

Running the Fixed Asset Listing by Location Report

Overview

In NIS you can run the Fixed Asset Listing by Location Report to 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
- Date Acquired
- Location field 1
- Location field 2
- Location field 3

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 View by Role, choose Fixed Assets.)

Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Fixed Assets Reports and Inquiries > FA Location Reports > Fixed Asset Listing by Location

Steps

Run the Fixed Asset Listing by Location Report

Start this instruction from the Version Prompting window.

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

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Equipment Status (F1201) (EGST) [BC]	is not equal to	"DA-DZ"
<input type="checkbox"/> And	Agency (F1201) (ACL6) [BC]	is equal to	Blank
<input type="checkbox"/> And			

3. In the first row, verify:
 - Left Operand is "Equipment Status (F1201)[BC]"
 - Comparison is "is not equal to"
 - Right Operand is "DA-DZ"
4. On the second row, verify:
 - Left Operand is "Agency (F1201)[BC]"
 - Comparison is "is equal to"
5. Click **Right Operand, Literal**. The Select Literal Value window appears.

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

PeopleSoft. Sign Out

Processing Options OK Cancel

Process JE Creation

1. Enter the period number and fiscal year for the report to be based on. If left blank, the financial reporting date will be used. For the financial reporting date to be company specific you must sequence by asset number, company or business unit.

Period Number 10

Fiscal Year 4

Enter Value 1

Tag number = 1

Remarks1 = 2

9. Enter the **Period Number**, **Fiscal Year**, and **Value** for which you want the report generated.
 10. Click **OK**. The Printer Selection window appears.
 11. Click **OK**.
-  Menu window is displayed.
 -  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 (R5512307_...) once the Description is "Done".