

## Contract Performance (R5743541)

### Overview

This report will show all contracts with a 9000 Business Unit and all contracts within in the agency's business unit range. Report will indicate all purchasing documents generated from commodity and/or service contracts based on end-user's security, and whether the deliverables of the purchase order are early or late by 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

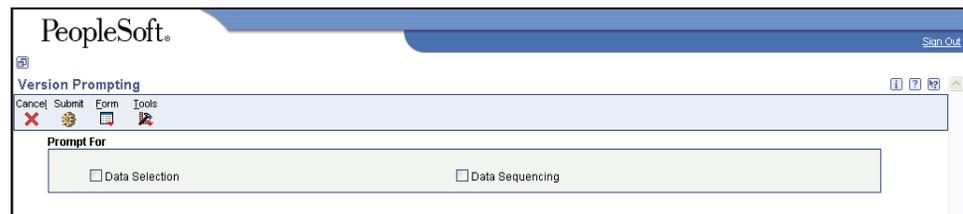
Click Roles, Procurement or Inventory.  
(Citrix users – right click on the menu, choose Apply Roles, choose Procurement.)

Inquiries & Reports > Purchasing Reports > Contract Reports > Contract Performance

### Steps

#### Run the Contract Performance 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 dates will be entered at the Processing Options window.

4. 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).

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.

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 an agency, enter the following information in the first blank line:

- Left Operand: "Address Number (F4301) (AN8) [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." The Select Literal Value window appears.

6. Enter the **3-digit Agency Number** in the Literal Value: field.

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

8. Enter the date range for which to run the report.
9. 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.
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 (R5743541\_...) 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.