

Contract Report

Purpose	Review contract dates, funding, budget, expenditures, and mapped subservices.
Who should do this	CAREWare administrators, fiscal staff, program managers, and contract reviewers.
Use this guide when you need to	Read a Contract Report and verify contract-level and service-level financial information.
Main warning	Confirm the selected contract and reporting period before using totals for reconciliation or reporting.

Quick path
Administrative Options > Service/Contract Setup > Contract Report

Before you begin

- Confirm the contract and reporting period you intend to review.
- Verify that contract budgets, receipts, expenditures, and mapped subservices are current.

Review the Contract Report

- Step 1.** Click Administrative Options > Service/Contract Setup > Contract Report.
- Step 2.** Click Edit.
- Step 3.** Set the date range and check the box for Deduct Amount received if the report should deduct service receipts.

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Contract Report

Date From:01/01/2020

Date Through:12/31/2025

Deduct Amount Received ☐

Selected Providers:AZ HIV Community Services

- Step 4.** If the report is being run in Central Administration, click Providers to select which providers' contracts should be included in the report.
- Step 4.** Click Run Report to open the report in a new browser tab. Click Run PDF report to run the report as a PDF.

What the report shows

AZ HIV Community Services

Atest Test Contract Duplicate AZ (Part A)

Start Date:	01/01/2020	End Date:	12/31/2020
Central:	Yes	Contract Amount Received:	\$0.00
Contract Expended:	\$0.00	Contract Budget:	\$0.00

Atest Contract Item

Budget:	\$0.00	Primary Health:	No
Amount Received:	\$0.00	Expended:	\$0.00
Past Budget:	No		

Mapped Subservices:	Category:	Default Price:	Default Qty:	Active:
COVID Medications	Outpatient/Ambulatory Health Services	\$0.00	1	Yes

Report area	What it shows
Contract details	Start Date, End Date, Central status, Contract Budget, Contract Amount Received, and Contract Expended.
Service category	The linked service category, such as Mental Health Treatment.
Category totals	Budget, Amount Received, Expended, Primary Health status, and whether spending is past budget.
Mapped subservices	The subservices included in the category, with category, default price, default quantity, and active status.

How to confirm it worked

- The contract name and date range match the contract being reviewed.
- Contract-level budget, amount received, and expended totals are populated as expected.
- Each service category shows the correct budget and expenditure information.
- Mapped subservices are assigned to the correct category and show the expected defaults and active status.

Troubleshooting and common questions

Why do the totals look incorrect? Confirm the contract and date range, then verify that receipts, budgets, and expenditures have been entered or posted to the expected contract.

Why is a subservice missing? Verify that the subservice is mapped to the service category and that its active status is set as intended.

Related References

Document	Use it for
Contract Manager	Additional information about creating, editing, and maintaining contracts.