

Running the F/A with No Attachment Integrity Report

Overview

In NIS you can run the F/A With No Attachment Integrity Report to review and/or print if any of your assets which you marked as being split coded on the category codes are missing an actual split code attachment. If you have not entered a valid code on your category codes for Split Codes/Grants, this report will not help. The goal is to have this report blank. This means all your assets that have a value in Category Code 15 (Split Code/Grant) also have an attachment on the asset record. You can see a paperclip on that asset line. It does not check for accuracy of the attachment since it is free form text. The report will provide the following information:

- Agency
- Division
- Tag Number
- Asset Description
- Split Code/Grant

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 With No Attachment Integrity

Steps

Run the F/A With No Attachment 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	Split Code/Grant (F1201) (FA5) [BC]	is equal to	*SCG,SPC*
<input type="checkbox"/> And			
<input type="checkbox"/> And			

3. In the first row, verify:
 - Left Operand is "Split Code/Grant (F1201)[BC]"
 - Comparison is "is equal to"
 - Right Operand is "SCG,SPC"
 4. Click **OK**. The Printer Selection window appears.
 5. 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 (R55363_...) once the Description is "Done".