

**Chapter 6 Reports**

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**BK0A State Purchasing Contracts Due To Expire - Period: 99/99/99 - 99/99/99****Purpose** To provide the user a listing of term contracts due to expire within listed date parameters.**Distribution****Frequency of Preparation** Monthly**Sort Sequence** By line number within purchasing agency number and within purchasing agency number by contract number within end date, by end date within buyer name, by buyer name within agency number, by purchasing agency number.**Page Break On** Report page break will occur when more than 1 full page of information exists or purchasing agency changes.**Retention Requirements** None**Report Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Name	35	Inferred buyer name from the ABUY Table of the buyer responsible for processing of the contract actions
	Current Expiration Date	8	Inferred contract end date of the listed contract
	Current Contract #	10	Inferred contract number from the KONT Table for the listed contract
	T-Number	5	Inferred contract grouping (T-Number) of the listed contract
	Contract Title	2x40	Inferred contract title lines 1&2 from KONT Table for listed contract
	Status Code	3	Inferred contract status code from KONT Table for listed contract

**CONTRACT PROCESSING****REPORTS****BK0A: State Purchasing Contracts Due To Expire**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Status Change Date	8	Inferred date status was last changed from the KONT Table for the listed contract

**BK0B Active Contracts By Contract Title - Period: 99/99/99 - 99/99/99**

**Purpose** To provide the user a listing of active term contracts by contract title excluding those that have become inactive during the report period without re-procurement action.

**Distribution**

**Frequency of Preparation** As needed.

**Sort Sequence** By line number within purchasing agency number and within purchasing agency number by contract number within contract title line 2, by contract title line 2 within contract title line 1, by contract title line 1 within purchasing agency, by purchasing agency.

**Page Break On** Report page break will occur when more than 1 full page of information exists or purchasing agency changes.

**Retention Requirements** None

**Report Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract Title	2x40	Inferred contract title lines 1&2 from KONT Table for listed contract
	Buyer Code	3	Inferred buyer code from the KONT Table of the buyer responsible for processing of the contract actions
	T-Number	5	Inferred contract grouping (T-Number) of the listed contract
	Contract Number	10	Inferred contract number from the KONT Table for the listed contract
	Eff Date	8	Inferred contract begin date of the listed contract
	Exp Date	8	Inferred contract end date of the listed contract

**CONTRACT PROCESSING****REPORTS****BK0B: Active Contracts By Contract Title**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Vendor Number	11	Inferred vendor number from the KONT Table for the listed contract
	Vendor Name	2x30	Inferred vendor name for the vendor number from the VEND Table for the listed contract
	NOA Issue Date	8	Inferred actual NOA issue date from the KONT Table for the listed contract
	Status Code	3	Inferred contract status code from KONT Table for listed contract
	& Chg Date	8	Inferred date status was last changed from the KONT Table for the listed contract
	RNL OPT	2	Inferred renewal option period from the KONT Table for the listed contract
	Buyer Notes	?x70	Inferred buyer notes from the KNTE Table for the listed contract

**BK0C Summary Of Term Contracts By T-Number - Period: 99/99/99 - 99/99/99**

**Purpose** To provide the user a listing of all term contracts by T-Number that were active for at least one day during the report period.

**Distribution**

**Frequency of Preparation** As needed.

**Sort Sequence** By line number within purchasing agency number and within purchasing agency number by T-Number within purchasing agency, by purchasing agency.

**Page Break On** Report page break will occur when more than 1 full page of information exists or purchasing agency changes.

**Retention Requirements** None

**Report Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	T-Number	5	Inferred contract grouping (T-Number) of the listed contract
	Contract Title	2x40	Inferred contract title lines 1&2 from KONT Table for listed contract
	Buyer Code	3	Inferred buyer code from the KONT Table of the buyer responsible for processing of the contract actions
	Contract Number	10	Inferred contract number from the KONT Table for the listed contract
	Eff Date	8	Inferred contract begin date of the listed contract
	Exp Date	8	Inferred contract end date of the listed contract

**CONTRACT PROCESSING****REPORTS****BK0C: Summary Of Term Contracts By T-Number**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Vendor Number	11	Inferred vendor number from the KONT Table for the listed contract
	Vendor Name	2x30	Inferred vendor name for the vendor number from the VEND Table for the listed contract
	NOA Issue Date	8	Inferred actual NOA issue date from the KONT Table for the listed contract
	Order Stat	2	Inferred ordering status from KONT Table for listed contract
	Status Code	3	Inferred contract status code from KONT Table for listed contract
	& Chg Date	8	Inferred date status was last changed from the KONT Table for the listed contract
	RNL OPT	2	Inferred renewal option period from the KONT Table for the listed contract
	Buyer Notes	?x70	Inferred buyer notes from the KNTE Table for the listed contract

**BK2A Summary Of Professional Services Contracts By Contract Title  
- Period: 99/99/99 - 99/99/99**

**Purpose** To provide the user a listing of all professional services contracts by contract title that have contract begin and ending dates within report period.

