

Statewide Price Agreement Report Tutorial

The information presented here is derived from quarterly reports provided by our statewide PA vendors. There is a lot of data so it might take a couple of minutes to load.

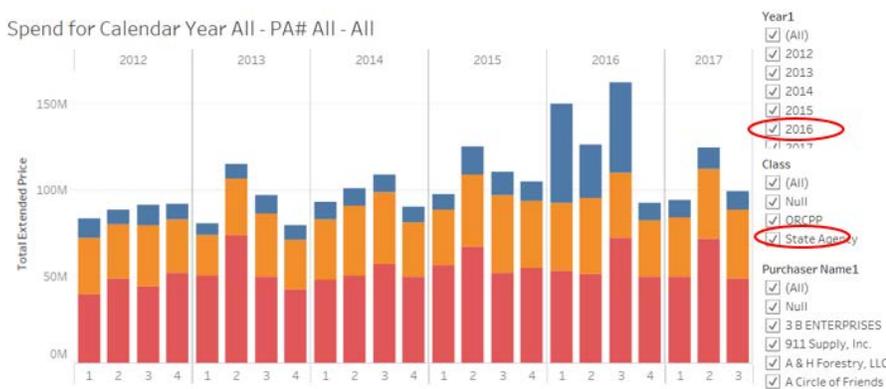
Organization of dashboard:

- The top graph shows purchases, broken down by class of purchasing entity: state agency (red), ORCPP (orange), and unclassified/pending classification (blue).
- The bottom two graphs show detailed information on PA's used and products purchased, the colors indicate the various PAs.
- To the right you find filters: year, class, purchaser name, vendor name, and PA#.

How to get the data you are looking for:

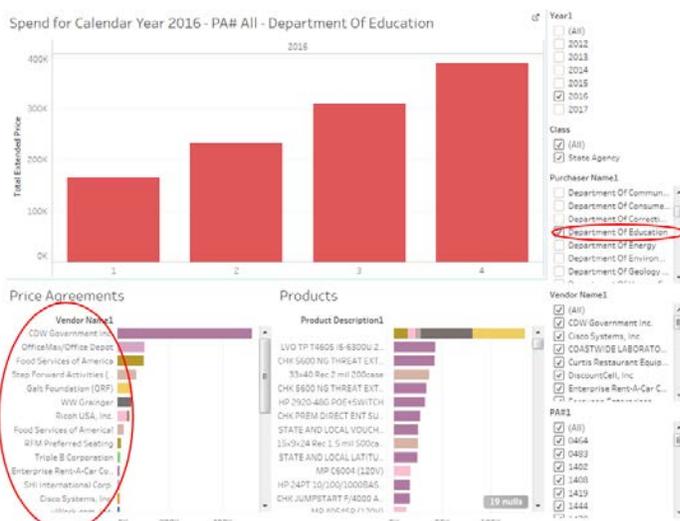
For example, you are from the Dept. of Education and you would like to see which PAs your agency used in 2016:

1. First unselect all years by clicking on the checkbox before "All", then select "2016" in the "Year" filter
2. Select "State Agency" in the "Class" filter



After you make those selections you will only see data for 2016 for all state agencies.

3. Unselect all purchasers by first clicking on "All". Now you can scroll down under "Purchaser Name" and find

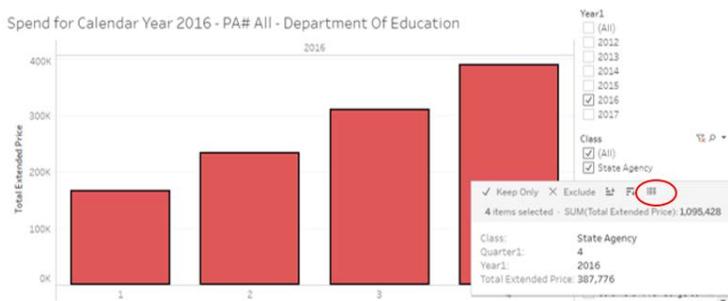


"Department of Education" and select it. You will now view the total amount spent on statewide PAs in 2016 by this state agency. Below on the left side you will find a list with all statewide PAs used ranked by amount spent.

- Next, you might be interested in knowing how much you purchased from a certain vendor (PA#), for example CDW, so you unselect all vendors by clicking the box before "All" under "Vendor Name" and select "CDW Government Inc." (You can also choose to select the vendor based on PA# in the filter below.)



- To get the data, click the ctrl key, hold it and click the quarters in the top graph that you want data for, then right click and select the data icon:



A new page will open showing a summary of the data:

Summary **Full data**

Showing first 4 rows.
[Download all rows as a text file](#)

Class	Quarter1	Year1	SUM(Total Extended Price)
State Agency	4	2016	387,776.284946274
State Agency	3	2016	309,685.65426
State Agency	2	2016	232,728.08926
State Agency	1	2016	165,237.724

Showing first 4 rows.
[Download all rows as a text file](#)

When you click on the Full Data tab you will get all the data, when you click on show all columns you will get additional columns with data. Download the data by clicking the link at the top/bottom of the table with data.

Summary **Full data**

Showing first 200 rows.
[Download all rows as a text file](#)
[Show all columns](#)

Class	PA#1	Purchaser Name1	Quarter1	Total
State Agency	3390	Department Of Education	4	296
State Agency	3390	Department Of Education	4	66.31
State Agency	3390	Department Of Education	4	60.05
State Agency	3390	Department Of Education	4	647.5