

## **Unposted Fixed Asset**

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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.

## Table of Contents

<b>Unposted Fixed Asset.....</b>	<b>1</b>
<b>Unposted Fixed Asset Overview .....</b>	<b>1</b>
<b>Unposted Fixed Asset Lesson .....</b>	<b>1</b>

## Unposted Fixed Asset

### Unposted Fixed Asset Overview

You can run the Unposted Fixed Assets Transaction Report to review and/or print all the transactions which have been posted in the General Ledger, but have not yet been posted to a fixed asset. This report is similar to the 4800 Report in SWIS. The report will provide information such as the following:

- Document Type and Number
- Account Number (will have to fall within the 580300-586999 range)
- Amount
- Tag Number

### Unposted Fixed Asset Lesson

#### Procedure

In this lesson you will learn how to run the Unposted Fixed Asset Report.

**Navigation:** There are two menu paths for this report. This lesson uses the Integrity Reports menu path.

State of Nebraska > Fixed Assets > Inquiries & Reports > F/A Integrity Reports > Unposted F/As

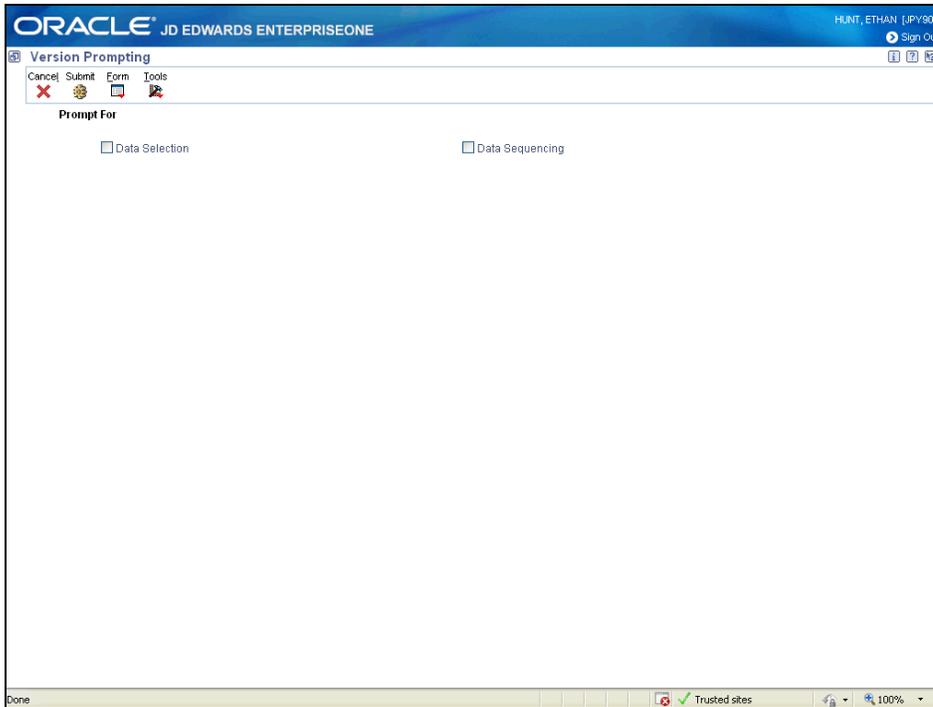
or

State of Nebraska > Fixed Assets > Post Fixed Assets Transactions > Unposted F/As

Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Fixed Assets</b> link. <a href="#">Fixed Assets</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>F/A Integrity Reports</b> link. <a href="#">F/A Integrity Reports</a>
5.	Click the <b>Unposted F/As</b> link. <a href="#">Unposted F/As</a>

# Training Guide

## Unposted Fixed Asset



Step	Action
6.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
7.	Click the <b>Submit</b> button. 
8.	In the first row, verify:  <b>Left Operand</b> is "Object Account (F0911)[BC]" <b>Comparison</b> is "is equal to" <b>Right Operand</b> is "580300-586999"
9.	On the second row, verify:  <b>Left Operand</b> is "Batch Rear End Posted Code (F0911)[BC]" <b>Comparison</b> is "is equal to" <b>Right Operand</b> is "Blank"
10.	On the third row, verify:  <b>Left Operand</b> is "G/L Posted Code (F0911)[BC]" <b>Comparison</b> is "is equal to" <b>Right Operand</b> is "P"

