

Contracts Due to Expire (R5743549)

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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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Contracts Due to Expire (R5743549)

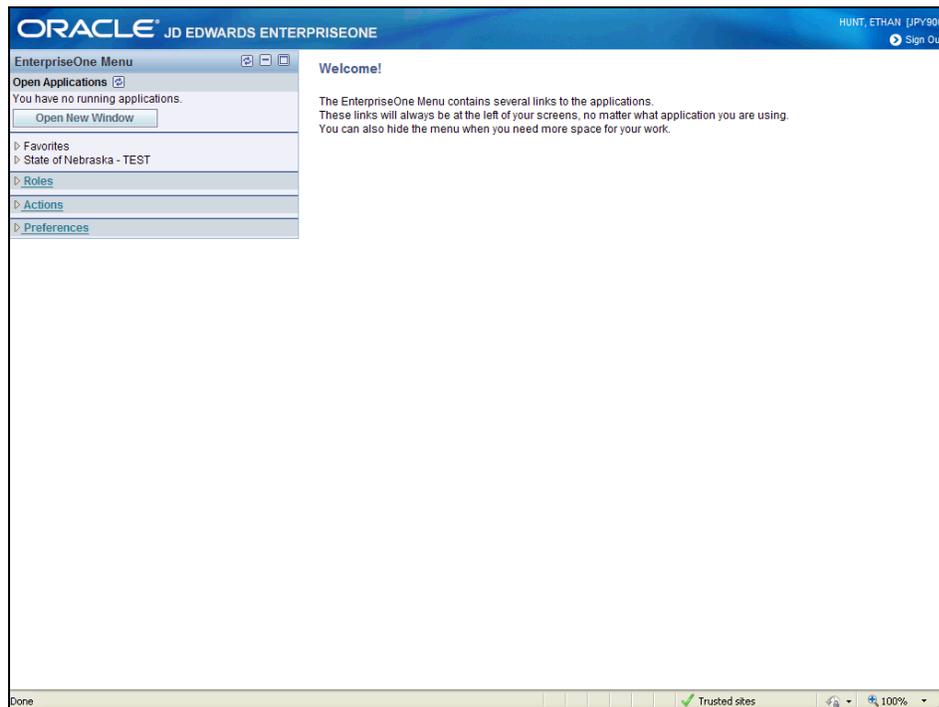
Contracts Due to Expire Overview

This report will show the contracts due to expire within the next desired number of days.

Contracts Due to Expire Lesson

Procedure

In this lesson you will learn how to run the Contracts Due to Expire Report.

