

<u>Cross-Reference</u>	<u>Steps</u>
CFMS 4: KASC	<b>KASC</b> Contracts by Agency, Status Code and Agency Contract Number Screen: This screen provide the user with the capability to inquire a listing of contracts and their titles by agency, status code, and agency contract number.
CFMS 4: KANV	<b>KANV</b> Contracts by Agency Number and Vendor Table is to provide the user with a list of CFMS contracts and their description along with vendor number and vendor name for the agency specified.
CFMS 4: KAST	<b>KAST</b> Contract by Agency and Status Code screen is to provide the user with a list of contracts, title line 1, document type and base contract amount for the agency and status code specified. Access is granted only to those contracts for which the user has security access.
CFMS 4: KBST	<b>KBST</b> Contracts By Purchasing agency ( <i>contracting agency</i> ) , Buyer code ( <i>contract officer</i> ) and Status Code: This screen provides the user with the capability to inquire a listing of contracts by purchasing agency ( <i>contracting agency</i> ) , buyer code ( <i>contract officer</i> ) and status. Key is purchasing agency ( <i>contracting agency</i> ) number, buyer code ( <i>contract officer</i> ), status and contract number.
CFMS 4: KCAS	<b>KCAS</b> Contract Amendment/Change by Agency and Status Code screen is to provide the user with a list of contract, amendment/changes by agency number, status code, and contract. Should further detail be required, the user can leaf to the desired KAMD record if he has the correct security access.
CFMS 4: KCRN	<b>KCRN</b> Contracts by Contract Review Number and Contract Number: This screen provide the user with a display of a contract's values, encumbrance, and expenditure.
CFMS 4: KIMI	<b>KIMI</b> Contracts by CFMS Invoice Number: This screen provides the user with a method of finding a Vendor Invoice Number by inquiring on the CFMS assigned Invoice Number and Contract Number.
CFMS 4: KNKN	<b>KNKN</b> Contracts by Prior Contract Number: This screen is to provide the user with the ability to inquire the old contract number and find the contract number that it was converted to in CFMS.
CFMS 4: KOF2	<b>KOF2</b> Encumbrance and Payment Information by Contract Number: This screen is to provide the user with the capability of inquiring encumbrance and payment information by fiscal year.

# CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 21.1 Inquiry Process

<u>Cross-Reference</u>	<u>Steps</u>
CFMS 4: KOF4	<b>KOF4</b> Advanced Amounts, Recoupment Collected Amount, Advance Balances, Retainage Held, Retainage Paid, and Retainage Balances by Fiscal Year by Contract Number.
CFMS 4: KPAS	<b>KPAS</b> Contract Payments by Agency and Status Code Screen: This screen is to provide the user with a list of contract payments by agency and status code. Should further detail be required, the user can leaf to the desired KINV record if security access is available.
CFMS 4: KPVN	<b>KPVN</b> Contract Payments by Payment Voucher Number: This screen is to provide the user with a contract number and vendor invoice number by payment voucher number.
CFMS 4: KSTA	<b>KSTA</b> Contracts By Status Code: This screen provides the user with the capability to inquire a listing of contracts by contract status code. Key is contract status code and contract number.
CFMS 4: KSTC	<b>KSTC</b> Contract Changes by Status Code and Change Number: This screen is to provide the user with a list of contracts by status code any changes that are in effect for the contract, the change date, the contracting agency and the contract officer code.
CFMS 4: KTLE	<b>KTLE</b> Contract By Title: This screen provides the user with the capability to inquire a listing of contracts by contract title. Key is contract title and contract number.
CFMS 4: KTNO	<b>KTNO</b> Contract By T-Number Screen: This screen provides the user with the capability to inquire a listing of contracts by contract t-number. Key is contract t-number, solicitation number, and contract number. For CFMS contracts, the solicitation number is spaces.
CFMS 4: KTN2	<b>KTNO</b> Contract By T-Number Table #2 Screen: The purpose of the Contracts By T-Number Table #2 screen is to provide the user with the capability of inquiring encumbrance, payment and retainage information by t-number and fiscal year. Key is t-number.
CFMS 4: KVIN	<b>KVIN</b> Invoices by Agency, Contract Number and Vendor Invoice Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the Agency Number, assigned Vendor Invoice Number and Contract Number. Inquire only. Access will be granted to those users with proper authority.
CFMS 4: KVNO	<b>KVNO</b> Contracts By Vendor Number Screen: This screen provides the user with the capability to inquire a listing of contracts by vendor number. Key is vendor number and contract number.

