

Total Dollars Remaining on Contract (R5743543)

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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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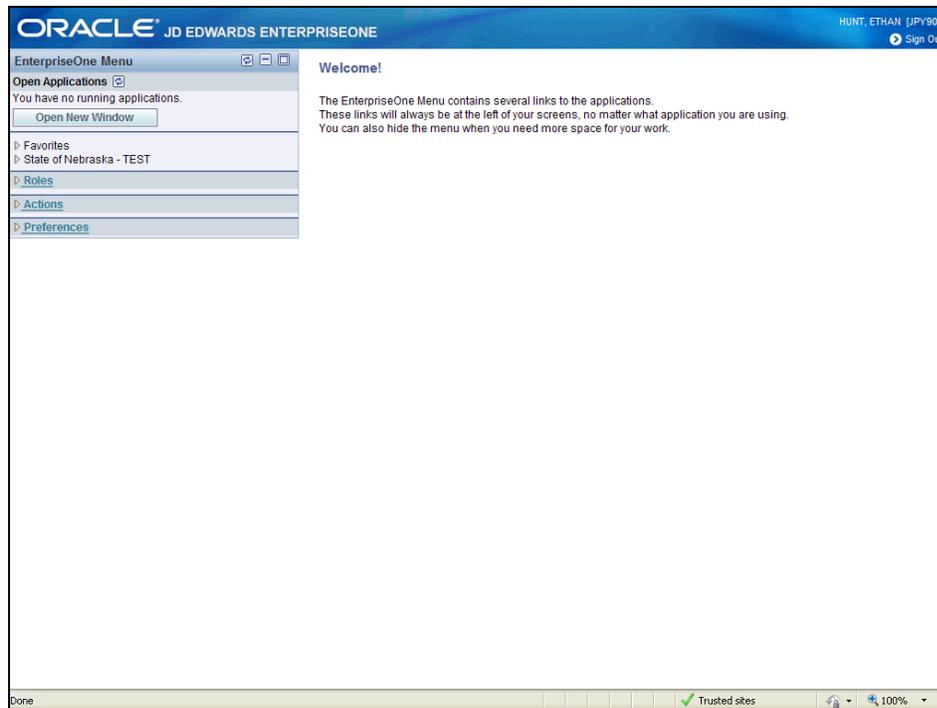
Total Dollars Remaining on Contract Overview

This work instruction describes how to generate a report for contract information including total contract amount, purchase order amounts, total dollars received by vendor and the remaining amount left on contract.

Total Dollars Remaining on Contract Lesson

Procedure

In this lesson you will learn how to run the Total Dollars Remaining on Contract Report.



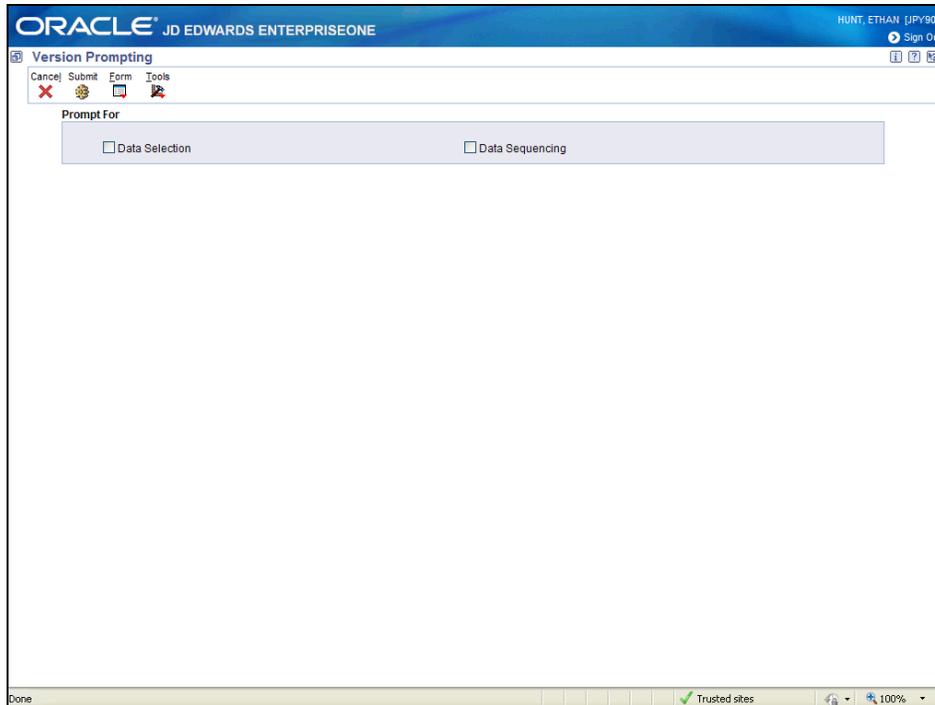
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Purchasing Reports link. Purchasing Reports

