

Running the Business Unit - Fund Integrity Report

Overview

In NIS you can run the Business Unit - Fund Integrity Report for a listing of Fixed Assets where the business unit fund does not match the fund entered on the Asset Master. The goal is to have a blank report. The report will provide the following information:

- Tag Number
- Asset Master Business Unit
- Asset Master Fund
- Business Unit Master
- Business Unit Fund

 Fixed Assets appearing on this report need to be corrected. Determine if either the Fund or the Business Unit need to be corrected and do so by following the appropriate section in the [Transferring an Asset - Intra Agency](#) work instructions.

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 > Integrity Reports > Business Unit - Fund Integrity

Steps

Run the Business Unit - Fund 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	Fund (F0006) (CO) [BC]	is not equal to	Fund (F1201) (CO) [BC]
<input type="checkbox"/> And	Equipment Status (F1201) (EOST) [BC]	is not equal to	"DA-DZ"
<input type="checkbox"/> And	Date - Disposed or Retired (F1201) (DSP) [BC]	is equal to	Null Date
<input type="checkbox"/> And			

3. Leave data selection as is.



To narrow the report by agency or division, complete the following information:

- Left Operand = "Agency (F1201)[BC]" or "Division (F1201) [BC]"
- Comparison = "is equal to"
- Right Operand = 3-digit agency number or 3-digit division number

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



Menu window is displayed.



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 (R5512864A_...) once the Description is "Done".



This report is setup to run in CSV format, but can be viewed as either a CSV or PDF.