

Running the Asset Master List Report

Overview

In NIS you can run the Asset Master List Report to review and/or print the net book value and year-to-date depreciation expense for each asset.

For each asset that you specify, the report lists the following information:

- Tag Number
- Description
- Item Code
- Date Acquired
- Cost
- Accumulated Depreciation
- Net Book Value (sum of Cost and Accumulated Depreciation)
- YTD Depreciation Expense

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.

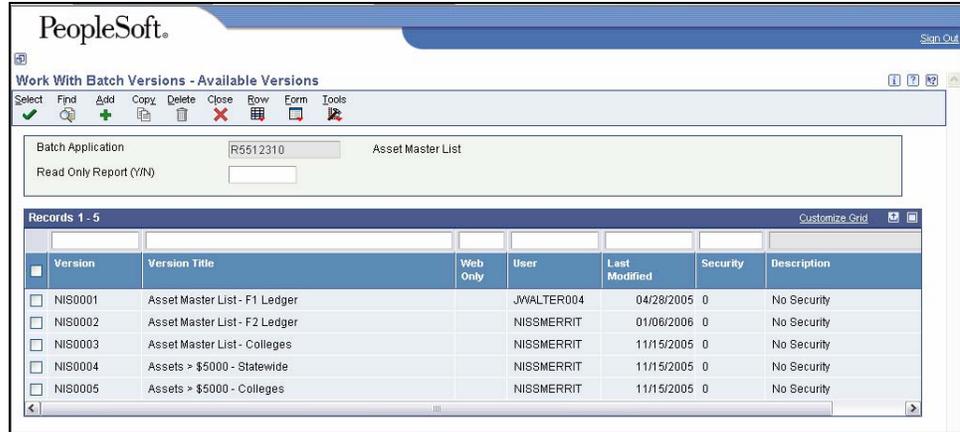
(Citrix users – right click on the menu, choose Apply Roles, choose Fixed Assets.)

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

Steps

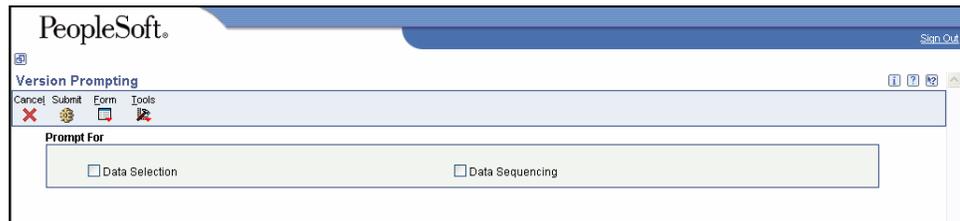
Run the Asset Master List Report

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

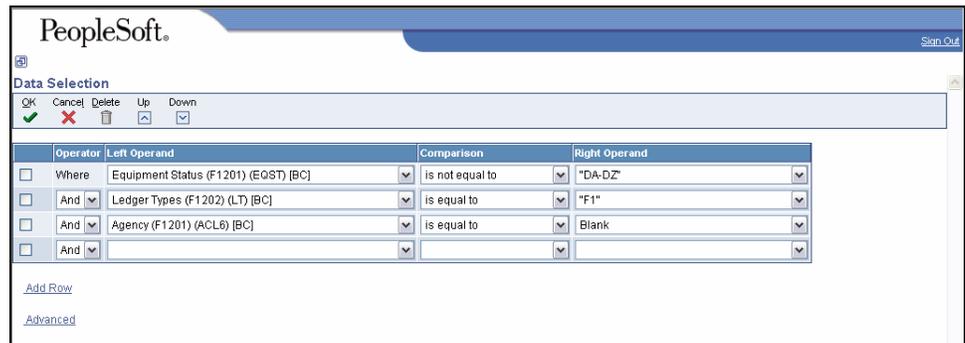


 Data Selection varies based on version chosen. These instructions will use version NIS0001 as an example.

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



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



4. In the first row, verify:
 - Left Operand is "Equipment Status (F1201)[BC]"
 - Comparison is "is not equal to"
 - Right Operand is "DA-DZ"
5. On the second row, verify:
 - Left Operand is "Ledger Type (F1202)[BC]"
 - Comparison is "is equal to"
 - Right Operand is "F1" (or another ledger)
6. On the third row, verify:

- Left Operand is "Agency (F1201)[BC]"
 - Comparison is "is equal to"
7. Click **Right Operand, Literal**. The Select Literal Value window appears.

8. Enter your **Agency Number** in the Literal Value field.
9. Click **OK** to return to the Data Selection window.
10. Click **OK**. The Processing Options window appears.

11. Enter the **Period Number** and **Fiscal Year** for which you want the report generated.
12. Click **OK**. The Printer Selection window appears.
13. Click **OK**.
-  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 Job Details to view (R5512310_...) once the Description is "Done".