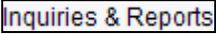


Unposted Fixed Asset Lesson

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 Unposted F/As link. 
6.	Click the Data Selection option. 
7.	Click the Submit button. 
8.	In the first row, verify: Left Operand is "Object Account (F0911)[BC]" Comparison is "is equal to" Right Operand is "580300-586999"
9.	On the second row, verify: Left Operand is "Batch Rear End Posted Code (F0911)[BC]" Comparison is "is equal to" Right Operand is "Blank"
10.	On the third row, verify: Left Operand is "G/L Posted Code (F0911)[BC]" Comparison is "is equal to" Right Operand is "P"
11.	On the fourth row, verify: Left Operand is "Ledger Type (F0911)[BC]" Comparison is "is equal to" Right Operand is "AA"

Step	Action
12.	On the fifth row, verify: Left Operand is "G/L Posting Code – Alternate 3 (F0911)[BC] Comparison "is not equal to" Right Operand is "X"
13.	Click the drop down list of the Right Operand column for the Agency Number row. 
14.	Click the Literal list item. 
15.	Enter the agency number into the Literal Value field.
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.