

**Number of Contracts in Dollar Range Report (R5743540)**  
**Created on 3/18/2010 3:45:00 PM**

---

# COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

## U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

## 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.



## Table of Contents

<b>Number of Contracts in Dollar Range Report (R5743540) .....</b>	<b>1</b>
<b>Number of Contracts in Dollar Range Report Overview .....</b>	<b>1</b>
<b>Number of Contracts in Dollar Range Report Lesson .....</b>	<b>1</b>

## Number of Contracts in Dollar Range Report (R5743540)

### Number of Contracts in Dollar Range Report Overview

This report will list: Agency/Division, Buyer Name, Document Number, Business Unit, Contract Dates, Months, Vendor Information, Document Description and Location, New/Renew/Extension, Estimated Amount, Statewide vs Agency specific, and any reference information supplied.

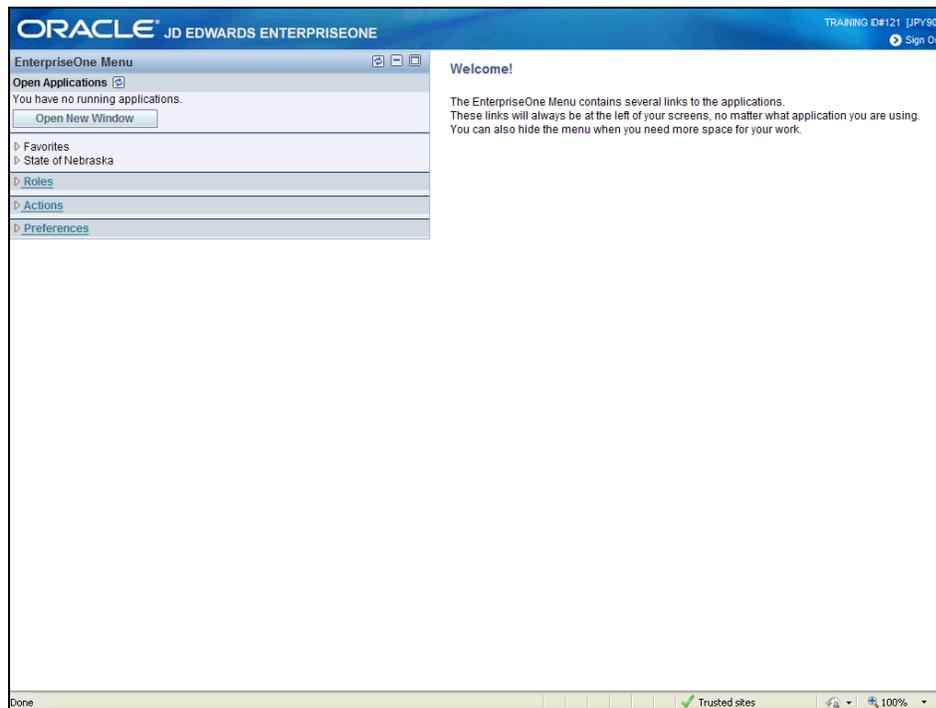
The report is Contract in Dollar Range report has two sections: Open Contracts and Closed Contracts.

### Number of Contracts in Dollar Range Report Lesson

#### Procedure

In this lesson you will learn how to run the Number of Contracts in Dollar Range Report.

