Ledger Type F2 - SPN Tag Sequence

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS
Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

SYSTEM POLICIES
The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

Table of Contents

Ledger Type F2 - SPN Tag Sequence 1
- **Ledger Type F2 - SPN Tag Sequence Overview** 1
- **Ledger Type F2 - SPN Tag Sequence Lesson** 1

Ledger Type F2 - SPN Tag Sequence

Ledger Type F2 - SPN Tag Sequence Overview

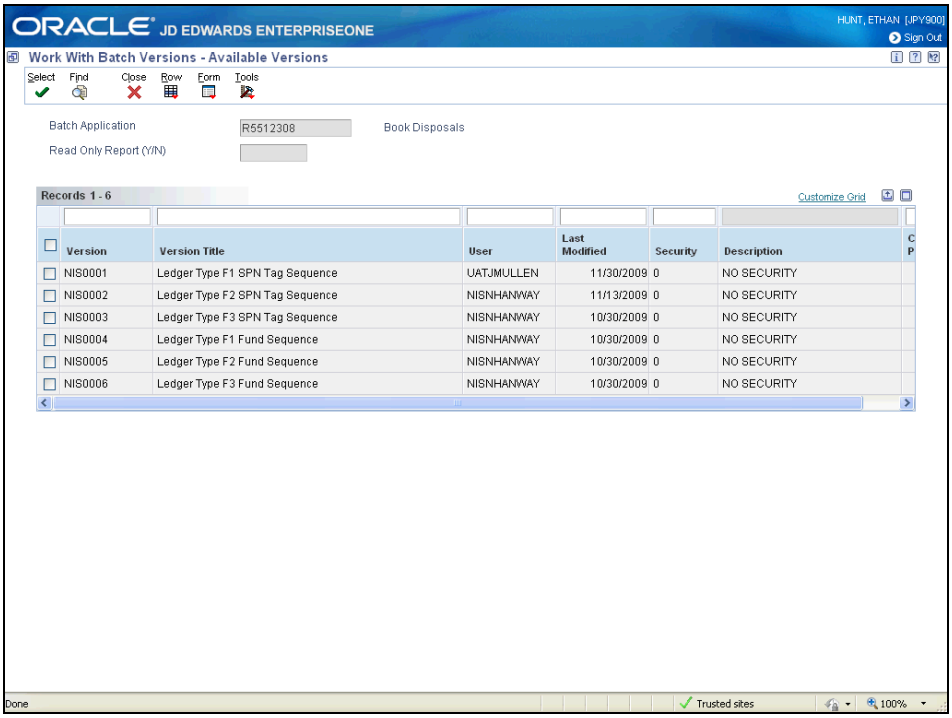
Run this report to review Tag number disposed within a fiscal year, or in a specific time period within a fiscal year, sequenced by SPN number and then by Tag number. The report includes tag number, description, item code, date acquired, equipment status, fund, SPN number, disposed date, asset cost GL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

