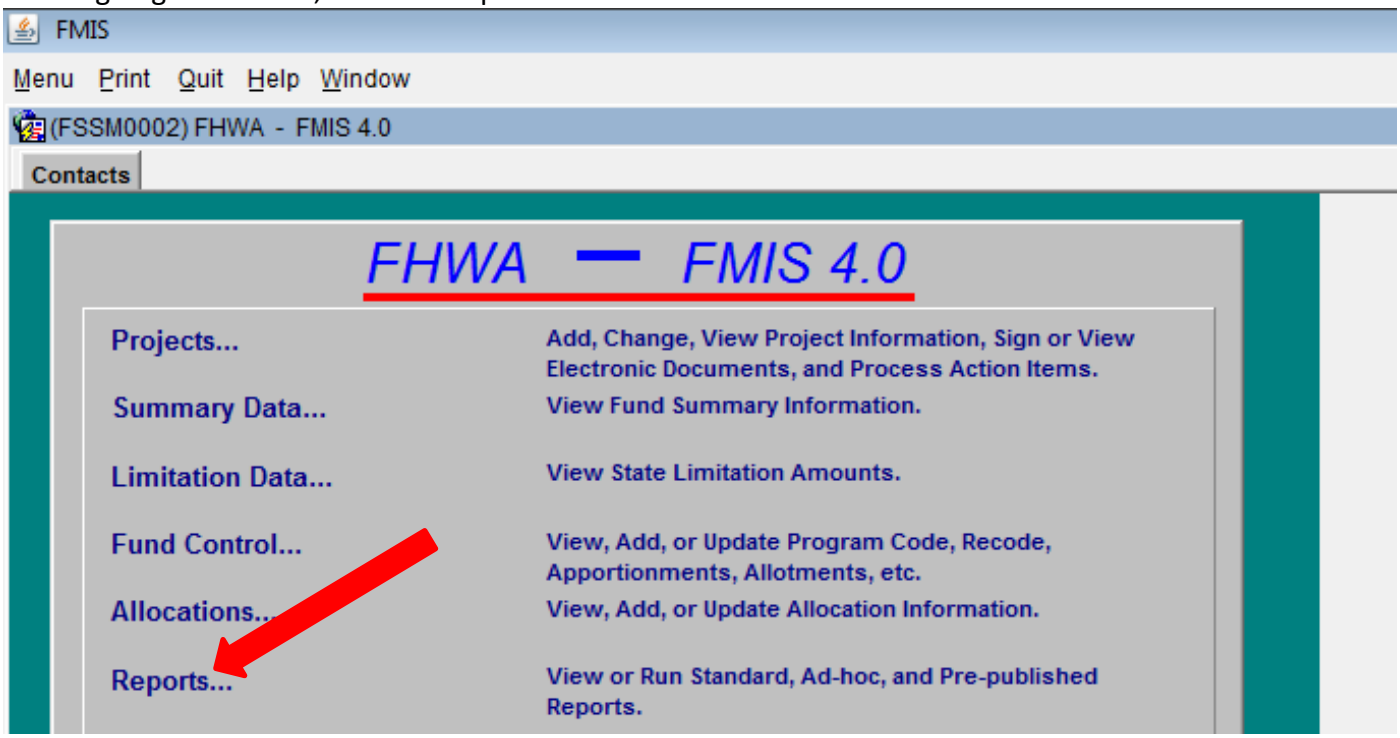
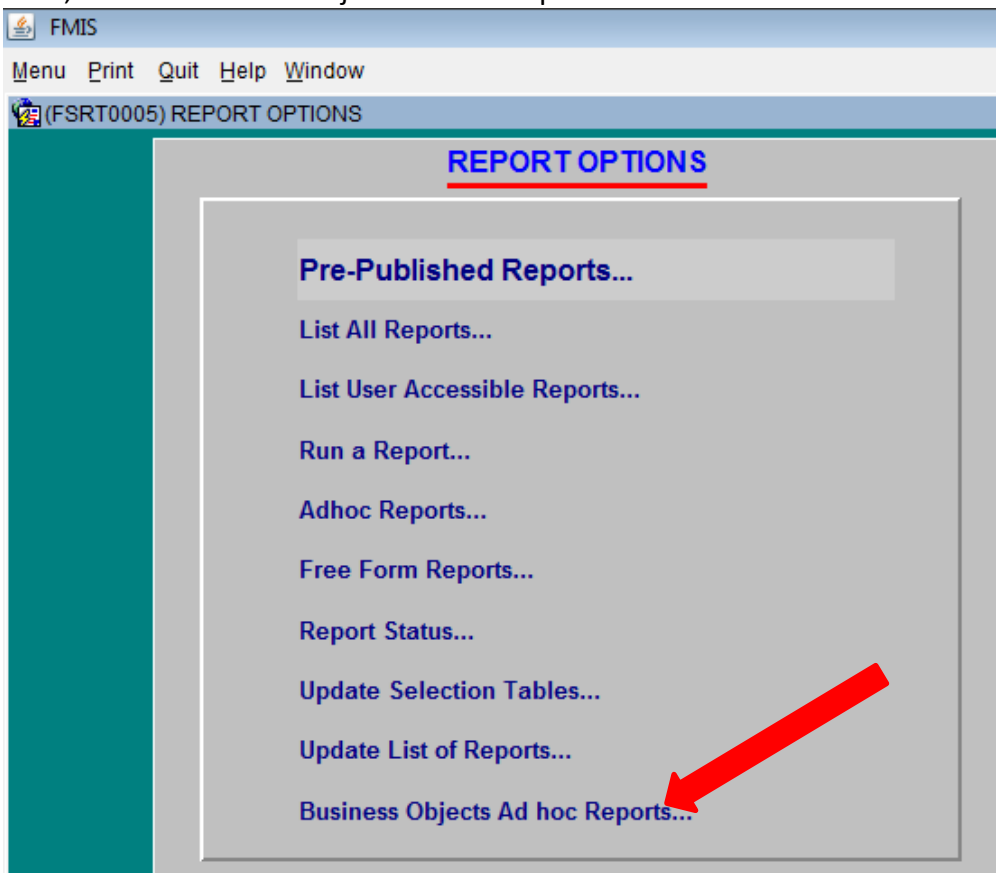
Instructions for Accessing the NBI Relocation Worksheet

