

Chapter 1 Concepts

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OVERVIEW**Text Tables**

The purposes of the text tables are:

- To provide single reference location for text records for AGPS processing
- To facilitate creation of text record text line records
- To facilitate maintenance of the text record header and associated text line records
- To provide a method for viewing text records

Text tables are provided throughout the databases for the user to create and maintain text for purposes of recording notes to creation of text references to be used in various print processes by the system.

Terminology

The following terms are used throughout this unit:

Text Action. This term is used to refer to a code used to identify to the text line program the action required for display of text lines on the screen for a GET Function.

T	-	TOP (of page/text line record)
B	-	BOTTOM (of page/text line record)
U	-	UP (move text lines up one page or nine lines of text)
D	-	DOWN (move text lines down one page or nine lines of text)
R	-	RELATIVE (scroll to specific text line referenced in line number)
I	-	INSERT
X	-	Delete

Text Line. This term is used to refer to a line of free form text entered in the text line table record for a text reference. Text lines are 40 or 70 characters in length depending on the text record used.

Text Reference. This term is used to refer to a unique code assigned to a text header record upon creation. Text references beginning with an alpha character in first position are for terms and conditions and numeric in first position for specifications or it may be related to a document number or vendor as in the case of notes.

Text Type. This term is used to refer to a code used to identify the intended use of text. E.G., ITB - Invitation to Bid, RFP - Request for Proposal, etc. or A - Class Level, B - Sub-Class Level, C - Item Level, etc. For an example we look at commodity text. The commodity text area is used for several different functions. These functions are exemplified by different categories of text types. These functions and categories are explained below.

Text Type A - Class Level Description provides the ability to record and maintain Class Descriptions for each Class Commodity Code. These are short narrative descriptions used to identify the structure of the Class and will print on reports.

Text Type B - Sub-Class Level Description provides the ability to record and maintain Sub-Class descriptions for each Sub-Class Commodity Code. These are expanded over the class record to further identify the Sub-Class and will print on Solicitations, Orders and Contracts.

Text Type C - Item Level Description provides the ability to record and maintain an item description for each Item Level Commodity Code. This description is expanded over the Sub-Class level and will print on Solicitations, Orders and Contracts.

Text Type D - Extended Item Level Description provides the ability to record and maintain an extended description for each Item Level Commodity Code. This is generally a comprehensive description written in sufficient detail for vendor to accurately identify the item desired and respond to a solicitation for item desired. Will print on Solicitation, but not on the award document.

Text Type E - Packaging Requirements provides the ability to record and maintain packaging requirements for each Item Level Commodity Code. Will print on solicitation and order documents.

Text Type F - Buyer Notes provides the ability for the buyer to record notes about an item or service. These notes are retrievable on-line.

Text Type G-Z provides the ability to include other levels of user defined text for each item.

Key Concepts

Overview	Text is another of the key fundamental components of the purchasing process because it provides a capability to tailor purchase documents and record relevant supporting information where it can be efficiently retrieved. Text processing generally relates to retrieving, modifying and printing terms and conditions, commodity specifications and commodity descriptions.
Text Components	Text processing involves text tables, processing transactions, and printing. Text tables are used to create text for use in purchasing documents and in recording notes relevant to specific purchase actions. Text processing transactions facilitate use of AGPS by creating and maintaining text records and lines. Text prints from either the text database for special terms and conditions and specifications or the commodity database for commodity descriptions.
Text Tables	Text tables facilitate creation and maintenance of text records and text reference line records by providing a single location reference point for applicable text. Control of access to text records is provided for consistency and continuity.
Text Processing Transactions	Text processing transactions are grouped into general, commodity description, and text copy and modify. Primary transactions are used for the actual input of text whereas secondary transactions are used only for the insertion and deletion of text. Some text transactions have a text indicator which identifies a group of which the text is a part. For all text screens there must be another transaction performed to create a parent record for the text transaction. For example, to have order notes, an order must exist.
Text Printing	Various types of text print in specified places. Specifications and special terms and conditions print on solicitations, contracts, purchase orders, and contract release orders. This text may be modified for a particular solicitation. Attachment text is free-form text entered only on a specific solicitation.
Management	General text processing incorporates standardization as well as flexibility into AGPS to implement efficient purchasing.

