

Disposal through Trade-in 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 Trade In (PT) 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 the Literal list item. 
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 the Literal list item. 
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.</p> <p>End of Procedure.</p>