



Search for a Contract Inquiry — Criteria

Overview

The Property Accountability module Contract Inquiry process provides the ability to search for Contract records.

Navigation

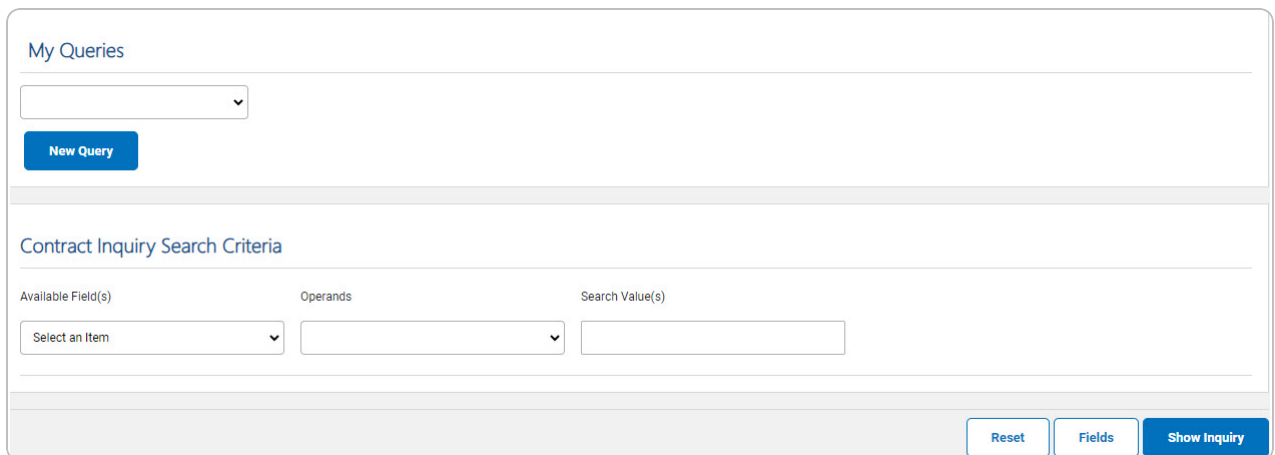
Inquiries > Master Data > Contract > Contract Inquiry Search Criteria page

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 a dropdown menu with 'Select an Item' as the current selection. The 'Operands' column has a dropdown menu. The 'Search Value(s)' column has a text input field. 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. Use  to select the first Available Field.





Note



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

Note



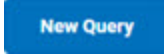
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

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

Contract Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
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)
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

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

Contract Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
Select an Item		

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

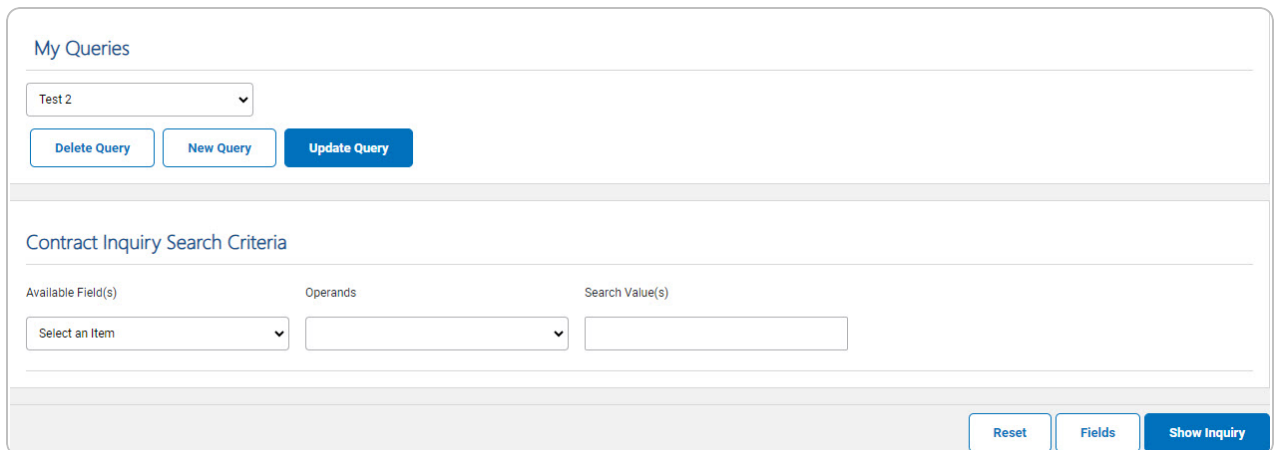




2. Select . *The query information is updated.*
3. Select . *The **Contract Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Contract Inquiry — Results** page appears.*

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.*



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 > [Show Inquiry](#) > Contract Inquiry Search Results page

Procedures

Export the Contract Inquiry Results

Selecting [Cancel](#) 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.





