Mississippi Management and Reporting System

Department of Finance and Administration

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

Manage Contracts Browses and Reports
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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).

Your Action …	System Response …
1. Choose **MC** (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

```
PHFNC10  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHIMAINU PHIMAINM                Manage Contracts Menu                   09:54 AM


        Code     Description                            FastPath

        MC    Maintain Contract Worker                  MCON
        MY    Maintain Contract Year (CW)               MCYR
        AC    Browses used for Analyzing Contracts (CW) ANZC
        CT    Maintain Contract Tables (CW)             TBLS
        BR    Contract Browses and Reports (CW)         BRRE
        YH    Browse Contract Years History (CW)        CTYH
        CW    Contract WIN Menu                         CWMU
        DL    Download Contract Worker Data             CWDL






     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      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 Contracts (CW)) from the Manage Contracts Menu and press ENTER.	The Browses Used for Analyzing Contracts (CW) Menu will appear.

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHIMAINU PHIMAINM  Browses used for Analyzing Contracts (CW) Menu      10:06 AM


          Code      Description                              FastPath

           PO    Browse Positions by Agency/OCCU              POAO
           OU    Browse OCCU Utilization by Agency/OCCU       OCAO

















      Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

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

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCCB8B PHMCCB8M          Browse Positions by Agency/OCCU            10:19 AM
                                                                    1 more >


 Actions: (D)
              Agency                                        Position  Stat
Act  PIN      Num    Occu Cd              Occu Title        Auth Type  Cd
---  ------   ------ --------- -------------------------------- --------- ----














 *Agency: 0001  *OCCU: _____    Filled/Vacant: V
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                    Bkwd  Fwd          Left  Right Quit
```

Your Action …	System Response …
4. Enter the following information. *Agency: The agency number. *Occu: The Occu 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.	Information is displayed by PIN, Agency Number, Occupational Code, Occupational Title, Position Authorization Type, and Status Code.
5. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```
PHFNC10  PHVA       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/11/2018
PHMCCB8B PHMCCB8M          Browse Positions by Agency/OCCU                12:45 PM
< 1 more

 Actions: (D)
             Agency                        Srv  Pos  Co Pos   Start      End
Act  PIN      Num    Occu Cd      SSN      Type Type Cd Stat  Salary     Salary
---  ------  ------ --------- --------- ---- ---- -- ---- --------- ---------
                            *** End of Data ***









*Agency: 0001  *OCCU: _____ ____    Filled/Vacant: V
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd        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 and press ENTER.	The Maintain Position Information screen 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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **AC** (Browses used for Analyzing Contracts (CW)) from the Manage Contracts Menu and press ENTER.	The Browses Used for Analyzing Contracts (CW) Menu will appear.
3. Choose **OU** (Browse OCCU Utilization by Agency/OCCU) from the Browses used for Analyzing Contracts (CW) Menu and press ENTER.	The Browse OCCU Utilization by Agency/OCCU screen will appear.

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCCB9B PHMCCB9M       Browse OCCU Utilization by Agency/OCCU        10:29 AM

 Actions: (D)
                      Num Pos    Last Date #   Num Pos  Last Date #  Num Pos
Act Agcy      OCCU    Per Occu   of Pos Updated Filled   Pos Filled   Vacant
--- ----    --------- --------   ------------- -------  ----------   -------












