

Chapter 4 Documents

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KACN

Contracts By Agency Contract Number

```

ENTER FUNCTION: ..... TRANS: KACN
CONTRACTS BY AGENCY CONTRACT NUMBER
KEY IS AGENCY CONTRACT NUMBER & CONTRACT NUMBER

AGENCY CONTRACT NUMBER: .....
CONTRACT NUMBER..: .....

PROVIDER NUMBER..:
REQUISITION AGCY.:
PURCHASE AGENCY..:
AWARD DATE.....:
BEGIN DATE.....:
END DATE.....:
MAX CONTRACT AMT.:
CONTRACT CEILING.:
ENCUMBRANCES.....:
ENC IN PROGRESS..:
AVAILABLE AMOUNT.:
EXPENDITURES.....:
UNLIQUIDATED ENC.:

DATE:
TIME:
TERM:

```

Purpose The purpose of the Contracts by Agency Contract Number table is to provide the user with a display of a contract's values, encumbrance, and expenditure. Access is granted only to those contracts for which the user has security access.

Screen Characteristics Inquire KONT Table.

Procedure Cross-Reference Chapter 2 Contract Processing,
4.1 Inquiry Process.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency Contract Number	15	Unprotected. Key. Required. If left blank on inquiry, the system will return with the first agency contract number in the database. If input on inquiry, the system will return with the agency contract number specified.
Contract Number	10	Unprotected. Key. Required. If left blank on inquiry, the system will return with the first contract in the database for the specified agency contract number. If input on inquiry, the system will return with the contract specified.
Contract Title	2x40	Protected. Inferred. Title of the contract as provided from the Contract table.
Provider Number	12	Protected. Inferred vendor number from the contract header record in the KONT database.
Provider Name	30	Protected. Inferred vendor name for the contract vendor from the VEND database.
Requisition Agcy	6	Protected. Inferred requisitioning agency from the contract header record in the KONT database.
Requisition Agcy Name	30	Protected. Inferred requisitioning agency name from the AGCY database.
Purchase Agency	6	Protected. Inferred purchasing agency from the contract header record in the KONT database.
Purchase Agency Name	30	Protected. Inferred purchasing agency name from the AGCY database.
Award Date	8	Protected. Inferred award date from the contract header record in the KONT database.
Begin Date	8	Protected. Inferred contract begin date from the contract header record in the KONT database.

THIRD PARTY CONTRACT PROCESSING**DOCUMENTS****Field Completion****KACN: Contracts By Agency Contract Number**

<u>Field</u>	<u>Size</u>	<u>Description</u>
End Date	8	Protected. Inferred contract end date from the contract header record in the KONT database.
Max Contract Amt	9.2	Protected. Inferred maximum contract value from the contract header record in the KONT database.
Contract Ceiling	9.2	Protected. Inferred total of the contract fiscal year (1-10) not to exceed amounts from the contract header record in the KONT database.
Encumbrances	9.2	Protected. Inferred amount of orders (FY 1-10) from the contract header record in the KONT database.
Enc In Progress	9.2	Protected. Inferred amount in progress (FY 1-10) from the contract header record in the KONT database.
Available Amount	9.2	Protected. Calculated amount of Contract Ceiling - (Encumbrances + Enc In Progress).
Expenditures	9.2	Protected. Inferred amount approved for payment (FY 1-10) from the contract header record in the KONT database.
Unliquidated Enc	9.2	Protected. Inferred amount of payments in progress (FY 1-10) from the contract header record in the KONT database.

KDIR Direct Contract Entry Screen

```

ENTER FUNCTION: ..... TRANS: KDIR
DIRECT CONTRACT ENTRY SCREEN
KEY IS CONTRACT NUMBER
CONTRACT NUMBER..: ..... : .....
STATUS CODE.....: ... :
VENDOR NUMBER....: ... :
DOCUMENT TYPE....: ... :
PURCHASING AGENCY: ..... :
BUYER CODE.....: ... :
REQ AGENCY NUMBER: ..... :
ORDERING STATUS..: ..... :
SHIP-TO AGCY/SUB.: ..... :
VENDOR DISCOUNT.: ..... PCNT: ..... PERIOD: ... NET: ...
DELIVERY TERMS...: ..... DAYS: ... WEEKS.: ... ALT: .
AWARD DATE.....: ..... FY..: .. T-NO..: .....
BEGIN/END DATES..: ..... END: ..... MASTER CLASS/SUB..: ... ..
VENDOR FOB.....: ..... ORIG CONT CEILING.: .....
AGCY CONTRACT NO.: ..... AGCY REQ NO.....: .....

