

Vendor Performance Summary Report (R5743878)

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.

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.

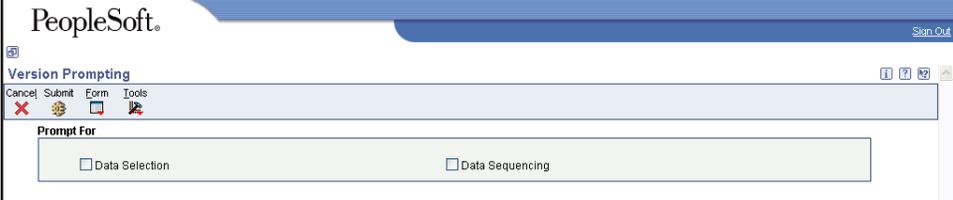
(Citrix users – right click on the menu, choose View by Role, choose Inventory.)

Purchasing - Agencies > Inquiries & Reports > Purchasing Reports > Vendor Reports > Vendor Performance Summary

Steps

Run the Vendor Performance Detail Report

Start this instruction from the Version Prompting window.



The screenshot shows a web browser window with the PeopleSoft logo in the top left and a 'Sign Out' link in the top right. The main content area is titled 'Version Prompting' and has a toolbar with 'Cancel', 'Submit', 'Form', and 'Tools' buttons. Below the toolbar is a 'Prompt For' section with two radio buttons: 'Data Selection' (which is selected) and 'Data Sequencing'.

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

Operator	Left Operand	Comparison	Right Operand
Where	Address Number (F4301) (AN#) [BC]	is equal to	mmAddressNumberPayee [PO]
And	Date - OrderTransaction (F4301) (TRDJ) [BC]	is greater than or equal to	jdDateRequestedFirst [PO]
And	Date - OrderTransaction (F4301) (TRDJ) [BC]	is less than or equal to	jdDateRequestedLast [PO]
And	Order Type (F4301) (DCTO) [BC]	is equal to	"06,09,00,0P,0U,20"
And	Line Type (F4311) (LNTY) [BC]	is equal to	"J"
And	Status Code - Last (F4311) (LSTR) [BC]	is not equal to	"900"

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

Processing Options

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Address Number-Vendor:

First Date - Requested:

Last Date - Requested:

4. Complete the following fields:

- Address Number-Vendor – enter the vendor's address book number.
 - This field pulls from the Order Date on the order header.
- Enter the date range for which to run the report in the First Date – Requested and Last Date – Requested fields.

5. Click **OK**. The Printer Selection window appears.

This report runs in both PDF and CSV formats.

6. 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 (R5743878 ...) 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.