

# **Vendor Performance Detail Report**

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## SYSTEM POLICIES

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



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## Vendor Performance Detail Report

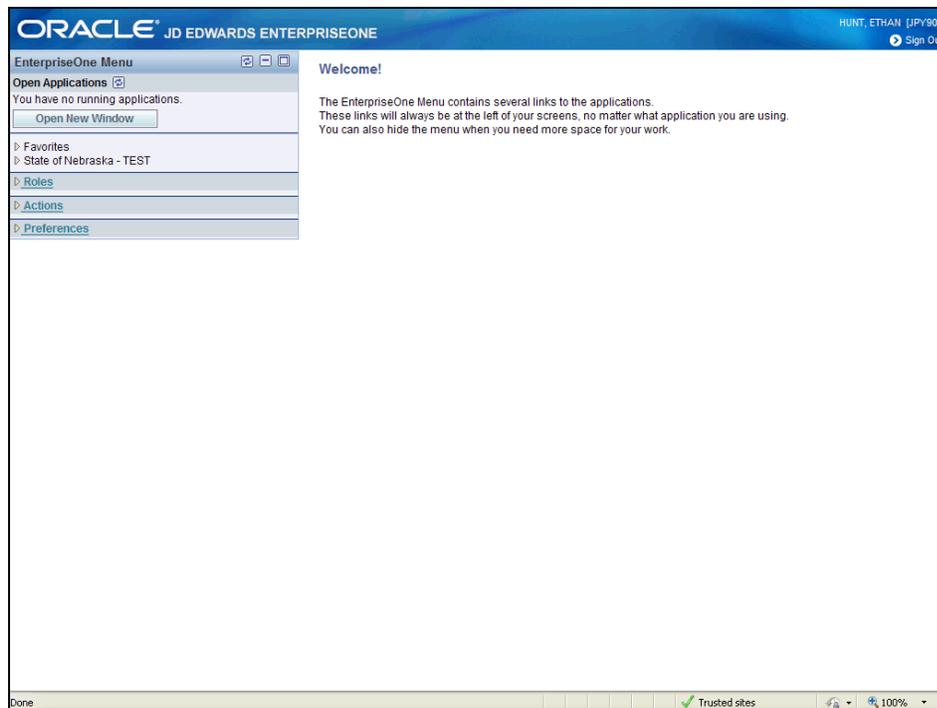
### Vendor Performance Detail Report Overview

Run this report to view all purchase orders (document types OP, OG, O9, O6, OU, and ZO) between a date range for a specific vendor. Report includes agency number, vendor number and name, buyer number, description, purchase order number and type, original document number and type (as long as document type is O4 or OC), last receipt date, days early, and days late.

### Vendor Performance Detail Report Lesson

#### Procedure

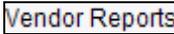
In this lesson you will learn how to run the Vendor Performance Detail Report.

