

**Contract Usage by Contract Number (R5709544)**

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## Contract Usage by Contract Number (R5709544)

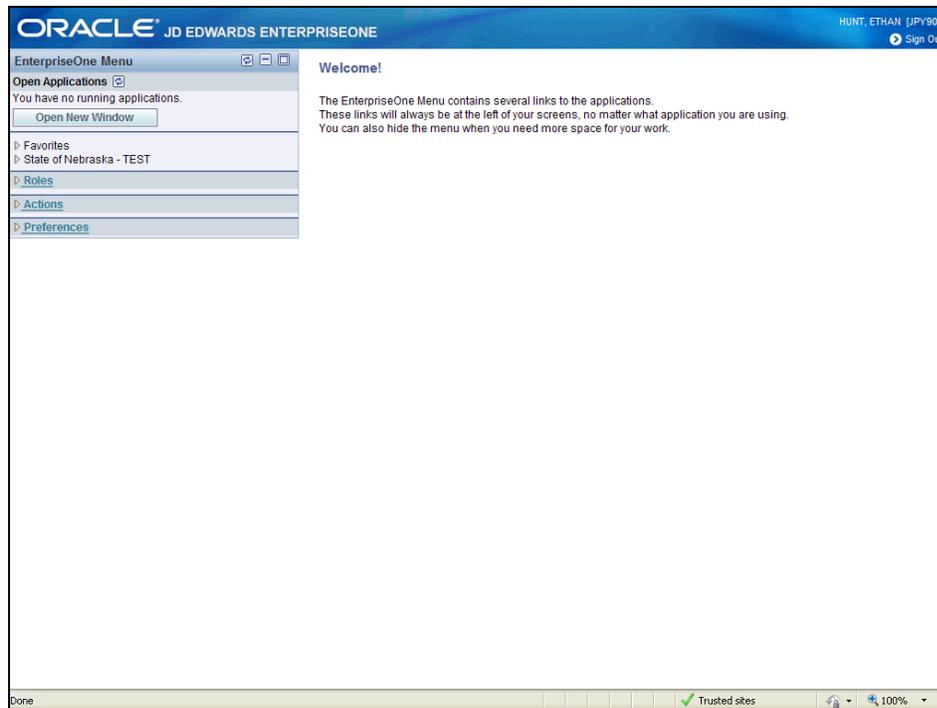
### Contract Usage by Contract Number Overview

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

### Contract Usage by Contract Number Lesson

#### Procedure

In this lesson you will learn how to run the Contract Usage Report by a specific contract number.



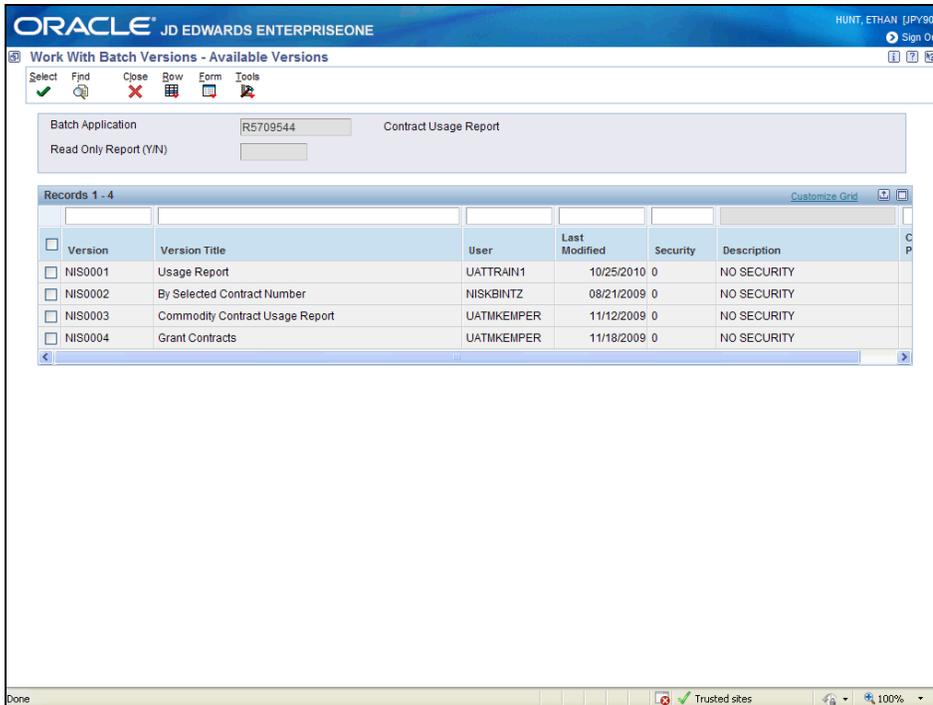
| Step | Action  |
|------|---|
| 1.   | Click the <b>State of Nebraska</b> link.<br><a href="#">State of Nebraska</a>             |
| 2.   | Click the <b>Purchasing - Agencies</b> link.<br><a href="#">Purchasing - Agencies</a>     |
| 3.   | Click the <b>Inquiries &amp; Reports</b> link.<br><a href="#">Inquiries &amp; Reports</a> |
| 4.   | Click the <b>Purchasing Reports</b> link.<br><a href="#">Purchasing Reports</a>           |

