



**Contracts
Reporting Manual**

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Contracts Queries

VT_ORIGN_CNTRCT_LN_BAL_ADDRESS – ORIGN Cntrct LineBal Vndr Add	
Purpose	Lists all open contracts for an origin as of a prompted date including address information (sequence line 1) for the contractor
Prompts	Origin, expiration date (not less than)
Columns	Origin, contract, supplier name, supplier ID, header description, begin date, expiration date, status, maximum amount, contract line number, amount released to PO, line description, prompted expiration date, address, city, state, zip code

VT_ORIGN_CONTRACT_BALANCE – ORIGN Contract Remain Bal	
Purpose	Lists all open contracts for an origin as of a prompted date and includes released and remaining obligation amounts
Prompts	Origin, expiration date (not less than)
Columns	Origin, contract, supplier ID, name, description, begin date, expiration date, status, maximum amount, amount released to PO, remaining obligation, prompted expiration date

VT_ORIGN_CONTRACT_LN_DESCR_BAL– ORIGN Contract LineDescr & Bal	
Purpose	Lists all open contracts for an origin as of a prompted date
Prompts	Origin, expiration date (not less than)
Columns	Origin, contract, supplier name, supplier ID, header description, begin date, expiration date, status, maximum amount, contract line number, released amount, line description, prompted expiration date, account, department, fund, class, program

VT_ORIGN_MSTR_CNTRCT_INFO – MSTR CNTRCT INFO BEGIN DT FROM	
Purpose	Lists all contracts and current information from a particular origin that has used a master contract
Prompts	Origin, contract start date
Columns	Origin, buyer, supplier, supplier name, master contract ID, contract, description, contract status, begin date, expiration date, maximum amount, contract line number, line status, total line amount released, category code, category description, line info, date query run, prompted contract start date

VT_ORIGN_MSTR_CNTRCT_PO_DTL – Master Contracts with PO DTL	
Purpose	Lists all PO's and associated contract used on a master contract for a given origin
Prompts	Origin, expiration date (not less than)
Columns	Origin, buyer, supplier ID, supplier name, master contract ID, contract, description, contract status, begin date, expiration date, maximum amount, contract line number, line status, total line amount released, category code, category description, line information, PO business unit, PO buyer, PO number, PO accounting date, line number, schedule number, line distribution number, PO status, PO amount, query run date, prompted expiration date, PO cancel status

VT_ORIGN_MSTR_CNTRCT_POACCDATE – Mstr Cntrct PO Dtl Acctg Dates	
Purpose	Lists all PO's and associated contract used on a master contract for a given origin (similar to VT_ORIGIN_MSTR_CNTRCT_PO_DTL except this is run on PO date instead of contract term dates)
Prompts	Origin, range of accounting dates
Columns	Origin, buyer, supplier ID, supplier name, master contract ID, contract ID, description, contract status, beginning date, expiration date, maximum amount, contract line number, line status, total line amount released, category code, category description, line information, PO business unit, PO buyer, PO number, PO accounting date, line number, schedule number, distribution line, PO status, PO amount, query run date, PO cancelled status, prompted range of accounting dates

VT_PERF_CONTRACTS – Perf Cntrcts by Origin & Date	
Purpose	Lists all performance-based ("Challenges for Change") contracts with a Begin Date that falls within the date range specified. This query is used to review performance contract information entered and will only list those contracts where the Performance Measures checkbox has been checked.
Prompts	Origin, range of contract dates, Challenges for Change (C4C)
Columns	All fields on the Performance Contract page: SetID, contract id, origin, description, begin and expire dates, supplier id, supplier name, contract status, perf. page approved, performance measures, C4C contract, max. amount, funding splits, user ID, date the page was last updated

VT_PERF_CONTRACTS_EXCL_GRNTS – Perf Contracts List w/o Grants	
Purpose	This query is the same as the VT_PERF_CONTRACTS query, except that it excludes contracts with a Category ID = 00941 which is Grants. If a business unit does not use the contracts functionality for grants monitoring, both queries will return the same results.
Prompts	Origin, range of contract dates, Challenges for Change (C4C)
Columns	All fields on the Performance Contract page: SetID, contract id, origin, description, begin and expire dates, supplier id, supplier name, contract status, perf. page approved, performance measures, C4C contract, max. amount, funding splits, user ID, date the page was last updated

VTPO004A – Expired Contracts	
Purpose	Lists "Open", "Canceled" & "On-Hold" contracts with a start date before a given date
Prompts	Set ID, origin, buyer and contract beginning date
Columns	Origin, buyer, contract, description, supplier id, supplier name, beginning date, status

VTPO004B – Expired Contracts Before Prompt Date	
Purpose	Lists "Available" contracts with an expiration date less than a given date
Prompts	Set ID, origin (% may be used for all), buyer (% may be used for all), Expiration date less than
Columns	Origin, buyer, expiration date, contract number, description, supplier id, supplier name, maximum amount, total amount released, amount released, open amount released

VT_CONTRACT_VCHR_DETAILS – Review Vouchers for a Contract	
Purpose	Lists all vouchers with accounting details as well as associated PO number for a specific contract
Prompts	Contract number
Columns	GL unit, AP unit, voucher, invoice, invoice date, accounting date, voucher line number, voucher distribution line number, sequence line number, voucher line description, PO number, contract ID, supplier id, supplier name, account, account description, dept ID, fund, program, project, class and amount

VT_CONTRACT_USAGE_REPORT – Processed POs against a Contract	
Purpose	Lists of which purchase orders have been processed against a specific contract.
Prompts	SetID, ContractID, From PO Date, Thru PO Date, PO Business Unit
Columns	ContractID, Contract Line number, Long Description, PO Date, PO Business Unit, PO Number, Line number, PO Quantity, Merchandise Amount, Start Date, End Date

VT_AP_CASH_VCHR_PO_CNTRCT_DTL – Shows paid vouchers against a PO and Contract	
Purpose	Lists paid vouchers with detail against a PO and Contract
Prompts	GL Business Unit, AP Business Unit, Account, Dept ID, Fund code, Program Code, Project ID, Class, Payment From Date, Payment Thru Date
Columns	GL Business Unit, AP Business Unit, Voucher ID, Invoice Number, Invoice Date, Journal Date, Payment Date, Voucher Line Number, Voucher Distribution Line Number, Sequence, Description, PO Number, Contract ID, Supplier ID, Supplier Name, Account, Dept ID, Fund, Program, Project, Class, Monetary Amount

Contract Reports

VT Contracts by Origin (VTPOR001)

Possible situations when this report should be run: This report lists the all contracts by Origin.

