

**Ledger Type F2 - SPN Tag Sequence**  
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## Ledger Type F2 - SPN Tag Sequence

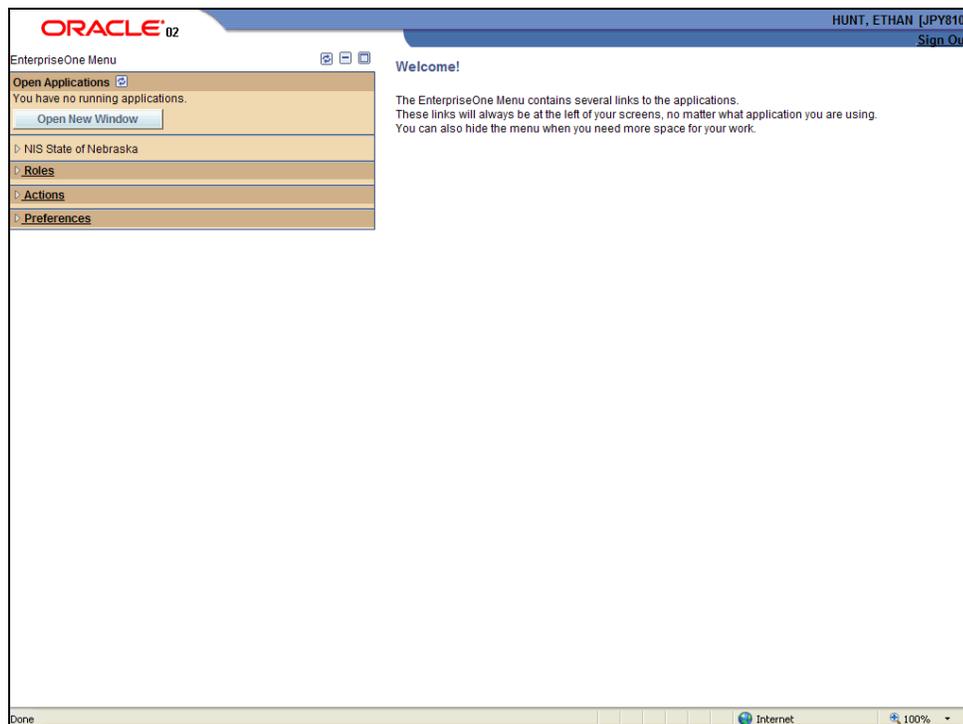
### Ledger Type F2 - SPN Tag Sequence Overview

Run this report to review Tag number disposed within a fiscal year, or in a specific time period within a fiscal year, sequenced by SPN number and then by Tag number. The report includes tag number, description, item code, date acquired, equipment status, fund, SPN number, disposed date, asset cost GL and accumulated depreciation GL.

### Ledger Type F2 - SPN Tag Sequence Lesson

#### Procedure

In this lesson you will learn how to run the Ledger Type F2 - SPN Tag Sequence Report.

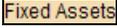
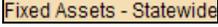
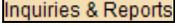
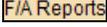
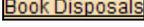


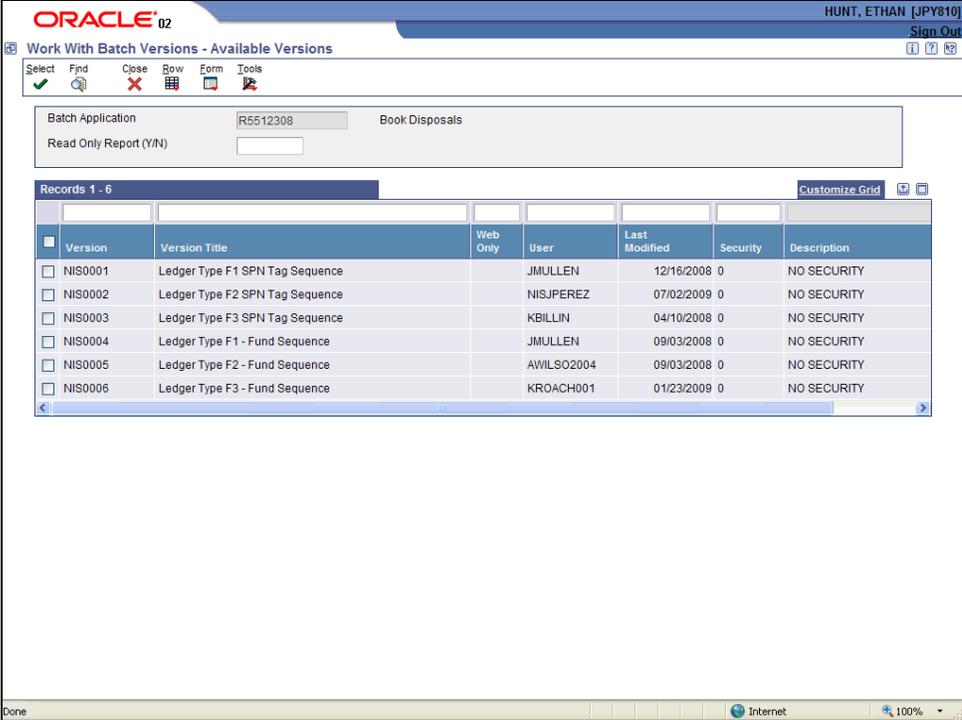
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <span style="border: 1px solid black; padding: 2px;">NIS State of Nebraska</span>