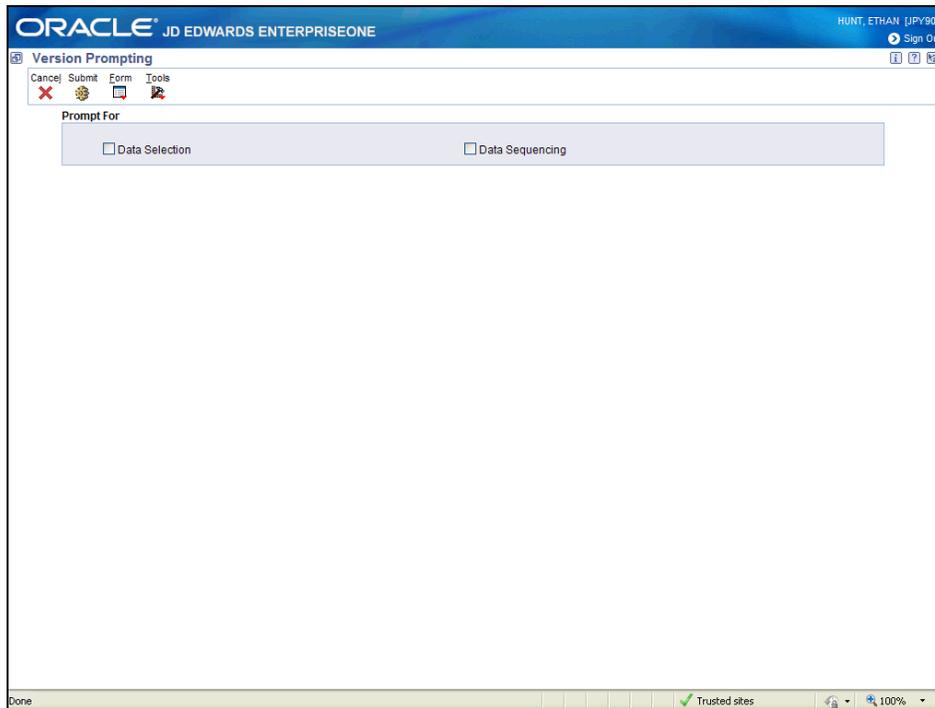


| Step | Action  |
|------|---|
| 1.   | Click the <b>State of Nebraska</b> link.<br><a href="#">State of Nebraska</a>             |
| 2.   | Click the <b>Purchasing - Agencies</b> link.<br><a href="#">Purchasing - Agencies</a>     |
| 3.   | Click the <b>Inquiries &amp; Reports</b> link.<br><a href="#">Inquiries &amp; Reports</a> |
| 4.   | Click the <b>Purchasing Reports</b> link.<br><a href="#">Purchasing Reports</a>           |

# Training Guide

## Vendor Performance Detail Report

| Step | Action  |
|------|---|
| 5.   | Click the <b>Vendor Reports</b> link.<br>            |
| 6.   | Click the <b>Vendor Performance Detail</b> link.<br> |



| Step | Action   |
|------|--|
| 7.   | Click the <b>Data Selection</b> option.<br> |
| 8.   | Click the <b>Submit</b> button.<br>         |

**ORACLE JD EDWARDS ENTERPRISEONE** HUNT, ETHAN [JPY900] Sign Out

**Data Selection**

OK Cancel Delete Up Down

| Operator | Left Operand   | Comparison                  | Right Operand             |
|----------|--|-----------------------------|---------------------------|
| Where    | Address Number (F4301) (AN8) [BC]                      | is equal to                 | mAddressNumberPayee [PO]  |
| And      | Date - Order/Transaction (F4301) (TRDJ) [BC]           | is greater than or equal to | jdDateRequestedFirst [PO] |
| And      | Date - Order/Transaction (F4301) (TRDJ) [BC]           | is less than or equal to    | jdDateRequestedLast [PO]  |
| And      | Order Type (F4301) (DCTO) [BC]                         | is equal to                 | "06,09,OG,OP,OU,ZO"       |
| And      | Line Type (F4311) (LNTY) [BC]                          | is equal to                 | "J"                       |
| And      | Status Code - Last (F4311) (LTTR) [BC]                 | is not equal to             | "980"                     |
| And      | Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC] | is equal to                 | Blank                     |
| And      |  |                             |                           |

Add Row  
Advanced

Done Trusted sites 100%

| Step | Action   |
|------|--|
| 9.   | In the seventh row ( <b>Document</b> ) click the <b>Right Operand</b> list.<br>Blank |

**ORACLE JD EDWARDS ENTERPRISEONE** HUNT, ETHAN [JPY900] Sign Out

**Data Selection**

OK Cancel Delete Up Down

| Operator | Left Operand   | Comparison                  | Right Operand             |
|----------|--|-----------------------------|---------------------------|
| Where    | Address Number (F4301) (AN8) [BC]                      | is equal to                 | mAddressNumberPayee [PO]  |
| And      | Date - Order/Transaction (F4301) (TRDJ) [BC]           | is greater than or equal to | jdDateRequestedFirst [PO] |
| And      | Date - Order/Transaction (F4301) (TRDJ) [BC]           | is less than or equal to    | jdDateRequestedLast [PO]  |
| And      | Order Type (F4301) (DCTO) [BC]                         | is equal to                 | "06,09,OG,OP,OU,ZO"       |
| And      | Line Type (F4311) (LNTY) [BC]                          | is equal to                 | "J"                       |
| And      | Status Code - Last (F4311) (LTTR) [BC]                 | is not equal to             | "980"                     |
| And      | Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC] | is equal to                 | Blank                     |
| And      |  |                             |                           |