```

Purpose The purpose of the Direct Contract Entry Screen is to provide the user with the capability to enter and maintain contracts awarded external to AGPS in AGPS so that the contract release order process may be taken advantage of for ordering against these contracts. Access is granted for those users with proper security.

Screen Characteristics Add, Change, Delete and Inquire KONT Table.

Procedure Cross-Reference Chapter 2 Contract Processing;

- 1.1 Add Contract Header Records
- 1.2 Change Contract Header Records
- 1.3 Inquire Contract Header Records

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Current processing date.
Time	8	Protected. Current processing time.
Term	8	Protected. Inferred terminal ID for user logged onto AGPS and using this transaction screen. Assigned by system.
Contract Number	10	Unprotected. Key. Required. If left blank on inquiry, the system will return with the first contract in the database. If input on inquiry, the system will return with the contract specified.
Contract Title 1,2	2x40	Unprotected. The two lines of the title of the contract.
Status Code	3	Protected. Reflects the status code of the contract. Defaults to status code 505 on add.
Status Title	30	Protected. The interpretation of the status code from BTAB Table SK (Status Code - Contract).
Vendor Number	11	Unprotected. This is the vendor code for the awarded vendor for this direct entry contract.
Vendor Name	30	Protected. The name of the vendor from the VEND table.
Document Type	3	Unprotected. Required. The document type of the contract. Allowed entries are TP (Third Party), LF (LEAF contract), SW (Statewide Competitive Contract), and BW (Statewide Brand Name Contract).
Type Title	30	Protected. The interpretation of the document type from BTAB Table DK (Document Type - DK).
Purchasing Agency	6	Unprotected. The number of the agency that is responsible for the maintenance of the contract.
Agency Name	30	Protected. The name of the agency from the AGCY table.
Buyer Code	3	Unprotected. The code of the buyer responsible for the administration of the contract. If changed the buyer code must be part of the purchasing agency record in the ABUY table.
Buyer Name	30	Protected. The name of the buyer from the ABUY table.

THIRD PARTY CONTRACT PROCESSING**DOCUMENTS****KDIR: Direct Contract Entry Screen****Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Req Agency Number	6	Unprotected. This is the requisitioning agency of the contract. Must be a valid entry in the AGCY table.
Agency Name	30	Protected. This is the name of the requisitioning agency from the AGCY table.
Ordering Status	1	Protected. This indicator shows whether or not the contract is ready for use. Default on add is 2 - Inactive.
Status Title	30	Protected. The interpretation of the ordering status from BTAB Table CO (Contract Ordering Status).
Ship To Agency	6	Unprotected. The inferred master ship to agency for direct entry contract.
Ship To Sub	6	Unprotected. The inferred master ship to sub-agency for direct entry contract.
Ship To Agency/Sub-Agency Name	35	Protected. Inferred master ship to agency/sub-agency name from the AADR Table.
Vendor Discount	20	Unprotected. Inferred vendor prompt payment discount terms from the direct entry contract.
PCNT	2.2	Unprotected. Inferred vendor prompt payment discount percentage from the direct entry contract.
Period	3	Unprotected. Inferred vendor prompt payment discount period from the direct entry contract.
Net	3	Unprotected. Inferred vendor prompt payment discount net (00.00%) period from the direct entry contract.
Delivery Terms	20	Unprotected. Inferred vendor delivery terms from the direct entry contract. Must be spaces if ALT equal Y.
Days	3	Unprotected. Inferred vendor delivery terms days after receipt of an order from the direct entry contract. Must be spaces or 0 if weeks greater than spaces or ALT equal Y.
Weeks	3	Unprotected. Inferred vendor delivery terms weeks after receipt of an order from the direct entry contract. Must be spaces or 0 if days greater than spaces or ALT equal Y.

