

F/A Category Code Omissions Integrity

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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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F/A Category Code Omissions Integrity

F/A Category Code Omissions Integrity Overview

You can run the F/A Category Code Omissions Integrity Report to review and/or print if any of your assets are missing key category codes. These key category codes are Item Code, Agency and Division (Category Code 1, 6 and 7). The goal is to have this report blank. This means all your assets have these key fields populated and they are not blank. It does not verify they are accurate. The report will provide the following information:

- Tag Number
- Description
- Item Code
- Agency
- Division

F/A Category Code Omissions Integrity Lesson

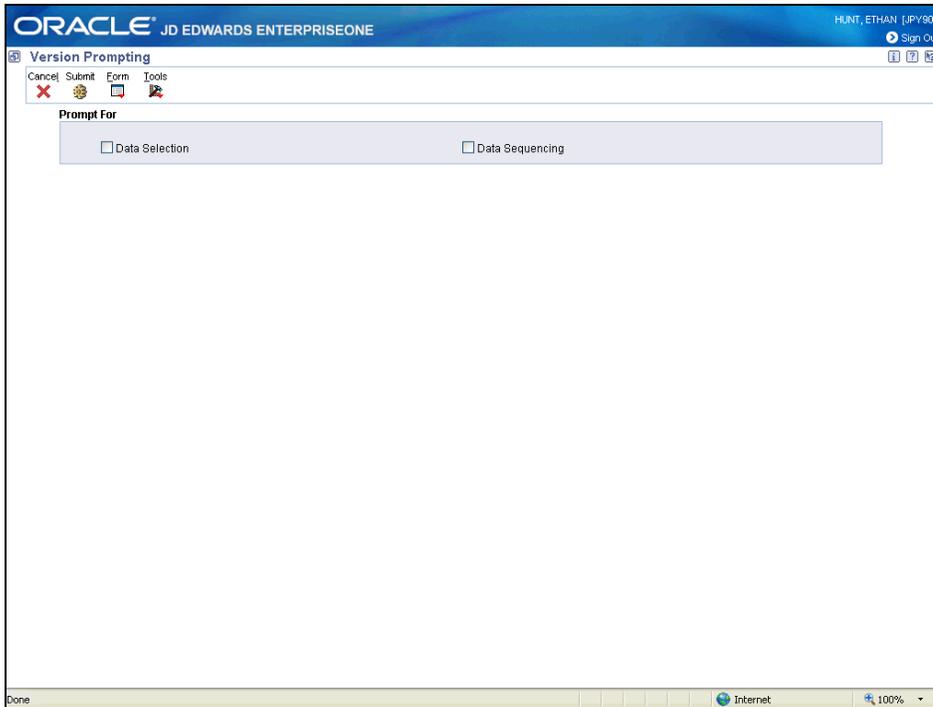
Procedure

In this lesson you will learn how to run the F/A Category Code Omissions Integrity Report.