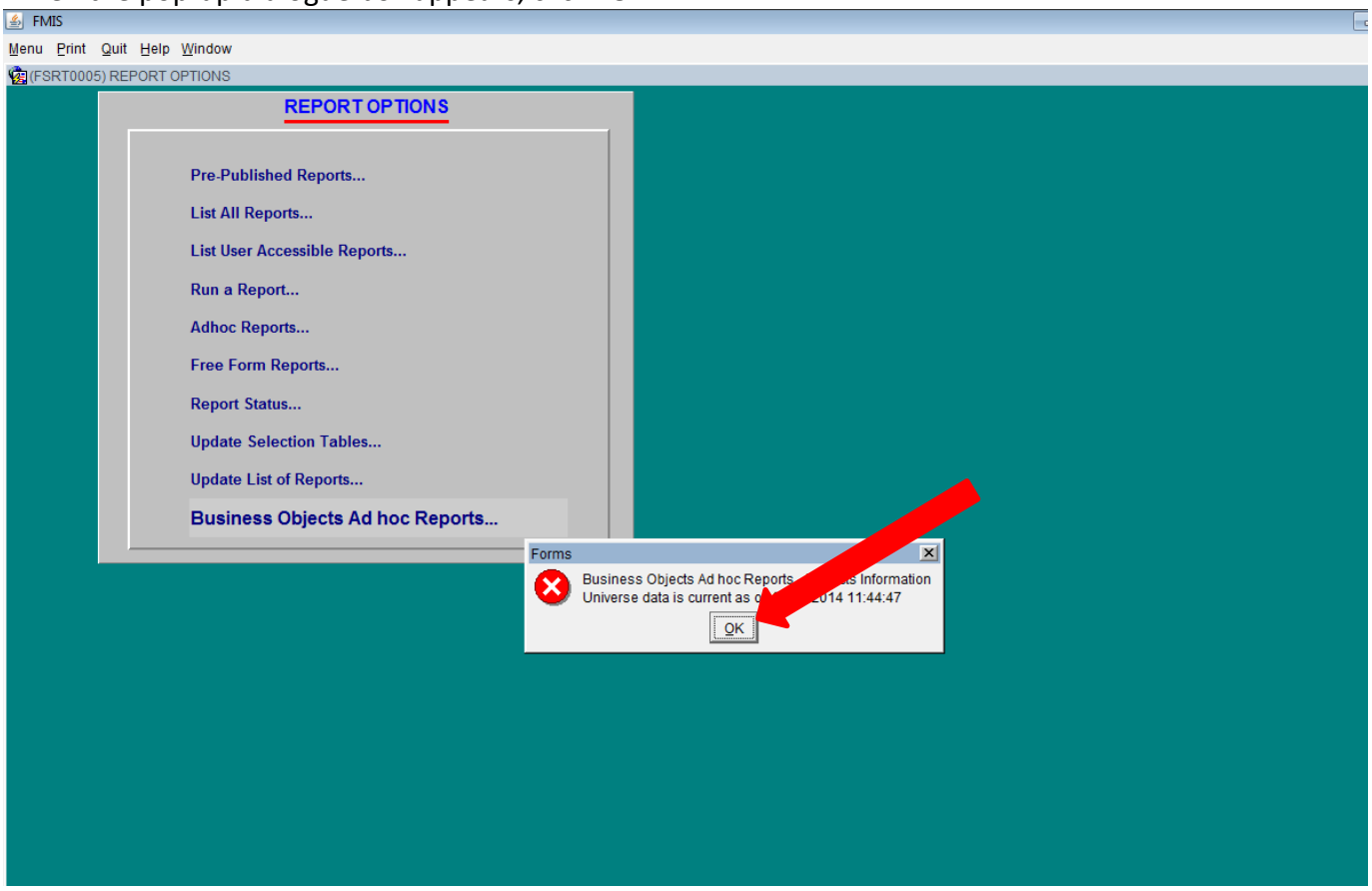
After signing into FMIS4, click on “Reports”.



