



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

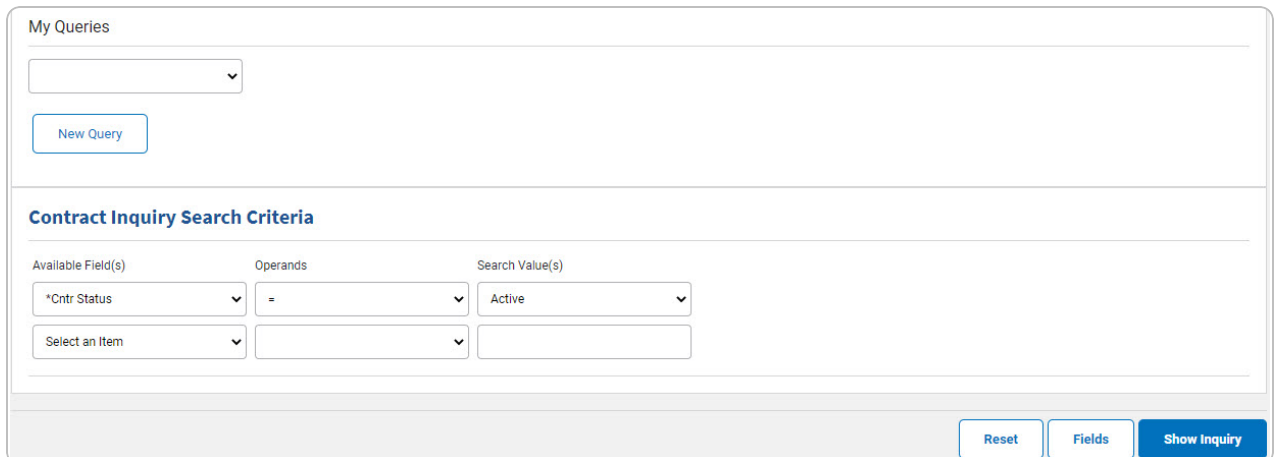
Inquiries > Master Data > Contract > Contract Inquiry Search Criteria page

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 [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

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



The screenshot shows the 'Contract Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the 'Contract Inquiry Search Criteria' section. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has two dropdown menus: the first is set to '*Cntr Status' and the second is set to 'Select an Item'. The 'Operands' column has a dropdown menu set to '='. The 'Search Value(s)' column has a dropdown menu set to 'Active'. At the bottom right of the form, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.


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






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.*





Help Reference Guide

My Queries

[New Query](#)

Contract Inquiry Search Criteria


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

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Fields](#). The **Contract Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Contract Inquiry — Results** page appears.

Update a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, the search criteria fields change, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.

My Queries

Test 2

[New Query](#) [Update Query](#) [Delete Query](#)

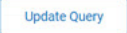


Contract Inquiry Search Criteria

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


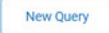
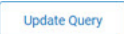
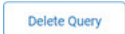
[Reset](#) [Fields](#) [Show Inquiry](#)

