

Search for a Contract Inquiry – Criteria

Overview

The Maintenance and Utilization (M&U) module Contract Inquiry process provides the ability to search for contracts.

Navigation

Inquiries > Master Data > Contract > Contract Inquiry Search Criteria page

Procedures

Search for a Contract Inquiry – Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria box, choose which available field to use in the search.

My Queries

Contract Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Cntr Status	=	Active
Select an Item		


- Choose which Available Field(s) to use in the search.
 - The first Available Field(s) option (CNTR Status) automatically populates and is not editable.



Help Reference Guide

Note





Adding another Available Field  automatically populates an additional search criteria row.


Note



Select to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
 - A. Use  to select the first Operands.
4. Choose which Search Value(s) to use in the search.
 - A. Use  to select the first Search Value.

Remove an Available Field Row

- a. Use  to select desired Available Field.
 - b. Select . *The desired row is removed.*
5. Select . *The **Contract Inquiry – Results** page appears.*

Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





Help Reference Guide


My Queries

Contractor Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Cntr Status	=	Active
Select an Item		

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
 3. Select . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.*
 4. Select . *The **Contract Inquiry – Select Fields** page appears.*
- OR
- Select . *The **Contract Inquiry – Results** page appears.*

Select a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*



My Queries

Contract Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Cntr Status	=	Active
Select an Item		

- Select . The **Contract Inquiry – Select Fields** page appears.
- OR
- Select . The **Contract Inquiry – Results** page appears.

Update a My Queries Inquiry

- Use to select the desired saved query. The page refreshes, the search criteria fields change, and is joined by and . The selected query information appears in the search criteria grid.

My Queries

Contract Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Cntr Status	=	Active
Select an Item		

2. Select . *The query information is updated.*
3. Select . *The **Contract Inquiry – Select Fields** page appears.*
- OR
- Select . *The **Contract Inquiry – Results** page appears.*

Delete a My Queries Inquiry

1. Use to select the desired saved query. *The page refreshes, and is joined by and .* *The selected query information appears in the search criteria grid.*

My Queries

Contract Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
<input type="text" value="*Cntr Status"/>	<input "="" type="text" value="="/>	<input type="text" value="Active"/>
<input type="text" value="Select an Item"/>	<input type="text"/>	<input type="text"/>

2. Select . *The query information is removed.*


Revise the Fields for the Inquiry

1. Select . *The **Contract Inquiry – Select Fields** page appears.*



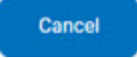
Search for a Contract Inquiry – Results


Navigation

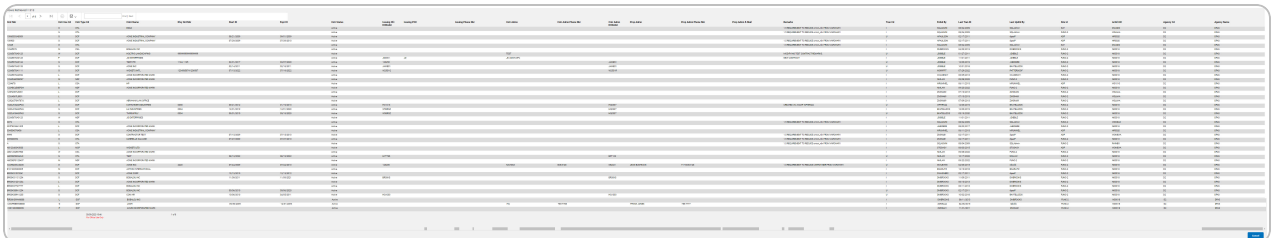
Inquiries > Master Data > Contract > Search Criteria >  > Contract Inquiry Search Results page

Procedures

Export the Contractor Inquiry Results

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*





Note



To reach the optional fields, refer to the Contract Inquiry – Field Selection page.

