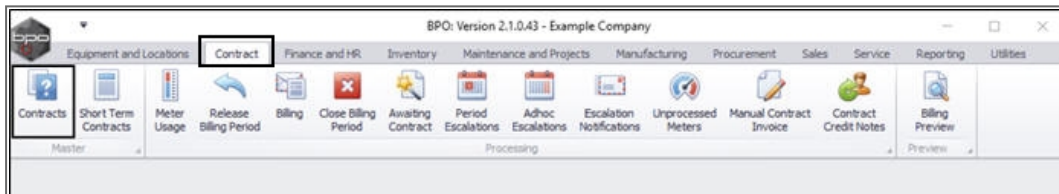


## CONTRACT

### PRINT PERFORMANCE REPORT

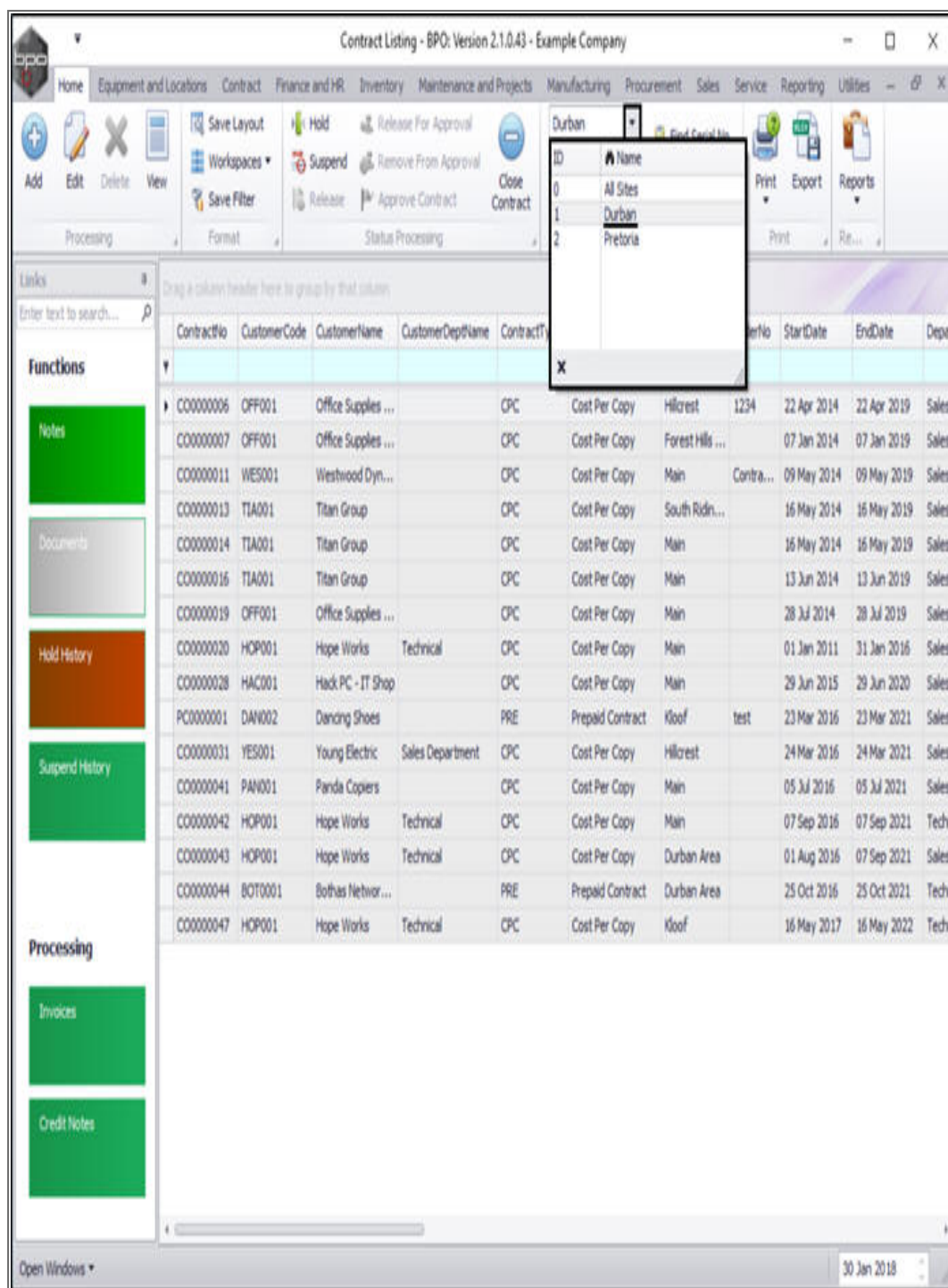
From the Contract Listing screen, you can view Contract **Performance Reports** for customer machines that are on contract. This report provides cost and schedule performance data which can be used to identify issues and forecast future contract performance.