Help Reference Guide

Rows Retrieved = 29

1 of 1 Find Next				
Cntr Nbr	Cntr Use Cd	Cntr Type Cd	Cntr Name	Divy Ord Nbr
	G	OTA	EG&G	
	G	OTA		
12345	G	OTA		
3872	G	OTA		
999999999	G	OTA	UMBRELLS SALVAGE	
A	G	OTA		
ABCDEF983GHIJK	G	OTA	TEST	
DAAGOU78M1234	G	OTA		
DAAGOU78M1234	G	OTA		
DAG12399AXYZA	G	OTA	TEST	
JULIETEST	G	OTA	ACME INDUSTRIAL INC	
N006742RD753	G	OTA		
N00367	G	OTA		
N0036705T0203	G	OTA	HP	
N0036799A8544	G	OTA	HP	00054
PO NBR	G	OTA		
PO NBR	G	OTA		
PO NBR 2	G	OTA		
SP310001C0002	G	OTA	TESSADA & ASSOCIATES	
SP310004C0012	G	OTA	EAGLE SUPPORT SERVICES	
SP310004D7001	G	OTA	EG&G TECHNICAL SERVICES	
SP310004D7002	G	OTA	LESCO	
SP310005D0004	G	OTA	EG&G TECHNICAL SERVICES,	0001
SP310005D0007	G	OTA	GENCO	0001
T	G	OTA		
T	G	OTA		
TEST	G	OTA		TEST
W15QKN18C1008	G	OTA	DRS LAND SYSTEMS	
WQER987134587	G	OTA	ACME INDUSTRIAL INC	

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1 of 1

Cancel

Note



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

- Select . The **Contract Inquiry Search Criteria** page appears.

Search the Results

- Select the empty field .
- Enter the characters or words to search. *Entries are not case sensitive.*
- 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

Select the desired CNTR NBR row. *The **Contract Inquiry Basic Detail** 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.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type Private

My Selections

New Selection List

☐	Field	Field Description
☒	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☒	Cntr Use Cd	Identifies the type of loan or service under contract.
☒	Cntr Type Cd	A unique column that holds the code used by the lookup table which coincides with the associated description.
☒	Cntr Name	The name of the Contractor.
☒	Dlvy Ord Nbr	The specific order number under an umbrella delivery order. This applies to contracts.
☒	Start Dt	Date work is started on a contract or work-order
☒	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☒	Cntr Status	Flag signifies that the Contact is Active or Deleted
☒	Issuing Ofc DODAAC	DODAAC of the office that issued the contract.





Help Reference Guide

☒	Issuing POC	DODAAC point of contact for the office that administer the contract.
☒	Issuing Phone Nbr	DODAAC point of contact phone number for the office that administer the contract.
☒	Cntr Admn	A government property representative of the Contract Administration Office in a point of time.
☒	Cntr Admn Phone Nbr	Phone number of the Contracting Officers Representative in a point of time.
☒	Cntr Admn DODAAC	DODAAC of the office that administer the contract.
☒	Prop Admn	Individual who is the Authorized Property Representative.
☒	Prop Admn Phone Nbr	Phone number of the Property Administrator.
☒	Prop Admn E-Mail	The electronic mailing address of the Property Administrator of the contract.
☒	Remarks	A text field available to record local information/reason for change to record.
☒	Tran Cd	This code identifies the type of transaction processed.
☒	Estbd By	The name of the entity inserting this row.
☒	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☒	Last Updtd By	Last updated by (user id)
☒	Site Id	The active Site Id the user has access to.
☒	Actbl 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.
☒	Agency Cd	Indicates the agency code and name.
☒	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.*

- 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.

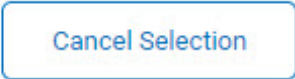




Add a Selection List

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

My Selections



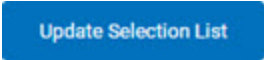

☐	Field	Field Description
☒	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☒	Cntr Use Cd	Identifies the type of loan or service under contract.