Field Completion**KDIR: Direct Contract Entry Screen**

<u>Field</u>	<u>Size</u>	<u>Description</u>
ALT	1	Unprotected. Used to indicate if direct entry contract is subject to an alternate delivery schedule. Allowed entries are Y or N . If Y , delivery terms, days and weeks must be spaces.
Award Date	8	Unprotected. Reflects the date that the contract was awarded.
FY	2	Unprotected. Reflects the fiscal year of the obligation of the funding for the contract. Must coincide with the start date of the contract.
T-No.	5	Unprotected. The tracking number for the contract.
Begin/End Date	8	Unprotected. The date that the contract/ordering is scheduled to begin.
End	8	Unprotected. The date that contract/ordering must end.
Master Class/Sub	3/2	Unprotected. Inferred master class/sub-class of commodities awarded on this contract.
Vendor FOB	20	Unprotected. Inferred vendor FOB point of the direct entry contract.
Original Cont Ceiling	13	Unprotected. Value of Original Contract.
Agcy Contract No.	15	Unprotected. Inferred external contract number of the direct entry contract.
Agcy Req No.	10	Unprotected. User entered requisition number entered in accordance with local policy. Number is used for tracking the contract within the system.

KLBL Contract Labels Table

```
ENTER FUNCTION: ..... TRANS: KLBL
CONTRACT LABELS TABLE
KEY IS AGENCY NUMBER, FISCAL YEAR AND DOCUMENT TYPE
AGENCY NUMBER.....: ..... :
FISCAL YEAR.....: .... :
DOCUMENT TYPE.....: ... :
DESCRIPTION
LABEL 1.....: .....
LABEL 2.....: .....
LABEL 3.....: .....
LABEL 4.....: .....
LABEL 5.....: .....
LABEL 6.....: .....
LABEL 7.....: .....
LABEL 8.....: .....
LABEL 9.....: .....
LABEL 10.....: .....
USERID LAST CHG: DATE LAST CHG:
```

Purpose The purpose of the Contract Labels Table is to provide the user with the capability to create and maintain contract header demographic labels for the document type specified. Access is granted only to those agencies for which the user has security access.

Screen Characteristics Add, Change, Delete and Inquire KLBL Table.

Procedure Cross-Reference Chapter 2 Contract Processing;

- 3.1 Add Contract Labels Table
- 3.2 Change Contract Labels Table
- 3.3 Delete Contract Labels Table
- 3.4 Inquire Contract Labels Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency Number	6	Unprotected. Key. Required for Add. If left blank on inquiry, the system will return with the first agency number in the database.
Agency Title	30	Protected. The title of the agency from the AGCY Table.
Fiscal Year	4	Unprotected. Key. Required for Add. If left blank on inquiry, the system will return with the first fiscal year in the database. Format is CCYY.
Document Type	3	Unprotected. Key. Required for ADD. The document type for which the entered labels will apply. If left blank on inquiry, the system will return with the first document type in the database for agency and fiscal year.
Document Type Title	30	Protected. The document type title from the BTAB Type Table DK (Document Type-Contract).
Description (Label 1 -10)	15	Unprotected. Optional. Free form text field for use to indicate the contract header field label to be displayed on the KODM screen.
Userid Last Chg	8	Protected. The USERID of last user to update record.
Date Last Chg	8	Protected. The date of last update of record.