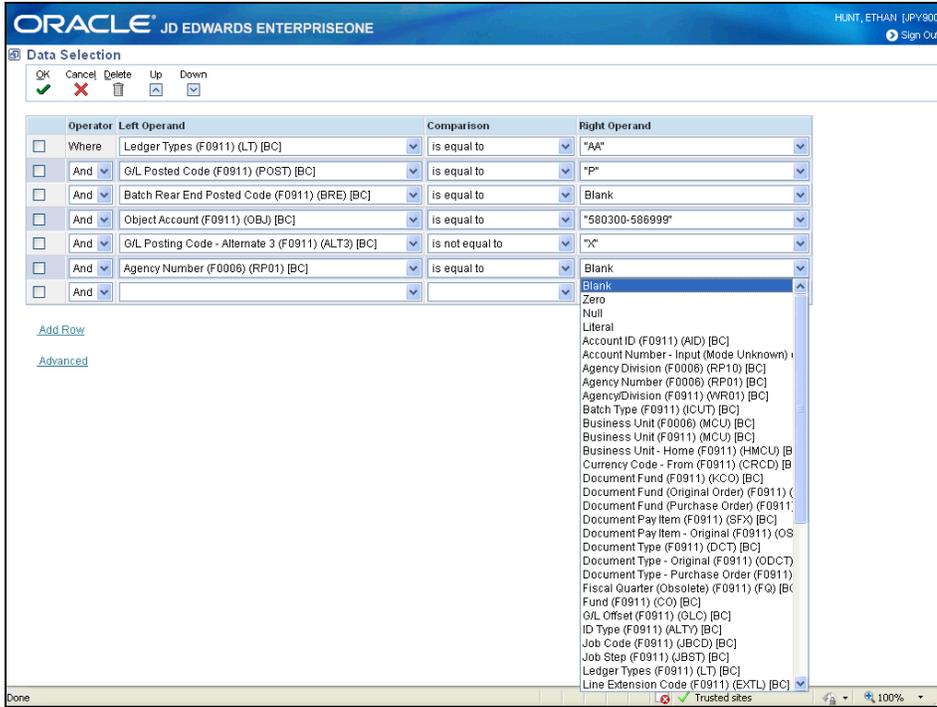
Step	Action
11.	On the fourth row, verify:  <b>Left Operand</b> is "Ledger Type (F0911)[BC] <b>Comparison</b> "is equal to" <b>Right Operand</b> is "AA"
12.	On the fifth row, verify:  <b>Left Operand</b> is "G/L Posting Code – Alternate 3 (F0911)[BC] <b>Comparison</b> "is not equal to" <b>Right Operand</b> is "X"

Operator	Left Operand	Comparison	Right Operand
Where	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
And	G/L Posted Code (F0911) (POST) [BC]	is equal to	"P"
And	Batch Rear End Posted Code (F0911) (BRE) [BC]	is equal to	Blank
And	Object Account (F0911) (OBJ) [BC]	is equal to	"580300-586999"
And	G/L Posting Code - Alternate 3 (F0911) (ALT3) [BC]	is not equal to	"X"
And	Agency Number (F0006) (RP01) [BC]	is equal to	Blank
And			

Step	Action
13.	Click the <b>drop down</b> list of the Right Operand column for the Agency Number row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank ▼</div>