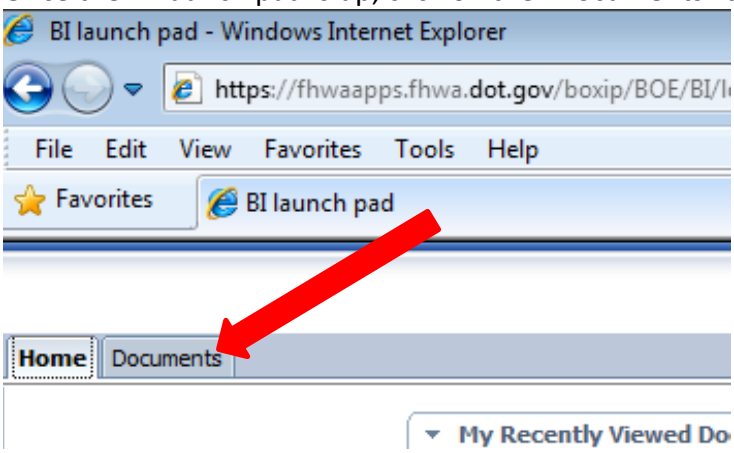
Next, click on Business Objects Ad hoc Reports…



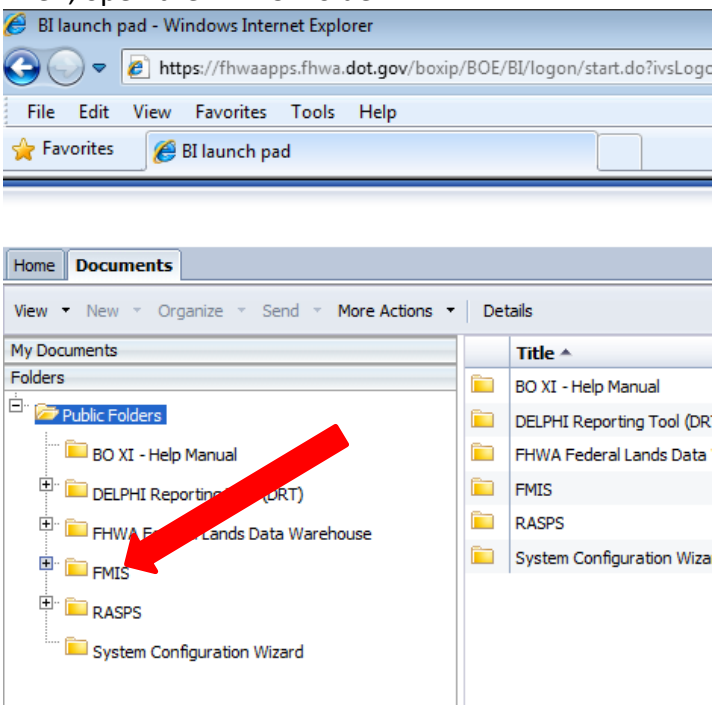
When the pop-up dialogue box appears, click “OK”.