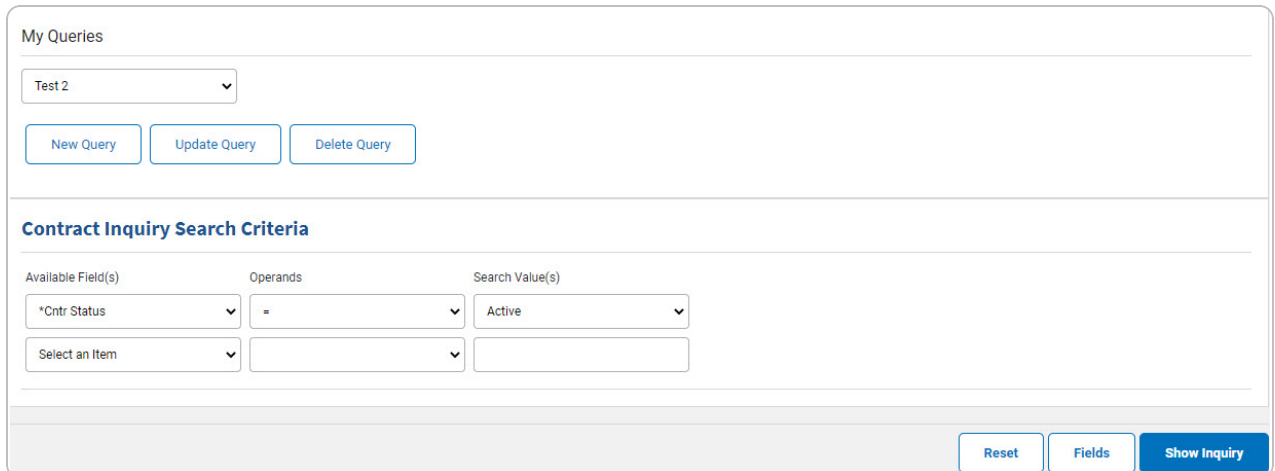





2. Select . *The query information is updated.*
3. Select . *The **Contract Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Contract Inquiry — Results** page appears.*

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.*



The screenshot shows the 'My Queries' section with a dropdown menu set to 'Test 2' and three buttons: 'New Query', 'Update Query', and 'Delete Query'. Below this is the 'Contract Inquiry Search Criteria' section, which contains a table with three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '*Cntr Status' in the first column, '=' in the second, and 'Active' in the third. The second row shows 'Select an Item' in the first column, an empty dropdown in the second, and an empty text box in the third. At the bottom right of the form are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

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

Revise the Fields for the Inquiry


- Select . *The **Contract Inquiry — Select Fields** page appears.*





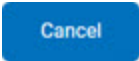
Search for a Contract Inquiry — Results


Navigation

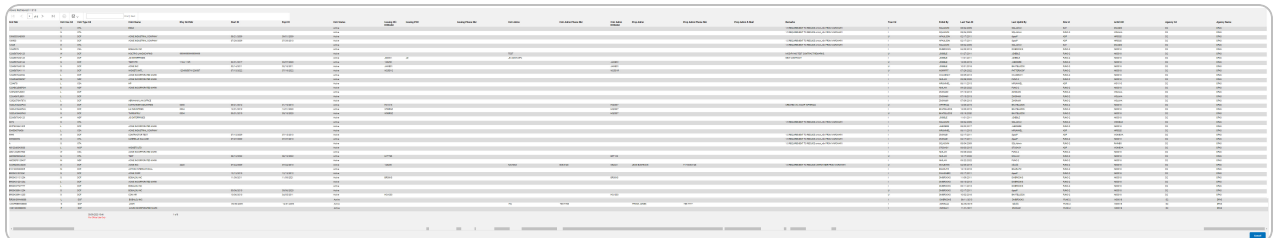
Inquiries > Master Data > Contract > Search Criteria >  > Contract Inquiry Search Results page

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.