2. Select . The **Contract Inquiry – Criteria** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*





Help Reference Guide

4. Select to find the next matching value. *This feature is available if multiple results are found.*

View the Contract Detail

Select the desired Contract row. *The **Contract Inquiry Detail – Basic** page appears.*





Select Fields for the Contract Inquiry

Navigation

Inquiries > Master Data > Contract > Search Criteria > > Contract Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting.



1. Select Fields. The **Contract Inquiry** page appears.

Extract Excel File

Extract M:

Privacy Type: Private

Selections: ▼ New Selection List

Extract Text, Comma Separated File

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Cnt Nbr	Unique value used to identify agreements with suppliers and contractors.
<input checked="" type="checkbox"/>	Cnt Use Cd	Identifies the type of loan or service under contract.
<input checked="" type="checkbox"/>	Cnt Type Cd	A unique column that holds the code used by the lookup table which correlates with the associated description.
<input checked="" type="checkbox"/>	Cnt Name	The name of the Contractor.
<input checked="" type="checkbox"/>	Emp Ord Nbr	The specific order number under an umbrella delivery order. This applies to contracts.
<input checked="" type="checkbox"/>	Start Dt	Date work is started on a contract or work order.
<input checked="" type="checkbox"/>	Exp Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
<input checked="" type="checkbox"/>	Cnt Status	Flag signifies that the Contract is Active or Deleted.
<input checked="" type="checkbox"/>	Issuing Ofc DODAAC	DODAAC of the office that issued the contract.
<input checked="" type="checkbox"/>	Issuing POC	DODAAC point of contact for the office that administer the contract.
<input checked="" type="checkbox"/>	Issuing Phone Nbr	DODAAC point of contact phone number for the office that administer the contract.
<input checked="" type="checkbox"/>	Cnt Admn	A government property representative of the Contract Administration Office in a point of time.
<input checked="" type="checkbox"/>	Cnt Admn Phone Nbr	Phone number of the Contracting Officers Representative in a point of time.
<input checked="" type="checkbox"/>	Cnt Admn DODAAC	DODAAC of the office that administer the contract.
<input checked="" type="checkbox"/>	Prop Admn	Individual who is the Authorized Property Representative.
<input checked="" type="checkbox"/>	Prop Admn Phone Nbr	Phone number of the Property Administrator.
<input checked="" type="checkbox"/>	Prop Admn E-Mail	The electronic mailing address of the Property Administrator of the contract.
<input checked="" type="checkbox"/>	Remarks	A text field available to record local information/reason for change to record.
<input checked="" type="checkbox"/>	Tran Cd	This code identifies the type of transaction processed.
<input checked="" type="checkbox"/>	Entfd By	The name of the entity inserting this row.
<input checked="" type="checkbox"/>	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
<input checked="" type="checkbox"/>	Last Updtd By	Last updated by (user id).
<input checked="" type="checkbox"/>	Site Id	The active Site Id the user has access to.
<input checked="" type="checkbox"/>	Actv UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input checked="" type="checkbox"/>	Agency Cd	Indicates the agency code and name.
<input checked="" type="checkbox"/>	Agency Name	The name assigned to the agency.

Cancel Reset Submit Show Inquiry

2. Choose the desired file type:


- Click to select Extract Excel File. The extracted file on the **View Inquiry Extract** page is an **.XLS** file.

OR


Click to select Extract Text, Comma Separated File. The extracted file on the **View Inquiry Extract** page is a **.CSV** file.

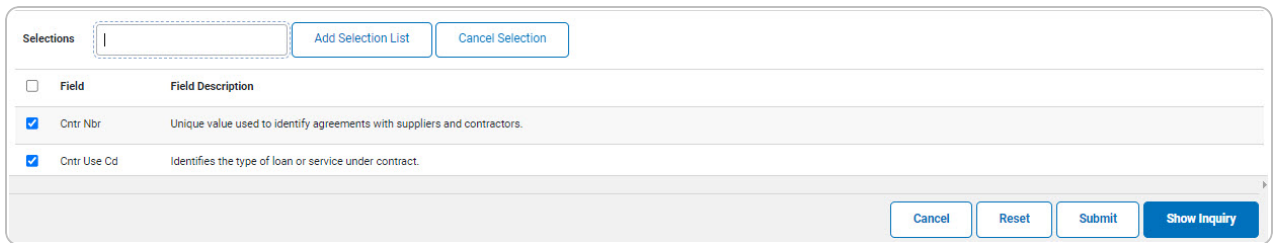


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3. Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
4. Use  to select the Privacy Type.

