F/A Category Code Omissions 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 **F/A Category Code Integrity** link. F/A Category Code Integrity
6.	Click the **Data Selection** option.
7.	Click the **Submit** button.
8.	**Decision:** The Data Selection window will be blank. If you want to save processing time you can manually enter the information in the Data Selection window. You can also choose not to enter information on the Data Selection window. Make your selection below. • Manually Enter Data Selection Go to step 9 on page 1 • No Data Selection Go to step 20 on page 2
9.	Click the **drop down** list of the Left Operand column for the first row.
10.	Click the **Agency (F1201) (ACL6) [BC]** list item. Agency (F1201) (ACL6) [BC]
11.	Click the **drop down** list of the Comparison column.
12.	Click the **is equal to** list item. is equal to
13.	Click the **drop down** list of the Right Operand column.
14.	Click the **Literal** list item. Literal
15.	Enter the agency number into the **Literal Value** field.
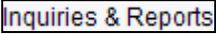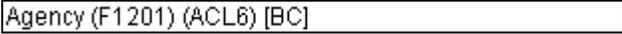
Step	Action
16.	Click the **OK** button.
17.	Click the **OK** button.
18.	Click the **OK** button.
19.	To view the report you will need to go to **View Job Status**. For more information go to the Reports Lesson under the System Basics Training Guide. You have successfully completed this lesson. **End of Procedure.** Remaining steps apply to other paths.
20.	Click the **OK** button. Go to step 18 on page 2