 *Agency: 0001  *OCCU: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                      Quit
```

Your Action …	System Response …

4. Enter the following information.
 	
    *Agency: The agency number.
    *Occu: The Occu Code.
	Information is displayed by Agency, Occupational code, Number Positions Per Occupation, Last Date # of Positions Updated, Number Positions Filled, Last Date # Positions Filled and Number Positions Vacant.

5. Choose **D**isplay by the record being selected and press ENTER.	The Occupation Utilization screen will appear.

Contract Browses and Reports (Contract Worker)

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

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHIMAINU PHIMAINM      Contract Browses and Reports (CW) Menu           10:36 AM


           Code      Description                              FastPath


            CB    Miscellaneous Contract Browses (CW)           MCB
            CR    Miscellaneous Contract Reports (CW)           MCR
            RE    Miscellaneous Contract Reports (2) (CW)       MCRT
            CD    Monthly/FY Report of Contracts Approved (CW)
            RB    Remaining Balance on Contracts Report         MCBAL












     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    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        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHIMAINU PHIMAINM      Miscellaneous Contract Browses (CW) Menu         10:37 AM


           Code      Description                            FastPath

           AT    Browse by Agency/Approval Route (CW)         AGAR
           TA    Browse by Approval Route/Agency (CW)         APRA
           BA    Browse All Pend/Req/Appr Contracts (CW)      PEND












     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Browse by Agency/Approval Route (Contract Worker)

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

```
PHFNC10  CI         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCCB4B PHMCCB4M       Browse by Agency/Approval Route (CW)          10:40 AM
                                                                     1 more >


Actions: (D,M)
     Agcy       Appvl                                          Cont   Appv
Act  Nbr   FY   Route  Contract#          Contractor          Type   Stat
---  ----  ---- -----  ----------  --------------------------------  ----  ----
                           *** End of Data ***









*Agency: 0001 FY: 2019 *Approval Route: __ FY Status: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

Your Action …	System Response …
5. Enter the following information. *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.	Information is displayed by Agency Number, Fiscal Year, Approval Route, Contract #, Contractor, Contract Type, and Approval Status.
6. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```
PHFNC10  CI        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHMCCB4B PHMCCB4M       Browse by Agency/Approval Route (CW)           11:07 AM
< 1 more

Actions: (D,M)
     Agcy      Appvl              Req    FY      Contract
Act  Nbr    FY Route  Contract#  Type  Status     Total      Start Date  End Date
---  ----  ---- ----- ---------- ---- ------  ------------   ---------- ----------
                          *** End of Data ***












*Agency: 0001 FY: 2019 *Approval Route: __  FY Status: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                   Bkwd  Fwd         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 by the record being selected and press ENTER.	The Maintain Contract Year Budget screen will appear.

Browse by Approval Route/Agency (Contract Worker)

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

```
PHFNC10  CI         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCCBCB PHMCCBCM        Browse by Approval Route/Agency (CW)         11:12 AM
                                                                      1 more >


Actions: (D,M)
     Agcy       Appvl                                          Cont  Appv
Act  Nbr   FY   Route  Contract#           Contractor          Type  Stat
---  ----  ----  -----  ----------  ------------------------------  ----  ----

















*Approval Route: __  *Agency: 0001 FY: 2019 FY Status: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd          Left  Right Quit
```

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

```
PHFNC10  CI        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHMCCBCB PHMCCBCM        Browse by Approval Route/Agency (CW)        11:17 AM
< 1 more


Actions: (D,M)
     Agcy       Appvl              Req.   FY      Contract
Act  Nbr    FY  Route  Contract#  Type  Status     Total      Start Date  End Date
---  ----  ---- -----  ---------- ---- ------ ------------   ---------- ----------
                             *** End of Data ***








*Approval Route: __  *Agency: 0001 FY: 2019 FY Status: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                    Bkwd  Fwd        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 record and press ENTER.	The Maintain Contract Year Budget screen will appear.

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

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

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHMCAC1B PHMCAC1M    Browse All Pend/Req/Appr Contracts (CW)          12:16 PM
                                                                     1 more >
Agency Fiscal   FY   Contract                                     Cont Appv
Number Year  Status  Number                   Contractor           Type Stat
------ ------ ------ -------- --------------------------------- ---- ----

















*Agency Number:  ___   Fiscal Year: 2019  FY Status: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                       Bkwd  Fwd         Left  Right Quit
```

Your Action …	System Response …

5. Enter the following information.
 	
    *__Agency__: The agency number.
    FY: The requested fiscal year.
    FY Status: The status of the Contracts
	Information is displayed by Agency Number, Fiscal Year, Fiscal Year Status, Contract Number, Contractor, Contract Type, and Approval Status.

6. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```
PHFNC10  PHVJ      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCAC1B PHMCAC1M     Browse All Pend/Req/Appr Contracts (CW)        12:22 PM
< 1 more
Agency Fiscal  FY   Contract    Listed       Hired    Acct  Acct
Number Year  Status Number   Pend  Appr   Pend  Appr  Dist  Just
------ ------ ------ -------- ----- ----   ----- ----  ----  -----
                         *** End of Data ***




















*Agency Number: 0001  Fiscal Year: 2019  FY Status: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose **CR** (Miscellaneous Contract Reports (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHIMAINU PHIMAINM     Miscellaneous Contract Reports (CW) Menu         12:29 PM


          Code      Description                              FastPath


          AA    Approved Contracts Summary by Agency
          SA    Contract Summary by Contract Service Type
          AS    Contracts Summary by Agency Within Svc Type
          DC    Contracts by Declining Contract Amount
          RT    Request Type Summary by Contract Type
          CP    Request for Contracts Pending Approval
          AP    Contract Approval Performance
          PA    All Contracts Pending Approval
          OC    Contracts by Office Code
          LC    Contract List by Contractor
          AT    Contracts Approved or Contracts Terminated
          BD    Report of Contract Worker Budget Data



     Code: __


Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                               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 by Agency) from the Miscellaneous Contract Reports (CW) Menu and Press ENTER.	The Approved Contracts Summary by Agency screen will appear.

```
PHFNC10  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHMCR01T PHMCR01M         Approved Contracts Summary by Agency        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-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      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 **A**pproved, **E**ffective, **D**isapproved, **T**erminated, **E**xpired **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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose **CR** (Miscellaneous Contract Reports (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose **SA (**Contract Summary by Contract Service Type) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contract Summary by Contract Service Type screen will appear.

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     12/10/2018
PHMCR02T PHMCR02M    Contract Summary by Contract Service Type       12:32 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-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     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 **A**pproved, **E**ffective, **D**isapproved, **T**erminated, **E**xpired **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 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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose **CR** (Miscellaneous Contract Reports (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose **AS** (Contracts Summary by Agency Within Svc Type) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contracts Summary by Agency Within Svc Type screen will appear.

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCR03T PHMCR03M   Contracts Summary by Agency Within Svc Type    12:35 PM



 Include Contracts Approved, Effective,
 Terminated, Disapproved, Expired (A,E,T,D,X): _


                                          From: __ __ ____
                                            To: __ __ ____

                       Exclude Contracts Less Than: _____

                             *Include Service Type: ___

                       Print Fiscal YTD Cost (Y/N): _




Requested by: Katie Womack
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       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 **A**pproved, **E**ffective, **D**isapproved, **T**erminated, **E**xpired **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 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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose **CR** (Miscellaneous Contract Reports (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose **DC (**Contracts by Declining Contract Amount) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contracts by Declining Contract Amount screen will appear.

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     12/10/2018
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-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      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 **A**pproved, **E**ffective, **D**isapproved, **T**erminated, **E**xpired **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**. 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 **Y**es or **N**o 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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose **CR** (Miscellaneous Contract Reports (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose **RT** (Request Type Summary by Contract Type) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Request Type Summary by Contract Type screen will appear.

```
PHFNC10  PHVJ      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCR05T PHMCR05M       Request Type Summary by Contract Type        12:40 PM




           Include Contracts Approved From: __ __ ____
                                        To: __ __ ____

               Exclude Contracts Less Than: _____


    Include Agencies ('SPB', 'ALL' or Agency#): ____






Requested by: Katie Womack
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      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 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.	
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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose **CR** (Miscellaneous Contract Reports (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose **CP** (Request for Contracts Pending Approval) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Request for Contracts Pending Approval screen will appear.