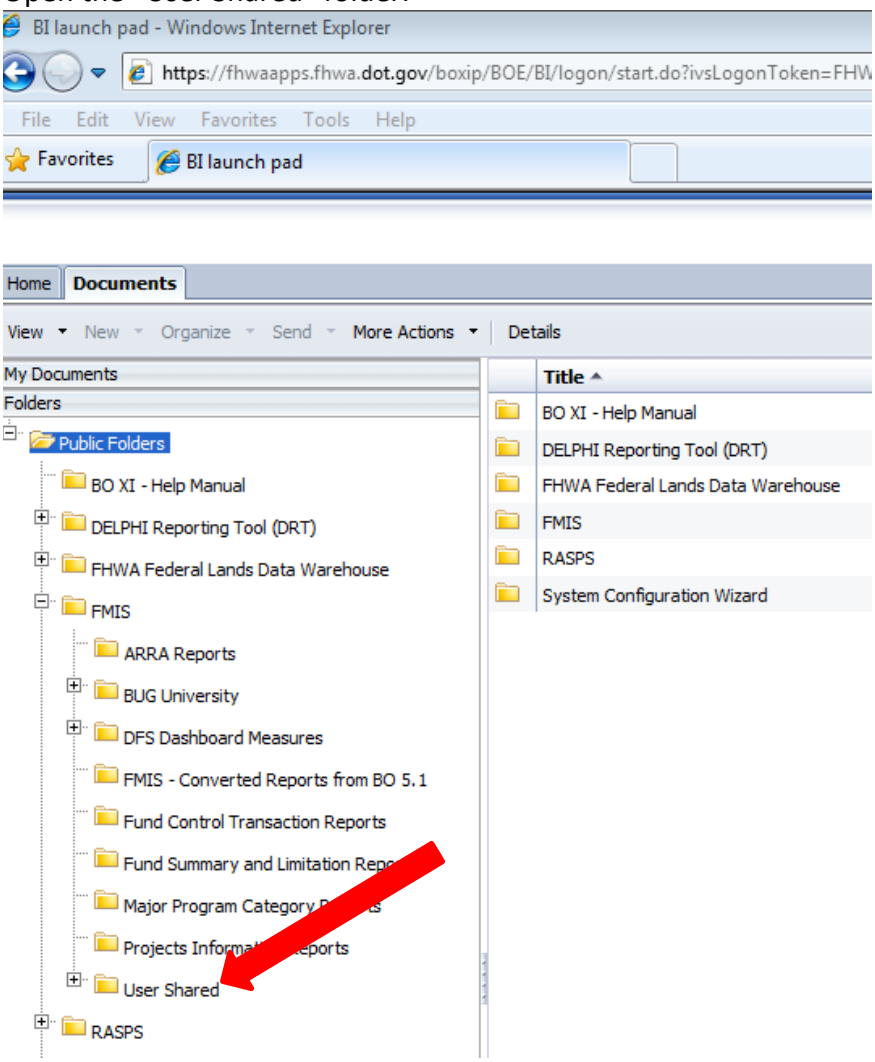
Once the BI launch pad is up, click on the “Documents” tab.



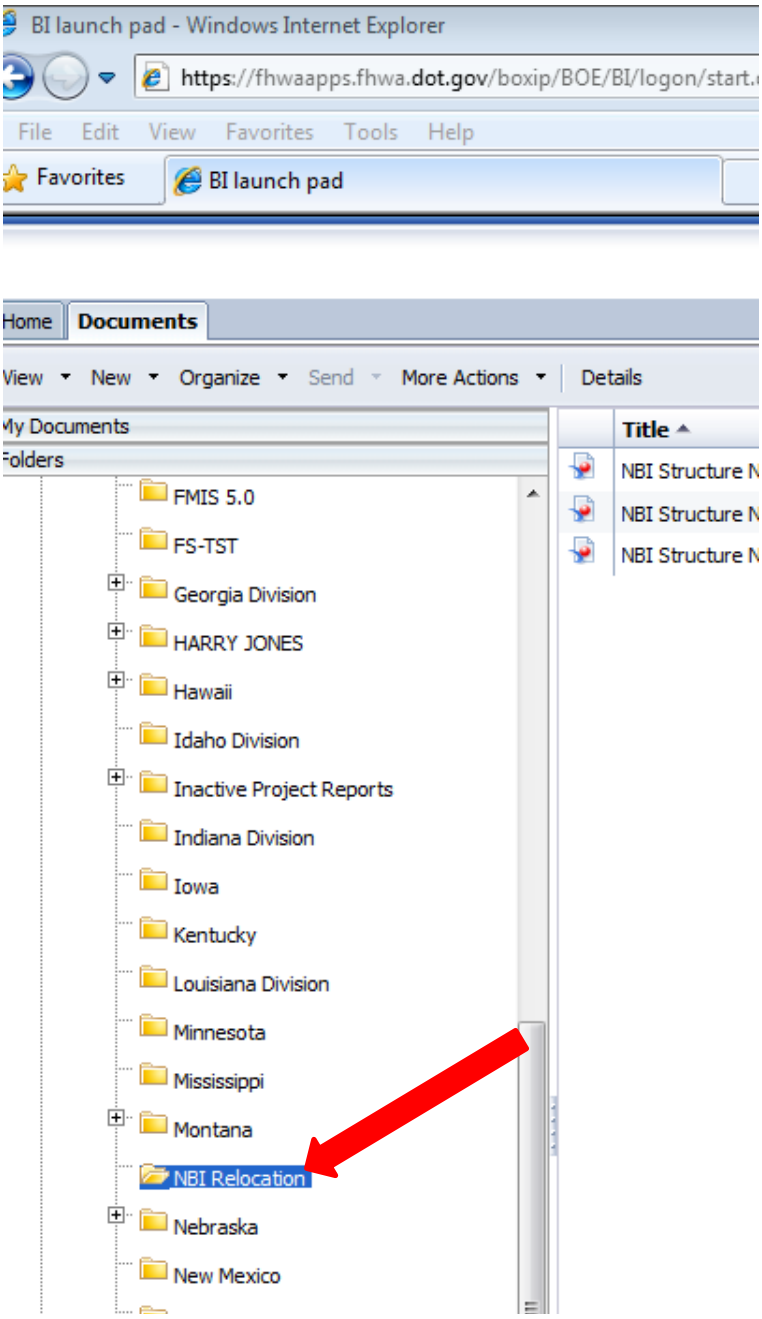
Then, open the “FMIS” folder.