**Ribbon Access:** *Contract > Contracts*



The **Contract Listing** screen will be displayed.

- Select the **Site** that you wish to work in.
  - In this image **Durban** has been selected.



Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Layout Hold Release For Approval Suspend Remove From Approval Release Approve Contract Close Contract

Processing Format Status Processing

Links

Enter text to search...

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	Cost Per Copy	Location	Start Date	End Date	Depart
CO0000006	OFF001	Office Supplies ...		CPC	Cost Per Copy	Hilcrest	22 Apr 2014	22 Apr 2019	Sales
CO0000007	OFF001	Office Supplies ...		CPC	Cost Per Copy	Forest Hills ...	07 Jan 2014	07 Jan 2019	Sales
CO0000011	WES001	Westwood Dyn...		CPC	Cost Per Copy	Main	09 May 2014	09 May 2019	Sales
CO0000013	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...	16 May 2014	16 May 2019	Sales
CO0000014	TIA001	Titan Group		CPC	Cost Per Copy	Main	16 May 2014	16 May 2019	Sales
CO0000016	TIA001	Titan Group		CPC	Cost Per Copy	Main	13 Jun 2014	13 Jun 2019	Sales
CO0000019	OFF001	Office Supplies ...		CPC	Cost Per Copy	Main	28 Jul 2014	28 Jul 2019	Sales
CO0000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main	01 Jan 2011	31 Jan 2016	Sales
CO0000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main	29 Jun 2015	29 Jun 2020	Sales
PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	23 Mar 2016	23 Mar 2021	Sales
CO0000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hilcrest	24 Mar 2016	24 Mar 2021	Sales
CO0000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main	05 Jul 2016	05 Jul 2021	Sales
CO0000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main	07 Sep 2016	07 Sep 2021	Techn
CO0000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	01 Aug 2016	07 Sep 2021	Sales
CO0000044	BOT0001	Bothas Networ...		PRE	Prepaid Contract	Durban Area	25 Oct 2016	25 Oct 2021	Techn
CO0000047	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Kloof	16 May 2017	16 May 2022	Techn

Open Windows

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- Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.

- Click on the ***drop-down arrow*** in the ***status*** field and select an alternative status if required.
  - **Note:** Contract Performance Reports can only be printed in the
    - **New,**
    - **Released**
    - **Active**
    - **Hold** and
    - **Suspend** states.

Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Layout Hold Release For Approval Find Serial No. Print Export Reports

Add Edit Delete View Workspaces Save Filter Suspend Remove From Approval Release Approve Contract Close Contract

Processing Format Status Processing

Links

Enter text to search...

