

# Running the Additions and Retirements Report

## Overview

In NIS you can run the Additions and Retirements Report to review and/or print the activity of an asset. This report tracks cost and accumulated depreciation.

For both cost and accumulated depreciation, the report will provide the following information:

- Beginning Balance
- Additions (acquisitions)
- Asset Transfer (transfers)
- Assets Sold and Retired (disposals)
- Ending Balance

## 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.

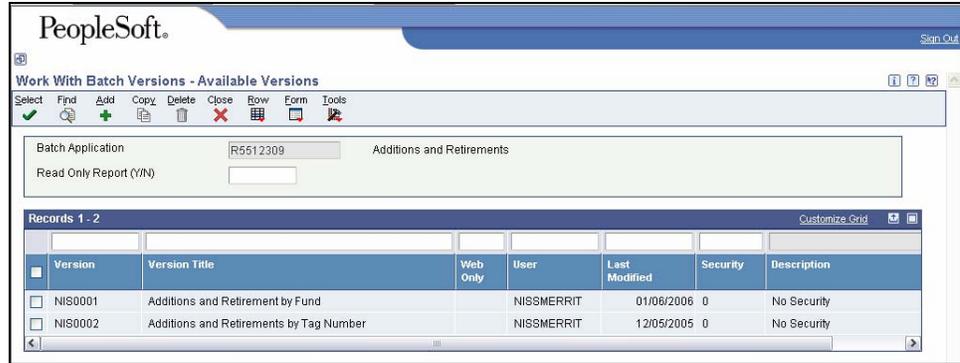
(Citrix users – right click on the menu, choose Apply Roles, choose Fixed Assets.)

Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Fixed Assets Reports and Inquiries > Additions and Retirements Report

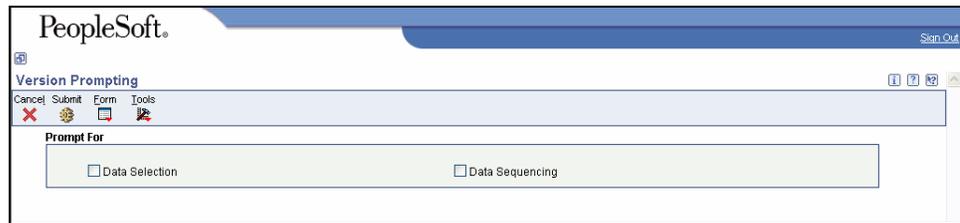
## Steps

### Run the Additions and Retirements Report

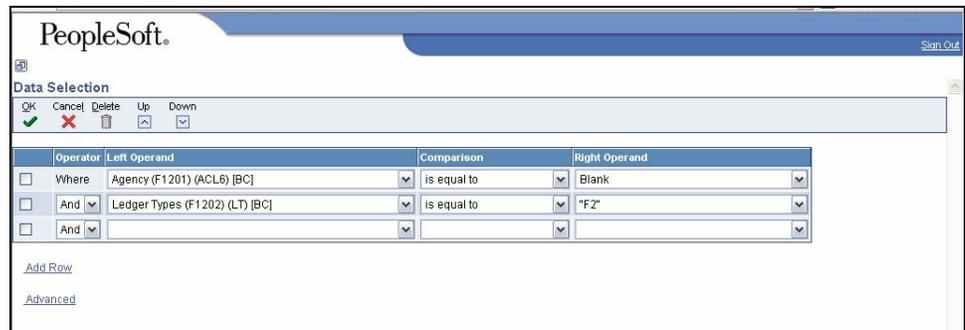
Start this instruction from the Work with Batch Versions - Available Versions window.



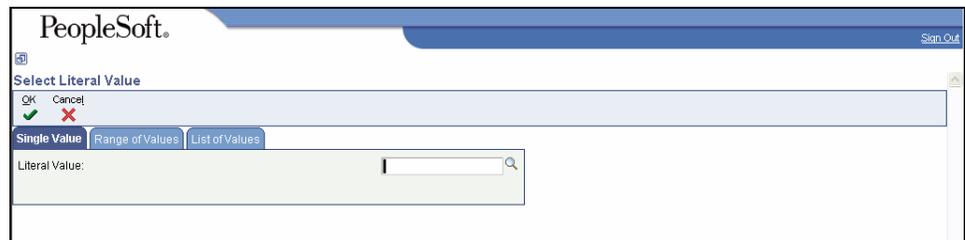
1. Choose either version:
  - NIS0001 - by fund
  - NIS0002 - by tag number
2. Click **Select**. The Version Prompting window appears.



3. Choose Data Selection.
4. Click **Submit**. The Data Selection window appears.



5. In the first row, verify:
  - Left Operand is "Agency (F1201)[BC]"
  - Comparison is "is equal to"
6. Click **Right Operand, Literal**. The Select Literal Value window appears.



7. Enter your **Agency Number** in the Literal Value field.

8. Click **OK** to return to the Data Selection window.
9. On the second row, verify:
  - Left Operand is "Ledger Type (F1202)[BC]"
  - Comparison is "is equal to"
  - Right Operand is "F2"
10. Click **OK**. The Processing Options window appears.



The screenshot shows the PeopleSoft interface for the 'Processing Options' window. The window title is 'Processing Options' and it has 'OK' and 'Cancel' buttons. Below the title bar, there are two tabs: 'Process' and 'JE Creation'. The 'JE Creation' tab is active. The main content area contains a text box with the following text: '1. Enter the period number and fiscal year for the report to be based on. If left blank, the financial reporting date will be used. For the financial reporting date to be company specific you must sequence by asset number, company or business unit.' Below this text are two input fields: 'Period Number' and 'Fiscal Year'. The 'Fiscal Year' field has the number '4' entered.

11. Enter the **Period Number** and **Fiscal Year** for which you want the report generated.
  12. Click **OK**. The Printer Selection window appears.
  13. 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 in the System Basics Training Manual. Choose the Job Details to view (R5512309\_...) once the Description is "Done".