**CONTRACT MANAGEMENT PROCESSING****DOCUMENTS**

KPA2	Contract Payment Accounting Distribution - Single Screen .....	130
KPAS	Contract Payments By Agency and Status Code Screen .....	133
KPER	Contract Vendor Performance Screen.....	135
KPVN	Contract Payment By Payment Voucher Number Screen .....	140
KSCD	Payments/Retainage Schedule Screen.....	142
KSC2	Recoupment/Deferred Compensation Schedule Screen.....	144
KSTA	Contract Inquiry By Status Code Screen.....	146
KSTC	Contract Change By Status Code And Change Number Screen.....	148
KTLE	Contract Inquiry By Contract Title .....	150
KTNO	Contract Inquiry By T-Number Screen .....	152
KTN2	Contract Inquiry By T-Number Table #2.....	154
KVIN	Invoices By Agency, Contract Number and Vendor Invoice Number .....	156
KVNO	Contracts By Vendor Number Screen.....	158
ORPT	Online Report Submission Screen.....	160
RPT2	Online Report Submission Continuation Screen.....	162

**KABC**

**Contract Inquiry By Agency and Buyer Screen**

```
ENTER FUNCTION:                TRANS: KABC

CONTRACTS BY PURCHASING AGENCY AND BUYER CODE TABLE
KEY IS AGENCY NUMBER, BUYER CODE AND CONTRACT NUMBER

AGENCY.....: ..... :
BUYER CODE....: ... :

          CONTRACT                TITLE
          .....
          .....
          .....
          .....
          .....
```

**Purpose**

The purpose of the Contracts by Agency and Buyer Code (Contract Officer Code) screen is to provide the user with a list of contracts and their titles for the Contracting Agency and Buyer Code (Contract Officer Code) specified. Access is granted only to those contracts for which the user has security access.

**Screen**

**Characteristics**

Inquire KONT Screen.

**Procedure**

**Cross-Reference**

Chapter 2 - Contract Management Processing;

21.1 Inquiry Process

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Contract Title Line	40	Unprotected. Key. Optional. If left blank, the system will return a list of contracts starting with the first title in the database. If input, the list will start at the next nearest title specified.
Contract	14x10	Unprotected. Key. Optional. If left blank the system will start the list with the first contract number for the title specified. If input the system will return the list starting at the contract number specified.
Status	14x3	Protected. The status code of the contract as provided from the KONT Screen.
Status Title	14x30	Protected. The title of the status code as provided from BTAB Screen SK (Status Code - Contract).
Change Date	14x8	Protected. The date the status code was last changed.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
T-Number	5	Unprotected. Key. Optional. If left blank, the system will return a list of contracts starting with the first t-number in the database. If input, the list will start at that t-number if present in the database.
T-Number Title	30	Protected. Inferred interpretation of the specified t-number from BTAB Screen TA for Purchasing Contracts BTAB Screen TN for CFMS Contracts.
Solicitation Number	10	Unprotected. Key. Optional. If left blank the system will return the first solicitation number for that T-Number. CFMS Contracts this field will be blank.
Contract	13x10	Unprotected. Key. If left blank, the system will display the first contract awarded under the specified solicitation and T-Number.
Status	13x3	Protected. The inferred status of the listed contract number from the KONT Screen.
Vendor Name	13x30	Protected. The inferred vendor name from the VEND Screen for the vendor of the listed contract number.
Expired Date	13x8	Protected. The inferred contract end date from the KONT Screen for the listed contract number.
Reprocurement Date	13x8	Protected. The inferred re-procurement date from the KONT Screen for the listed contract number.
Enc Flag	13x1	Protected. The inferred encumber status based on the fiscal year displayed on the KENT Screen for the listed contract. 'E' will display if the fiscal year displayed on KENT is encumbered. 'N' will display if the fiscal year on KENT is not encumbered and a KOFY record exists. Spaces will display if the fiscal year displayed on KENT is not encumbered and a KOFY record does not exist.

KTN2

Contract Inquiry By T-Number Table #2

```

ENTER FUNCTION:          TRANS: KTNO
                                DATE:
CONTRACTS BY T-NUMBER TABLE #2    TIME:
KEY IS T-NUMBER                TERM:

T-NUMBER.....: ..... :
BASE AMOUNT : .....

          NET          AVAILABLE      RETAINAGE      RETAINAGE
FY  ENCUMBERED    PAYMENTS  ADJUSTMENTS  BALANCE    AMOUNT    AVAILABLE
          .....    .....    .....    .....    .....    PAID    BALANCE
.....
          .....    .....    .....    .....    .....    .....    .....
.....
          .....    .....    .....    .....    .....    .....    .....
.....
          .....    .....    .....    .....    .....    .....    .....

