

Statute Report
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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.

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Statute Report

Statute Report Overview

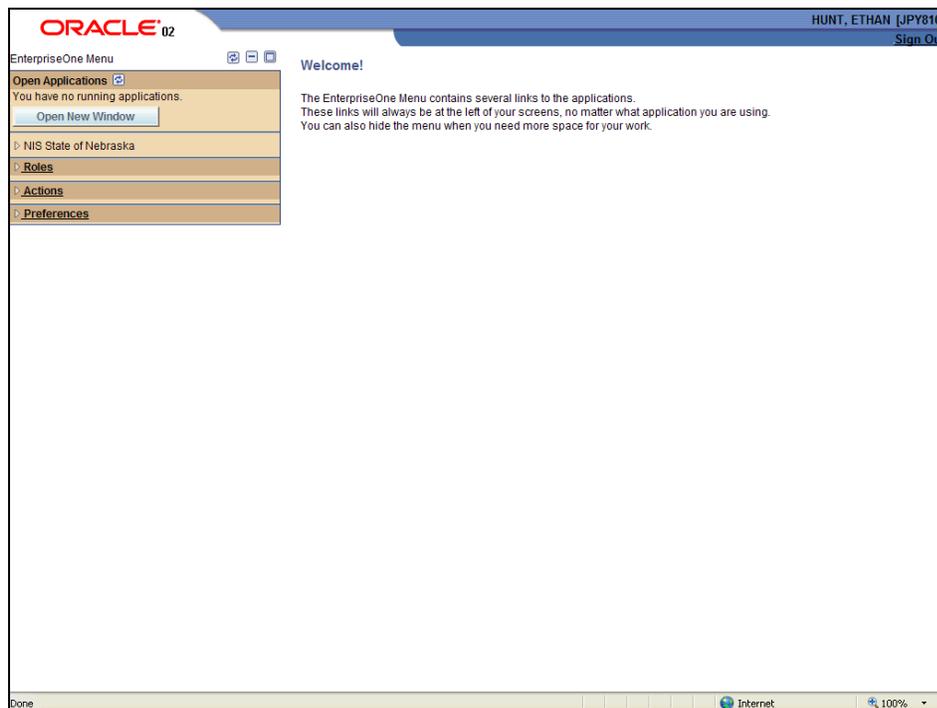
The Statute Report is used by State Purchasing Bureau to identify purchases such as Direct Purchase Authority, Sole Source, Emergency, FUR, U15. Report is sequenced by agency, original order number and type, original order date, PO number and type, original order date, PO number and type, order date, vendor name and number, 3-digit NIGP and 2-digit NIGP, description, cost, extended cost, Dev Request, and ARRA, (American Recovery and Reinvestment Act).

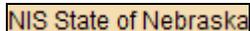
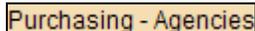
By Choosing Versions NIS003 (PDF) and NIS004 (CSV) the system produces a Statute Report to show all the ARRA Purchase Orders for your agency. You will not need to change the data selection for these versions; however, you must indicate the dates via the processing options.

Statute Report Lesson

Procedure

In this lesson you will learn how to run the Statute Report.