Discussion of Transactions

Text Tables The text tables processing screens are addressed elsewhere within the User's Manual. All information addressed in General Text Processing is general in nature and will apply to all referenced text transactions universally.

Text Processing Transactions To call up a text processing transaction, type the text transaction in the Function Line and press RETURN/ENTER. Type G (GET) in the Action Line and the desired record number in the record number field and press RETURN/ENTER. If text exists, the correct text record will appear otherwise a blank screen will appear ready for text to be added. The text line counter will show the number of lines of text that exists. In AGPS, text processing transactions may be grouped together generically:

GENERAL TEXT PROCESSING TRANSACTIONS:

- ASDT - Sub-Agency Special Delivery Text
- VNTE - Vendor Notes
- OVTX - Order Vendor Text
- ONTE - Order Notes
- KVTX - Contract Vendor Text
- KNOA - Contract Notice of Award Text
- KNTE - Contract Notes
- KCTX - Contract Change Text
- RNTE - Requisition Notes
- RLTX - Requisition Line Text
- RVTX - Requisition Vendor Text
- SNTE - Solicitation Notes
- SVTX - Solicitation Vendor Text
- SATT - Solicitation Attachment Text
- SATX - Solicitation Amendment Text
- TXLN - Text Database Text

COMMODITY DESCRIPTION TRANSACTION:

- CSPC - Commodity Description

TEXT COPY AND MODIFY TRANSACTIONS:

- OMOD - Order Commodity Description Modifications
- OCMD - Order Change Commodity Description Modifications
- OCTX - Order Change Text
- KMOD - Contract Commodity Description Modifications

RMOD - Requisition Commodity Description Modifications
RTXL - Requisition Specification Text
STXL - Solicitation Text Modifications

For all text screens there must be another transaction performed to create a parent record for the text transaction. For example, one cannot have order notes unless an order exists.

Where The Various

Text Prints

There are two basic types of text processing, terms and conditions and specifications. All text referenced on RTXT, CATX, COM2, and STXT will print on the requisition and solicitation. If the print indicator is 'Y', the text will print on the award document.

The various pages that make up the printed documents in AGPS are explained in the following graphics, which show where the various text prints, and where it comes from.

SPECIAL TERMS & CONDITIONS

Under the heading of SPECIAL TERMS AND CONDITIONS will be all the text reference numbers beginning with an alpha character.

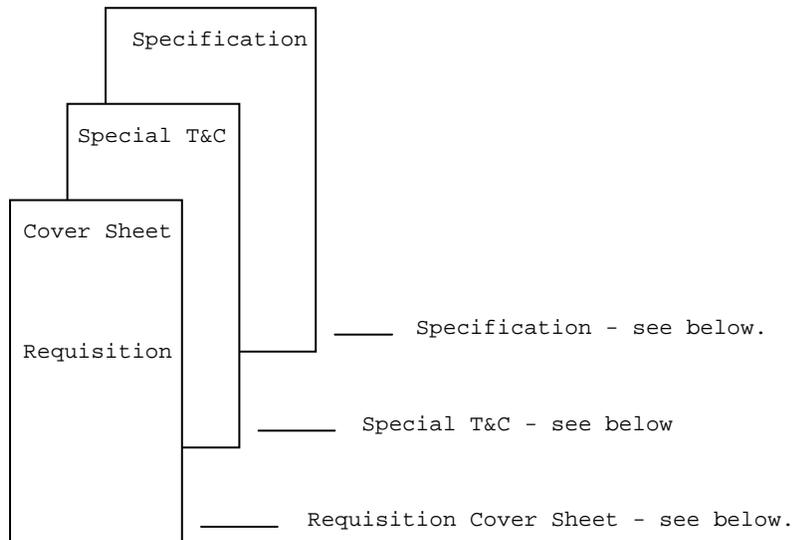
SPECIFICATIONS

Under the heading of SPECIFICATIONS will be all the text reference numbers beginning with a number, except for text referenced on COM2. Text referenced on COM2 will print under SPECIFICATIONS regardless of the beginning character.