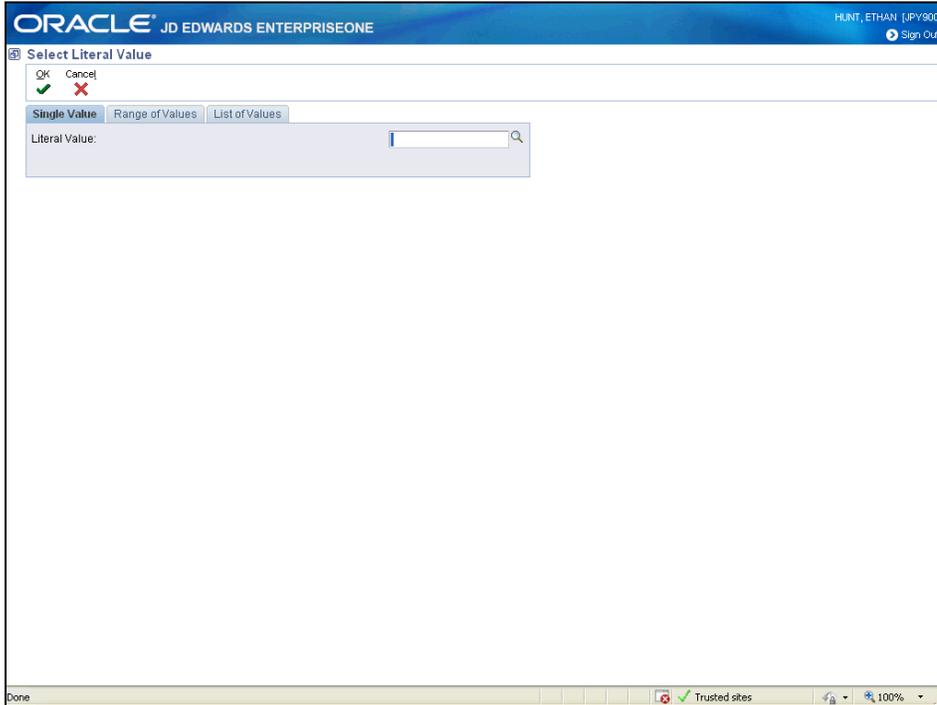
# Training Guide

## Unposted Fixed Asset

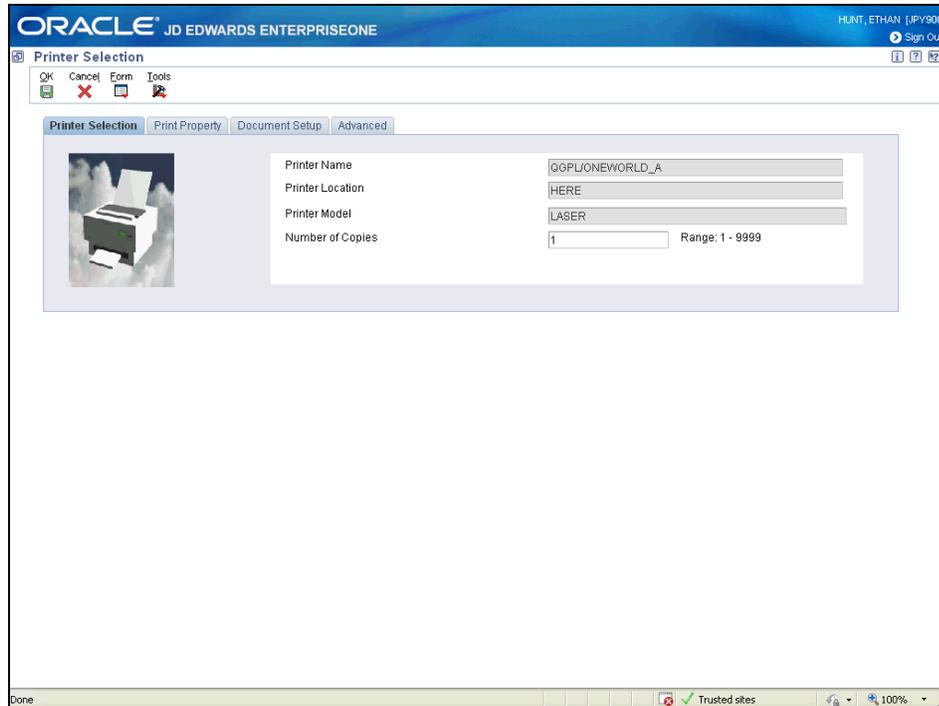


Step	Action
14.	Click the <b>Literal</b> list item.

Literal



Step	Action
15.	Enter the agency number into the <b>Literal Value</b> field.
16.	Click the <b>OK</b> button. 
17.	Click the <b>OK</b> button. 



Step	Action
18.	Click the <b>OK</b> button. 
19.	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>