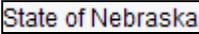
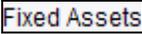


Ledger Type F2 - SPN Tag Sequence Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Fixed Assets link. 
3.	Click the Inquiries & Reports link. 
4.	Click the F/A Reports link. 
5.	Click the Book Disposals link. 
6.	Click the NIS0002 option. Note: NIS0001 (Ledger Type F1 SPN Tag Sequence) is used only by specific agencies. Note: NIS0003 (Ledger Type F3 SPN Tag Sequence) is used only by State Colleges. <input type="checkbox"/>
7.	Click the Select button. 
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 
10.	Leave existing data selection as is. Note: To narrow the report by Agency, complete the following information in the first blank row: Left Operand - Agency (F1201)(ACL6)[BC] Comparison - is equal to Right Operand - enter the 3-digit Agency number Note: To narrow the report by Division, complete the following information in the first blank row: Left Operand - Division (F1201)(ACL7)[BC] Comparison - is equal to Right Operand - enter the 3-digit division number

Step	Action
11.	Click the OK button. 
12.	Enter a date range for which to run the report. Note: Report can only be run for one fiscal year at a time.
13.	Click the OK button. 
14.	Click the OK button. 
15.	Click the Close button. 
16.	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. You have successfully completed this lesson. End of Procedure.