.	Enter the tag number into the **Literal Value** field.
11.	Click the **OK** button. ✔
12.	Click the **drop down** list of the Right Operand column for the Agency row. "000" ▾
13.	Click the **Literal** list item. Literal
14.	Enter the agency number into the **Literal Value** field.
15.	Click the **OK** button. ✔

Step	Action
16.	**Note**: To narrow the report by business unit, complete the following information in the first blank row: **Left Operand** - Business Unit (F0006)(MCU)[BC] **Comparison** - is equal to **Right Operand** - enter the business unit for which to run report **Note**: To narrow the report by fund, complete the following information in the first blank row: **Left Operand** - Fund (F0006)(CO)[BC] **Comparison** - is equal to **Right Operand** - enter the fund for which to run report
17.	Click the **OK** button. ✔
18.	Complete the following fields: **Beginning Date Range** and **Ending Date Range** - enter the date range for which to run report. **Beginning OBJ Range** and **Ending OBJ Range** - enter the object account range if you want to restrict the assets that display on report.
19.	Click the **OK** button. ✔
20.	Click the **OK** button. 💾
21.	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.**