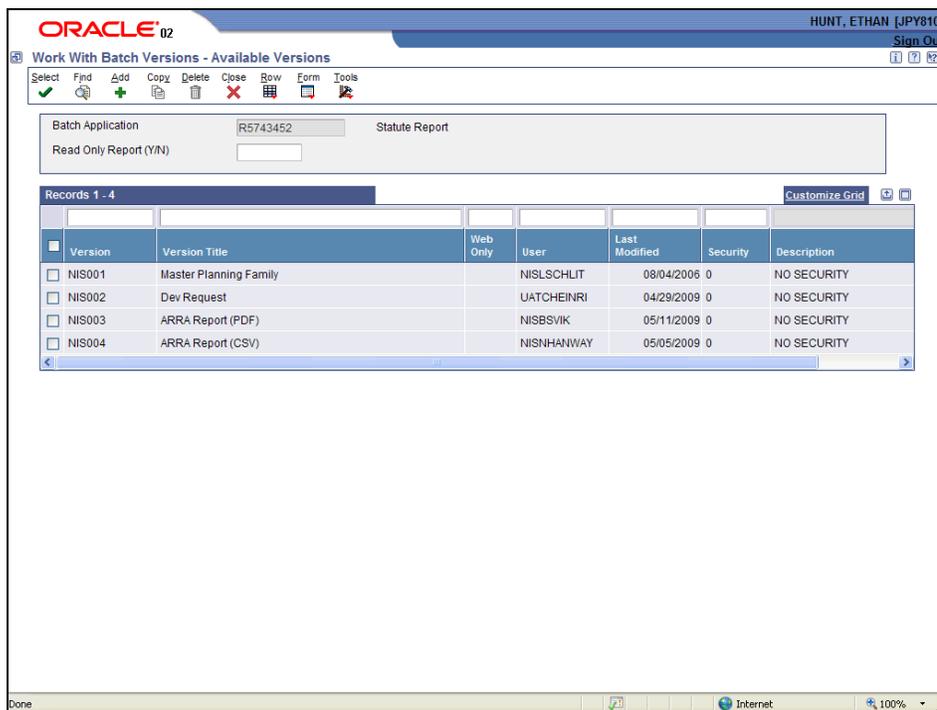


Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 

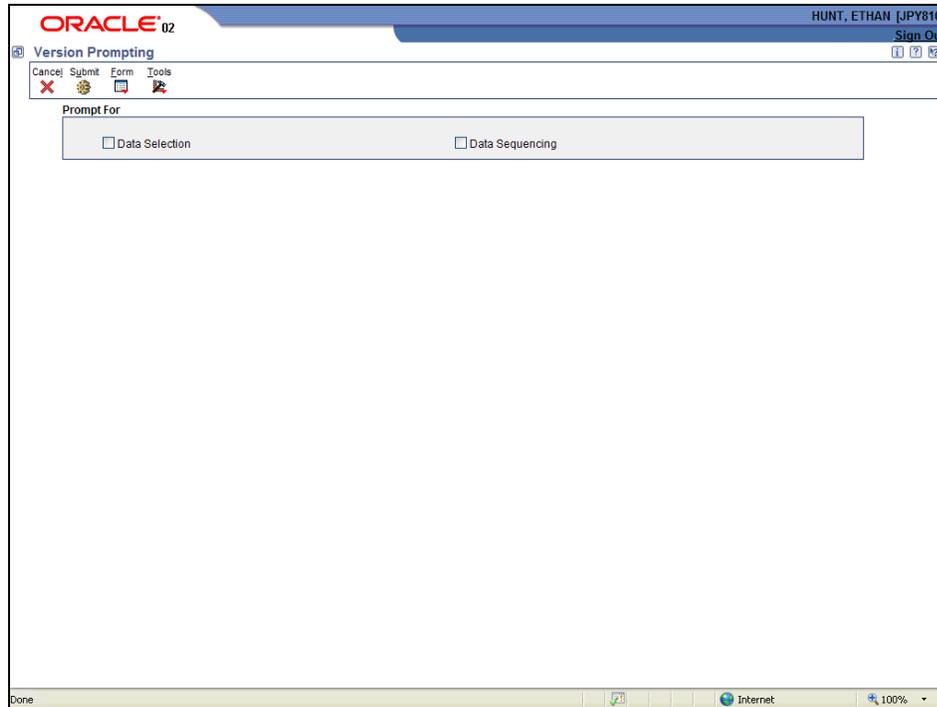
Training Guide

Statute Report

Step	Action
3.	Click the Inquiries & Reports link.
4.	Click the Purchasing Reports link.
5.	Click the Procurement Reports link.
6.	Click the Statute Report link.



Step	Action
7.	Choose the version applicable to the requesting information by clicking the check box of the version.
8.	Click the Select button.



Step	Action
9.	Click the Data Selection option. <input type="checkbox"/>
10.	Click the Submit button. 
11.	There is no need to change Data Selection, unless it is required to include additional Document Types in the Report. Example: You may want to include Service Contracts so by adding Order Type “O4” in the right operand of line four, the report will incorporate Service Contract. OR, you may only want to see Purchase Order OP and O9, by deleting the other Purchase order types in Right Operand, the report will only show those document(s) and types requested. Right Operand – enter the report code for which to run report.
12.	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.
13.	If running this report for U15, OF must be added to the list of document types. Choose Literal from the Right Operand drop down menu. Click the List of Values tab. Enter OF and click Add.