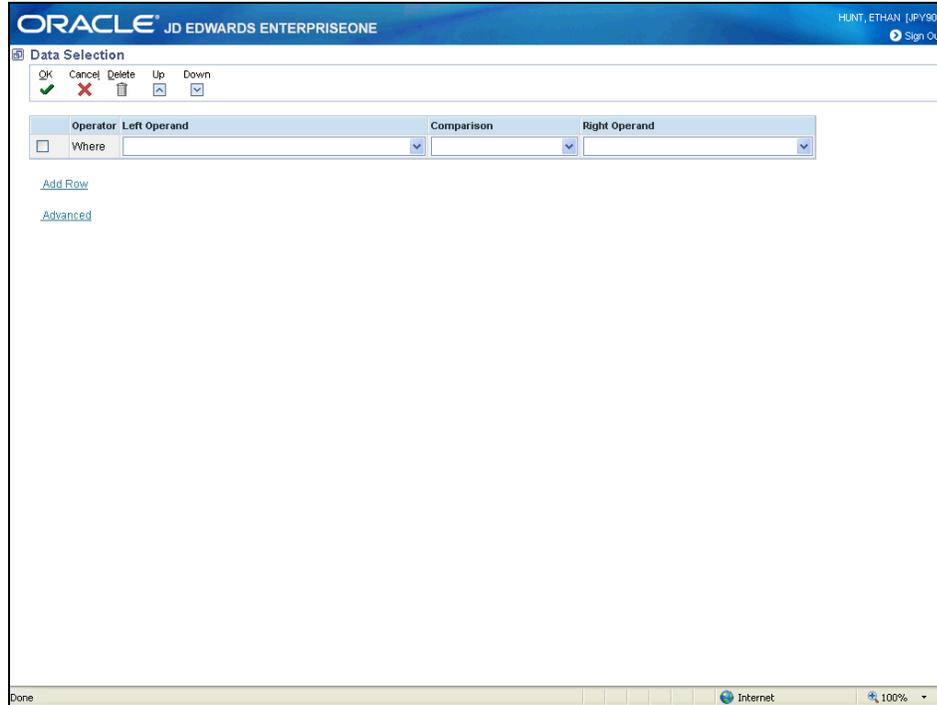
| Step | Action |
|------|---|
| 1. | Click the State of Nebraska link. State of Nebraska |
| 2. | Click the Fixed Assets link. Fixed Assets |
| 3. | Click the Inquiries & Reports link. Inquiries & Reports |
| 4. | Click the F/A Integrity Reports link. F/A Integrity Reports |
| 5. | Click the F/A Category Code Integrity link. F/A Category Code Integrity |

Training Guide

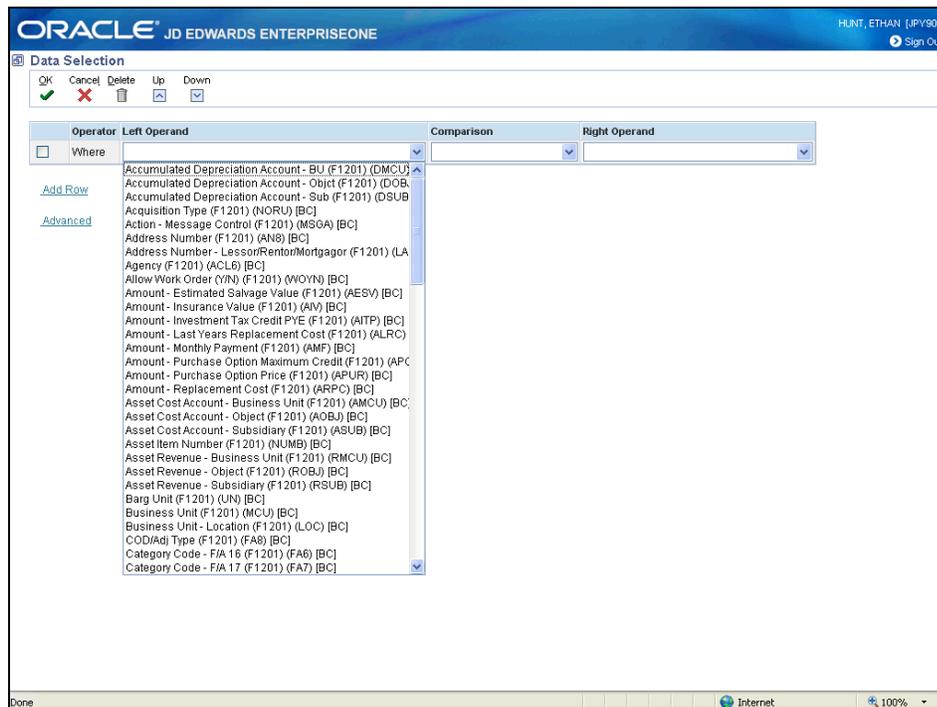
F/A Category Code Omissions Integrity



| Step | Action |
|------|---|
| 6. | Click the Data Selection option.  |
| 7. | Click the Submit button.  |
| 8. | <p>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.</p> <ul style="list-style-type: none"> Manually Enter Data Selection Go to step 9 on page 3 No Data Selection Go to step 20 on page 9 |