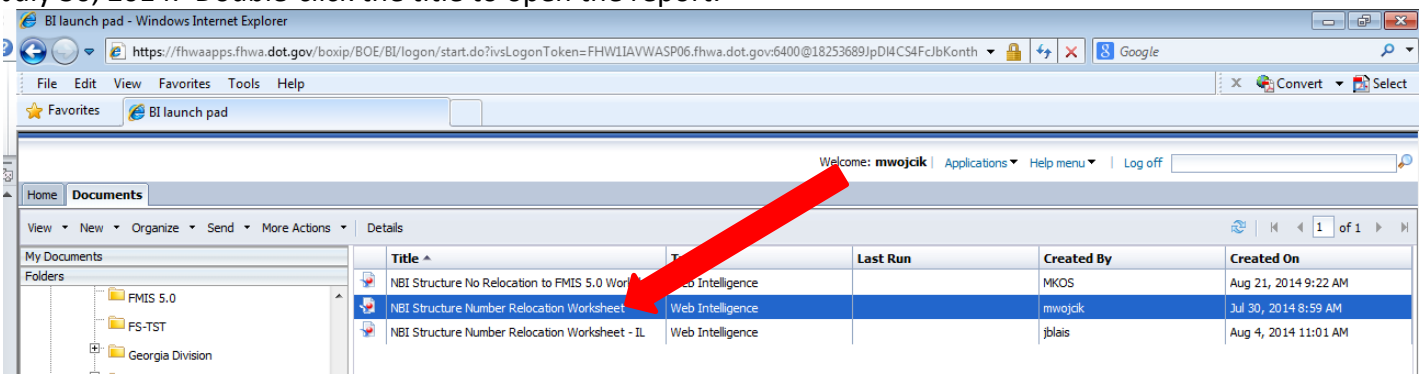
Open the “User Shared” folder.



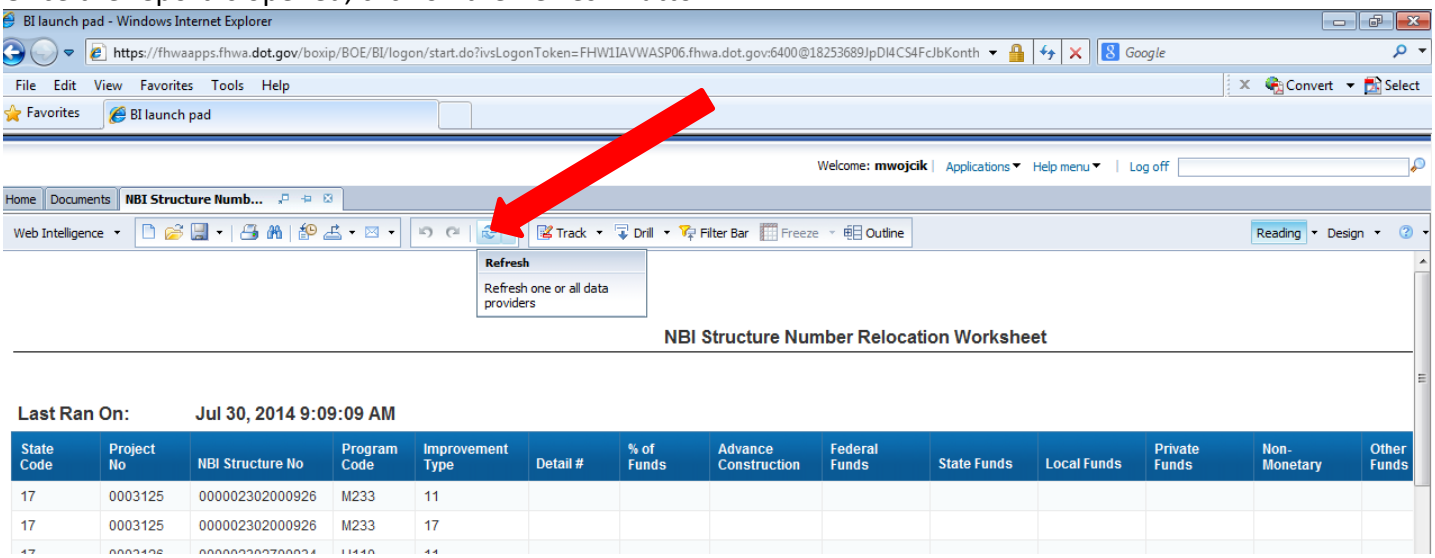
Scroll down the folder list and click on the “NBI Relocation” folder.