Training Guide

Statute Report

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

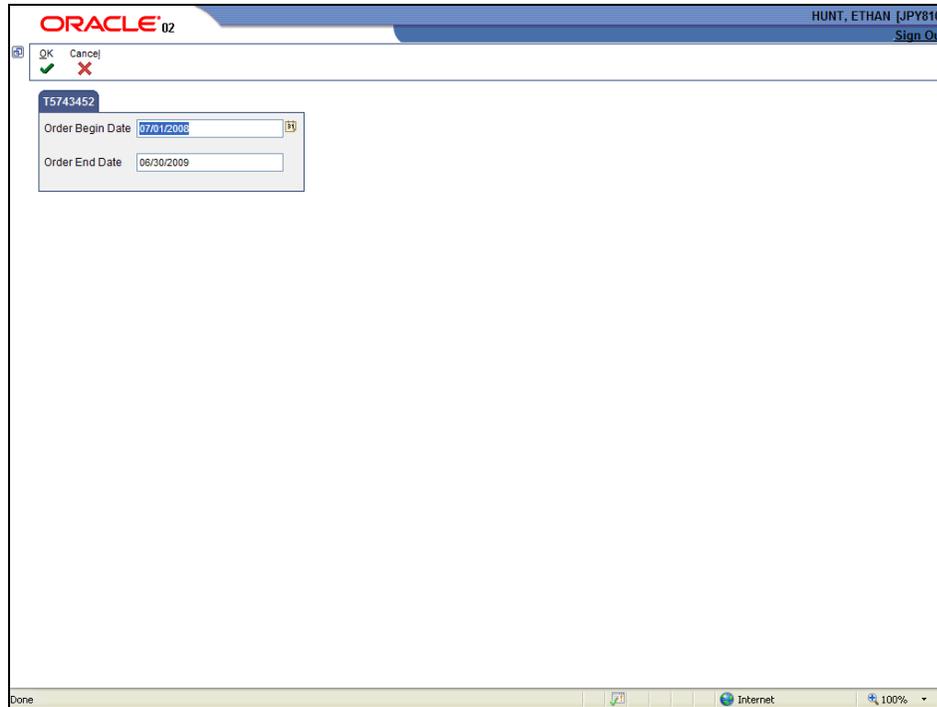
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Date - Order/Transaction (F4301) (TRDJ) [BC]	is greater than or equal to	Begin Date_TRDJ [P0]
<input type="checkbox"/>	And Date - Order/Transaction (F4301) (TRDJ) [BC]	is less than or equal to	End Date_TRDJ [P0]
<input type="checkbox"/>	And Reporting Code 4 - Purchasing (F4311) (PDP4) [BC]	is greater than or equal to	Blank
<input type="checkbox"/>	And Order Type (F4301) (DCTO) [BC]	is equal to	*06,09,0G,0P,0U,27,Z0,ZP*
<input type="checkbox"/>	And Tax Rate/Area (F4311) (TXA1) [BC]	is equal to	*ARRA*
<input type="checkbox"/>	And		

[Add Row](#)

