

Location Tracking by Location BU

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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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Location Tracking by Location BU

Location Tracking by Location BU Overview

You can run the Location Tracking Report to review and/or print the location history of an asset. The report will list the current location of an asset along with the historical locations of the asset. The report will provide the following information:

- Tag Number
- Description
- Location
- Location Description
- Location Code
- From and Thru Dates
- Remark
- Equipment Status

Location Tracking by Location BU Lesson

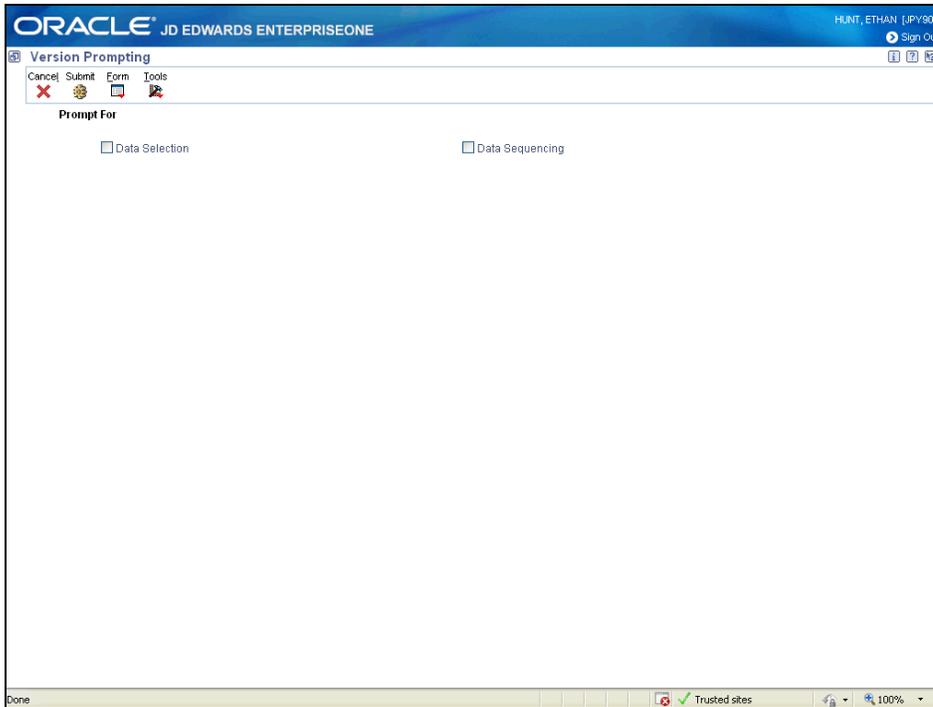
Procedure

In this lesson you will learn how to run the Location Tracking Report by Location Business Unit.

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Fixed Assets link. Fixed Assets
3.	Click the Location Transfers link. Location Transfers
4.	Click the Location Tracking by BU link. Location Tracking by BU

Training Guide

Location Tracking by Location BU



Step	Action
5.	Click the Data Selection option. 
6.	Click the Submit button. 
7.	In the first row, verify: Left Operand is "Equipment Status (F1204)[BC]" Comparison is "is not equal to" Right Operand is "DA-DZ"

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Equipment Status (F1204) (EOST) [BC]	is not equal to	*DA-DZ*
<input type="checkbox"/> And	Tag Number (F1201) (APID) [BC]	is equal to	Blank
<input type="checkbox"/> And			

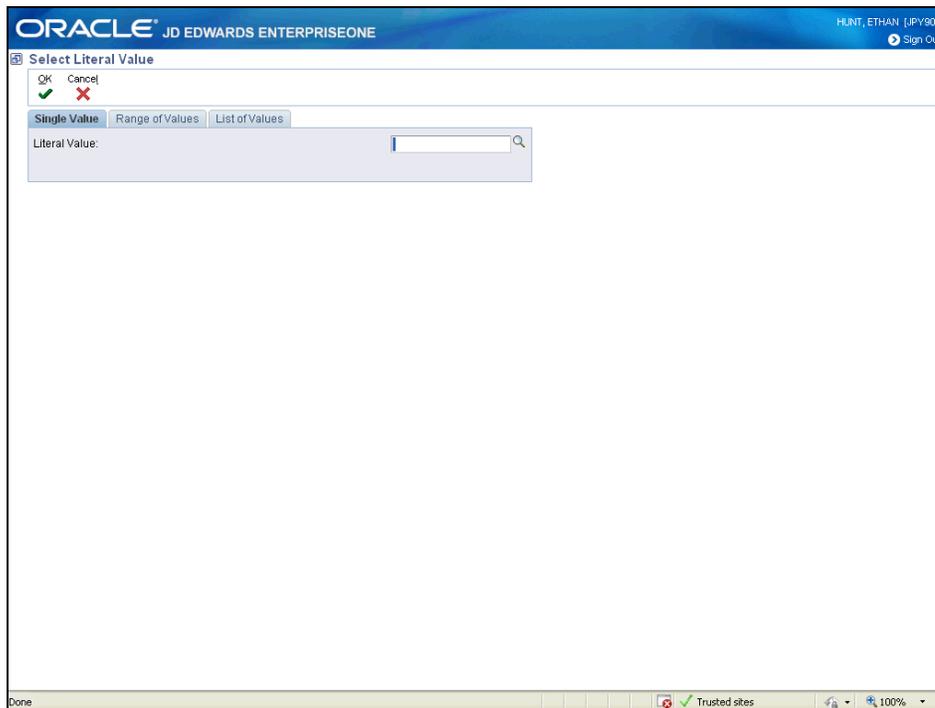
Step	Action
8.	Click the drop down list of the Right Operand column for the Tag Number row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank ▾</div>

