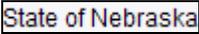
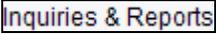
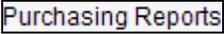
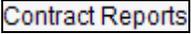


## Number of Contracts in Dollar Range Report Lesson

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>Annual Contract Reports</b> link. 
7.	Click the <b>Number of Contracts in \$ Range</b> link. 
8.	Select the version you would like to run by clicking the check box next to it.  The difference between the versions:  <b>EDG0002</b> - has Agency and Division Totals <b>NIS0001</b> - has Agency Totals <input type="checkbox"/>
9.	Click the <b>Select</b> button. 
10.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
11.	Click the <b>Submit</b> button. 
12.	Leave the first two lines as is; the amounts will be entered at the Processing Options window.

Step	Action
13.	<p>Line three indicates this report is automatically setup to run on both commodity and service contracts. To narrow report by commodity contracts only or service contracts only, change the <b>Right Operand</b> in the third row (<b>Order Type</b>) to read either <b>O4</b> (for Service Contracts) or <b>OC</b> (for Commodity contracts).</p> <p><b>Note:</b> To change the information in the <b>Right Operand</b> field, click the drop-down arrow and select <b>Literal</b>. Enter or delete the appropriate information, and click <b>OK</b> to return to the Data Selection window.</p>
14.	<p>Click the <b>OK</b> button.</p> 
15.	<p>On the <b>Processing Options</b> screen enter the amount range in the <b>From Contract Total</b> field and the <b>To Contract Total</b> field.</p> <p><b>From Contract Total</b> - The smallest dollar to show on the report  <b>To Contract Total</b> - The largest dollar to show on the report</p>
16.	<p>Enter the date range in the <b>From Contract Date</b> field and the <b>To Contract Date</b> field.</p> <p><b>From Contract Date</b> - The Contract Entered Date on the Order Header  <b>To Contract Date</b> - The Contract End Date on the Order Header</p>
17.	<p>In the <b>Print Cancelled Contracts</b> field enter whether you want to print cancelled contracts for which to run the report.</p> <p><b>Print Cancelled Contracts</b> -  <b>Y</b> Prints contracts at 980/999 status  <b>N</b> Does not print cancelled contracts.</p> <p><b>Note:</b> If left blank this field will default to <b>N</b>.</p>
18.	<p><b>Warning: <u>DO NOT</u></b> click on the <b>Selection</b> tab.</p> <p><b>Note:</b> The <b>Selection</b> tab will be used for future functionality.</p>
19.	<p>Click the <b>OK</b> button.</p> 
20.	<p>Click the <b>OK</b> button.</p> 
21.	<p>Click the <b>Close</b> button.</p> 

Step	Action
22.	<p data-bbox="354 275 850 302"><b>Note:</b> This report must be viewed in CSV.</p> <p data-bbox="354 342 1349 438">To view the report go to View Job Status. For more information about viewing CSV reports review the Reports section of the EnterpriseOne 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>).</p> <p data-bbox="354 476 891 504">You have successfully completed this lesson.</p> <p data-bbox="354 510 581 537"><b>End of Procedure.</b></p>