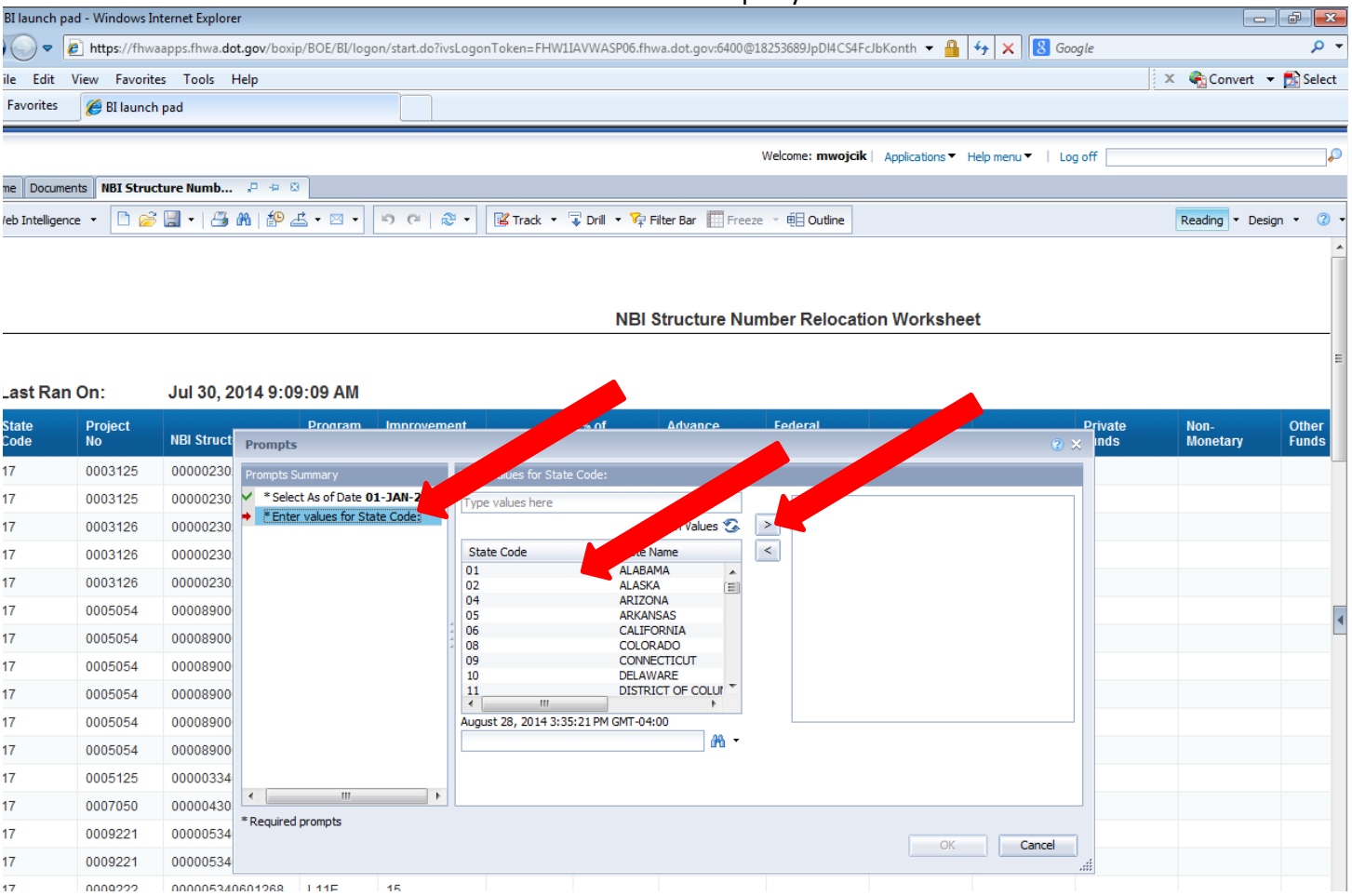
The template to use is titled, “NBI Structure Number Relocation Worksheet” and was created by “mwojcik” on July 30, 2014. Double-click the title to open the report.