```

**Purpose**

The purpose of the Contracts by T-Number Table #2 is to provide the user with the capability of inquiring encumbrance, payment and retainage information by t-number and fiscal year. Access is granted only to those contracts for which the user has security access.

**Screen**

**Characteristics**

Inquiry of KONT Screen.

**Procedure**

**Cross-Reference**

Chapter 2 - Contract Management Processing;

21.1 Inquiry Process.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
T-Number	5	Unprotected. Key. Optional. If left blank, the system will return a list of Fiscal Year totals for the first t-number in the database. If input, the list will start at that t-number if present in the database.
Base Amount	9.2	Protected. Calculated total contract amount of all contract header records having the same t-number on the KONT screen as the t-number being requested.
FY (1-3)	4	Protected. The inferred fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Net Encumbered (1-3)	9.2	Protected. The inferred net amount encumbered for the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Payments (1-3)	9.2	Protected. The inferred amount of payments approved for the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Adjustments (1-3)	9.2	Protected. The inferred amount of adjustments ('ADJ' change type on KAMD) for the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Available Balance (1-3)	9.2	Protected. Calculated amount of Encumbrance + Encumbrance Chg Amount – Payments + Recoupment Amount Collected – Advances + Adjustments of the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Retainage Amount Paid (1-3)	9.2	Protected. The inferred amount of retainage paid for the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Retainage Available Balance (1-3)	9.2	Protected. Calculated amount of retainage available balance (Retainage Amount Held – Retainage Amount Paid) for the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.

**KVIN                      Invoices By Agency, Contract Number and Vendor Invoice Number**

ENTER FUNCTION:		TRANS: KVIN		DATE:	
INVOICES BY AGENCY, CONTRACT NUMBER AND VENDOR INVOICE NUMBER				TIME:	
KEY IS AGENCY, CONTRACT NUMBER AND VENDOR INVOICE-NUMBER				TERM:	
AGENCY NUMBER..:         :					
CONTRACT NUMBER:         :					
VENDOR INVOICE NUMBER	VENDOR NUMBER	VENDOR NAME	NET TO VENDOR	DATE PAID	CHECK NUMBER
.....					

**Purpose**                      The purpose of the Invoices by Agency, Contract Number and Vendor Invoice Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the Agency Number, assigned Vendor Invoice Number and Contract Number. Inquire only. Access will be granted to those users with proper authority.

**Screen Characteristics**                      Inquire KINV Screen.

**Procedure Cross-Reference**                      Chapter 2 - Contract Management Processing;  
21.1 Inquiry Process

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Agency Number	6	Unprotected. Key. If left blank the system will start the contract list with the first contracting agency in the database. If specified the system will return the list for the agency specified.
Agency Title	35	Protected. Inferred. Title of the contracting agency from the AGCY Table.
Contract Number	10	Unprotected. Key. If left blank the system will start the contract list with the first contract number for this agency in the database. If specified the system will return the list starting at the number specified.
Vendor Invoice Number	12	Unprotected. Key. If left blank the system will start the list with the first vendor invoice number for this vendor in the database.
Vendor Number	11	Protected. The vendor number for this Contract Number from KENT screen.
Vendor Name	30	Protected. The name of the vendor from the VEND screen.
Net To Vendor	13x9.2	Protected. Computed by system to show actual payment to vendor. Net To Vendor = Payment Amount - (Retainage + Recoupment +Deferred Compensation).
Date Paid	8	Protected. Date the Accounting System check number was issued for the payment record.
Check Number	11	The accounting system check number assigned to payment identified.

**KVNO**

**Contracts By Vendor Number Screen**

```
ENTER FUNCTION:                TRANS: KVNO
                                DATE:
CONTRACTS BY VENDOR NUMBER TABLE  TIME:
KEY IS VENDOR NUMBER AND CONTRACT NUMBER  TERM:
VENDOR.....: .....

      CONTRACT                TITLE                KONT ORD   EXP
      .....                .....                STAT STAT   DATE
      .....
      .....
      .....
      .....
      .....
      .....
      .....
      .....
      .....
      .....
```

**Purpose**

The purpose of the Contracts by Vendor Number screen is to provide the user with a list of contracts and their titles for the vendor specified. Should the user require further detail for a specific contract the user can leaf to the Contract screen and obtain whatever detail is required.

**Screen**

**Characteristics**

Inquiry of KONT Screen.