**Distribution**

**Frequency of Preparation** As needed.

**Sort Sequence** By contract release order number within contract title and within contract title by contract number within buyer code, by buyer code within purchasing agency, by purchasing agency with contract title, by contract title.

**Page Break On** Report page break will occur when more than 1 full page of information exists or purchasing agency changes.

**Retention Requirements** None

**Report Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract Title	2x40	Inferred contract title lines 1&2 from KONT Table for listed contract
	Buyer Code	3	Inferred buyer code from the KONT Table of the buyer responsible for processing of the contract actions
	Contract Number	10	Inferred contract number from the KONT Table for the listed contract
	Eff Date	8	Inferred contract begin date of the listed contract
	Exp Date	8	Inferred contract end date of the listed contract

**CONTRACT PROCESSING****REPORTS****BK2A: Summary Of Professional Services Contracts By Contract Title**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Release Number	?x10	Inferred contract release order number from the ORDR Table for the listed contract
	Release Issue Dte	?x8	Inferred award date of the listed contract release order number from the ORDR Table for the listed contract
	Release Amount	?x9.2	Inferred award amount of the listed contract release order number from the ORDR Table for the listed contract
	Contract Total	9.2	Total amount of release order activity against reported contract

**BK3A Notification Of Award Of Annual Contract**

**Purpose** To provide the user a report of award of annual contract(s) awarded from the same solicitation with the same T-Number (contract grouping).

**Distribution**

**Frequency of Preparation** As needed.

**Sort Sequence** By contract number within solicitation number and within solicitation number by t-number within solicitation number, by solicitation number.

**Page Break On** Report page break will occur when more than 1 full page of information exists or solicitation/t-number changes.

**Retention Requirements** None

**Report Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
COVER PAGE			
	Index # (T-Number)	5	Inferred contract grouping (T-Number) of the listed contract(s)
	Contract Title	2x40	Inferred contract title lines 1&2 from KONT Table for listed contract
	Contract Number	10	Inferred contract number from KONT number of reported contract - will be 'VARIOUS' if more than one contract reported
	Contract Period From	8	Inferred contract begin date from KONT Table for reported contract(s)

**CONTRACT PROCESSING****REPORTS****BK3A: Notification Of Award Of Annual Contract**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract Period To	8	Inferred contract end date from KONT Table for reported contract(s)
	Applicable To	1	Used to indicate agency type that the subject contract(s) is applicable to; all state agencies, selected state agencies, political subdivisions
	Vendor Name And Address		
	Name	2x30	Inferred vendor name from VEND table for contract vendor
	Address	25	Inferred address line 1&2 from VADR for listed vendor
	City	15	Inferred city from VADR for listed vendor
	State	2	Inferred state code from VADR for listed vendor
	Zip	5/4	Inferred zip code from VADR for listed vendor If multiple vendor, 'SEE ATTACHED' displayed
	Solicitation #	10	Inferred solicitation number from KONT Table for reported contract(s)
	Bid Open Date	8	Inferred bid open date of the listed solicitation from the SDOC Table for the listed contract(s)
	CID #	5	Inferred CID # for awarded contract(s)
	Commodity Code	5	Inferred commodity class and sub-class from the contract header record of the awarded contract(s)
	Vendor ID #	11	Inferred vendor number from KONT Table for reported contract(s)  If multiple vendor, 'SEE ATTACHED VENDOR INFORMATION SHEET(S)' is displayed
	Conditions And Methods Of Operation	?	Standard text statement used by the state to relay (A.) Delivery FOB and (B.) Method of Operation - State Agencies Only
	Cooperative Purchasing	?	Standard text statement used by the state to present cooperative purchase authorization and provide information for agency inquiry

