
Mississippi Management and Reporting System

Department of Finance and Administration

MIRS Policies and Procedures		
6220	Manage Contracts Browsers	Revision Date: 02/01/2016
		Version: 7

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Objective

Develop an understanding of the Manage Contracts Browses.

Outcome

An understanding of the browses and screens obtained.

Browses used for Analyzing Contracts (Contract Worker)

This Menu option is accessible only by PSCRB.

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 ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHIMAINU PHIMAINM Manage Contracts Menu 12:01 PM

Code Description FastPath
MC Maintain Contract worker MCON
MY Maintain Contract Year (CW) MCYR
AC Browses used for Analyzing Contracts (CW) ANZC
BR Contract Browses and Reports (CW) BRRE
YH Browse Contract Years History (CW) CTYH
CT Maintain Contract Tables (CW) TBLS
CW Contract WIN Menu CWMU

Code: __

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

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	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/28/2015
PHIMAINU	PHIMAINM	Browsers used for Analyzing Contracts (CW) Menu	12:03 PM
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 ...
<p>3. Choose PO (Browse Positions by Agency/OCCU) from the Browsers used for Analyzing Contracts (CW) and press ENTER.</p> <p>Selection criteria include *Agency, *Occu, and Filled/Vacant. The available action is display.</p>	<p>The Browse Positions by Agency/OCCU screen will appear.</p> <p>Information is displayed by PIN, Agency Number, Occupational Code, Occupational Title, Position Authorization Type, Status Code, SSN, Service Type, Position Type, County Code, Position Status, Starting Salary and Ending Salary.</p>

PANEL 1

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCCB8B PHMCCB8M Browse Positions by Agency/OCCU 12:04 PM
1 more >

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

```

*Agency: 0000 *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

PANEL 2

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCCB8B PHMCCB8M Browse Positions by Agency/OCCU 12:05 PM
< 1 more

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

*Agency: 0000 *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. Choose Display 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 (Browsers used for Analyzing Contracts (CW)) from the Manage Contracts Menu and press ENTER.	The Browsers Used for Analyzing Contracts (CW) Menu will appear.
3. Choose OU (Browse OCCU Utilization by Agency/OCCU) from the Browsers used for Analyzing Contracts (CW) Menu and press ENTER. Selection criteria include Agency, and Occu. The available action is display.	The Browse OCCU Utilization by Agency/OCCU screen will appear. 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.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCCB9B PHMCCB9M Browse OCCU Utilization by Agency/OCCU 12:07 PM

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

*Agency: 0000 *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. Choose Display 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.

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)	

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	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/28/2015
PHIMAINU	PHIMAINM	Miscellaneous Contract Browsers (CW) Menu	12:09 PM
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 ...
<p>4. Choose AT (Browse by Agency/Approval Route (CW)) from the Miscellaneous Contract Browsers (CW) Menu and press ENTER.</p> <p>Selection criteria includes *Agency, FY, Approval Route, and FY Status.</p>	<p>The Browse by Agency/Approval Route (CW) screen will appear.</p> <p>Information is displayed by Agency Number, Fiscal Year, Approval Route, Contract #, Contractor, Contract Type, Approval Status, Request Type, Fiscal Year Status, Contract Total, Start Date and End Date.</p>

PANEL 1

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				09/28/2015
PHMCCB4B	PHMCCB4M	Browse by Agency/Approval Route (CW)				12:10 PM
					1 more >	
Actions: (D,M)						
Act	Agcy	FY	Appvl	Contract#	Contractor	Cont Appv Type Stat
Nbr			Route			

*Agency: 0000 FY: 2016 *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						

PANEL 2

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				09/28/2015
PHMCCB4B	PHMCCB4M	Browse by Agency/Approval Route (CW)				12:11 PM
< 1 more						
Actions: (D,M)						
Act	Agcy	FY	Appvl	Req	FY	Contract
Nbr			Route	Contract#	Type	Status
					Total	Start Date
						End Date

*** End of Data ***						
*Agency: 0000 FY: 2016 *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. Choose Display by the record being selected and press ENTER.	The Maintain Contract Year Budget screen will appear.

PANEL 2

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					09/28/2015
PHMCCBCB	PHMCCBCM	Browse by Approval Route/Agency (CW)					12:14 PM
< 1 more							
Actions: (D,M)							
Act Nbr	Agcy FY	Appvl Route	Contract#	Req. Type	FY Status	Contract Total	
						Start Date	
						End Date	
*** End of Data ***							
*Approval Route: __ *Agency: 0000 FY: 2016 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. 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 Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CB (Miscellaneous Contract Browsers (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Browsers (CW) Menu will appear.
4. Choose BA (Browse All Pend/Req/Appr Contracts) from the Miscellaneous Contract Browsers (CW) and press ENTER. Selection criteria include Agency Number, Fiscal Year, and FY Status. There is no available action. NOTE: User may use the Pending, Requested and Approved browse screen to view all Independent Contractors and Contract Worker contracts' FY Status and Approval Status.	The Browse All Pend/Req/Appr Contracts screen will appear. Information is displayed by Agency Number, Fiscal Year, Fiscal Year Status, Contract Number, Contractor, Contract Type, Approval Status, Listed Pending and Approved, Hired Pending and Approved, Accounting Distribution, and Account Justification.

PANEL 1

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCAC1B PHMCAC1M Browse All Pend/Req/Appr Contracts (CW) 12:15 PM
1 more >
Agency Fiscal FY Contract Contractor Cont Appv
Number Year Status Number Contractor Type Stat
-----
*Agency Number: 0000 Fiscal Year: 2016 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
    
```