WorkCenter navigation: Purchasing WorkCenter > Reports/Queries tab > Report / Processes pagelets > Procurement Contracts > VT Contracts by Origin

Navigator Menu navigation: Procurement Contracts > Reports > VT Contracts by Origin

Click on the Add a New Value tab

VT Contracts by Origin

Find an Existing Value

Add a New Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Search by:

Run Control ID begins with

▼ Show more options

Search

Clear

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_VTPOR001)

Click the Add Button

The Vtpor001 page displays:

Vtpor001

Run Control ID Test Report Manager Process Monitor Run

Language English

Report Request Parameters

Origin: (Optional)

Supplier ID: (Optional)

Contract Status: (Optional)

Primary Buyer: (Optional)

Save Notify Add Update/Display

Enter information on the VTpor001 page:

- **Origin** - Enter the Origin code; or click on magnifying glass to lookup; or leave blank
- **Supplier ID** - Enter the Supplier ID; or click on magnifying glass to lookup; or leave blank
- **Contract Status** – Choose from the drop down the contract status; or leave blank
- **Primary Buyer** - Enter the Primary Buyer; or click on the magnifying glass to lookup; or leave blank

Vtpor001

Run Control ID Test Report Manager Process Monitor Run

Language English

Report Request Parameters

Origin: DPS (Optional)

Supplier ID: 0000000088 (Optional)

Contract Status: Approved (Optional)

Primary Buyer: % (Optional)

Save Notify Add Update/Display

Click Save button

Click Run button

The Process Scheduler Request page displays:

Process Scheduler Request

Help

User ID WZIEGLER

Run Control ID Test

Server Name

Run Date 01/18/2024

Recurrence

Run Time 2:37:14PM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Contracts by Origin Report	VTPOR001	SQR Report	Web	PDF	Distribution

OK

Cancel

On the Process Scheduler Request page, select:

- **Type** - Choose desired value – Web is recommended
- **Format** - Choose desired value – PDF is recommended

Click the OK button

The Vtpor001 page displays:

Vtpor001

Run Control ID Test

Report Manager Process Monitor

Run

Language English

Process Instance:12437165

Report Request Parameters

Origin: DPS

(Optional)

Supplier ID: 0000000088

(Optional)

Contract Status: Approved

(Optional)

Primary Buyer: %

(Optional)

Save

Notify

Add

Update/Display

Click the [Process Monitor](#) link

The Process List page displays:

Process List

Server List

View Process Requests

User ID

WZIEGLER

Type

Last

1

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-1 of 1

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437165		Test	SQR Report	VTPOR001	WZIEGLER	01/18/2024 2:37:14PM EST	Success	Posted	Details	Actions

Go back to VT Contracts by Origin

Save

Notify

Click Refresh until the Run Status displays “Success” and the Distribution Status displays “Posted”

Click on Go back to [VT Contracts by Origin](#) link (bottom left of page)

The Vtpor001 page displays:

Vtpor001

Run Control ID

Test

Report Manager

Process Monitor

Run

Language

English

Report Request Parameters

Origin

DPS

(Optional)

Supplier ID

0000000088

(Optional)

Contract Status

Approved

(Optional)

Primary Buyer

%

(Optional)

Save

Return to Search

Notify

Add

Update/Display

Click on [Report Manager](#) link

Records Printed: 0
VTPOR001.SQR Contracts by Origin Code Report Run Sucessfully

VT Contracts to Expire (VT_RPTPO005)

Possible situations when this report should be run: This report lists the all contracts that are due to expire or past the expiration date.

WorkCenter navigation: Purchasing WorkCenter > Reports/Queries tab > Report / Processes pagelets > Procurement Contracts > VT Contracts to Expire

Navigator Menu navigation: Procurement Contracts > Reports > VT Contracts to Expire

Click on the Add a New Value tab

VT Contracts To Expire

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Search by: Run Control ID begins with

Show more options

Search

Clear

Add a New Value

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_VT_RPTPO005)

Click the Add Button

The Contracts to Expire page displays:

Contracts To Expire

Run Control ID Test_Expire

Report Manager Process Monitor Run

Language English

Report Request Parameters

*SetID: STATE

Origin: (Optional)

Primary Buyer: (Optional)

Through Date: 31

Save Notify

Add Update/Display

Enter information on the Contracts to Expire page:

- **SetID** - Leave as default (STATE)
- **Origin** - Enter the Origin; or click on magnifying glass to lookup; or leave blank
- **Primary Buyer** - Enter the Primary Buyer; or click on magnifying glass to lookup; or leave blank
- **Through Date** - Enter the desired date; or click on calendar icon to select the date

Contracts To Expire

Run Control ID Test_Expire

Report Manager Process Monitor Run

Language English

Report Request Parameters

*SetID: STATE

Origin: DPS (Optional)

Primary Buyer: % (Optional)

Through Date: 12/31/2023 31

Save Notify

Add Update/Display

Click Save button

Click Run button

The Process Scheduler Request page displays:

Process Scheduler Request

Help

User ID WZIEGLERRun Control ID Test_Expire

Server Name

Run Date01/18/2024

Recurrence

Run Time2:56:08PM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	VT_RPTPO005	VT_RPTPO005	Application Engine	Web	PDF	Distribution

OK

Cancel

On the Process Scheduler Request page, select:

- **Type** - Choose desired value – Web is recommended
- **Format** - Choose desired value – PDF is recommended

Click the OK button

The Contracts to Expire page displays:

Contracts To Expire

Run Control ID Test_ExpireLanguage English

Report ManagerProcess MonitorRun

Process Instance:12437167

Report Request Parameters

*SetID: STATE

Origin: DPS (Optional)

Primary Buyer: % (Optional)

Through Date: 12/31/2023

Save

Notify

Add

Update/Display

Click the [Process Monitor](#) link

The Process List page displays:

Process List

Server List

View Process Requests

User ID

WZIEGLER

Type

Last

1

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437167		Test_Expire	Application Engine	VT_RPTPO005	WZIEGLER	01/18/2024 2:56:08PM EST	Success	Posted	Details	Actions

Click Refresh until the Run Status displays “Success” and the Distribution Status displays “Posted”