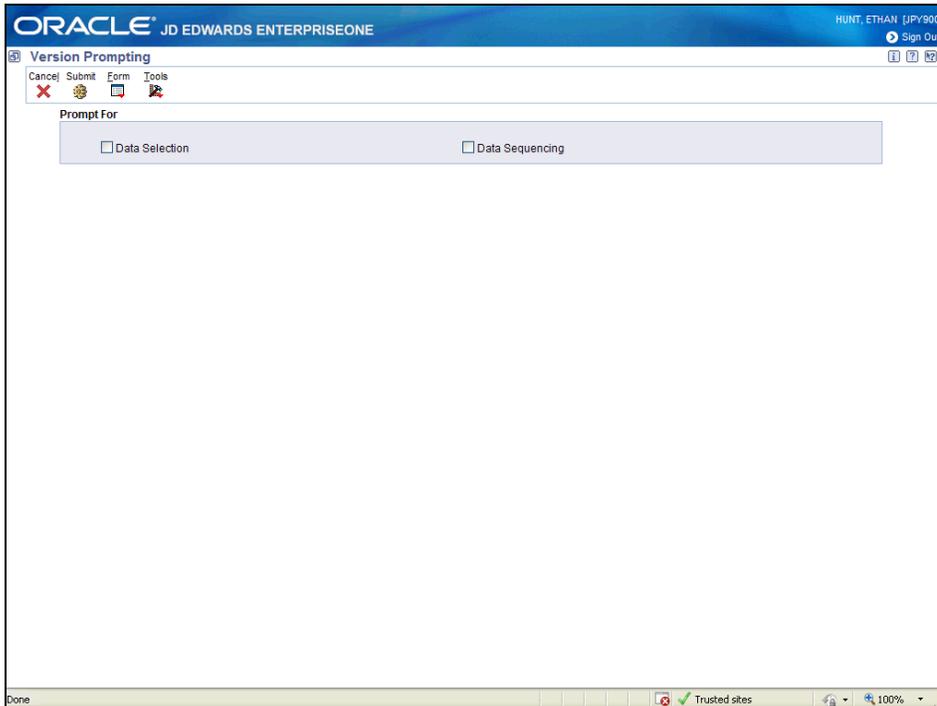


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Purchasing Reports link. Purchasing Reports
5.	Click the Contract Reports link. Contract Reports

Training Guide

Contracts Due to Expire (R5743549)

Step	Action
6.	Click the Contracts Due to Expire link. 



Step	Action
7.	Click the Data Selection option. 
8.	Click the Submit button. 

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

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Agency Number (F0006) (RP01) [BC]	is equal to	Null
And	Buyer Number (F4301) (ANBY) [BC]	is equal to	Null
And	Order Type (F4301) (DCTO) [BC]	is equal to	*04,0C*
And			

Add Row

Advanced

Done Trusted sites 100%

Step	Action
9.	In the first row click the Right Operand list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Null</div>

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

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Agency Number (F0006) (RP01) [BC]	is equal to	Null
And	Buyer Number (F4301) (ANBY) [BC]	is equal to	Null
And	Order Type (F4301) (DCTO) [BC]	is equal to	Null
And			