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Equipment Status (F1204) (EOST) [BC]	is not equal to	*DA-DZ*
<input type="checkbox"/> And	Tag Number (F1201) (APID) [BC]	is equal to	Blank
<input type="checkbox"/> And			<ul style="list-style-type: none"> Blank Zero Null Literal ASLI [RV] Aisle (F1204) (AISL) [BC] Bin (F1204) (BIN) [BC] Business Unit (F1204) (MCU) [BC] Business Unit - Location (F1204) (LOC) [BC] Description (F1201) (DL01) [BC] Description - Compressed (F1201) (DSCC) [I] Description(Heading) [RV] Equipment Rate Code (F1204) (ERC) [BC] Equipment Rate Group (F1204) (RTGR) [BC] Equipment Rate Table (F1204) (RTTB) [BC] Equipment Status (F1204) (EOST) [BC] Item Description [RV] Item Number (Heading1) [RV] Location(Heading) [RV] Name - Remark (F1204) (RMK) [BC] Object Account (F1204) (OBJ) [BC] PgBrk-Location [RV] Program ID (F1204) (PID) [BC] Serial Number/WN (F1201) (ASID) [BC] Subledger - G/L (F1204) (SBL) [BC] Subsidiary (F1204) (SUB) [BC] Tag Number (F1201) (APID) [BC] Transfer Number (F1204) (TRNN) [BC] User ID (F1204) (USER) [BC] Work Station ID (F1204) (JOBN) [BC]

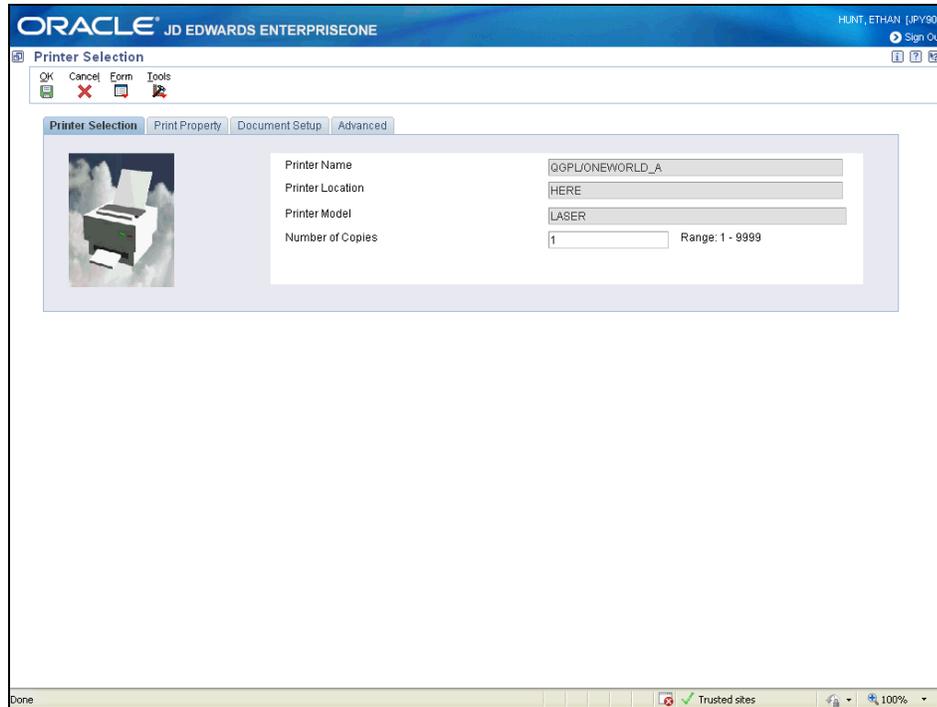
Training Guide

Location Tracking by Location BU

Step	Action
9.	Click the Literal list item. <input type="text" value="Literal"/>
10.	Enter the range of your tag numbers on the Range of Values tab or a single tag number on the Single Value tab in the Literal Value field.



Step	Action
11.	Enter the tag number into the Literal Value field.
12.	Click the OK button. <input checked="" type="checkbox"/>
13.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
14.	Click the OK button. 
15.	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.