# Training Guide

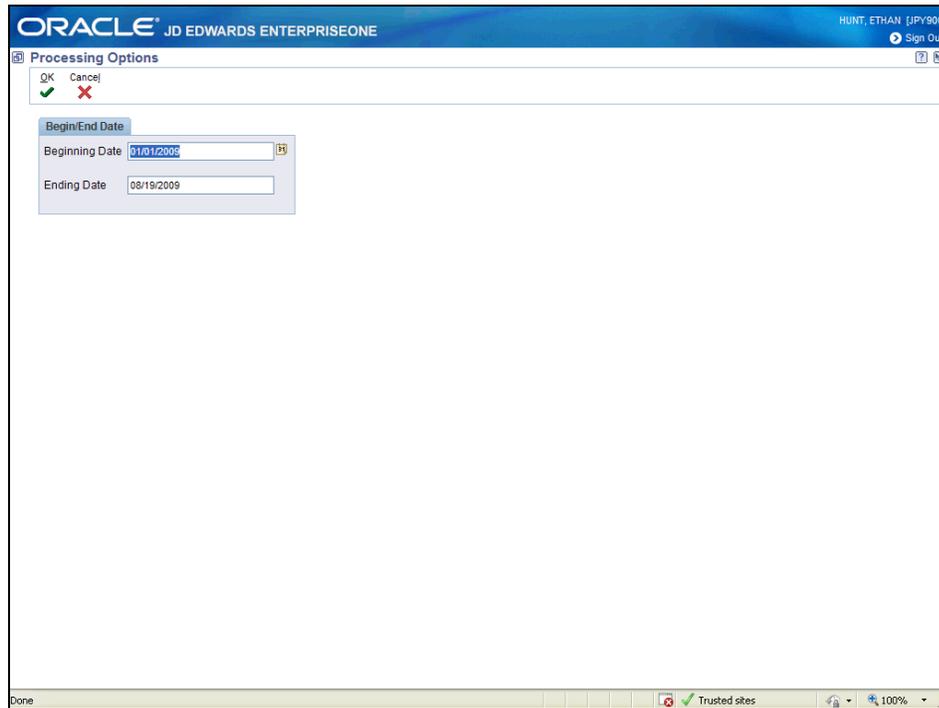
## Contract Usage by Contract Number (R5709544)