Add a Selection List

1. Select . *The page refreshes, and Selections changes from a drop-down field to a text field.*




<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
<input checked="" type="checkbox"/>	Cntr Use Cd	Identifies the type of loan or service under contract.


Buttons: Cancel, Reset, Submit, Show Inquiry

Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select . *The page refreshes, and the selected list is added.*  is replaced by  and .

Select  for small volumes of data. *The **Contract Inquiry – Results** page appears.*

3.

OR

Select  for large volumes of data. *The **Contract Inquiry Transaction Status** page appears.*



Use a Predetermined Field Selection List

1. Use  to display the Selection List.

Selections [New Selection List](#)

<input type="checkbox"/> Field	Field Description
<input checked="" type="checkbox"/> Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
<input checked="" type="checkbox"/> Cntr Use Cd	Identifies the type of loan or service under contract.
<input checked="" type="checkbox"/> Cntr Type Cd	A unique column that holds the code used by the lookup table which coincides with the associated description.

Cancel Reset Submit Show Inquiry


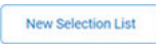
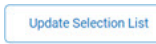

Select Show Inquiry for small volumes of data. *The **Contract Inquiry – Results** page appears.*

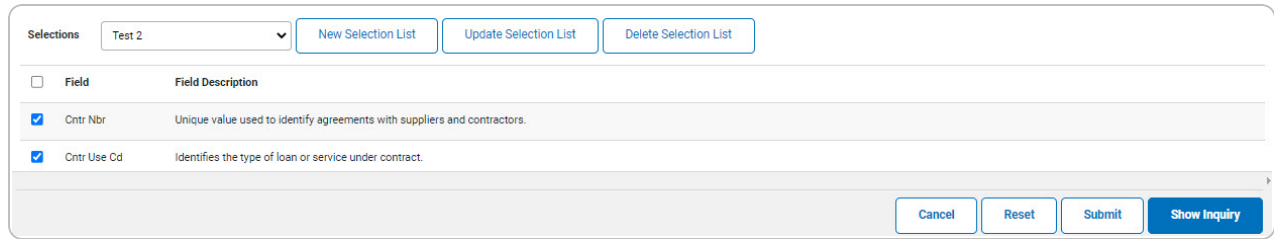
- 2.

OR



Select Submit for large volumes of data. *The **Contract Inquiry Transaction Status** page appears.*

Update a Selection List

- Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*



<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
<input checked="" type="checkbox"/>	Cntr Use Cd	Identifies the type of loan or service under contract.




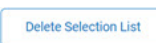
- Select . *The page refreshes.*
 Select  for small volumes of data. *The **Contract Inquiry – Results** page appears.*

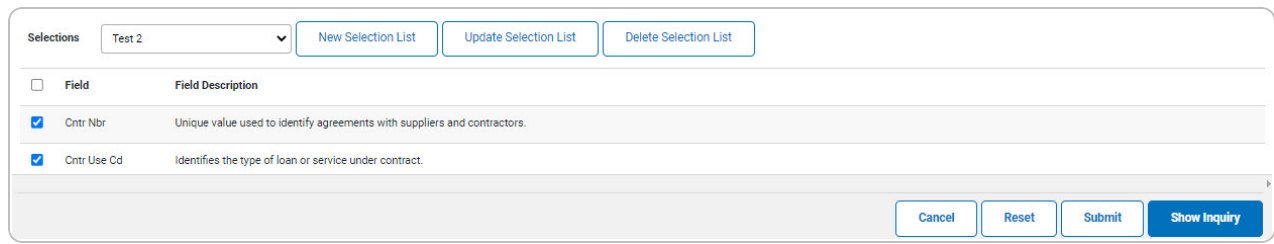
3.

