Item Code - Object Account 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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Item Code - Object Account Integrity

Item Code - Object Account Integrity Overview

You can run the Item Code - Object Account Integrity Report for a listing of Fixed Assets where the item code does not match the asset cost, accumulated appreciation, and/or depreciation expense object account entered on the Asset Master. The goal is to have a blank report. The report will provide the following information:

- Tag Number
- Item Code
- Asset Cost Object
- Accumulated Depreciation Account Object
- Depreciation Expense Object

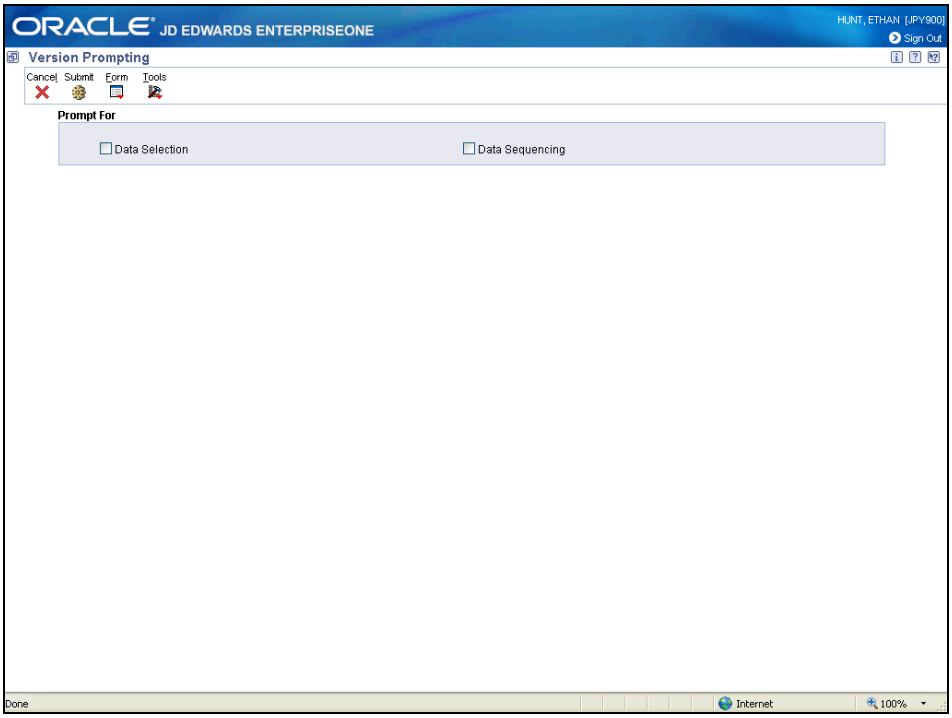
Note: Fixed Assets appearing on this report need to be corrected. Determine if any of the Object Accounts need to be corrected

Item Code - Object Account Integrity Lesson

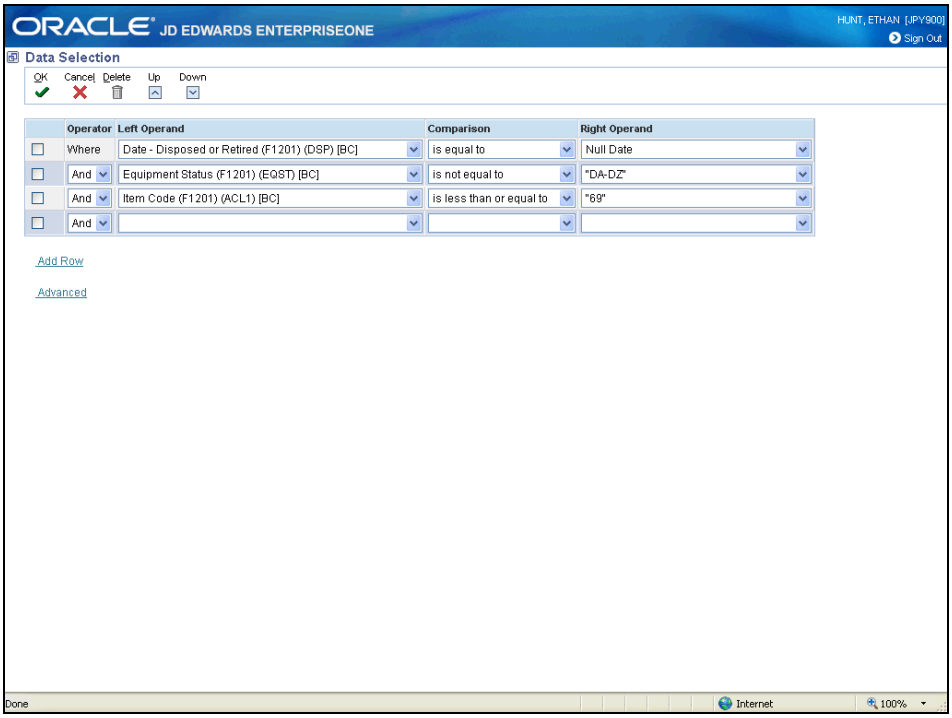
Procedure

In this lesson you will learn how to run the Item Code - Object Account Integrity Report.

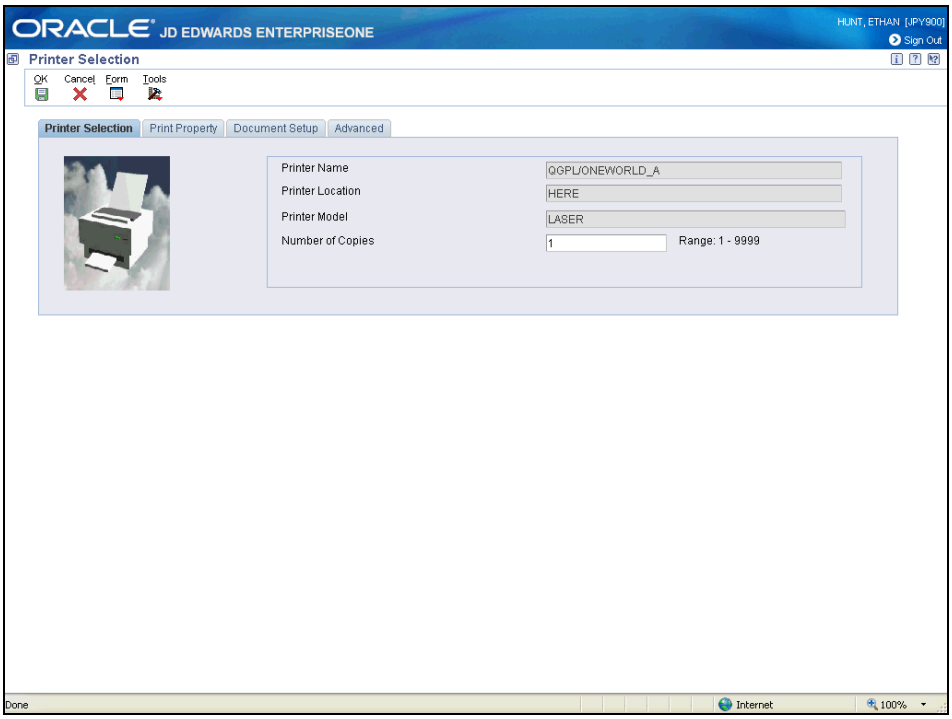
Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Fixed Assets** link. Fixed Assets
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **F/A Integrity Reports** link. F/A Integrity Reports
5.	Click the **Item Code - Object Account Integrity**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



Step	Action
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



Step	Action
9.	Click the **OK** button.



Step	Action
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.**