Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures					
6220	Manage Contracts Browses and	Revision Date: 01/09/2019			
	Reports	Version: 9			

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Objective

Develop an understanding of the Manage Contracts Browses and Reports.

Outcome

An understanding of the browses, reports, and screens obtained.

Browses used for Analyzing Contracts (Contract Worker)

This Menu option is accessible only by Dept. Of Finance & Admin (OPSCR).

	Υοι	Ir Action	System Response			
1. Choose	MC (Mar	nage Contracts) fro	om the	The Manage C		
Main Me	enu and p	oress ENTER.		appear.		
PHFNC10 PH	ΗVJ	STATEWIDE PAY	'ROLL AND HI	UMAN RESOURCE	SYSTEM	12/10/2018
PHIMAINU PH	HIMAINM	Ma	inage Contra	acts Menu		09:54 AM
Cc	ode	Description			FastPa	ath
N	MC Mai	ntain Contract	Worker		MCON	
N	MY Mai	ntain Contract	Year (CW)		MCYR	
f	AC Bro	wses used for A	Inalyzing Co	ontracts (CW)	ANZC	
(CT Mai	ntain Contract	Tables (CW)	TBLS	
E	BR Con	tract Browses a	ind Reports	(CW)	BRRE	
Y	YH Bro	wse Contract Ye	ars History	y (CW)	СТҮН	
(CW Con	tract WIN Menu			CWMU	
[DL Dow	nload Contract	Worker Data	а	CWDL	
Code: _	—					
Direct Comm						
		PF3PF4PF5)PF	F/PF8PF5	JPF10PF1	
Help	Main	End				Quit

Browse Positions by Agency and Occupation Code

The Browse Positions by Agency/Occupation Code screen is used to review a listing of available positions by agency and occupation code.

	Your Action	System Response
2.	Choose AC (Browses used for Analyzing	The Browses Used for Analyzing
	Contracts (CW)) from the Manage Contracts	Contracts (CW) Menu will appear.
	Menu and press ENTER.	

		Your Ac	ction	S	vstem Res	ponse	
L							-
		zPr3- in End	٢٢ 4٢		-rr 3Pr]	10261	Quit
Direct C			PF4PF5PF6				1 0512
Code	:						
	OU	browse	OCCU Utilization by I	чдепсу/ исси		OCAO	
	PO		Positions by Agency/			POAD	
		200					
	Code	Des	scription			FastPa	th
PHIMAINU	PHIMA	INM Bro	owses used for Analyz	ing Contrac	ts (CW) Me	enu	10:06 AM
PHFNC10	PHVJ		TATEWIDE PAYROLL AND				12/10/2018

Your Action	System Response …
3. Choose PO (Browse Positions by	The Browse Positions by Agency/OCCU
Agency/OCCU) from the Browses used for	screen will appear.
Analyzing Contracts (CW) and press ENTER.	

PHFNC10PHVJSTATEWIDEPAYROLLANDHUMANRESOURCESYSTEMPHMCCB8BPHMCCB8MBrowsePositionsbyAgency/OCCU						0/2018 19 AM ore >
Acti	ons	: (D)		п	osition	C+ _+
Act	PIN	Agency Num) Occu Cd		uth Type	
-	-	<u>0</u> 001 *0 mmand:)CCU:	Filled/Vacant: V		
		_	PF3PF4-	PF5PF6PF7PF8PF9PF10-	-PF11PI	F12
	He	lp Main	End	Bkwd Fwd Left	Right Q	uit

	Your Action	System Response
4.	Enter the following information.	Information is displayed by PIN, Agency
		Number, Occupational Code,
	*Agency: The agency number.	Occupational Title, Position Authorization
	*Occu: The Occu Code.	Type, and Status Code.
	Filled/Vacant: This is a code to indicate if the	
	PINs selected to browse are vacant or filled.	
	Valid values are: (V)acant or (F)illed.	
5.	Press F11 to access the second panel of this	The second panel of this screen will
	screen.	appear.

PHFNC					PAYROLL							/11/2018
PHMCCB8B PHMCCB8M Browse Positions by Agency/OCCU							17	2:45 PM				
Actio	ons: (-				C	D	C -	D	C+ +	F J	
Act F		Agency Num	Осси	Cd	SSN					Start Salary		-u
				***	End of	Data '	K **					
*0	00				5 411	/ /		v				
Direct	-		ււս։ _		_ Fill	ea/ va(cant:	¥				
			-PF3	-PF4	-PF5P	F6I	PF7	-PF8	3PF	9PF10-	-PF11	-PF12
	Help	Main	End			E	3kwd	Fωc	1	Left	Right	Quit

	Your Action	System Response
	Panel 2.	Information is displayed by PIN, Agency
		Number, Occupational Code, SSN,
		Service Type, Position Type, County
		Code, Position Status, Starting Salary
		and Ending Salary.
6.	Choose D isplay by the record being selected	The Maintain Position Information screen
	and press ENTER.	will appear.

Browse Occupation Utilization by Agency and Occupation Code

The Browse Occupation Utilization by Agency/Occupation Code screen is used to review a listing of occupation codes by agency, number of positions per occupation code, the last date number of positions was updated, and the number of positions filled for each occupation code.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose AC (Browses used for Analyzing	The Browses Used for Analyzing
	Contracts (CW)) from the Manage Contracts	Contracts (CW) Menu will appear.
	Menu and press ENTER.	
3.	Choose OU (Browse OCCU Utilization by	The Browse OCCU Utilization by
	Agency/OCCU) from the Browses used for	Agency/OCCU screen will appear.
	Analyzing Contracts (CW) Menu and press	
	ENTER.	

PHFNC10PHVJSTATEWIDEPAYROLLANDHUMANRESOURCESYSTEMPHMCCB9BPHMCCB9MBrowseOCCUUtilizationbyAgency/OCCU						
Actions:	(D)	Num Poe	Last Date #	Num Pos	last Date #	Num Pos
Act Agcy 	0CCU		of Pos Updated			
Agency: 0 Direct Com		CU:	_			
		PF4	-PF5PF6PF7-	PF8F	F9PF10PF	11PF12
Help	Main E	Ind	Bkwa	d Fwd		Quit

	Your Action	System Response
4.	Enter the following information.	Information is displayed by Agency,
		Occupational code, Number Positions Per
	*Agency: The agency number.	Occupation, Last Date # of Positions
	*Occu: The Occu Code.	Updated, Number Positions Filled, Last
		Date # Positions Filled and Number
		Positions Vacant.
5.	Choose D isplay by the record being selected	The Occupation Utilization screen will
	and press ENTER.	appear.

