**Statewide Procurement Reports as of 12/5/2018**

**6110 Contract Usage Summary**The 6110 report is an ad hoc report which may be pulled at any time. It lists all contracts (Doc Type = PO) for a specified Department, including Vendor, contract period, Procurement Type, Cited Authority, last payment date, contract total, closed amount, and open balance.

* Listing of Open Contracts by Document Number or Vendor Name
* Last Pay Date not populating

**6120 Active Master Agreements**The 6120 report is an ad hoc report which may be pulled at any time. It lists all active Master Agreements (including Vendor and Contact information) as of a specified date.

* Reformatted for 3.11.1
* MAs including Doc Name, Begin Date, Expiration Date, Cited Authority
* Vendor Name & Number, Address & Contacts
* Buyer, Procurement Folder, Proc Type

**6151 Agency Specific Authorized MAs**The 6151-Agency Specific Authorized MAs report is an ad hoc report which may be pulled at any time. It lists non-expired Master Agreements for statewide use. Optionally, Master Agreements authorized for a specific department may be included.

* Runs a long time and frequently times out
* Issue with Authorized Department not populating
* Causes full table scan

**6200 Contracts by Vendor Number**The 6200 report is an ad hoc report which may be pulled at any time. It lists all existing contracts by Vendor Number, including Document Number, Document Description, Expiration Date, Closed Amount and Order Total.

* Vendor Code & Name
* Lists all contracts (MAs, CTs[[1]](#footnote-1), DOs, DO4s1, POs, PON2s, SCs, CTRP1s)
* Includes Closed Amount
* For MAs, includes Expiration Date & Order Total

**6210 Contracts by Vendor Name**The 6210 report is an ad hoc report which may be pulled at any time. It lists all existing contracts by Vendor Name, including Document Number, Document Description, Expiration Date, Closed Amount and Order Total.

* Like 6210, but by Vendor Name (allows wildcard)

**6740 Open Contracts with Balance**The 6740-Open Contracts with Balance by Doc Dept-Unit-Proc Type (Excludes MAs) report is an ad hoc report which may be pulled at any time. It lists contracts (other than Master Agreements) which are not expired, have open amounts on the commodity lines, and have an overall balance available. Includes a tab sectioned by Procurement Type, then ordered by Department, Unit, Document Number / Description and Vendor Name. A second tab is sectioned by Department, Unit, Fund, Function, and Sub-Function, then ordered by Document Number / Description, Procurement Type, and Vendor Name.

* Open Contracts = Not Expired & Have a Balance (CTs, DOs, DO4s, POs, PON2s, SCs1, CTRP1s1)
* Excludes MAs
* Doc #, Doc Desc, Dept, Unit
* Proc Type, Vendor Name
* Commodity Item Total, Closed Amt, Balance
* 2 Tabs: by Proc Type/Dept/Unit or by Dept/Unit/Fund/Funct/Sub Funct

**6811 Professional Service Contracts**Provides a list of PON2 contracts for the specified Department code.

* Includes CTs[[2]](#footnote-2), CTRP1s2, DOs2, POs2, PON2s, SCs2
* Doc #, Doc Desc, Cited Auth, Proc Type Name, Vendor Name
* Commodity Code, Commodity Desc, Service Dates, Comm Item Amt, Closed Amt

**6820 Non Professional Service Contracts**The 6820-Non-Professional Service Contracts report is an ad hoc report which may be pulled at any time. It displays contracts for Procurement Types 5, 7, 12, 16, (and 21, 23, 25 in the historical 3.10 environment). For each contract, the report provides the Document Number, Document Description, Commodity Code and Description, Vendor Legal Name, Contract Start and End Dates, Procurement Type, and Commodity Line Closed Amount.

* Includes CTs, POs (Others?)
* Doc #, Doc Desc, Proc Type #,
* Commodity Code, Commodity Desc, Service Dates, Closed Amount
* Includes Procurement Type listing (#MULTIVALUE errors)
* Export tab also includes Header Closed Amount

**6840 MOA Service Contracts**Provides a list of MOA service contracts for the specified FY and Department code.

* Doc #, Doc Desc, Proc Type #, Doc Closed Amt
* Commodity Code, Commodity Desc, Service Dates, Closed Amt
* Export tab also includes Comm Item Amt, Comm Actg Total, Max Vers #

**Orders Against a Master Agreement**Lists all orders processed against Master Agreements for the specified Departments.

* Must choose context (= Award Document Lines)
* 2 tabs: ALL orders, Open orders
* By MA Doc #
* Order Doc #, Order Amt, Closed Amt, Open Amt
* Totals (for MA)

**Procurement Document Chain Report**Attempts to provide information from Requisition through Disbursement for awards.

* No formatted tabs
* UR Doc #, UR Record Date, Amt
* Award Doc #, Record Date, Amt
* Payment Doc #, Record Date, Amt
* Disb Doc #, Record Date, Amt

**General Procurement Reporting Objectives**

Obtained from “How To Create Procurement Reports” by Charles Dominick, SPSM, SPSM2, SPSM3   
of Next Level Purchasing Association (online training provider operating out of NC)  
(SPSM = Senior Professional in Supply Management, certification program offered by NLPA)

Part 1: <https://www.nextlevelpurchasing.com/articles/procurement-reports.php>

Part 2: <https://www.nextlevelpurchasing.com/articles/procurement-report.php>

1. Not observed on 12/5/2018 [↑](#footnote-ref-1)
2. Not appropriate for this report; needs to be removed. [↑](#footnote-ref-2)