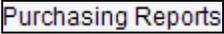
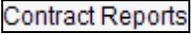


Total Dollars Remaining on Contract Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Purchasing Reports link. 
5.	Click the Contract Reports link. 
6.	Click the Total Dollars Remaining on Contracts link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	To narrow report by agency, complete the following information in the next blank line: Left Operand - Address Number (F4301) (AN8) [BC] Comparison - is equal to Right Operand - Literal, and then enter the 3-digit agency number To narrow the report by division, complete the following information in the next blank line: Left Operand - Agency Division (F0006) (RP10) [BC] Comparison - is equal to Right Operand - Literal, and then enter the 3-digit division number
10.	Click the OK button. 
11.	Enter the contract cancel date.
12.	Click the OK button. 
13.	Click the OK button. 

Step	Action
14.	<p>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).</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>