Ledger Type F2 - SPN Tag Sequence Lesson

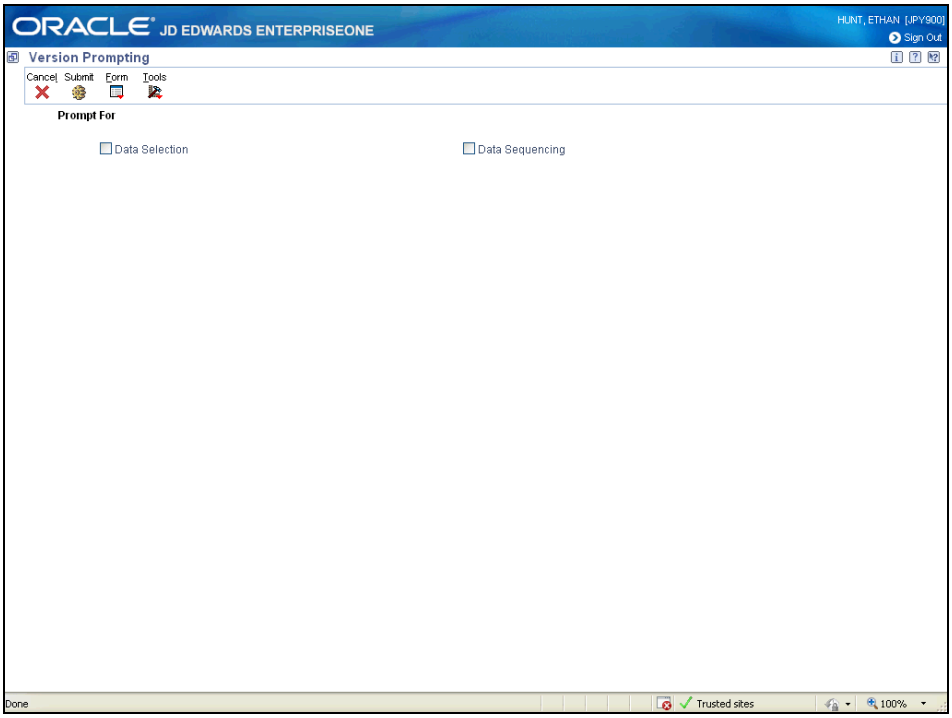
Procedure

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

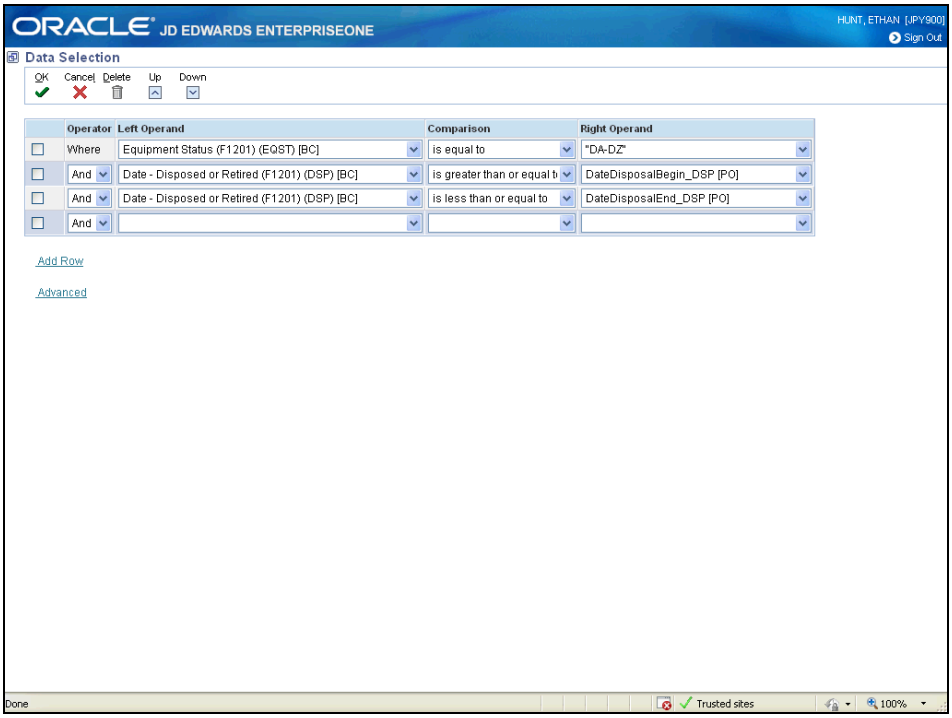
Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Fixed Assets** link. Fixed Assets
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **F/A Reports** link. F/A Reports
5.	Click the **Book Disposals** link. Book Disposals



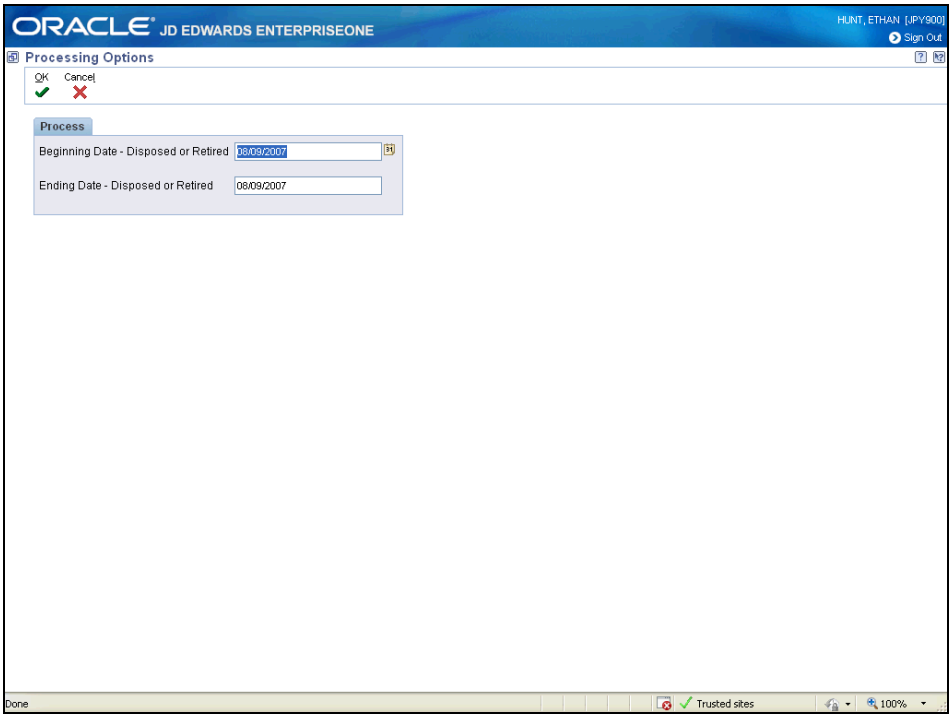
Step	Action
6.	Click the **NIS0002** option. **Note**: NIS0001 (Ledger Type F1 SPN Tag Sequence) is used only by specific agencies. **Note**: NIS0003 (Ledger Type F3 SPN Tag Sequence) is used only by State Colleges.
7.	Click the **Select** button.