Contract Browses and Reports (Contract Worker)

	Your Action	System Response				
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.				
	Main Menu and press ENTER.					
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)				
	(CW)) from the Manage Contracts Menu and	Menu will appear.				
	press ENTER.					

PHFNC10	PHVJ	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTE	M 12/10/2018
PHIMAINU	PHIMA	INM Contract Browses and Reports (CW) Menu	10:36 AM
	Code	Description	FastPath
	CB CR RE CD	Miscellaneous Contract Browses (CW) Miscellaneous Contract Reports (CW) Miscellaneous Contract Reports (2) (CW) Monthly/FY Report of Contracts Approved (CW)	MCB MCR MCRT
	RB	Remaining Balance on Contracts Report	MCBAL
Code	—		
Direct Co Enter-PF		: 2PF3PF4PF5PF6PF7PF8PF9PF.	10PF11PF12
He			Quit

Miscellaneous Contract Browses (Contract Worker)

	Your Action	System Response			
3.	Choose CB (Miscellaneous Contract Browses (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Browses (CW) Menu will appear.			

PHFNC10	PHVJ		NIDE PAYROLL A			1	12/10/2018
PHIMAINU	PHIMA	NM Misc	cellaneous Con	tract Browses	(CW) Menu		10:37 AM
	Code	Descrip	otion			FastPa	ath
	at Ta Ba	Browse by f	Agency/Approva Approval Route Pend/Req/Appr	/Agency (CW)	1)	agar Apra Pend	
Code							
Direct Co Enter-PE1			PF5PF6	PF7PF8		0PF	1PF12
Hei				111 110			Quit

Browse by Agency/Approval Route (Contract Worker)

Your Action	System Response
4. Choose AT (Browse by Agency/Approval	The Browse by Agency/Approval Route
Route (CW)) from the Miscellaneous Contract	(CW) screen will appear.
Browses (CW) Menu and press ENTER.	

PHFNC10 PHMCCB4B	CI PHMCCB4M	STATEWIDE P Browse	12/10/201 10:40 AN 1 more 2		
Actions: Agcy				Cont	Арр∨
		Contract#	Contractor	Туре	Stat
		*** E	 ind of Data ***		
*Agency: Direct C		019 *Appro∨a	N Route: FY Status: _		
Enter-PF	1PF2P		F5PF6PF7PF8PF9PF10-		
He	lp Main E	10	Bkwd Fwd Left	Right	Quit
1					

Your Action	System Response
5. Enter the following information.	Information is displayed by Agency Number, Fiscal Year, Approval Route,
*Agency: The agency number. FY: The requested fiscal year. Approval Route: The approval routing code based on the contract service type. FY Status: The status of the Contracts.	Contract #, Contractor, Contract Type, and Approval Status.
6. Press F11 to access the second panel of this	The second panel of this screen will
screen.	appear.

PHFNC10 (PHMCCB4B F < 1 more		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Browse by Agency∕Approval Route (CW)						
	App∨l	Contract#				Start	: Date	End Date
		*** [End of I	 Data ***				
Direct Com	nmand:	019 *Appro∨a				_		
	PF2PF D Main Er		-r 0PI					11PF12 ght Quit

	Your Action	System Response		
	Panel 2.	Information is displayed by Agency		
		Number, Fiscal Year, Approval route,		
		Contract #, Request Type, Fiscal Year		
		Status, Contract Total, Start Date and		
		End Date.		
7.	Choose D isplay by the record being selected	The Maintain Contract Year Budget		
	and press ENTER.	screen will appear.		

Browse by Approval Route/Agency (Contract Worker)

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CB (Miscellaneous Contract Browses	The Miscellaneous Contract Browses
	(CW)) from the Contract Browses and	(CW) Menu will appear.
	Reports (CW) Menu and press ENTER.	
4.	Choose TA (Browse by Approval	The Browse by Approval Route/Agency
	Route/Agency (CW)) from the Miscellaneous	(CW) screen will appear.
	Contract Browses (CW) Menu and press	
	ENTER.	

PHFNC10 CI PHMCCBCB PHMCCBCM		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Browse by Approval Route/Agency (CW)			12/10/2018 11:12 AM 1 more ≻			
	App∨l	Contract#		Cont	ractor		 Cont Type 	App∨ Stat
		*Agency: 00	01 FY: 2019	FY S	itatus:	_		
					-PF8 Fwd		-PF11 Right	

	Your Action	System Response
5.	Enter the following information.	Information is displayed by Agency
		Number, Fiscal Year, Approval Route,
	Approval Route: The approval routing	Contract #, Contractor, Contract Type,
	code based on the contract service	and Approval; Status.
	type.	
	*Agency: The agency number.	
	FY: The requested fiscal year.	
	FY Status: The status of the Contracts.	
6.	Press F11 to access the second panel of this	The second panel of this screen will
	screen.	appear.

PHFNC10 CI PHMCCBCB PHMCCBCM		
< 1 more		
Actions: (D,M)		
	Req. FY Contract Contract# Type Status Total	Start Date End Date
	*** End of Data ***	
*Appro∨al Route: Direct Command:	*Agency: <u>0</u> 001 FY: 2019 FY Status: _	
Enter-PF1PF2P	F3PF4PF5PF6PF7PF8PFS nd Bkwd Fwd	
Help Main E		Left Right Quit

Your Action	System Response		
Panel 2.	Information is displayed by Agency		
	Number, Fiscal Year, Approval Route,		
	Contract #, Request Type, Fiscal Year		
	Status, Contract Total, Start Date and		
	End Date.		
7. Choose D isplay or M odify by the selected	The Maintain Contract Year Budget		
record and press ENTER.	screen will appear.		

Browse All Pending/Requested/Approved Contracts (Contract Worker)

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CB (Miscellaneous Contract Browses	The Miscellaneous Contract Browses
	(CW)) from the Contract Browses and	(CW) Menu will appear.
	Reports (CW) Menu and press ENTER.	
4.	Choose BA (Browse All Pend/Req/Appr	The Browse All Pend/Req/Appr Contracts
	Contracts) from the Miscellaneous Contract	screen will appear.
	Browses (CW) and press ENTER.	

Agency Fiscal FY Contract Contract Cont Appv Number Year Status Number Contractor Type Stat	>
*Agency Number: Fiscal Year: 2019 FY Status: _ Direct Command:	_
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Help Main End Bkwd Fwd Left Right Quit	

	Your Action	System Response
5.	Enter the following information.	Information is displayed by Agency Number, Fiscal Year, Fiscal Year Status,
	* Agency : The agency number. FY: The requested fiscal year. FY Status: The status of the Contracts	Contract Number, Contractor, Contract Type, and Approval Status.
6.	Press F11 to access the second panel of this	The second panel of this screen will
	screen.	appear.

