

Buyer Performance Report (R571344)

Overview

This work instruction describes how to generate the Buyer Performance report for viewing the life of Pre Requisitions, Requisitions, Quotes, Contracts and Purchase Orders. This report was developed by AS Material Division per a directive by the Director's Office in conjunction with Department of Correctional Services.

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 View by Role, and choose Procurement.)

Inquiries & Reports > Purchasing Reports > Procurement Reports > Buyer Performance

Steps

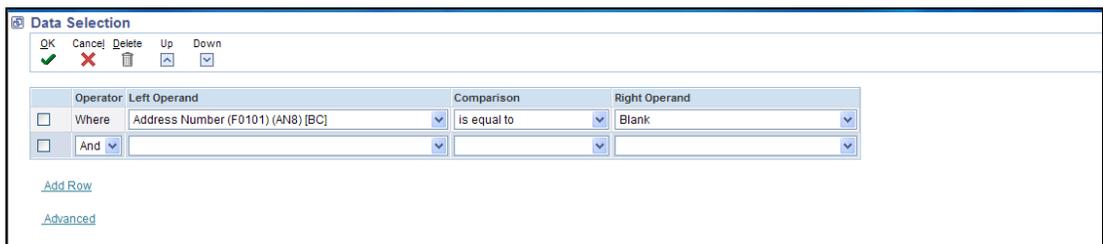
Run the Buyer Performance Report

Start this instruction from the Version Prompting window.



The screenshot shows a dialog box titled "Version Prompting". It has a menu bar with "Cancel", "Submit", "Form", and "Tools". Below the menu bar are icons for Cancel (red X), Submit (gear), Form (document), and Tools (wrench). The main area is labeled "Prompt For" and contains two checkboxes: "Data Selection" and "Data Sequencing".

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



The screenshot shows a dialog box titled "Data Selection". It has a menu bar with "OK", "Cancel", "Delete", "Up", and "Down". Below the menu bar are icons for OK (green check), Cancel (red X), Delete (trash), Up (up arrow), and Down (down arrow). The main area is a table with columns: "Operator", "Left Operand", "Comparison", and "Right Operand".

Operator	Left Operand	Comparison	Right Operand	
<input type="checkbox"/>	Where	Address Number (F0101) (AN8) [BC]	is equal to	Blank
<input type="checkbox"/>	And			

Below the table are links for "Add Row" and "Advanced".

- This report can only be ran one buyer at a time. Click on the down arrow under the Right Operand, scroll down and click on **Literal**.

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand	
<input type="checkbox"/>	Where	Address Number (F0101) (AN8) [BC]	is equal to	Blank
<input type="checkbox"/>	And			Blank
				Zero
				Null
				Literal
				Address Number (F0101) (AN8) [BC]
				mnAddressNumber [RI]

Add Row
Advanced

- Enter buyer number into the literal value field.

- In the example below, 1218675 was used for the buyer number.

Select Literal Value

OK Cancel

Single Value Range of Values List of Values

Literal Value: 1218675

- Click **OK**.

- Notice the buyer number is now in the Right Operand after the Address Number.

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand	
<input type="checkbox"/>	Where	Address Number (F0101) (AN8) [BC]	is equal to	"1218675"
<input type="checkbox"/>	And			

Add Row
Advanced

- Click **OK**.

- Notice the processing options date box. Enter in a date range.

- In the example below, the report will show for the month of September.

Processing Options

OK Cancel

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Date - Report Begins 09/01/2009

Date - Report Ends 09/30/2009

- Click **OK**.

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

- Click **OK**. You will return to the main menu.

 View the Report via Submit Job or View Job Status