

Running the G/L by Tag Number

Overview

Run this report to review a list of fixed asset transactions (transactions which directly debit or credit a fixed asset expenditure object account - 58xx00 account (where xx = item code) - including optional accounts) for a specific time period, tag number, business unit, and/or fund.

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.

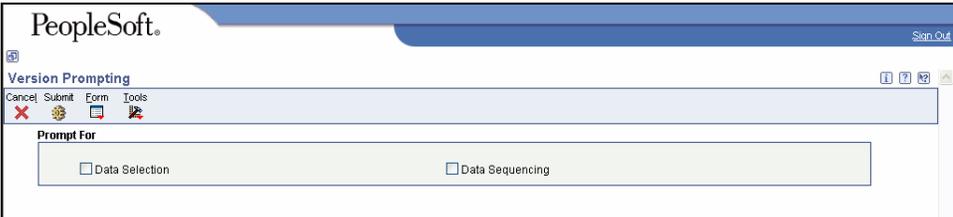
(Citrix users – right click on the menu, choose Apply Roles, choose Fixed Assets.)

State of Nebraska > Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Fixed Assets Reports and Inquiries > Fixed Asset Reports > Other Fixed Asset Reports > G/L by Tag Number

Steps

Run the G/L by Tag Number Report

Start this instruction from the Data Selection window.



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Data Selection Data Sequencing

1. Choose **Data Selection**.

- Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Tag Number (F1201) (APID) [BC]	is equal to	*000000000000*
<input type="checkbox"/> And	Agency (F1201) (ACL6) [BC]	is equal to	*000*
<input type="checkbox"/> And			

- In the first row (Tag Number), complete the following information:
 - Right Operand - enter the tag number.

To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

- In the second row (Agency), complete the following information:
 - Right Operand - enter the 3-digit agency number.

To narrow the report by **business unit**, complete the following information in the first blank row:

- Left Operand - Business Unit (F0006)(MCU)[BC]
- Comparison - is equal to
- Right Operand - enter the business unit for which to run report

To narrow the report by **fund**, complete the following information in the first blank row:

- Left Operand - Fund (F0006)(CO)[BC]
- Comparison - is equal to
- Right Operand - enter the fund for which to run report

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

- Complete the following fields:
 - Beginning Date Range and Ending Date Range - enter the date range for which to run report.
 - Beginning OBJ Range and Ending OBJ Range - enter the object account range if you want to restrict the assets that display on report.

- Click **OK**, the Printer Selection window appears.



- Click **OK** to return to the 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 R5509425, after the status indicates Done.