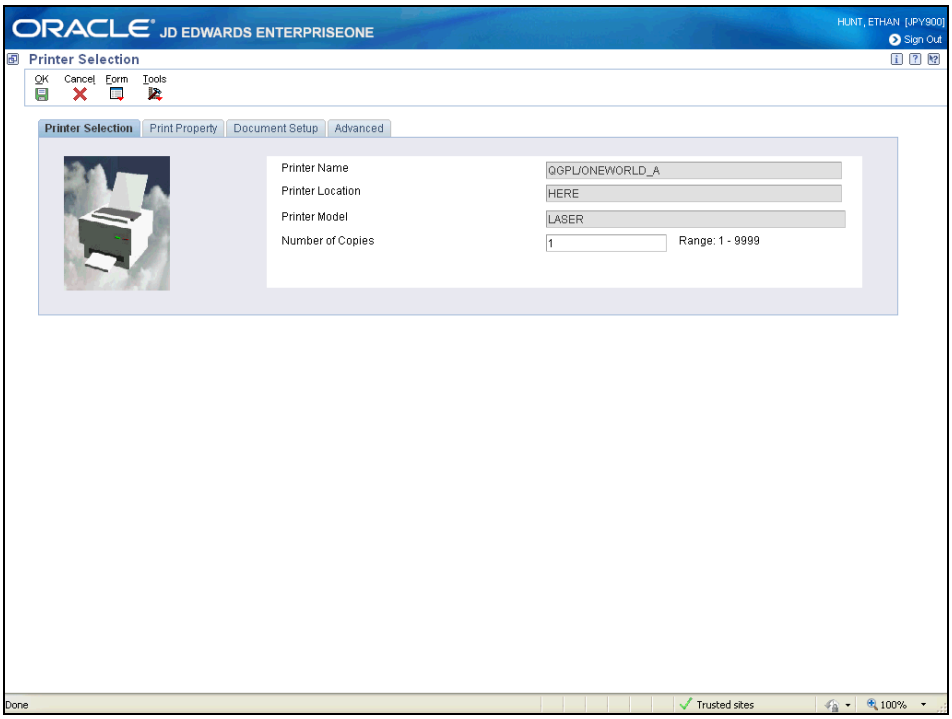
Step	Action
8.	Click the **Data Selection** option.
9.	Click the **Submit** button.
10.	Leave existing data selection as is. **Note**: To narrow the report by Agency, complete the following information in the first blank row: **Left Operand** - Agency (F1201)(ACL6)[BC] **Comparison** - is equal to **Right 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



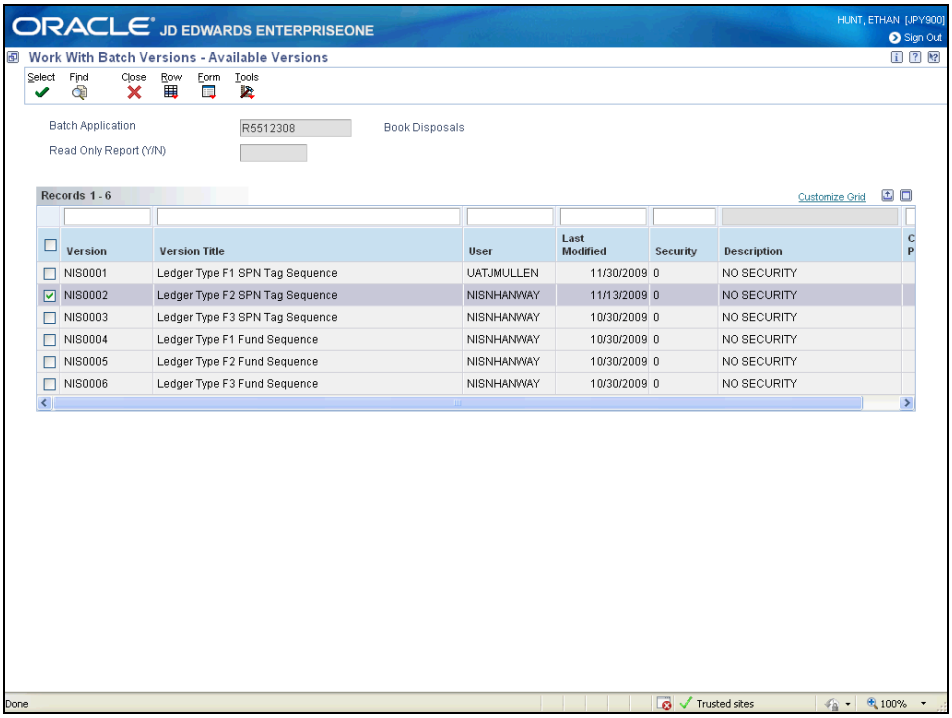
Step	Action
11.	Click the **OK** button.
12.	Enter a date range for which to run the report. **Note**: Report can only be run for one fiscal year at a time.



Step	Action
13.	Click the **OK** button.



Step	Action
14.	Click the **OK** button.



Step	Action
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.**