

Running the Unposted Fixed Asset Transactions Report

Overview

In NIS you can run the Unposted Fixed Assets Transaction Report to review and/or print all the transactions which have been posted in the General Ledger, but have not yet been posted to a fixed asset. This report is similar to the 4800 Report in SWIS. The report will provide information such as the following:

- Document Type and Number
- Account Number (will have to fall within the 580300-586999 range)
- Amount
- Tag Number

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.)

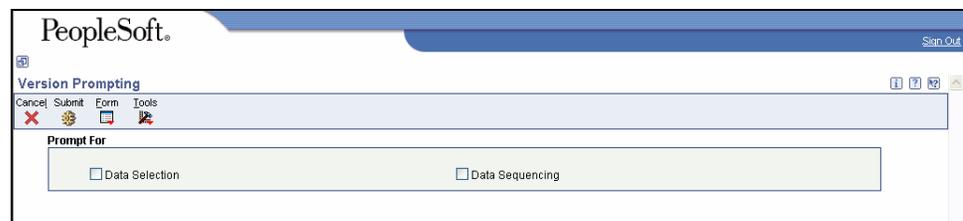
Fixed Assets > Fixed Assets – Statewide > Integrity Reports > Unposted Fixed Asset Report or,

Fixed Assets > Fixed Assets - Statewide > Post Fixed Assets Transactions > Unposted Fixed Assets Report

Steps

Run the Unposted Fixed Asset Transactions Report

Start this instruction from the Version Prompting window.



1. Choose Data Selection.

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

The screenshot shows the PeopleSoft Data Selection window. The window title is "Data Selection" and it includes a toolbar with "OK", "Cancel", "Delete", "Up", and "Down" buttons. Below the toolbar is a table with the following columns: "Operator", "Left Operand", "Comparison", and "Right Operand". The table contains the following rows:

Operator	Left Operand	Comparison	Right Operand
Where	Object Account (F0911) (OBJ) [BC]	is equal to	"580300-586999"
And	Batch Rear End Posted Code (F0911) (BRE) [BC]	is equal to	Blank
And	G/L Posted Code (F0911) (POST) [BC]	is equal to	"P"
And	Ledger Types (F0911) (LT) [BC]	is equal to	"AA"
And	G/L Posting Code - Alternate 3 (F0911) (ALT3) [BC]	is not equal to	"X"
And	Agency Number (F0006) (RP01) [BC]	is equal to	Blank
And			

Below the table are buttons for "Add Row" and "Advanced".

3. In the first row, verify:
- Left Operand is "Object Account (F0911)[BC]"
 - Comparison is "is equal to"
 - Right Operand is "580300-586999"
4. On the second row, verify:
- Left Operand is "Batch Rear End Posted Code (F0911)[BC]"
 - Comparison is "is equal to"
 - Right Operand is "Blank"
5. On the third row, verify:
- Left Operand is "G/L Posted Code (F0911)[BC]"
 - Comparison is "is equal to"
 - Right Operand is "P"
6. On the fourth row, verify:
- Left Operand is "Ledger Type (F0911)[BC]"
 - Comparison "is equal to"
 - Right Operand is "AA"
7. On the fifth row, verify:
- Left Operand is "G/L Posting Code – Alternate 3 (F0911)[BC]"
 - Comparison "is not equal to"
 - Right Operand is "X"
8. On the sixth row, verify:
- Left Operand is "Agency Number (F0006)[BC]"
 - Comparison is "is equal to"
9. Click **Right Operand, Literal**. The Select Literal Value window appears.



10. Enter your **Agency Number** in the Literal Value field.
 11. Click **OK** to return to the Data Selection window.
 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 (R5512311_...) once the Description is "Done".