Training Guide

Total Dollars Remaining on Contract (R5743543)

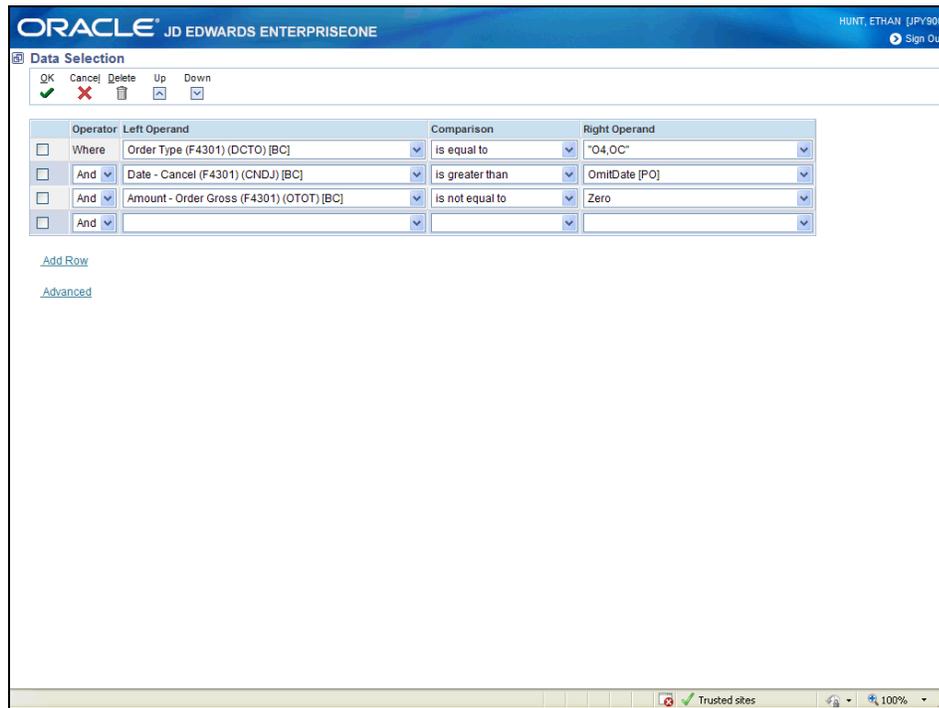


Step	Action
5.	Click the Contract Reports link. 
6.	Click the Total Dollars Remaining on Contracts link. 