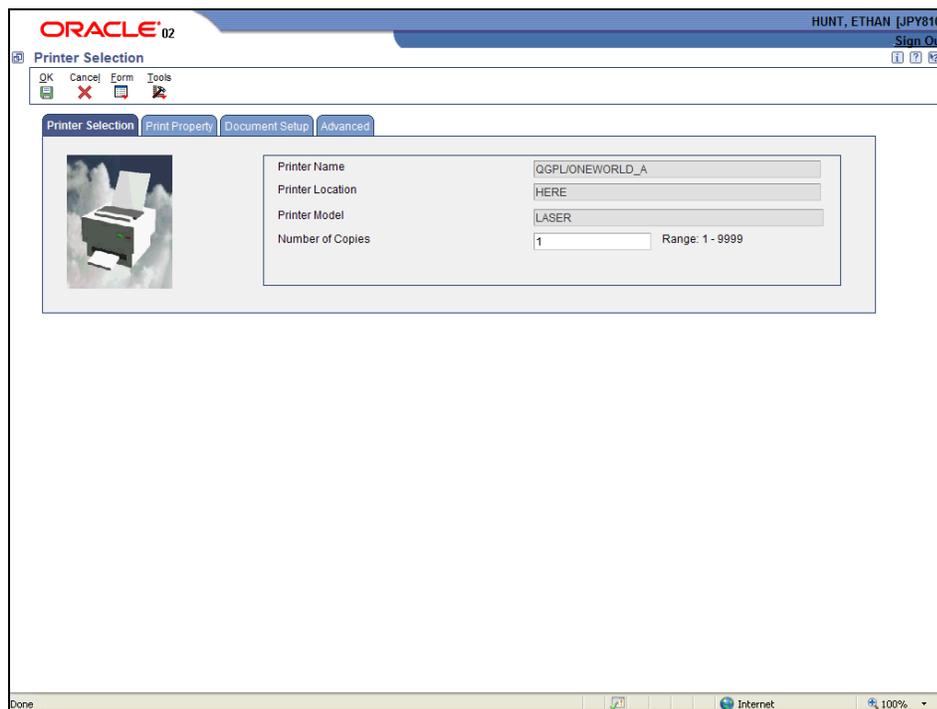
[Advanced](#)

Done Internet 100%

Step	Action
14.	After verifying the Data Selection is correct click the OK button. 
15.	Enter the date range for which to run the report. This field pulls from the Order Date field on the order header.



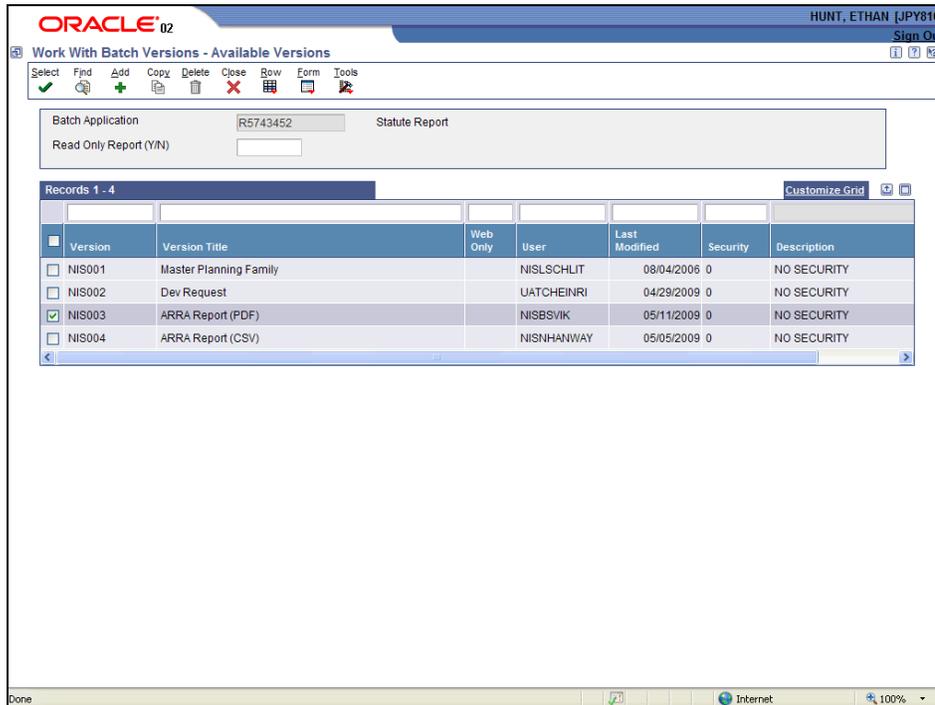
Step	Action
16.	Click the OK button. 



Training Guide

Statute Report

Step	Action
17.	<p>Click the OK button.</p> <p>Note: Version NIS004 runs in CSV format.</p> 



Step	Action
18.	<p>Click the Close button.</p> 
19.	<p>You have successfully completed this course.</p> <p>To view the report go to View Job Status. Additional instructions for viewing Reports can be found in the System Basics manual.</p> <p>End of Procedure.</p>