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

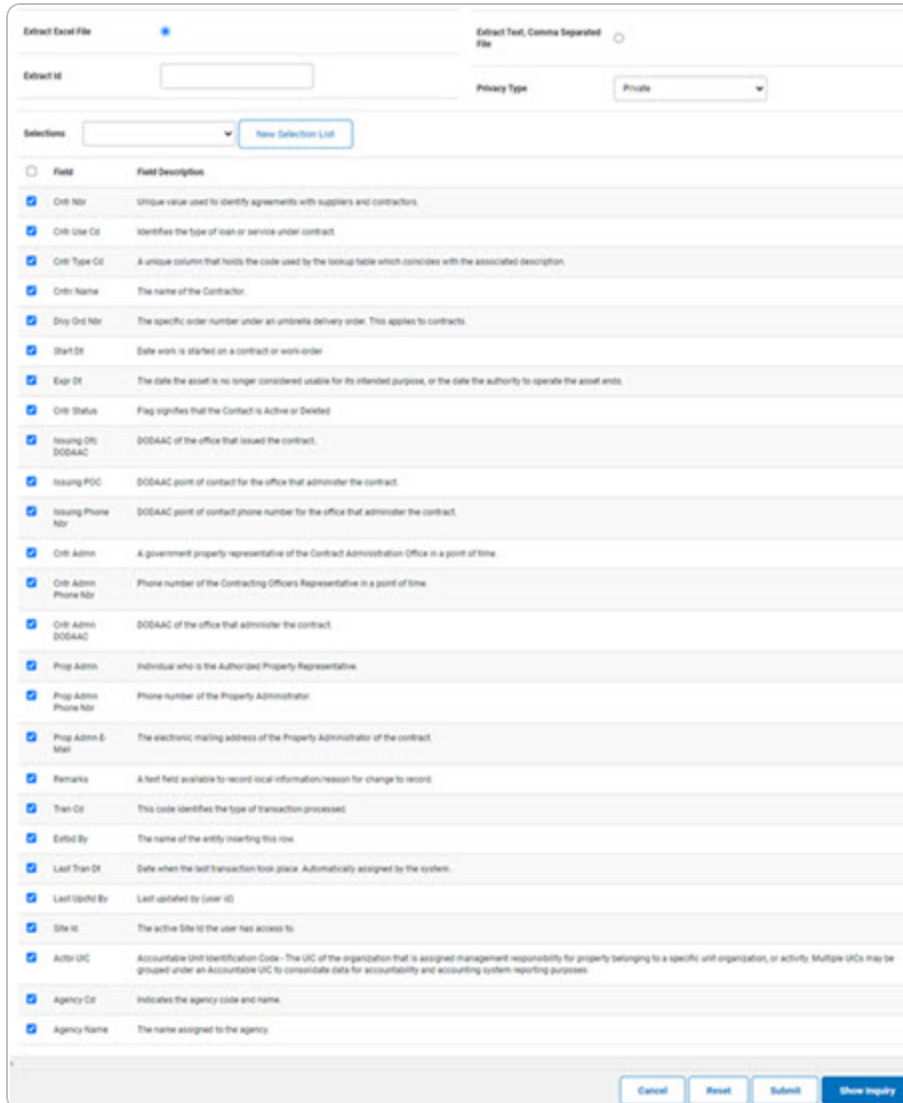
Choose the Extracted Inquiry File Details

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





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



Extract Excel File ☒ Extract Text, Comma Separated File ☐

Extract ID:

Privacy Type:

Selections: [New Selection List](#)

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Ord Nbr	Unique value used to identify agreements with suppliers and contractors.
<input checked="" type="checkbox"/>	Ord Use Cd	Identifies the type of loan or service under contract.
<input checked="" type="checkbox"/>	Ord Type Cd	A unique column that holds the code used by the lookup table which correlates with the associated description.
<input checked="" type="checkbox"/>	Ord Name	The name of the Contractor.
<input checked="" type="checkbox"/>	Org 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"/>	Ord Status	Flag signifies that the Contract is Active or Deleted.
<input checked="" type="checkbox"/>	Issuing ORC 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"/>	Ord Admin	A government property representative of the Contract Administration Office in a point of time.
<input checked="" type="checkbox"/>	Ord Admin Phone Nbr	Phone number of the Contracting Officers Representative in a point of time.
<input checked="" type="checkbox"/>	Ord 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"/>	Entered 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 Updated 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"/>	Acctg 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.

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.