PANEL 2

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCAC1B PHMCAC1M Browse All Pend/Req/Appr Contracts (CW) 12:16 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: 0000 Fiscal Year: 2016 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
    
```

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	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/28/2015
PHIMAINU	PHIMAINM	Miscellaneous Contract Reports (CW) Menu	12:17 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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR01T PHMCR01M Approved Contracts Summary by Agency 12:19 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
<p>5. Enter the following information:</p> <p>Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired</p> <p>From: Enter the From date to be used in the report. Enter as MMDDYYYY.</p> <p>To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. (This field defaults to "ALL" agencies.)</p> <p>Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.</p>	
<p>6. Press ENTER.</p>	<p>The Batch Job Submission window will appear.</p>
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>The Approved Contracts Summary by Agency report has been submitted successfully.</p>

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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR02T PHMCR02M Contract Summary by Contract Service Type 12:20 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 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 .	

Your Action...	System Response
Continue entering the following information. 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.
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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR03T PHMCR03M Contracts Summary by Agency within Svc Type 12:22 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
<p>5. Enter the following information:</p> <p>Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired</p> <p>From: Enter the From date to be used in the report. Enter as MMDDYYYY.</p> <p>To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>*Include Service Type: Enter the service type code.</p> <p>Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.</p>	
<p>6. Press ENTER.</p>	<p>The Batch Job Submission window will appear.</p>
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>The Contracts Summary by Agency Within Svc Type report has been submitted.</p>

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 Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers 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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR04T PHMCR04M Contracts by Declining Contract Amount 12:23 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 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 .	

Your Action...	System Response
<p>Continue entering the following information.</p> <p>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.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field</p> <p>Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.</p> <p>(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.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>The Contracts by Declining Contract Amount report has been submitted successfully.</p>

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 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/28/2015
PHMCR05T PHMCR05M	Request Type Summary by Contract Type	12:27 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 All 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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR06T PHMCR06M Request for Contracts Pending Approval 12:28 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
<p>5. Enter the following information:</p> <p>Print Contract Forms Requested/Approved From: Enter the date to be used in the report. Enter as MMDDYYYY.</p> <p>To: Enter the date to be used in the report. Enter as MMDDYYYY.</p> <p>For Agency: Enter the Agency number, SPB, or ALL in this field.</p> <p style="text-align: center;">OR</p> <p>Enter Contract Fiscal Year: Enter the Fiscal Year for the Contract to be used in the report. Enter the year as YYYY.</p>	

Your Action...	System Response
Continue entering the following information. 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.
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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR07T PHMCR07M Contract Approval Performance 12:30 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 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 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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR08T PHMCR08M All Contracts Pending Approval 12:31 PM
<p>Exclude Contracts Less Than: _____</p> <p>Print Service Description? (Y/N):</p>
<p>Requested by: KATIE WOMACK</p> <p>*Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End quit</p>

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 Yes or No to include the Service Description on 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 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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR09T PHMCR09M Contracts by office code 12:33 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