ATTACHMENT TEXT

Under the heading ATTACHMENT TEXT will be all the text entered on SATT. Attachment text is free-form text entered for a specific solicitation. It applies only to the solicitation it is entered against and will not print on any other solicitation. Repetitive entry of text in this area would indicate that such text should be included in the Text Database. Listed below are graphics which show where the various text prints.

PRINTING TEXT ON A REQUISITION



Requisition Cover Sheet

- Requisitioning Agency Req. number, date, buyer (from RQS2)
- Ship To Agency Bill To Agency

Each line on the requisition will contain:

- Commodity code, description from CSPC if no RMOD is present, requisition line text (RLTX), ship to agency name and address if different, agency special delivery text (ASTD from ship to agency), quantity, unit of measure, estimated unit price and estimated total for item.
- Requisition Notes (RNTE)
- Recommended vendors (RQS5)
- Accounting Distribution (RACG)
- Estimated Requisition Amount

Special T & C

- Reference begins with alpha character.
- Comes from:

RTXT/RTXL
CATX
STXT/STXL

-If print indicator is Y, this text will also print on the award document.

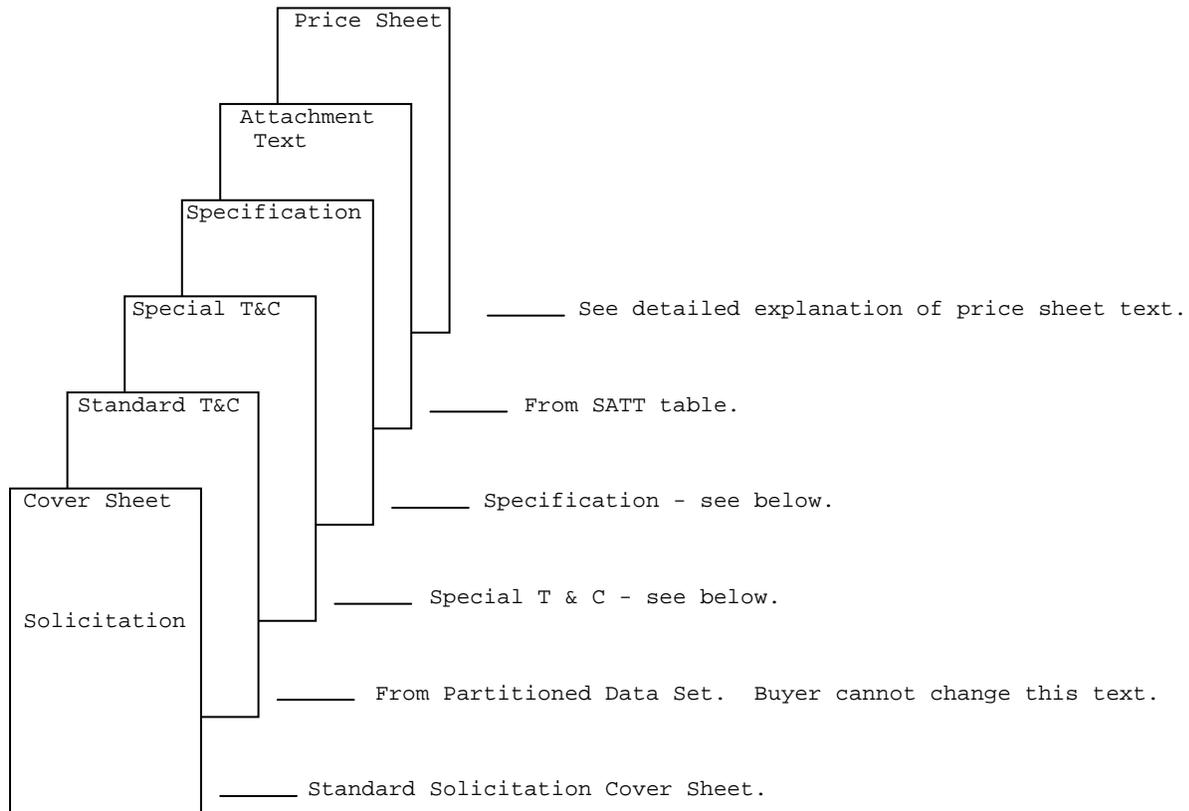
Specification

-Reference begins with number.
-Comes from:

RTXT/RTXL
CATX
COM2
STXT/STXL

-If print indicator is Y, this text will also print on the award document.

PRINTING TEXT ON A SOLICITATION



Special T & C -Reference begins with alpha character.
 -Comes from:
 XT/RTXL
 CATX
 STXT/STXL

-If print indicator is Y, this text will also print on the award document.

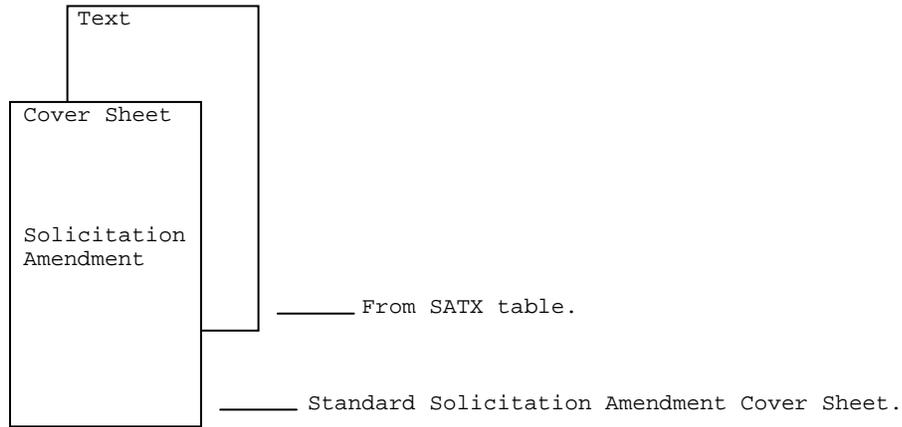
Specification

-Reference begins with number.
-Comes from:

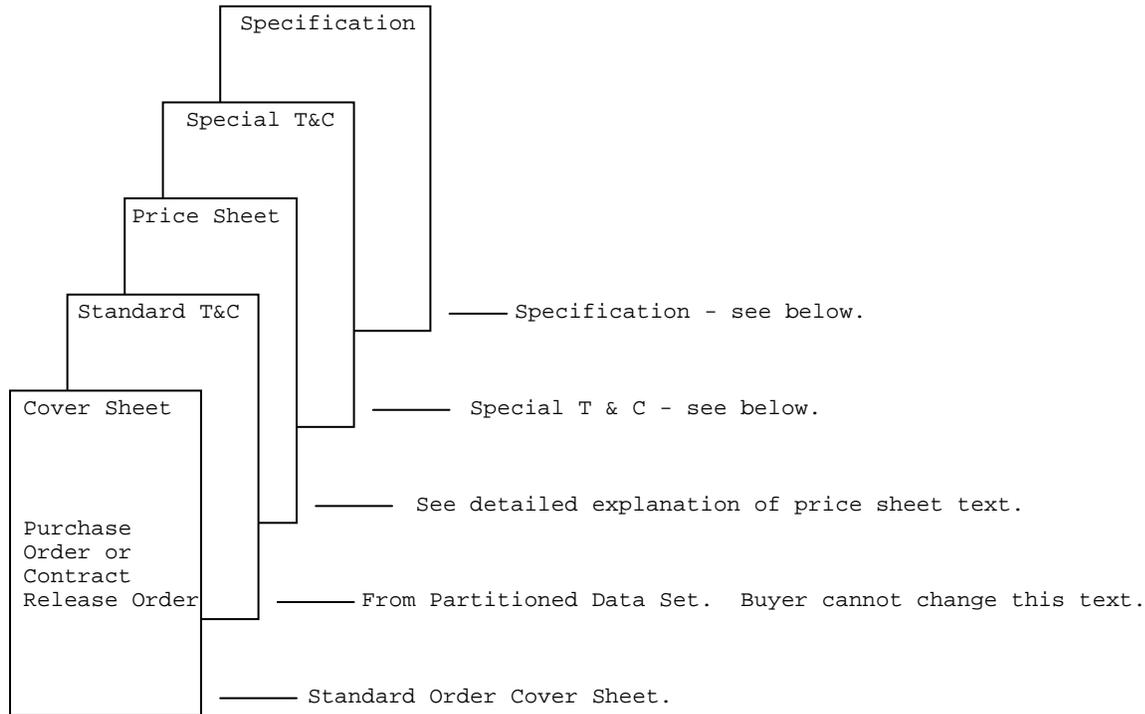
RTXT/RTXL
CATX
COM2
STXT/STXL

-If print indicator is Y, this text will also print on the award document.