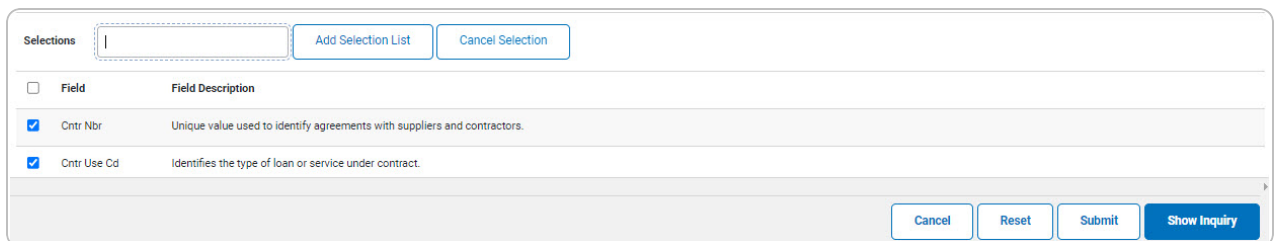


Help Reference Guide

- 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.*
- Use  to select the Privacy Type.

Add a Selection List


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




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.

Note



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

- 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	
<input type="text"/>	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.
<div>Cancel Reset Submit Show Inquiry</div>	

Select [Show Inquiry](#) for small volumes of data. *The **Contract Inquiry — Results** page appears.*

- 2.


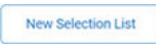
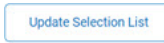

OR

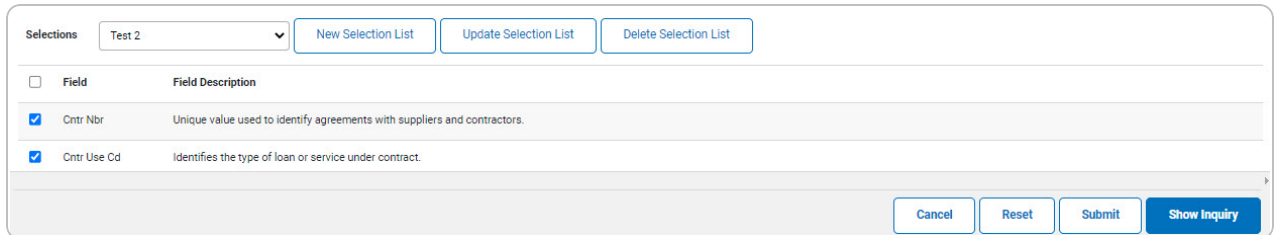
Select [Submit](#) for large volumes of data. *The **Contract Inquiry Transaction Status** page appears.*







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.

Buttons: Cancel, Reset, Submit, Show Inquiry



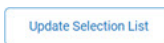
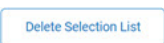
- Select . *The page refreshes.*
 Select  for small volumes of data. *The **Contract Inquiry — Results** page appears.*

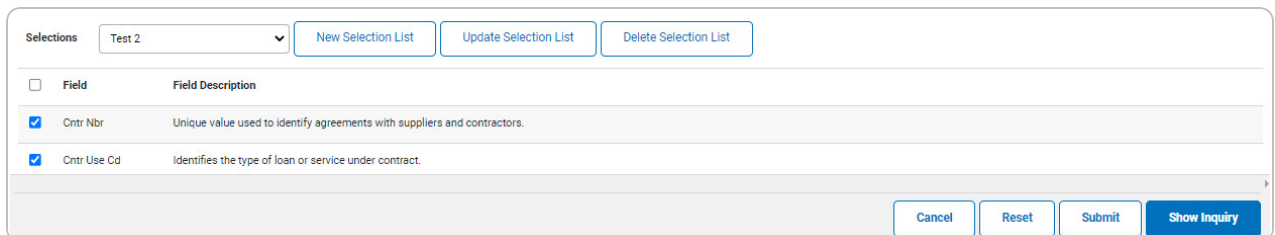
3.

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.