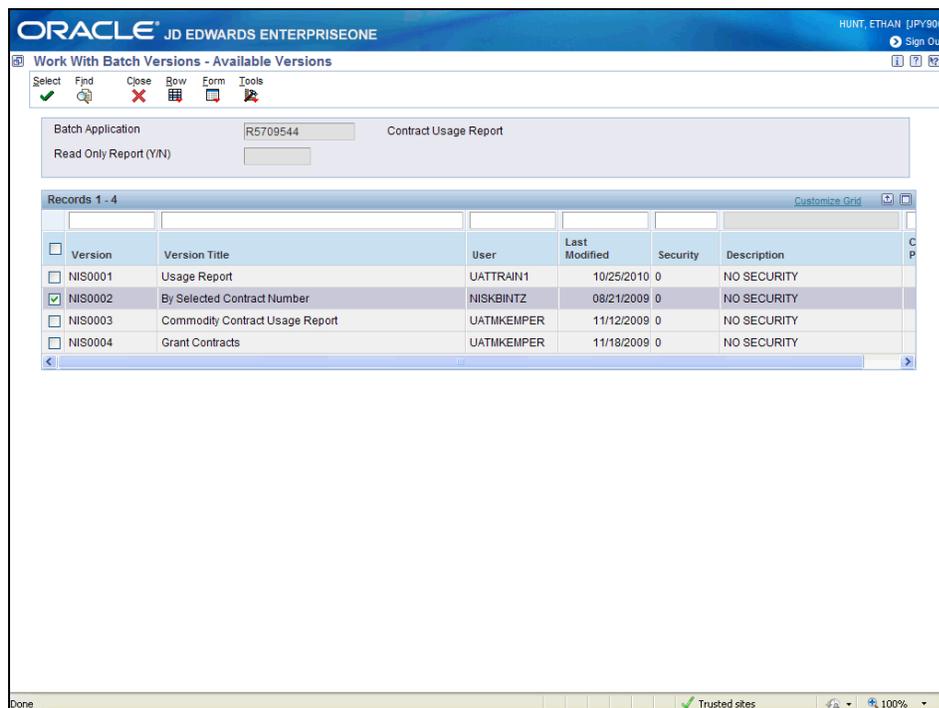
| Step | Action   |
|------|--|
| 5.   | Click the <b>Contract Reports</b> link.<br> |
| 6.   | Click the <b>Contract Usage</b> link.<br>   |



| Step | Action  |
|------|---|
| 7.   | Click the check box of the <b>NIS0002</b> version.<br> |
| 8.   | Click the <b>Row</b> button.<br>                       |
| 9.   | Click the <b>Processing Options</b> menu.<br>          |
| 10.  | Enter the date range for which to run the report.   |