**CONTRACT PROCESSING****REPORTS****BK3A: Notification Of Award Of Annual Contract**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Name	35	Inferred buyer name from ABUY for buyer code from KONT Table for reported contract(s)
	Phone	3/3/4	Inferred buyer phone number from ABUY for buyer code from KONT Table for reported contract(s)
	State Phone	3/3/4	Inferred buyer state phone number from ABUY for buyer code from KONT Table for reported contract(s)
	Buyer Supervisor Name	35	Inferred buyer supervisor's name from ABUY for buyer's code supervisor code of the buyer code from KONT Table for reported contract(s)
	Phone	3/3/4	Inferred buyer supervisor's phone number from ABUY for buyer's code supervisor code of the buyer code from KONT Table for reported contract(s)
	Buyer Unit Supervisor Name	35	Inferred buyer unit supervisor's name from ABUY for buyer's code unit supervisor code of the buyer code from KONT Table for reported contract(s)
	Phone	3/3/4	Inferred buyer unit supervisor's phone number from ABUY for buyer's code unit supervisor code of the buyer code from KONT Table for reported contract(s)
	Bureau Supervisor Name	35	Inferred bureau supervisor's name for reported contract(s)
	Phone	3/3/4	Inferred bureau supervisor's phone for reported contract(s)
<b>VENDOR INDEX (BRANDS FOR EACH VENDOR)</b>			
	T-Number	6	Inferred T-Number of awarded contract(s)
	Contract Title	40	Inferred contract title of awarded contract(s)
	Vendor Name	2x30	Inferred vendor name of vendor(s) awarded contract(s)
	Brand	?x30	Inferred brand names offered by awarded vendor under awarded contract(s)
	ID #	9	Inferred Vendor FEIN from awarded contract(s)

**CONTRACT PROCESSING****REPORTS****BK3A: Notification Of Award Of Annual Contract**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract	10	Inferred awarded contract number for listed vendor
<b>BRAND INDEX (VENDORS FOR EACH BRAND)</b>			
	T-Number	6	Inferred T-Number of awarded contract(s)
	Contract Title	40	Inferred contract title of awarded contract(s)
	Brand	?x30	Inferred brand names offered by awarded vendor under awarded contract(s)
	Vendor Name	?x30	Inferred vendor name of vendor(s) awarded contract(s) for listed brand(s)
	ID #	9	Inferred Vendor FEIN from awarded contract(s)
	Contract	10	Inferred awarded contract number for listed vendor
<b>VENDOR INFORMATION SHEET</b>			
	Index # (T-Number)	5	Inferred contract grouping (T-Number) of the listed contract(s)
	Vendor Name And Address		
	Name	2x30	Inferred vendor name from VEND table for contract vendor
	Address	25	Inferred address line 1&2 from VADR for listed vendor
	City	15	Inferred city from VADR for listed vendor
	State	2	Inferred state code from VADR for listed vendor
	Zip	5/4	Inferred zip code from VADR for listed vendor
	Small	3	Inferred small business vendor status from VEND table for listed vendor (Yes/No)
	Micro	3	Inferred minority vendor status from VEND table for listed vendor (Yes/No)
	UDE	3	Inferred urban development enterprise vendor status from VEND table for listed vendor (Yes/No)

**CONTRACT PROCESSING****REPORTS****BK3A: Notification Of Award Of Annual Contract**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Coop Purch	3	Inferred status of vendor's agreement to extend contract prices to cooperative purchasing participants from contract header of awarded contract
	Contract #	10	Inferred contract number of the contract awarded the listed vendor
	Terms	15	Prompt payment terms of the contract for the listed vendor
	Delivery	15	Delivery terms of the contract for the listed vendor
	FID #	11	Inferred vendor number of the listed vendor for the listed contract
	Contact Person	30	Inferred vendor point of contact from the SVEN record for the listed vendor
	Contact Phone	3/3/4/4	Inferred vendor point of contact phone number from the SVEN record for the listed vendor
<b>CONTRACT ITEMS/SERVICES BY VENDOR</b>			
	Index # (T-Number)	5	Inferred contract grouping (T-Number) of the listed contract(s)
	Vendor	2x30	Inferred vendor name of the contract vendor for the listed contract number
	Vendor No	11	Inferred vendor number of the contract vendor for the listed contract number
	Contract No	10	Inferred contract number awarded to the listed vendor
	Line #	?x5	Inferred contract commodity line number for the listed contract and vendor
	Commodity Code	11	Inferred commodity number of the contract commodity line number for the listed contract and vendor
	Description	?x40	Inferred commodity description for the listed commodity number of the contract commodity line number for the listed contract and vendor and will include any related KMOD and KVTX text associated with that commodity

