

Running the F/A Category Code Omissions Integrity Report

Overview

In NIS you can run the F/A Category Code Omissions Integrity Report to review and/or print if any of your assets are missing key category codes. These key category codes are Item Code, Agency and Division (Category Code 1, 6 and 7). The goal is to have this report blank. This means all your assets have these key fields populated and they are not blank. It does not verify they are accurate. The report will provide the following information:

- Tag Number
- Description
- Item Code
- Agency
- Division

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 > Integrity Reports > F/A Category Code Omissions Integrity

Steps

Run the F/A Category Code Omissions Integrity 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			
<input type="checkbox"/> And			
<input type="checkbox"/> And			

-  The Data Selection window will be blank, if you want to save processing time you can manually put in the information as it shows in the following Data Selection window. Otherwise skip steps 3-6 and click **OK** twice.

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 (R5509361_...) once the Description is "Done".