

State of Maryland

Interagency Commission on School Construction

Business Management System

Contract Approval Report User Guide



Interagency Commission on School Construction
351 W. Camden Street
Baltimore, MD 21201
(410) 767-0617

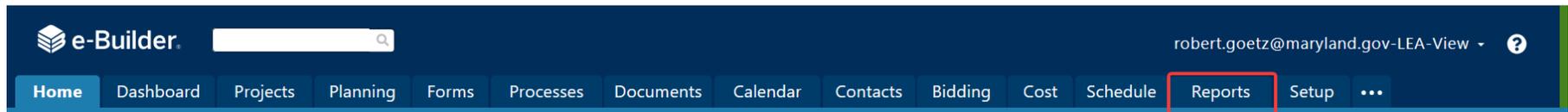
This guide is available for download at iac.mdschoolconstruction.org

Contract Approval Report in the BMS

Purpose: This guide will demonstrate how LEA users can navigate to the report module, run the Contract Approval Report, and export it from the system for your own records.

1. Log in to the IAC’s Business Management System (BMS) consistent with the IAC Initial User Guide found on the [BMS Resource Landing Page](#).

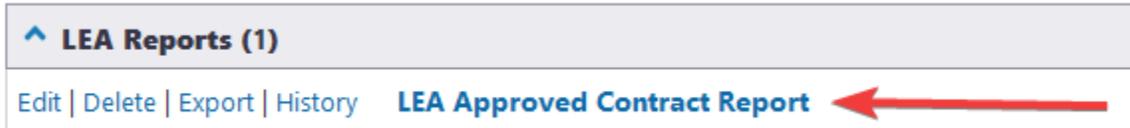
2. Once logged in and on your home screen, click on the tab titled “Reports” at the top of the page to enter the reports module.



3. In the reports module, all LEA reports will be placed under the heading “LEA Reports”:



4. Expand this section out by clicking on the carrot to view all the reports accessible to you under this heading and click on the name of the report you want to run. For contract approvals we want to run the “LEA Approved Contract Report”:



5. The report will immediately run, pulling all approved contracts regardless of the IAC meeting date. To set the filter to pull from a specific IAC meeting date:
- a. Set the “Columns” dropdown to be “Date of IAC Approval”
 - b. Keep the “Duration” set to “Custom”
 - c. Enter the desired IAC meeting date in both the “Start Date” and “End Date”
 - d. Click on “Re-Run Report” at the top right of the “Report Options” section

Report Results

Report Options **d** [Re-Run Report](#)

a Columns:	<input type="text" value="Date of IAC Approval"/>	Sorting: Reset	<input type="text" value="Process Document"/>
	<input type="text" value="Custom"/>		<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
b Duration:	<input type="text" value="Custom"/>		<input type="text" value=""/>
			<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
c Dates:	Start Date: <input type="text" value="06.13.2024"/>	Clear	<input type="text" value=""/>
	End Date: <input type="text" value="06.13.2024"/>		<input checked="" type="radio"/> Ascending <input type="radio"/> Descending

LEA Approved Contract Report [Hide Details](#) [Print View](#) [Send](#) [Export](#) [Edit](#) [Save As](#)

- 6. You will be presented with all approved contracts matching the specified “Date of IAC Approval” grouped by project. To view an individual process to print out for your records, select the specific contract under the “Process Document” column header.
 - a. Clicking on this will bring up the process as a popup.

LEA Approved Contract Report Hide Details Print View Send Export Edit Save As

 Filter By:
Project Status equals Active, Complete, Inactive
Date of IAC Approval has a value

Process Document	PSC Number	Company Name	Recommended Local Funds	Recommended State Funds	Total Contract Amount	Total State Share % (Final)	Date of IAC Approval
Project Name: View Detailed/Order of Applied Technology North Replacement/Replacement							
CA #00001 - View Detailed/Order of Applied Technology North Replacement/Replacement	10 10000 10 0000 0000 00	Green & Paine Architects	2,000,000.00	2,000,000.00	4,000,000.00	50	06/15/2008

- 7. There are (2) options for exporting a report:
 - a. “Print View” to preserve formatting. This will not carry over any of the hyperlinks.
 - b. “Export” to export the raw data with no formatting.

LEA Approved Contract Report Hide Details Print View Send Export Edit Save As

 Filter By:
Project Status equals Active, Complete, Inactive
Date of IAC Approval has a value

a
b