

Contract Usage (R5709544)

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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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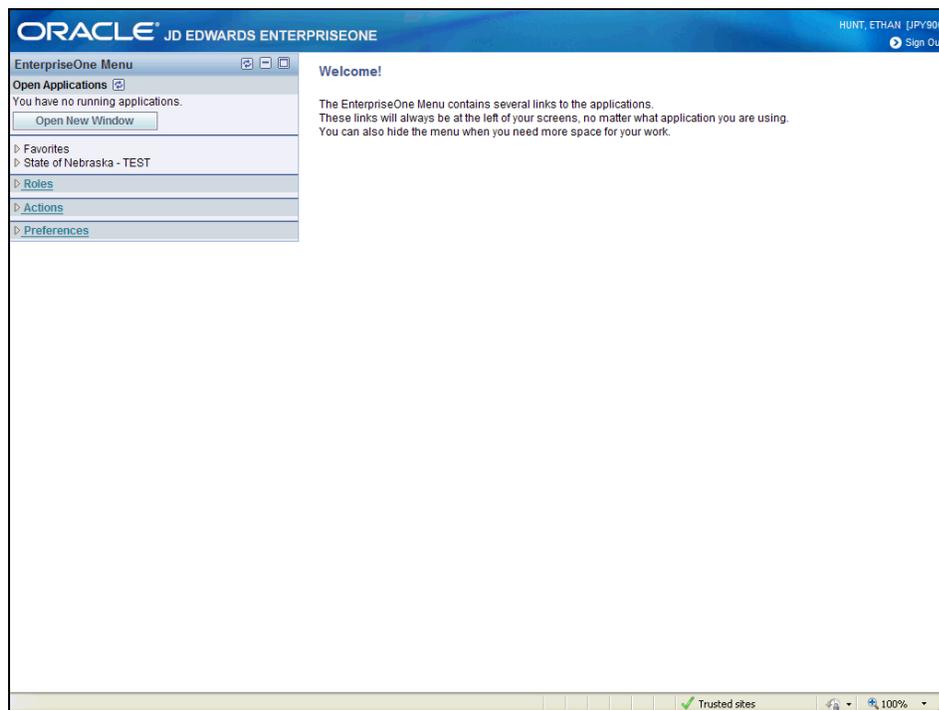
Contract Usage Overview

This work instruction describes how to generate a report to review total contract usage: purchase order numbers, vendor, agency, quantity purchased and the dollar amounts against a contract.

Contract Usage Lesson

Procedure

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



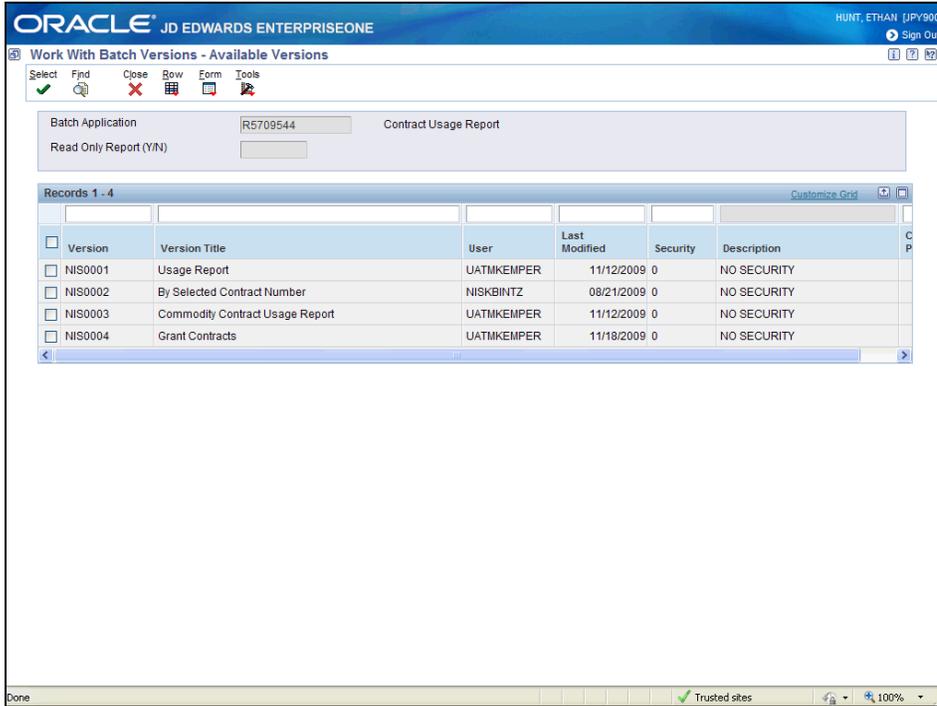
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Purchasing Reports link. Purchasing Reports
5.	Click the Contract Reports link. Contract Reports