			STATEWIDE Browse							/10/2018 2:22 PM
0 0	iscal		Contract Number							
			***	End of	Data	 ***		 		
*Aaencu	Number	-: 0001	Fiscal	Year: 2	:019 F	Y Stat	tus:			
Direct (Command	1:								
		F2PF3 ain End	3PF4 1	-PF5	PF6		-PF8I Fwd		-PF11- Right	

Your Action	System Response		
Panel 2.	Information is displayed by Agency Number, Fiscal Year, Fiscal Year Status, Contract Number, Listed Pending and Approved, Hired Pending and Approved, Accounting Distribution, and Account		
	Justification.		

Miscellaneous Contract Reports Menus (Contract Worker)

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and	(CW) Menu will appear.
	Reports (CW) Menu and press ENTER.	

PHFNC10 PH PHIMAINU PH	HVJ HIMAINM		2/10/2018 12:29 PM
Co	ode	Description FastPat	٦
S A D R C A A C A A C C A A C C C A C C C C C	5A Cont AS Cont DC Cont RT Requ CP Requ AP Cont PA All DC Cont AT Cont	roved Contracts Summary by Agency tract Summary by Contract Service Type tracts Summary by Agency Within Svc Type tracts by Declining Contract Amount uest Type Summary by Contract Type uest for Contracts Pending Approval tract Approval Performance Contracts Pending Approval tracts by Office Code tract List by Contractor tracts Approved or Contracts Terminated ort of Contract Worker Budget Data	
Code: _			
	PF2F	PF3PF4PF5PF6PF7PF8PF9PF10PF11	
Help	Main E	Ind	Quit

Approved Contracts Summary by Agency

The Approved Contracts Summary by Agency Report shows all contract summary information in agency sequence.

Your Action	System Response
4. Choose AA (Approved Contracts Summary	The Approved Contracts Summary by
by Agency) from the Miscellaneous Contract	Agency screen will appear.
Reports (CW) Menu and Press ENTER.	

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHMCR01T PHMCR01M Appro∨ed Contracts Summary by Agency	12/10/2018 12:30 PM
Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A,E,D,T,X): _	
From: To:	
Exclude Contracts Less Than:	
Include Agencies ('SPB', 'ALL' or Agency#):	
Print Fiscal YTD Cost (Y/N): _	
Requested by: Katie Womack *Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10F Help Main End	

	Your Action	System Response
5.	Enter the following information:	
	 Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected. 	
6.	Press ENTER.	The Batch Job Submission window will appear.

Your Action	System Response
7. Press ENTER.	The system will display the following
	message:
	The Approved Contracts Summary by Agency report has been submitted
	successfully.

Contract Summary by Contract Service Type

The Contract Summary by Contract Service Type Report shows all contract summary Information in service type sequence.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose SA (Contract Summary by Contract	The Contract Summary by Contract
	Service Type) from the Miscellaneous	Service Type screen will appear.
	Contract Reports (CW) Menu and press	
	ENTER.	

5. Enter the following information:				
Your Action	System Respons	se in the second se		
Help Main End		Quit		
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12				
*Direct Command:				
Requested by: Katie Womack				
Print Fiscal YTD Cost (Y/N):				
Include Agencies ('SPB', 'ALL' or Agencu	J#):			
Exclude Contracts Less Th	ian:			
Fr	rom: To:			
	-			
Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A,E,D,T,	.x):			
PHMCR02T PHMCR02M Contract Summary by Co	ontract Service Type	12:32 PM		
PHFNC10 PHVJ STATEWIDE PAYROLL AND H		12/10/2018		

	 Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include Agencies ('SPB', 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected. 	
6.	Press ENTER.	The Batch Job Submission window will appear.
		appear.

Your Action	System Response
7. Press ENTER.	The system will display the following message:
	The Contract Summary by Contract Service Type report has been submitted successfully.

Contracts Summary by Agency within Service Type

The Contract Summary by Agency within Service Type Report shows all agency information in service type sequence.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose AS (Contracts Summary by Agency	The Contracts Summary by Agency
	Within Svc Type) from the Miscellaneous	Within Svc Type screen will appear.
	Contract Reports (CW) Menu and press	
	ENTER.	

PHFNC10	PHVJ PHMCRØ3M		.2/10/2018 .2:35 PM
ศารแหม่ง	רחינגטטיי	Contracts Summary by Agency Within S∨c Type :	2.JJ PM
		s Approved, Effective, pproved, Expired (A,E,T,D,X): _	
		From: To:	
		Exclude Contracts Less Than:	
		*Include Service Type:	
		Print Fiscal YTD Cost (Y/N): _	
Requestec *Direct (d by: Kati Command:	ie Womack	
	1PF2 lp Main	-PF3PF4PF5PF6PF7PF8PF9PF10PF1 End	PF12 Quit

	Your Action	System Response
5.	Enter the following information:	
	 Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. *Include Service Type: Enter the service type code. Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected. 	
6.	Press ENTER.	The Batch Job Submission window will appear.

Your Action	System Response
7. Press ENTER.	The system will display the following message:
	The Contracts Summary by Agency Within Svc Type report has been submitted.

Contracts by Declining Contract Amount

The Contracts by Declining Contract Amount Report shows all contract information in contract number and agency sequence.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose DC (Contracts by Declining Contract	The Contracts by Declining Contract
	Amount) from the Miscellaneous Contract	Amount screen will appear.
	Reports (CW) Menu and press ENTER.	

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/10/20	18
PHMCR04T PHMCR04M Contracts by Declining Contract Amount 12:38 PM	
Include Contracts Approved, Effective, Terminated, Disapproved, Expired (A,E,T,D,X): _	
From:	
To:	
Use Total Amount or Personal/Legal Svcs(T/P):	
Exclude Contracts Less Than:	
Include Agencies ('SPB', 'ALL' or Agency#):	
Print Service Description? (Y/N): _	
(Contract Type) PS Contracts, Legal, or Both(P,S,B): _	
Requested by: Katie Womack	
*Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12-	
Help Main End Quit	

	Your Action	System Response	
5.	Enter the following information:		
	 Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYY. To: Enter the To date to be used in the report. Enter as MMDDYYY. Use Total Amount or Personal/Legal Svcs(T/P): Enter a Total amount to exclude contracts with a total amount less than the specified dollar amount or Personal/Legal Svcs to exclude contracts that are less than the dollar amount specified in the "Exclude Contracts Less Than" field. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report. (Contract Type) PS Contracts, Legal, or Both (P, S, B): Enter P for PS Contract, S for legal services that require the approval 		
	of the Attorney General or B for Both.		
6.	Press ENTER.	The Batch Job Submission window will appear.	
7.	Press ENTER.	The system will display the following message:	
		The Contracts by Declining Contract Amount report has been submitted successfully.	