Drag a column header here to group by that column

ContractNo CustomerCode CustomerName CustomerDeptName ContractType

Functions

Notes

Documents

Hold History

Suspend History

Processing

Invoices

Credit Notes

Open Windows

30 Jan 2018

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	Status	StatusDesc	Perio	StartDate	EndDate	Departm
CO0000006	OFF001	Office Supplies ...		CPC	N	New				
CO0000007	OFF001	Office Supplies ...		CPC	R	Released				
CO0000011	WES001	Westwood Dyn...		CPC	A	Active				
CO0000013	TIA001	Titan Group		CPC	H	Hold				
CO0000014	TIA001	Titan Group		CPC	X	Deleted				
CO0000016	TIA001	Titan Group		CPC	C	Closed				
CO0000019	OFF001	Office Supplies ...		CPC	P	Suspend				
CO0000020	HOP001	Hope Works	Technical	CPC				22 Apr 2014	22 Apr 2019	Sales Des
CO0000028	HAC001	Hack PC - IT Shop		CPC				07 Jan 2014	07 Jan 2019	Sales Des
CO0000031	YES001	Young Electric	Sales Department	CPC				09 May 2014	09 May 2019	Sales Des
CO0000041	PAN001	Panda Copiers		CPC				16 May 2014	16 May 2019	Sales Des
CO0000042	HOP001	Hope Works	Technical	CPC				16 May 2014	16 May 2019	Sales Des
CO0000043	HOP001	Hope Works	Technical	CPC				16 May 2014	16 May 2019	Sales Des
CO0000045	HOP001	Hope Works	Technical	CPC				13 Jun 2014	13 Jun 2019	Sales Des
CO0000047	HOP001	Hope Works	Technical	CPC				28 Jul 2014	28 Jul 2019	Sales Des
PC0000001	DAN002	Dancing Shoes		PRE				01 Jan 2011	31 Jan 2016	Sales Des
CO0000044	BOT0001	Bothas Networ...		PRE				29 Jun 2015	29 Jun 2020	Sales Des
								24 Mar 2016	24 Mar 2021	Sales Des
								05 Jul 2016	05 Jul 2021	Sales Des
								07 Sep 2016	07 Sep 2021	Technical
								01 Aug 2016	07 Sep 2021	Sales Des
								10 May 2017	10 May 2022	Sales Des
								16 May 2017	16 May 2022	Technical
								23 Mar 2016	23 Mar 2021	Sales Des
								25 Oct 2016	25 Oct 2021	Technical