OR

Select  for large volumes of data. *The **Contract Inquiry Transaction Status** page appears.*

Delete a Selection List

- Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*



<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
<input checked="" type="checkbox"/>	Cntr Use Cd	Identifies the type of loan or service under contract.

- Select . *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required. One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

1. Select . The **Contract Inquiry** page appears.

The screenshot shows the 'Contract Inquiry' configuration page. At the top, there are fields for 'Extract Excel File', 'Extract Text, Comma Separated File', 'Extract ID', and 'Privacy Type' (set to 'Private'). Below these is a 'Selections' dropdown menu with a 'New Selection List' button. The main area is a table of fields with checkboxes:

Field	Field Description
<input checked="" type="checkbox"/>	Cont Nbr Unique value used to identify agreements with suppliers and contractors.
<input checked="" type="checkbox"/>	Cont Line Cd Identifies the type of loan or service under contract.
<input checked="" type="checkbox"/>	Cont Type Cd A unique column that holds the code used by the lookup table which coincides with the associated description.
<input checked="" type="checkbox"/>	Cont Name The name of the Contractor.
<input checked="" type="checkbox"/>	Emp Ord Nbr The specific order number under an umbrella delivery order. This applies to contracts.
<input checked="" type="checkbox"/>	Start Dt Date work is started on a contract or work order.
<input checked="" type="checkbox"/>	Exp Dt The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
<input checked="" type="checkbox"/>	Cont Status Flag signifies that the Contract is Active or Deleted.
<input checked="" type="checkbox"/>	Issuing OR DODAAC DODAAC of the office that issued the contract.
<input checked="" type="checkbox"/>	Issuing POC DODAAC point of contact for the office that administer the contract.
<input checked="" type="checkbox"/>	Issuing Phone Nbr DODAAC point of contact phone number for the office that administer the contract.
<input checked="" type="checkbox"/>	Cont Admin A government property representative of the Contract Administration Office in a point of time.
<input checked="" type="checkbox"/>	Cont Admin Phone Nbr Phone number of the Contracting Officers Representative in a point of time.
<input checked="" type="checkbox"/>	Cont Admin DODAAC DODAAC of the office that administer the contract.
<input checked="" type="checkbox"/>	Prop Admin Individual who is the Authorized Property Representative.
<input checked="" type="checkbox"/>	Prop Admin Phone Nbr Phone number of the Property Administrator.
<input checked="" type="checkbox"/>	Prop Admin E-Mail The electronic mailing address of the Property Administrator of the contract.
<input checked="" type="checkbox"/>	Remarks A text field available to record local information/reason for change to record.
<input checked="" type="checkbox"/>	Tran Cd This code identifies the type of transaction processed.
<input checked="" type="checkbox"/>	Entd By The name of the entity inserting this row.
<input checked="" type="checkbox"/>	Last Tran Dt Date when the last transaction took place. Automatically assigned by the system.
<input checked="" type="checkbox"/>	Last Updt By Last updated by (user id)
<input checked="" type="checkbox"/>	Site Id The active Site to the user has access to.
<input checked="" type="checkbox"/>	Actv UIC Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input checked="" type="checkbox"/>	Agency Cd Indicates the agency code and name.
<input checked="" type="checkbox"/>	Agency Name The name assigned to the agency.

At the bottom right of the form are buttons for 'Cancel', 'Reset', 'Submit', and 'Show Inquiry'.



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2. Select the fields required for the inquiry. *The first 26 fields are automatically selected.*

Note



The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

Select for small volumes of data. *The **Contract Inquiry – Results** page appears.*

- 3.

