

TRANSPORTATION CONTRACTS REPORT HELP DOCUMENTATION

IMPORTANT:

The information initially displayed is, by default, filtered to the current Fiscal Year (which runs from July 1 through June 30). To change the desired collection of data, use the “Select Filters” button in the upper left corner to adjust search criteria. Right click in the filter boxes to clear or reset filters, if desired. In some cases, the list of filter check boxes can be reduced by entering text in the available search bar.

Different report views are indicated by the small tabs at the top of the screen. A toggle button allows changing views within each report view (for example a chart versus a data list table).

When displaying the detail table, there may be times when a warning occurs, should the number of data rows exceed the maximum displayable row capacity. If all rows need to be reviewed, A way to reduce the number of displayed rows is by further adjusting report filters. Another option would be to export rows from the details table. is to right-click in the details table area to open the options menu then select Export and then Data to export a spreadsheet. This method will export data to download all filtered records, even if they cannot completely fit into the details table display.

About the Transportation (DOT) Contracts Report

This report shows NCDOT contracts with vendors, the payments made on those contracts, and the payments for non-purchase order invoices paid to each vendor setup in NCDOT’s Accounting System. The report shows contracts and payments for each Fiscal Year (July 1st through June 30th) starting with Fiscal Year 2014.

Transportation PO Tab

This tab shows contracts awarded by NCDOT to vendors. Filter criteria includes Fiscal Year, Agency, and for contracts that include the Category and Commodity Class. The top 10 vendor contract amounts are at the top of the page. Clicking on the top 10 or filtered vendors gives PO details for each vendor.

Search PO by Vendor Tab

This tab shows the Contracts awarded by NCDOT to vendors. This report allows users to search by vendor name by either typing the name in the search box or choosing a selection from the Names provided. Clicking on the top 10 or filtered vendors gives PO details for each vendor.

Transportation Payments Tab

This tab shows the payments made by NCDOT on contracts awarded to vendors and for non-purchase order invoices made to each vendor. The report allows for filtering by Fiscal Year and by the name of the vendor, by using either the search box or the name of the recipient. The report allows the user to drill in to the top 10 or filtered vendor to receive more detailed payment information.