# Training Guide

## Ledger Type F2 - SPN Tag Sequence



Step	Action
2.	Click the <b>Fixed Assets/Capital Asset Mgt</b> link. 
3.	Click the <b>Fixed Assets</b> link. 
4.	Click the <b>Fixed Assets - Statewide</b> link. 
5.	Click the <b>Inquiries &amp; Reports</b> link. 
6.	Click the <b>F/A Reports</b> link. 
7.	Click the <b>Book Disposals</b> link. 



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Work With Batch Versions - Available Versions

Batch Application: R5512308 Book Disposals

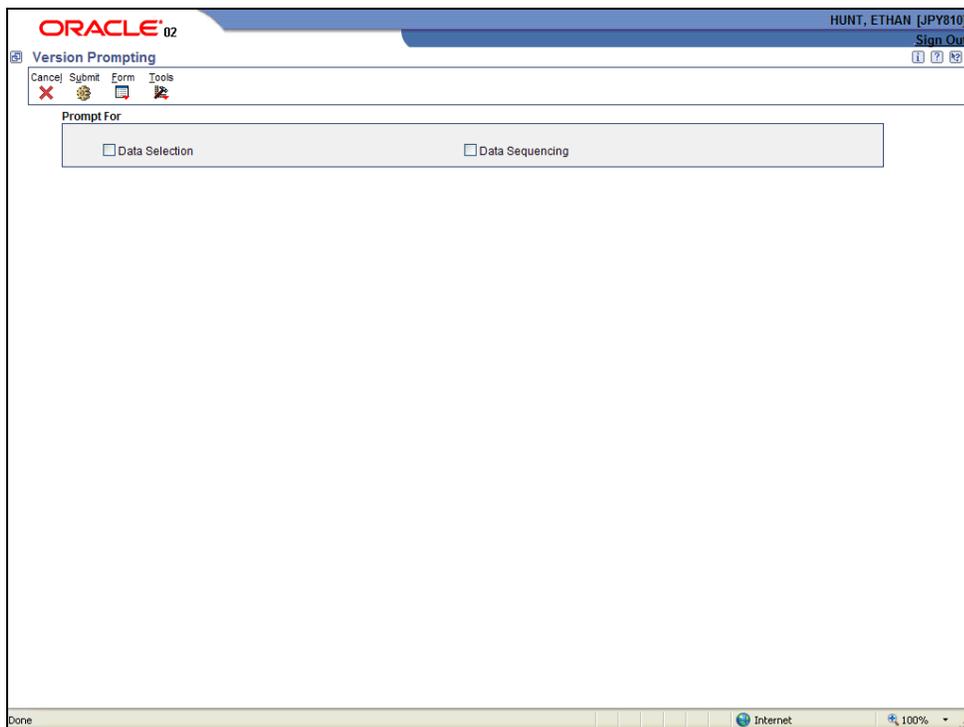
Read Only Report (Y/N):

Records 1 - 6 Customize Grid

Version	Version Title	Web Only	User	Last Modified	Security	Description
<input type="checkbox"/> NIS0001	Ledger Type F1 SPN Tag Sequence		JMULLEN	12/16/2008	0	NO SECURITY
<input type="checkbox"/> NIS0002	Ledger Type F2 SPN Tag Sequence		NISJPEREZ	07/02/2009	0	NO SECURITY
<input type="checkbox"/> NIS0003	Ledger Type F3 SPN Tag Sequence		KBILLIN	04/10/2008	0	NO SECURITY
<input type="checkbox"/> NIS0004	Ledger Type F1 - Fund Sequence		JMULLEN	09/03/2008	0	NO SECURITY
<input type="checkbox"/> NIS0005	Ledger Type F2 - Fund Sequence		AWILSO2004	09/03/2008	0	NO SECURITY
<input type="checkbox"/> NIS0006	Ledger Type F3 - Fund Sequence		KROACH001	01/23/2009	0	NO SECURITY