### SELECT THE CONTRACT

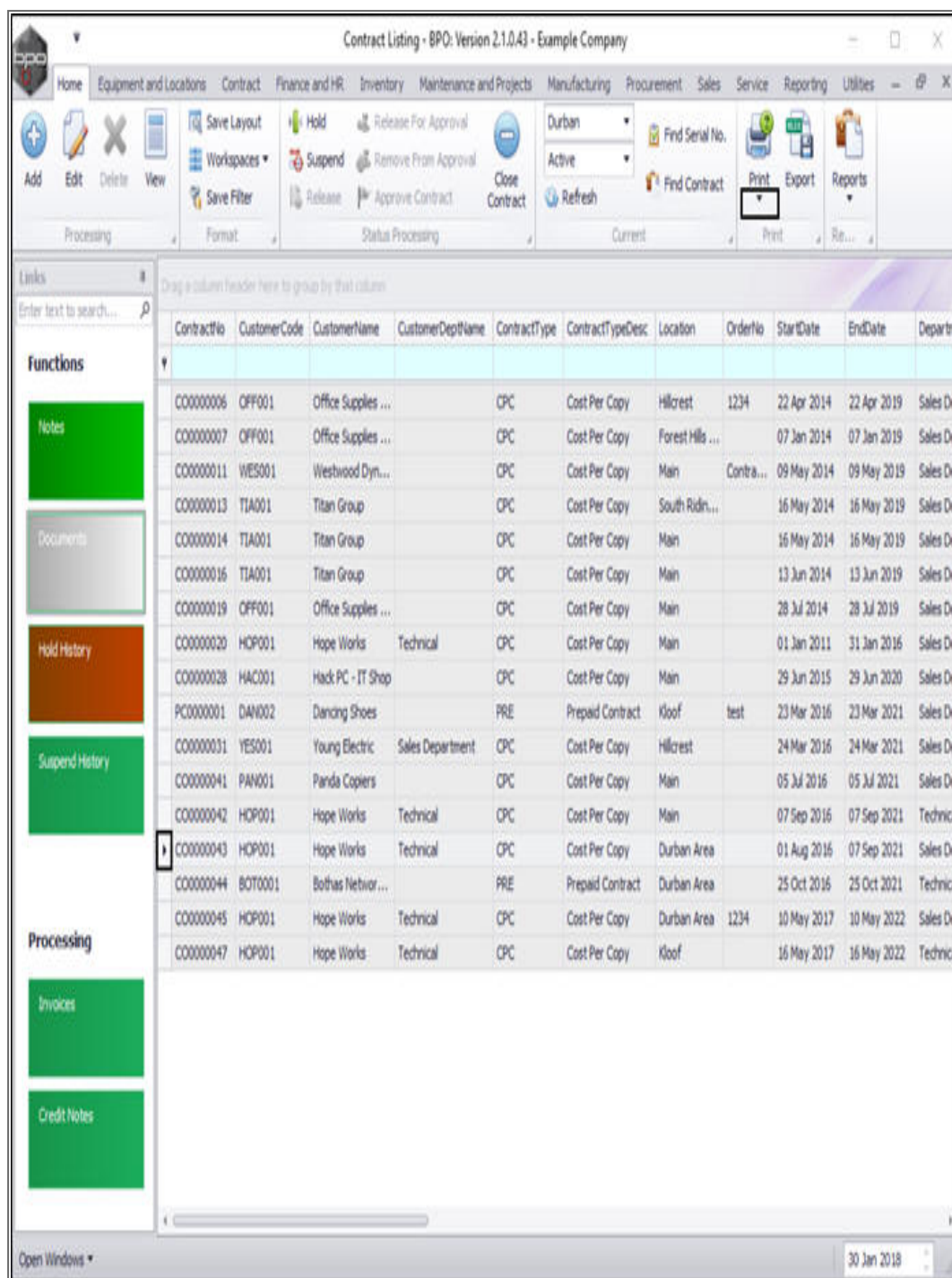
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- Select the **row** of the **contract** where you wish to print the contract Performance Report.

### PRINT PERFORMANCE REPORT

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- Click on the **arrow** icon in the **Print** button.



Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Processing Format Status Processing Current Print

Links: Enter text to search...