<p>5. Enter the following information:</p> <p>Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired</p> <p>From: Enter the From date to be used in the report. Enter as MMDDYYYY.</p> <p>To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>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.</p> <p>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.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field.</p> <p>Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.</p> <p>(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.</p>	
<p>6. Press ENTER.</p>	<p>The Batch Job Submission window will appear.</p>
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>The Contracts by Office Code report has been submitted successfully.</p>

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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR10T PHMCR10M Contract List by Contractor 12:35 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 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 .	

Your Action...	System Response
Continue entering the following information. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include All 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.
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 Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers 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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR11T PHMCR11M Contracts Approved or Contracts Terminated 12:38 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
<p>5. Enter the following information:</p> <p>Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E, D, T, X): Enter Approved, Effective, Disapproved, Terminated, Expired.</p> <p>Fiscal Year: Enter the fiscal year to be used in the report.</p> <p>From: Enter the From date to be used in the report. Enter as MMDDYYYY.</p> <p>To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>Show All Mods(Y, N): Enter "Y" to include all modified contracts in the report.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. (This field defaults to "ALL" agencies.)</p> <p>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.</p> <p>Print Attached Vendor/Worker List (Y, N): Enter "Y" to print an attached vendor/worker list.</p>	

Your Action...	System Response
Continue entering the following information: 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 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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCCP1D PHMCCP1M Report of Contract Worker Budget Data 12:40 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 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
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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHIMAINU PHIMAINM Miscellaneous Contract Reports (2) (CW) Menu 12:41 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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR12T PHMCR12M Top 20 Contracts by Declining Contract Total 12:41 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
<p>5. Enter the following information:</p> <p>Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E, D, T, X): Enter Approved, Effective, Disapproved, Terminated, Expired.</p> <p>Fiscal Year: Enter the fiscal year to be used in the report.</p> <p>From: Enter the From date to be used in the report. Enter as MMDDYYYY.</p> <p>To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>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.</p> <p>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.</p> <p>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</p>	

Your Action...	System Response
<p>Continue entering the following information:</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL,' or Agency#): Enter the Agency number, SPB, or ALL in this field.</p> <p>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.</p> <p>Print Attached Vendor/Worker List (Y, N): Enter "Y" to print an attached vendor/worker list.</p> <p>Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.</p> <p>(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.</p>	
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.
4. Choose CS (Contracts Summary) from Miscellaneous Contract Reports (2) (CW) Menu and press ENTER.	The Contracts Summary screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR13T PHMCR13M Contracts Summary 12:43 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
<p>5. Enter the following information:</p> <p>Include Fiscal Year From and To: Enter the date to be used in the report. Enter as MMDDYYYY.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field.</p> <p>Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.</p>	
<p>6. Press ENTER.</p>	<p>The Batch Job Submission window will appear.</p>
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>The Contracts Summary report has been submitted successfully.</p>

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 Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose RE (Miscellaneous Contract Reports (2) (CW)) from the Browsers 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 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR14T PHMCR14M Executive Summary 12:44 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
<p>5. Enter the following information:</p> <p>Print Contract Forms Requested/Approved From and To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>For Agency: Enter the Agency number, SPB, or ALL in this field.</p> <p style="text-align: center;">OR</p> <p>Enter Contract Fiscal Year: Enter the Fiscal Year for the Contract to be used in the report. (Enter the year as YYYY.)</p> <p>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.</p>	
