

State of Maryland

Interagency Commission on School Construction

Business Management System

Contract Approval Report User Guide



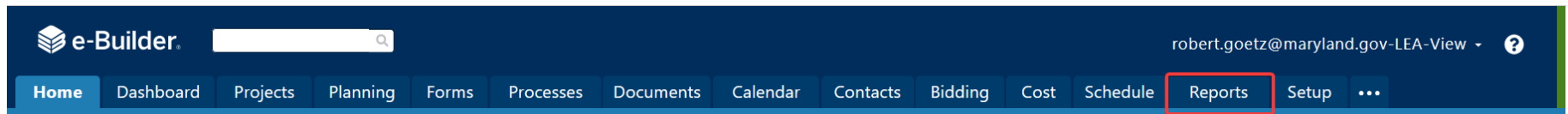
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This guide is available for download at iac.mdschoolconstruction.org

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”:

Reports

Filter

Folder:	<input type="text" value="All Report Folders"/>
Report:	<input type="text"/> Clear

[Expand All](#) | [Collapse All](#)

[Add Report](#)

▼ **LEA Reports (1)**

4. There are currently two “Approved Contract” Reports. “LEA Approved Contract Report (IAC Meeting), which displays contracts that have gone to an IAC meeting through the CA process, and the “LEA Approved Contract Report (Under 100K) which Displays contracts that are under 100k and have received delegated approval.

5. 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”:

^ LEA Reports (17)	
Edit Delete Export History	FY 2026 CIP Report
Edit Delete Export History	LEA All Projects Payment Report - Report that displays all invoice processes grouped by project.
Edit Delete Export History	LEA All Projects Payment Report (migrated) - All project payment report including migrated data.
Edit Delete Export History	LEA All Projects Payment Report (Received Only) - Displays INV processes in received status only.
Edit Delete Export History	LEA Approved Contract Report (IAC Meeting) - Displays contracts that have gone to an IAC meeting through the CA process.
Edit Delete Export History	LEA Approved Contract Report (Under 100k) - Displays contracts that are under 100k and have received delegated approval.

6. 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:
- Set the “Columns” dropdown to be “Date of IAC Approval”
 - Keep the “Duration” set to “Custom”
 - Enter the desired IAC meeting date in both the “Start Date” and “End Date”
 - Click on “Re-Run Report” at the top right of the “Report Options” section

Report Results

Report Options d **Re-Run Report**

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

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

