DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 3 ABSTRACT PROCESSING
CHAPTERS 1 AND 2

TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
3.1.1	CHAPTER 1 OVERVIEW	5
3.1.1.1	PURPOSE OF INVENTORY CONTROL	5
3.1.2	INVENTORY CONTROL INPUT REQUIREMENTS	5
3.1.2.1	OBJECTIVE OF INVENTORY CONTROL	5
3.1.2.2	INVENTORY UPDATE PROCEDURES	6
3.1.2.2.1	ESTABLISHMENT OF THE MOCAS INVENTORY FILE	8
3.1.2.2.2	MILSCAP *and EDI* ABSTRACTS	9
3.1.2.2.3	HARD COPY TRACKING	9
3.1.2.2.4	REOPENING CLOSED CONTRACTS	11
3.1.3	INVENTORY CONTROL INPUT PROCEDURES	13
3.1.3.1	CT8000 - MOCAS INVENTORY UPDATE MENU	13
3.1.3.2	CT8010 - NEW CONTRACT INVENTORY UPDATE	14
3.1.3.3	CT8020 - MODIFICATION INVENTORY UPDATE	16
3.1.3.4	CT8030 - EXISTING DOCUMENT INVENTORY UPDATE	17
3.1.3.4	CT8030 - EXISTING DOCUMENT INVENTORY UPDATE	18
3.1.3.5	CT8040 - DOCUMENT INVENTORY INQUIRY	20
3.1.3.6	CT8050 - BACKLOG STATISTICS INQUIRY	21
3.1.3.7	CT8060 - DOCUMENT LOCATION UPDATE	22
3.1.3.8	CT8070 - HARD COPY TRACKING STATISTICS	23
3.1.3.9	CT8080 - SUSPENDED DOCUMENT DELETE	25
3.2.1	CHAPTER 2 OVERVIEW	26
3.2.1.1	PURPOSE OF CONTRACTUAL DOCUMENT INPUT	26
3.2.1.2	ONLINE ENVIRONMENT	26
3.2.2	SPECIALIZED CONTRACTUAL DOCUMENT PROCEDURES	26
3.2.2.1	DLA 100 BAILMENT CONTRACTS	26
3.2.2.2	DLA 13H BRAND NAME SUBSISTENCE CONTRACTS	27
3.2.2.3	CLASSIFIED CONTRACTS	28
3.2.2.4	PAYMENT ONLY CONTRACTS	29
3.2.2.5	ACO SUPPORT ADMINISTRATION ONLY CONTRACTS	29
3.2.2.6	DEPARTMENT OF ENERGY CONTRACTS	29
3.2.2.7	COST ACCOUNTING STANDARDS CONTRACTS	31
3.2.2.8	VETERANS ADMINISTRATION (VA) CONTRACTS	31
3.2.2.9	NOTICE OF AWARDS	32
3.2.2.10	ALTERNATE PAYEE NAME AND ADDRESS	32
3.2.2.11	ADMINISTRATIVE/PAYMENT DESIGNATION	33
3.2.2.12	PROCESSING DD FORMS 1716	34
3.2.2.13	FACILITIES CONTRACTS AND FACILITIES LEASE AGREEMENTS	36
3.2.2.14	MILSCAP/EDI PURCHASE ORDERS	36
3.2.2.15	CRITERIA FOR ASSIGNMENT TO PART A	36
3.2.3	CONTRACTUAL DOCUMENT INPUT REQUIREMENTS	39
3.2.3.1	CT6000 - SUPERVISORY FUNCTION MENU	39
3.2.3.1.1	CT6100 - CONTRACT DELETE	40
3.2.3.1.2	CT6200 - CONTROL DATA CHANGE	41
3.2.3.1.3	CT6210 - PIIN/SPIIN/ORG CHANGE	42
3.2.3.1.4	CT6220 - ACRN CHANGE	44
3.2.3.1.5	CT6230 - CLIN-ELIN CHANGE	46
3.2.3.1.6	CT6300 - RGS-CD CHANGE	47
3.2.3.2	NEW CONTRACT DATA INPUT PROCEDURES	48
3.2.3.2.1	CT0001 - CONTRACT MAINTENANCE MASTER MENU	48
3.2.3.2.2	CT1100 - CONTRACT DATA RECORD	50
3.2.3.2.3	CT1200 - PROVISIONS DATA RECORD	58
3.2.3.2.4	CT1300 - PAYEE NAME AND ADDRESS DATA RECORD	67