Request Type Summary by Contract Type

The Request Type Summary by Contract Type Report shows the number of contracts "in the approval pipeline" for each agency.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose RT (Request Type Summary by	The Request Type Summary by Contract
	Contract Type) from the Miscellaneous	Type screen will appear.
	Contract Reports (CW) Menu and press	
	ENTER.	

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 1	2/10/2018
PHMCR05T PHMCR05M Request Type Summary by Contract Type 1	2:40 PM
Include Contracts Approved From:	
To:	
Exclude Contracts Less Than:	
Include Agencies ('SPB', 'ALL' or Agency#):	
Desugated but Katis Useral	
Requested by: Katie Womack *Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11	
Help Main End	Quit

Your Action	System Response
5. Enter the following information:	
 Include Contracts Approved From: Enter the date to be used in the report. Enter as MMDDYYYY. To: Enter the dates to be used in the repor Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amound Include Agencies ('SPB,' 'ALL,' or Agency#): Enter the Agency number, SPI or ALL in this field. 	t. unt.
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The system will display the following message: The Request Type Summary by Contract Type report has been submitted successfully.

Request for Contracts Pending Approval

This screen allows you to enter search criteria to extract a set of contracts to summarize.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose CP (Request for Contracts Pending	The Request for Contracts Pending
	Approval) from the Miscellaneous Contract	Approval screen will appear.
	Reports (CW) Menu and press ENTER.	

PHFNC10 PHVJ	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/10/2018
PHMCR06T PHMCR06M	Request for Contracts Pending Approval	12:42 PM
	······································	
Print Contract Fo	rms Requested/Approved From:	
	To:	
	For Agency:	
	OR	
	Enter Contract Fiscal Year: And Contract Number(s):	
Requested by: Kati	e Womack	
*Direct Command: _		
	PF3PF4PF5PF6PF7PF8PF9PF1	
Help Main	End	Quit

Your Action	System Response
5. Enter the following information:	
 Print Contract Forms Requested/Approved From: Enter the date to be used in the report. Enter as MMDDYYYY. To: Enter the date to be used in the report. Enter as MMDDYYYY. For Agency: Enter the Agency number, SPB, or ALL in this field. 	
OR	
Enter Contract Fiscal Year: Enter the Fiscal Year for the Contract to be used in the report. Enter the year as YYYY.	
And Contract Number(s): The Contract	
Number(s) to be used in the report. Fifteen	
Contract Numbers can be entered and included in the report.	
6. Press ENTER.	The Batch Job Submission window will
	appear.

Your Action	System Response
7. Press ENTER.	The system will display the following message:
	The Request for Contracts Pending Approval report has been submitted successfully.

Contract Approval Performance

The Contract Approval Performance report shows, by contract, specific contract information.

Your Action			System Response		
1.	1. Choose MC (Manage Contracts) from the The Manage Contracts Menu will				
	Main Menu and		appear.		
2.		ntract Browses and Reports	The Contract Browses and Reports (CW)		
		Manage Contracts Menu and	Menu will appear.		
	press ENTER.				
3.		cellaneous Contract Reports	The Miscellaneous Contract Reports		
		Contract Browses and Reports	(CW) Menu will appear.		
4.	(CW) Menu and	ntract Approval Performance)	The Contract Approval Performance		
4.		aneous Contract Reports (CW)	screen will appear.		
	Menu and press	• • • •			
PHF	NC10 PHVJ	STATEWIDE PAYROLL AND H	UMAN RESOURCE SYSTEM 12/10/2018		
РНМ	CR07T PHMCR07M	l Contract Appro∨a	l Performance 12:55 PM		
	Inc	lude Contracts Approved Fr			
			To:		
		Exclude Contracts Less Th	an:		
	Prin	t Service Description? (Y/	N):		
	Requested by: Katie Womack				
*Di	rect Command:				
L .					
Ent			F7PF8PF9PF10PF11PF12		
	Help Main	End	Quit		

	Your Action	System Response
5.	Enter the following information:	
	Include Contracts Approved From: Enterthe date to be used in the report. Enter asMMDDYYYY.To: Enter the dates to be used in the report.	
	Enter as MMDDYYYY . Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Print Service Description? (Y/N) : Enter Y es or N o to include the Service Description on the report.	
6.	Press ENTER.	The Batch Job Submission window will appear.
7.	Press ENTER.	The system will display the following message:
		The Contract Approval Performance report has been submitted successfully.

All Contracts Pending Approval

The Contracts Pending Approval report shows, by contract, specific contract information.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose PA (All Contracts Pending Approval)	The All Contracts Pending Approval
	from the Miscellaneous Contract Reports (CW)	screen will appear.
	Menu and press ENTER.	

PHFNC10	PHVJ	STATEWIDE PAYROLL AND HU	MAN RESOURCE SYSTEM	12/10/2018
PHMCR08T	PHMCR08M	All Contracts Pen	ding Approval	12:56 PM
		Exclude Contracts Less Tha	n:	
	Print	Service Description? (Y/N):	
Requested	d by: Kati	e Womack		
*Direct (
		PF3PF4PF5PF6PF	7PF8PF9PF10PF	
пе	lp Main			Quit
	Yo	ur Action	System Respon	nse
5. Enter	the followin	g information:		

	 Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report. 	
6.	Press ENTER.	The Batch Job Submission window will appear.
7.	Press ENTER.	The system will display the following message:
		The All Contracts Pending Approval report has been submitted successfully.

Contracts by Office Code

The Contracts by Office Code report shows, by each agency's office codes, specific contract information.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose OC (Contracts by Office Code) from	The Contracts by Office Code screen will
	the Miscellaneous Contract Reports (CW)	appear.
	Menu and press ENTER.	