Click on Go back to [VT Contracts to Expire](#) link (bottom left of page)

The Contracts to Expire page displays:

Contracts To Expire

Run Control ID

Test_Expire

Report Manager

Process Monitor

Run

Language

English

Report Request Parameters

*SetID:

STATE

Origin:

DPS

(Optional)

Primary Buyer:

%

(Optional)

Through Date:

12/31/2023

Save

Return to Search

Notify

Add

Update/Display

Click on [Report Manager](#) link

The View Reports For page displays:

List Explorer Administration Archives

View Reports For

User ID

Type

Last

Days

Status

Folder

Instance

to

Report List


1-4 of 4

Select	Report ID	Prct Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514035	12437167	VTRPTPO0005 - VT Contracts to Expire.pdf	01/18/2024 2:57:32PM	Acrobat (*.pdf)	Posted	Details

Click on the Administration tab

Click on [VTRPTPO0005 – VT Contracts to Expire.pdf](#) link

Example of Report Output



State of Vermont
Contracts Due To Expire

Report Definition: VTRPTPO005
Page: 1 of 1
Run Date: 1/18/2024
Run Time: 14:57:31 PM

Origin	Buyer	Expire Dt	Contract Number	Contract Descr	Supplier	Name	Max Amt	Released Amt
DPS	MBEAN2	2021-10-20	0000000000000000000039131	licensing examinations	0000380070	Prov Inc.	0.00	0.00
DPS	AGEE	2022-12-31	0000000000000000000044333	Fit For Duty Psychological Eva	0000024109	John W Donnelly PhD	7,500.00	7,500.00
DPS	AGEE	2023-05-31	0000000000000000000045240	Recruitment Campaign	0000401669	Gray Media Group, Inc	9,995.00	9,857.98
DPS	AGEE	2023-07-31	0000000000000000000038702	K9 car temp sensor	0000377128	Radiotronics, Inc.	30,244.81	29,797.43
DPS	AGEE	2023-08-01	0000000000000000000043531	Structural Collapse Training	0000403681	Spec Rescue International Inc	68,970.00	68,970.00
DPS	AGEE	2023-08-01	0000000000000000000045681	2023 Law Enforcement Executive	0000412105	Dirigo Safety LLC	5,500.00	5,426.85
DPS	AGEE	2023-08-31	0000000000000000000044505		0000382651	Vermont Catamount Sports Properties, LLC	10,000.00	10,000.00
DPS	DLAROSE	2023-08-31	0000000000000000000042535	DPS-Summer & Winter Boots	0000399443	US Patriot LLC	100,000.00	35,885.63
DPS	WVIVIAN	2023-09-26	0000000000000000000039089	Submersible Robot w /Training	0000320937	Electronic Sales of New England	77,125.00	74,130.00
DPS	AGEE	2023-09-30	0000000000000000000042286	equipment calibration	0000364197	Law Calibration LLC	10,000.00	7,270.00
DPS	AGEE	2023-09-30	0000000000000000000042762	Janitorial Service at Vermont	0000355781	Jones,Marilyn Lou	9,500.00	7,158.00
DPS	AGEE	2023-09-30	0000000000000000000045154	Conference	0000339452	Burke Mountain Operating Company	60,881.00	0.00
DPS	AGEE	2023-09-30	0000000000000000000039081	Wellness Clinician	0000079494	Gurney,Lori P MS	662,974.98	635,144.22
DPS	AGEE	2023-09-30	0000000000000000000040780	software services	0000227820	The Computer Solution Company of	116,605.00	92,857.50
DPS	RORTIZ	2023-12-14	0000000000000000000039436	DPS Digital Evidence Managemen	0000381832	Foray Technologies	49,214.00	44,066.00

Unapproved Contracts Report (VTPO004)

Possible situations when this report should be run: This report lists all contracts that are unapproved and are beyond the start date.

WorkCenter navigation: Purchasing WorkCenter > Reports/Queries tab > Report / Processes pagelets > Procurement Contracts > Unapproved Contracts Report





Navigator Menu navigation: Procurement Contracts > Reports > Unapproved Contracts>StartDt
[Unapproved Contracts >StartDt](#)

Find an Existing Value

[+ Add a New Value](#)

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

 Recent Searches	<input type="text" value="Choose from recent searches"/>		 Saved Searches	<input type="text" value="Choose from saved searches"/>	
---	--	---	--	---	---

Search by: Run Control ID begins with

▼ [Show more options](#)

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_VTPO004)

Click the Add Button

The Unapproved Contracts > StartDt page displays:

Unapproved Contracts > StartDt

Run Control ID Unapproved Report Manager Process Monitor Run

Language English

Report Request Parameters

*SetID: STATE

Origin: (Optional)

Primary Buyer: (Optional)

Through Date: 31

Save Notify Add Update/Display

Enter information on the Unapproved Contracts > StartDt page:

- **SetID** - Leave as default (STATE)
- **Origin** - Enter the Origin; or click on magnifying glass to lookup; or leave blank
- **Primary Buyer** - Enter the Primary Buyer; or click on magnifying glass to lookup; or leave blank
- **Through Date** - Enter the desired date; or click on calendar icon to select the date

Unapproved Contracts > StartDt

Run Control ID Unapproved Report Manager Process Monitor Run

Language English

Report Request Parameters

*SetID: STATE

Origin: DPS (Optional)

Primary Buyer: (Optional)

Through Date: 12/31/2023 31

Save Notify Add Update/Display

Click Save button

Click Run button

The Process Scheduler Request page displays:

The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it has a title bar with a close button (X) and a 'Help' link. Below the title bar, there are two fields: 'User ID' with the value 'WZIEGLER' and 'Run Control ID' with the value 'Unapproved'. Below these, there are four input fields: 'Server Name' (a dropdown menu), 'Run Date' (a date field with a calendar icon, showing '01/18/2024'), 'Recurrence' (a dropdown menu), and 'Run Time' (a time field with a clock icon, showing '3:29:31PM'). To the right of the 'Run Time' field is a button labeled 'Reset to Current Date/Time'. Below these fields is a 'Time Zone' field with a search icon. Below the input fields is a table titled 'Process List'. The table has columns: 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. There is one row in the table with a checked 'Select' box, 'Description' 'VT_RPTPO004', 'Process Name' 'VT_RPTPO004', 'Process Type' 'Application Engine', '*Type' 'Web', '*Format' 'PDF', and 'Distribution' 'Distribution'. Below the table are two buttons: 'OK' and 'Cancel'.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	VT_RPTPO004	VT_RPTPO004	Application Engine	Web	PDF	Distribution

