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From: cmsusers-bounces@mailman.state.co.us on behalf of Contract Management System User Mailing List [cmsusers@mailman.state.co.us]
Sent: Friday, September 24, 2010 2:11 PM
To: cmsusers@mailman.state.co.us
Subject: [CMSusers] Completeness Reports in CMS
Attachments: ATT2522725.txt

CMS Users,

Happy Friday.

In a continuing effort to assist agencies in completing their contract records in the Contract Management System, additional Completeness Reports have been created for your use. An announcement was made at the September 15th CCIT (the Colorado Contract Improvement Team) meeting that a Completeness Report was available in CMS to allow agencies to review all fields in all records and determine where information was needed and/or corrections required.

Upon further consideration, it became clear that this single large report could prove cumbersome given the amount of information it contains, and the fact that not all contract types contain the same fields thereby making identification of needed updates to records, more time consuming than need be.

As such, additional, shorter, Completeness Reports are now available. These include:

1. **Dept Rpt - Completeness** ← This is the FULL original Completeness Report that contains all fields for all contract types for all records.
2. **Dept Rpt - Completeness - Legislative Fields** ← This Report contains only those fields that will be reported in one or more of the 6 Reports that will be submitted to the Legislature.
3. **Dept Rpt - Completeness - Public Web Search Fields** ← This Report contains only those fields that transfer to the Public Website (<http://Contractsweb.state.co.us>)
4. **Dept Rpt - Completeness - Commodities/Goods** ← This Report contains only those fields specific to this contract type.
5. **Dept Rpt - Completeness - Construction** ← This Report contains only those fields specific to this contract type.
6. **Dept Rpt - Completeness - Individual Task Order** ← This Report contains only those fields specific to this contract type.
7. **Dept Rpt - Completeness - Interagency** ← This Report contains only those fields specific to this contract type.
8. **Dept Rpt - Completeness - Intergovernmental** ← This Report contains only those fields specific to this contract type.
9. **Dept Rpt - Completeness - Loans** ← This Report contains only those fields specific to this contract type.
10. **Dept Rpt - Completeness - Modification** ← This Report contains only those fields specific to this contract type.

11. **Dept Rpt - Completeness - Multi-Party** ← This Report contains only those fields specific to this contract type.
12. **Dept Rpt - Completeness - Personal Services** ← This Report contains only those fields specific to this contract type.
13. **Dept Rpt - Completeness - Purchase Order** ← This Report contains only those fields specific to this contract type.
14. **Dept Rpt - Completeness - Real Property** ← This Report contains only those fields specific to this contract type.
15. **Dept Rpt - Completeness - Revenue** ← This Report contains only those fields specific to this contract type.
16. **Dept Rpt - Completeness - Settlement** ← This Report contains only those fields specific to this contract type.
17. **Dept Rpt - Completeness - Vendor Agreement** ← This Report contains only those fields specific to this contract type.

How each agency goes about review of their contract records and ensuring the information is present and correct is, of course, up to them. However, a suggested approach is to first focus on the Legislative fields, then the Public Web site fields then look at the contract type(s) used by their agency. This process should facilitate a more timely and efficient approach to field completeness. All of the above Reports are available under **Reports → Custom Searches → My Custom Searches**

Please do not delete any of these reports. Doing so removes them for everyone.

Note also that when an agency employee logs into CMS, the system will recognize that individual's agency and will run the report's only for that agency – not every contract record for all agencies.

Thanks much and have a fabulous weekend.

Brenda

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