

Ledger Type F2 - Fund Sequence
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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/>.

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Ledger Type F2 - Fund Sequence

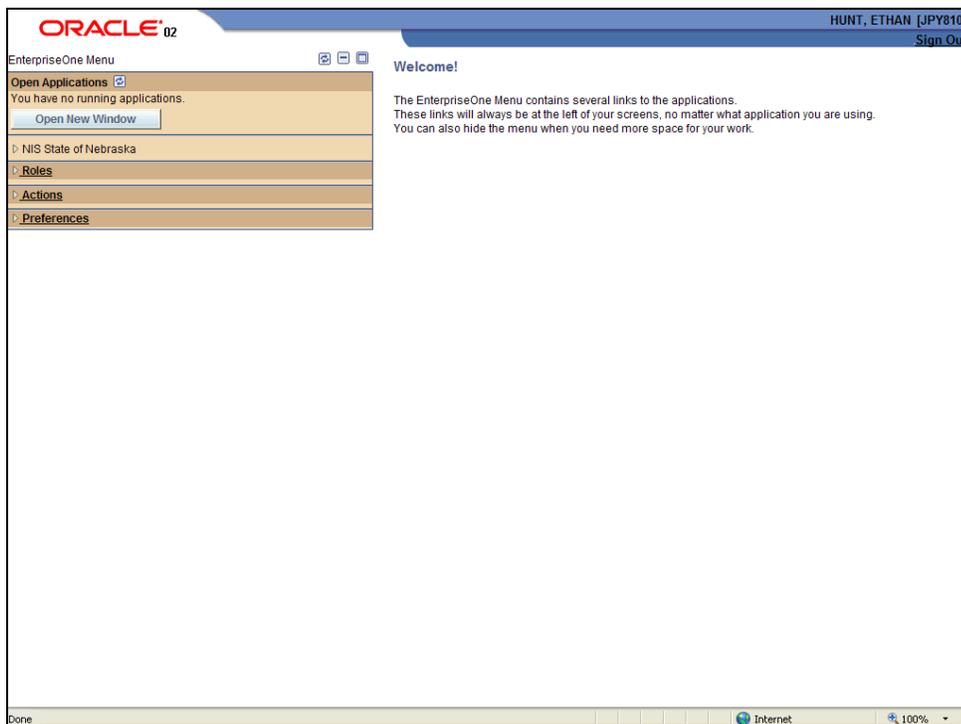
Ledger Type F2 - Fund Sequence Overview

Run this report to review Tag number disposed within a fiscal year, or in a specific time period within a fiscal year, sequenced by Fund number, 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 - Fund Sequence Lesson

Procedure

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



Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

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

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Work With Batch Versions - Available Versions

Batch Application: R5512308 Book Disposals

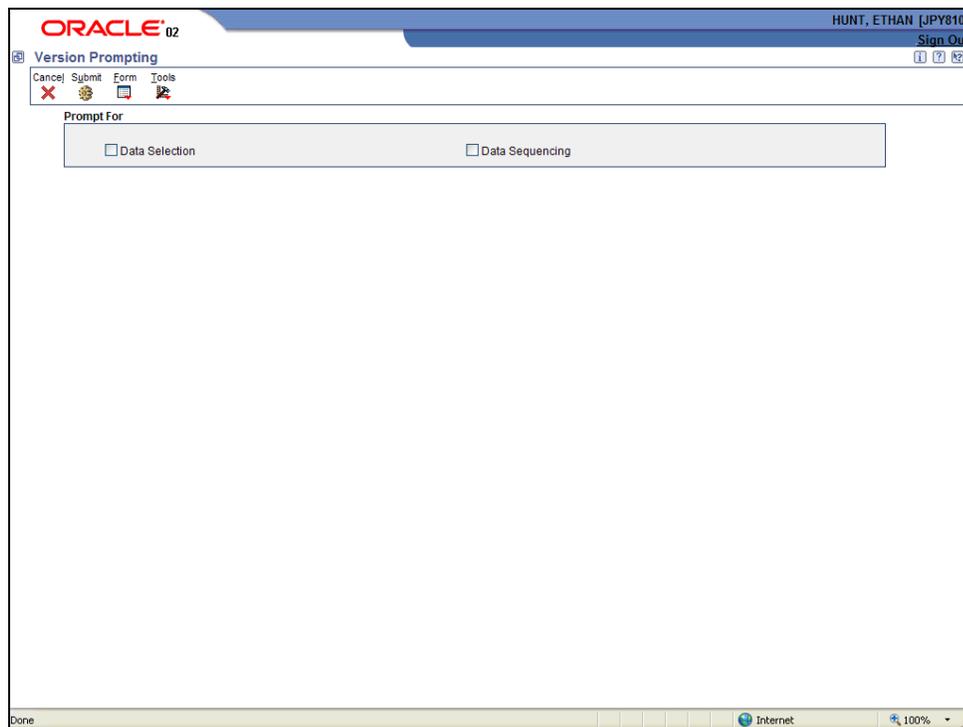
Read Only Report (Y/N):