**Note:** This report must be viewed in CSV.



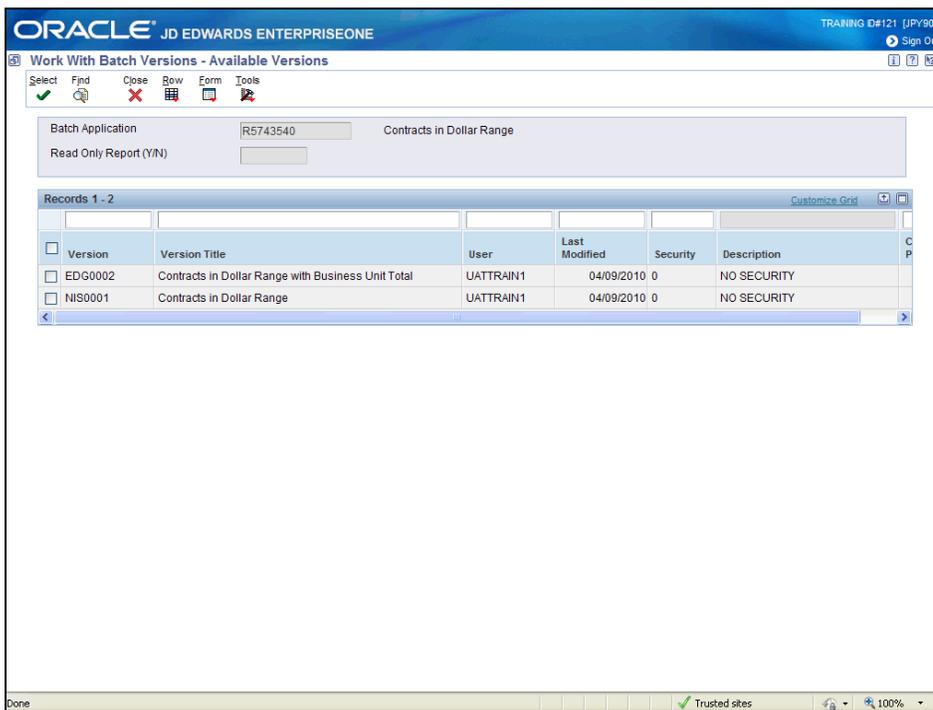
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Purchasing - Agencies</b> link. <a href="#">Purchasing - Agencies</a>

# Training Guide

## Number of Contracts in Dollar Range Report (R5743540)

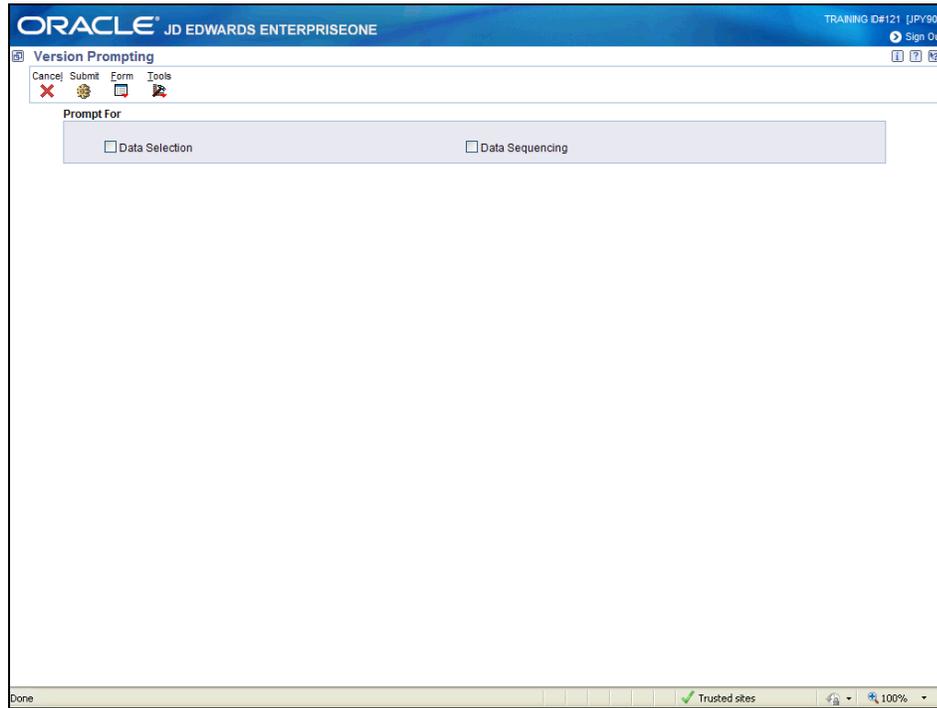


Step	Action
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Purchasing Reports</b> link. <a href="#">Purchasing Reports</a>
5.	Click the <b>Contract Reports</b> link. <a href="#">Contract Reports</a>
6.	Click the <b>Annual Contract Reports</b> link. <a href="#">Annual Contract Reports</a>
7.	Click the <b>Number of Contracts in \$ Range</b> link. <a href="#">Number of Contracts in \$ Range</a>



Step	Action
8.	<p>Select the version you would like to run by clicking the check box next to it.</p> <p>The difference between the versions:</p> <p><b>EDG0002</b> - has Agency and Division Totals</p> <p><b>NIS0001</b> - has Agency Totals</p> <input type="checkbox"/>

Step	Action
9.	Click the <b>Select</b> button. 