| Step | Action   |
|------|--|
| 11.  | Click the <b>OK</b> button.<br> |

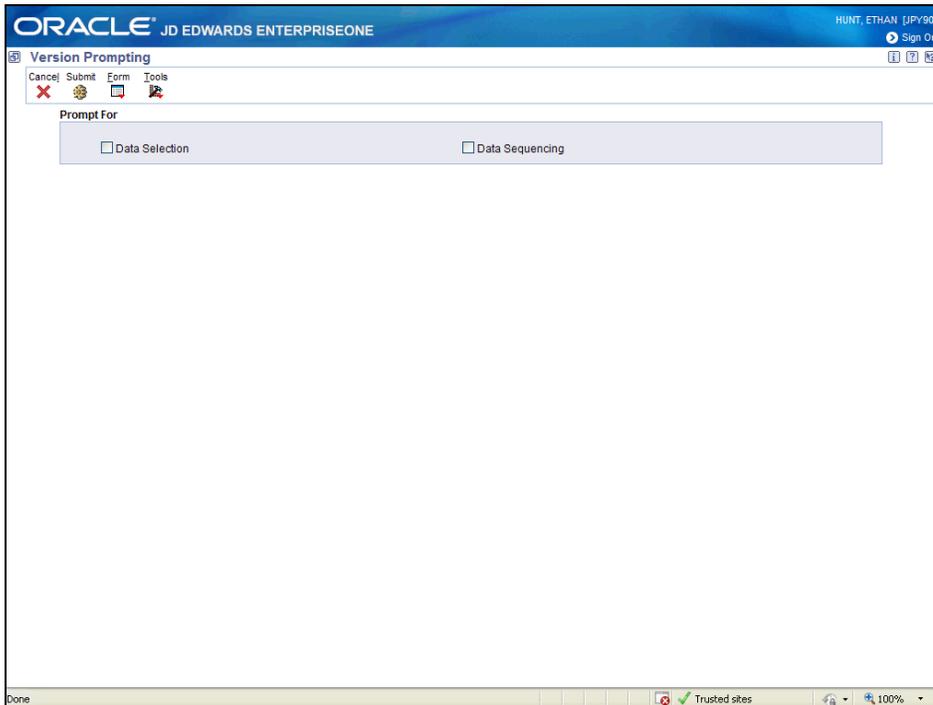


# Training Guide

## Contract Usage by Contract Number (R5709544)



| Step | Action   |
|------|--|
| 12.  | Click the <b>Select</b> button.<br> |



|     |  |
|-----|--|
| 13. | Click the <b>Data Selection</b> option.<br> |
| 14. | Click the <b>Submit</b> button.<br>         |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

| Operator | Left Operand                              | Comparison  | Right Operand                |
|----------|---|-------------|------------------------------|
| Where    | Order Type (F4301) (DCTO) [BC]            | is equal to | "06,09,0G,OU,Y4,Y5,Z7,Z8,ZG" |
| And      | Original Order Type (F4311) (OCTO) [BC]   | is equal to | "04,0C,Y3,ZC"                |
| And      | Original Order Number (F4311) (OORN) [BC] | is equal to | "00000000"                   |
| And      |   |             |                              |

Add Row

Advanced

Done Trusted sites 100%

| Step | Action  |
|------|---|
| 15.  | In this third row click the <b>Right Operand</b> list.<br><div style="border: 1px solid black; padding: 2px; display: inline-block;"> "00000000" </div> |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

| Operator | Left Operand                              | Comparison  | Right Operand   |
|----------|---|-------------|---|
| Where    | Order Type (F4301) (DCTO) [BC]            | is equal to | "06,09,0G,OU,Y4,Y5,Z7,Z8,ZG"  |
| And      | Original Order Type (F4311) (OCTO) [BC]   | is equal to | "04,0C,Y3,ZC"   |
| And      | Original Order Number (F4311) (OORN) [BC] | is equal to | "00000000"  |
| And      |   |             | <ul style="list-style-type: none"> <li>"00000000"</li> <li>Blank</li> <li>Zero</li> <li>Null</li> <li>Literal</li> <li>2nd Item Number (F4311) (LITM) [BC]</li> <li>ARRA (F0006) (RP21) [BC]</li> <li>Agency Division (F0006) (RP10) [BC]</li> <li>Agency Number (F0006) (RP01) [BC]</li> <li>Agency Subprogram (F0006) (RP09) [BC]</li> <li>Agency Use - 07 (F0006) (RP07) [BC]</li> <li>Agency Use - 14 (F0006) (RP14) [BC]</li> <li>Agency Use - 25 (F0006) (RP25) [BC]</li> <li>Agency Use-12 (F0006) (RP12) [BC]</li> <li>Agency Use-13 (F0006) (RP13) [BC]</li> <li>Agency Use-16 (F0006) (RP16) [BC]</li> <li>Agency Use-17 (F0006) (RP17) [BC]</li> <li>Agency Use-18 (F0006) (RP18) [BC]</li> <li>Agreement Number - Distribution (F4311)</li> <li>BU Type (F0006) (STYL) [BC]</li> <li>Budget Division (F0006) (RP05) [BC]</li> <li>Budget Division (F0006) (RP22) [BC]</li> <li>Budget-FT (F0006) (RP15) [BC]</li> <li>Business Unit (F0006) (MCU) [BC]</li> <li>Business Unit (F4301) (MCU) [BC]</li> <li>Business Unit (F4311) (MCU) [BC]</li> <li>CAFR Function (F0006) (RP02) [BC]</li> <li>CAFR Fund (F0006) (RP03) [BC]</li> <li>CFDA (F0006) (RP24) [BC]</li> <li>Category Code - Business Unit 19 (F0006)</li> </ul> |