Functions: Notes, Documents, Hold History, Suspend History

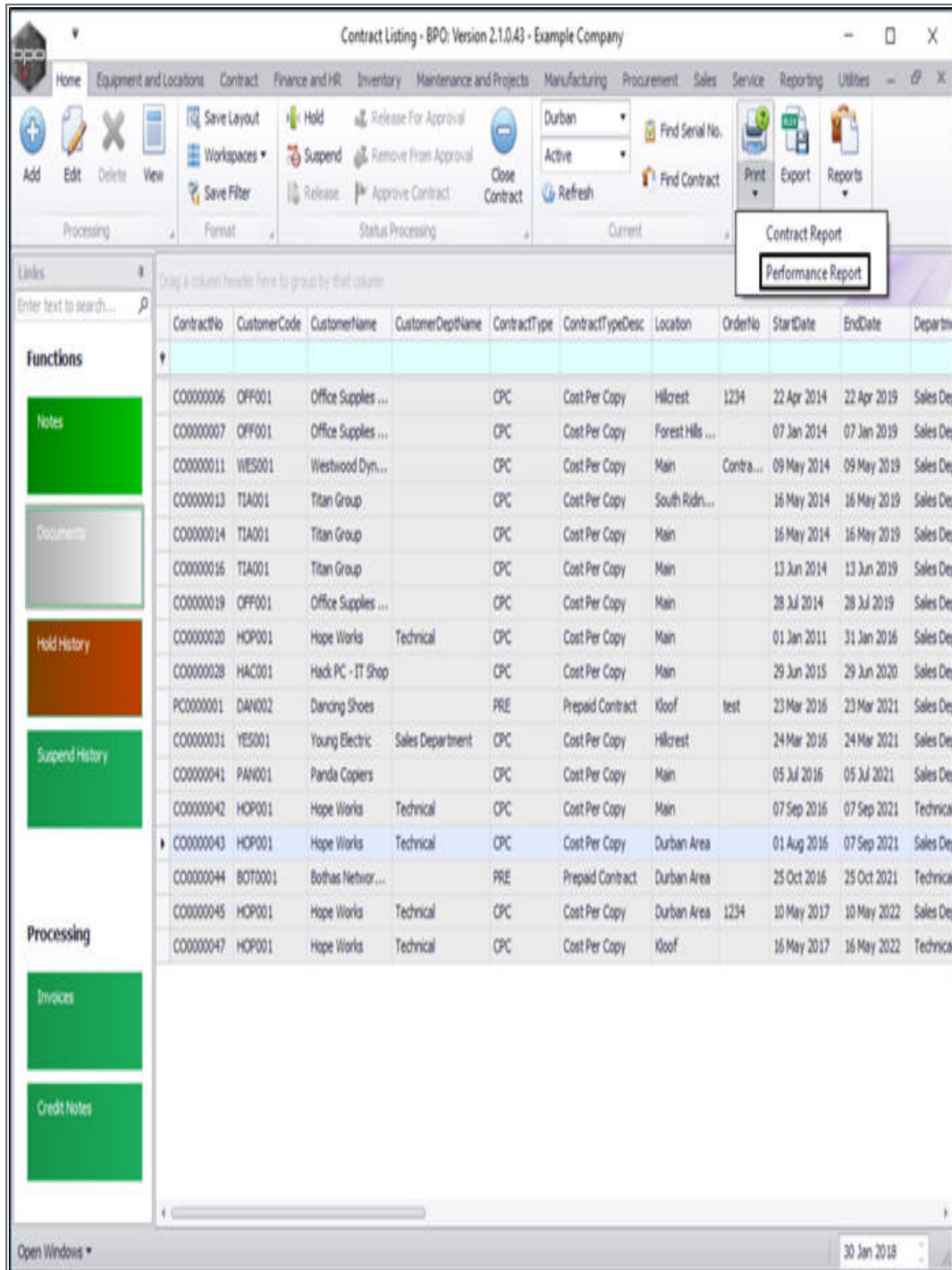
Processing: Invoices, Credit Notes

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Department
CO0000006	OFF001	Office Supplies ...		CPC	Cost Per Copy	Hillcrest	1234	22 Apr 2014	22 Apr 2019	Sales Des
CO0000007	OFF001	Office Supplies ...		CPC	Cost Per Copy	Forest Hills ...		07 Jan 2014	07 Jan 2019	Sales Des
CO0000011	WES001	Westwood Dyn...		CPC	Cost Per Copy	Main	Contra...	09 May 2014	09 May 2019	Sales Des
CO0000013	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales Des
CO0000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014	16 May 2019	Sales Des
CO0000016	TIA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 2014	13 Jun 2019	Sales Des
CO0000019	OFF001	Office Supplies ...		CPC	Cost Per Copy	Main		28 Jul 2014	28 Jul 2019	Sales Des
CO0000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		01 Jan 2011	31 Jan 2016	Sales Des
CO0000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main		29 Jun 2015	29 Jun 2020	Sales Des
PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 2016	23 Mar 2021	Sales Des
CO0000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hillcrest		24 Mar 2016	24 Mar 2021	Sales Des
CO0000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 Jul 2016	05 Jul 2021	Sales Des
CO0000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016	07 Sep 2021	Technical
CO0000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 2016	07 Sep 2021	Sales Des
CO0000044	BOT0001	Bothas Networ...		PRE	Prepaid Contract	Durban Area		25 Oct 2016	25 Oct 2021	Technical
CO0000045	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	1234	10 May 2017	10 May 2022	Sales Des
CO0000047	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Kloof		16 May 2017	16 May 2022	Technical

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- From the Print drop-down menu displayed, click on **Performance Report**.