Training Guide

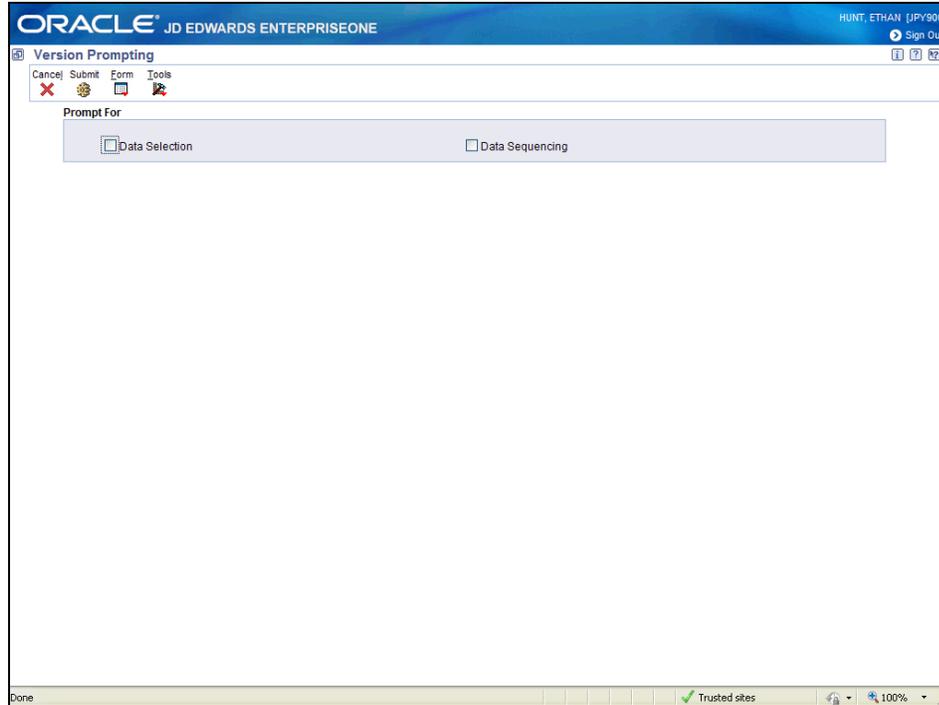
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Step	Action
6.	Click the Contract Usage link. 



Step	Action
7.	Click check box for the NIS0001 version. 
8.	Click the Select button. 



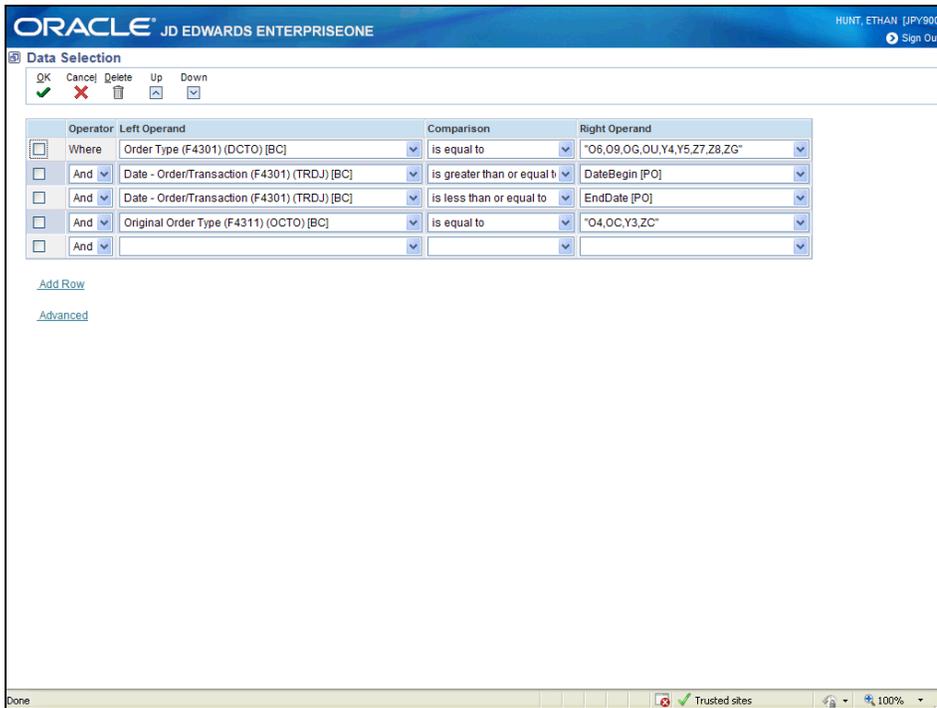
Step	Action
9.	Click the Data Selection option. 
10.	Click the Submit button. 
11.	Leave the first row (Order Type) as is to run report on all contract purchase order types, or change the Right Operand to the specific Order Type(s) for which to run report. Note: To change the information in the Right 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.
12.	Leave the second and third rows (Dates) as is; the dates will be entered on the Processing Options window.
13.	To run the report by services or commodities only, complete the following information in the fourth row (Original Order Types): Right Operand - enter OC to view Commodities only, or enter O4 to view Services only.

