

Running the Auditor Fixed Asset Listing Report

Overview

In NIS you can run the Auditor Fixed Asset Listing Report to review and/or print the listing of an Agency's Fixed Assets by Tag Number along with the location fields of those assets and the cost amount of the asset. The report will provide the following information:

- Tag Number
- Serial/VIN Number
- Description
- Responsible Business Unit
- Location field 1
- Location field 2
- Date Acquired
- Total Cost

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.

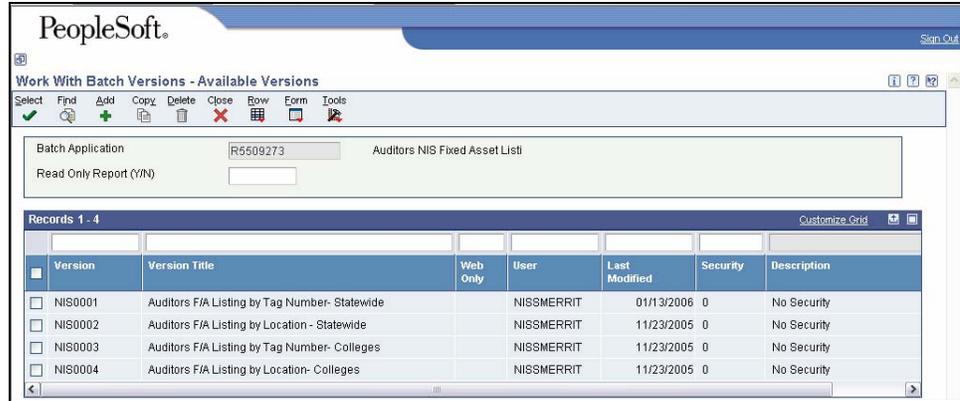
(Citrix users – right click on the menu, choose View by Role, choose Fixed Assets.)

Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Inquiries and Reports > Fixed Asset Reports > Auditor F/A Listing Report

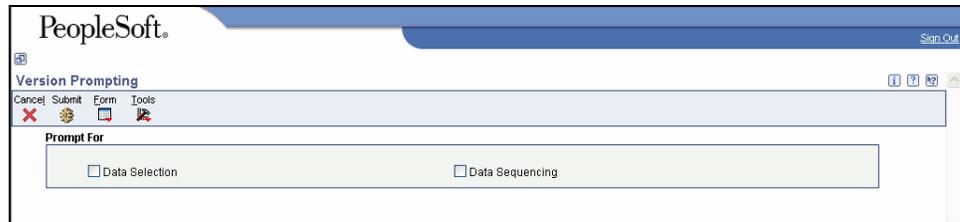
Steps

Run the Auditor Fixed Asset Listing Report

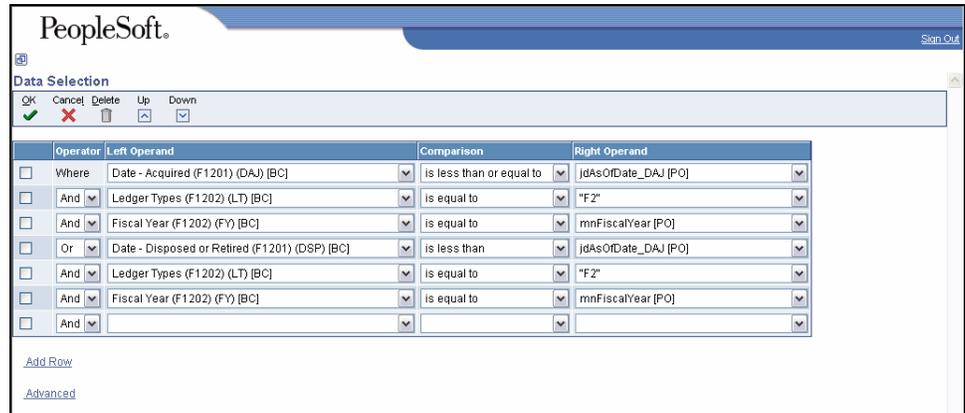
Start this instruction from the Work with Batch Versions - Available Versions window.