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 1	2/10/2018
PHMCR09T PHMCR09M Contracts by Office Code 1	2:57 PM
Include Contracts Approved, Effective, Terminated, Disapproved, Expired (A,E,T,D,X): _	
From:	
To:	
Show Actual Contract to Date Amounts (Y,N):	
Use Total Amount or Personal/Legal Svcs(T/P): _	
Exclude Contracts Less Than: Include Agencies ('SPB', 'ALL' or Agency#):	
Print Service Description? (Y/N):	
(Contract Type) PS Contracts, Legal, or Both(P,S,B): _	
Requested by: Katie Womack	
*Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11	
Help Main End	Quit

	Your Action	System Response
5.	Enter the following information:	
	Include Contracts Approved, Effective,	
	Disapproved, Terminated, Expired (A,	
	E,D,T,X): Enter Approved, Effective,	
	Disapproved, Terminated, Expired From: Enter the From date to be used in the	
	report. Enter as MMDDYYYY .	
	To : Enter the To date to be used in the report.	
	Enter as MMDDYYYY .	
	Show Actual Contract to Date Amounts (Y,	
	N): Enter "Y" to include the optional total	
	expenditures paid out so far this year for the	
	contracts selected.	
	Use Total Amount or Personal/Legal	
	Svcs(T/P): Enter a T otal amount to exclude	
	contracts with a total amount less than the	
	specified dollar amount or P ersonal/Legal Svcs to exclude contracts that are less than	
	the dollar amount specified in the "Exclude	
	Contracts Less Than" field.	
	Exclude Contracts Less Than: Used to enter a	
	dollar amount to exclude contracts that are	
	less than the specified dollar amount.	
	Include Agencies ('SPB,' 'ALL' or Agency#):	
	Enter the Agency number, SPB, or ALL in this	
	field.	
	Print Service Description? (Y/N): Enter Yes	
	or N o to include the Service Description on	
	the report.	
1	(Contract Type) PS Contracts, Legal, o Both (P,S,B): Enter P for PS Contract, S for	
	legal services that require the approval of the	
	Attorney General or B for Both.	
6.	Press ENTER.	The Batch Job Submission window will
		appear.
7.	Press ENTER.	The system will display the following
1		message:
1		
1		The Contracts by Office Code report has
		been submitted successfully.

Contract List by Contractor

The Contract List by Contractor report shows specific contract information in contractor sequence.

· • • • • • • • • • • • • • • • • • • •
acts Menu will appear.
ses and Reports (CW)
Contract Reports
ear.
/ Contractor screen

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/10/2018
PHMCR10T PHMCR10M Contract List by Contractor	12:59 PM
Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A,E,D,T,X): _	
Erom:	
From: To:	
Exclude Contracts Less Than:	
Include Agencies ('SPB', 'ALL' or Agency#):	
Print Fiscal YTD Cost (Y/N): _	
Print Service Description? (Y/N): _	
Requested by: Katie Womack *Direct Command: Enter-PF1PF2PF3PF5PF6PF7PF8PF9PF10	
Help Main End	Quit

Your Action		System Response
5.	Enter the following information:	
	 Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected. Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report. 	
6.	Press ENTER.	The Batch Job Submission window will
-		appear.
1.	Press ENTER.	The system will display the following message:
		The Contract List by Contractor report has been submitted successfully.

Contracts Approved or Contracts Terminated

The Contracts Approved or Contracts Terminated report shows specific approved contract information in contract number sequence.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and	(CW) Menu will appear.
	Reports (CW) Menu and press ENTER.	
4.	Choose AT (Contracts Approved or Contracts	The Contracts Approved or Contracts
	Terminated) from the Miscellaneous Contract	Terminated screen will appear.
	Reports (CW) Menu and press ENTER.	

PHFNC10 PHVJ	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/10/2018
PHMCR11T PHMCR11	.M Contracts Appro∨ed or Contracts Terminated	01:10 PM
Include Contra	acts Approved, Effective,	
	ated, Disapproved, Expired (A,E,T,D,X): _	
	Fiscal Year:	
	From:	
	To:	
	Show All Mods(Y,N): _	
	Exclude Contracts Less Than:	
Inclu	ude Agencies ('SPB', 'ALL' or Agency#):	
	5 · · · 5 · 5 · · <u> </u>	
Show	Actual Contract to Date Amounts (Y,N):	
P	int Attached Vendor/Worker List (Y,N): _	
	Print Service Description? (Y,N): _	
(Contract Type	e) PS Contracts, Legal, or Both(P,S,B): _	
Requested by: Ka	atie Womack	
*Direct Command:		
		-PF11PF12
Help Main		Quit

	Your Action	System Response
5.	Enter the following information:	
	 Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E, D, T, X): Enter Approved, Effective, Disapproved, Terminated, Expired. Fiscal Year: Enter the fiscal year to be used in the report. From: Enter the From date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the report. Enter as MMDDYYYY. Show All Mods(Y, N): Enter "Y" to include all modified contracts in the report. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. (This field defaults to "ALL" agencies.) 	

Your Action	System Response
Continue entering the following information:	
 Show Actual Contract to Date Amounts (Y, N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected. Print Attached Vendor/Worker List (Y, N): Enter "Y" to print an attached vendor/worker list. Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report. (Contract Type) PS Contracts, Legal, or Both (P, S, B): Enter P for PS Contract, S for legal services that require the approval of the Attorney General or B for Both. 	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The system will display the following message:
	The Contracts Approved or Contracts Terminated report has been submitted successfully.

Report of Contract Worker Budget Data

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CR (Miscellaneous Contract Reports	The Miscellaneous Contract Reports
	(CW)) from the Contract Browses and	(CW) Menu will appear.
	Reports (CW) Menu and press ENTER.	
4.	Choose BD (Report of Contract Worker	The Report of Contract Worker Budget
	Budget Data) from the Miscellaneous	Data screen will appear.
	Contract Reports (CW) Menu and press	
	ENTER.	

<pre> 0001 SENATE 0002 HOUSE OF REPRESENTATIVES 0003 JOINT LEGISLATIVE OPERATIONS 0004 HOUSE OF REPRESENTATIVES MEMBERS 0005 SENATE - MEMBERSHIP 0021 PEER COMMITTEE 0022 JOINT LEGISLATIVE REAPPORTIONMENT 0025 LEGISLATIVE BUDGET OFFICE 0051 SC-SUPREME COURT 0054 SC-ADMINISTRATIVE OFF OF COURTS 0055 SC-COURT OF APPEALS 0071 ATTORNEY GENERAL 0083 OPTOMETRY BOARD 0091 OFFICE OF STATE PUBLIC DEFENDER Start Date: (MMDDYYYY) End Date: (MMDDYYYY) Submit (Y/N): Y Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF10PF11PF12 Help Main End</pre>		PHVJ PHMCCP1M	STATEWIDE P Report o		AND HUMAN act Worker			12/10/2018 01:12 PM
End Date: (MMDDYYYY) Submit (Y/N): Y Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12	- 0002 - 0003 - 0004 - 0005 - 0021 - 0022 - 0025 - 0051 - 0054 - 0055 - 0071 - 0083	HOUSE OF JOINT LEG HOUSE OF SENATE - PEER COMM JOINT LEG LEGISLATI SC-SUPREM SC-ADMINI SC-COURT ATTORNEY OPTOMETRY	ISLATIVE OPE REPRESENTATI MEMBERSHIP ITTEE ISLATIVE REA VE BUDGET OF E COURT STRATIVE OFF OF APPEALS GENERAL BOARD	RATIONS VES 1 PPORTIO FICE OF COU	NMENT RTS			
	End Date: (MMDDYYYY) Submit (Y/N): Y Direct Command:							
				F5PF			9PF10	
	Пе	тр мати с	HU		DKWÚ	ΓWÜ		QUI L

	Your Action	System Response
5.	Enter the following information:	
	 Agency: At least one Agency must be Selected. Start Date: Enter the start date as MMDDYYYY. End Date: Enter the end date as MMDDYYYY. Submit (Y/N): Enter Yes to submit the job. 	
6.	Press ENTER.	The Batch Job Submission window will appear.
7.	Press ENTER.	The system will display the following message:
		The Report of Contract Worker Budget Data has been submitted successfully.