OR

Select for large volumes of data. *The **Contract Inquiry Transaction Status** page appears.*



View the Contract Inquiry Detail — Basic

Navigation

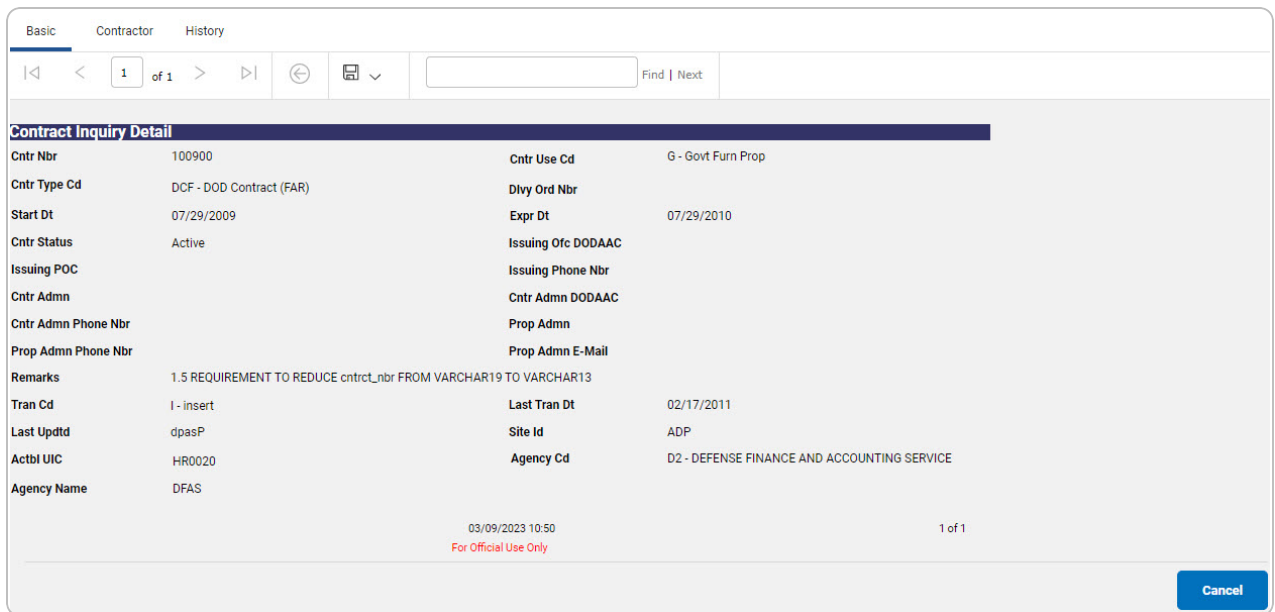
Inquiries > Master Data > Contract > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Contract Inquiry Detail — Basic page

Procedures

Export the Contract Inquiry Detail — Basic

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. **Verify the Basic Detail tab.**



Basic Contractor History


1 of 1 Find | Next

Contract Inquiry Detail

Cntr Nbr	100900	Cntr Use Cd	G - Govt Furn Prop
Cntr Type Cd	DCF - DOD Contract (FAR)	Dlvy Ord Nbr	
Start Dt	07/29/2009	Expr Dt	07/29/2010
Cntr Status	Active	Issuing Ofc DODAAC	
Issuing POC		Issuing Phone Nbr	
Cntr Admn		Cntr Admn DODAAC	
Cntr Admn Phone Nbr		Prop Admn	
Prop Admn Phone Nbr		Prop Admn E-Mail	
Remarks	1.5 REQUIREMENT TO REDUCE cntrct_nbr FROM VARCHAR19 TO VARCHAR13		
Tran Cd	I - insert	Last Tran Dt	02/17/2011
Last Updtd	dpasP	Site Id	ADP
Actbl UIC	HR0020	Agency Cd	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE
Agency Name	DFAS		

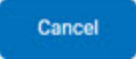
03/09/2023 10:50 1 of 1
 For Official Use Only

[Cancel](#)





2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.