3.2.3.2.5 CT1400 - REMARKS DATA RECORD 69
3.2.3.2.6 CT1000 - CONTRACT SETUP MENU 73
3.2.3.2.7 CT1500 - ACCOUNTING CLASSIFICATION MENU 74
3.2.3.2.8 CT1510 - ACCOUNTING CLASSIFICATION DATA RECORD - ARMY 75
3.2.3.2.9 CT1520 - ACCOUNTING CLASSIFICATION DATA RECORD - AIR FORCE 80
3.2.3.2.10 CT1530 - ACCOUNTING CLASSIFICATION RECORD - DLA 84
3.2.3.2.11 CT1540 - ACCOUNTING CLASSIFICATION RECORD - NAVY 87
3.2.3.2.12 CT1600 - SUPPLY LINE ITEM RECORD 93
3.2.3.2.13 CT1610 - SUPPLY SCHEDULE DATA RECORD 100
3.2.3.2.14 CT1700 - SERVICE LINE ITEM DATA RECORD 105
3.2.3.3 MODIFICATION/CORRECTION DATA INPUT INSTRUCTIONS 108
3.2.3.3.1 CT2000 - MODIFICATION HEADER RECORD 108
3.2.3.3.2 CT3000 - CORRECTION/MODIFICATION MASTER MENU 110
3.2.3.3.3 CT3110 - MAINTAIN CONTRACT DATA RECORD 111
3.2.3.3.4 CT3120 - MAINTAIN PROVISIONS DATA RECORD 112
3.2.3.3.5 CT3130 - MAINTAIN PAYEE NAME AND ADDRESS DATA RECORD 113
3.2.3.3.6 CT3140 - MAINTAIN REMARKS DATA RECORD 114
3.2.3.3.7 CT3200 - MAINTAIN ACCOUNTING CLASSIFICATION MASTER MENU 115
3.2.3.3.8 CT3210 - ACCOUNTING SERVICE SELECTION MENU 116
3.2.3.3.9 CT3211 - ADD ACCOUNTING CLASSIFICATION DATA RECORD - ARMY 117
3.2.3.3.10 CT3212 - ADD ACCOUNTING CLASSIFICATION DATA RECORD – AIR FORCE 118
3.2.3.3.11 CT3213 - ADD ACCOUNTING CLASSIFICATION DATA RECORD - DLA 119
3.2.3.3.12 CT3214 - ADD ACCOUNTING CLASSIFICATION DATA RECORD - NAVY 121
3.2.3.3.13 CT3221 - CHANGE ACCOUNTING CLASSIFICATION DATA RECORD - ARMY . 123
3.2.3.3.14 CT3222 - CHANGE ACCOUNTING CLASSIFICATION DATA RECORD - AIR FORCE 124
3.2.3.3.15 CT3223 - CHANGE ACCOUNTING CLASSIFICATION DATA RECORD - NAVY . 126
3.2.3.3.16 CT3224 - CHANGE ACCOUNTING CLASSIFICATION DATA RECORD - DLA .. 127
3.2.3.3.18 CT3300 - MAINTAIN LINE ITEM RECORD MASTER MENU 132
3.2.3.3.19 CT3310 - ADD SERVICE LINE ITEM DATA RECORD 133
3.2.3.3.20 CT3410 - ADD SUPPLY LINE ITEM DATA RECORD 134
3.2.3.3.21 CT3321 - CHANGE SERVICE LINE ITEM DATA RECORD 134
3.2.3.3.22 CT3421 - CHANGE SUPPLY LINE ITEM DATA RECORD 136
3.2.3.3.23 CT3322 AND CT3422 - DELETE ANY EXISTING LINE ITEM RECORD 137
3.2.3.3.24 CT3500 - MAINTAIN SUPPLY SCHEDULE MASTER MENU 138
3.2.3.3.25 CT3510 - ADD SUPPLY SCHEDULE DATA RECORD 140
3.2.3.3.26 - CT3521 - CHANGE SUPPLY SCHEDULE DATA RECORD 141
3.2.3.3.27 CT3522 - DELETE SUPPLY SCHEDULE DATA RECORD 143
3.2.3.3.28 CT3529 - REASON FOR CHANGE OF SCHEDULE RECORDS 144
3.2.3.3.29 CT3540 - CONTROL DATA CHANGE - SINGLE SUPPLY SCHEDULE DATA RECORD 145
3.2.3.3.30 CT7000 - NO ACTION MODIFICATION 147
3.2.3.4 MISCELLANEOUS ABSTRACT TRANSACTIONS 149
3.2.3.4.1 ABSTRACT CANCELLATION (NEK) 149
3.2.3.4.2 MOCAS CONTROL DATA CHANGE RECORD (NEP) 152
3.2.4 CT4100 - SUMMARY EDITS - NEW CONTRACTS 158
3.2.4.1 CT4110 - DUPLICATE CONTRACT ERROR 159
3.2.4.2 CT4120 - CORRECT INVALID FINAL DELIVERY DATE 160
3.2.4.3 CT4130 - INDEFINITE DELIVERY ORDER CONTRACT WITH ACCOUNTING 162
3.2.4.4 CT4131 - CORRECT ACO-CDD-RMK 163
3.2.4.5 CT4140 - MISSING ACCOUNTING RECORD(S) CONDITION 164
3.2.4.6 CT4141 - CORRECT KIND-CON-CD, TY-CONT-CD OR FUNC-LMTN 165
3.2.4.7 CT4131 - CORRECT ACO-CDD-RMK 168
3.2.4.8 CT1500 - ACCOUNTING SERVICE SELECTION 169
3.2.4.9 CT4150 - CORRECT MISSING LINE ITEM RECORD(S) CONDITION 170
3.2.4.10 CT4141 - CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN 171
3.2.4.11 CT4131 - CORRECT ACO-CDD-RMK 173
3.2.4.12 CT1700 - SERVICE LINE ITEM DATA RECORD 174
3.2.4.13 CT1600 - SUPPLY LINE ITEM DATA RECORD 175
3.2.4.14 CT4160 - CORRECT MISSING SCHEDULE RECORD(S) CONDITION 176

3.2.4.15 CT4161 - CORRECT KIND-CON-CD, TY-CONTR-CD, SCTY-CLS-CD, SPC-CON-PVN, FUNC-LMTN 177
3.2.4.16 CT4162 - CORRECT NSN 179
3.2.4.17 CT1610 - SUPPLY SCHEDULE DATA RECORD 180
3.2.4.18 CT4131 - CORRECT ACO-CDD-RMK 181
3.2.4.19 CT4170 - CORRECT ORD-QTY/DLV-SCH-QTY IMBALANCE 182
3.2.4.20 CT4174 - ADD SPC-CON-PVN 183
3.2.4.21 CT4172 - CORRECT ORD-QTY 185
3.2.4.22 CT4173 - CORRECT DLV-SCH-QTY MENU 186
3.2.4.23 CT1610 - SUPPLY SCHEDULE DATA RECORD 188
3.2.4.24 CT4176 - DELETE SUPPLY SCHEDULE DATA RECORD 189
3.2.4.26 CT4171 - LINE ITEM BALANCE INQUIRY 191
3.2.4.27 CT4190 - ACCEPTABLE ERROR LIST 192
3.2.5 SUMMARY EDIT - EXISTING DOCUMENT 193
3.2.5.1 CT4590 - DELAYED SUMMARY EDIT 194
3.2.5.2 CT4510 - CORRECT INVALID FINAL DELIVERY DATE 198
3.2.5.3 CT4520 - INDEFINITE DELIVERY CONTRACT WITH ACCOUNTING OR LINE ITEM RECORDS 199
3.2.5.4 CT4521 - CORRECT ACO-CDD-RMK 200
3.2.5.5 CT3000 - CORRECTION/MODIFICATION MASTER MENU (DELETE 201
3.2.5.6 CT4530 - MISSING ACCOUNTING RECORD(S) CONDITION 202
3.2.5.7 CT4531 - CORRECT KIND-CON-CD, TY-CONTR-CD, OR FUNC-LMTN 203
3.2.5.8 CT4521 - CORRECT ACO-CDD-RMK 205
3.2.5.9 CT3210 - ACCOUNTING SERVICE SELECTION MENU 206
3.2.5.10 CT4538 - CT453B CANCELLATION OF ACCOUNTING CLASSIFICATION DELETE TRANSACTIONS 207
3.2.5.11 CT4540 - CORRECT MISSING LINE ITEMS RECORD(S) CONDITION 210
3.2.5.12 CT4531 - CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN 211
3.2.5.13 CT4521 - CORRECT ACO-CDD-RMK 213
3.2.5.14 CT3310 - ADD SERVICE LINE ITEM DATA RECORD 214
3.2.5.15 CT3410 - ADD SUPPLY LINE ITEM DATA RECORD 215
3.2.5.16 CT4545, CT4546 - CANCELLATION OF LINE ITEM DELETE TRANSACTIONS ... 216
3.2.5.17 CT4550 - MISSING SCHEDULE RECORD(S) CONDITION 218
3.2.5.18 CT4531 - CORRECT KIND-CON-CD, TY-CONTR-CD, SCTY-CLS-CD, FUNC-LMTN OR SPC-CON-PVN 220
3.2.5.19 CT4552 - CORRECT NSN 222
3.2.5.20 CT3510 - ADD SUPPLY SCHEDULE DATA RECORD(S) 223
3.2.5.21 CT4521 - CORRECT ACO-CDD-RMK 224
3.2.5.22 CT4555 - CANCELLATION OF SCHEDULE DELETE TRANSACTION 226
3.2.5.23 CT4560 - ORD-QTY/DLV-SCH-QTY IMBALANCE 227
3.2.5.24 CT4561 - ADD SPC-CON-PVN 228
3.2.5.25 CT4562 OR CT3000 - CORRECT ORD-QTY 229
3.2.5.26 CT4563 - CORRECT DLV-SCH-QTY MENU 231
3.2.5.27 CT3000 - CORRECT DLV-SCH-QTY ON HOST DATA BASE 232
3.2.5.28 CT4565 - CORRECT DLV-SCH-QTY ON ADD/CHANGE TRANSACTION 233
3.2.5.29 CT4566 - CANCEL SUPPLY SCHEDULE DELETE OR ADD TRANSACTION 234
3.2.5.30 CT4564 - LINE ITEM BALANCE INQUIRY 235
3.2.5.31 CT4570 - ACCEPTABLE ERROR LIST 236
3.2.5.32 CT4580 - DUPLICATE MODIFICATION ERROR 237
3.2.6 OUTPUT PRODUCTS 238
3.2.6.1 UNMA010A - REJECTED ABSTRACT REPORT 238
3.2.6.2 UNMA030A - ACCEPTED ABSTRACT REPORT 239
3.2.6.3 UNMA060A - ACCEPTED ACRN IMBALANCES 239
3.2.6.4 UNMA150A - DLA FORM 457e 240
3.2.6.5 UNMC480A - PAYEE NAME AND ADDRESS PROOF LIST 241
3.2.6.6 UNMA440A - DD FORM 1716 REPORT 242
3.2.6.7 UNMB010A - CLR CONTRACT-INPUT CONTROL REGISTER 243
3.2.6.8 UNMC090A - CONTRACT LABELS 244
3.2.6.9 UNMC070A - CONTRACTUAL DOCUMENT BACKLOG LIST 245
3.2.6.10 UNMC080A - CONTRACTUAL DOCUMENT BACKLOG LIST BY DEPARTMENT 246

