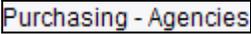
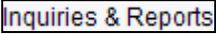
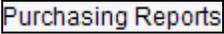
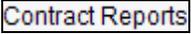
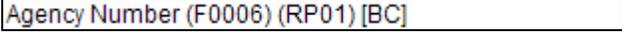


Contract Performance Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Purchasing Reports link. 
5.	Click the Contract Reports link. 
6.	Click the Contract Performance link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	Leave the first two lines as is; the dates will be entered at the Processing Options window.
10.	To narrow report by commodity 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). Note: This report can also be run for OR (Requisitions) to see a list of Purchase Orders not tied to a contract and the number of days early or late the commodity was in delivery. Note: 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.
11.	Click the Left Operand list.
12.	To run the report by a specific Agency click the Agency Number (F0006) (RP01) [BC] list item in the Left Operand column of the first blank row. 
13.	Click the Comparison list. 
14.	Click the is equal to list item. 

Step	Action
15.	Click the Right Operand list. 
16.	Click the Literal list item. 
17.	Enter the three digit Agency number into the Literal Value: field.
18.	Click the OK button. 
19.	Click the OK button. 
20.	Enter the date range for which to run the report.
21.	Click the OK button. 
22.	Click the OK button. Note: 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. 
23.	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.