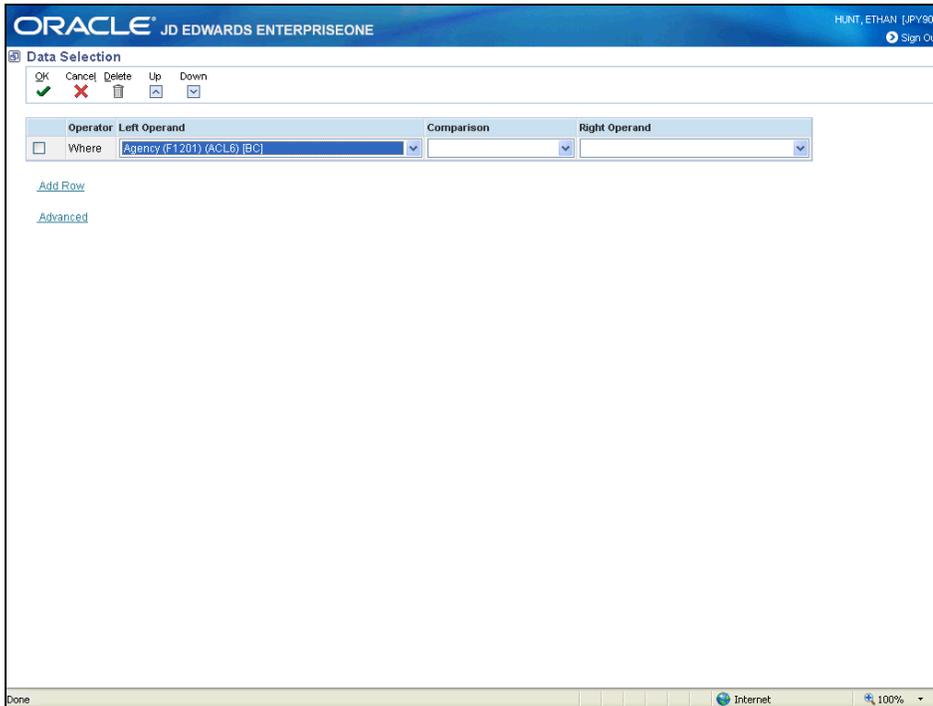
| Step | Action |
|------|---|
| 9. | Click the drop down list of the Left Operand column for the first row. |