3.2.6.11 UNMB030A - INPUT STATISTICS 247
3.2.6.12 UNMB060A - CONTRACT/MOD BACKLOG STATISTICS 249
3.2.6.13 UNMC460A - STATISTICAL REPORT FOR ABSTRACT PROCESSING (MONTHLY) .. 251
3.2.6.14 UNMC440A - WEEKLY MISSING MOD LIST 252
3.2.6.15 UNMB140A - MONTHLY MISSING MOD SUMMARY 253
3.2.6.16 UNMC100A - MASTER CONTRACTOR FILE REFERENCE LIST BY CONTRACTOR ... 254
3.2.6.17 UNMC100B - MASTER CONTRACTOR FILE REFERENCE LIST BY ORGANIZATION . 254
3.2.6.18 UNMD040A - CONTRACT ABSTRACT - NEW/MODE/CHG 255
3.2.6.19 UNMD040B - CONTRACT ABSTRACT - PRODUCTION 255
3.2.6.20 UNMD040C - CONTRACT ABSTRACT - RECONCILIATION 256
3.2.6.21 UNMD040E - CONTRACT ABSTRACT - CONTRACT CLOSING 256
3.2.6.22 UNMD040F - CONTRACT ABSTRACT - PIIN/ORG CHANGES 257
3.2.6.23 UNMC050A - UPDATED CONTRACTS BY TD 257
3.2.6.24 UNMC050B - UPDATED CONTRACTS BY ORGANIZATION 258
3.2.6.25 UNMC050C - NEW CONTRACT BY ORGANIZATION 258
3.2.6.26 UNMD030A - RECONCILIATION OF UNLIQUIDATED OBLIGATIONS – CYCLE GENERATED 259
3.2.7 ERROR CORRECTION PROCEDURES 260
3.2.7.1 ERROR MESSAGES AND EXPLANATIONS 260

CHAPTER 1 INVENTORY CONTROL

3.1.1 CHAPTER 1 OVERVIEW

This chapter provides the detailed procedures for Inventory Control.

3.1.1.1 PURPOSE OF INVENTORY CONTROL

The intent of this chapter is to summarize the actions required to control the inventory of contractual documents for the purpose of:

a. Creating a daily backlog of contractual documents showing current status of on-hand document inventory and tracking hard copy receipts of MILSCAP ***and EDI*** transmissions,

b. Monitoring the age of each contractual document/MILSCAP***/EDI*** transmission to ensure timely processing,

c. Providing statistics to designated management levels concerning backlog status, and

d. Supporting the functional organizations within the DCMD in performing their daily duties.

3.1.2 INVENTORY CONTROL INPUT REQUIREMENTS

The required functions of inventory control are as follows:

a. Screen all incoming documents for accuracy and perform necessary functions to correct invalid or incomplete document information,

b. Establish and maintain a daily backlog showing documents currently on hand and the ages of these documents,

c. Order any necessary hard copy document information from the system to be used in completing contract data input,

d. Forward daily backlog of hard copy documents received to Input Clerks for entry into the system,

e. Folderize all accepted input to be forwarded to document files,

f. Control MILSCAP ***and EDI*** Suspense (Awaiting Hard Copy) File, ensure transmissions with hard copy documents to Data Input Clerks for review, and

g. Perform necessary functions involved in the closing of contractual documents as well as reopening closed contracts.

3.1.2.1 OBJECTIVE OF INVENTORY CONTROL

The objective of Inventory Control is to establish the MOCAS Data Base Management Inventory File for control of contractual documents when first received in the finance office. A by-product of this process will be to provide the finance office with current management statistical reports such as:

Documents received.
Flow time from receipt to system update.
Input statistics for individuals and groups.
Productivity and effectiveness.
Rejection of duplicate documents.
Backlog of documents on hand by day.
A method to inquire for current contractual status.

3.1.2.2 INVENTORY UPDATE PROCEDURES

The procedures involved in Inventory Update are as follows:

a. Contractual documents are received and routed to the Finance Office mailroom where they are date perforated or stamped. Documents are then forwarded to the Control Area.

b. Contractual documents must be screened for accuracy. Contract information to be checked would include the following items:

(1) Administration/Payment Office

(a) CONTRACTS - Each document must be checked to determine if the Administered By and/or Payment Office is under the cognizant DCMD. Misrouted contractual documents will be forwarded to the appropriate payment office only if it is not a transferred (in or out) contract with a modification changing the Administration/Payment Office or that it is a disbursement only contract.

(b) MODIFICATIONS - Those modifications received that change the Administration/Payment Office should be forwarded to the appropriate CAR clerk for transfer procedures.

