

Total Dollars Remaining on Contract Report (R5743543)

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.

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.

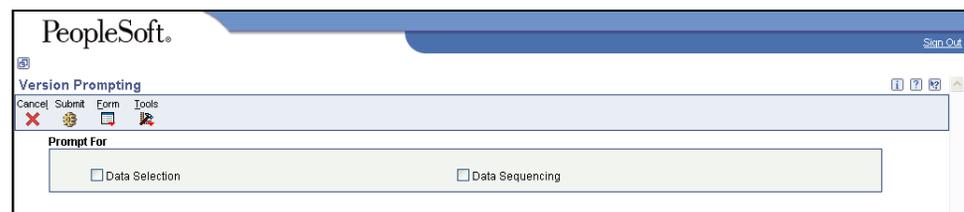
(Citrix users – right click on the menu, choose View by Role, choose Inventory.)

Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Contract Reports > Total Dollars Remaining on Contract

Steps

Run the Total Dollars Remaining on Contract Report

Start this instruction from the Version Prompting window.



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

Operator	Left Operand	Comparison	Right Operand
Where	Order Type (F4301) (DCTO) [BC]	is equal to	*04,OC*
And	Date - Cancel (F4301) (CNDJ) [BC]	is greater than	OmitDate [PO]
And	Amount - Order Gross (F4301) (OTOT) [BC]	is not equal to	Zero
And			

3. Leave all data selection as is. The Date will be entered on the Processing Options window.
4. To narrow report by agency, complete the following information in the next blank line:
 - Left Operand - Address Number (F4301) (AN8) [BC]
 - This field pulls from the order header.
 - Comparison - is equal to
 - Right Operand - enter the 3-digit agency number
5. To narrow the report by division, complete the following information in the next blank line:
 - Left Operand - Agency Division (F0006) (RP10) [BC]
 - This field pulls from the Business Unit Master which is tied to the business unit field on the order header.
 - Comparison - is equal to
 - Right Operand - enter the 3-digit division number
6. Click **OK**. The Processing Options window appears.

7. Enter the contract cancel date. This field is pulled from the Cancel date on the Order Header.
8. Click **OK**. The Printer Selection window appears.
 - To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited). The Agency Number will print on the report header, but not the Agency Name.
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 (R5743543 ...) 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.