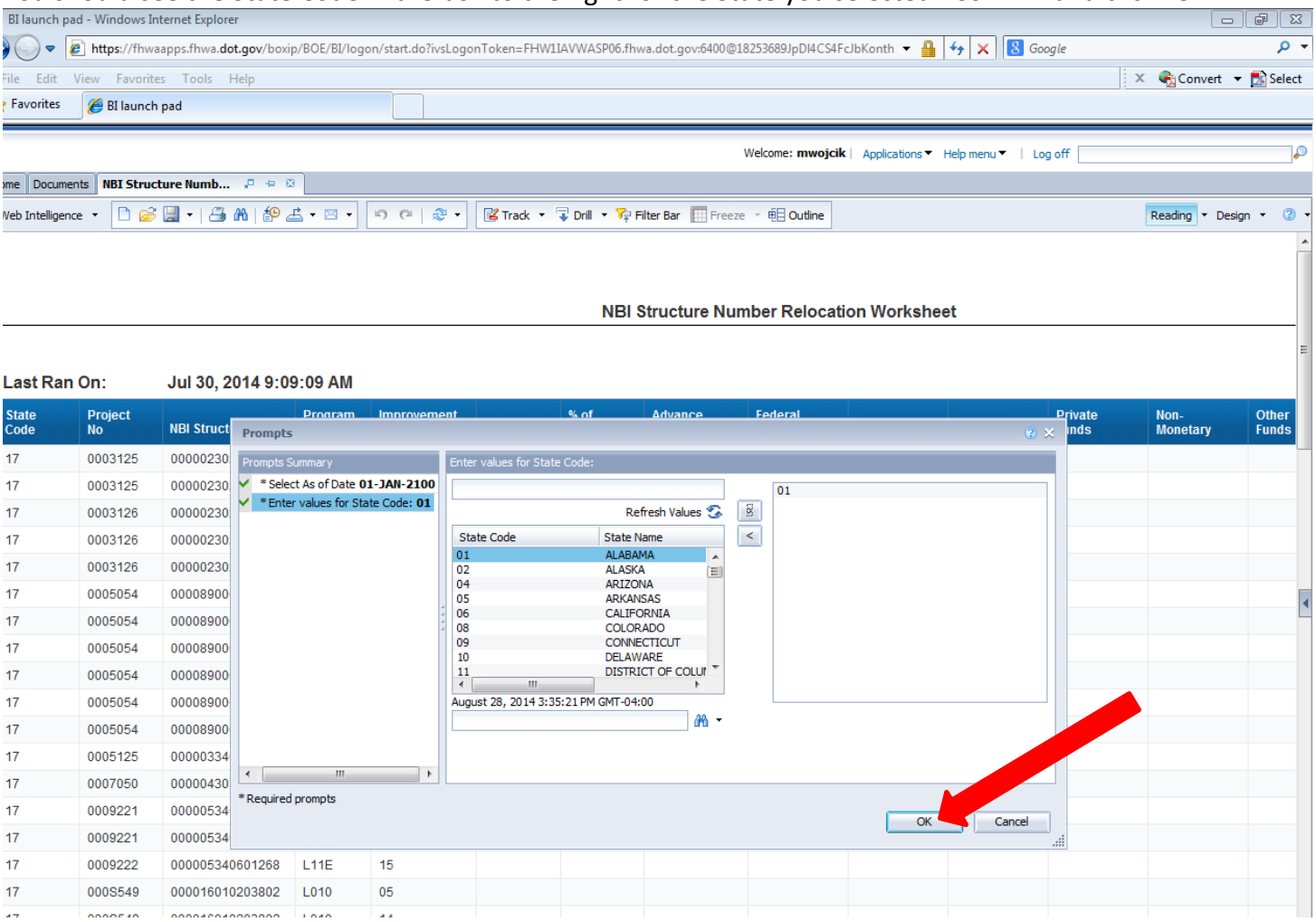
Once the report is opened, click on the Refresh Button.