KLDL

Contract Line Demographics Labels

```

ENTER FUNCTION: ..... TRANS: KLDL

CONTRACT LINE DEMOGRAPHICS LABELS
KEY IS AGENCY NUMBER, FISCAL YEAR AND DOCUMENT TYPE

AGENCY NUMBER.....: ..... :
FISCAL YEAR.....: ....
DOCUMENT TYPE.....: ... :

LABEL 1.....: ..... LABEL 2 .....: .....
LABEL 3.....: ..... LABEL 4 .....: .....
LABEL 5.....: ..... LABEL 6 .....: .....
LABEL 7.....: ..... LABEL 8 .....: .....
LABEL 9.....: ..... LABEL 10.....: .....
LABEL 11.....: ..... LABEL 12.....: .....
LABEL 13.....: ..... LABEL 14.....: .....
LABEL 15.....: ..... LABEL 16.....: .....
LABEL 17.....: ..... LABEL 18.....: .....
LABEL 19.....: ..... LABEL 20.....: .....
LABEL 21.....: ..... LABEL 22.....: .....
LABEL 23.....: ..... LABEL 24.....: .....
LABEL 25.....: ..... LABEL 26.....: .....
LABEL 27.....: ..... LABEL 28.....: .....
LABEL 29.....: ..... LABEL 30.....: .....

```

Purpose

The purpose of the Contract Line Demographics Labels screen is to provide the user with the capability to maintain contract line demographics labels for identification of demographic data to be captured for a contract line. Access is granted only to those agencies for which the user has security access.

Screen

Characteristics

Add, Change, Delete and Inquire KLDL Table

Procedure

Cross-Reference

Chapter 2 Contract Processing,
2.1 Contract Line Demographic Labels

Field Completion

<u>Field</u>		<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency Number	6	Unprotected. Key. Required for ADD. If left blank on inquiry, the system will display the first agency in the database. If input the system will return the requested agency record specified.
Agency Title	30	Protected. The title of the agency from the Agency Table.
Fiscal Year	4	Unprotected. Key. Required for ADD. The fiscal year for which the entered labels will apply. If left blank on inquiry, the system will return with the first fiscal year in the database for the specified agency. Format is CCYY.
Document Type	3	Unprotected. Key. Required for ADD. The document type for which the entered labels will apply. If left blank on inquiry, the system will return with the first document type in the database for agency and fiscal year.
Document Type Title	30	Protected. The document type title from the BTAB Type Table DK (Document Type-Contract).
Label 1 - 30	15	Unprotected. Optional. Used to enter the demographic labels to be used by the KLDM screen demographic data entry fields.

Field Completion

<u>Field</u>		<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required for ADD. If left blank on inquiry, the system will display the first contract number in the database. If input the system will return the requested contract number specified.
Contract Number Title	40	Protected. The title of the contract from the KONT Table.
Line Number	5	Unprotected. Key. Required for ADD. The contract line for which demographic data will be entered. If left blank on inquiry, the system will return with the first contract line in the database for the specified contract number.
Commodity Code	11	Protected. Display of the commodity number for the specified contract number and line number.
Commodity Code Title	40	Protected. Display of the first line of commodity description form the KMOD Table , if present, or the CSPC Table for the specified contract number, line number and commodity code.
Label 1 - 30	15	Protected. Display of the demographic labels from the KLDL Table for the specified contract, if contract executive agency and fiscal year is key to a valid KLDL record.
Demographics Data Fields 1-30	20	Unprotected. Optional. Use to enter demographics data for the specified contract number and line number. Entry should be based on displayed field label.

KLFY

Contract Line Fiscal Year Table

```
ENTER FUNCTION: ..... TRANS: KLFY
CONTRACT LINE FISCAL YEAR TABLE
KEY IS CONTRACT NUMBER, LINE NUMBER, AND FISCAL YEAR
CONTRACT NUMBER...: ..... :
LINE NUMBER.....: ..... :
COMMODITY CODE...: ..... :
FY          AMOUNT IN PROGRESS    AMOUNT ORDERED
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
```

Purpose The purpose of the Contract Line Fiscal Year Table is to provide the user with the capability to view contract release order purchase activity for a contract line. Access is granted only to those contracts for which the user has security access.

Screen Characteristics Inquire KLFY Table.