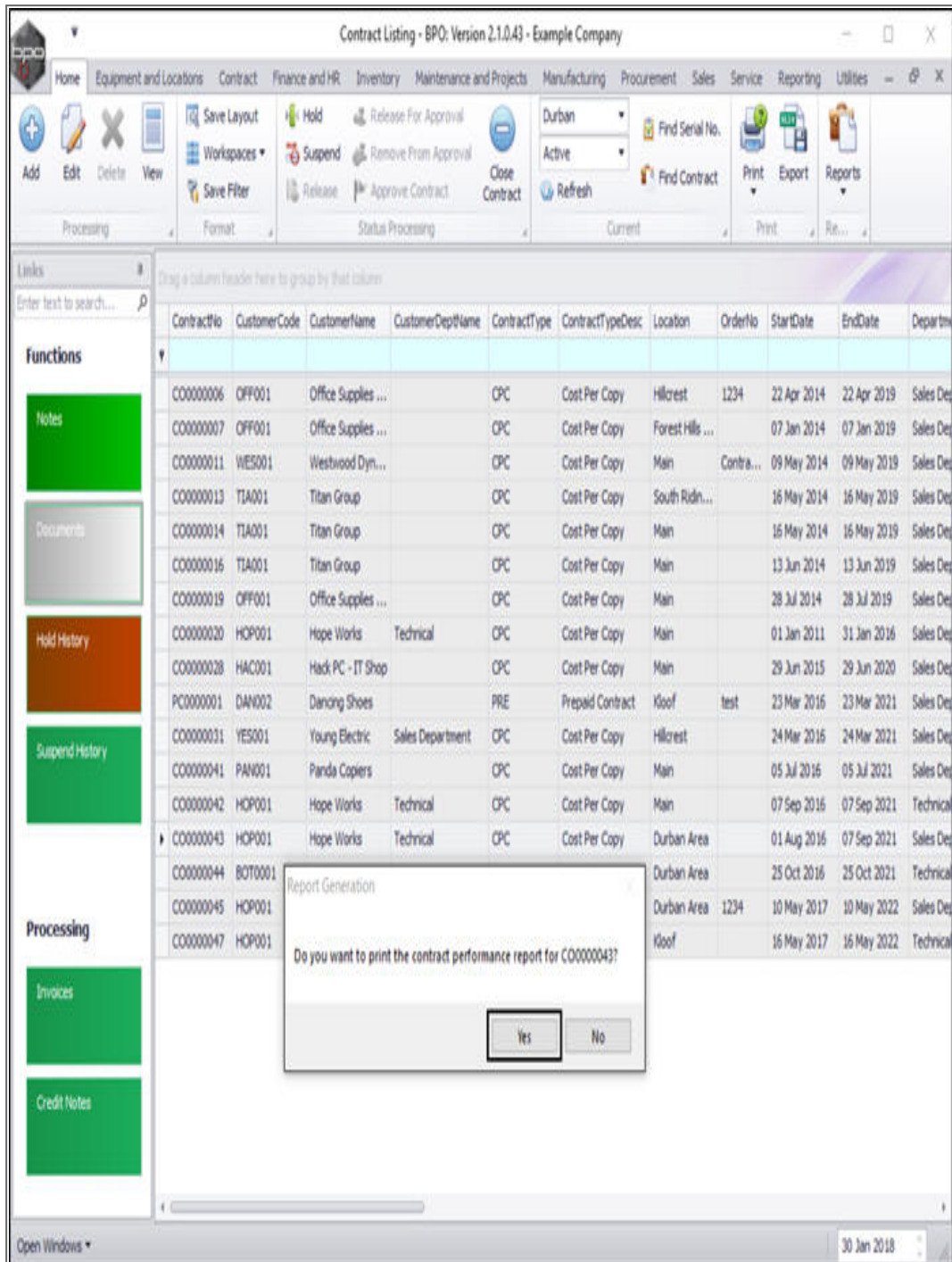


ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Department
CO000006	OFF001	Office Supplies ...		CPC	Cost Per Copy	Hillcrest	1234	22 Apr 2014	22 Apr 2019	Sales Des
CO000007	OFF001	Office Supplies ...		CPC	Cost Per Copy	Forest Hills ...		07 Jan 2014	07 Jan 2019	Sales Des
CO000011	WES001	Westwood Dyn...		CPC	Cost Per Copy	Main	Contra...	09 May 2014	09 May 2019	Sales Des
CO000013	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales Des
CO000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014	16 May 2019	Sales Des
CO000016	TIA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 2014	13 Jun 2019	Sales Des
CO000019	OFF001	Office Supplies ...		CPC	Cost Per Copy	Main		28 Jul 2014	28 Jul 2019	Sales Des
CO000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		01 Jan 2011	31 Jan 2016	Sales Des
CO000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main		29 Jun 2015	29 Jun 2020	Sales Des
PC000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 2016	23 Mar 2021	Sales Des
CO000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hillcrest		24 Mar 2016	24 Mar 2021	Sales Des
CO000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 Jul 2016	05 Jul 2021	Sales Des
CO000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016	07 Sep 2021	Technical
CO000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 2016	07 Sep 2021	Sales Des
CO000044	BOT0001	Bothas Networ...		PRE	Prepaid Contract	Durban Area		25 Oct 2016	25 Oct 2021	Technical
CO000045	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	1234	10 May 2017	10 May 2022	Sales Des
CO000047	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Kloof		16 May 2017	16 May 2022	Technical

- A **Report Generation** message box will pop up asking;
  - **Do you want to print the contract performance**

*report for []?*

- Click on **Yes**.



Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Layout Hold Release For Approval Durban Find Serial No. Print Export Reports  