Training Guide

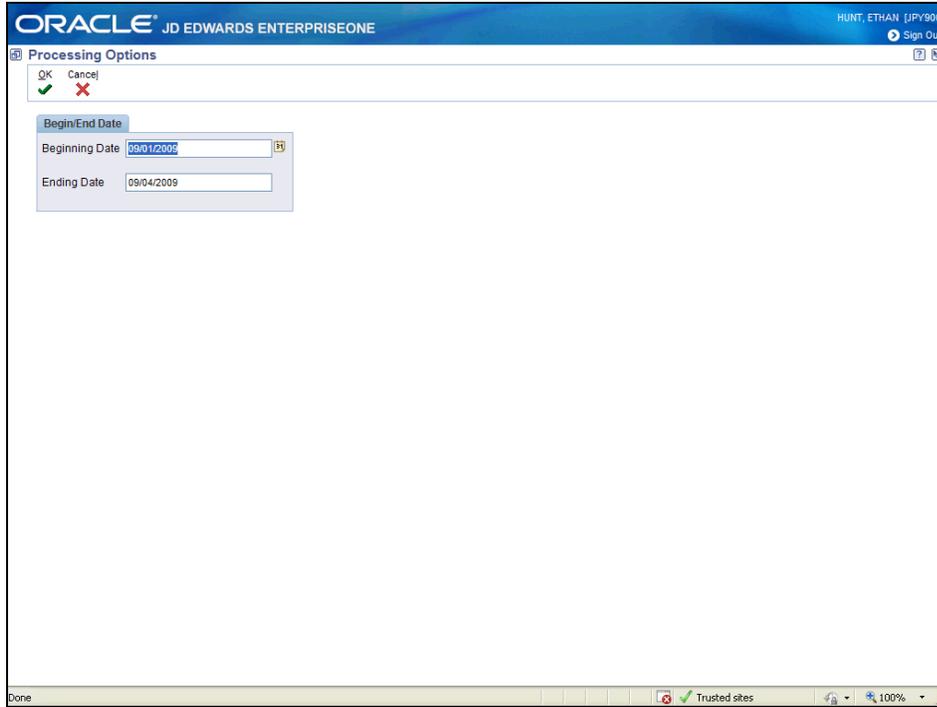
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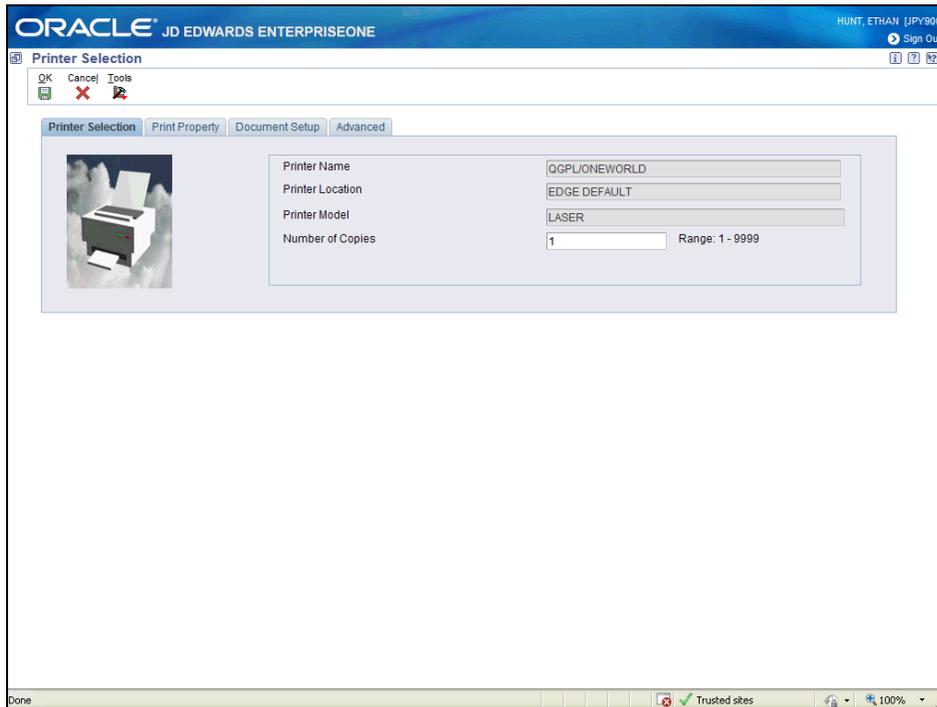
Step	Action
14.	<p>To run the report to a specific contract number, complete the following information in the next blank line:</p> <p>Left Operand - Original Order Number (F4301) (OORN) [BC] Comparison - is equal to Right Operand - enter the 8-digit contract number using leading zeros (ex. enter 00012345 for contract number 12345)</p>