PRINTING TEXT ON A SOLICITATION AMENDMENT



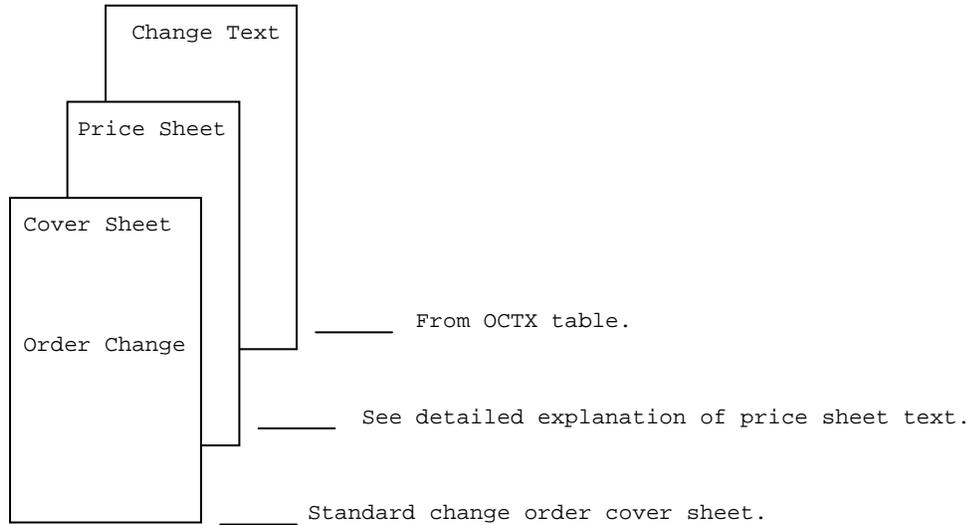
PRINTING TEXT ON AN PURCHASE ORDER & CONTRACT RELEASE ORDER



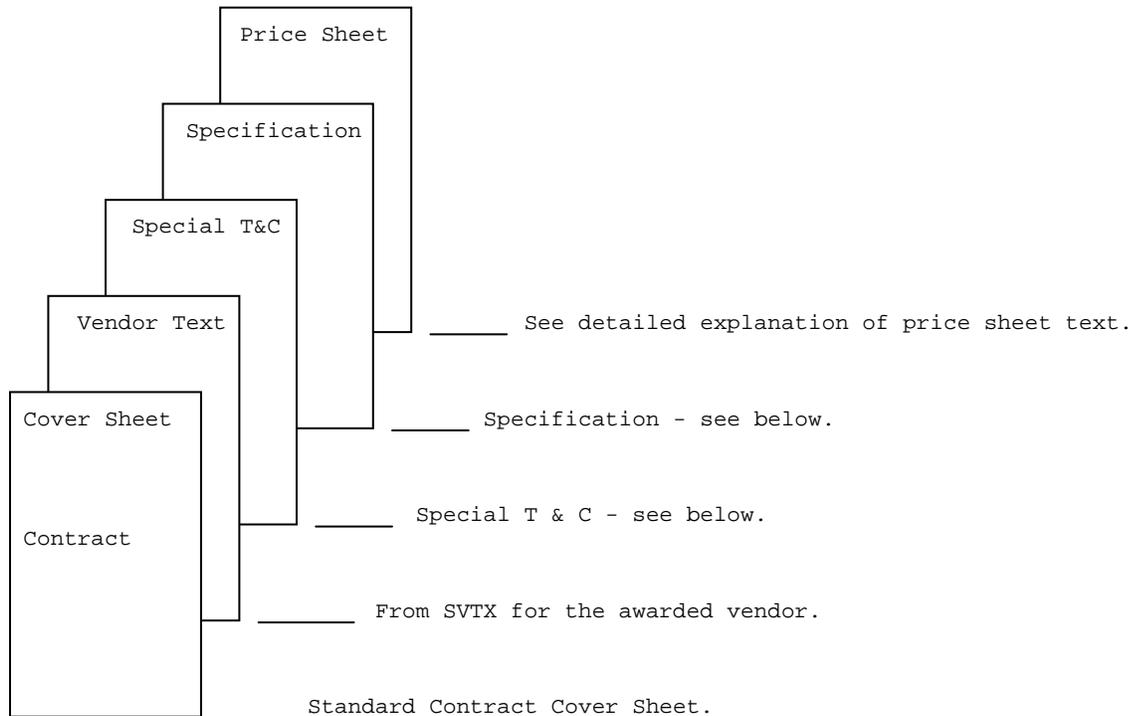
Special T & C -Reference begins with alpha character.
 -If the print indicator was set to Y, it comes from:
 RTXT/RTXL
 CATX
 STXT/STXL

Specification -Reference begins with number.
 -If the print indicator was set to Y, it comes from:
 RTXT/RTXL
 CATX
 COM2
 STXT/STXL

PRINTING TEXT ON AN ORDER CHANGE



PRINTING TEXT ON A CONTRACT



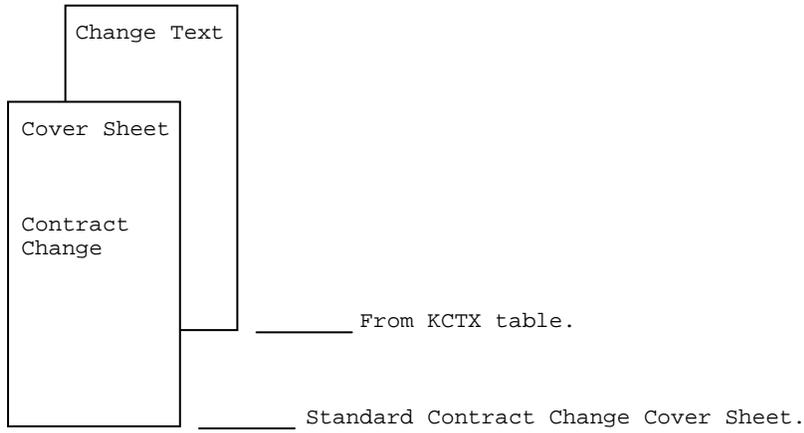
Special T & C -Reference begins with alpha character.
 -Comes from:
 RTXT/RTXL
 CATX
 STXT/STXL

-If print indicator is Y, this text will also print on the award document.

Specification -Reference begins with number.
 -Comes from:
 RTXT/RTXL
 CATX
 COM2
 STXT/STXL

-If print indicator is Y, this text will also print on the award document.

PRINTING TEXT ON A CONTRACT CHANGE



COMMODITY DESCRIPTIONS

In order to see the real relationships, let's review some basic text processing functions and establish a precedence for commodity description processing.

Text Processing: When text is retrieved only with a GET using the RMOD, KMOD, OMOD or OCMD screens, it works as follows:

RMOD: If commodity is not on contract, RMOD will display CSPC records. If commodity is on contract and there are no KMOD records, RMOD will display CSPC records. If commodity is on contract and there are KMOD records, RMOD will display KMOD records.