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCR06T PHMCR06M       Request for Contracts Pending Approval       12:42 PM



  Print Contract Forms Requested/Approved From: __ __ ____
                                            To: __ __ ____
                              For Agency: ____

                                  --OR--

              Enter Contract Fiscal Year: ____
                   And Contract Number(s): _____ _____ _____
                                           _____ _____ _____
                                           _____ _____ _____
                                           _____ _____ _____
                                           _____ _____ _____




Requested by: Katie Womack
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      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. Choose **MC** (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose **CR** (Miscellaneous Contract Reports (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose **AP** (Contract Approval Performance) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contract Approval Performance screen will appear.

```
PHFNC10  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCR07T PHMCR07M           Contract Approval Performance           12:55 PM




             Include Contracts Approved From: __ __ ____
                                          To: __ __ ____

                 Exclude Contracts Less Than: _____

             Print Service Description? (Y/N): _




Requested by: Katie Womack
*Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      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 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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose **CR** (Miscellaneous Contract Reports (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose **PA** (All Contracts Pending Approval) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The All Contracts Pending Approval screen will appear.

```
PHFNC10  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCR08T PHMCR08M            All Contracts Pending Approval          12:56 PM




                    Exclude Contracts Less Than: _____

            Print Service Description? (Y/N):







Requested by: Katie Womack
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                  Quit
```

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

```
PHFNC10  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHMCR09T PHMCR09M              Contracts by Office Code               12:57 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-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      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 **A**pproved, **E**ffective, **D**isapproved, **T**erminated, **E**xpired **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 **Y**es or **N**o to include the Service Description on the report. **(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 message: 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.

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

```
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): _


                                      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-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      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 **A**pproved, **E**ffective, **D**isapproved, **T**erminated, **E**xpired **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 **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 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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose **CR** (Miscellaneous Contract Reports (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose **AT** (Contracts Approved or Contracts Terminated) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contracts Approved or Contracts Terminated screen will appear.

```
PHFNC10  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCR11T PHMCR11M    Contracts Approved or Contracts Terminated      01:10 PM



   Include Contracts Approved, Effective,
        Terminated, Disapproved, Expired (A,E,T,D,X): _
                                         Fiscal Year: ____
                                                From: __ __ ____
                                                  To: __ __ ____
                              Show All Mods(Y,N): _
                       Exclude Contracts Less Than: _____

           Include Agencies ('SPB', 'ALL' or Agency#): ____

           Show Actual Contract to Date Amounts (Y,N): _
               Print Attached Vendor/Worker List (Y,N): _
                       Print Service Description? (Y,N): _

  (Contract Type) PS Contracts, Legal, or Both(P,S,B): _
Requested by: Katie Womack
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      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 **A**pproved, **E**ffective, **D**isapproved, **T**erminated, **E**xpired. **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 **Y**es or **N**o 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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose **CR** (Miscellaneous Contract Reports (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose **BD** (Report of Contract Worker Budget Data) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Report of Contract Worker Budget Data screen will appear.

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHMCCP1D PHMCCP1M        Report of Contract Worker Budget Data          01:12 PM


_   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-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                        Bkwd  Fwd                   Quit
```

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 **Ye**s 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
1. Choose **MC** (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. 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.

```
PHFNC10  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHIMAINU PHIMAINM   Miscellaneous Contract Reports (2) (CW) Menu       01:15 PM


           Code      Description                                 FastPath


            TC    Top 20 Contracts by Declining Contract Total
            CS    Contracts Summary
            RC    Executive Summary                              EXEC
            CA    Report of CW Contract Activity                 RCACW













      Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

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

```
PHFNC10  PHVJ          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHMCR12T PHMCR12M    Top 20 Contracts by Declining Contract Total       01:15 PM



   Include Contracts Approved, Effective,
        Terminated, Disapproved, Expired (A,E,T,D,X): _
                                            Fiscal Year: ___
                                                  From: __ __ ____
                                                    To: __ __ ____


        Number of Contracts to Include on the Report: ___
                      Print Analyst's Summary (Y/N): _
        Use Total Amount or Personal/Legal Svcs(T/P): _
                          Exclude Contracts Less Than: _____
           Include Agencies ('SPB', 'ALL' or Agency#): ____
           Show Actual Contract to Date Amounts (Y,N): _
             Print Attached Vendor/Worker List (Y,N): _
                       Print Service Description? (Y,N): _
  (Contract Type) PS Contracts, Legal, or Both(P,S,B): _
Requested by: Katie Womack
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      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 **A**pproved, **E**ffective, **D**isapproved, **T**erminated, **E**xpired. **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 **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. **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 **Y**es or **N**o 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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. 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.

Your Action…	System Response
4. 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 HUMAN RESOURCE SYSTEM    12/10/2018
PHMCR13T PHMCR13M                Contracts Summary                    01:28 PM




                     Include Fiscal Years 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-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                  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 Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. 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.
4. Choose **RC** (Executive Summary) from Miscellaneous Contract Reports (2) (CW) Menu and press ENTER.	The Executive Summary screen will appear.

```
PHFNC10  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHMCR14T PHMCR14M                  Executive Summary                   01:30 PM



  Print Contract Forms Requested/Approved From: __ __ ____
                                            To: __ __ ____
                                    For Agency: ____

                                      --OR--

               Enter Contract Fiscal Year: ____
                   And Contract Number(s): _____ _____ _____
                                           _____ _____ _____
                                           _____ _____ _____
                                           _____ _____ _____
                                           _____ _____ _____




Requested by: Katie Womack
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   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
1. Choose **MC** (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **BR** (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. 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.
4. 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 HUMAN RESOURCE SYSTEM      12/10/2018
PHMCR22T PHMCR22M           Report of CW Contract Activity            01:31 PM




        Agency Number..............: ____      (Agcy#, ALL, SPB)

        Contract Status............: _         (A,D,E,T,X,R->all)

        Contract Start Date........: _____ (MMDDCCYY)
        Contract End Date..........: _____ (MMDDCCYY)

        Exclude Contracts Less Than: _____




        Requested by..............: Katie Womack
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

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

```
PHFNC10  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHMCDW1D PHMCDW1M    Monthly/FY Report of Contracts Approved (CW)      01:55 PM




             *Agency:  ____ ____ ____ ____ ____ ____ ____ ____



              Month_Year.:  __   ____  (or) Fiscal_Year:  ____



              Contractor_Type: CW   (CW - Contract Worker)



              Download to File: N   (Y/N)




Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                  Quit
```

Your Action…	System Response
4. Enter the following information: ***Agency**: Enter the Agency number. **Month Yea**r: 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 **Y**es or **N**o.	
5. Press ENTER.	The Batch Job Submission window will appear.
6. Press ENTER.	If the Download to File is marked yes the system will generate the following file name XX.RESTART.PY7810.AGCY00000.DOWNLOAD. If no then the Monthly/FY Report of Contracts Approved Report will be printed at the pre determined printer.

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

```
PHFNC10  PHVJ   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM        12/10/2018
PHMCRB1D PHMCRB1M       Remaining Balance on Contracts Report        01:58 PM
                                                                      1:58 PM




         *Agency Number:   ____

            Fiscal-Year:   ___









Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  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 Action …	System Response …
1. Choose **MC** (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **YH (**Browse Contract Years History (CW)) from the Manage Contracts Menu and press ENTER.	The Browse Contract Years History (CW) screen will appear.