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4. Select . The **Contract Inquiry – Criteria** page appears.
- OR
- Select the Contractor tab. The **Contract Inquiry Detail – Contractor** page appears.
- OR
- Select the History tab. The **Contract Inquiry Detail – History** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*



View the Contract Inquiry Detail – Contractor

Navigation

Inquiries > Master Data > Contract > Search Criteria > **Show Inquiry** > Search Results > Inquiry Row hyperlink > Basic Detail > Contractor tab > Contract Inquiry Detail – Contractor page

Procedures

Export the Contractor Inquiry Detail – Basic

Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. **Verify the Contractor Detail tab.**

The screenshot shows a web application interface with three tabs: Basic, Contractor, and History. The Contractor tab is active. At the top, there are navigation controls including a search bar with '1 of 1' and a 'Find | Next' button. Below the tabs, the 'Contractor Inquiry Detail' section contains the following data:

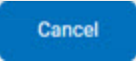
CAGE Cd	00175	DODAAC	
Cntrr Name	ACME INDUSTRIAL COMPANY	Phone Nbr	
Division Name	RAMPART		
Address1	1001 NEIDENGARD LANE	Address2	
City	CHICAGO	State Cd	IL - Illinois
ZIP Cd	60110	Country Cd	US - UNITED STATES OF AMERICA
E- Mail Address			
FAX Nbr			
Remarks	NO REMARKS.		
Tran Cd	U - update	Cntrr Status	Active
Lst Tran Dt	04/06/2015	Last Updtd By	rebokb
Site Id	ADP	Actbl UIC	HR0020
Agency Cd	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE	Agency Name	DFAS

At the bottom of the form, there is a date stamp '03/09/2023 10:57', the text 'For Official Use Only', and a '1 of 1' indicator. A 'Cancel' button is located in the bottom right corner.





2. Select to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.



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4. Select . The **Contract Inquiry – Criteria** page appears.
- OR
- Select the History tab. The **Contract Inquiry Detail – History** page appears.
- OR
- Select the Basic tab. The **Contract Inquiry Detail – Basic** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*



View the Contract Inquiry Detail — History

Navigation

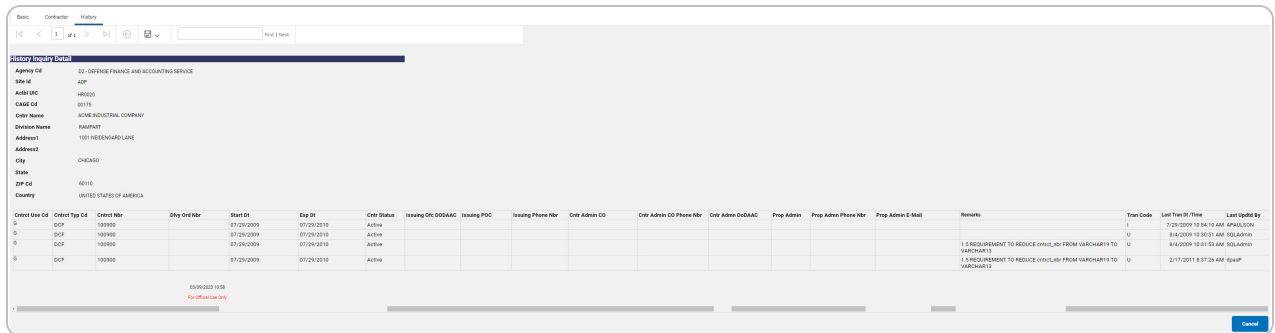
Inquiries > Master Data > Contract > Search Criteria > **Show Inquiry** > Search Results > Inquiry Row hyperlink > Contract Inquiry Detail — History page

Procedures

Export the Contract Inquiry Detail — History

Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. **Verify the History Detail tab.**



2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.

4. Select **Cancel**. *The **Contract Inquiry — Criteria** page appears.*
 OR

Select the Contractor tab. *The **Contract Inquiry Detail — Contractor** page appears.*

OR



Help Reference Guide

Select the Basic tab. The **Contract Inquiry Detail – Basic** page appears.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*