In all cases, RMOD records are not created and stored unless the text is changed on the RMOD screen, regardless of whether the text came from CSPC or KMOD.

KMOD: If RMOD records existed when the contract was created, they are moved to KMOD records. If KMOD records exist, KMOD will display those KMOD records. If KMOD records do not exist, KMOD will display the CSPC records.

OMOD: If RMOD records existed when the order was created, they are moved to OMOD records. If OMOD records exist, OMOD will display OMOD records. If OMOD records do not exist and the commodity is not on contract, OMOD will display CSPC records. If OMOD records do not exist and the commodity is on contract and there are no KMOD records, OMOD will display CSPC records. If OMOD records do not exist and the commodity is on contract and there are KMOD records, OMOD will display KMOD records.

OCMD: If OCMD records exist, OCMD will display OCMD records. If no OCMD records exist and OMOD records exist, OCMD will display OMOD records. If no OCMD or OMOD records exist and KMOD records exist, OCMD will display KMOD records. If no OCMD, OMOD or KMOD records exist, OCMD will display CSPC records.

Text Precedence: Following is a summary of the precedence used to retrieve text:

RMOD: RMOD, KMOD, CSPC

KMOD: KMOD, CSPC

OMOD: OMOD, KMOD, CSPC (NOTE: If text was entered on OLI3 or OLI4, you cannot change or enter text on OMOD. You can have text in either OLIN or OMOD but not both.)

OCMD: OCMD, OMOD, KMOD, CSPC

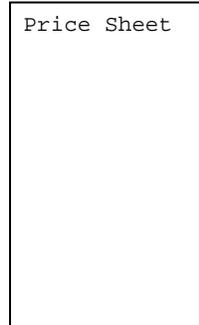
The following is a summary of the precedence for printing text:

Solicitation:	RMOD, CSPC
Purchase Order:	OLIN, OMOD, CSPC
Contract Release Order:	OLIN, OMOD, KMOD, CSPC
Contract:	KMOD, CSPC
Notice of Award:	KMOD, CSPC
Order Change:	OCMD, OMOD, OLIN, KMOD, CSPC

PRICE SHEET TEXT

Following are graphics which show which text prints on the various price sheets.

PRINTING TEXT ON A SOLICITATION PRICE SHEET



- Requisition header agency ship to name and address
- Requisition header agency special delivery text (ASDT)
- For commodity description, print the modified description from RMOD else the unmodified description from CSPC for that commodity code. B, C, D and E levels will print. B is the subclass description and will only print if the commodity is requested at the subclass level. The quantity and unit of measure will print for each item.

Specify Brand (and number if applicable): _____
if 'Y' indicated on SDOC.

Solicitation line ship to address if different from header

Solicitation line ASDT if different from header

PRINTING TEXT ON AN ORDER PRICE SHEET



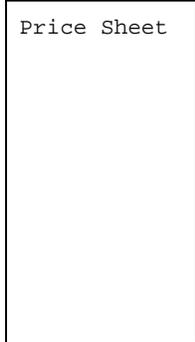
For commodity description, print the modified description from OLIN else the modified description from OMOD else the unmodified description from CSPC for that commodity code. B, C and E levels will print. OVTX will follow the last line commodity description. The ship-to address if different than the master ship-to and ASDT text if it exists for the line ship-to address will print before the commodity description. After the last line item has printed, SVTX from the solicitation will follow as the last text to print on price sheet.

PRINTING TEXT ON AN ORDER CHANGE PRICE SHEET



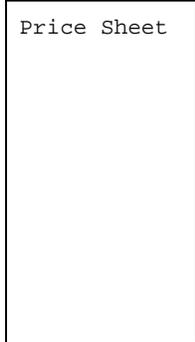
For commodity description, print the modified description from OCMD else the unmodified description from CSPC for that commodity code. B and C levels will print.

