

Contract Usage Report (R5709544)

Overview

This work instruction describes how to generate a report to review total contract usage: purchase order numbers, vendor, agency, quantity purchased and the dollar amounts against a contract.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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 Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

Click Roles, Procurement.

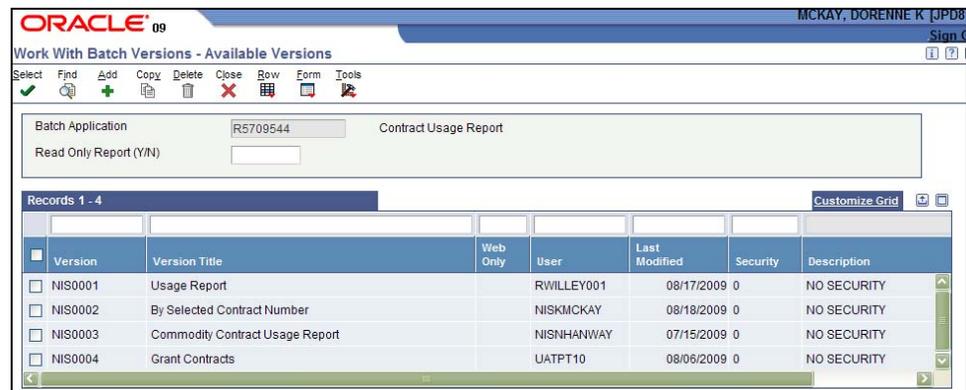
(Citrix users – right click on the menu, choose View by Role, choose Inventory.)

Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Contract Reports > Contract Usage

Steps

Run the Contract Usage Report

Start this instruction from the Work With Batch Versions – Available Versions window.



1. Choose Version NIS0001 “Usage Report”
2. Click Select

The Version Prompting Window appears

3. Choose Data Selection.
4. Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
Where	Order Type (F4301) (DCTO) [BC]	is equal to	"06,09,00,00,Z7,Z0"
And	Date - Order/Transaction (F4301) (TRDJ) [BC]	is greater than or equal to	DateBegin [PO]
And	Date - Order/Transaction (F4301) (TRDJ) [BC]	is less than or equal to	EndDate [PO]
And	Original Order Type (F4301) (OCTO) [BC]	is equal to	"04,OC,ZC"
And			

2. Leave the first row (Order Type) as is to run report on all contract purchase order types, or change the Right Operand to the specific Order Type(s) for which to run report.
 -  To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.
3. Leave the second and third rows (Dates) as is; the dates will be entered on the Processing Options window.
4. To run the report by services or commodities only, complete the following information in the fourth row (Original Order Types):
 - Right Operand - enter OC to view Commodities only, or enter O4 to view Services only
5. To run the report to a specific contract number, complete the following information in the next blank line:
 - Left Operand - Original Order Number (F4301) (OORN) [BC]
 - Comparison - is equal to
 - Right Operand - enter the 8-digit contract number using leading zeros (ex. enter 00012345 for contract number 12345)
6. Click **OK**. The Processing Options window appears.



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Processing Options

OK Cancel

Begin/End Date

Beginning Date 01/01/2004

Ending Date 03/22/2006

7. Enter the date range for which to run the report.
 -  Dates pull from the Order Date field on the Order Header.
8. Click **OK**. The Printer Selection window appears.
 -  This report runs in both PDF and CSV formats.
9. Click **OK**. You will return to the main menu.
 -  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R5709554 _...) once the Description is "Done".
 -  For more information on viewing reports in CSV, refer to the [Running/Viewing Reports in CSV](#) work instructions in the System Basics manual.