```
PHFNC10  CI          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/10/2018
PHMCCYHB PHMCCYHM         Browse Contract Years History (CW)             02:00 PM
                                                                       1 more >
 Actions:
                          Contract
Act      Date/Time          Num    Contractor                 Name
---  -------------------  --------  -----------  ------------------------------
 _    05/14/1997 09:25 AM  0000002 V0001514180 EQHEALTH SOLUTIONS INC
 _    05/13/1997 11:36 AM  0000002 V0001514180 EQHEALTH SOLUTIONS INC
 _    05/13/1997 11:36 AM  0000002 V0001514180 EQHEALTH SOLUTIONS INC
 _    05/09/1997 02:47 PM  0000002 V0001514180 EQHEALTH SOLUTIONS INC
 _    05/09/1997 02:46 PM  0000002 V0001514180 EQHEALTH SOLUTIONS INC
 _    05/09/1997 02:42 PM  0000002 V0001514180 EQHEALTH SOLUTIONS INC
 _    05/09/1997 02:42 PM  0000002 V0001514180 EQHEALTH SOLUTIONS INC
 _    05/09/1997 02:41 PM  0000002 V0001514180 EQHEALTH SOLUTIONS INC
 _    05/08/1997 01:28 PM  0000002 V0001514180 EQHEALTH SOLUTIONS INC
 _    05/08/1997 01:27 PM  0000002 V0001514180 EQHEALTH SOLUTIONS INC
 _    05/08/1997 01:26 PM  0000002 V0001514180 EQHEALTH SOLUTIONS INC


*Contract#: _____   Date: __ __ ____    FY: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

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

```
PHFNC10  CI        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/10/2018
PHMCCYHB PHMCCYHM        Browse Contract Years History (CW)          02:05 PM
< 1 more
 Actions:
                        Contract      Agency  FY  Req  Appv Appv            Log
Act       Date/Time      Num     FY    Num   Stat Type Stat Route Upd User  Act
---  ------------------  -------- ----  ------ ---- ---- ---- ----- -------- ---
 _   05/14/1997 09:25 AM  0000002 1997  0665    E    M    A    P1   PHBATCH1  M
 _   05/13/1997 11:36 AM  0000002 1997  0665    A    M    A    P1   CLPH004   A
 _   05/13/1997 11:36 AM  0000002 1997  0665    Q    M    P    P1   CLPH004   M
 _   05/09/1997 02:47 PM  0000002 1997  0665    P    M    P    P1   CLPH004   M
 _   05/09/1997 02:46 PM  0000002 1997  0665    P    M    P    P1   CLPH004   A
 _   05/09/1997 02:42 PM  0000002 1997  0665    A    M    A    P1   CLPH004   A
 _   05/09/1997 02:42 PM  0000002 1997  0665    Q    M    P    P1   CLPH004   M
 _   05/09/1997 02:41 PM  0000002 1997  0665    P    M    P    P1   CLPH004   A
 _   05/08/1997 01:28 PM  0000002 1997  0665    A    M    A    P1   CLPH004   A
 _   05/08/1997 01:27 PM  0000002 1997  0665    Q    M    P    P1   CLPH004   M
 _   05/08/1997 01:26 PM  0000002 1997  0665    P    M    P    P1   CLPH004   M

*Contract#: _____  Date: __ __ ____   FY: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                   Bkwd  Fwd        Left  Right Quit
```

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 and press ENTER.	The Display Contract Years History screen will appear.

Download Contract Worker Data

Download CW Data by Agency

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

```
PHFNC10  PHVD        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/11/2018
PHIMAINU PHIMAINM            Download Contract Worker Data Menu            10:36 AM


          Code      Description                              FastPath

           CD    Download CW Data by Agency                 CWDOWN











      Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                     Quit
```

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

```
PHFNC10  PHVA        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/11/2018
PHMCDW2D PHMCDW2M            Download CW Data_by Agency                10:56 AM




              *Agency Number......: ____

               Contract Start Date: __ ____   (MM/CCYY)
               Contract End Date..: __ ____   (MM/CCYY)




               Download File Name.:




Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   Quit
```

Your Action …	System Response …
4. Enter the following information. ***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)	
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