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		UATTRAIN1	10/15/2009 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.	<p>Click the NIS0005 option.</p> <p>Note: NIS0004 (Ledger Type F1 SPN Fund Sequence) is used only by specific agencies.</p> <p>Note: NIS0006 (Ledger Type F3 SPN Fund Sequence) is used only by State Colleges.</p> <input type="checkbox"/>
9.	<p>Click the Select button.</p> <input checked="" type="checkbox"/>



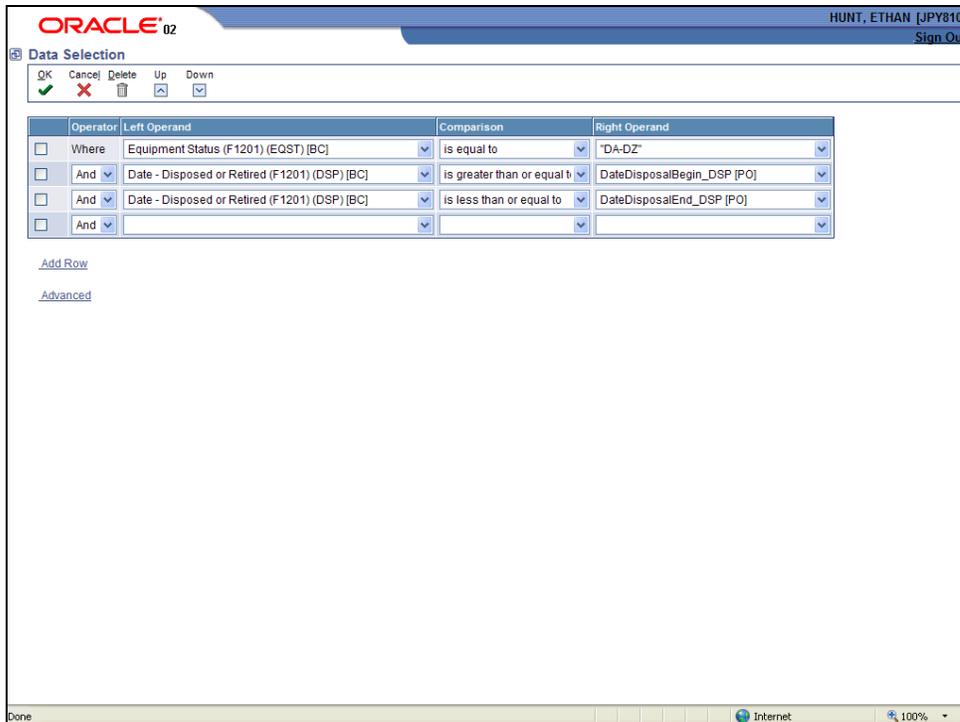
Step	Action
10.	<p>Click the Data Selection option.</p> <input type="checkbox"/>
11.	<p>Click the Submit button.</p> <input checked="" type="checkbox"/>