Add Row

Advanced

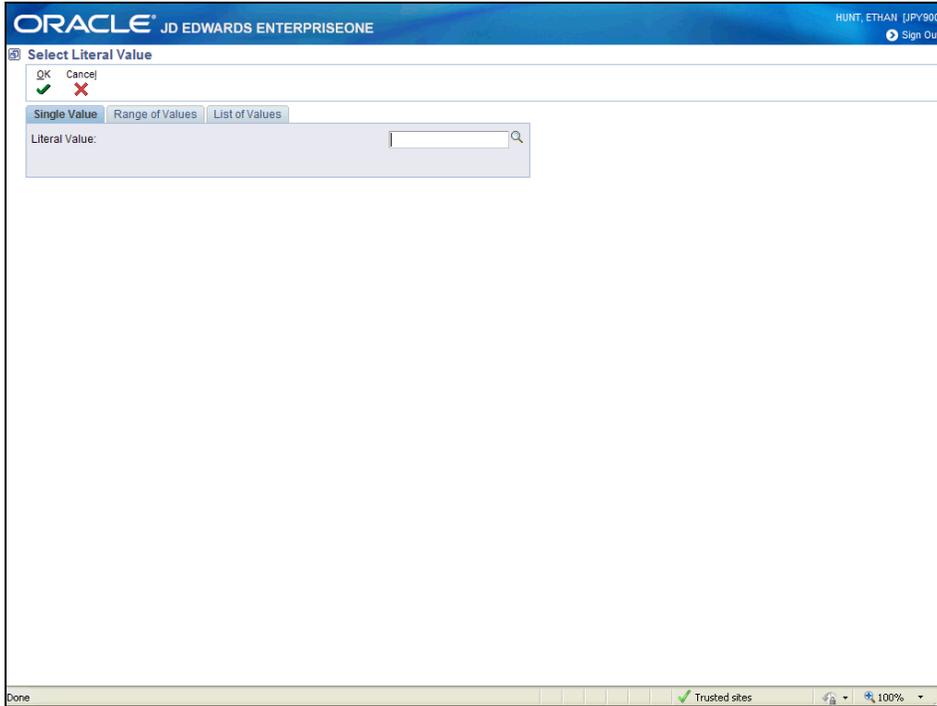
Done Trusted sites 100%

- Null
- Blank
- Zero
- Literal
- ARRA (F0006) (RP21) [BC]
- Agency Division (F0006) (RP10) [BC]
- Agency Number (F0006) (RP01) [BC]
- Agency Subprogram (F0006) (RP09) [BC]
- Agency Use - 07 (F0006) (RP07) [BC]
- Agency Use - 14 (F0006) (RP14) [BC]
- Agency Use - 25 (F0006) (RP25) [BC]
- Agency Use-12 (F0006) (RP12) [BC]
- Agency Use-13 (F0006) (RP13) [BC]
- Agency Use-16 (F0006) (RP16) [BC]
- Agency Use-17 (F0006) (RP17) [BC]
- Agency Use-18 (F0006) (RP18) [BC]
- BU Type (F0006) (STYL) [BC]
- Budget Division (F0006) (RP05) [BC]
- Budget Division (F0006) (RP22) [BC]
- Budget-FT (F0006) (RP15) [BC]
- Business Unit (F0006) (MCU) [BC]
- Business Unit (F4301) (MCU) [BC]
- CAFR Function (F0006) (RP02) [BC]
- CAFR Fund (F0006) (RP03) [BC]
- CFDA (F0006) (RP24) [BC]
- Category Code - Business Unit 19 (F0006)
- Category Code - Business Unit 20 (F0006)
- Category Code - Business Unit 28 (F0006)
- Category Code - Business Unit 29 (F0006)
- Category Code - Business Unit 30 (F0006)

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Step	Action
10.	Click the Literal list item. 



Step	Action
11.	Enter the three digit Agency number into the Literal Value: field.
12.	Click the OK button. 
13.	In the second row click the Right Operand list. 

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Agency Number (F0006) (RP01) [BC]	is equal to	*065
And	Buyer Number (F4301) (ANBY) [BC]	is equal to	Null
And	Order Type (F4301) (DCTO) [BC]	is equal to	Blank

Add Row

Advanced

- Blank
- Zero
- Literal
- Address Number (F0006) (AN8) [BC]
- Address Number (F4301) (AN8) [BC]
- Address Number - Job A/R (F0006) (AN80) [E]
- Address Number - Ship To (F4301) (SHAN) [E]
- Amount - Foreign Open (F4301) (FAP) [BC]
- Amount - Order Gross (F4301) (OTOT) [BC]
- Buyer Number (F4301) (ANBY) [BC]
- Change Order Number (F4301) (CORD) [BC]
- Currency Conversion Rate - Spot Rate (F4301) (C)
- Document (Order No, Invoice, etc.) (F4301) (C)
- Invoice Copies (F4301) (INVC) [BC]
- Invoice To (F4301) (ANCR) [BC]
- Number of Days till Expiration [F0]
- Percent - Retainage (F4301) (PCRT) [BC]
- Time - Last Updated (F0006) (UPMT) [BC]
- Time of Day (F4301) (TDAY) [BC]
- User Reserved Amount (F4301) (URAT) [BC]
- User Reserved Number (F4301) (URAB) [BC]