Add Row

Advanced

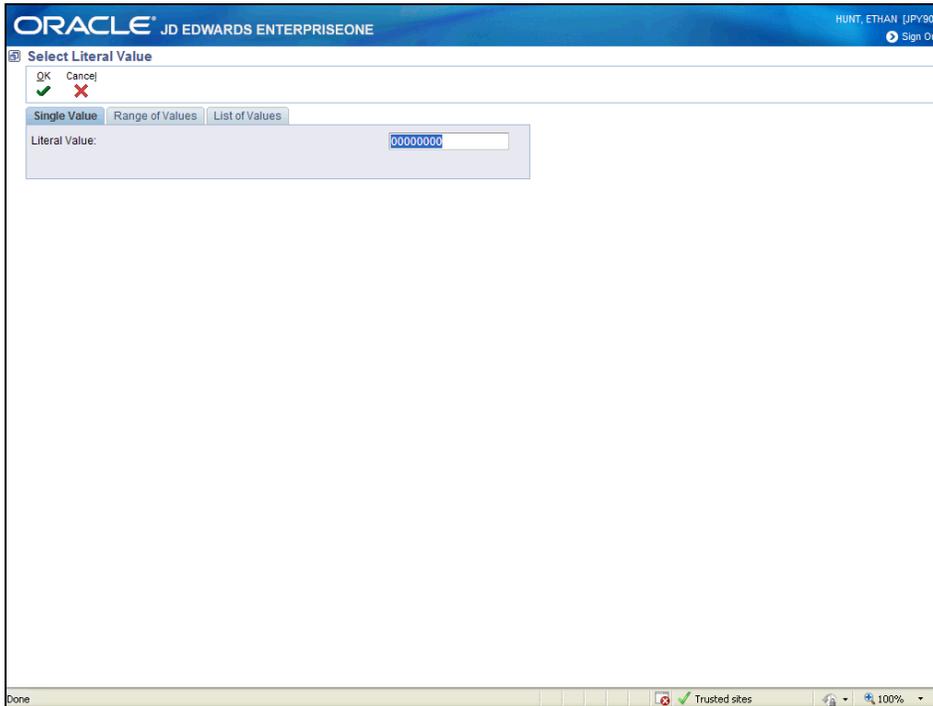
Done Trusted sites 100%

# Training Guide

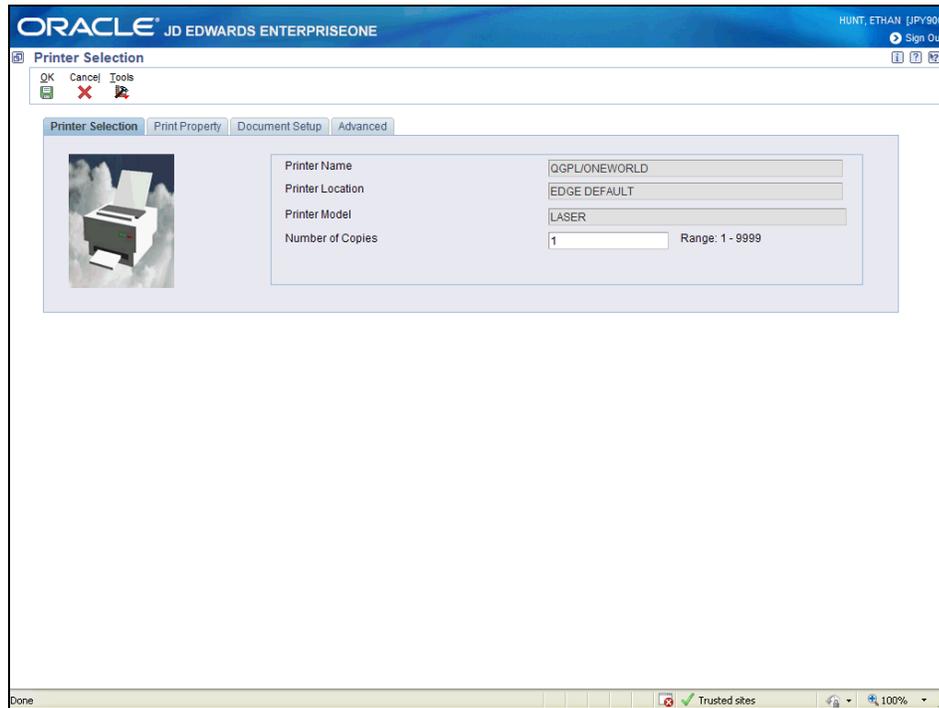
## Contract Usage by Contract Number (R5709544)