(2) Signature

(a) CONTRACTS - Incoming contractual documents must show written signature of the Contracting Officer in the block labeled UNITED STATES OF AMERICA. Any document received without proper signature must be returned to the Issuing Office with a request for signature completion.

(b) MODIFICATIONS - Same as CONTRACTS

(3) Perforated/Stamped Date

(a) CONTRACTS - All incoming contractual documents should have been perforated or stamped in the mailroom before being routed to the Control Area. If the document has no perforated/stamped date, the document must be rerouted to the mailroom for perforation/stamping before input.

(b) MODIFICATIONS - Same as CONTRACTS

(4) Action Being Taken section on Modifications

(a) CONTRACTS - N/A

(b) MODIFICATIONS - Any modification that is issued for the purpose of transferring a contract, changing a contract PIIN number, or altering CAGE information must be forwarded to the appropriate CAR clerk for necessary adjustments.

(5) Date

(a) CONTRACTS - The effective date on any incoming contract cannot be more than six months old. If a document is received that shows an effective date of more than six months, check for possible duplicate documents or if necessary, reopen procedures.

(b) MODIFICATIONS - N/A

(6) CAGE Codes

(a) CONTRACTS - The CAGE Code on each contract must be checked against the Master Address File (MAF) to ensure the accuracy of the contractor's code, name, and address. If in error, forward to the appropriate CAR clerk for correction.

(b) MODIFICATIONS - N/A

(7) PIIN and SPIIN/MOD Number

(a) CONTRACTS - Each contract should have a valid 13-position (PIIN) contract number and, if applicable, a four position (SPIIN) delivery order number. If in error, a DD Form 1716 to request correction must be prepared and sent to the Issuing Office.

(b) MODIFICATIONS - Each modification must be checked for correct SPIIN/MOD number. The SPIIN/MOD number must consist of six positions (i.e., P00001, A00001, 000101, 00011A). If in error, use the same procedure for correction request as in CONTRACTS.

Documents with incorrect or inadequate document information should be rerouted to the appropriate clerk for correction or sent back to the Issuing Office with a DD Form 1716 requesting correction as locally determined by each DCMD.

c. Prior to entry, all documents will be sorted into the following groups or as locally determined by each DCMD:

(1) Contracts with related modifications received as a package, (i.e., transferred-in contracts);

(2) New contracts and contract modification are sorted by local option.

(3) Contract modifications sorted in terminal digit sequence.

(4) Requests for an Inquiry must be at the contract, call/order level.

3.1.2.2.1 ESTABLISHMENT OF THE MOCAS INVENTORY FILE

a. Input of contractual documents into the MOCAS Inventory File will be accomplished by utilizing the MOCAS Inventory Update Record. The paragraphs on the Inventory Control Update Procedures contains the detailed input instructions for the above records. The establishment of this file provides control of all contractual documents received within the DCMD. For all MILSCAP ***and EDI*** contracts/modifications the system generates the necessary records as appropriate to establish the Inventory Files.

b. The Control Area will process contract abstracts and unprocessed contractual documents as described below:

(1) Forward MILSCAP ***and EDI*** abstracts to the MILSCAP***/EDI*** control clerk for processing.

(2) Forward abstracts per inquiries to the requesting area or requester as locally determined.

(3) Match the remaining abstracts to unprocessed modifications and, if applicable, to new calls/orders before forwarding to the Data Input Clerks. Multiple modifications against a contract or multiple orders against a basic contract input during a cycle will have only one abstract furnished. However, if the contract is in the CMIF/PINS/PINV both for prime and support administration, a long and short abstract will be generated.

c. As locally determined by each DCMD, all unprocessed contractual documents are forwarded to the Data Input Clerks for processing.

d. Contractual documents/correction sheets are given to the Control Area by the Data Input Clerks daily. As a result of MILSCAP ***and EDI*** transmissions and Input Clerks processing contractual documents/corrections, various output products will be received and handled by the Control Area before releasing documentation for filing. The control clerk will establish folders and file hangers to be forwarded to files.

3.1.2.2.2 MILSCAP *and EDI* ABSTRACTS

Contractual data (contracts/modifications/unsolicited corrections) transmitted via AUTODIN from the various Services and DLA are called MILSCAP Abstracts. These abstracts are prepared and transmitted in accordance with the MILSCAP, DoD 4105.63M, Chapters 3 and 4. The MOCAS system modifies these records slightly and generates various MOCAS records required to create valid MOCAS Abstract transactions. ***EDI contracts are forwarded via the File Transfer Protocol (FTP) process from a server to the mainframe. Contracts, modifications and corrections which meet the validation criteria will update the host data base.*** Transactions that do not pass the validation will be rejected. Rejected contracts and modifications are suspended for correction upon receipt of the hard copy document. Invalid corrections are rejected in total requiring research and reinput as appropriate. MILSCAP transactions can be identified by a Reading Group Specialist Code of 99. ***EDI contracts can be identified by a Reading Group Specialist Code of 98.*** Receipt of a MILSCAP ***or an EDI*** abstract without a hard copy contract will produce a short abstract to the finance office and a DLA Form 1245 to Production. The ACO and Production abstracts are not produced until the hard copy is received and the additional data is input by the finance office. No payment will be made until the hard copy contract is received, reviewed and, if applicable additional MOCAS data entered, i.e., ACO remarks and/or API clauses.

3.1.2.2.3 HARD COPY TRACKING

a. To ensure that a hard copy contract/modification is received for each MILSCAP ***or EDI*** transaction processed the MOCAS Inventory Files act as a suspense file. Once the hard copy contract has been received, reviewed and any corrections processed, input transaction record CT8030 with an Action Code of H. This will relieve the hard copy tracking and permit future payments to process through the Automatic Payment of Invoices (API) application. If the hard copy tracking is relieved in error it can be reestablished by processing an Action Code of L (Record CT8030). The reestablishment of hard copy tracking will prevent payments from processing via the API application.

b. Actions upon receipt of the accepted/rejected MILSCAP ***or EDI*** transmissions, the Control area, are as follows:

(1) Transmissions that reject for various reasons will be handled as follows:

(a) H8 FILE reject. All initial CAGE rejects will be routed to the MAF Clerk for verification of the contractor CAGE (H8 Code).

1. After MAF verification, those rejects with H8 Codes matched to contractors within the DCMD will be routed to the MILSCAP suspense file to be filed in the dummy folder.

2. On all rejects indicating CAGE Codes for contractors outside the DCMD or for H8 Codes that cannot be matched to an CAGE, the MAF clerk will send a Teletypewriter Exchange Service (TWX) or DD Form 1716 to the Issuing Office. This communication will request verification that the DCMD is the paying office. A copy of the TWX with the reject will be routed to the MILSCAP ***or EDI*** suspense file to be filed in a dummy folder.