Suspend Remove From Approval Active Find Contract  
Release Approve Contract Close Contract Refresh

Processing Format Status Processing Current Print R...

Links  
Enter text to search...

Functions  
Notes  
Documents  
Hold History  
Suspend History

Processing  
Invoices  
Credit Notes

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Department
CO000006	OFF001	Office Supplies ...		CPC	Cost Per Copy	Hillcrest	1234	22 Apr 2014	22 Apr 2019	Sales Des
CO000007	OFF001	Office Supplies ...		CPC	Cost Per Copy	Forest Hills ...		07 Jan 2014	07 Jan 2019	Sales Des
CO000011	WES001	Westwood Dyn...		CPC	Cost Per Copy	Main	Contra...	09 May 2014	09 May 2019	Sales Des
CO000013	TJA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales Des
CO000014	TJA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014	16 May 2019	Sales Des
CO000016	TJA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 2014	13 Jun 2019	Sales Des
CO000019	OFF001	Office Supplies ...		CPC	Cost Per Copy	Main		28 Jul 2014	28 Jul 2019	Sales Des
CO000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		01 Jan 2011	31 Jan 2016	Sales Des
CO000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main		29 Jun 2015	29 Jun 2020	Sales Des
PC000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 2016	23 Mar 2021	Sales Des
CO000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hillcrest		24 Mar 2016	24 Mar 2021	Sales Des
CO000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 Jul 2016	05 Jul 2021	Sales Des
CO000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016	07 Sep 2021	Technical
CO000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 2016	07 Sep 2021	Sales Des
CO000044	BOT0001					Durban Area		25 Oct 2016	25 Oct 2021	Technical
CO000045	HOP001					Durban Area	1234	10 May 2017	10 May 2022	Sales Des
CO000047	HOP001					Kloof		16 May 2017	16 May 2022	Technical

Report Generation  
Do you want to print the contract performance report for CO0000043?

