

Cleaning Up Contracts in VISION for the VTBuys Conversion

In preparation for the VTBuys implementation in Fall of 2024, contracts in VISION are being updated with information that will be migrated from VISION into VTBuys.

Step 1

Prior to March 19, 2024, your Agency/Department VTBuys lead provided the most up to date contract information in a spreadsheet provided by the VTBuys team.

Step II

Finance and Management will upload the data provided in the previously mentioned spreadsheet into VISION on March 20th. This information will appear in a new section on the VT Performance Info tab of the contract record labeled "VTBuys/ACFR6":

Contract		VT Performance Info
Agency/Dept:	FM Finance & Management	Contract ID: 000000000000000000037525
Vendor Name:	Finite Matters Ltd	Supplier ID: 0000340918
Address: 3064 B River Road West, City, State, Zip: Goochland, VA 23063		
Start Date:	11/28/2018	Expire Date: 06/30/2025 Description: PROVIDE TECHNICAL SUPPORT AND
Maximum Payable:	\$30,000.000	C4C Contract: <input checked="" type="checkbox"/> Approved: <input checked="" type="checkbox"/>
Financial Information		
Does this agreement include performance measures tied to outcomes and/or funding?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Estimated Funding Split:	G-Fund <input type="text"/> 100%	F-Fund <input type="text"/> % S-Funds <input type="text"/> % GC-Fund <input type="text"/> % Other <input type="text"/> %
\$10,000.00		
Total funding splits: 100 %		
General Procurement Information		
Process used:	<input type="text" value="Sole sourced"/>	
Agreement type:	<input type="text" value="Other contracts for services"/>	
VTBuys/ACFR6		
Type (from mapping):	<input type="text" value="svcs"/>	
Sub type (from mapping):	<input type="text" value="svcs_gen"/>	
New contract type code:	<input type="text" value="svcs"/> 🔍	
New contract sub type code:	<input type="text" value="svcs_it_professional"/> 🔍	
Actual contract maximum:	<input type="text" value="\$30,000.00"/>	
Actual amount paid:	<input type="text" value="\$0.00"/>	

Save Return to Search Notify Refresh Add Update/Display Correct History

1. **New contract type code** - This field will be populated based upon the VISION Agreement Type unless an Agency/Department has entered data in **Column N** of the Workbook.
2. **New contract sub type code** - This field will be populated by based upon the VISION Agreement Type unless an Agency/Department has entered data in **Column O** of the Workbook.
3. **Actual contract maximum** - This field will be populated by the Contract Maximum Amount on the Contract tab in VISION, unless an Agency/Department has entered data in **Column U** of the Workbook.

4. **Actual amount paid** - This field will be populated by the Contract Released Amount on the Contract tab in VISION, unless an Agency/Department enters data in **Column V** of the Worksheet.

Step III

- A. Any new contracts added after March 19, 2024, will need to have fields one through three above populated as part of the new contract set up. This step is outlined in the [Contracts manual](#) in the Enter Services Contract exercise.
- B. Field three above, **Actual contract maximum**, must be updated if any contract adjustments change the contract maximum amount. This step is outlined in the [Contracts manual](#) in the Create Contract Change/Amendment exercise.

Step IV

Field four above, **Actual amount paid**, will be updated as part of the ACFR 6 year-end closing instructions

The VTBuys fields are included in a query called VT_CONT_VTBUIYS_CUSTOM

Type and Sub Type Codes

Contract Type Code	Contract Type	Contract Sub Type Code	Contract Sub Type
com	Commodity	com_opc	OPC-issued
com	Commodity	com_it_hardware	I.T. hardware
com	Commodity	com_it_software	I.T. software
svcs	Services	svcs_gen	General Services
svcs	Services	svcs_legal	Legal Services
svcs	Services	svcs_expert_witness	Expert Witness Services
svcs	Services	svcs_arch_engr_vert	Architecture & Engineering (vertical)
svcs	Services	svcs_arch_engr_vert_design_build	Architecture & Engineering (vertical) - Design, Build
svcs	Services	svcs_arch_engr_horz	Architecture & Engineering (horizontal)
svcs	Services	svcs_arch_engr_horz_vert_design_build	Architecture & Engineering (horizontal) - Design, Build
svcs	Services	svcs_it_implementation	I.T. Services (Implementation)
svcs	Services	svcs_it_professional	I.T. Services (Professional)
vertical_constr	Vertical Construction	constr_gen	Construction
vertical_constr	Vertical Construction	constr_mgr	Construction Manager
vertical_constr	Vertical Construction	constr_clerk_of_wrk	Clerk of the works
vertical_constr	Vertical Construction	constr_design_build	Construction Design, Build
agr_conf	Agreements to Receive or Access Confidential information	agr_conf_rec_access_info	Agreements to Receive or Access Confidential information
retn	Retainer	retn_it	IT Retainer (Professional Services)
retn	Retainer	retn_constr_trade_svcs	Construction Trade Services
retn	Retainer	retn_ae_vertical	Professional Services - A&E Vertical
retn	Retainer	retn_constr_prj_mgmt_svcs	Project Management Services
retn	Retainer	retn_constr_ev_chrg_svcs	EV Charging Station Service Contracts
retn	Retainer	retn_constr_clerk_of_wrk	Clerk of the works
retn	Retainer	retn_its75_soft_svcs	ITS75 Software & Services
retn	Retainer	retn_naspo_cloud	NASPO Cloud
retn	Retainer	retn_naspo_const_gsa	NASPO Construction Equipment and GSA
retn	Retainer	retn_naspo_multi_state_gen	NASPO / Multi-State General
retn	Retainer	retn_ae_horizontal	Professional Services - A&E Horizontal
retn	Retainer	retn_idiq	Indefinite Delivery Indefinite Quantity (IDIQ)
retn	Retainer	retn_joc	Job Order Contracting (JOC)
retn	Retainer	retn_marketing	Marketing