| Step | Action  |
|------|---|
| 16.  | Click the <b>Literal</b> list item.<br><input type="text" value="Literal"/> |



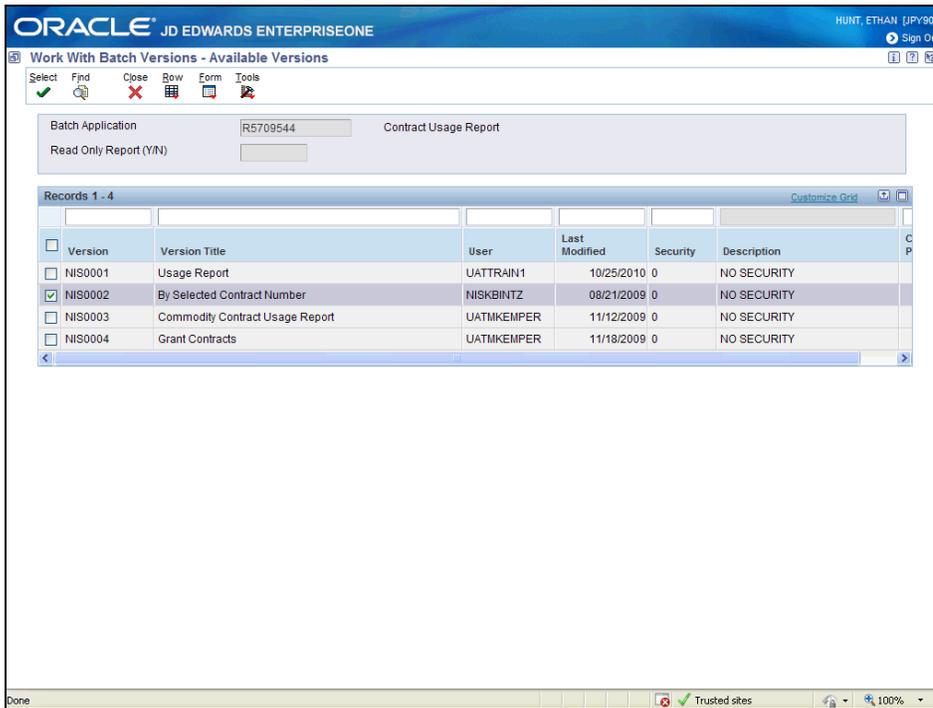
| Step | Action  |
|------|---|
| 17.  | Enter the 8-digit contract number for which to run the report into the <b>Literal Value:</b> field. |
| 18.  | Click the <b>OK</b> button.<br><input checked="" type="checkbox"/>                                  |
| 19.  | Click the <b>OK</b> button.<br><input checked="" type="checkbox"/>                                  |



| Step | Action   |
|------|--|
| 20.  | <p>Click the <b>OK</b> button.</p> <p><b>Note:</b> This report runs in both PDF and CSV formats.</p>  |

# Training Guide

## Contract Usage by Contract Number (R5709544)



| Step | Action  |
|------|---|
| 21.  | Click the <b>Close</b> button.<br>   |
| 22.  | 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 ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ).<br><br>You have successfully completed this lesson.<br><b>End of Procedure.</b> |