Add Row  
Advanced

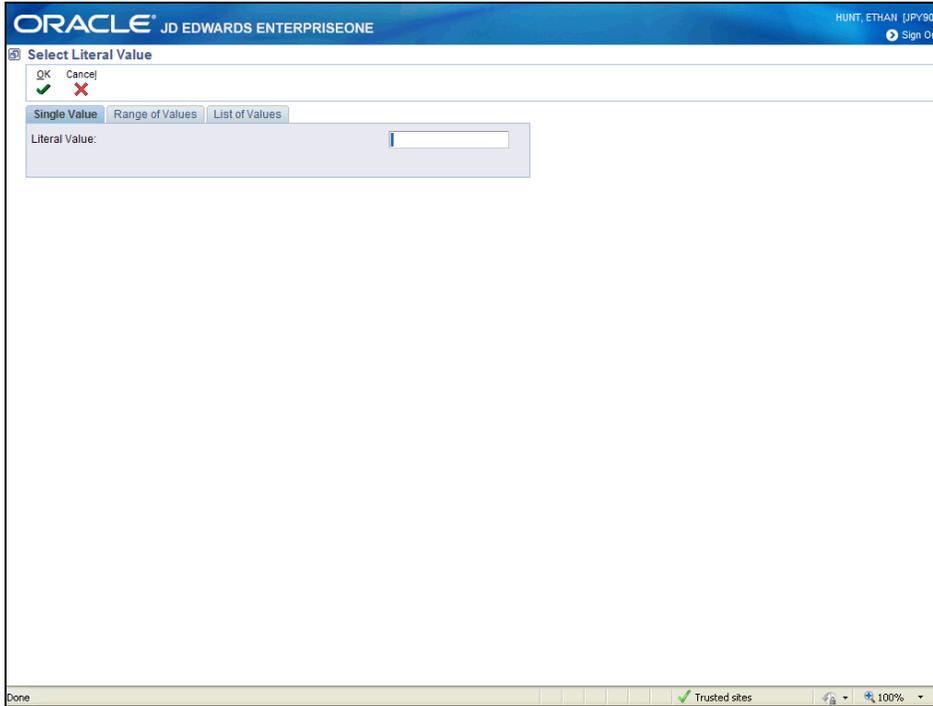
Done Trusted sites 100%

Blank  
Zero  
Null  
Literal  
Address Number (F0006) (AN8) [BC]  
Address Number (F4301) (AN8) [BC]  
Address Number (F4311) (AN8) [BC]  
Address Number - Job A/R (F0006) (AN8C)  
Address Number - Ship To (F4301) (SHAN)  
Address Number - Ship To (F4311) (SHAN)  
Agreement Supplement - Distribution (F4311) (ASD)  
Amount - Extended Cost (F4311) (ECST) [I]  
Amount - Extended Price (F4311) (AEXP) [I]  
Amount - Foreign Open (F4301) (FAF) [BC]  
Amount - On Hold (F4311) (ACHG) [BC]  
Amount - Open (F4311) (AOPN) [BC]  
Amount - Order Gross (F4301) (OTOT) [BC]  
Amount - Received (F4311) (AREC) [BC]  
Amount - Relieved (F4311) (ARLV) [BC]  
Buyer Number (F4301) (ANBY) [BC]  
Buyer Number (F4311) (ANBY) [BC]  
Century (F4311) (CTRY) [BC]  
Change Order Line Number (F4311) (CHL)  
Change Order Number (F4301) (CORD) [E]  
Change Order Number (F4311) (CORD) [E]  
Cost Component Number (F4311) (CCMP)  
Document (Change Order #) (F4311) (DOI)  
Document (Order #, Invoice, etc.) (F4301) (DOCO)  
Document (Order No, Invoice, etc.) (F4301) (DOCO)  
Document (Order No, Invoice, etc.) (F4311) (DOCO)