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

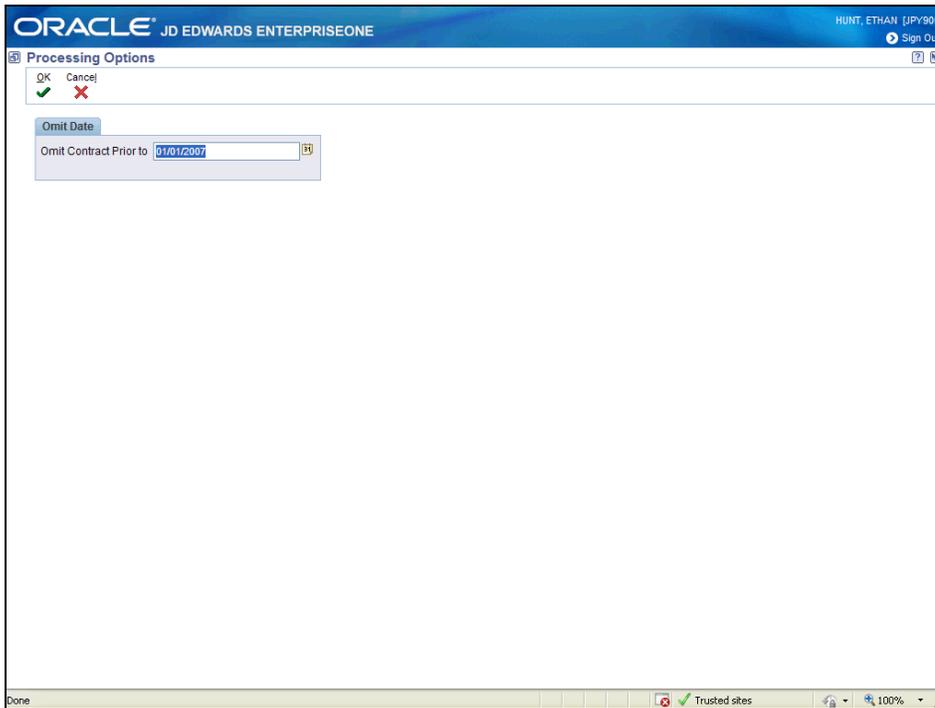
Step	Action
9.	<p>To narrow report by agency, complete the following information in the next blank line:</p> <p>Left Operand - Address Number (F4301) (AN8) [BC] Comparison - is equal to Right Operand – Literal, and then enter the 3-digit agency number</p> <p>To narrow the report by division, complete the following information in the next blank line:</p> <p>Left Operand - Agency Division (F0006) (RP10) [BC] Comparison - is equal to Right Operand - Literal, and then enter the 3-digit division number</p>



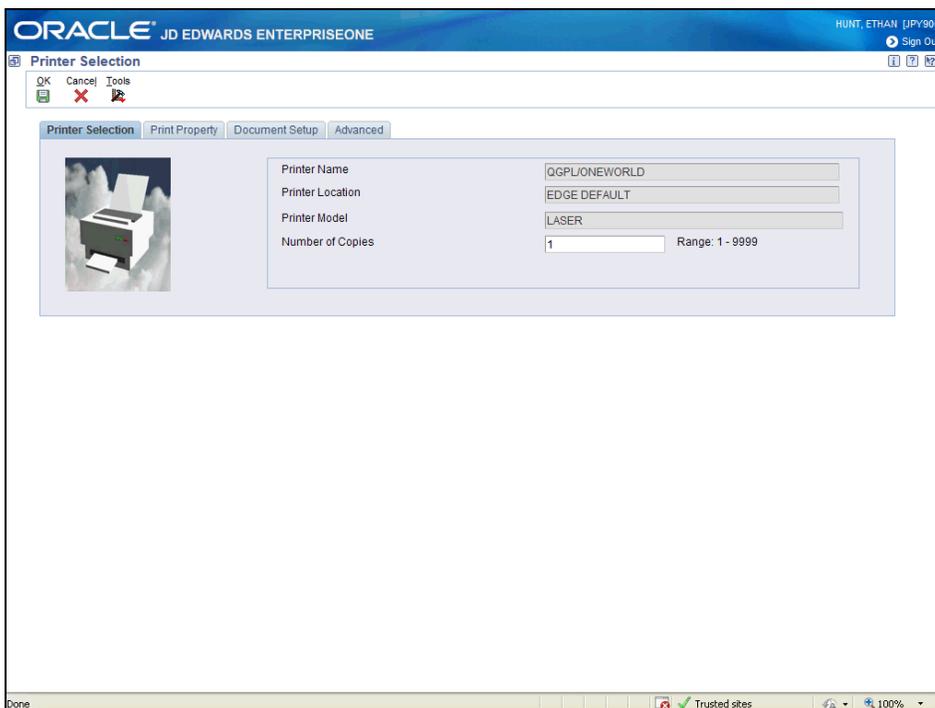
Step	Action
10.	<p>Click the OK button.</p> 
11.	<p>Enter the contract cancel date.</p>

Training Guide

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Step	Action
12.	Click the OK button. 



Step	Action
13.	Click the OK button. 
14.	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.