

We are currently updating our site; thank you for your patience.

## CONTRACT

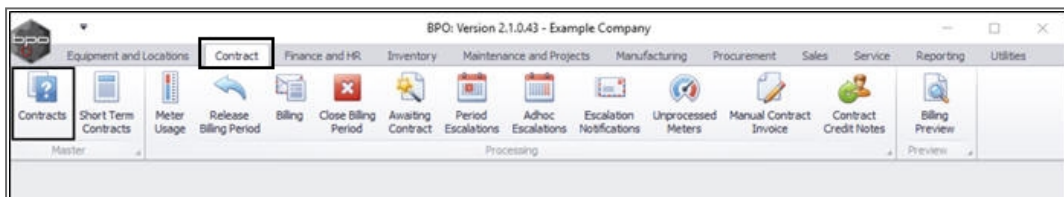
### PRINT PERFORMANCE REPORT

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.

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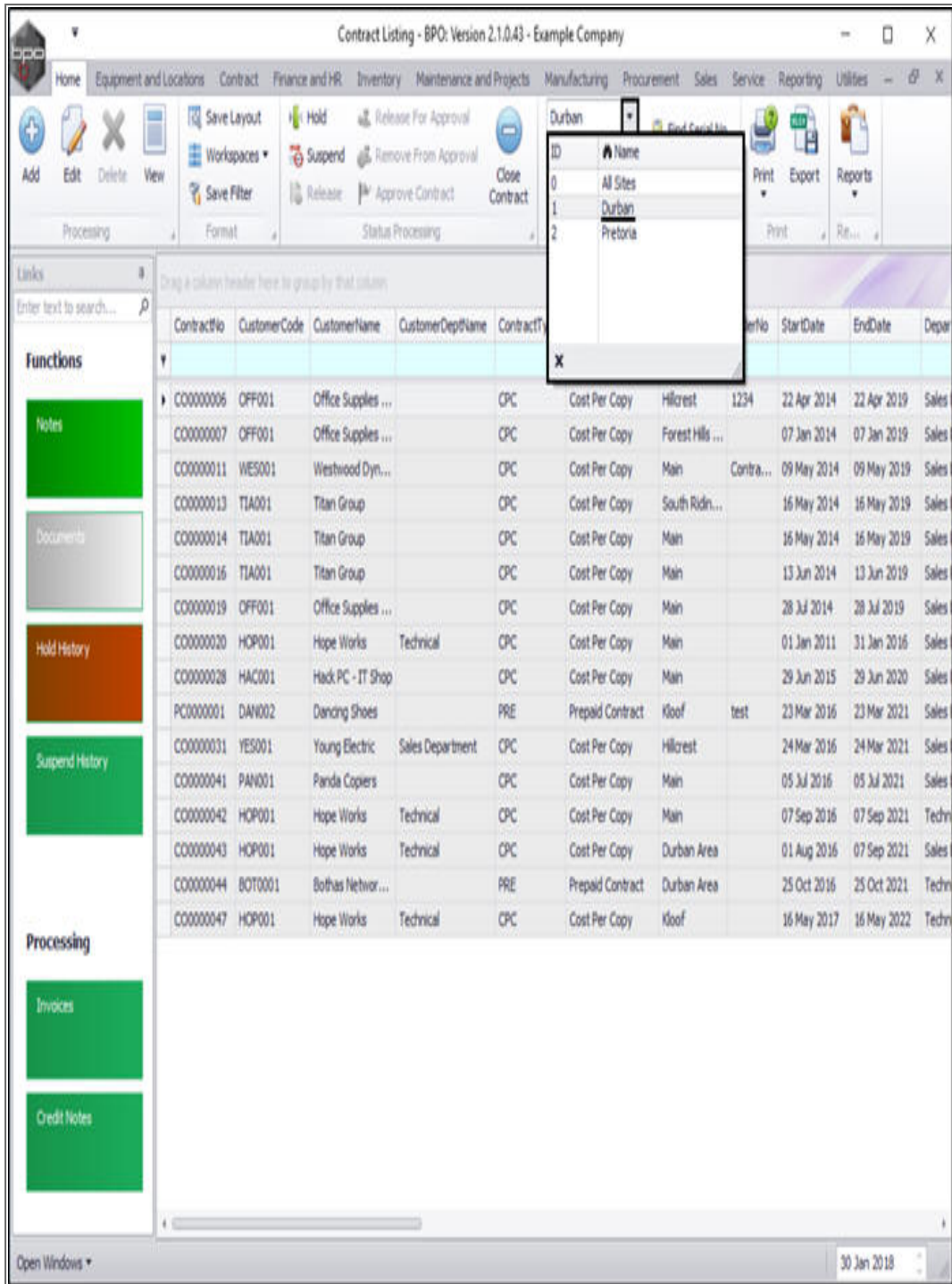
#### Ribbon Access: Contract > Contracts