(b) Duplicate to Inventory rejects. These rejects must be reviewed and compared to the contract files to ensure that the rejects are true duplicates. If there is a MILSCAP suspense file with accepted transmission indicating nonreceipt of the hard copy contract, no further action is required. If the hard copy contract has been received and processed (to be processed), the PIIN/SPIIN will be removed from the Contractual Document Backlog by preparing an Action Code D, Record CT8030. These rejects will not be routed to the MILSCAP ***or EDI*** suspense file.

(c) All Other Rejects will be routed to the MILSCAP ***or EDI*** suspense file to be filed in dummy folders pending receipt of the hard copy contract.

(2) Match the accepted transactions with the labels and DLA Form 457e. Establish a contract folder, payment folder, DD Form 250 folder (if applicable) and outcard. The contract folder and outcard are stamped either MILSCAP ***or EDI***. Forward the DD Form 250 folder and outcard to the respective file areas. Upon receipt of the contract abstract in the following cycle, file them with the contract folder, accepted transaction and payment folder with DLA Form 457e in the MILSCAP ***or EDI*** suspense file in Terminal Digit (TD) sequence. At local option of each DCMD, the outcards may be duplicated for use by voucher examination area pending receipt of their payment folders.

(3) Followup requests will be made for hard copy contract, as follows:

(a) Determine those contracts still Awaiting Hard Copy on the 15th and 25th workdays on the Contractual Document Backlog Report.

(b) Verify that the hard copy contract has not been received. Release Action Code D (Record CT8030) if hard copy has been previously processed.

(c) Automatic followup will occur as locally determined.

(d) Initiate a TWX to the Issuing Office requesting the hard copy contract on those contracts that have aged 15 workdays. A second TWX will be sent if a reply has not been received by the 25th workday.

(e) Forward a copy of all TWX/telephone conversation records to the MILSCAP ***or EDI*** suspense file.

(f) Immediately initiate requests for the hard copy contract when notified FACS that an invoice is in-house on a MILSCAP ***or EDI*** transmission still awaiting the hard copy.

(4) Accepted/Rejected Transmission Received in Error. As a result of receipt of the hard copy, telephone conversation, correspondence from PCO to indicate the DCMD is not designated administration/payment responsibilities, action will be taken to remove the contract number from the active records.

(a) Rejected Transmissions - Prepare Action Code D, Record CT8030, (this will remove the contract number from Contractual Document Backlog Report). Remove dummy file from MILSCAP ***or EDI*** suspense file.

(b) Accepted Transmissions - Prepare Action Code D, Record CT8030 and forward to Data Input Clerk with instructions to remove transmission data from system.

(c) Accepted/Rejected Transmissions where a Modification is received changing administration/payment designation. Forward to appropriate CAR clerk for transfer processing in accordance with part 12, chapter 1 of this manual.

(5) Contracts received from participating MILSCAP procurement offices ***or from a procurement writing system compliant with the approved Federal Standard for implementation of the 3050 version of the ASC X12 850/860 transaction set*** will be matched daily to the folderized MILSCAP ***or EDI*** accepted transmission in the suspense file. Hard copy contract matched with either the accepted or rejected transactions will be forwarded to the MILSCAP***/EDI*** Input Clerks for processing. Enter Action Code H on all contracts matched to a MILSCAP ***or EDI*** reject. Contracts not matched will be interfiled in the MILSCAP***/EDI*** suspense file. These contracts will remain in the suspense file pending receipt of the transmissions. Contracts placed in the MILSCAP***/EDI*** suspense file will be delivered to the MILSCAP***/EDI*** Clerk when:

(a) Matched to a MILSCAP ***or EDI*** CDIF Accepted Transmission.

(b) Matched to a MILSCAP ***or EDI*** Reject. Release Action Code H to remove the document from hard copy tracking. This action will update the hard copy tracking but will not remove the document number from the Contractual Document Backlog. The rejected document will remain on the Backlog until the Data Input review is completed.

(c) At the local option of each DCMD, DLA/Army contracts being held in suspense file for 10 days awaiting MILSCAP transmission will be forwarded to the Data Input clerk upon receipt of the transmission.

(d) Notification is received that there are invoices in house on the C list. These contracts should be processed immediately.

3.1.2.2.4 REOPENING CLOSED CONTRACTS

a. If a contract has been closed in error or needs to be reopened to process additional actions, and the contract has been closed less than six months, the input of an Action Code of O (alpha), (Record CT8030), will activate the contract. If the contract has been closed longer than six months the contract must be reinput. After successful entry to the backlog the control clerk will forward the reopened package to the appropriate CAR clerk for further research and processing.

b. Verification of contractors H8 Code. At DCMD option, have the MAF clerk verify the Contractors H8 Code against the MAF/MCF for all new accepted contracts.

(1) The MAF clerk will verify that contracts received have a properly assigned H8 Code before forwarding to the Data Input Clerks for processing. A DD Form 1716 should be sent to the PCO for omitted or erroneous numbers. The assigned H8 Code will be annotated on the face of the contract.

(2) When a contract is received for a Contractor who does not appear in the ADRS File, the clerk will take the necessary action to obtain required information to update the ADRS. For all new contractors on the ADRS who do not

have attribute data assigned, the MAF clerk will request attribute data from the CAO (Contract Administration, Production, Quality Assurance, etc.). Update of attribute data will be in accordance with part 5 of this manual. Only those contractors that have attribute data assigned will appear on the ADRS. In addition, for all New Contractors, establish controls to ensure that contracts containing provisions for Fast Pay were actually awarded by the procurement office. The following minimum procedures will be followed by the MAF clerk:

(a) Segregate all Fast Pay contracts being issued to a new contractor (i.e., the contractor not listed on the DCMD Master Address File (MAF)).

(b) Request verification from the PCO that the contract was actually awarded. Written confirmation is not required. The request may be by telephone or message.

(c) Upon verification, annotate the face page of the contract with a statement similar to New Contractor with Fast Pay or AF COC has been verified, date and initial.

(d) Contracts assigned for administration and/or payment pertaining to contractors that are not under the cognizance of the DCMD will be immediately deleted from the backlog and forwarded to the applicable Contract Administration Office, for ACO action and a reassignment modification.

3.1.3 INVENTORY CONTROL INPUT PROCEDURES

The following information involves detailed instructions on Input Procedures for Inventory Control.

3.1.3.1 CT8000 - MOCAS INVENTORY UPDATE MENU

a. GENERAL - This menu screen allows the user to choose what type of inventory action is required. The user can establish a new contract or modification in the inventory, make changes to an existing document, update a document location, delete a suspended document or perform one of several inquiries against the established inventory. A general explanation of this menu is available within Function zero, Computer Based User Documentation. Detailed instructions on CBUD utilization can be found in part 1, chapter 2 of this manual.

b. SCREEN FORMAT - Figure 3-1 is a sample screen format for CT8000.

```
**********************************************************************
CT8000                  MOCAS INVENTORY UPDATE MENU

                       COMPUTER BASED USER DOCUMENTATION...0
                       NEW CONTRACT.......................1
                       MODIFICATION.......................2
                       EXISTING DOCUMENT..................3
                       DOCUMENT INVENTORY INQUIRY.........4
                       BACKLOG STATISTICS INQUIRY.........5
                       DOCUMENT LOCATION UPDATE...........6
                       HARD COPY TRACKING STATISTICS......7
                       SUSPENDED DOCUMENT DELETE..........8
                       TERMINATE.........................PA2


                       FUNCTION:



**********************************************************************
```

FIGURE 3-1

c. INPUT INSTRUCTIONS - Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-8).