Buttons: Cancel, Reset, Submit, Show Inquiry

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






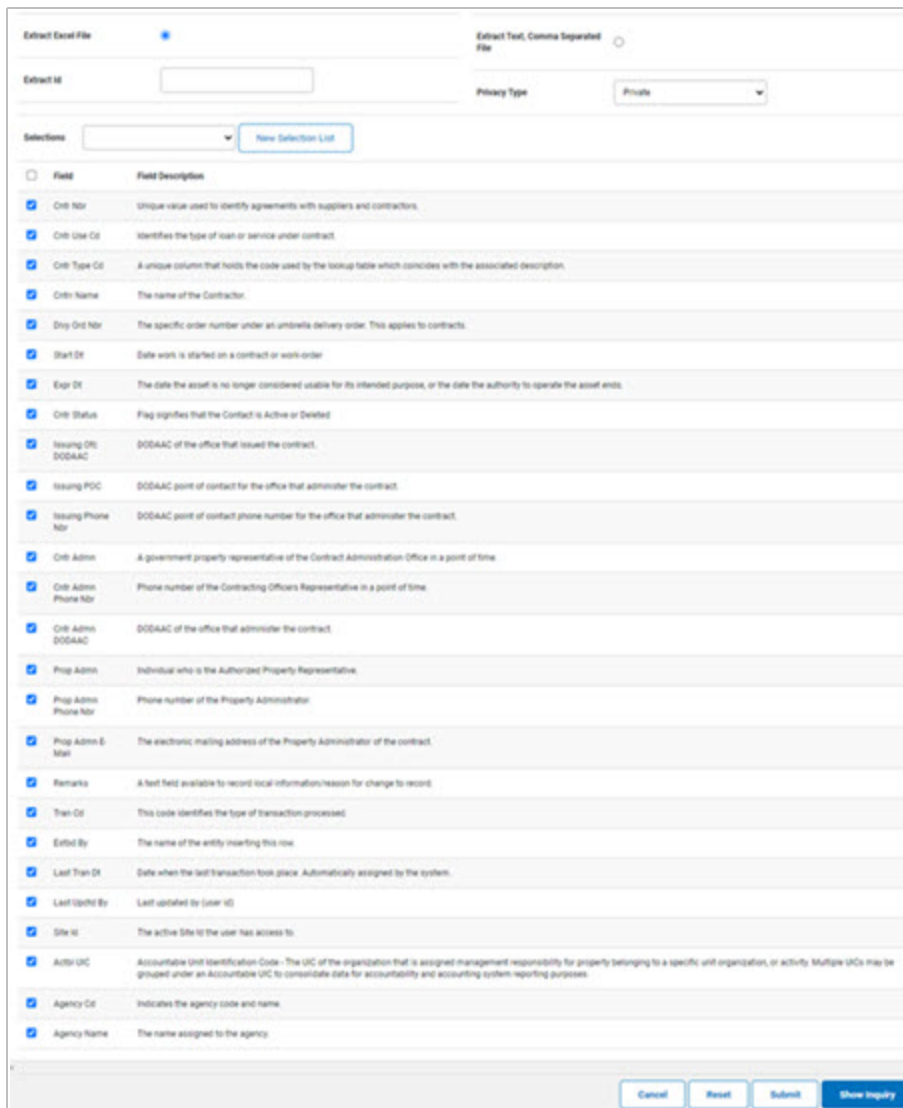
Modify the Fields Used for the Inquiry

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' 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 part of the page is a table with columns 'Field' and 'Field Description'. Each row has a checkbox in the 'Field' column. At the bottom right, there are buttons for 'Cancel', 'Reset', 'Submit', and 'Show Inquiry'.

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"/> Dsp 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 ORI 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 Admin	A government property representative of the Contract Administration Office in a point of time.
<input checked="" type="checkbox"/> Cnt Admin Phone Nbr	Phone number of the Contracting Officers Representative in a point of time.
<input checked="" type="checkbox"/> Cnt 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"/> Edited 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 Updated 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.