Miscellaneous Contract Reports (2) (Contract Worker)

Top 20 Contracts by Declining Contract Total

The Top Contracts by Declining Contract Total report shows specific contract information in contract amount sequence. The contract with the highest amount is listed first.

Your Action	System Response
 Choose MC (Manage Contracts) from the Main Menu and press ENTER. 	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
(CW)) from the Manage Contracts Menu and	Menu will appear.
press ENTER.	
3. Choose RE (Miscellaneous Contract Reports	The Miscellaneous Contract Reports (2)
(2) (CW)) from the Browses and Reports	(CW) Menu will appear.
(CW) Menu and press ENTER.	
PHFNC10 PHVJ STATEWIDE PAYROLL AND	HUMAN RESOURCE SYSTEM 12/10/2018
	: Reports (2) (CW) Menu 01:15 PM
Code Description	FastPath
TC Top 20 Contracts by Declin:	.ng Contract Total
CS Contracts Summary	
RC Executive Summary	EXEC
CA Report of CW Contract Activ	vity RCACW
Code:	
Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6	PF7PF8PF9PF10PF11PF12
Help Main End	Quit

Your Action	System Response
4. Choose TC (Top 20 Contracts by Declining Contract Total) from Miscellaneous Contract	The Top 20 Contracts by Declining Contract Total screen will appear.
Reports (2) (CW) Menu and press ENTER.	

PHFNC10	PHVJ	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12	2/10/2018
PHMCR12T	PHMCR12M	Top 20 Contracts by Declining Contract Total 01	:15 PM
		1 5 5	
Include	- Contracts	Approved, Effective,	
includ		, Disapproved, Expired (A,E,T,D,X): _	
		Fiscal Year:	
		From:	
		To:	
	Use Total f Include f Show Actu Print	Contracts to Include on the Report: Print Analyst's Summary (Y/N): Amount or Personal/Legal Svcs(T/P): Exclude Contracts Less Than: Agencies ('SPB', 'ALL' or Agency#): Jal Contract to Date Amounts (Y,N): Attached Vendor/Worker List (Y,N): Print Service Description? (Y,N):	
(Contra	act Type)PS	5 Contracts, Legal, or Both(P,S,B): _	
Requested	d by: Katie	Womack	
*Direct (Command:		
Enter-PF:	1PF2PF		
He	lp Main Er	nd	Quit

Your Action	System Response
5. Enter the following information:	
 Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E, D, T, X): Enter Approved, Effective, Disapproved, Terminated, Expired. Fiscal Year: Enter the fiscal year to be used in the report. From: Enter the From date to be used in the report. Enter as MMDDYYYY. To: Enter the To date to be used in the 	
report. Enter as MMDDYYYY. Number of Contracts to Include on the	
Report : Enter the number of contracts that will be displayed on the report. If 10 are chosen, the 10 contracts with the highest dollar values will be reported. Print Analyst's Summary (Y/N) : Used to	
enter a "Y"es or "N"o to print the Analyst's	
Summary information on the report.	

Your Action	System Response
Continue entering the following information:	
Use Total Amount or Personal/Legal	
Svcs(T/P): Enter a Total amount to exclude	
contracts with a total amount less than the	
specified dollar amount or P ersonal/Legal	
Svcs to exclude contracts that are less than	
the dollar amount specified in the "Exclude	
Contracts Less Than" field.	
Exclude Contracts Less Than: Used to enter	
a dollar amount to exclude contracts that are	
less than the specified dollar amount.	
Include Agencies ('SPB,' 'ALL,' or	
Agency#) : Enter the Agency number, SPB, or ALL in this field.	
Show Actual Contract to Date Amounts (Y,	
N): Enter "Y" to include the optional total	
expenditures paid out so far this year for the	
contracts selected.	
Print Attached Vendor/Worker List (Y, N):	
Enter " Y " to print an attached vendor/worker	
list.	
Print Service Description? (Y/N): Enter Yes	
or No to include the Service Description on	
the report.	
(Contract Type) PS Contracts, Legal, or	
Both (P, S, B): Enter P for PS Contract, S	
for legal services that require the approval	
of the Attorney General or B for Both.	
6. Press ENTER.	The Batch Job Submission window will
	appear.
7. Press ENTER.	The Top 20 Contracts by Declining
	Contract Total report will be generated.

Contracts Summary

The Contracts Summary report accumulates contract information by fiscal year.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose RE (Miscellaneous Contract Reports	The Miscellaneous Contract Reports (2)
	(2) (CW)) from the Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	

Your Action	System Response	
 Choose CS (Contracts Summary) from Miscellaneous Contract Reports (2) (CW) Menu and press ENTER. 	The Contracts Summary screen will appear.	
PHFNC10 PHVJ STATEWIDE PAYROLL AND PHMCR13T PHMCR13M Contracts		
Include Fiscal Years Fi	-om: To:	
Exclude Contracts Less T	nan:	
Include Agencies ('SPB', 'ALL' or Agency	(#ا	
Print Fiscal YTD Cost (Y/N): _		
Decuseted but Katia Waraak		
Requested by: Katie Womack *Direct Command:		
Enter-PF1PF2PF3PF4PF5PF6 Help Main End	PF8PF9PF10PF11PF12 Quit	

	Your Action	System Response
5.	Enter the following information:	
	 Include Fiscal Years From and To: Enter the date to be used in the report. Enter as MMDDYYYY. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected. 	
6.	Press ENTER.	The Batch Job Submission window will
		appear.

Your Action	System Response
7. Press ENTER.	The system will display the following message:
	The Contracts Summary report has been submitted successfully.

Executive Summary

The Executive Summary report accumulates detailed contract information with room for signatures.

This screen allows you to enter search criteria to extract a set of contracts to summarize. Please be selective and print only the data you need.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose RE (Miscellaneous Contract Reports	The Miscellaneous Contract Reports (2)
	(2) (CW)) from the Browses and Reports	(CW) Menu will appear.
	(CW) Menu and press ENTER.	
4.	Choose RC (Executive Summary) from	The Executive Summary screen will
	Miscellaneous Contract Reports (2) (CW)	appear.
	Menu and press ENTER.	