<p>6. Press ENTER.</p>	<p>The Batch Job Submission window will appear.</p>
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>The Contracts Summary report has been submitted successfully.</p>

Report of CW Contract Activity

Your Action...	System Response
<p>1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.</p>	<p>The Manage Contracts Menu will appear.</p>
<p>2. Choose BR (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.</p>	<p>The Contract Browses and Reports (CW) Menu will appear.</p>
<p>3. Choose RE (Miscellaneous Contract Reports (2) (CW)) from the Browses and Reports (CW) Menu and press ENTER.</p>	<p>The Miscellaneous Contract Reports (2) (CW) Menu will appear.</p>
<p>4. Choose CA (Report of CW Contract Activity) from the (Miscellaneous Contract Reports (2) (CW) Menu and press ENTER.</p>	<p>The Report of CW Contract Activity screen will appear.</p>

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCR22T PHMCR22M Report of CW Contract Activity 12:51 PM

Agency Number.....: _____ (Agcy#, ALL, SPB)
Contract Status.....: _ (A,D,E,T,X,R->a11)
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
<p>5. Enter the following information:</p> <p>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</p> <p>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)</p> <p>Contract Start Date: Enter a start date to be used in the Report.</p> <p>Contract End Date: Enter an end date to be used in the Report.</p>	
<p>6. Press ENTER.</p>	<p>The Batch Job Submission window will appear.</p>
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>The Job has Been Submitted Successfully</p>

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  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/28/2015
PHMCDW1D PHMCDW1M     Monthly/FY Report of Contracts Approved (CW)      01:03 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 Year: Enter the month and year to be used in the report. <p style="text-align: center;">OR</p> Fiscal Year: Enter the fiscal year to be used in the report. Contractor Type: Enter (IC (Independent Contractor), CW (Contract Worker, or BO (for both)). Download to File: (Y/N): Enter Yes or No.	
5. Press ENTER.	The Batch Job Submission window will appear.

Your Action...	System Response
6. Press ENTER.	<p>If the Download to File is marked yes the system will generate the following file name</p> <p>PH.RESTART.PY7810.AGCY00000.DOWLOAD.</p> <p>If no then the Monthly/FY Report of Contracts Approved Report will be printed at the pre determined printer.</p>

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.
<p>2. Choose YH (Browse Contract Years History (CW)) from the Manage Contracts Menu and press ENTER.</p> <p>Selection criteria include Contract Number, Date, and Fiscal Year. Available action is Display.</p>	<p>The Browse Contract Years History (CW) screen will appear.</p> <p>Information displayed includes: Date/Time, Contract Number, Contractor, Name, Fiscal Year, Agency Number, FY Status, Request Type, Approval Status, Approval Route, Update User, and Log Action.</p>

Panel 1

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM							09/28/2015
PHMCCYHB	PHMCCYHM	Browse Contract Years History (CW)							01:05 PM
Actions:									
Act	Date/Time	Contract Num	Contractor	Name					
-	10/07/1997 10:30 AM	0000326	V0001037171	* No Contract Info record found					*
-	10/07/1997 10:29 AM	0000326	V0001037171	* No Contract Info record found					*
-	09/12/1997 03:29 PM	0000326	V0001037171	* No Contract Info record found					*
-	09/12/1997 03:25 PM	0000326	V0001037171	* No Contract Info record found					*
-	09/12/1997 03:23 PM	0000326	V0001037171	* No Contract Info record found					*
-	06/25/1997 02:13 PM	0000326	V0001037171	* No Contract Info record found					*
-	07/30/1998 08:04 PM	0000328	V0000107400	* No Contract Info record found					*
-	06/25/1997 02:13 PM	0000328	V0000107400	* No Contract Info record found					*
-	09/16/1997 07:05 PM	0000359	V0001290490	* No Contract Info record found					*
-	09/16/1997 01:06 PM	0000359	V0001290490	* No Contract Info record found					*
-	12/31/1997 11:52 PM	0000360	V0001441040	* No Contract Info record found					*
*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				

Panel 2

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM							09/28/2015
PHMCCYHB	PHMCCYHM	Browse Contract Years History (CW)							01:06 PM
< 1 more									
Actions:									
Act	Date/Time	Contract Num	FY	Agency Num	FY Stat	Req Type	Appv Stat	Appv Route	Log User Act
-	10/07/1997 10:30 AM	0000326	1998	0161	A	M	A	P1	CLPH016 A
-	10/07/1997 10:29 AM	0000326	1998	0161	Q	M	P	P1	CLPH016 M
-	09/12/1997 03:29 PM	0000326	1998	0161	Q	M	P	P1	FMPH003 M
-	09/12/1997 03:25 PM	0000326	1998	0161	P	M	P	P1	FMPH003 M
-	09/12/1997 03:23 PM	0000326	1998	0161	P	M	P	P1	FMPH003 A
-	06/25/1997 02:13 PM	0000326	1998	0161	A	N	A	P1	CLPH007 A
-	07/30/1998 08:04 PM	0000328	1998	0161	E	N	A	P1	PH111030 M
-	06/25/1997 02:13 PM	0000328	1998	0161	A	N	A	P1	CLPH007 A
-	09/16/1997 07:05 PM	0000359	1998	0301	E	N	A	I1	PH111030 M
-	09/16/1997 01:06 PM	0000359	1998	0301	A	N	A	I1	DHPH007 A
-	12/31/1997 11:52 PM	0000360	1998	0301	E	N	A	P1	PH111030 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 ...
3. Choose Display next to the selected record and press ENTER.	The Display Contract Years History screen will appear.