Procedure Cross-Reference Chapter 2 Contract Processing,
4.1 Inquiry Process.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected: Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which line information is to be inquired. May be left blank on inquiry.
Contract Title	2x40	Protected. The title of the contract as provided from the Contract table.
Line Number	5	Unprotected. Key. Required. Specifies the line number for which the inquiry is intended.
Commodity Code	11	Protected. Commodity class, sub-class, and item number of the item on contract.
Commodity Description	2x40	Protected. First two lines of the commodity specification text record for this commodity number.
FY (1-10)	4	Protected. Inferred fiscal year for which data is displayed from the KLIN Table record. Format is CCYY.
Amount in Progress (1-10)	9.2	Protected. Inferred amount of orders issued against this line awaiting encumbrance.
Amount Ordered (1-10)	9.2	Protected. Inferred amount of orders issued against this line that are encumbered.

KODM

Contract Header Demographics Data

ENTER FUNCTION:		TRANS: KODM		DATE:	
CONTRACT HEADER DEMOGRAPHICS DATA				TIME:	
KEY IS CONTRACT NUMBER				TERM:	
CONTRACT NUMBER...:				:	
DESCRIPTION		DESCRIPTION			
LABEL 1.....:	LABEL 6.....:		
LABEL 2.....:	LABEL 7.....:		
LABEL 3.....:	LABEL 8.....:		
LABEL 4.....:	LABEL 9.....:		
LABEL 5.....:	LABEL 10.....:		
USER LAST CHGD.:		DATE LAST CHGD.:			

Purpose The purpose of the Contract Header Demographics Data is to provide the user with the capability to maintain data for the contract header record. Security is based on purchasing agency or contracting agency and access is limited to those users having the proper access.

Screen Characteristics Change or Inquire KONT Table.

Procedure Cross-Reference Chapter 2 Contract Processing,
3.5 Maintain Contract Demographic Data

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected: Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. If left blank the system will return with the first contract in the contract database. If input the system will return with records for that contract.
Contract Title	40	Protected. The first line of the contract title from the KONT table.
KLBL Labels 1-10	10x15	Protected. Inferred demographic field labels from the KLBL Table for the listed contract's agency and document type.
KLBL Labels 1-10 Data Fields	10x20	Unprotected. Used to enter data according to displayed label for this contract.

KOFY

Contract Fiscal Year Table #1

```

ENTER FUNCTION: ..... TRANS: KOFY
DATE :
TIME :
TERM :
CONTRACT FISCAL YEAR TABLE
KEY IS CONTRACT NUMBER AND FISCAL YEAR
CONTRACT NUMBER...: ..... :

FY      NOT TO      ENCUMBERED      PAYMENTS      PAYMENTS
EXCEED AMT      IN PROGRESS      PROCESSED      ADJUSTMENTS
.....
.....
.....

```

Purpose The purpose of the Contract Fiscal Year Table is to provide the user with the capability of adding and maintaining contract fiscal year not to exceed amounts, and inquiring balance, and payment information for the fiscal year. Security is based on purchasing agency or contracting agency and access is limited to those users having the proper access.

Screen Characteristics Add, Change, Delete and Inquire KOFY Table.

Procedure Cross-Reference Chapter 2 Contract Processing,
1.4 Maintain Contract FY Not To Exceed Amounts.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. If left blank the system will return with the first contract in the contract database. If input the system will return with records for that contract.
Contract Title	40	Protected. The first line of the contract title from the KONT screen.
FY (1-3)	4	Unprotected. Key. Enter fiscal year(s) for contract header record entered. On inquiry, if left space, will return the first KOFY record for the contract. Format is CCYY.
Not To Exceed Amount (1-3)	9.2	Unprotected. Required for add. Indicates the maximum contract amount for the entered fiscal year(s) for the entered contract number.
Net Encumbered (1-3)	9.2	Protected. The inferred net amount encumbered for the fiscal year(s) of the contract header record from the KONT Screen.
Payments In Progress (1-3)	9.2	Protected. The inferred amount of payments awaiting approval for the fiscal year(s) of the contract header record from the KONT Screen.
Payments Processed (1-3)	9.2	Protected. The inferred amount of payments approved for the fiscal year(s) of the contract header record from the KONT Screen.
Adjustments (1-3)	9.2	Protected. The inferred amount of adjustments (ADJ change type on KAMD) for the fiscal year(s) of the contract header record from the KONT Screen.