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMA	N RESOURCE SYSTEM	12/10/2018
PHMCR14T PHMCR14M Executive Sum	mary	01:30 PM
Print Contract Forms Requested/Approved From: To: For Agency:		
0	R	
Enter Contract Fiscal Year: And Contract Number(s):		
Requested by: Katie Womack *Direct Command:		
Enter-PF1PF2PF3PF4PF5PF6PF7- Help Main End	PF8PF9PF10PF:	L1PF12 Quit

Your Action		System Response
5.	Enter the following information:	
	 Print Contract Forms Requested/Approved From and To: Enter the To date to be used in the report. Enter as MMDDYYYY. For Agency: Enter the Agency number, SPB, or ALL in this field. 	
	OR	
	Enter Contract Fiscal Year: Enter the Fiscal Year for the Contract to be used in the report. (Enter the year as YYYY.) And Contract Number(s): Enter The Contract Number(s) to be used in the report. As many as fifteen Contract Numbers can be entered and included in the report.	
6.	Press ENTER.	The Batch Job Submission window will appear.
7.	Press ENTER.	The system will display the following message: The Contracts Summary report has been submitted successfully.

Report of CW Contract Activity

Your Action	System Response		
 Choose MC (Manage Contracts) from the Main Menu and press ENTER. 	The Manage Contracts Menu will appear.		
 Choose BR (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER. 	The Contract Browses and Reports (CW) Menu will appear.		
 Choose RE (Miscellaneous Contract Reports (2) (CW)) from the Browses and Reports (CW) Menu and press ENTER. 	The Miscellaneous Contract Reports (2) (CW) Menu will appear.		
 Choose CA (Report of CW Contract Activity) from the (Miscellaneous Contract Reports (2) (CW) Menu and press ENTER. 	The Report of CW Contract Activity screen will appear.		
PHFNC10 PHVJ STATEWIDE PAYROLL AND PHMCR22T PHMCR22M Report of CW Co			
Agency Number:	(Agcy#, ALL, SPB)		
Contract Status: _	(A,D,E,T,X,R->all)		
Contract Start Date: Contract End Date			
Exclude Contracts Less Than:			
Requested by Katie *Direct Command: Enter-PF1PF2PF3PF4PF5PF6 Help Main End			

	Your Action	System Response
5.	Enter the following information:	
	 Agency Number: Used to specify a report that includes all agencies, SPB purview agencies, or a specific agency. (SPAHRS approvals security may affect your ability to select an agency other than your own.) Enter the Agency number, SPB, or ALL in this field Contract Status: Enter a code to include a specific contract type in the report such as "A"pproved, "E"ffective, "T"erminated, "D"isapproved, "X"pired, or "R"> all contract types (All contract types may Not be available for all reports) Contract Start Date: Enter a start date to be used in the Report. Contract End Date: Enter an end date to be used in the Report. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. 	
6.	Press ENTER.	The Batch Job Submission window will
		appear.
7.	Press ENTER.	The system will display the following message:
		The Job has Been Submitted Successfully

Monthly/FY Report of Contracts Approved

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose CD (Monthly/FY Report of Contracts	The Monthly/FY Report of Contracts
	Approved) from the Contract Browses and	Approved screen will appear.
	Reports (CW) Menu and press ENTER.	

PHFNC10 PHVJ STATEWIDE PAYROLL AND PHMCDW1D PHMCDW1M Monthly/FY Report of C	
*Agency:	
Month_Year.: (or) Fi	scal_Year:
Contractor_Type: CW (CW – C	ontract Worker)
Download to File: N (Y/N)	
Direct Command: Enter-PF1PF2PF3PF4PF5PF6 Help Main End	PF7PF8PF9PF10PF11PF12 Quit
Vour Action	System Bespense
Your Action4. Enter the following information:	System Response
	System Response
 4. Enter the following information: *Agency: Enter the Agency number. Month Year: Enter the month and year to be used in the report. OR Fiscal Year: Enter the fiscal year to be used in the report. Contractor Type: Defaults CW (Contract Worker. 	The Batch Job Submission window will
 4. Enter the following information: *Agency: Enter the Agency number. Month Year: Enter the month and year to be used in the report. OR Fiscal Year: Enter the fiscal year to be used in the report. Contractor Type: Defaults CW (Contract Worker. Download to File: (Y/N): Enter Yes or No. 	

Remaining Balance On Contracts Report

This report is used for checking the balance left on all contracts for contract workers for a fiscal year. All contracts for that fiscal year will be displayed with the remaining balance and the contract worker in the contract.

	Your Action	System Response
1.	Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	
2.	Choose BR (Contract Browses and Reports	The Contract Browses and Reports (CW)
	(CW)) from the Manage Contracts Menu and	Menu will appear.
	press ENTER.	
3.	Choose RB (Remaining Balance on	The Remaining Balance On Contracts
	Contracts Report) from the Contract Browses	Report screen will appear.
	and Reports (CW) Menu and press ENTER.	

PHMCRB1D PHMCRB1M Remaining Balance on Contracts Report 01:58 PM 1:58 PM *Agency Number: Fiscal-Year: Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Help Main End Quit	PHFNC10	PHVJ	STATEWIDE	PAYROLL	and human	RESOURCE	SYSTEM	12/10/2018
*Agency Number: Fiscal-Year: Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12	PHMCRB1D	PHMCRB1	M Ren	naining	Balance on	Contracts	Report	
Fiscal-Year: Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								1:58 PM
Fiscal-Year: Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Fiscal-Year: Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Fiscal-Year: Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Fiscal-Year: Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Fiscal-Year: Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12	>	*Aaencu	Number:					
 Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12		Fisca	l-Year: _					
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
	Direct Co	ommand:						
Help Main End Quit				4PF5	PF6PI	PF8	-PF9PF10PF	
	He	lp Main	End					Quit

	Your Action	System Response
4.	Enter the following information:	
	*Agency Number: Enter the agency number. Fiscal-Year: Enter the fiscal year YYYY.	
5.	Press ENTER.	The Batch Job Submission screen will
		appear.
6.	Press ENTER.	The system will display the message that the job "Has Been Submitted Successfully

Browse Contract Years History (Contract Worker)

The Browse Contract Years History screen allows you to review a listing of Contract Years by Contract Number, Date, and Fiscal Year.

