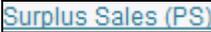


Disposal through Surplus or Sale Report Lesson

| Step | Action |
|------|---|
| 1. | Click the State of Nebraska link.  |
| 2. | Click the Fixed Assets link.  |
| 3. | Click the SPN Reports link.  |
| 4. | Click the Surplus Sales (PS) link.  |
| 5. | Click the Data Selection option.  |
| 6. | Click the Submit button.  |
| 7. | Click the drop down list in the Right Operand column of the third row.  |
| 8. | Click Literal.  |
| 9. | Enter the Agency assigned SPN number. |
| 10. | Click the OK button.  |
| 11. | Click the drop down list in the Right Operand column of the fourth row.  |
| 12. | Click Literal.  |
| 13. | Enter the fiscal year for which you want to run the report. |
| 14. | Click the OK button.  |
| 15. | Click the OK button.  |
| 16. | Click the OK button.  |

| Step | Action |
|------|---|
| 17. | <p>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 Training Guide.</p> <p>You have successfully completed this lesson. End of Procedure.</p> |