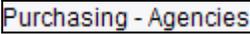
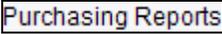
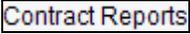


## Contracts Due to Expire Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Purchasing Reports</b> link. 
5.	Click the <b>Contract Reports</b> link. 
6.	Click the <b>Contracts Due to Expire</b> link. 
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 
9.	In the first row click the <b>Right Operand</b> list. 
10.	Click the <b>Literal</b> list item. 
11.	Enter the three digit Agency number into the <b>Literal Value:</b> field.
12.	Click the <b>OK</b> button. 
13.	In the second row click the <b>Right Operand</b> list. 
14.	Click the <b>Literal</b> list item. 
15.	Enter the address book number of the buyer into the <b>Literal Value:</b> field.
16.	Click the <b>OK</b> button. 
17.	Click the <b>OK</b> button. 

Step	Action
18.	Enter the number of days until the contract expires. (Ex. Enter 90 to view all contracts that are due to expire within the next 90 days.)
19.	Click the <b>OK</b> button. 
20.	Click the <b>OK</b> button. 
21.	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> ).  You have successfully completed this lesson. <b>End of Procedure.</b>