1. Choose the appropriate version, click **Select**. The Version Prompting window appears.



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



4. In the first row, verify:
 - Left Operand is "Date – Acquired (F1201)[BC]"
 - Comparison is "is less than or equal to"
 - Right Operand is "jdAsOfDate_DAJ [PO]"
5. In the second row, verify:
 - Left Operand is "Ledger Type (F1202)[BC]"
 - Comparison is "is equal to"
 - Right Operand is "F2"
6. In the third row, verify:

- Left Operand is "Fiscal Year (1202)[BC]"
 - Comparison is "is equal to"
 - Right Operand is "mnFiscalYear [PO]"
7. In the fourth row, verify:
- Operator is "Or"
 - Left Operand is "Date – Disposed or Retired (F1201)[BC]"
 - Comparison is "is less than"
 - Right Operand is "jdAsOfDate_DAJ [PO]"
8. In the fifth row, verify:
- Left Operand is "Ledger Type (F1202)[BC]"
 - Comparison is "is equal to"
 - Right Operand is "F2"
9. In the sixth row, verify:
- Left Operand is "Fiscal Year (1202)[BC]"
 - Comparison is "is equal to"
 - Right Operand is "mnFiscalYear [PO]"
10. If running this report for Fiscal Year end purposes, please follow these steps:
- On the first blank line of data selection, complete the following:
 - Left Operand = Object Account(F122)(OBJ)[BC]
 - Comparison = is greater than
 - Right Operand = 171500
 - Choose (checkmark) this new line of data selection and click Up until the new line is directly above the line with "Or" in the Operator field.
-  If you add a new line of data selection above the line with "Or" in the Operator field, that line of data selection will also have to be added below line with "Or" in the Operator field.
- Add the new line of data selection on the bottom blank line:
 - Left Operand = Object Account(F122)(OBJ)[BC]
 - Comparison = is greater than
 - Right Operand = 171500
 - Please see screenshot below for an example of what the Data Selection for a year-end report will be:

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Date - Acquired (F1201) (DAJ) [BC]	is less than or equal to	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input checked="" type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	"171500"
<input type="checkbox"/>	Or Date - Disposed or Retired (F1201) (DSP) [BC]	is less than	jdAsOfDate_DAJ [PO]
<input type="checkbox"/>	And Ledger Types (F1202) (LT) [BC]	is equal to	"F2"
<input type="checkbox"/>	And Fiscal Year (F1202) (FY) [BC]	is equal to	mnFiscalYear [PO]
<input type="checkbox"/>	And Object Account (F1202) (OBJ) [BC]	is greater than	"171500"
<input type="checkbox"/>	And		

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

1. Enter the As of Date (format MM/DD/YYYY). 12/31/2005

2. Enter the Agency. (Leave blank to select all Agencies) 065

3. Enter the Division. (Leave blank to select all Divisions) 017

4. Enter the Fiscal Year to be used for data selection (format is YY). 5

5. Enter flag to show disposed assets on report
 Status DA through DZ are disposed items
 1 - Show disposed items on report
 Not 1 - Do not show disposed items 1

12. Complete the following fields:

- **As of Date** - if running report for fiscal year end, enter the last date of the current Fiscal year. Otherwise, enter the current date.
- **Agency** - enter your three (3) digit Agency number.
- **Division**- enter your three(3) digit division number, if applicable.
- **Fiscal Year** - enter year for which you want the report generated. (ex. 3 for Fiscal Year 2003)

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

To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited).

14. 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 (R5509273_...) once the Description is "Done".

For more information on viewing reports in CSV, refer to the [Running/Viewing Reports in CSV](#) work instructions in the System Basics manual.

