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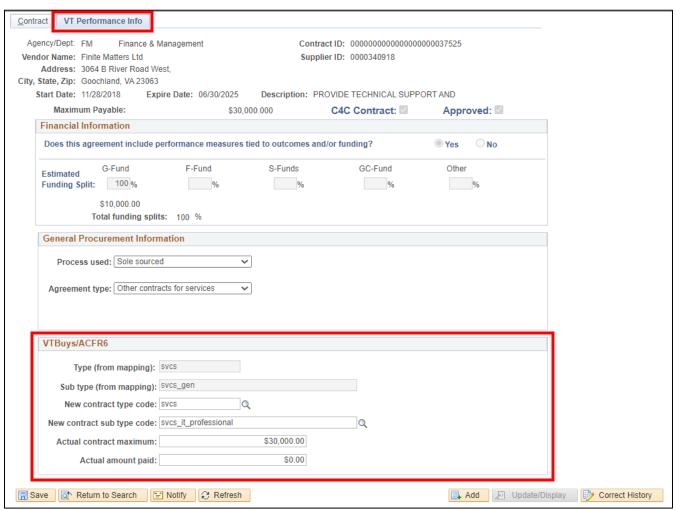
In preparation for the VTBuys implementation in Fall of 2024, contracts in VISION are being updated with information that will be migrated from VISION into VTBuys.

## Step I

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":



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_VTBUYS_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 |