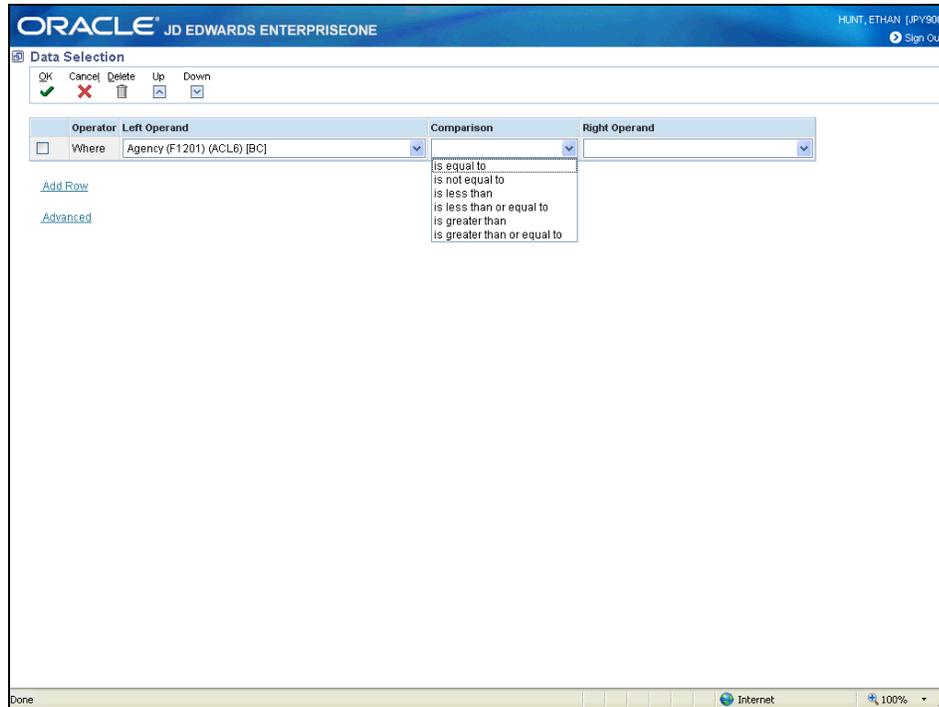
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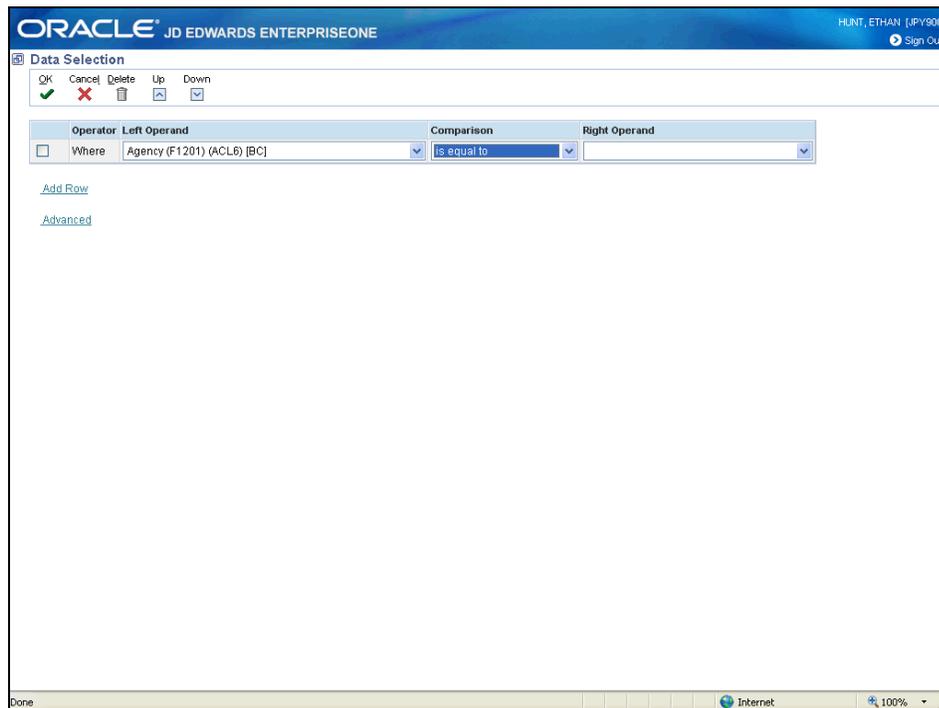
| Step | Action |
|------|---|
| 10. | Click the Agency (F1201) (ACL6) [BC] list item. <input type="text" value="Agency (F1201) (ACL6) [BC]"/> |



| Step | Action |
|------|--|
| 11. | Click the drop down list of the Comparison column. <input type="text" value=""/> |



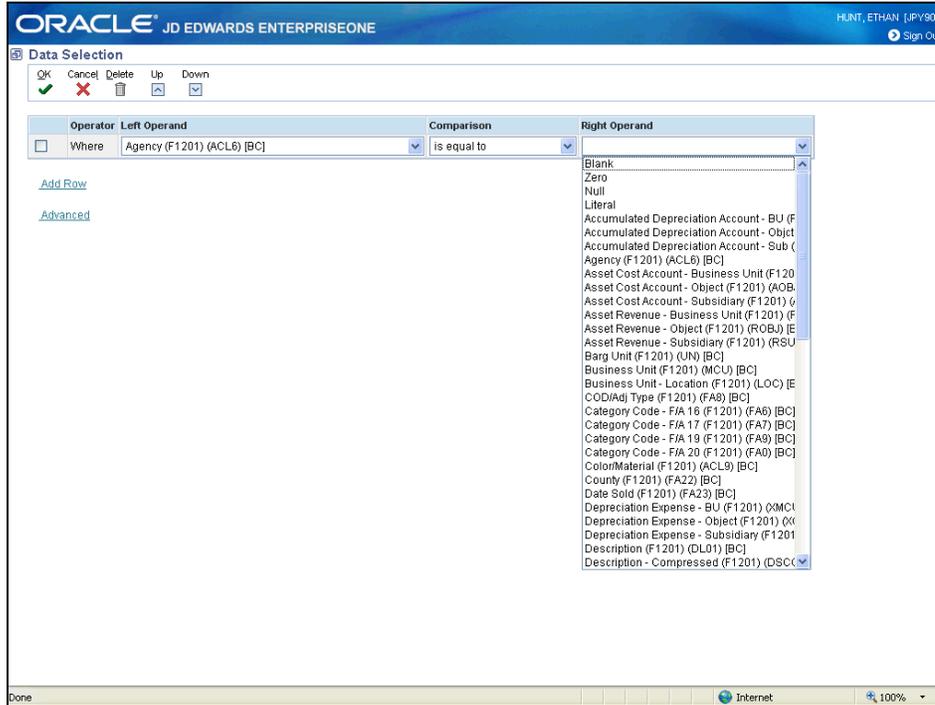
| Step | Action |
|------|--|
| 12. | Click the is equal to list item. <div style="border: 1px dashed black; padding: 2px; display: inline-block;">is equal to</div> |