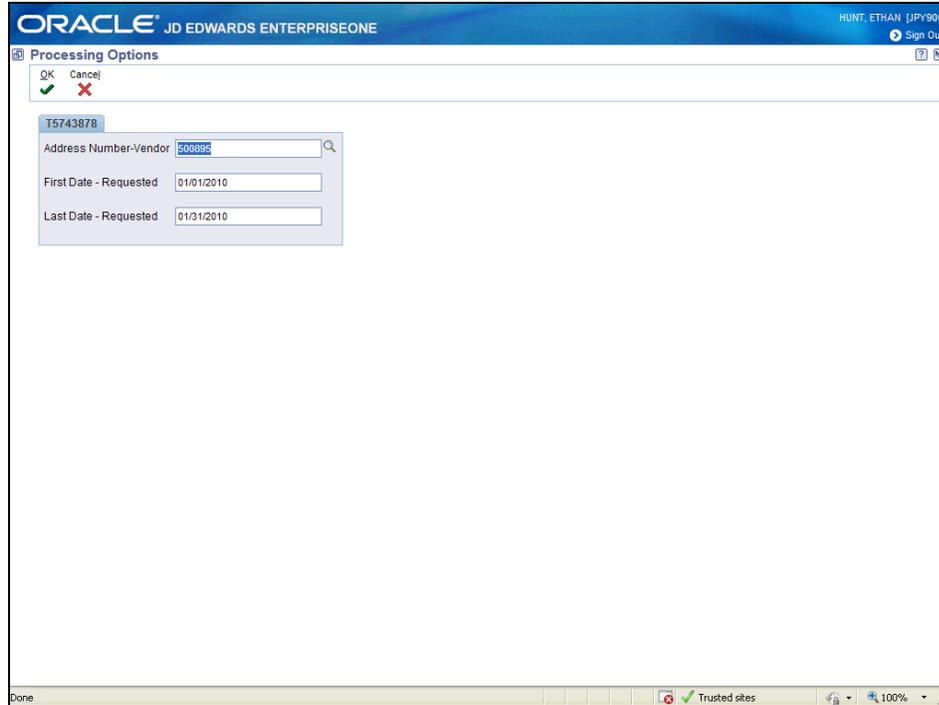
# Training Guide

## Vendor Performance Detail Report

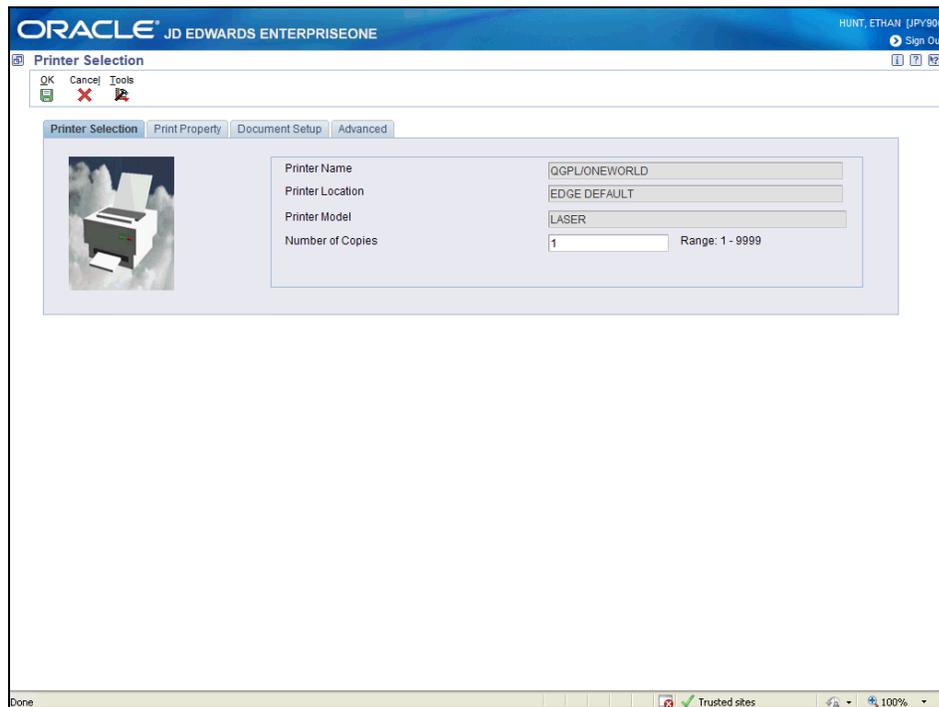
| Step | Action  |
|------|---|
| 10.  | Click the <b>Literal</b> list item.<br><input type="text" value="Literal"/> |



| Step | Action  |
|------|---|
| 11.  | Enter the Purchase Order into the <b>Literal Value:</b> field.  |
| 12.  | Click the <b>OK</b> button.<br><input checked="" type="checkbox"/>  |
| 13.  | Click the <b>OK</b> button.<br><input checked="" type="checkbox"/>  |
| 14.  | Complete these fields:<br><br><b>Address Number-Vendor</b> – enter the vendor’s address book number.<br><br>Enter the date range for which to run the report in the <b>First Date –Requested</b> and <b>Last Date – Requested</b> fields. |



| Step | Action   |
|------|--|
| 15.  | Click the <b>OK</b> button.<br> |



# Training Guide

## Vendor Performance Detail Report



| Step | Action   |
|------|--|
| 16.  | <p>Click the <b>OK</b> button.</p> <p><b>Note:</b> This report runs in both PDF and CSV formats.</p>    |
| 17.  | <p>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 (<a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a>).</p> <p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p> |