Step	Action
15.	<p>Click the OK button.</p> 
16.	<p>Enter the date range for which to run the report.</p>



Step	Action
17.	Click the OK button. 

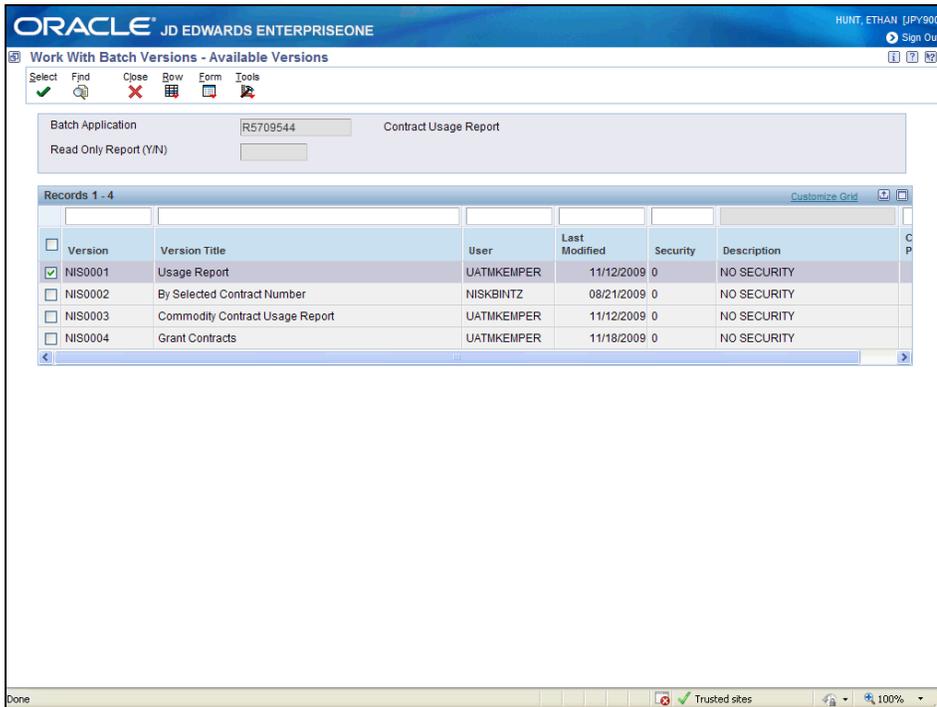


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Step	Action
18.	<p>Click the OK button.</p> <p>Note: This report runs in both PDF and CSV formats.</p> 



Step	Action
19.	<p>Click the Close button.</p> 
20.	<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 Guides (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html).</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>