Your Act	ion	System Response			
1. Choose MC (Manage Co		The Manage Contracts Menu will appear.			
Main Menu and press EN 2. Choose YH (Browse Cor		The Browse Contract Years History (CW)			
(CW)) from the Manage (screen will appear.			
press ENTER.					
PHFNC10 CI STAT		HUMAN RESOURCE SYSTEM 12/10/20.			
PHMCCYHB PHMCCYHM		ears History (CW) 02:00 Pi			
		1 more			
Actions:					
	Contract				
Act Date/Time	Num Contracto	r Name			
05/14/1997 09:25 AM		80 EQHEALTH SOLUTIONS INC			
- 05/13/1997 11:36 AM		80 EQHEALTH SOLUTIONS INC			
05/13/1997 11:36 AM		80 EQHEALTH SOLUTIONS INC			
05/09/1997 02:47 PM		80 EQHEALTH SOLUTIONS INC			
_ 05/09/1997 02:46 PM	0000002 V00015141	80 EQHEALTH SOLUTIONS INC			
_ 05/09/1997 02:42 PM		80 EQHEALTH SOLUTIONS INC			
_ 05/09/1997 02:42 PM		80 EQHEALTH SOLUTIONS INC			
_ 05/09/1997 02:41 PM		80 EQHEALTH SOLUTIONS INC			
_ 05/08/1997 01:28 PM 05/08/1997 01:27 PM		80 EQHEALTH SOLUTIONS INC 80 EQHEALTH SOLUTIONS INC			
05/08/1997 01:26 PM		80 EQHEALTH SOLUTIONS INC			
*Contract#: Dat	e: FY:				
Direct Command:					
		PF7PF8PF9PF10PF11PF12			
Help Main End		Bkwd Fwd Left Right Quit			
Vour Act	ion	Sustam Pagagana			
Your Act	ion	System Response			

	Your Action	System Response
3.	Enter the following information.	Information displayed includes:
		Date/Time, Contract Number, Contractor
	*Contract Number: The contract number to	Number, and Name.
	be displayed.	
	Date: The date of the contract.	
	Fiscal Year: The fiscal year of the contract.	
4.	Press F11 to access the second panel of this	The second panel will appear.
	screen.	

PHFNC10CISTATEWIDEPAYROLLANDHUMANRESOURCESYSTEMPHMCCYHBPHMCCYHMBrowseContractYearsHistory(CW)< 1more								12/10/2018 02:05 PM				
HCI	ions:			Contract		0	ΓV	Dee	0	0		
Act	Date/ ⁻	Time		Contract Num	FY	Agency Num					Upd User	Log Act
_	05/14/1997	09:25	AM	0000002	1997	0665	Е	М	Ĥ	P1	PHBATCH1	М
	05/13/1997	11:36	AM	000002	1997	0665	A	М	Ĥ	P1	CLPH004	A
	05/13/1997	11:36	AM	0000002	1997	0665	Q	М	Ρ	P1	CLPH004	М
_	05/09/1997	02:47	ΡM	0000002	1997	0665	Ρ	М	Р	Ρ1	CLPH004	М
_	05/09/1997	02:46	ΡM	0000002	1997	0665	Ρ	М	Ρ	Ρ1	CLPH004	A
_	05/09/1997	02:42	ΡM	0000002	1997	0665	A	М	Ĥ	P1	CLPH004	A
_	05/09/1997	02:42	ΡМ	0000002	1997	0665	Q	М	Р	Ρ1	CLPH004	М
_	05/09/1997	02:41	ΡM	0000002	1997	0665	Р	М	Р	Ρ1	CLPH004	A
_	05/08/1997	01:28	ΡM	0000002	1997	0665	A	М	A	Ρ1	CLPH004	A
_	05/08/1997	01:27	ΡM	0000002	1997	0665	Q	М	Р	Ρ1	CLPH004	М
-	05/08/1997	01:26	PM	0000002	1997	0665	Р	М	Ρ	P1	CLPH004	М
*Contract#: Date: FY: Direct Command:												
	Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12											
	Help Ma	in End	1			Bkι	ud Fi	μd		Left	Right Qu	it

Your Action	System Response
Panel 2.	Information displayed includes:
	Date/Time, Contract Number, Fiscal Year,
	Agency Number, FY Status, Request
	Type, Approval Status, Approval Route,
	Update User, and Log Action.
5. Choose D isplay next to the selected record	The Display Contract Years History
and press ENTER.	screen will appear.

Download Contract Worker Data

Download CW Data by Agency

Your Action	System Response
1. Choose MC (Manage Contracts) from the	The Manage Contracts Menu will appear.
Main Menu and press ENTER.	
2. Choose DL (Download Contract Worker	The Download Contract Worker Data
Data) from the Manage Contracts Menu and	Menu will appear.
press ENTER.	

PHVD PHIMAINM						EM	12/11/2018 10:36 AM
Code	Descript	tion				FastPa	ath
CD Dou	wnload CW	Data by Age	тсу			CMDOMI	N
:							
	_DF3DF/	1DE5DE	SDF7	_DF8	.DF9D	=10PF	11DF12
				110		IU TI.	Quit
	PHIMAINM Code CD Dou	PHIMAINM Do Code Descript CD Download CW : pmmand: LPF2PF3PF4	PHIMAINM Download Contr Code Description CD Download CW Data by Ager :	PHIMAINM Download Contract Works Code Description CD Download CW Data by Agency : pmmand: 1PF2PF3PF4PF5PF6PF7	PHIMAINM Download Contract Worker Data Code Description CD Download CW Data by Agency : pmmand: LPF2PF3PF4PF5PF6PF7PF8	PHIMAINM Download Contract Worker Data Menu Code Description CD Download CW Data by Agency :	PHIMAINM Download Contract Worker Data Menu Code Description FastPace CD Download CW Data by Agency CWDOWN CD Download CW Data by Agency CWDOWN :

Your Action	System Response
3. Choose CD (Download CW Data by Agency)	The Download CW Data by Agency
from the Main Menu and press ENTER.	screen will appear.

PHFNC10 PHVA STATEWIDE PAYROLL A	ND HUMAN RESOURCE SYSTEM 12/11/2018						
	CW Data_by Agency 10:56 AM						
*Agency Number:							
Contract Start Data:	(MM/CCVV)						
Contract Start Date: (MM/CCYY) Contract End Date: (MM/CCYY)							
Download File Name.:							
Direct Command:							
Help Main End	Quit						
Your Action	System Response						
4. Enter the following information.							
*Anonon Number Enterthe energy							
*Agency Number: Enter the agency number.							
Contract Start Date: Enter the start date							
of the contract (MM/CCYY).							
Contract End Date: Enter the end of the							
contract (MM/CCYY)	The Detable lab Ocharization with down ill						
5. Press ENTER.	The Batch Job Submission window will appear.						
6. Press ENTER.	The system will generate the following file						
	name.						

XX.PROD.PR7949.AGCYXXXX.DOWNLOAD