Done Trusted sites 100%

Step	Action
14.	Click the Literal list item. Literal

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Select Literal Value

OK Cancel

Single Value Range of Values List of Values

Literal Value: 4455871

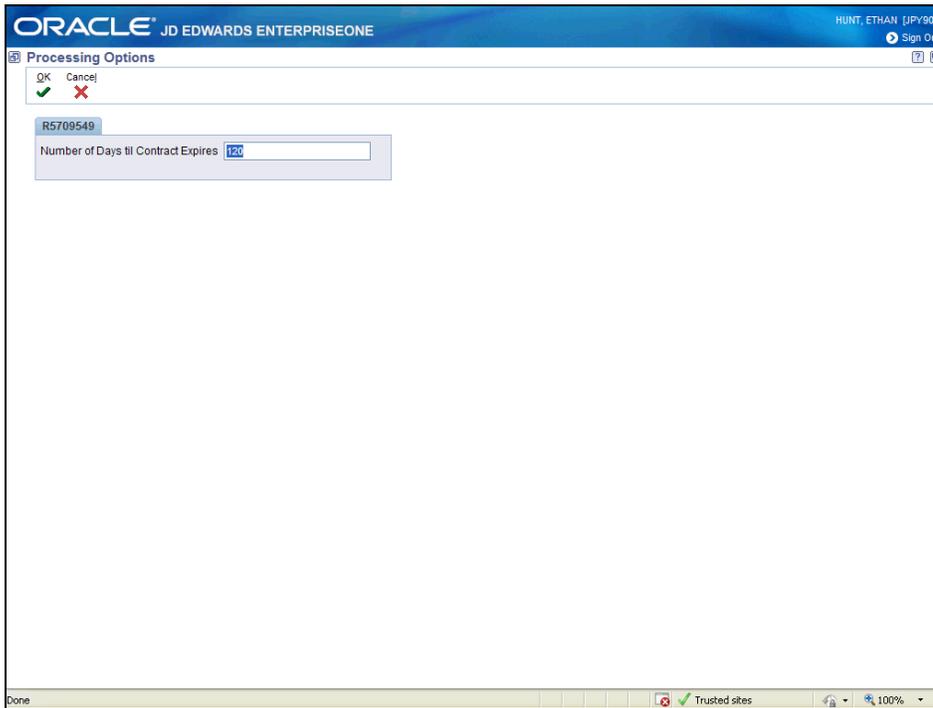
Done Trusted sites 100%

Training Guide

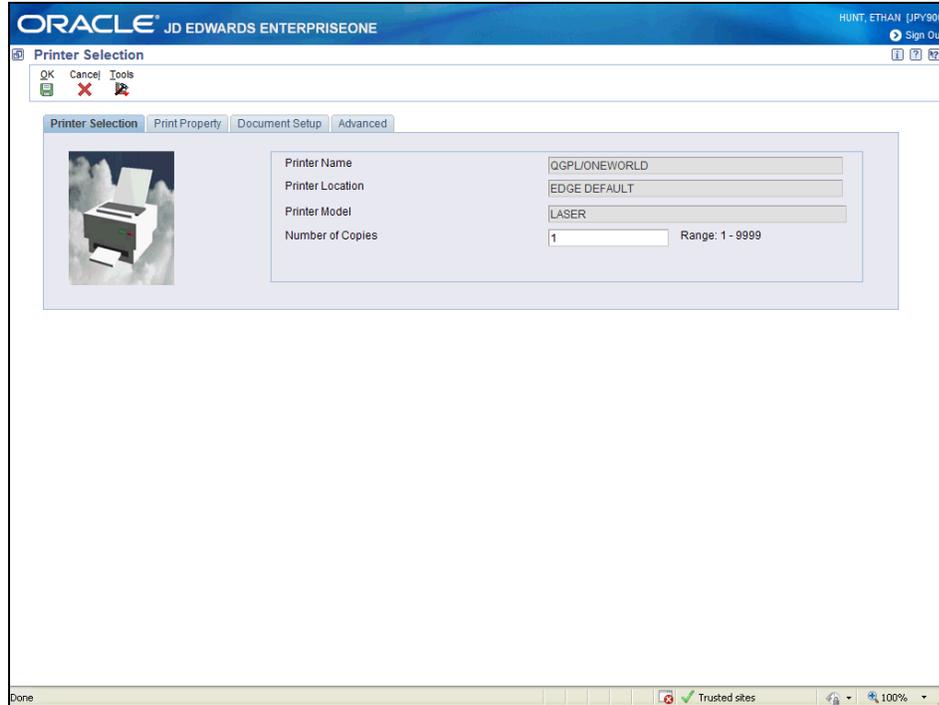
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Step	Action
15.	Enter the address book number of the buyer into the Literal Value: field.
16.	Click the OK button. 
17.	Click the OK button. 
18.	Enter the number of days until the contract expires. (Ex. Enter 90 to view all contracts that are due to expire within the next 90 days.)



Step	Action
19.	Click the OK button. 



Step	Action
20.	Click the OK 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 (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html). You have successfully completed this lesson. End of Procedure.