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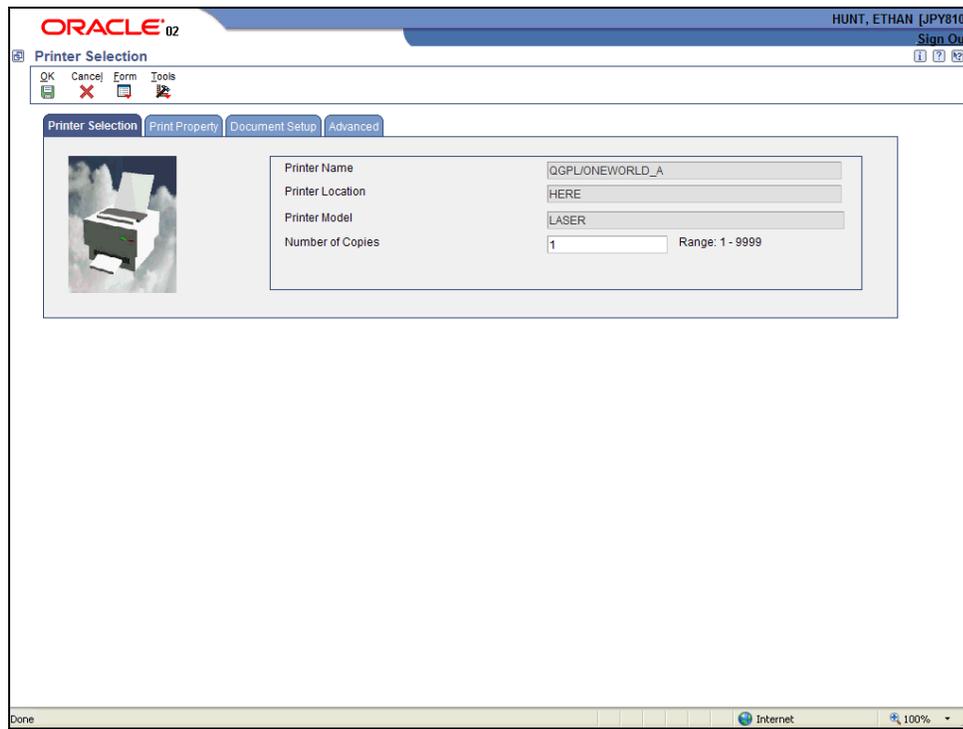


Step	Action
12.	<p>Leave existing data selection as is.</p> <p>Note: To narrow the report by Agency, complete the following information in the first blank row:</p> <p>Left Operand - Agency (F1201)(ACL6)[BC] Comparison - is equal to Right Operand - enter the 3-digit Agency number</p> <p>Note: To narrow the report by Division, complete the following information in the first blank row:</p> <p>Left Operand - Division (F1201)(ACL7)[BC] Comparison - is equal to Right Operand - enter the 3-digit division number</p>



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

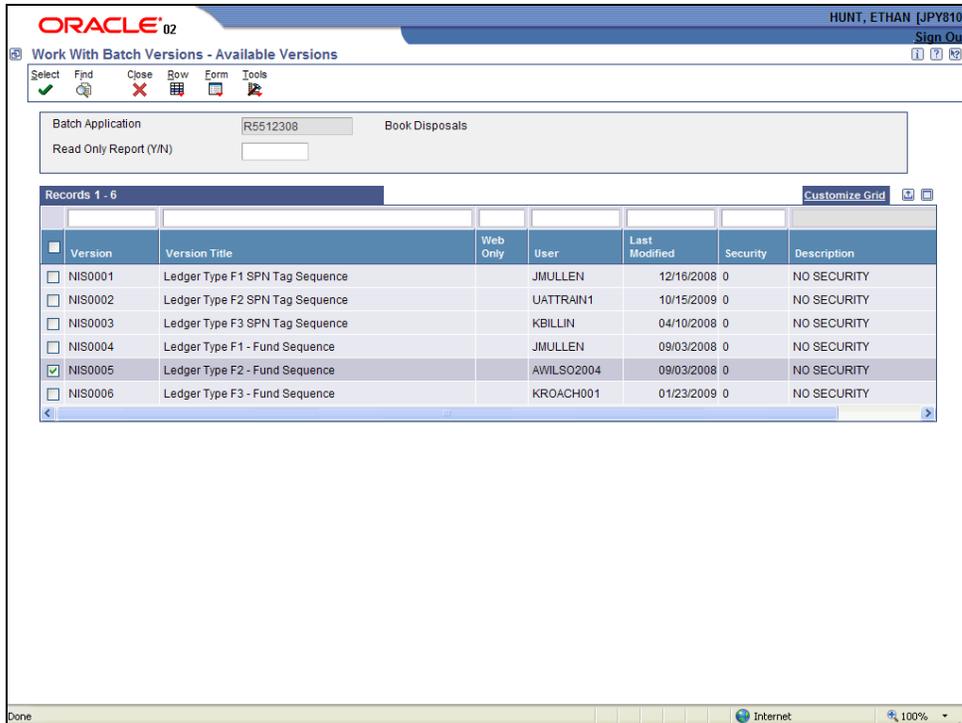
Step	Action
14.	Enter a date range for which to run the report. Note: Report can only be run for one fiscal year at a time.
15.	Click the OK button. 



Step	Action
16.	Click the OK button. 

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Step	Action
17.	Click the Close button.
18.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html) work instructions. You have successfully completed this lesson. End of Procedure.