

Schedule of Fixed Assets Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Fixed Assets link. 
3.	Click the Inquiries & Reports link. 
4.	Click the F/A Reports link. 
5.	Click the Schedule of F/As link. 
6.	Select the version you want to run by clicking the check box next to it. <input type="checkbox"/>
7.	Click the Select button. 
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 
10.	Note: Nothing should need to be changed unless you are adding further data selection. In the first row, verify: Left Operand is "Agency (F1201)[BC]" Comparison is "is equal to" Right Operand is "Agency Number [PO]" In the second row, verify: Left Operand is "Ledger Type (F1202)[BC]" Comparison is "is equal to" Right Operand is "Ledger Type [PO]"
11.	Click the OK button. 
12.	Enter the Period Number, Fiscal Year, Agency Number and Ledger Type for which you want the report generated.
13.	Click the OK button. 

Step	Action
14.	Click the OK button. 
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.