3.1.3.2 CT8010 - NEW CONTRACT INVENTORY UPDATE

a. GENERAL - This function establishes a new contract in inventory. A general explanation of this function is available by entering CT8010 in the CBUD field. CBUD information is also available for each input field on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-2 is a sample screen format for CT8010.

```
**********************************************************************
   CT8010                NEW CONTRACT INVENTORY UPDATE
   CBUD:


                          PIIN:
                         SPIIN:
                          CAGE:

                   BKLOG-AG-DT:

                    FORCE-THRU:**

                    CAO-ORG-CD:

**                    ADMIN-BY:



**********************************************************************
```

FIGURE 3-2

c. INPUT INSTRUCTIONS - Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - For DoD contracts, enter the first 13 digits of the contract number as they appear on the contractual document (omit dashes). For other non-DoD Government contracts, expand the contract number, if necessary, to 13 positions. When entering a subcontract number, insert the letter T in the first position and the subcontract number in the remaining fields. For example:

DATA ELEMENT SPECIAL INSTRUCTIONS

TYPE DOCUMENT	NUMBERS	ENTER AS
SUPPORT	123	T000000000123
ENERGY DEPT	EX 76 CO1 12-33	DEEX0176C1233
	DE-AC01-79-PE70124	DEAC017970124
NASA	NAS-9-15500	00NAS99915500
NASA-ENERGY	DEN-139	00DEN39900139
VA/DPSC		
STOCK FUNDS	VA00077MC1087	VAM00077C1087
SMALL BUSINESS	SB1208(A)73C001	ENTER DOD PIIN

An entry must be made in this field. In all cases the contract serial number must occupy the terminal positions.

SPIIN SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Enter the four position number as shown in the contract. This number is referred to as the call/order, or delivery order under a Blanket Purchase Agreement (BPA), Basic Ordering Agreement (BOA), or indefinite delivery type contract. If the type instrument codes (ninth position of the PIIN) is either an A, D, G or H and the first position of the SPIIN is other than A or P, the instrument is a call/order. For indefinite delivery type contracts, BPAs, BOAs, and similar contracts assigned for administration, separate entries must be prepared for the basic contract/agreement and each call/order thereunder. This is necessary even when the first order is received at the same time as the basic contract/agreement. For the basic contract/agreement no entry is required in this field. In those instances where the basic contract is not assigned to the CAO for administration, abstract records will only be created for those calls/orders so assigned. Orders placed against Federal Supply Schedules will not be entered in this field; such orders are identified with a 13-position PIIN and are entered in the PIIN field.

CAGE COMMERCIAL AND GOVERNMENT ENTITY CODE (6A/N) - Enter the CAGE code (H8) of the contractor shown in the contractor block. Either this field or the ADMIN-BY field must be filled.

BKLOG-AG-DT BACKLOG AGING DATE (6N) - This is the date the document is received by the DCMD. Using the perforated/stamped receipt date enter as a valid calendar date, YYMMDD. Year must be numeric; Month must be numeric (01-12); Day must be within valid day range for month entered.

DATA ELEMENT	SPECIAL INSTRUCTIONS
FORCE-THRU	FORCE-THRU (1A/N) - Normally this field is left blank. However, to force non-DoD contract numbers into the system, this field must contain an F.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE CODE (2A/N) - This field will be system generated. If an incorrect entry is made the system will automatically generate the correct CAO-ORG-CD based on the CAGE or, in the event a CAGE is not entered, the ADMIN-BY.
ADMIN-BY	ADMINISTERED BY (6A/N) - Normally no entry is required in this field. In the event that a CAGE is not present on the contract or the CAGE shown on the contract does not match the ADRS then this field must be filled with a valid DoDAAD Code which identifies the CAO administering the contract.

3.1.3.3 CT8020 - MODIFICATION INVENTORY UPDATE

a. GENERAL - This function will establish a modification in the inventory of the DCMD. A general explanation of this function is available by entering CT8020 in the CBUD field. CBUD information is available for each input field on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-3 is a sample screen format for CT8020.

```
**************************************************************************
   CT8020                MODIFICATION INVENTORY UPDATE
   CBUD:

                          PIIN:
                         SPIIN:
                    CAO-ORG-CD:
                          CAGE:

                   BKLOG-AG-DT:
                      ADMIN-BY:



**************************************************************************
```

FIGURE 3-3

c. INPUT INSTRUCTIONS - Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the PIIN as it appears in the data base for the contract against which the modification is being processed. PIIN must be in inventory.

DATA ELEMENT	SPECIAL INSTRUCTIONS
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Enter the six position SPIIN identified on the modification document. For contracts (PIIN type other than A, D, G or H), BOAs and BPAs the modification number is the last two positions of this field. This field must contain data.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - This field will be system generated. If an incorrect entry is made the system will automatically generate the correct CAO-ORG-CD based on the CAGE or, in the event a CAGE is not entered, the ADMIN-BY.
BKLOG-AG-DT	BACKLOG AGING DATE (6N) - This is the date the document is received by the DCMD. Using the perforated/stamped receipt date, enter as a valid calendar date, YYMMDD. Year must be numeric; Month must be numeric (01-12); Day must be within valid day range for month entered.
ADMIN-BY	ADMINISTERED BY (6A/N) - Normally no entry is required in this field. In the event that a CAGE is not present on the modification or the CAGE shown on the modification does not match the ADRS then this field must be filled with a valid DoDAAD Code which identifies the CAO administering the contract.

3.1.3.4 CT8030 - EXISTING DOCUMENT INVENTORY UPDATE

a. GENERAL - This function allows the user to process correction actions against documents currently on backlog status. Actions which can be processed include:

(1) Hard Copy Receipts (ACTION-CD=H) - This will allow the user to remove the requested document from hard copy tracking.

(2) Reactivate Contract Copy (ACTION-CD=0) - This will allow the user to reopen a closed contract into CAR section 1 or 4.

(3) Document Location (ACTION-CD=B) - This will allow the user to identify the RGS-CD with physical possession of the backlog document by entering the two position RGS-CD.

(4) Reassign Organization Code (ACTION-CD=R) - This will allow the user to transfer documents from one backlog organization/cell to another without having to do adds and deletes.

(5) Backlog Document Deletes (ACTION-CD=D) - This will allow the user to delete a backlog document from the inventory.