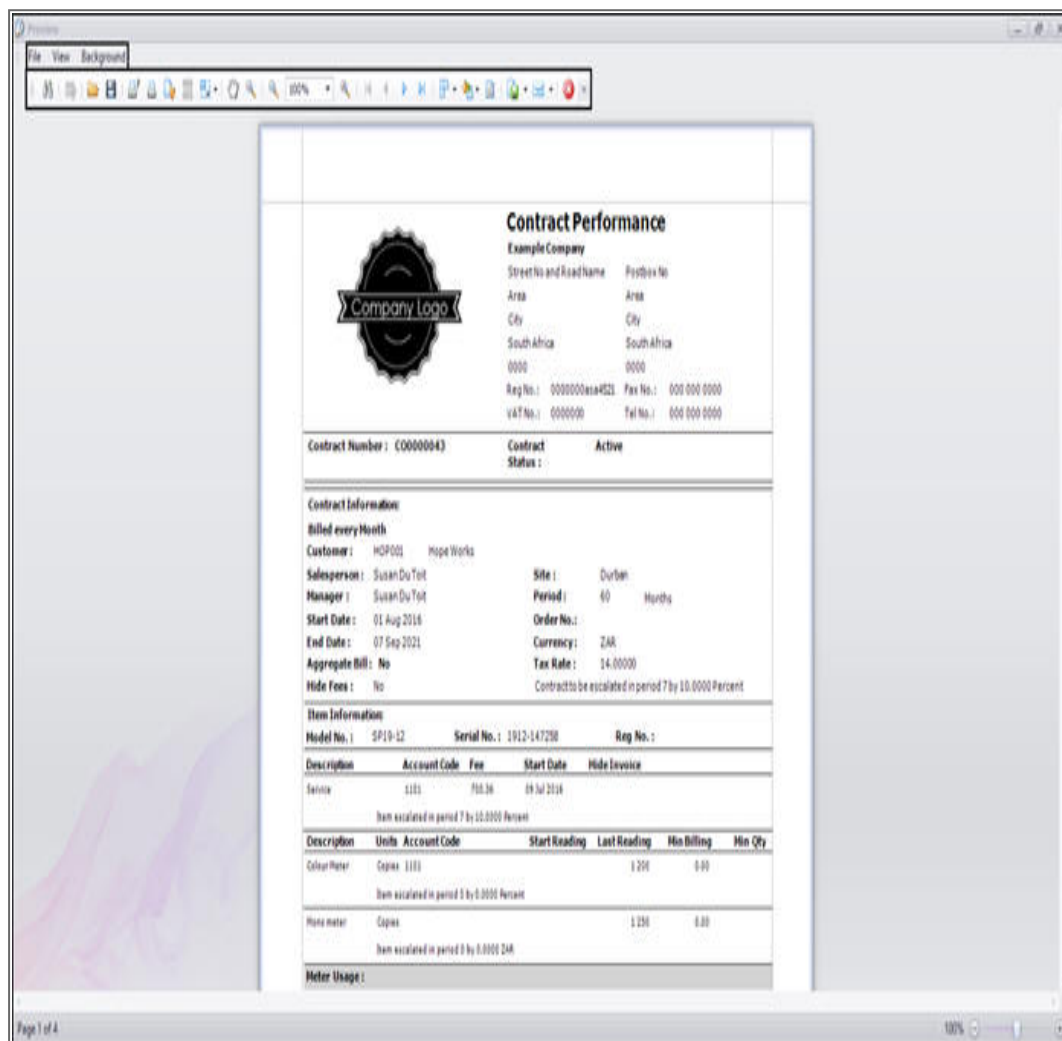
Yes No

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## VIEW CONTRACT PERFORMANCE REPORT

- The **Report Preview** screen will be displayed.
- From here you can **View**, **Print**, **Export** or **Email** the contract Performance Report.
- **Close** the Report Preview screen when you are done.



MNU.112.032