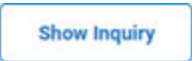
Note



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

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

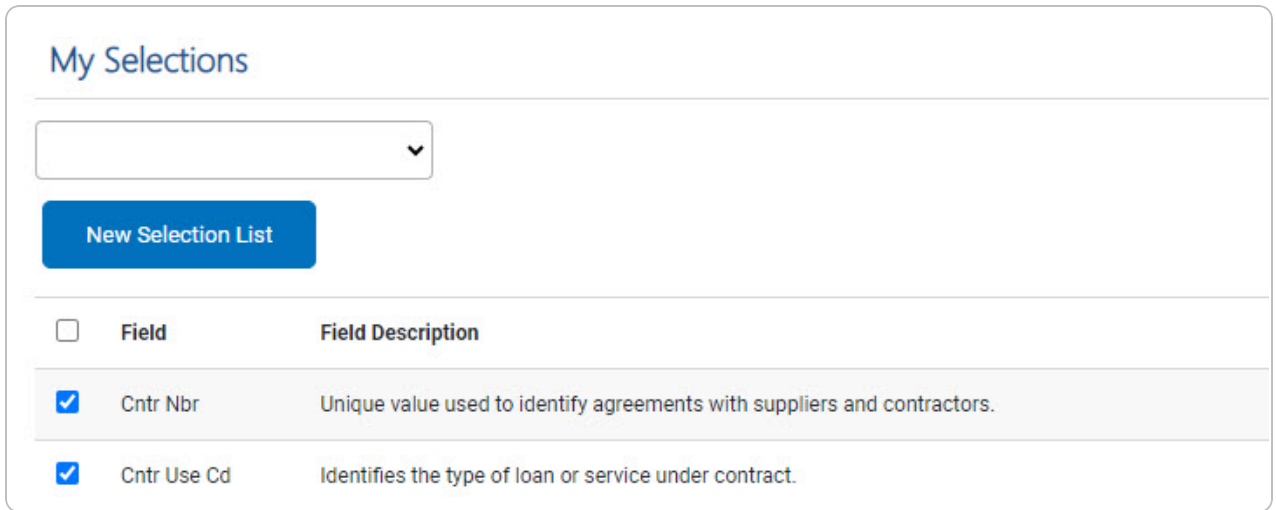




Select  for large volumes of data. The **Contract Inquiry Transaction Status** page appears.

Use a Predetermined Field Selection List

1. Use  to display the Selection List.

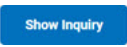


My Selections





☐	Field	Field Description
☒	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☒	Cntr Use Cd	Identifies the type of loan or service under contract.

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

2.

OR

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

Update a Selection List

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





Help Reference Guide

My Selections

Test 2



Delete Selection List

New Selection List

Update Selection List



Field

Field Description



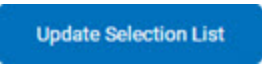
Cntr Nbr

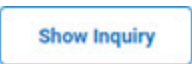
Unique value used to identify agreements with suppliers and contractors.



Cntr Use Cd

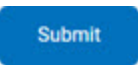
Identifies the type of loan or service under contract.

2. Select . The page refreshes.

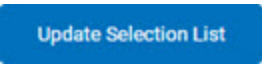
Select  for small volumes of data. The **Contract Inquiry — Results** page appears.

- 3.

OR

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

Delete a Selection List

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





My Selections

Test 2



Delete Selection List

New Selection List

Update Selection List

☐	Field	Field Description
☒	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☒	Cntr Use Cd	Identifies the type of loan or service under contract.

2. 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 Fields. The **Contract Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type

Private ▼

My Selections

▼

New Selection List

☐	Field	Field Description
☒	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☒	Cntr Use Cd	Identifies the type of loan or service under contract.
☒	Cntr Type Cd	A unique column that holds the code used by the lookup table which coincides with the associated description.
☒	Cntr Name	The name of the Contractor.
☒	Dlvy Ord Nbr	The specific order number under an umbrella delivery order. This applies to contracts.
☒	Start Dt	Date work is started on a contract or work-order
☒	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☒	Cntr Status	Flag signifies that the Contact is Active or Deleted
☒	Issuing Ofc DODAAC	DODAAC of the office that issued the contract.





Help Reference Guide

☒	Issuing POC	DODAAC point of contact for the office that administer the contract.
☒	Issuing Phone Nbr	DODAAC point of contact phone number for the office that administer the contract.
☒	Cntr Admn	A government property representative of the Contract Administration Office in a point of time.
☒	Cntr Admn Phone Nbr	Phone number of the Contracting Officers Representative in a point of time.
☒	Cntr Admn DODAAC	DODAAC of the office that administer the contract.
☒	Prop Admn	Individual who is the Authorized Property Representative.
☒	Prop Admn Phone Nbr	Phone number of the Property Administrator.
☒	Prop Admn E-Mail	The electronic mailing address of the Property Administrator of the contract.
☒	Remarks	A text field available to record local information/reason for change to record.
☒	Tran Cd	This code identifies the type of transaction processed.
☒	Estbd By	The name of the entity inserting this row.
☒	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☒	Last Updt By	Last updated by (user id)
☒	Site Id	The active Site Id the user has access to.
☒	Actbl 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.
☒	Agency Cd	Indicates the agency code and name.
☒	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 data-base. 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 Basic Detail

