

Running the Fixed Asset Extract Report for Use in MS Excel

Overview

The following instructions describe the process for creating a Fixed Asset report for export to Excel. While the process is written for creation of a specific report created for export process, the procedure can be used to export any NIS columnar report to Excel.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Fixed Assets.

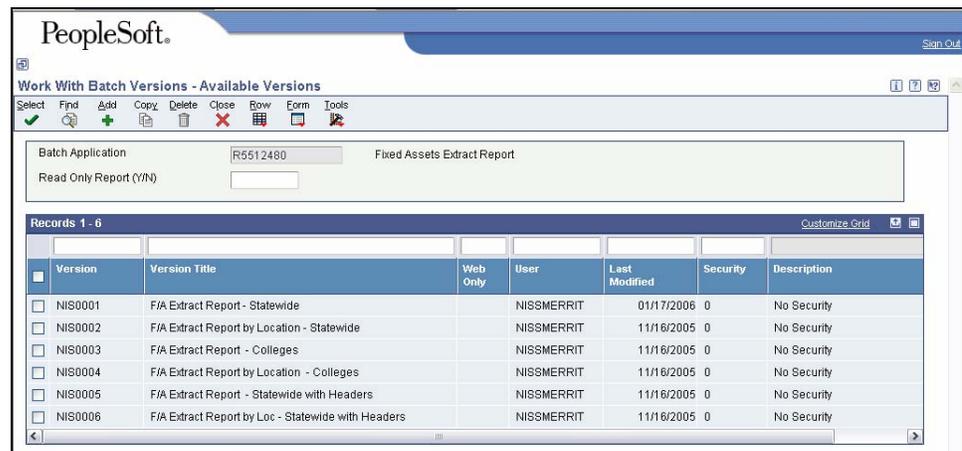
(Citrix users – right click on the menu, choose Apply Roles, choose Fixed Assets.)

Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Fixed Assets Reports and Inquiries > Fixed Assets Extract Report

Steps

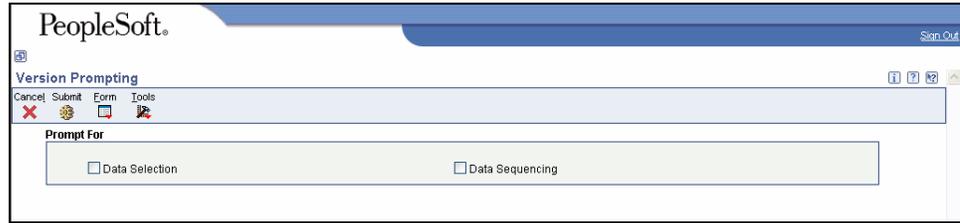
Run the Fixed Asset Extract Report

Start this instruction from the Work with Batch Versions - Available Versions window.

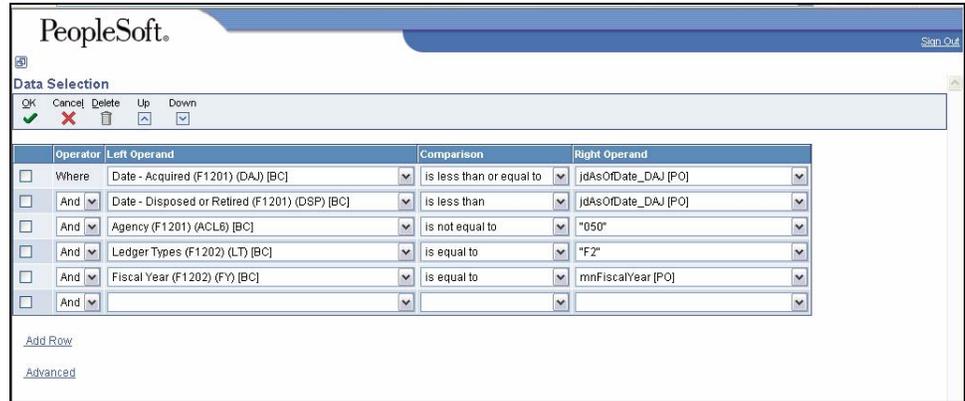


1. Choose the appropriate version, click **Select**. The Version Prompting window appears.

 NIS0001 and NIS0002 do not include report headers in CSV output.



2. Choose **Data Selection**.
3. Click **Submit**. The Data Selection window appears.



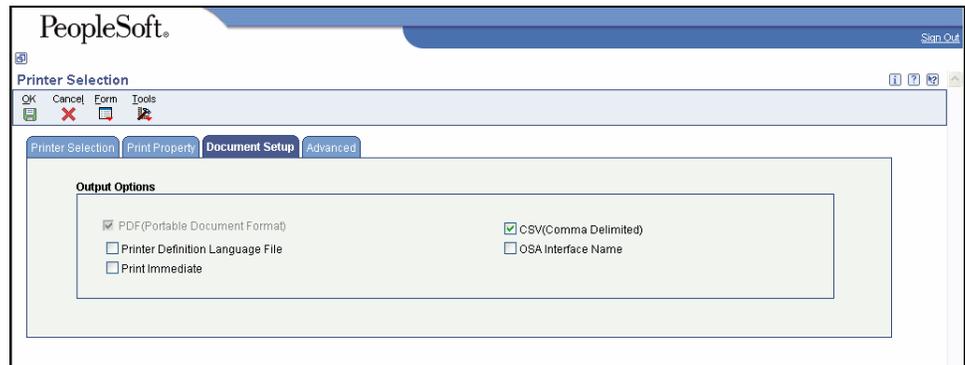
4. Click **OK**, the Processing Options window appears.

 You will enter your Agency number on the Processing Options window.

5. Enter
 - As of Date
 - Agency Number
 - Division if appropriate
 - Fiscal Year



6. Click **OK**, the Printer Selection window appears.
7. Choose the Document Setup tab.



-  **CSV (Comma Delimited) box** should be selected (default).
- 8. Click **OK** to return to the Fixed Assets Extract Reports menu.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Row with Job Details R5512480, after the status indicates Done.
-  For more information on viewing reports in CSV, refer to the [Review a Report in CSV](#) Work instructions.