

Running the Ledger Type F2 - Fund Sequence Report

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.

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/>.

Navigation

Click Roles, Fixed Assets/Capital Asset Management.

(Citrix users – right click on the menu, choose Apply Roles, choose Fixed Assets/Capital Asset Management.)

State of Nebraska > Fixed Assets/Capital Asset Management > Fixed Assets – Statewide >

Fixed Assets Reports and Inquiries > Fixed Asset Reports > Other Fixed Asset Reports > Book Disposals

Steps

Run the Ledger Type F2 - Fund Sequence Report

Start this instruction from the Available Versions window.



PeopleSoft. Work With Batch Versions - Available Versions

Batch Application: R5512308 Book Disposals

Read Only Report (Y/N):

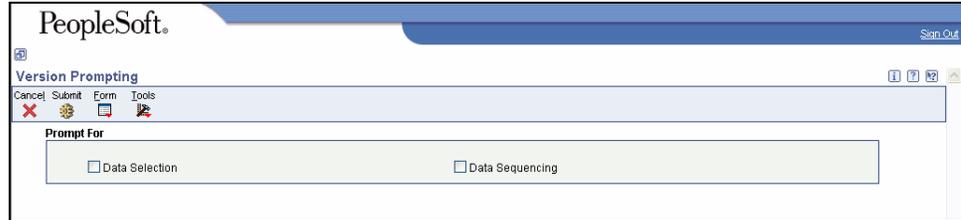
Records: 1 of 6

Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/> NIS0001	Ledger Type F1 SPN Tag Sequence		NISSMERRIT	06/07/2005	0	NO SECURITY	
<input type="checkbox"/> NIS0002	Ledger Type F2 SPN Tag Sequence		NISLMILLER	08/23/2008	0	NO SECURITY	
<input type="checkbox"/> NIS0003	Ledger Type F3 SPN Tag Sequence		NISJFREDRI	04/09/2004	0	NO SECURITY	
<input type="checkbox"/> NIS0004	Ledger Type F1 - Fund Sequence		NISJFREDRI	04/09/2004	0	NO SECURITY	
<input type="checkbox"/> NIS0005	Ledger Type F2 - Fund Sequence		LROESLE	10/26/2004	0	NO SECURITY	
<input type="checkbox"/> NIS0006	Ledger Type F3 - Fund Sequence		NISJFREDRI	04/09/2004	0	NO SECURITY	

1. Choose NIS0005 - Ledger Type F2 SPN Fund Sequence.

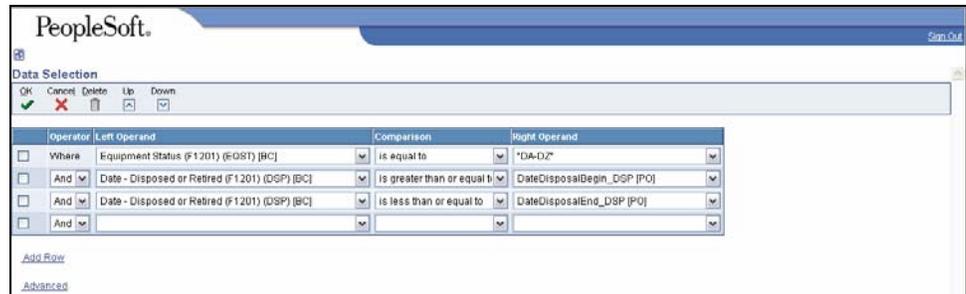
- ✎ NIS0004 (Ledger Type F1 SPN Fund Sequence) is used only by specific agencies.
- ✎ NIS0006 (Ledger Type F3 SPN Fund Sequence) is used only by State Colleges.

2. Click **Select**. The Version Prompting window appears.



3. Choose **Data Selection**.

4. Click **Submit**. The Data Selection window appears.



5. Leave existing data selection as is.

✎ 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

✎ To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

✎ 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

6. Click **OK**, the Processing Options window appears.



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Processing Options

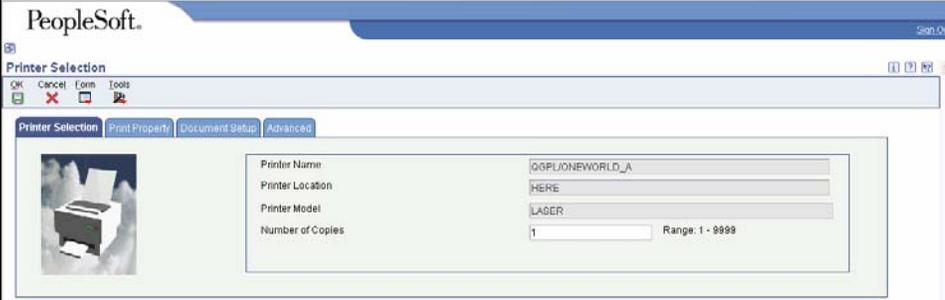
OK Cancel

Process

Beginning Date - Disposed or Retired 07/01/2005

Ending Date - Disposed or Retired 06/30/2006

7. Enter a date range for which to run the report.
-  Report can only be run for one fiscal year at a time.
8. Click **OK**, the Printer Selection window appears.



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Printer Selection

OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced

Printer Name GGPLUONEWORLD_A

Printer Location HERE

Printer Model LASER

Number of Copies 1 Range: 1 - 9999

9. Click **OK** to return to the menu.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Row with Job Details R5512308, after the status indicates Done.