

Quick Reference

Report ID/Name	Data Selection/ Processing Options	Expected Outcome	Navigation	Cover Sheet (Y/N)	Comments
R5512308 Ledger Type F2 SPN Tag Sequence	Leave Data Selection as is and utilize one or more of these options to narrow report results: 1. Add Agency 2. Add Division	Lists Tag Numbers disposed within a FY, or in a specific time period within a FY sequenced by SPN number. Report includes: Tag #, Desc., Item code, Date Acquired, Equip. Status, Fund, SPN Number, Disp. Date, Asset Cost G/L, Accum Depr. G/L.	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Inquiries & Reports > Book Disposals	N	Report runs for only one Fiscal Year at a time (cannot cross FYs).
R5512308 Ledger Type F2 - Fund Sequence	Leave Data Selection as is and utilize one or more of these options to narrow report results: 1. Add Agency 2. Add Division	Lists Tag Numbers disposed within a FY, or in a specific time period within a FY sequenced by Fund number. Report includes: Tag #, Desc., Item code, Date Acquired, Equip. Status, Fund, SPN Number, Disp. Date, Asset Cost G/L, Accum Depr. G/L.	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Inquiries & Reports > Book Disposals	N	
R5512480 F/A Extract Report - Statewide	Data Selection: Leave as is Processing Options: Enter As Of date or FY, Agency, and /or Division.	Run this report to more easily manipulate and reorganize data on report.	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Inquiries & Reports > Fixed Assets Extract Reports	N	NIS0001 - Statewide (sort by Tag #) NIS0002 - Location (sort by loc. BU) In Processing Options, if you enter an As Of date, leave FY field blank. If you leave the As of date field blank, enter a FY.

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R5512309 Additions and Retirements by Fund	Leave Data Selection as is or utilize the following option to narrow report results: 1. Agency = enter your 3-digit agency number	Review and/or print the activity of an asset. This report tracks cost and accumulated depreciation. For both cost and accumulated depreciation, the report will provide the following information: -Beginning Balance -Additions (Acquisitions) -Asset Transfer (transfers) -Assets Sold and Retired (disposals) -Ending Balance	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Inquiries & Reports > Additions & Retirements Reports	Y	

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R5509273 Auditor F/A Listing by Tag No. - Statewide	Leave data selection as is and enter in Processing Options	Review and/or print the listing of an Agency's Fixed Assets by Tag Number along with the location fields of those assets and the cost amount of the asset. The report will provide the following information: -Tag Number -Serial/VIN Number -Description -Responsible Business Unit -Location field 1 -Location field 2 -Date Acquired -Total Cost	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Inquiries & Reports > Auditor F/A Listing Reports	Y	

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R5512307 Fixed Asset Listing by Location	Leave Data Selection as is or utilize the following option to narrow report results: 1. Agency = enter your 3-digit agency number.	Review and/or print the free form location fields of an asset. The report will show all three locations' fields of an asset. The report will provide the following information: -Tag Number -Responsible Business Unit -Description -Serial Number/VIN -Dat Acquired -Location field 1 -Location field 2 -Location field 3	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Inquiries & Reports > F/A Location Reports	N	

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R5512305 Location Tracking Report by Location BU	Leave Data Selection as is or utilize the following option to narrow report results: 1. Tag Number = enter the Tag Number	Review and/or print the location history of an asset. The report will list the current location of an asset along with the historical locations of the asset. The report will provide the following information: -Tag Number -Description -Location -Location Description -Location Code -From and Thru Dates -Remark -Equipment Status	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Inquiries & Reports > F/A Location Reports	N	

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R5512313 Asset Master Schedule	Utilize the following Data Selection option to narrow report results: 1. Agency = enter your 3-digit agency number.	Review and/or print the information that you entered on the Asset Master Revisions form when you create asset master records. For each asset that you specify, the report lists the following information: -Tag Number -Division - Item and Sub-Item Codes -Parent Number -Asset and Serial Numbers -Descriptions -Responsible Business Unit -Date Acquired	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Inquiries & Reports > Other Fixed Asset Reports	N	

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R5509425 G/L by Tag Number	Utilize the following Data Selection option to narrow report results: 1. Enter Tag Number (or delete line) 2. Agency Number 3. BU 4. Fund Processing Options: enter date range and change object account range if you want to restrict the assets that display on report.	Provides list of FA transactions (anything hitting a 58xx00 account - including optional accounts) for a specific time period, Tag #, BU, Fund	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Inquiries & Reports > Other Fixed Asset Reports		
R5512311 Unposted Fixed Asset Transactions	Utilize the following Data Selection option to narrow report results: 1. Agency = enter your 3-digit agency number.	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. Report includes: -Document Type and Number -Account Number -Amount -Tag Number	Fixed Assets > Fixed Assets - Statewide > Integrity Reports	N	

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R5509361 F/A Category Code Omissions Integrity	Utilize the following Data Selection option to narrow report results: 1. Agency = enter your 3-digit agency number.	Review and/or print if any of your assets are missing key category codes. These key category codes are Item Code, Agency and Division (Category Code 1, 6 and 7). The goal is to have this report blank.	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Integrity Reports		
R55362 F/A No Cost Integrity	Leave Data Selection as is or utilize one or more of these options to narrow report results: 1. Agency = enter your 3-digit agency number	Review and/or print if any of your assets are missing costs associated with the asset. The goal is to have this report blank. However, due to a timing difference between the asset master being created and the A/P Voucher being posted to the asset, you will probably see items on this report. The goal is to keep this report as short as possible and with only recently acquired assets.	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Integrity Reports	N	
R55363 F/A with No Attachment Integrity	Leave data selection as is.	Review and/or print if any of your assets which you marked as being split coded on the category codes are missing an actual split code attachment. If you have not entered a valid code on your category codes for Split Codes/Grants, this report will not help. The goal is to have this report blank.	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Integrity Reports	N	

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Report ID/Name	Data Selection/ Processing Options	Expected Outcome	Navigation	Cover Sheet (Y/N)	Comments
R5512864A Business Unit - Fund Integrity	Leave Data Selection as is or utilize one or more of these options to narrow report results: 1. Agency = enter your 3-digit agency number	Provides a listing of Fixed Assets where the business unit fund does not match the fund entered on the Asset Master. The goal is to have a blank report.	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Integrity Reports	N	
R5512864A Item Code - Object Code Integrity	Leave Data Selection as is or utilize one or more of these options to narrow report results: 1. Agency = enter your 3-digit agency number	Provides a listing of Fixed Assets where the item code does not match the asset cost, accumulated depreciation, and/or depreciation expense object account entered on the Asset Master. The goal is to have a blank report.	Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets - Statewide > Integrity Reports	N	

PO in the Right Operand stands for Processing Options. This screen appears after the data selection screen. Please do not enter your info for this on data selection but rather in processing options.

R12 = Canned JDE Report

R55 = Created by State of NE