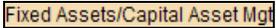
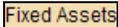
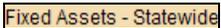
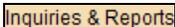
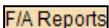
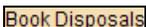


## Ledger Type F2 - SPN Tag Sequence Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Fixed Assets/Capital Asset Mgt</b> link.</p> 
3.	<p>Click the <b>Fixed Assets</b> link.</p> 
4.	<p>Click the <b>Fixed Assets - Statewide</b> link.</p> 
5.	<p>Click the <b>Inquiries &amp; Reports</b> link.</p> 
6.	<p>Click the <b>F/A Reports</b> link.</p> 
7.	<p>Click the <b>Book Disposals</b> link.</p> 
8.	<p>Click the <b>NIS0002</b> option.</p> <p><b>Note:</b> NIS0001 (Ledger Type F1 SPN Tag Sequence) is used only by specific agencies.</p> <p><b>Note:</b> NIS0003 (Ledger Type F3 SPN Tag Sequence) is used only by State Colleges.</p> 
9.	<p>Click the <b>Select</b> button.</p> 
10.	<p>Click the <b>Data Selection</b> option.</p> 
11.	<p>Click the <b>Submit</b> button.</p> 

<p>12.</p>	<p>Leave existing data selection as is.</p> <p><b>Note:</b> To narrow the report by Agency, complete the following information in the first blank row:</p> <p><b>Left Operand</b> - Agency (F1201)(ACL6)[BC]  <b>Comparison</b> - is equal to  <b>Right Operand</b> - enter the 3-digit Agency number</p> <p><b>Note:</b> To narrow the report by Division, complete the following information in the first blank row:</p> <p><b>Left Operand</b> - Division (F1201)(ACL7)[BC]  <b>Comparison</b> - is equal to  <b>Right Operand</b> - enter the 3-digit division number</p>
<p>13.</p>	<p>Click the <b>OK</b> button.</p> 
<p>14.</p>	<p>Enter a date range for which to run the report.</p> <p><b>Note:</b> Report can only be run for one fiscal year at a time.</p>
<p>15.</p>	<p>Click the <b>OK</b> button.</p> 
<p>16.</p>	<p>Click the <b>OK</b> button.</p> 
<p>17.</p>	<p>Click the <b>Close</b> button.</p> 
<p>18.</p>	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics work instructions.</p> <p>You have successfully completed this lesson.  <b>End of Procedure.</b></p>