Done Internet 100%

Step	Action
8.	Click the <b>NIS0002</b> option.  <b>Note:</b> NIS0001 (Ledger Type F1 SPN Tag Sequence) is used only by specific agencies.  <b>Note:</b> NIS0003 (Ledger Type F3 SPN Tag Sequence) is used only by State Colleges. <input type="checkbox"/>
9.	Click the <b>Select</b> button. <input checked="" type="checkbox"/>



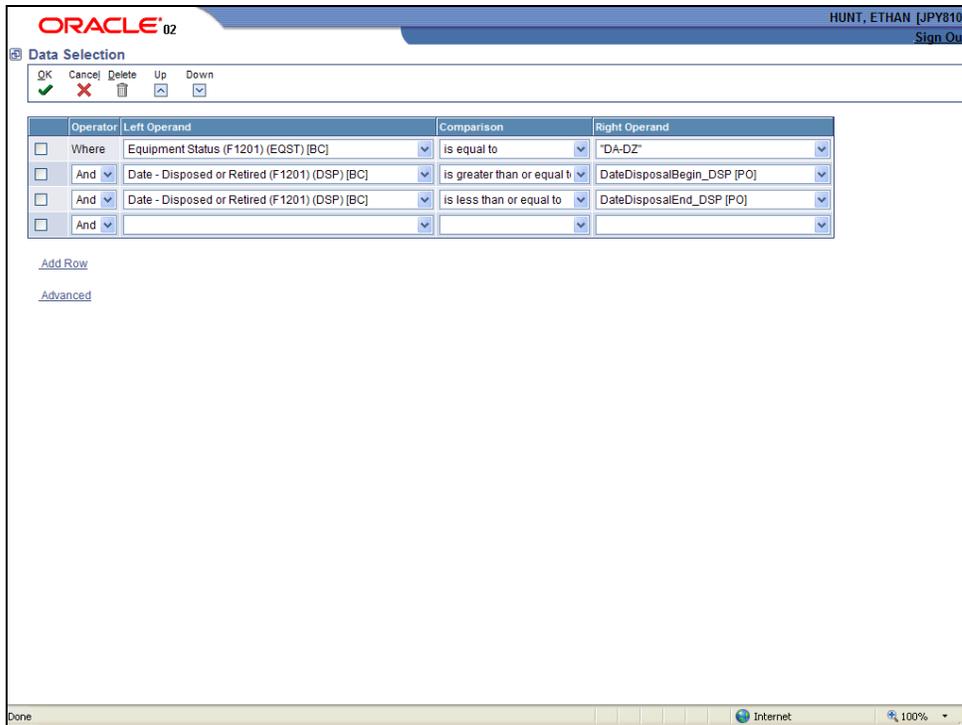
Step	Action
10.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
11.	Click the <b>Submit</b> button. <input type="submit"/>