On the Process Scheduler Request page, select:

- **Type** - Choose desired value – Web is recommended
- **Format** - Choose desired value – PDF is recommended

Click the OK button

The Unapproved Contracts > StartDt page displays:

The screenshot shows the 'Unapproved Contracts > StartDt' page. At the top, there is a breadcrumb navigation bar with the text 'Unapproved Contracts > StartDt'. Below the breadcrumb, there are two fields: 'Run Control ID' with the value 'Unapproved' and 'Language' with a dropdown menu showing 'English'. To the right of these fields are two links: 'Report Manager' and 'Process Monitor', followed by a button labeled 'Run'. Below the links and button is a field labeled 'Process Instance:12437170'. Below this is a section titled 'Report Request Parameters'. This section contains four input fields: '*SetID:' with the value 'STATE', 'Origin:' with the value 'DPS' and '(Optional)', 'Primary Buyer:' with the value '%' and '(Optional)', and 'Through Date:' with the value '12/31/2023'. Below the 'Report Request Parameters' section are two buttons: 'Save' and 'Notify'. To the right of these buttons are two more buttons: 'Add' and 'Update/Display'.

Report Request Parameters	
*SetID:	STATE
Origin:	DPS (Optional)
Primary Buyer:	% (Optional)
Through Date:	12/31/2023

Click the [Process Monitor](#) link

The Process List page displays:

Process List **Server List**

View Process Requests

User ID: Type: Last: Days:

Server: Name: Instance: Range:

Run Status: Distribution Status: ☒ Save On Refresh [Report Manager](#)

Process List

1-4 of 4 View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437170		Unapproved	Application Engine	VT_RPTPO004	WZIEGLER	01/18/2024 3:29:31PM EST	Success	Posted	Details	Actions

Click Refresh until the Run Status displays “Success” and the Distribution Status displays “Posted”

Click on Go back to [Unapproved Contracts > StartDt](#) link (bottom left of page)

The Unapproved Contracts > StartDt page displays:

Unapproved Contracts > StartDt

Run Control ID: Unapproved [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

*SetID:

Origin: (Optional)

Primary Buyer: (Optional)

Through Date:

Click on [Report Manager](#) link

The View Reports For page displays:

List

Explorer

Administration

Archives

View Reports For

User ID

WZIEGLER

Type

Last

10

Days

Refresh

Status

Folder

Instance

to

Report List

<div><div></div><div></div></div>	<div><< < 1-6 of 6 > > View All</div>						
Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514041	12437170	VT_RPTPO004 - VT Unapproved Contracts Beyond Start Date.pdf	01/18/2024 3:31:36PM	Acrobat (*.pdf)	Posted	Details

Click on the Administration tab

Click on [VT_RPTPO004 – VT Unapproved Contracts Beyond Start Date.pdf](#) link

Example of Report Output



State of Vermont

Unapproved Contracts Beyond Start Date

Report Definition: VTRPTPO004

Page: 1 of 1

Run Date: 1/18/2024

Run Time: 15:31:35 PM

Origin	Buyer	Contract Number	Contract Descr	Supplier	Name	Begin Date
DPS	AGEE	00000000000000000042231	evaluating and scoring	0000021511	Bartol,Curt R Ph D	2021-08-01
DPS	AGEE	00000000000000000043814	Fire hose testing	0000404790	Waterway of the Hudson Valley	2022-07-01
DPS	AGEE	00000000000000000045223	Service & maintenance	0000251463	Peak Scientific Inc	2023-04-01
DPS	AGEE	00000000000000000045513	TruNarc Warranty Services	0000383219	Thermo Scientific Portable Analytical	2023-04-01
DPS	AGEE	00000000000000000045612	Food Catering	0000411854	Early Bird Catering	2023-05-01
DPS	AGEE	00000000000000000046125	Mental Health Crisis Specialis	0000041892	Washington County Mental Health	2023-07-01
DPS	AGEE	00000000000000000046140	Mental Health Crisis Specialis	0000041904	Counseling Service of Addison Cty Inc	2023-07-01
DPS	AGEE	00000000000000000046141	Mental Health Crisis Specialis	0000001956	Health Care & Rehab Serv of SE VT Inc	2023-07-01
DPS	AGEE	00000000000000000046142	Mental Health Crisis Specialis	0000000650	HowardCenter Inc	2023-07-01
DPS	AGEE	00000000000000000046307	Mental Health Crisis Specialis	0000041884	Northwestern Counseling & Support	2023-07-01
DPS	AGEE	00000000000000000046375	Mental Health Crisis Specialis	0000046073	Rutland Mental Health Services	2023-07-01
DPS	KIRISH	00000000000000000046368	Temperature Monitoring System	0000316218	Rees Scientific Corp	2023-08-01

VT Service Contracts (VTPO7001)

Possible situations when this report should be run: This report lists all service contracts.

WorkCenter navigation: Purchasing WorkCenter > Reports/Queries tab > Report / Processes pagelets > Procurement Contracts > VT Service Contracts

Navigator Menu navigation: Procurement Contracts > Reports > VT Service Contracts

VT Service Contracts

Find an Existing Value

+ Add a New Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Search by:

Run Control ID begins with

▼ Show more options

Search

Clear

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_VTPO7001)

Click the Add Button

The Vtpo7001 page displays:

Vtpo7001

Run Control ID Test_Svc_Contracts
Language English

Report Manager Process Monitor Run

Report Request Parameters

SERVICES CONTRACT REPORT

Contracts Executed in Fiscal Year

Hint: Select CSV output format.

Save Notify Add Update/Display

Enter information on the Vtpo7001 page:

- **Contracts Executed in Fiscal Year** - Enter the Fiscal Year (Required value)

Vtpo7001

Run Control ID Test_Svc_Contracts
Language English

Report Manager Process Monitor Run

Report Request Parameters

SERVICES CONTRACT REPORT

Contracts Executed in Fiscal Year 2023

Hint: Select CSV output format.