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

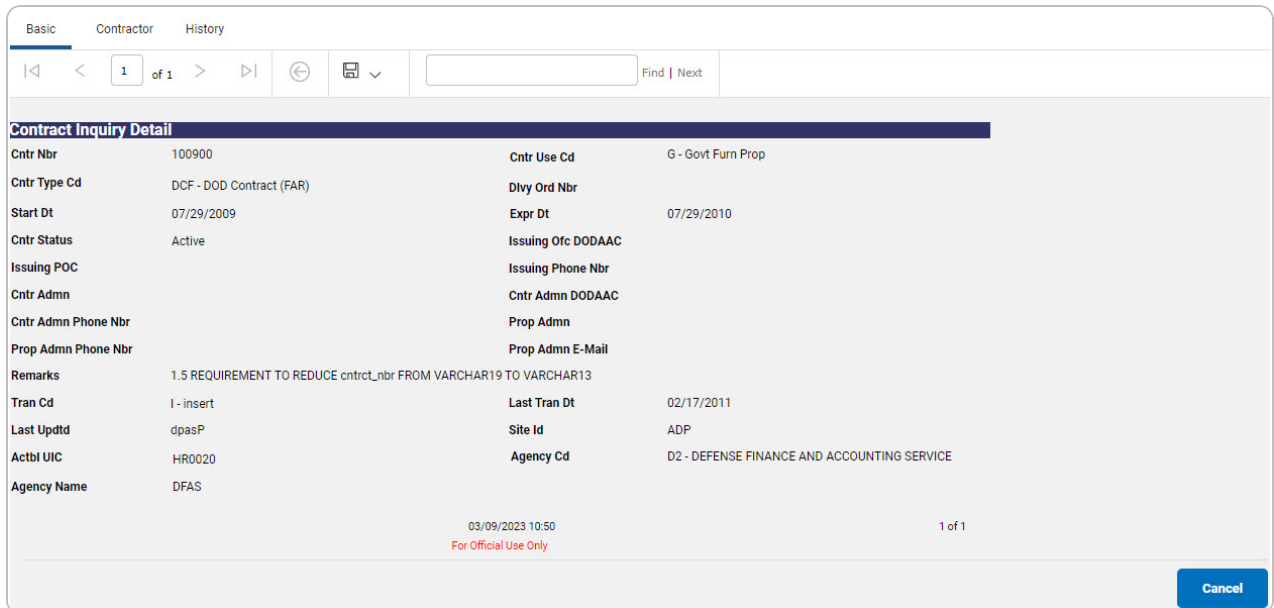
Inquiries > Master Data > Contract > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Contract Inquiry Detail — Basic page

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.



The screenshot shows the 'Contract Inquiry Detail' window with the 'Basic' tab selected. The window has a navigation bar at the top with tabs for 'Basic', 'Contractor', and 'History'. Below the tabs is a toolbar with navigation icons and a search box. The main area displays contract details in a two-column format:

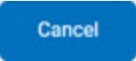
Cntr Nbr	100900	Cntr Use Cd	G - Govt Furn Prop
Cntr Type Cd	DCF - DOD Contract (FAR)	Dlvy Ord Nbr	
Start Dt	07/29/2009	Expr Dt	07/29/2010
Cntr Status	Active	Issuing Ofc DODAAC	
Issuing POC		Issuing Phone Nbr	
Cntr Admn		Cntr Admn DODAAC	
Cntr Admn Phone Nbr		Prop Admn	
Prop Admn Phone Nbr		Prop Admn 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		

At the bottom of the window, there is a status bar showing the date and time '03/09/2023 10:50' and the text 'For Official Use Only'. 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.