PRINTING TEXT ON A CONTRACT PRICE SHEET



—— For commodity description, print the modified description from KMOD else the unmodified description from CSPC for that commodity code. B and C levels will print. KVTX will follow the last line of commodity description.

PRINTING TEXT ON A CONTRACT RELEASE ORDER PRICE SHEET



_____ For commodity description, print the modified description from OMOD, else modified description from KMOD else the unmodified description from CSPC for that commodity code. B, C and E levels will print. OVTX will follow the last line commodity description.

In summary, the commodity descriptions print in the following locations:

CSPC Descriptions:

Type A: Commodity reports.
Type B: Commodity reports; solicitations and orders, if item purchased at subclass level.
Type C: Commodity reports, solicitations, orders, contracts and NOA. First two lines print on the bid tabulation.
Type D: Commodity reports and solicitations.
Type E: Solicitations, bid tabulations and orders.
Type F-Z: Do not print.

RMOD Descriptions:

Type B: Solicitations and orders if item purchased at subclass level.
Type C: Solicitations and orders. First two lines print on bid tabulation.
Type D: Solicitations.
Type E: Solicitations and orders.
Type F-Z: Do not print.

OMOD Descriptions:

Type B: Orders if item purchased at subclass level.
Type C: Orders.
Type E: Orders.

OCMD Descriptions:

Type B: Order changes if item purchased at subclass level.
Type C: Order changes.
Type E: Order changes.

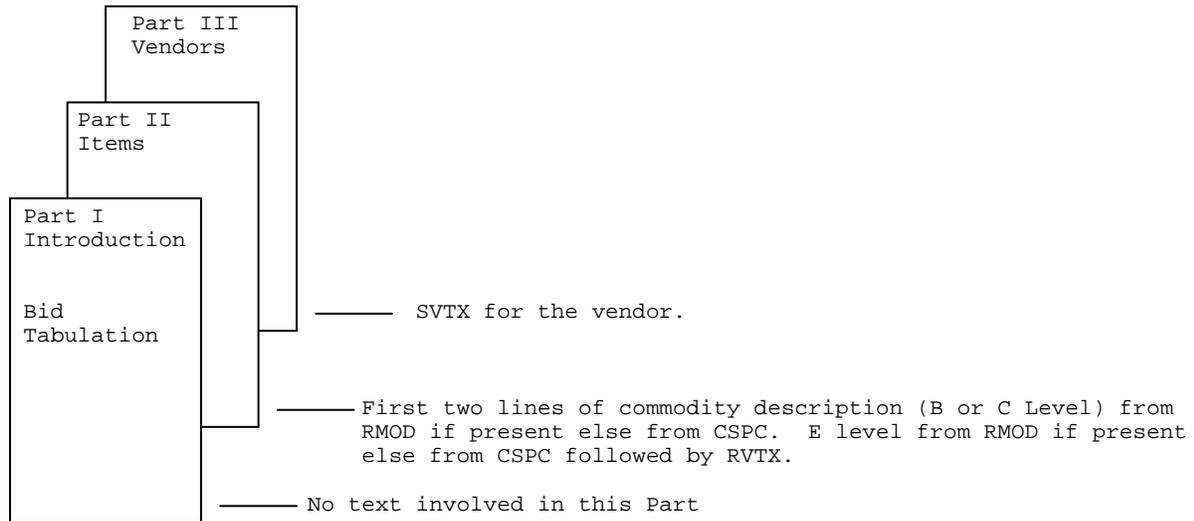
KMOD Descriptions:

Type C: Contract, contract release order, NOA, and contract change.
Type E: Contract, contract release order, NOA, and contract change.

BID TABULATION

The bid tabulation prints from information held in the Requisition, Solicitation and Commodity Databases. The following graphic shows the order in which text prints on the bid tabulation:

BID TABULATION



NOTICE OF AWARDS

The notice of award prints from information held in the Contract, Commodity and Text Databases. The following graphic shows the order in which text prints on the notice of award:

PRINTING TEXT ON NOTICE OF AWARD