Save Notify Add Update/Display

Click Save button

Click Run button

The Process Scheduler Request page displays:

Process Scheduler Request

Help

User ID WZIEGLERRun Control ID Test_Svc_Contracts

Server Name

Run Date01/18/2024

Recurrence

Run Time3:43:46PM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	VTPO7001	VTPO7001	SQR Report	Web	CSV	Distribution

OK

Cancel

On the Process Scheduler Request page, select:

- **Type** - Choose desired value – Web is recommended
- **Format** - Choose desired value – CSV is recommended

Click the OK button

The Vtpo7001 page displays:

Vtpo7001

Run Control ID Test_Svc_Contracts

Report ManagerProcess Monitor

Run

LanguageEnglish

Process Instance:12437171

Report Request Parameters

SERVICES CONTRACT REPORT

Contracts Executed in Fiscal Year2023

Hint: Select CSV output format.

Save

Notify

Add

Update/Display

Click the [Process Monitor](#) link

The Process List page displays:

Process List

Server List

View Process Requests

User ID

WZIEGLER

Type

Last

1

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

☒ Save On Refresh

Report Manager

Reset

Process List

1-5 of 5

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437171		Test_Svc_Contracts	SQR Report	VTPO7001	WZIEGLER	01/18/2024 3:43:46PM EST	Processing	N/A	Details	Actions

Click Refresh until the Run Status displays “Success” and the Distribution Status displays “Posted”

Click on Go back to [VT Service Contracts](#) link (bottom left of page)

The Vtp07001 page displays:

Vtpo7001

Run Control ID

Test_Svc_Contracts

Report Manager

Process Monitor

Run

Language

English

Report Request Parameters

SERVICES CONTRACT REPORT

Contracts Executed in Fiscal Year

2023

Hint: Select CSV output format.

Save

Return to Search

Notify

Add

Update/Display

Click on [Report Manager](#) link

The View Reports For page displays:

List

Explorer

Administration

Archives

View Reports For

User ID

WZIEGLER

Type

Last

10

Days

Refresh

Status

Folder

Instance

to

Report List

<<

<

1-7 of 7

>

>>

View All

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514042	12437171	VTPO7001	01/18/2024 3:44:34PM	Comma delimited (*.csv)	Posted	Details

Click on the Administration tab

Click on [VTPO7001](#) link

Example of Report Output

NEW CONTRACTS EXECUTED 07/01/2022 - 06/30/2023								
							Amount	
Origin	Contract	Vendor	Name	Begin Dt	Expire Dt	Max Amount	Expended	Remaining
	911	00000000C	00004106C Virtual Academy	2/13/2023	2/15/2025	14,160.00	7,080.00	7,080.00
SubTotal Qty: 1							14,160.00	7,080.00
ADM	00000000C	000013153	Public Consulting Group, LLC	1/23/2023	4/15/2024	250,000.00	0	250,000.00
SubTotal Qty: 1							250,000.00	0
AG	00000000C	000040581	Martinelli & Associates Justice &	7/1/2022	6/30/2024	15,000.00	0	15,000.00
AG	00000000C	000036821	Ijames,Stephen Bradford	7/12/2022	7/11/2024	5,000.00	0	5,000.00
AG	00000000C	000038245	Rath, Young and Pignatelli, P.C.	9/1/2022	3/23/2023	10,000.00	0	10,000.00
AG	00000000C	000040668	Duquette-Hoffman,Jason	9/19/2022	3/1/2023	9,000.00	5,250.00	3,750.00
AG	00000000C	00003354C	Rivulent Web Design Inc	9/16/2022	9/16/2024	10,000.00	668	9,332.00
AG	00000000C	000036644	Percipient, LLC	9/19/2022	9/9/2023	150,000.00	84,649.94	59,838.38

Multi-		Contracts		Multi-Year Contracts		Multi-Year Contracts		
Cat	Year	Released	& Under	Max Amount	Released	Description		
00001	Yes	7,080.00	14,160.00	14,160.00	7,080.00	LEARNING MGMT SYSTEM AND TRAINING RECORDS DATABASE		
		7,080.00	14,160.00		7,080.00			
00808	Yes	0	0	250,000.00	0	CONTRACT DEVELOPED OFFLINE - SEE CONTRACT#		
		0	14,160.00	250,000.00	0			
00001	Yes	0	15,000.00	15,000.00	0	EXPERT SERVICES FOR CIVIL DIVISION CASES		
00001	Yes	0	0	0	0	APPROVED REASONABLE AND NECESSARY EXPENSES INCURRED IN THE PER		
00001	Yes	0	5,000.00	5,000.00	0	APPROVED REASONABLE AND NECESSARY EXPENSES INCURRED IN THE PER		
00885	No	0	10,000.00	0	0	LEGAL SERVICES RELATED TO CIVIL DIVISION MATTERS.		
00885	No	0	0	0	0	APPROVED REASONABLE AND NECESSARY TRAVEL EXPENSES INCURRED IN T		
00952	No	5,250.00	9,000.00	0	0	SERVICES FOR WEBSITE MIGRATION		
00001	Yes	668	10,000.00	10,000.00	668	YSASP TOOLS		
00001	Yes	80,460.69	0	150,000.00	80,460.69	ESI DATA RETRIEVAL AND REDACTION SERVICES		

Master Contracts (POX1050)

Possible situations when this report should be run: This report lists the all master contracts for recurring vouchers.

Navigator Menu navigation: Procurement Contracts > Reports > Master Contracts

Click on the Add a New Value tab

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Run Control ID

begins with

Show fewer options

Case Sensitive

Search

Clear

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_POX1050)

Click the Add Button

The Master Contracts page displays:

Master Contracts

Run Control ID

Test_Run_MC

Report Manager

Process Monitor

Run

Language

English

Report Request Parameters

SetID

STATE

Save

Notify

Add

Update/Display

Enter information on the Master Contracts page:

- **SetID** - Leave as default (STATE)

Master Contracts

Run Control ID

Test_Run_MC

Report Manager

Process Monitor

Run

Language

English

Report Request Parameters

SetID

STATE

Save

Notify

Add

Update/Display

Click Save button

Click Run button

The Process Scheduler Request page displays:

The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID WZIEGLER' and 'Run Control ID Test_Run_MC'. Below this, there are input fields for 'Server Name', 'Run Date' (set to 01/19/2024), 'Recurrence', 'Run Time' (set to 8:24:59AM), and 'Time Zone'. A 'Reset to Current Date/Time' button is next to the Run Time field. A 'Process List' table is shown with one entry: 'Master Contracts' (POX1050, BI Publisher, Web, PDF, Distribution). At the bottom are 'OK' and 'Cancel' buttons.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Master Contracts	POX1050	BI Publisher	Web	PDF	Distribution