# Training Guide

## Ledger Type F2 - SPN Tag Sequence

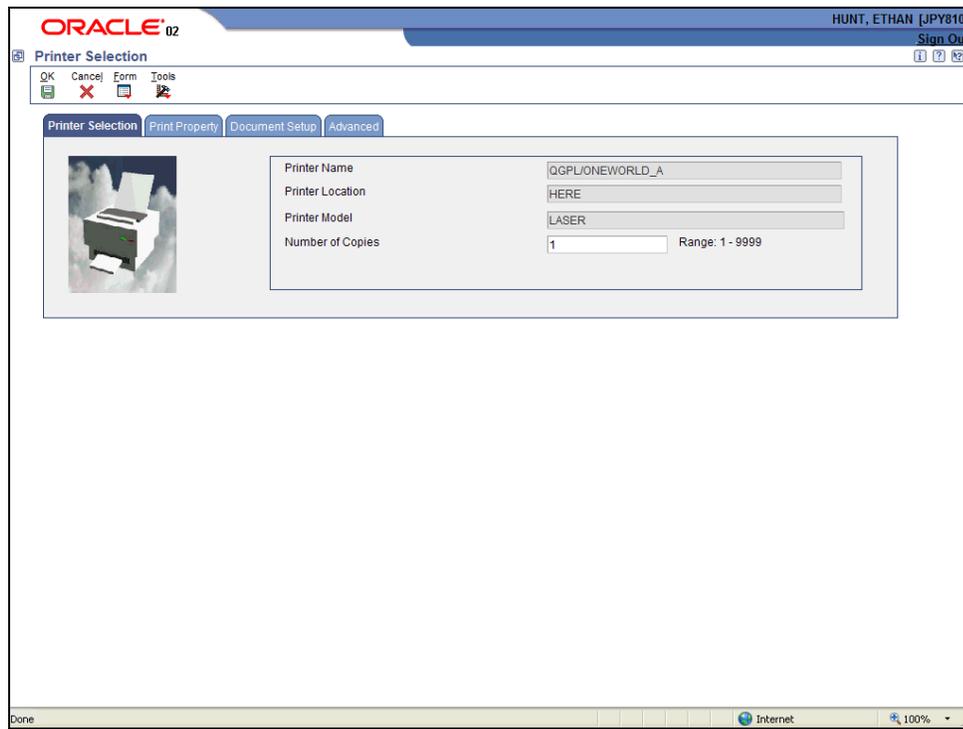


Step	Action
12.	<p>Leave existing data selection as is.</p> <p><b>Note:</b> To narrow the report by Agency, complete the following information in the first blank row:</p> <p><b>Left Operand</b> - Agency (F1201)(ACL6)[BC]  <b>Comparison</b> - is equal to  <b>Right Operand</b> - enter the 3-digit Agency 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>



Step	Action
13.	<p>Click the <b>OK</b> button.</p> 

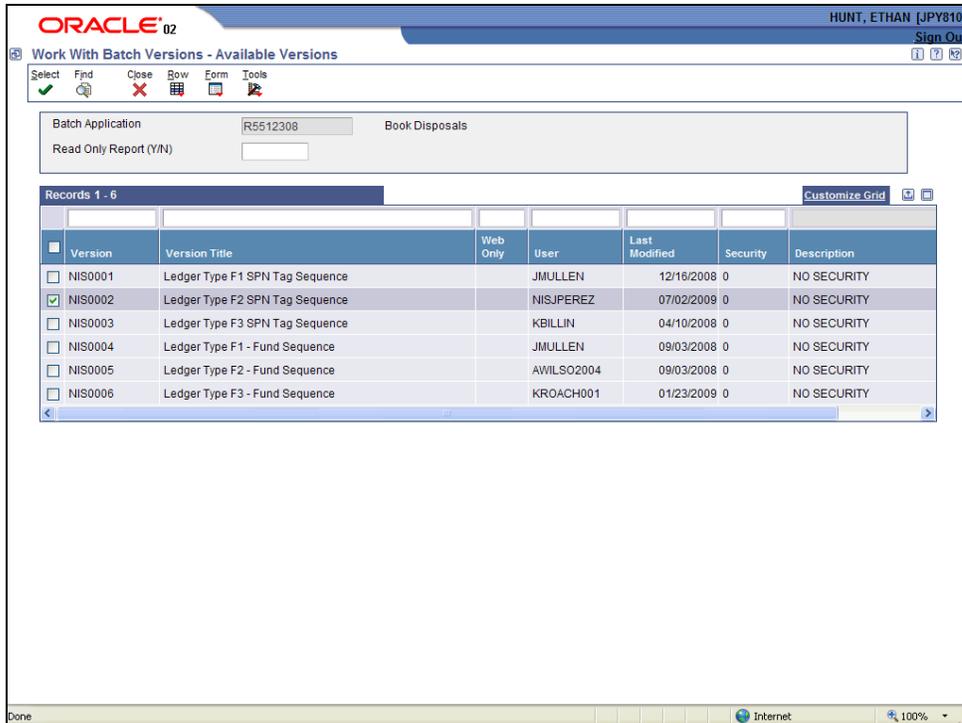
Step	Action
14.	Enter a date range for which to run the report.  <b>Note:</b> Report can only be run for one fiscal year at a time.
15.	Click the <b>OK</b> button. 



Step	Action
16.	Click the <b>OK</b> button. 

# Training Guide

## Ledger Type F2 - SPN Tag Sequence



Step	Action
17.	Click the <b>Close</b> button. 
18.	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 ( <a href="http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html">http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html</a> ) work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>