Navigation

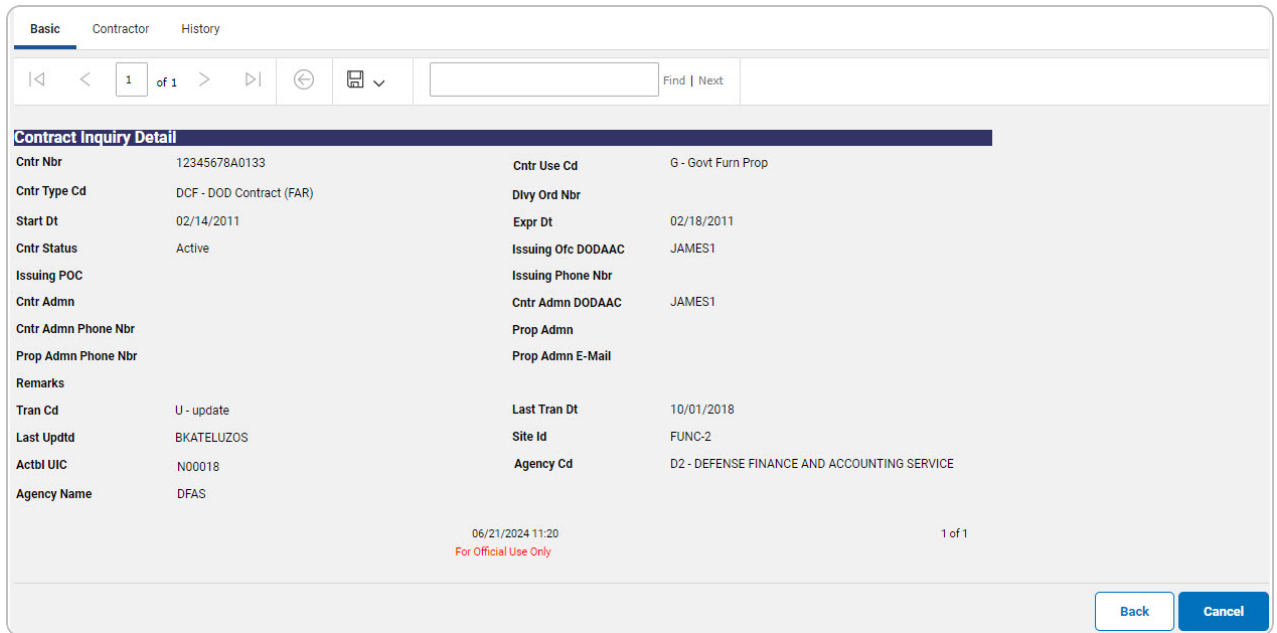
Inquiries > Master Data > Contract > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Contract Inquiry Basic Detail page

Procedures

Export the Contract Inquiry Basic Detail

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

1. Verify the Contract Detail grid.



Contract Inquiry Detail			
Cntr Nbr	12345678A0133	Cntr Use Cd	G - Govt Furn Prop
Cntr Type Cd	DCF - DOD Contract (FAR)	Divv Ord Nbr	
Start Dt	02/14/2011	Expr Dt	02/18/2011
Cntr Status	Active	Issuing Ofc DODAAC	JAMES1
Issuing POC		Issuing Phone Nbr	
Cntr Admn		Cntr Admn DODAAC	JAMES1
Cntr Admn Phone Nbr		Prop Admn	
Prop Admn Phone Nbr		Prop Admn E-Mail	
Remarks			
Tran Cd	U - update	Last Tran Dt	10/01/2018
Last Updtd	BKATELUZOS	Site Id	FUNC-2
Actbl UIC	N00018	Agency Cd	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE
Agency Name	DFAS		

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[Back](#) [Cancel](#)

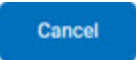
2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.
4. Select the Contractor Tab. The **Contract Inquiry Contractor Detail** page appears.





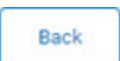
OR

Select the History Tab. The **Contract Inquiry History Detail** page appears.

Select . The **Contract Inquiry — Criteria** page appears.

5.

