Business Unit - Fund Integrity 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 Integrity Reports** link. F/A Integrity Reports
5.	Click the **Business Unit - Fund Integrity** link. Business Unit - Fund Integrity
6.	Click the **Data Selection** option.
7.	Click the **Submit** button.
8.	Leave data selection as is. **Note**: To narrow the report by agency or division, complete the following information on the first blank row: **Left Operand** = "Agency (F1201)[BC]" or "Division (F1201) [BC]" **Comparison** = "is equal to" **Right Operand** = 3-digit agency number or 3-digit division number In this lesson we are not going to add this row.
9.	Click the **OK** button.
10.	Click the **OK** button.
11.	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. **Note**: This report is setup to run in CSV format, but can be viewed as either a CSV or PDF. You have successfully completed this lesson. **End of Procedure.**
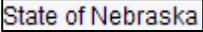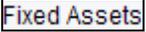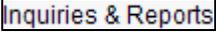
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