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

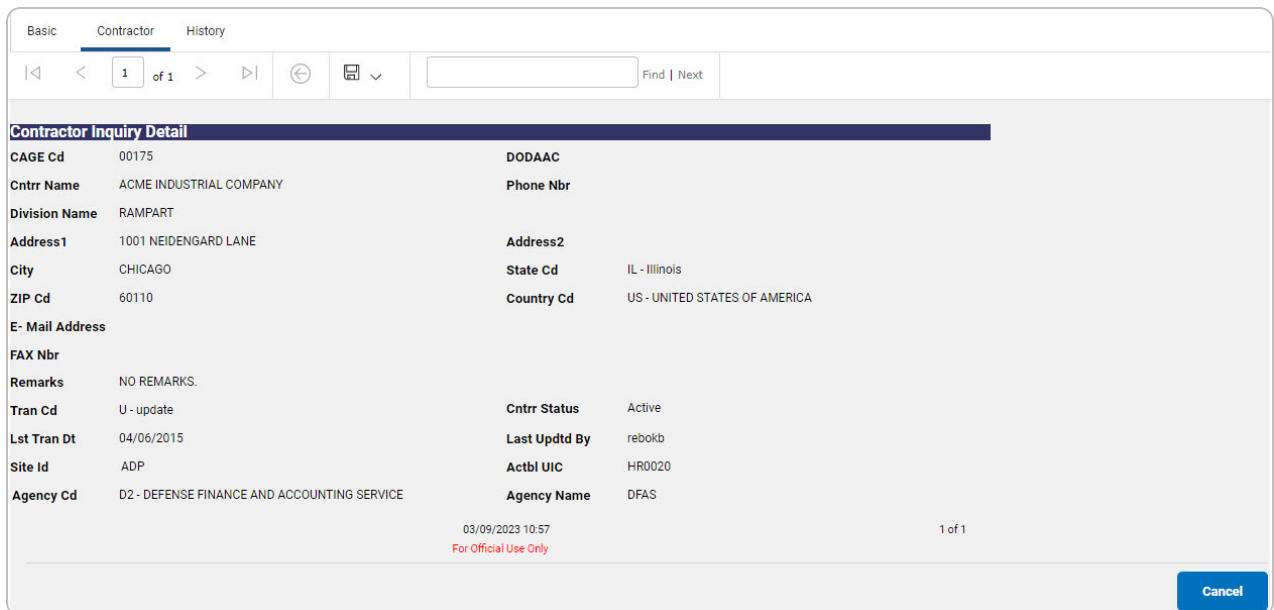
Inquiries > Master Data > Contract > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Contractor tab > Contract Inquiry Detail — Contractor page

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.



Basic Contractor History

1 of 1 Find | Next


Contractor Inquiry Detail

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

03/09/2023 10:57
For Official Use Only

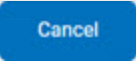
1 of 1

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.





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

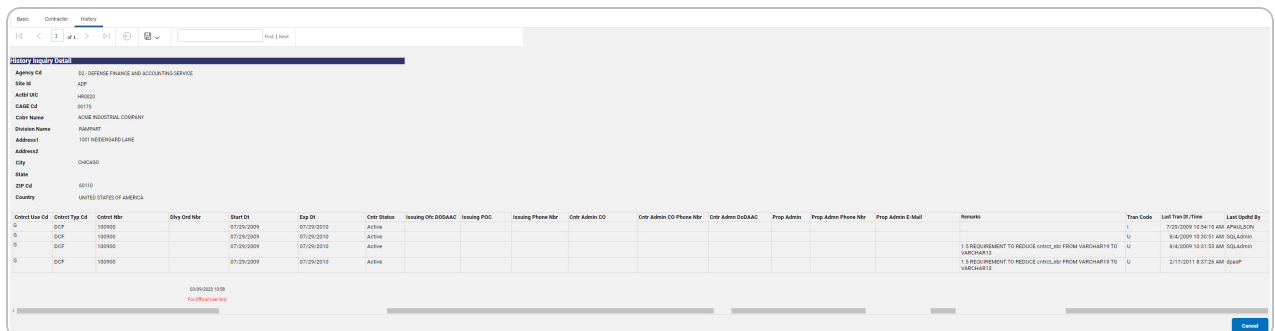
Procedures


Export the Contract Inquiry Detail — History

[Cancel](#)

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.

[Cancel](#)

4. Select [Cancel](#). The **Contract Inquiry — Criteria** page appears.
- OR

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

OR





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 **Find** to search for the entry. *The entry appears highlighted in the file.*
4. Select **Next** to find the next matching value. *This feature is available if multiple results are found.*