**CONTRACT PROCESSING****REPORTS****BK3A: Notification Of Award Of Annual Contract**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Est Quantity	6.3	Inferred contract award quantity for listed commodity and contract line
	Unit	5	Inferred contract award unit of measure for listed commodity and contract line
	% Discount	3.2	Inferred contract award discount % off catalog for listed commodity and contract line
	Unit Price	7.5	Inferred contract award unit of price for listed commodity and contract line
<b>CONTRACT ITEMS/SERVICES BY LINE ITEMS</b>			
	Index # (T-Number)	5	Inferred contract grouping (T-Number) of the listed contract(s)
	Line #	5	Inferred contract commodity line number for the listed contract and vendor
	Description	?x40	Inferred commodity description for the listed commodity number of the contract commodity line number for the listed contract and vendor and will include any related KMOD and KVTX text associated with that commodity
	MFGR	15	Inferred manufacturer model number of listed commodity
	Brand	15	Inferred brand number of listed commodity
	Contract	?/10	Inferred contract number awarded with the listed line number
	Vendor	11/30	Inferred Vendor FEIN from awarded contract(s) and inferred vendor name of the contract vendor for the listed contract number
	Est Quantity	6.3	Inferred contract award quantity for listed commodity and contract line
	Unit	5	Inferred contract award unit of measure for listed commodity and contract line
	% Discount	3.2	Inferred contract award discount % off catalog for listed commodity and contract line
	Unit Price	7.5	Inferred contract award unit of price for listed commodity and contract line

**BK4A Notice Of Award Issue Report**

**Purpose** To provide the user a listing of notices of award of annual contracts that were issued during that processing cycle.

**Distribution**

**Frequency of Preparation** As needed.

**Sort Sequence** By contract number within purchasing agency and within purchasing agency by t-number within purchasing agency, by purchasing agency.

**Page Break On** Report page break will occur when more than 1 full page of information exists or agency and/or t-number changes.

**Retention Requirements** None

**Report Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	T-Number	5	Inferred contract grouping (T-Number) of the listed contract(s)
	T-Number Title	30	Inferred t-number title from BTAB Table TA for listed t-number
	Copies Mailed	4	Inferred number of NOA copies mailed for listed T-Number
	Contract Number	10	Inferred contract number reported on issued notices of award for listed t-number
	Contract Title	2x40	Inferred contract title from KONT Table for reported contract(s)
	Amendment Number	2	Inferred last issued contract change number for listed contract(s)

**CONTRACT PROCESSING****REPORTS****BK4A: Notice Of Award Issue Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Schedule Issue DTE	8	Inferred scheduled NOA issue date from KONT Table for reported contract(s)
	Revised Issue DTE	8	Inferred revised NOA issue date from KONT Table for reported contract(s)
	Actual Issue DTE	8	Inferred actual NOA issue date from KONT Table for reported contract(s)
	Schedule Variance	+/- 3	Inferred variance between scheduled or revised NOA issued date and actual NOA issue date
	Reprocurement Date	8	Inferred re-procurement date from KONT Table for listed contract number

**BK35A Contracts Usage Report - Period: 99/99/99 - 99/99/99****Purpose** To provide the user a listing of contract usage by T-Number for System and Non-System agencies.**Distribution****Frequency of Preparation** Nightly.**Sort Sequence** By T-number within contract number, within line number, and within commodity number.**Page Break On** Report page break will occur when more than 1 full page of information exists or t-number changes.**Retention Requirements** None**Report Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	T-Number	5	Inferred contract grouping (T-Number) of the listed contract(s)
	T-Number-Title	30	Inferred t-number title from BTAB Table TA for listed t-number
	Contract Number	10	Inferred contract number reported for listed t-number
	Line Number	5	Inferred contract commodity line number for the listed t-number and contract
	Commodity Code	11	Inferred commodity code of the contract commodity line number for the listed t-number and contract
	Commodity Description	40	Inferred commodity description for the listed commodity number of the contract commodity line number for the listed t-number and contract

**CONTRACT PROCESSING****REPORTS****BK35A: Contract Usage Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Unit of Measure	5	Inferred unit(s) of measure from the KLUM Table for the listed contract and contract line #
	Eff Date	8	Inferred contract begin date of the listed contract
	Exp Date	8	Inferred contract end date of the listed contract
	System Quantity	9.2	Inferred quantity ordered for the fiscal year and unit of measure for system agencies from KLU2 Table
	System Amount	9.2	Inferred amount ordered for the fiscal year and unit of measure for system agencies from KLU2 Table
	Non-System Quantity	9.2	Inferred quantity ordered for the fiscal year and unit of measure for non-system agencies from KLU3 Table
	Totals	10.2	Inferred totals from the system and non-system quantity ordered and amount ordered

