

## Running the F/A No Cost Integrity Report

### Overview

In NIS you can run the F/A No Cost Integrity Report to review and/or print any of your assets that are missing costs associated with the asset. The goal is to have this report blank. However, due to a timing difference between the asset master being created and the A/P Voucher being posted, or the receiving on a purchase order, you will probably see items on this report. The goal is to keep this report as short as possible and with only recently acquired assets. The report will provide the following information:

- Agency
- Division
- Tag Number
- Description

### 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.

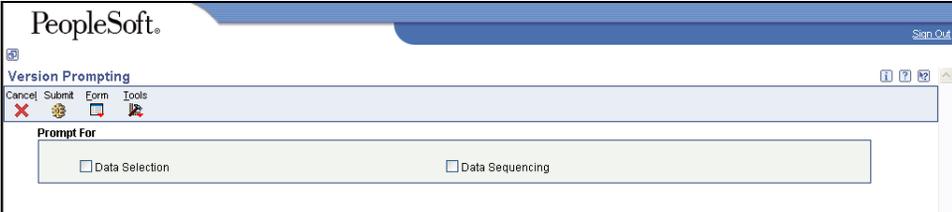
(Citrix users – right click on the menu, choose View by Role, choose Fixed Assets.)

NIS State of Nebraska > Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Inquiries & Reports > F/A Integrity Reports > F/A No Cost Integrity

### Steps

#### Run the F/A No Cost Integrity Report

Start this instruction from the Version Prompting window.



PeopleSoft®

Version Prompting

Cancel Submit Form Tools

Prompt For

Data Selection  Data Sequencing

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) (EQST) [BC]	is not equal to	"DA-DZ"
<input type="checkbox"/> And	Item Code (F1201) (ACL1) [BC]	is less than or equal to	"69"
<input type="checkbox"/> And	Agency (F1201) (ACL6) [BC]	is equal to	Blank
<input type="checkbox"/> And			

[Add Row](#)  
[Advanced](#)

3. On the first row, verify:

- Left Operand is "Equipment Status (F1201)(EQST)[BC]"
- Comparison "is not equal to"
- Right Operand is "DA-DZ"

4. On the second row, verify:

- Left Operand is "Item Code (F1201)(ACL1)[BC]"
- Comparison "is less than or equal to"
- Right Operand is "69"

5. On the third row, verify:

- Left Operand is "Agency (F1201)(ACL6)[BC]"
- Comparison is "is equal to"
- Right Operand = enter 3-digit agency number (ex. 065 for agency 65)

6. Click **OK**. The Processing Options window appears.

7. Verify the following:

- Fiscal Year equals the current fiscal year (ex. FY07 = July 1, 2007 - June 30th, 2008)
- Century = 20

8. Click **OK**. The Printer Selection window appears.

9. 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 (R55362\_...) once the Description is "Done".