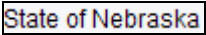
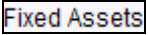
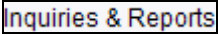

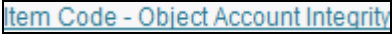






Item Code - Object Account Integrity Lesson

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 Integrity Reports link. 
5.	Click the Item Code - Object Account Integrity link. 
6.	Click the Data Selection option. 
7.	Click the Submit button. 
8.	To narrow the report by agency or division, complete the following information in 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
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.