(6) Activate Mods Against Closed Contracts (ACTION-CD=A) - This will allow the user to move modifications against closed contracts to active status without having to do complete processing.

(7) Reestablish Hard Copy Tracking (ACTION-CD=L) - This will allow the user to reestablish hard copy tracking on a document when it had previously been removed in error.

A general explanation of this function is available by entering CT8030 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

3.1.3.4 CT8030 - EXISTING DOCUMENT INVENTORY UPDATE

b. SCREEN FORMAT - Figure 3-4 is a sample screen format for CT8030.

```
**********************************************************************
   CT8030              EXISTING DOCUMENT INVENTORY UPDATE
   CBUD:

                          PIIN:
                         SPIIN:
                   CAO-ORG-CD:

                     ACTION-CD:

                  REOPN-SECNO:

                      DOC-LOC:

                     REASS-ORG:



**********************************************************************
```

FIGURE 3-4

c. INPUT INSTRUCTIONS - Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position PIIN number for the contractual document requiring inventory change action. Must match a document in backlog at the PIIN/SPIIN/CAO-ORG-CD level.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Enter the six position SPIIN number for the contractual document requiring an inventory change action. Must match a document in backlog at the PIIN/SPIIN/CAO-ORG-CD level.

DATA ELEMENT	SPECIAL INSTRUCTIONS
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - Enter the two position organization code for the contractual document requiring an inventory change action. Must match a document in backlog at the PIIN/SPIIN/CAO-ORG-CD level.
ACTION-CD	ACTION CODE (1A/N) - One of the following codes must

be entered, as appropriate.

CODE	EXPLANATION
H	Indicates a hard copy contract/modification has been received, reviewed and that any required action has been accomplished.
L	Reestablishes hard copy tracking for the contract or modification.
O	Reopens a contract that has been closed less than six months.
B	Change document location.
R	Reassign ORG.
D	Delete a contractual document from backlog.
A	Activate backlog modification on closed contract.

REOPN-SECNO — REOPEN SECTION NUMBER (1A/N) - If an 0 (numeric) was entered in the action code field of this record, the section number that the contract is to be reopened in must be entered in this field. A contract can only be reopened in section 1 or 4. Must be blank if ACTION-CD is other than 0. Must be 1 or 4 if ACTION-CD is 0.

DOC-LOC — DOCUMENT LOCATION (2A/N) - Enter the two position RGS-CD to whom the backlog document is going to be assigned. Entry must match the table of valid user codes.

REASS-ORG — REASSIGNMENT ORGANIZATION CODE (1A/N) - Enter the one position organization code/cell code (A-Z) to which the document will be transferred. Entry must be alpha (A-Z).

3.1.3.5 CT8040 - DOCUMENT INVENTORY INQUIRY

a. GENERAL - Document Inventory Inquiry allows the user to determine the backlog status (unprocessed, processed, or closed), document location and inventory data for the contract/modification that is entered. The contract number (PIIN/SPIIN), contract modification number (when needed) and the organization assigned to administer the contract are entered by the user. Various data elements are then extracted and displayed to the user. A general explanation of this function is available by entering CT8040 in the CBUD field. CBUD information is also available for each data element on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-5 is a sample screen format for CT8040.

```
**********************************************************************
   CT8040                  DOCUMENT INVENTORY INQUIRY
   CBUD:

    PIIN:                     SPIIN:         CONT-MOD-NO:        ORG:


                 RGS-CD:                      PROC-INP-DT:
                RCVD-DT:                      CONT-CLS-DT:
            DT-OF-SIGNR:                           EFF-DT:
              HC-REC-DT:                      HC-NOTFN-DT:
             HC-REC-IND:                       PART-ABSTR:
               KIND-MOD:                        MOD-AGING:
                DEPT-CD:                           ACO-CD:
                ISSD-BY:                      BUYG-ACTY-CD:

                        DOCUMENT LOCATION
                          RGS:
                   CLERK-NAME:
                OFFICE-SYMBOL:


**********************************************************************
```

FIGURE 3-5

c. INPUT INSTRUCTIONS - Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position PIIN for the document as contained in the Host Data Base for which the inquiry is being requested.

DATA ELEMENT	SPECIAL INSTRUCTIONS
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Enter the SPIIN for the document as contained in the Host Data Base for which the inquiry is being requested.
CONT-MOD-NO	CONTRACT MODIFICATION NUMBER (6A/N) - If the inquiry is being requested for a modification, enter the appropriate modification number. Otherwise, leave blank. If the inquiry is for a modification to a

BOA, BPA or Indefinite Delivery Contract enter the two position modification number. Otherwise, enter the six position modification number.

ORG — CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - Enter the two position organization code contained in the data base for the PIIN/SPIIN/CONT-MOD-NO entered.

All other data elements displayed are for information only and may not be changed. PIIN, SPIIN, CONT-MOD-NO and ORG may be changed to request another inquiry.

3.1.3.6 CT8050 - BACKLOG STATISTICS INQUIRY

a. GENERAL - This inquiry allows the user to obtain backlog statistics for any given date. The user enters the date for which statistics are required and, if one particular CAO-ORG is desired, the one position code for that CAO- ORG. If statistics for the entire region are required this field is left blank and only the desired date is entered. A general explanation of this function is available by entering CT8050 in the CBUD field.

b. SCREEN FORMAT - Figure 3-6 is a sample screen format for CT8050.

```
************************************************************************
  CT8050                 BACKLOG STATISTICS INQUIRY
  CBUD:
  CAO-ORG:             STAT-DT:

 BACKLOG BALANCE:          PO/CALL    CNTRS    TOTAL    MODS      TOTAL
    BEGINNING BALANCE
    DOCUMENTS RECEIVED
    DOCUMENTS ACCEPTED
    DOCUMENTS DELETED
    ENDING BALANCE
STRATIFICATION OF BACKLOG:
    0 DAYS OLD
    1 DAY  OLD
    2 DAYS OLD
    3 DAYS OLD
    4-9 DAYS OLD
    10-19 DAYS OLD
    20-29 DAYS OLD
    30+ DAYS OLD
AVERAGES:
    AVE AGE OF BACKLOG
    AVE DAYS TO PROCESS

************************************************************************
```

FIGURE 3-6

c. INPUT INSTRUCTIONS - Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CAO-ORG	CONTRACT ADMINISTRATION OFFICE - Organization (1A/N) - Enter the one position code of the CAO-ORG for which statistics are required. If statistics for the entire region are being requested leave this

field blank. Must be blank or alpha (A-Z).

DATA ELEMENT	SPECIAL INSTRUCTIONS
STAT-DT	STATISTICS DATE (6A/N) - Enter the six position date (YYMMDD) for which statistics are required. Year must be numeric (00-99); Month must be numeric (01-12); Day must be within valid day range for month entered.

All other data elements displayed are for information only and may not be changed. CAO-ORG and STAT-DT may be changed to request another inquiry.