**Procedure**

**Cross-Reference**

Chapter 2 - Contract Management Processing;

21.1 Inquiry Process.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Vendor Number	11	Unprotected. Key. If left blank the system will start with the first vendor in the screen. If input the system will return with contract numbers for the vendor number requested.
Vendor Name	30	Protected. The title of the vendor from the VEND screen.
Contract Number	14x10	Unprotected. Key. If left blank the system will start with the first contract for the vendor indicated. If input the system will return the list starting at the contract indicated.
Title	14x40	Protected. The title of the contract number for the KONT screen.
Contract Status	14x3	Protected. Inferred contract record status from the KONT Screen.
Order Status	14x1	Protected. Inferred contract record ordering status from the KONT Screen.
Expired Date	14x8	Protected. Inferred contract end date from the KONT Screen.

**ORPT Online Report Submission Screen**

```
ENTER FUNCTION:                TRANS: ORPT
                                DATE:
ONLINE REPORT SUBMISSION SCREEN  TIME:
                                TERM:
CHOOSE REPORT TO PRINT FROM LIST BELOW (1,2,3, OR 4): .

CHOICE   REPORT ID   REPORT NAME
-----   -
1        MACSBK8I   CFMS CONTRACTS > $24,999 (AGCY)
2        MACSBK8J   CFMS CONTRACTS > $24,999 (VDR)
3        MACSBK8K   CFMS OCR APPROVED CONTRACTS
4        MACSBK8L   CFMS CONTS APPROVED UP TO $10,000

FROM DATE : .....   TO DATE : .....
( DATE FORMAT : MMDDYY OR MM/DD/YY )
```

**Purpose** The purpose of the Online Report Submission screen is to provide the Office of Contractual Review with the ability to generate OCR reports (BK8s) as needed. The requested reports will be displayed in the report distribution system.

**Screen**

**Characteristics** Generate the requested OCR report.

**Procedure**

**Cross-Reference** Chapter 2 - Contract Management Processing;

28.1 Generating OCR Reports.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Report to Print	1	Unprotected. Valid entries are '1', '2', '3', or '4', where each number identifies a report to be printed.
From (Date)	8	Unprotected. Identifies the first approval date to include in the report. All contracts that were approved on or after the this date will be included in the report.
To (Date)	8	Unprotected. Identifies the last approval date to include in the report. All contracts that were approved after this date will be excluded from the report.

**RPT2 Online Report Submission Continuation Screen**

```

ENTER FUNCTION:                TRANS: RPT2

                                DATE:
ONLINE REPORT SUBMISSION SCREEN  TIME:
CHOOSE REPORT FROM LIST BELOW (1, 2, 3, 4, OR 5): .  TERM:

CHOICE   REPORT ID   REPORT NAME
-----
  1      MACBK11B   CONTRACTS BY DOC TYPE
  2      MACBK11C   CONTRACTS BY MINORITY VDR
  3      MACBK11D   CONTRACTS BY WOMEN VDR
  4      MACBK11E   CONTRACTS BY CLASS/SUB
  5      MACBK11F   CONTRACTS BY OVERALL AMT
MACBK11A (TOP CONTRACTORS REPORT) WILL ALSO GENERATE FOR ANY CHOICE ABOVE

DATES MUST BE ENTERED AS MMDDYY OR MM/DD/YY:
FROM: ..... (REQUIRED)
TO: ..... (REQUIRED)
NUMBER OF TOP CONTRACTORS: ... (REQUIRED)
DOCUMENT TYPE: ... (REQUIRED FOR REPORT CHOICE 1)
CLASS/SUBCLASS: ... ..(REQUIRED FOR REPORT CHOICE 4)

```

**Purpose** The purpose of the Online Report Submission screen is to provide the Office of Contractual Review with the ability to generate OCR reports (BK11s) as needed. The requested reports will be displayed in the report distribution system.

**Screen Characteristics** Generate the requested OCR report.

**Procedure Cross-Reference** Chapter 2 - Contract Management Processing;  
28.1 Generating OCR Reports.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Report to Print	1	Unprotected. Valid entries are '1', '2', '3', '4' or '5', where each number identifies a report to be printed.
From (Date)	8	Unprotected. Identifies the first approval date to include in the report. All contracts that were approved on or after the this date will be included in the report.
To (Date)	8	Unprotected. Identifies the last approval date to include in the report. All contracts that were approved after this date will be excluded from the report.
Number of Top Contractors	3	Unprotected. Required. Identifies the total number of vendors to include on the report.
Document Type	3	Unprotected. Required if the BK11B report is requested. Must be a valid entry in BTAB Screen DK (Document Type - Contract).
Class/Subclass	3/2	Unprotected. Required if the BK11E report is requested. Must be a valid code in the commodity database.

THIS PAGE INTENTIONALLY LEFT BLANK.