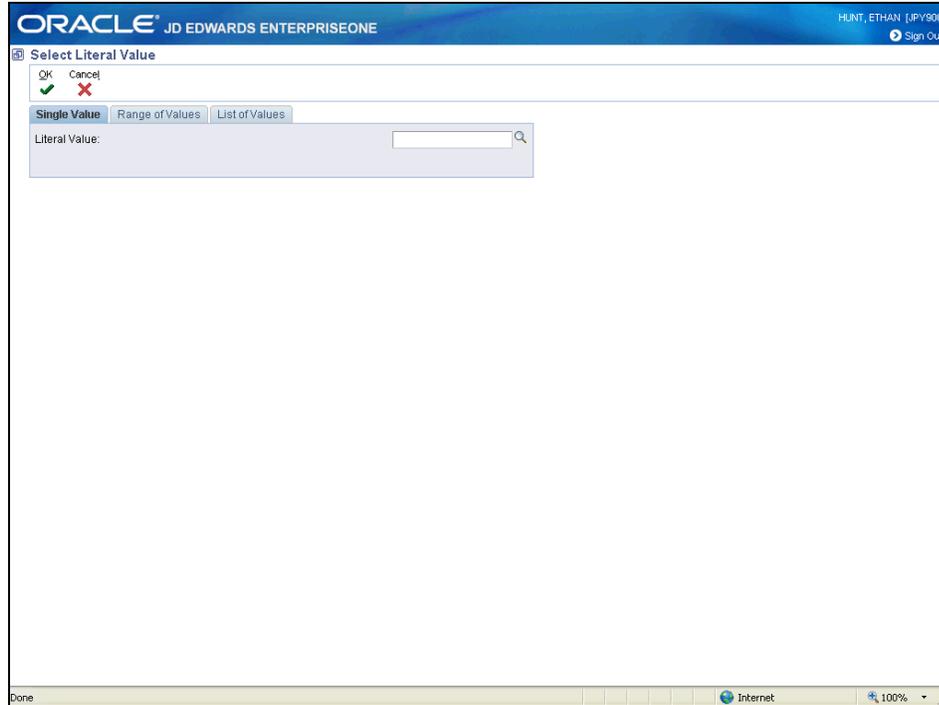
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| Step | Action |
|------|---|
| 13. | Click the drop down list of the Right Operand column.  |