OR

Select . The **Contract Inquiry — Results** 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 Contractor Detail

Navigation

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

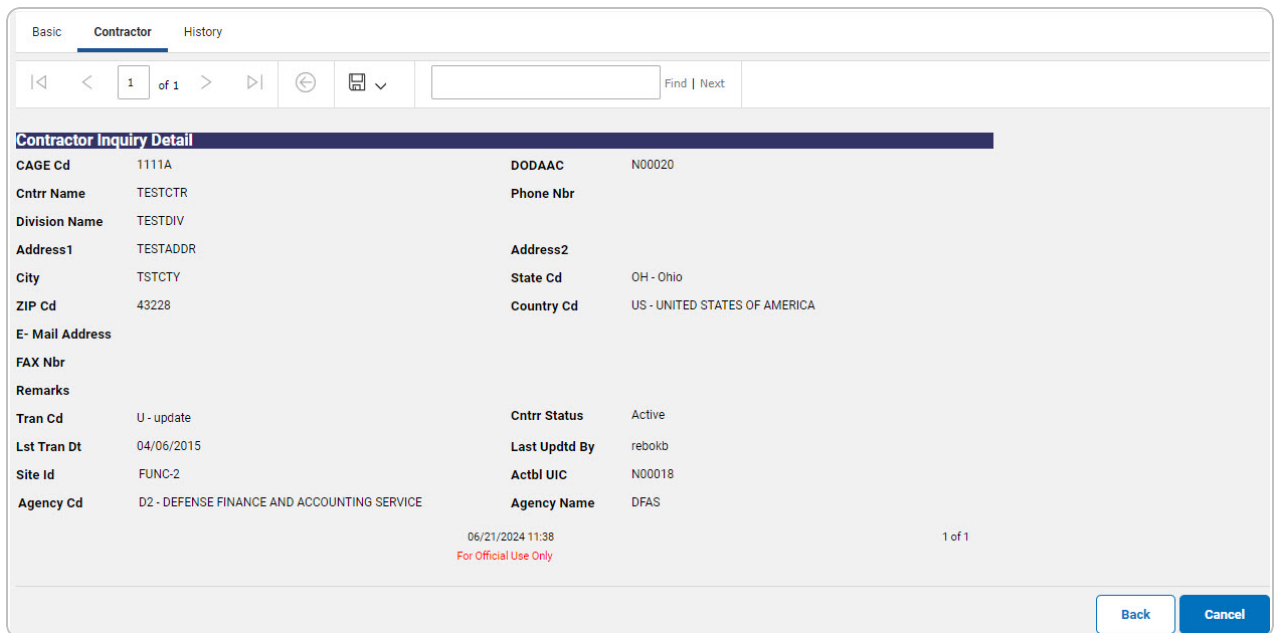
Procedures

Export the Contract Inquiry Contractor Detail

[Cancel](#)

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

1. Verify the Contract Inquiry Contractor Detail grid.



The screenshot shows the 'Contractor Inquiry Detail' grid with the following data:

CAGE Cd	1111A	DODAAC	N00020
Cntr Name	TESTCTR	Phone Nbr	
Division Name	TESTDIV		
Address1	TESTADDR	Address2	
City	TSTCTY	State Cd	OH - Ohio
ZIP Cd	43228	Country Cd	US - UNITED STATES OF AMERICA
E- Mail Address			
FAX Nbr			
Remarks			
Tran Cd	U - update	Cntr Status	Active
Lst Tran Dt	04/06/2015	Last Updtd By	rebokb
Site Id	FUNC-2	Actbl UIC	N00018
Agency Cd	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE	Agency Name	DFAS

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1 of 1

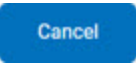
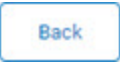
[Back](#) [Cancel](#)

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.





Help Reference Guide

4. Select the Basic Tab. The **Contract Inquiry Basic Detail** page appears.
- OR
- Select the History Tab. The **Contract Inquiry History Detail** page appears.
5. Select . The **Contract Inquiry — Criteria** page appears.
- OR
- Select . The **Contract Inquiry — Results** 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.*



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

Export the Contract Inquiry History Detail

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

1. *Verify the Contract Inquiry History Detail grid.*

[illegible]

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.

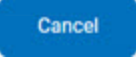
Select the Basic Tab. The **Contract Inquiry Basic Detail** page appears.

4. OR

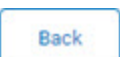
Select the Contractor Tab. The **Contract Inquiry Contractor Detail** page appears.





5. Select . The **Contract Inquiry — Criteria** page appears.

OR

- Select . The **Contract Inquiry — Results** 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.*