Step	Action
10.	Click the <b>Data Selection</b> option. 
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.
13.	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).  <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.

# Training Guide

## Number of Contracts in Dollar Range Report (R5743540)



ORACLE JD EDWARDS ENTERPRISEONE TRAINING ID#121 (JPY900) Sign Out

Data Selection

OK  Cancel  Delete  Up  Down

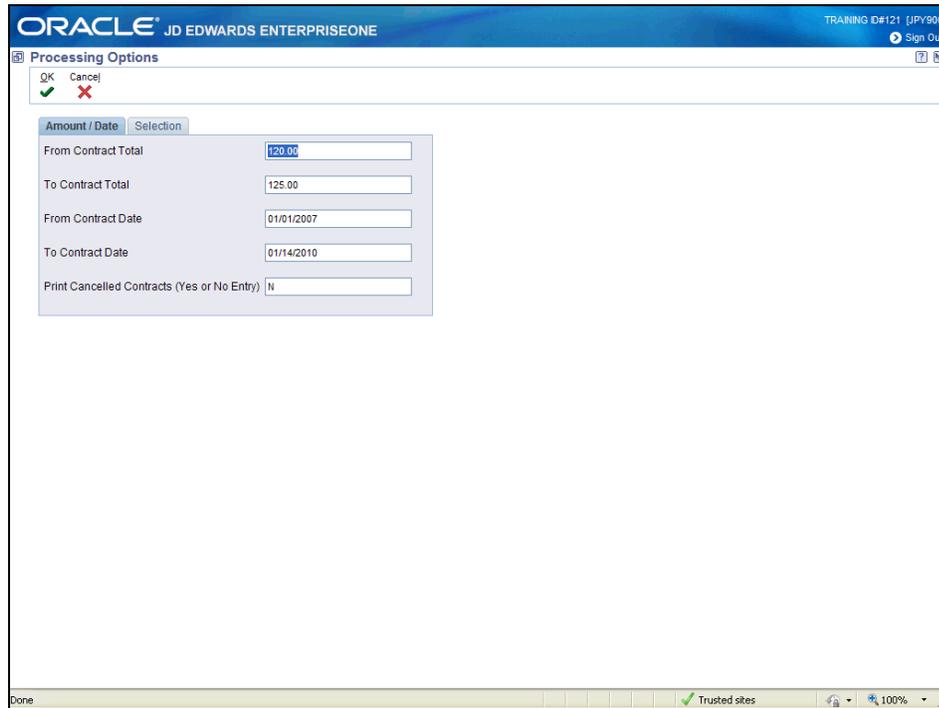
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Amount - Order Gross (F4301) (OTOT) [BC]	is greater than or equal to	FromContractTotal [PO]
<input type="checkbox"/> And	Amount - Order Gross (F4301) (OTOT) [BC]	is less than or equal to	ToContractTotal [PO]
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"04,0C,X2,ZC"
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