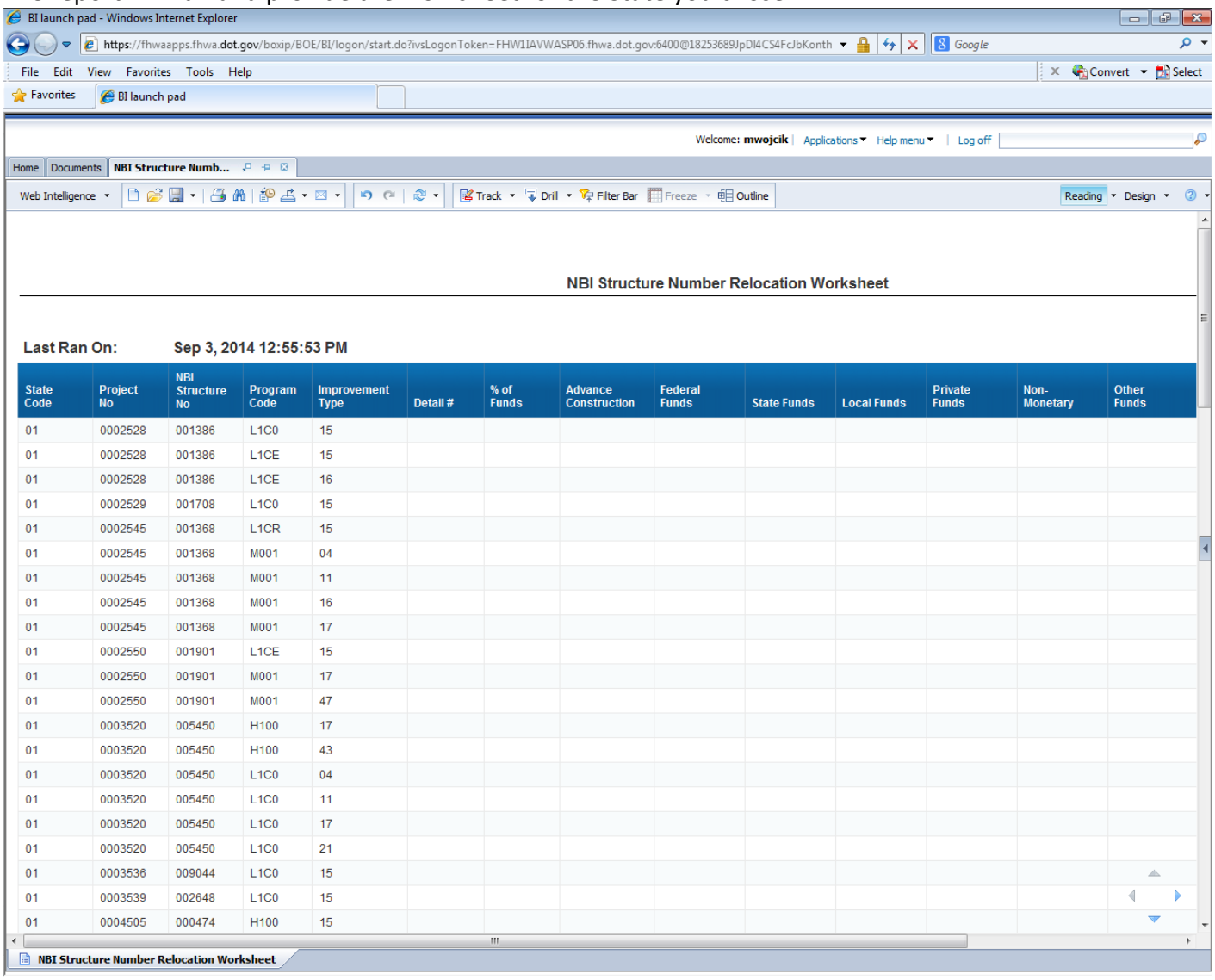
When the dialogue box appears, click on the "* Enter values for State Code:" prompt. Then, select a State from the list and click the ">" button to add the State to the query.



You should see the State Code in the box to the right for the State you selected. Confirm and click “OK”.



The report will run and provide the worksheet for the State you chose.



NBI Structure Number Relocation Worksheet

Last Ran On: Sep 3, 2014 12:55:53 PM

State Code	Project No	NBI Structure No	Program Code	Improvement Type	Detail #	% of Funds	Advance Construction	Federal Funds	State Funds	Local Funds	Private Funds	Non-Monetary	Other Funds
01	0002528	001386	L1C0	15									
01	0002528	001386	L1CE	15									
01	0002528	001386	L1CE	16									
01	0002529	001708	L1C0	15									
01	0002545	001368	L1CR	15									
01	0002545	001368	M001	04									
01	0002545	001368	M001	11									
01	0002545	001368	M001	16									
01	0002545	001368	M001	17									
01	0002550	001901	L1CE	15									
01	0002550	001901	M001	17									
01	0002550	001901	M001	47									
01	0003520	005450	H100	17									
01	0003520	005450	H100	43									
01	0003520	005450	L1C0	04									
01	0003520	005450	L1C0	11									
01	0003520	005450	L1C0	17									
01	0003520	005450	L1C0	21									
01	0003536	009044	L1C0	15									
01	0003539	002648	L1C0	15									
01	0004505	000474	H100	15									