**BKOZ All Contracts By Buyer****Purpose** To provide the user a listing of contracts by buyer code.**Distribution****Frequency of Preparation** As required.**Sort Sequence** By contract number within buyer code, by buyer code.**Page Break On** Report page break will occur when more than 1 full page of information exists or buyer code changes.**Retention Requirements** None**Report Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Buyer Number	3	Inferred buyer of listed contract(s) from the KONT Table
	Buyer Name	35	Inferred buyer name from ABUY Table
	Current Exp Date	8	Inferred expiration date of listed contract(s) from the KONT Table
	Solicitation Number	10	Inferred solicitation number of listed contract(s) from the KONT Table
	Current Contract #	5	Inferred contract number(s) for listed buyer code from the KONT Table
	T-Number	5	Inferred T-Number of listed contract(s) from the KONT Table
	Contract Title	40	Inferred contract title (line 1) for listed contract(s) from KONT Table

**CONTRACT PROCESSING****REPORTS****BKOZ: All Contracts by Buyer**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Status Code	3	Inferred status code of listed contract(s) from KONT Table
	Status Chg Date	8	Inferred date the status code last changed from KONT Table
	Reprocure Date	8	Inferred reprocure date of the listed contract(s) from the KONT Table
	Buyer Notes (if applicable)	70	Inferred buyer notes from KNTE

**BK44A Consortium Notice Of Award Report**

**Purpose** To provide the user a listing of Consortium type contracts and contract line(s) by supplying vendor.

**Distribution**

**Frequency of Preparation** As required.

**Sort Sequence** By contract number and supplying vendor.

**Page Break On** Report page break will occur when more than 1 full page of information exists.

**Retention Requirements** None

**Report Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract Number	10	Inferred contract(s) from the KONT Table
	Vendor Number	11/2	Inferred vendor number from the KONT table
	Vendor Name	30	Inferred vendor name from the VEND table
	Line Number	5	Inferred contract commodity line number for the listed contract
	Commodity Number	11	Inferred commodity code of the contract commodity line number for the listed contract
	Commodity Description (MFGR)	40	Inferred commodity description for the listed commodity number of the contract commodity line number for the contract.  The manufacturer may be entered on KMOD causing the manufacture name to appear on report

**CONTRACT PROCESSING****REPORTS****BK44A: Consortium Notice Of Award Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Brand	20	Inferred brand from the KLCT table for the listed contract and contract line #
	Model	20	Inferred model from the KLCT table for the listed contract and contract line #
	Catalog Item Number	10	Inferred catalog item number from the KLCT table for the listed contract and contract line #
	Delivery	20	Inferred delivery term from the KONT table for the listed contract and contract line #
	Quantity From/To	6.3/6.3	Inferred quantity From/To from the KLIN table for the listed contract and contract line #
	Base Unit Price	7.5	Inferred based unit price from the KLIN table for the listed contract and contract line #
	Unit (Unit of Measure)	5	Inferred unit(s) of measure from the KLIN table for the listed contract and contract line #
	Level A-E Discount %	3.2	Inferred discount percent from the KLCT table for the listed contract and contract line #
	Level A-B Ship-to	3.2	Inferred ship-to location from the KLCT record for the listed contract and contract line #

**BS16A State Purchasing Awards Made Within Delegated Authority But Not To Low Bidder**

**Purpose** To provide the user a listing of contracts where State Purchasing is the purchasing agency and an award was made within delegated authority but not to the low bidder.

**Distribution**

**Frequency of Preparation** Monthly.

**Sort Sequence** By Purchasing Team, Buyer Code and File Number.

**Page Break On** Report page break will occur when more than 1 full page of information exists or when Team Number changes.

**Retention Requirements** 45 Days

**Report Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Team	4	Inferred buying unit from the ABUY table.
	Team Name	35	Inferred buying unit name from the ABUY table.
	Buyer	3	Inferred agency buyer code from the KONT table.
	Buying Name	35	Inferred agency buyer name from the ABUY table.
	File Number	8	Inferred file number from the RBID table.
	Solicitation Number	10	Inferred solicitation number from the RBID table.
	Date	8	Inferred create date of the awarded purchase order from the ORDR table.
	Audited By	30	Line available to agency to write in the individual's name who audited the solicitation..