Done Trusted sites 100%

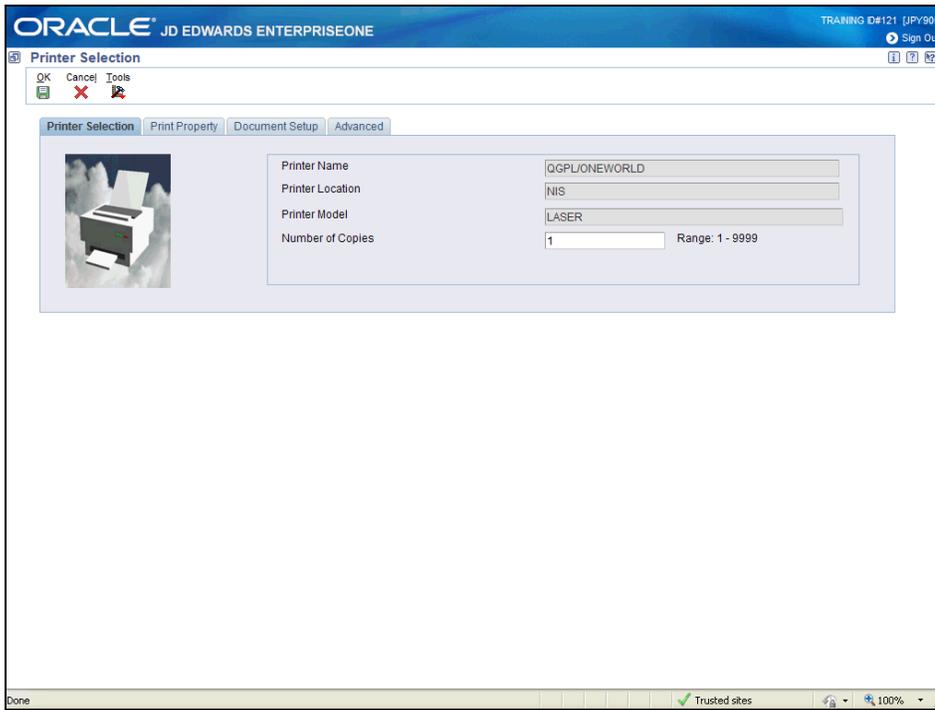
Step	Action
14.	Click the <b>OK</b> button. 
15.	On the <b>Processing Options</b> screen enter the amount range in the <b>From Contract Total</b> field and the <b>To Contract Total</b> field.  <b>From Contract Total</b> - The smallest dollar to show on the report <b>To Contract Total</b> - The largest dollar to show on the report
16.	Enter the date range in the <b>From Contract Date</b> field and the <b>To Contract Date</b> field.  <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
17.	In the <b>Print Cancelled Contracts</b> field enter whether you want to print cancelled contracts for which to run the report.  <b>Print Cancelled Contracts</b> - <b>Y</b> Prints contracts at 980/999 status <b>N</b> Does not print cancelled contracts.  <b>Note:</b> If left blank this field will default to <b>N</b> .
18.	<b>Warning:</b> <b>DO NOT</b> click on the <b>Selection</b> tab.  <b>Note:</b> The <b>Selection</b> tab will be used for future functionality.



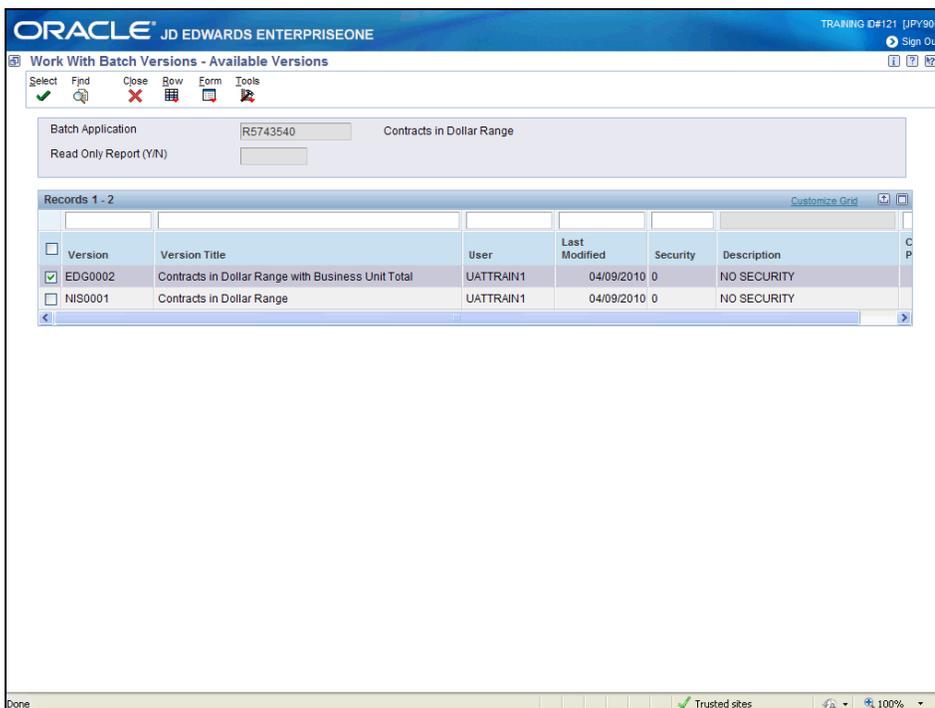
Step	Action
19.	Click the <b>OK</b> button. 

# Training Guide

## Number of Contracts in Dollar Range Report (R5743540)



Step	Action
20.	Click the <b>OK</b> button. 



Step	Action
21.	Click the <b>Close</b> button. 
22.	<p><b>Note:</b> This report must be viewed in CSV.</p> <p>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>You have successfully completed this lesson.  <b>End of Procedure.</b></p>