

## F/A No Cost Integrity Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>F/A Integrity Reports</b> link. 
5.	Click the <b>F/A No Cost Integrity</b> link. 
6.	Click the <b>Data Selection</b> option. 
7.	Click the <b>Submit</b> button. 
8.	On the first row, verify:  <b>Left Operand</b> is "Equipment Status (F1201)(EQST)[BC]" <b>Comparison</b> "is not equal to" <b>Right Operand</b> is "DA-DZ"
9.	On the second row, verify:  <b>Left Operand</b> is "Item Code (F1201)(ACL1)[BC]" <b>Comparison</b> "is less than or equal to" <b>Right Operand</b> is "69"
10.	Click the <b>drop down</b> list of the Right Operand column for the Agency row. 
11.	Click the <b>Literal</b> list item. 
12.	Enter the agency number into the <b>Literal Value</b> field.
13.	Click the <b>OK</b> button. 
14.	Click the <b>OK</b> button. 

Step	Action
15.	Verify the following:  <b>Fiscal Year</b> equals the current fiscal year (ex. FY07 = July 1, 2007 - June 30th, 2008) <b>Century</b> = 20
16.	Click the <b>OK</b> button. 
17.	Click the <b>OK</b> button. 
18.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics Training Guide.  You have successfully completed this lesson. <b>End of Procedure.</b>