

Running the Asset Master Schedule Report

Overview

In NIS you can run the Asset Master Schedule Report to 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

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 > Other FA Reports > Asset Master Schedule

Steps

Run the Asset Master Schedule 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	Agency (F1201) (ACL6) [BC]	is equal to	Blank
<input type="checkbox"/> And			
<input type="checkbox"/> And			

3. In the first row, verify:
 - Left Operand is "Agency (F1201)[BC]"
 - Comparison is "is equal to"
4. Click **Right Operand, Literal**. The Select Literal Value window appears.

5. Enter your **Agency Number** in the Literal Value field.
 6. Click **OK** to return to the Data Selection window.
 7. Click **OK**. The Printer Selection window appears.
 8. 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 (R5512313_...) once the Description is "Done".