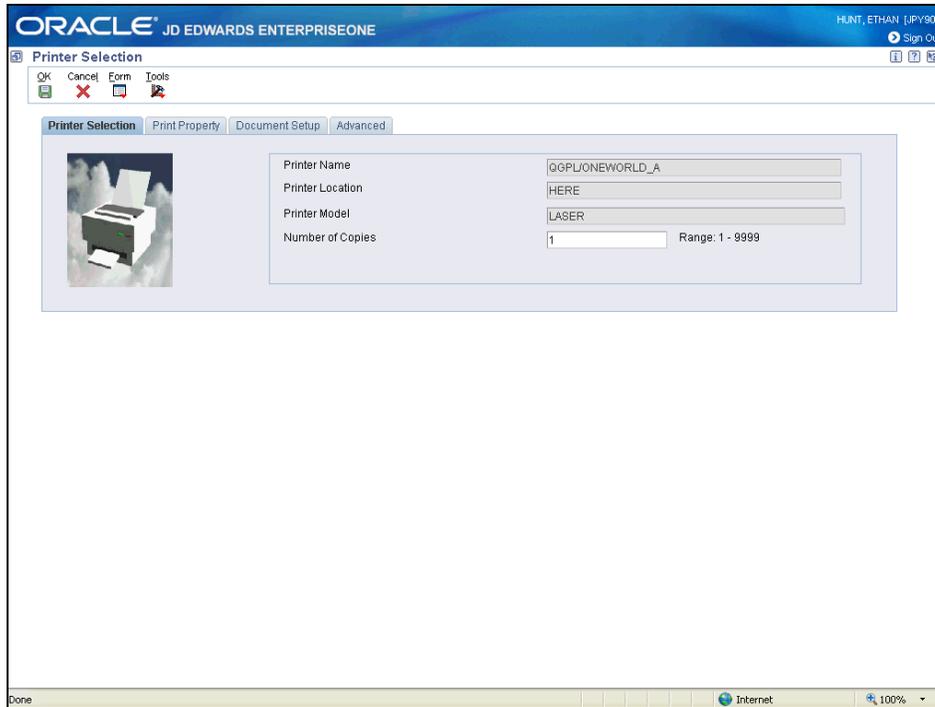
| Step | Action |
|------|--|
| 14. | Click the Literal list item.  |



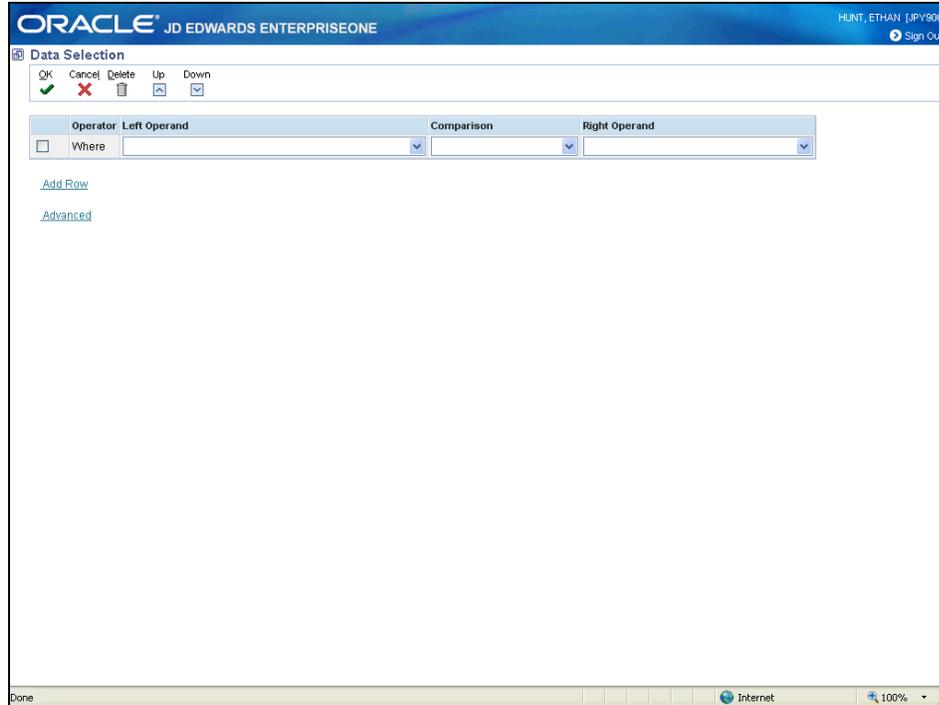
| Step | Action |
|------|--|
| 15. | Enter the agency number into the Literal Value field. |
| 16. | Click the OK button.  |
| 17. | Click the OK button.  |

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| Step | Action |
|------|--|
| 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. |



| Step | Action |
|------|---|
| 20. | Click the OK button.  Go to step 18 on page 8 |