

Number of Contracts in Dollar Range - Closed (R5743540)

Overview

This report will list the contract description and vendor, including the estimated contract amount for a specified dollar range for closed contracts.

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

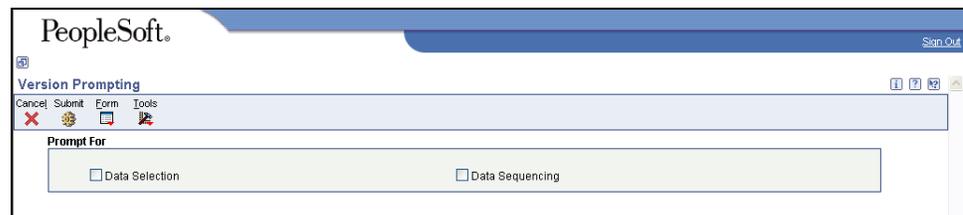
Click Roles, Procurement or Inventory.
(Citrix users – right click on the menu, choose Apply Roles, choose Procurement.)

Inquiries & Reports > Purchasing Reports > Contract Reports > Number of Contracts in \$ Range - Open

Steps

Run the Number of Contracts in \$ Range Report

Start this instruction from the Version Prompting window.



1. Choose Data Selection.

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

3. Leave the first two lines as is; the amounts will be entered at the Processing Options window.

4. 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 Right Operand in the third row (Order Type) to read either O4 (for Service Contracts) or OC (for Commodity contracts).

 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.

5. To run report by a specific buyer, enter the following information in the first blank line:

- Left Operand: "Buyer Number (F4301) (ANBY) [BC]"
 -  This field pulls from the order header.
- Comparison: "is equal to"
- Right Operand: "literal." The Select Literal Value window appears.

6. To run the report by agency, enter the following information in the next blank line:

- Left Operand: "Agency Number (F0009) (RP01) [BC]"
 -  This field pulls from the Business Unit Master table which ties to the business unit field on the order header.
- Comparison: "is equal to"
- Right Operand: "literal." Enter the 3-digit agency number.

7. Click **OK**. The Processing Options window appears.

8. Enter the amount range and date range for which to run the report.
 -  The "From Contract date" is pulling from the Order date on the contract Order Header.
 -  The "To Contract Date" is pulling from the Cancel date on the contract Order Header.
9. Click **OK**. The Printer Selection window appears.
 -  This report runs in both PDF and CSV formats.
10. 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 (R5743540_NIS003...) 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.