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

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



- 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

Add | Edit | Delete | View | Save Layout | Hold | Release For Approval | Durban | Find Serial No. | Print | Export | Reports  
 Workspaces | Suspend | Remove From Approval | Active | Print | Re...  
 Save Filter | Release | Approve Contract | Close Contract | Processing | Format | Status Processing

Links

Enter text to search...

Functions

- Notes
- Documents
- Hold History
- Suspend History

Processing

- Invoices
- Credit Notes

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractT	ContractDesc	ContractType	ContractStatus	ContractDate	StartDate	EndDate	Department
CO000006	OFF001	Office Supplies ...		CPC			X		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
CO000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hikrest			24 Mar 2016	24 Mar 2021	Sales Des
CO000041	PAW001	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
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
PC000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test		23 Mar 2016	23 Mar 2021	Sales Des
CO000044	BOT001	Bothas Networ...		PRE	Prepaid Contract	Durban Area			25 Oct 2016	25 Oct 2021	Technical

Open Windows | 30 Jan 2018

## 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.

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Department
CO000006	OFF001	Office Supplies ...		CPC	Cost Per Copy	Hilcrest	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	Roof	test	23 Mar 2016	23 Mar 2021	Sales Des
CO000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hilcrest		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	BOT001	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	Roof		16 May 2017	16 May 2022	Technical

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

The screenshot shows the 'Contract Listing - BPO: Version 2.1.0.43 - Example Company' window. The interface includes a menu bar, a toolbar with various actions like 'Add', 'Edit', 'Delete', 'View', 'Save Layout', 'Hold', 'Release For Approval', 'Suspend', 'Remove From Approval', 'Release', 'Approve Contract', 'Close Contract', 'Refresh', 'Find Serial No.', 'Find Contract', 'Print', 'Export', and 'Reports'. A 'Contract Report' dialog box is open, with 'Performance Report' selected. Below the dialog is a table of contract data.

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Departm
CO000006	OFF001	Office Suppl...		CPC	Cost Per Copy	Hillcrest	1234	22 Apr 2014	22 Apr 2019	Sales Des
CO000007	OFF001	Office Suppl...		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
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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	BOT001	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**.