On the Process Scheduler Request page, select:

- **Type** - Choose desired value – Web is recommended
- **Format** - Choose desired value – PDF is recommended

Click the OK button

The Master Contracts page displays:

Master Contracts

The screenshot shows the 'Master Contracts' page. It includes 'Run Control ID Test_Run_MC', 'Language English', and a 'Run' button. Below this is a 'Report Request Parameters' section with a 'SetID STATE' field. At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Run Control ID Test_Run_MC Report Manager Process Monitor **Run**

Language English Process Instance:12437181

Report Request Parameters

SetID STATE

Save Notify Add Update/Display

Click the [Process Monitor](#) link

The Process List page displays:

Process List

Server List

View Process Requests

User IDWZIEGLER

Type

Last

1

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437181		Test_Run_MC	BI Publisher	POX1050	WZIEGLER	01/19/2024 8:24:59AM EST	Success	Posted	Details	Actions

Click Refresh until the Run Status displays “Success” and the Distribution Status displays “Posted”

Click on Go back to [Master Contracts](#) link (bottom left of page)

The Master Contracts page displays:

Master Contracts

Run Control IDTest_Run_MC

Report Manager

Process Monitor

Run

LanguageEnglish

Report Request Parameters

SetIDSTATE

Save

Return to Search

Notify

Add

Update/Display

Click on [Report Manager](#) link

The View Reports For page displays:

List

Explorer

Administration

Archives

View Reports For

User ID

WZIEGLER

Type

Last

10

Days

Refresh

Status

Folder

Instance

to

Report List

<<

<

1-8 of 8

>

>>

View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514052	12437181	POX1050 - POX1050.pdf	01/19/2024 8:26:09AM	Acrobat (*.pdf)	Posted	Details

Click on the Administration tab

Click on [POX1050 – POX1050.pdf](#) link

Example of Report Output

ORACLE		Report ID:	POX1050	PeopleSoft Purchasing		Page No.	1
MASTER CONTRACTS FOR RECURRING VOUCHERS						Run Date	1/19/2024
						Run Time	8:26:09 AM
Set ID:							
Master Contract	Supplier	Description	Contract ID	Contract Status	Gross Amount		

Order Contracts (POCNT100)

Possible situations when this report should be run: This report will produce an electronic copy of Supplier contract(s) based on the parameters used for running the report.

Navigator Menu navigation: Procurement Contracts > Reports > Order Contracts

Click on the Add a New Value tab

Supplier Contracts

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Run Control ID

begins with

^

Show fewer options

☐ Case Sensitive

Search

Clear

Add a New Value

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_POCNT100)

Click the Add Button

The Order Contracts page displays:

Order Contracts

Run Control ID	Test_SupContracts	Report Manager	Process Monitor	Run
Language	English			
Report Request Parameters				
SetID		Business Unit		
Contract ID From		To		
Supplier ID				
Miscellaneous Options		Statuses to Include		
<input type="checkbox"/> Print Duplicate		<input type="checkbox"/> Approved <input type="checkbox"/> Open <input type="checkbox"/> Held		
Number Of Copies 1		<input type="checkbox"/> Canceled <input type="checkbox"/> Completed		
Sort By Sort by Line Number		Dispatch Methods to Include		
		<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> FAX		
		<input checked="" type="checkbox"/> E-Mail <input checked="" type="checkbox"/> Phone		
Save	Notify	Add	Update/Display	

Enter information on the Order Contracts page:

Process Request Parameters:

- **SetID** – Enter STATE as the default
- **Business Unit** – Enter the Business Unit; or use the magnifying glass to lookup; or leave blank
- **Contract ID From** – Enter the Contract ID From; or use the magnifying glass to lookup; or leave blank
- **To** – Enter the Contract ID From; or use the magnifying glass to lookup; or leave blank
- **Supplier ID** - Enter the Supplier ID; or use the magnifying glass to lookup; or leave blank

Miscellaneous Options:

- **Print Duplicate** – Check if you want to create a duplicate print; or leave blank
- **Number of Copies** – Default is 1; or enter the desired number of copies
- **Sort by** – Choose from the drop down how the report is to be sorted

Statuses to Include – Select the desired Statuses; or leave blank

Dispatch Methods to Include - Select the desired Dispatch Methods to include

Order Contracts

Run Control ID Test_SupContracts


[Report Manager](#) [Process Monitor](#)

Run

Language English ▼

Report Request Parameters

SetID STATE 

Business Unit 02140 

Contract ID From

To 000000000000000000000033153

Supplier ID

Miscellaneous Options

☐ Print DuplicateNumber Of Copies

Sort By Sort by Line Number

Statutes to Include


☒ Approved☒ Open

☒ Held


☒ Canceled☒ Completed


Dispatch Methods to Include


 Print FAX☒ E-Mail☒ Phone Save


 [Return to Search](#)

[↑ !\[\]\(1f07ca0166c20613cbdc4e6e7b561b81_img.jpg\) Previous in List](#)

 Next in List

 Notify

 Add

 Update/Display

Click Save button

Click Run button

The Process Scheduler Request page displays:

Process Scheduler Request

Help

User ID WZIEGLER

Run Control ID Test_SupContracts

Server Name

Run Date

01/19/2024

Recurrence

Run Time

9:16:51AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Vendor Contract Dispatch/Print	POCNT100	SQR Report	Web	PDF	Distribution

OK

Cancel

On the Process Scheduler Request page, select:

- **Type** - Choose desired value – Web is recommended
- **Format** - Choose desired value – PDF is recommended

Click the OK button

The Order Contracts page displays:

Order Contracts

Run Control ID Test_SupContracts

Language English

Report Manager Process Monitor Run

Process Instance:12437190

Report Request Parameters

SetID STATE

Business Unit 02140

Contract ID From 00000000000000000000000033153

To 00000000000000000000000033153

Supplier ID

Miscellaneous Options

☐ Print Duplicate

Number Of Copies 1

Sort By Sort by Line Number

Statuses to Include

☒ Approved☒ Open☒ Held

☒ Canceled☒ Completed

Dispatch Methods to Include

☒ Print☒ FAX

☒ E-Mail☒ Phone

Click the *Process Monitor* link

Click on [Report Manager](#) link

The View Reports For page displays:

List

Explorer

Administration

Archives

View Reports For

User ID

WZIEGLER

Type

Last

10

Days

Refresh

Status

Folder

Instance

to

Report List

<<

<

1-12 of 12

>

>>

|

View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514062	12437190	Vendor Contract Dispatch/Print	01/19/2024 9:18:32AM	Acrobat (*.pdf)	Posted	Details

Click on the Administration tab

Click on [Vendor Contract Dispatch/Print](#) link

Example of Report Output

State of Vermont

Department of Public Safety
45 State Drive
Waterbury VT 05671
United States

CONTRACT



Supplier 0000041897
National Medical Services Inc
PO Box 820090
Philadelphia PA 191820090
United States

Contract ID 0000000000000000000000000033153		Page 1 of 2
Contract Dates 02/01/2017 to 01/31/2020		Origin DPS
Description: Tox Testing		Contract Maximum \$187,498.00
Buyer Name Alastair A Gee	Buyer Phone 802/241-5389	Contract Status Closed

Phone #:

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
1		Blood Toxicology Testing & Services	EA	1.00000	0.00	0.00

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products or services actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

1. Prior to commencement of work and release of any payments, Contractor shall submit to the State:
 - a. a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this contract; and
 - b. a current IRS Form W-9 (signed within the last six months).
2. Payment terms are Net 30 days from the date the State receives an error-free invoice with all necessary and complete supporting documentation.
3. Contractor shall submit detailed invoices itemizing all work performed during the invoice period, including the dates of service, rates of pay, hours of work performed, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State. All invoices must include the Contract # for this contract.
4. Contractor shall submit invoices to the State in accordance with the schedule set forth in this Attachment B. Unless a more particular schedule is provided herein, invoices shall be submitted not more frequently than monthly.
5. Invoices shall be submitted not more frequently than monthly to the State for services completed during the prior month. Invoices shall be submitted at the following address:
Department of Public Safety
Attn: Accounts Payable
45 State Drive
Waterbury, VT 05671-1300

6. The Contractor shall offer the following analysis options and pricing considerations for routine forensic blood toxicology testing services.

Test Number Test Description Price per Sample
8150B Drug Impaired Driving/DRE Toxicology Panel (without Alcohol), Blood \$ 238.00
8151B Drug Impaired Driving/DRE Toxicology Panel (with Alcohol), Blood \$ 255.00

Drug Impaired Driving/DRE - Add-On Testing
8152B Drug Impaired Driving/DRE GC Drug Screen Add-On, Blood \$ 112.00
8082B Drug Impaired Driving/DRE Inhalants Add-On, Blood \$ 250.00

Drug Impaired Driving/DRE - Additional Specialized Testing
9560B Synthetic Cannabinoids Screen, Blood \$ 206.00
8756B Novel Psychoactive Substances (NPS) Screen 1, Blood \$ 264.00

7. All other testing outside the scope of the above test panels, which may be requested by the State, will be billed at the prevailing list prices as included in our published Fee Schedule for the year in which the request was made.
8. Rates for Expert Services Analytical Support depending on which type of position the State (Department of Public Safety):

Daily rate including travel:
Senior Toxicologist, Toxicologist, Certifying Scientist, Administrative Staff, or Lab Analyst* \$1,980.00

Hourly rate:
Toxicologist or Certifying Scientist* \$450/hour
Senior Toxicologist* \$400/hour
Administrative staff or lab analyst* \$200/hour

Contract Expiration (POCNT400)

Possible situations when this report should be run: This report lists contacts that are to expire within a date range set by parameters

Navigator Menu navigation: Procurement Contracts > Reports > Contract Expiration

Click on the Add a New Value tab

Contract Expiration

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Search by: Run Control ID begins with

Show more options

Search

Clear

Add a New Value

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_POCNT400)

Click the Add Button

The Contract Expiration page displays:

Contract Expiration

Run Control ID Test_ContractExp Report Manager Process Monitor **Run**

Language English

Report Layout

☒ Category/Supplier ☐ Supplier/Category

Report Request Parameters

Contract SetID STATE Category

From Date Selection

Option Nbr Days Date

To Date Selection

Option Nbr Days Date

Supplier SetID Supplier ID Short Supplier Name

Buyer

Enter information on the Contract Expiration page:

Report Layout – Select the desired Report Layout

Report Request Parameters:

- **Contract SetID** – Enter STATE (default)
- **Category** – Enter the Category code; or use the magnifying glass to lookup; or leave blank

From Date Selection:

- **Option** – Enter the Option code; or use the magnifying glass to lookup; or leave blank
- **Nbr Days** – Enter the desired number of days; or leave blank
- **Date** - Enter the desired date; or click on calendar icon to select the date

To Date Selection:

- **Option** – Enter the Option code; or use the magnifying glass to lookup; or leave blank
- **Nbr Days** – Enter the desired number of days; or leave blank
- **Date** - Enter the desired date; or click on calendar icon to select the date
- **Supplier SetID** - Enter STATE (default) for Supplier SetID
- **Supplier ID** - Enter the Supplier ID; or use the magnifying glass to lookup; or leave blank
- **Short Supplier Name** - Enter the Short Supplier Name; or use the magnifying glass to lookup; or leave blank
- **Buyer** - Enter the Buyer; or use the magnifying glass to lookup; or leave blank

Contract Expiration

Run Control ID

Test_ContractExp

Report Manager

Process Monitor

Run

Language

English

Report Layout

☒ Category/Supplier

☐ Supplier/Category

Report Request Parameters

Contract SetID

STATE

Category

From Date Selection

Option

S

Nbr Days

Date

06/30/2023

To Date Selection

Option

S

Nbr Days

Date

12/31/2023

Supplier SetID

STATE

Supplier ID

0000000023

Short Supplier Name

MEDICALSER-001

Buyer

Click Save button

Click Run button

The Process Scheduler Request page displays:

Process Scheduler Request ✕

[Help](#)

User ID WZIEGLER Run Control ID Test_ContractExp

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Contract Expiration	POCNT400	SQR Report	Web	PDF	Distribution

On the Process Scheduler Request page, select:

- **Type** - Choose desired value – Web is recommended
- **Format** - Choose desired value – PDF is recommended

Click the OK button

The Contract Expiration page displays:

Contract Expiration

Run Control ID Test_ContractExp Report Manager Process Monitor

Language Process Instance:12437205

Report Layout

☒ Category/Supplier ☐ Supplier/Category

Report Request Parameters

Contract SetID Category

From Date Selection

Option Nbr Days Date

To Date Selection

Option Nbr Days Date

Supplier SetID

Supplier ID Short Supplier Name

Buyer

Click the [Process Monitor](#) link

The Process List page displays:

Process List **Server List**

View Process Requests

User ID Type Last Days

Server Name Instance Range

Run Status Distribution Status ☒ Save On Refresh [Report Manager](#)

▼ **Process List**

|< < 1-13 of 13 > >|

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12437205		Test_ContractExp	SQR Report	POCNT400	WZIEGLER	01/19/2024 12:04:08PM EST	Success	Posted	Details

Click Refresh until the Run Status displays “Success” and the Distribution Status displays “Posted”

Click on Go back to [Contract Expiration](#) link (bottom left of page)

The Contract Expiration page displays:

Contract Expiration

Run Control ID **Test_ContractExp** [Report Manager](#) [Process Monitor](#)

Language ▼

Report Layout

☒ Category/Supplier ☐ Supplier/Category

Report Request Parameters

Contract SetID Category

From Date Selection

Option Nbr Days Date

To Date Selection

Option Nbr Days Date

Supplier SetID

Supplier ID Short Supplier Name

Buyer

Click on [Report Manager](#) link

The View Reports For page displays:

List

Explorer

Administration

Archives

View Reports For

User ID

WZIEGLER

Type

Last

10

Days

Status

FolderInstanceto

Refresh

Report List

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1-16 of 16

>

>

View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514081	12437205	Contract Expiration	01/19/2024 12:05:25PM	Acrobat (*.pdf)	Posted	Details

Click on the Administration tab

Click on [Contract Expiration](#) link

Example of Report Output

Report ID: POCNT400		PeopleSoft CONTRACT EXPIRATION		Page No. 1 Run Date 01/19/2024 Run Time 12:05:34		
Line Item Contracts						
Contract Setid STATE						
Category Cd: 00001 00101						
Supplier ID/Nam 0000000023 Center for Health and Learning, LTD						
Expire Dt	Contract ID/	Buyer	Item ID/	Mfg Item ID/	Amount Released	Currency UOM Unit Price
Cntrct Curr	Contract Type		Item Description	Manufacturer		
06/30/2023	0000000000000000000039059	Shelley Ackerman Matz			242916.98	USD EA 1.00
USD	PO Order					

Activities Report (POX3031)

Possible situations when this report should be run: This report provides a summary of all activity against the contract in the parent system. The report summarizes activity by contract line.

Navigator Menu navigation: Procurement Contracts > Reports > Activities Report

Click on the Add a New Value tab

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Run Control ID

begins with

Show fewer options

☐ Case Sensitive

Search

Clear

Add a New Value

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_POX3031)

Click the Add Button

The Activities Report page displays:

Activities Report

Run Control ID Contract_Act Report Manager Process Monitor Run

Language English Specified Language Recipient's Language

Process Request Parameters

*Supplier SetID STATE

*Supplier ID 0000000002

Short Supplier Name RICHARDSGR-002

Contract SetID STATE

Contract ID From To

Process Option

Contract Status

Date From To

Enter information on the Activities Report page:

- **Supplier SetID** – STATE is the default
- **Supplier ID** – The Supplier ID defaults to the first Supplier in the lookup list. Enter the Supplier ID; or use the magnifying glass to lookup
- **Short Supplier Name** – The Short Supplier Name defaults to the corresponding Supplier ID. Enter the Short Supplier Name; or use the magnifying glass to lookup
- **Contract SetID** – STATE is the default
- **Contract ID From** – Enter the Contract ID From; or use the magnifying glass to lookup; or leave blank
- **To** – Enter the Contract ID To; or use the magnifying glass to lookup; or leave blank
- **Process Option** – Choose from the appropriate Process Option from the drop-down menu; or leave blank
- **Contract Status** – Choose from the appropriate Contract Status from the drop-down menu; or leave blank
- **Date From** – Enter the **CONTRACT START DATE**; or click on calendar icon to select the **CONTRACT START DATE**
- **To** – Enter the desired date; or click on calendar icon to select the date

☐ Recipient's Language

The Process Scheduler Request page displays:

Process Scheduler Request

Help

User ID WZIEGLER

Run Control ID Contract_Act

Server Name

Run Date

01/19/2024

Recurrence

Run Time

12:16:35PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Contract Activity Report	CNT_ACTX	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Contract Activities Report	POX3031	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Prepare Data for Report	PO_CNT_ACTX	Application Engine	Web	TXT	Distribution

OK

Cancel

Refresh

On the Process Scheduler Request page, select:

- **Select** – Click on Contract Activity Report
- **Type** - Choose desired value – None is recommended
- **Format** - Choose desired value – None is recommended

Click the OK button

The Activities Report page displays:

Run Control ID

Contract_Act

Report Manager

Process Monitor

Run

Language

English

☒

Specified Language

☐

Recipient's Language

Process Request Parameters

*Supplier SetID

STATE

*Supplier ID

0000000023

Short Supplier Name

CENTER FOR-031

Contract SetID

STATE

Contract ID From

000000000000000000000000035564

To

000000000000000000000000035564

Process Option

Contract Status

Date From

06/30/2023

To

12/31/2023

Click the *Process Monitor* link

Click on [Report Manager](#) link

The View Reports For page displays:

List

Explorer

Administration

Archives

View Reports For

User ID

WZIEGLER

Type

Last

10

Days

Refresh

Status

Folder

Instance

to

Report List

<<

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>

>>

View All

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514081	12437205	Contract Expiration	01/19/2024 12:05:25PM	Acrobat (*.pdf)	Posted	Details

Click on the Administration tab

Click on [POX3031 – POX3031.pdf](#) link

Example of Report Output

Report ID: POCNT400		PeopleSoft CONTRACT EXPIRATION		Page No. 1 Run Date 01/19/2024 Run Time 12:05:34		
Line Item Contracts						
Contract Setid STATE						
Category Cd: 00001 00101						
Supplier ID/Nam 0000000023 Center for Health and Learning, LTD						
Expire Dt	Contract ID/ Cntrct Curr	Contract Type	Buyer	Item ID/ Item Description	Mfg Item ID/ Manufacturer	Amount Released Currency UOM Unit Price
06/30/2023	00000000000000000000000039059					242916.98 USD EA 1.00
USD	PO Order		Shelley Ackerman Matz			