

Contracts Due to Expire (R5743549)

Overview

This report will show the contracts due to expire within the next desired number of days.

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

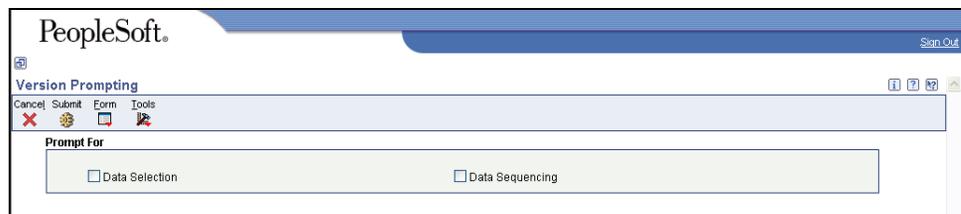
Click Roles, Procurement or Inventory.
(Citrix users – right click on the menu, choose Apply Roles, choose Procurement.)

Inquiries & Reports > Purchasing Reports > Contract Reports > Contracts Due to Expire

Steps

Run the Contracts Due to Expire Report

Start this instruction from the Version Prompting window.



The screenshot shows a PeopleSoft 'Version Prompting' dialog box. The title bar includes the PeopleSoft logo and a 'Sign Out' button. The dialog has a menu bar with 'Cancel', 'Submit', 'Form', and 'Tools'. Below the menu bar, there is a 'Prompt For' section with two radio button options: 'Data Selection' (which is selected) and 'Data Sequencing'.

1. Choose Data Selection.

2. Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
Where	Agency Number (F0006) (RF01) [BC]	is equal to	Zero
And	Buyer Number (F4301) (ANB) [BC]	is equal to	Zero
And	Order Type (F4301) (DCTO) [BC]	is equal to	*04,00

3. In the first row (Agency Number), complete the following field:
- Right Operand – enter the 3-digit agency number
- This field pulls from the Business Unit Master table which ties to the business unit on the order header.
- To change the information in the Right Operand field, click the drop-he corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.
4. In the second row (Buyer Number), complete the following field:
- Right Operand – enter the Buyer address book number
- This field pulls from the order header.
5. Click **OK**. The Processing Options window appears.

6. Enter the number of days until the contract expires. (Ex. Enter 90 to view all contracts that are due to expire within the next 90 days.)
7. Click **OK**. The Printer Selection window appears.
- To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited).
8. 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 (R5743579_...) 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.