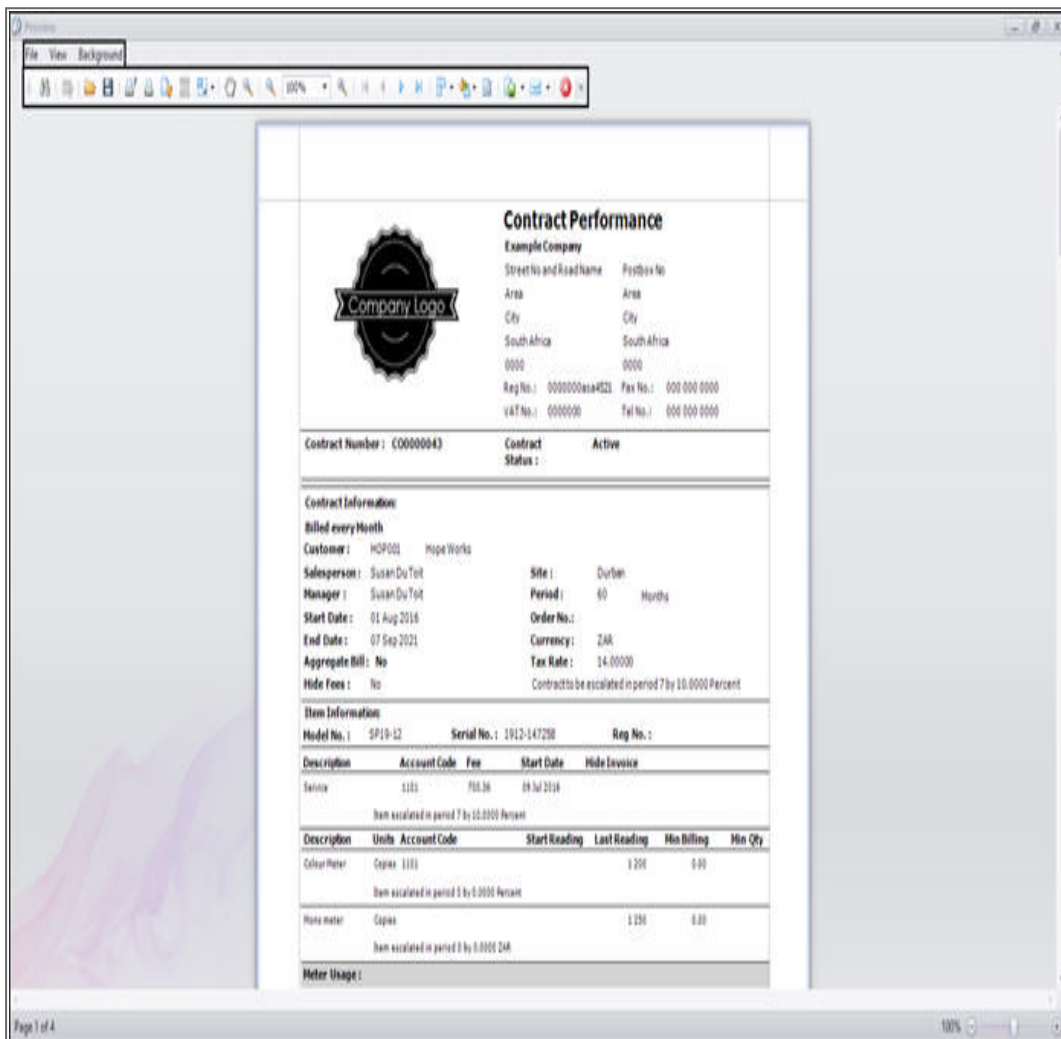
The screenshot shows the 'Contract Listing - BPO: Version 2.1.0.43 - Example Company' application. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A toolbar contains various actions such as Add, Edit, Delete, View, Save Layout, Hold, Release For Approval, Suspend, Remove From Approval, Release, Approve Contract, Close Contract, Refresh, Find Serial No., Find Contract, Print, Export, and Reports. A sidebar on the left lists 'Functions' (Notes, Documents, Hold History, Suspend History) and 'Processing' (Invoices, Credit Notes). The main area displays a table of contracts with columns: ContractNo, CustomerCode, CustomerName, CustomerDeptName, ContractType, ContractTypeDesc, Location, OrderNo, StartDate, EndDate, and Department. A dialog box titled 'Report Generation' is overlaid on the table, asking 'Do you want to print the contract performance report for CO000043?' with 'Yes' and 'No' buttons.

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 Ridh...		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	lGoof	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					lGoof		16 May 2017	16 May 2022	Technical



## 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.



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