3.1.3.7 CT8060 - DOCUMENT LOCATION UPDATE

a. GENERAL - This function allows the user to determine the physical location of an active document or to add, change, or delete this information. A general explanation of this function is available by entering CT8060 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-7 is a sample screen format for CT8060.

```
**********************************************************************
  CT8060                  DOCUMENT LOCATION UPDATE
  CBUD:


                         PIIN:
                        SPIIN:


                  ACTION-CODE:


                CLERK-NAME:
                OFC-SYMBOL:

              CHRG-OUT-DT:



**********************************************************************
```

FIGURE 3-7

c. INPUT INSTRUCTIONS - Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position PIIN for the document as contained in the Host Data Base for which the inquiry is being requested.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Enter the SPIIN for the document as contained in the Host Data Base for which the inquiry

is being requested.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACTION-CD	ACTION CODE (1A/N) - To add or change a document location, leave this field blank. To delete a document location, enter a D. To inquire for the document's location enter an I. Must be blank, I or D.
CLERK-NAME	CLERK NAME (30A/N) - Enter the name of the RGS taking possession of the document.
OFC-SYMBOL	OFFICE SYMBOL (5A/N) - Enter the office symbol of the RGS taking possession of the document.
CHRG-OUT-DT	CHARGE OUT DATE (6N) - This is the date the RGS takes physical possession of the document. For Action Code I, this field will be extracted from the data base. For Action Code D this field may be blank. For Action Code of Blank, this field must be filled. Enter a six position calendar date (YYMMDD). Year must be numeric (00-99); Month must be numeric (01-12); Day must be within valid day range for month entered.

3.1.3.8 CT8070 - HARD COPY TRACKING STATISTICS

a. GENERAL - This inquiry will provide the user with statistics on MILSCAP***/EDI*** documents awaiting receipt of the hard copy document for the date entered by the user. A general explanation of this function is available by entering CT8070 in the CBUD field. CBUD information is also available for all input fields with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-8 is a sample screen format for CT8070.

```
**********************************************************************
  CT8070                AWAITING HARD COPY STATISTICS
  CBUD:
  AS-OF-DT:

AWAIT HARD COPY BAL:        PO      CNTRS      TOTAL      MODS    TOTAL
    BEG-BAL-AWAIT-HC
    MILSCAP/EDI-ABSTR-RCVD
    HARD-COPIES-RCVD
    RE-EST-HC-TRKNG
    REMOVE-HC-TRKNG
    END-BAL-AWAIT-HC
AGE DISTRIBUTION:
    0 TO 15 DAYS
    16 TO 30 DAYS
    31 TO 60 DAYS
    61 TO 90 DAYS
    91 TO 120 DAYS
    > 120 DAYS
STATISTICS:
    AVE-AGE-AWAIT-HC
    AVE-AGE-TO-PROC
```

AWAIT-HC-&-BCKLOG

****

FIGURE 3-8

c. INPUT INSTRUCTIONS - Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
AS-OF-DT	AS OF DATE (6N) - The date for which the statistics are requested. Enter as a six position calendar date (YYMMDD). Year must be numeric (00-99); Month must be numeric (01-12); Day must be within valid day range for month entered.

All other data elements displayed are for information only and may not be changed. The As Of Date may be changed to request another inquiry.

3.1.3.9 CT8080 - SUSPENDED DOCUMENT DELETE

a. GENERAL - This function allows the user to delete a suspended document from the backlog records. The PIIN, SPIIN and CAO-ORG-CD to be deleted are entered by the user. A general explanation of this function is available by entering CT8080 in the CBUD field. CBUD information is available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-9 is a sample screen format for CT8080.

```
**********************************************************************
  CT8080                    SUSPENDED DOCUMENT DELETE
  CBUD:


                       PIIN:
                      SPIIN:
                 CAO-ORG-CD:



**********************************************************************
```

FIGURE 3-9

c. INPUT INSTRUCTIONS - Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position PIIN for the suspended document to be deleted. Must match a suspended record on the data base at PIIN/SPIIN/CONT-MOD-NO level.

DATA ELEMENT	SPECIAL INSTRUCTIONS
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - If the suspended document to be deleted is a modification, enter the six position modification number (Note: For modifications against orders under BOAs, BPAs or indefinite delivery type contracts enter the four position order number plus the two position modification number). For contracts, enter the four position order number, if applicable. Otherwise, leave blank.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - Enter the CAO-ORG-CD for the document to be deleted.

CHAPTER 2 CONTRACTUAL DOCUMENT INPUT

3.2.1 CHAPTER 2 OVERVIEW

The intent of this chapter is to summarize the actions required to process contracts, modifications and corrections into the MOCAS system.

3.2.1.1 PURPOSE OF CONTRACTUAL DOCUMENT INPUT

a. Establish a valid accurate contract abstract to support processing delivery transactions, disbursements and contract closeout actions.

b. Support the functional organizations within the DCMD in performing their daily duties.

c. Provide a sound basis to interface the Military Services and DLA purchasing offices via Military Standard Contract Administration Procedures (MILSCAP) ***and via Electronic Data Interchange (EDI) in accordance with the federally approved American National Standards Institute's Accredited Standards Committee X12's Transaction Sets.***

d. Enable headquarters level management to ascertain information regarding the general operation and effectiveness of the individual DCMDs. The following paragraphs provide the detailed data input procedures for contracts, modifications and corrections; a detailed description of the output products generated as a result or contractual document input and the error correction procedures to correct erroneous input transactions.

3.2.1.2 ONLINE ENVIRONMENT

Contractual document input is accomplished in an online environment. Procedures on how to sign-on and signoff for online use can be found in part 1, chapter 2 of this manual.

3.2.2 SPECIALIZED CONTRACTUAL DOCUMENT PROCEDURES

The following paragraphs outline special procedures to be followed when inputting certain types of contracts.

3.2.2.1 DLA 100 BAILMENT CONTRACTS

DLA 100 Contracts, Bailment Provision Contracts, issued by the Defense Personnel Support Center (DPSC), Philadelphia, PA, which involve Government Furnished Material (GFM) under the Cut-Make-And-Trim (CMT) bailment system require special handling since the face value of the

contract includes the dollar value of the GFM provided to the contractor. Only the dollar value of the CMT cost allowed the contractor shall be entered as funds cited (Obligated Amount on CT1510-CT1540) for payment under a bailment contract. The obligation is the face value of the contract less the value of the GFM indicated on the contract. If for example the contract indicates:

Total Obligated Amount to CMT	$39,500.00*
Total GFM (EST)	59,100.00
Total Contract Amount	$98,600.00

0001 Liner, Shirt	10,000 ea.	@9.8600 -	$98,600.00
CMT		2.2100*	
GFM (EST)		7.6500	

*The obligated amount to be entered on the CT1510-CT1540 records, as appropriate, would be $39,500.00 The unit price to be entered on the CT1600 record would be $2.2100. Additionally, a Mandatory Review Code of 3 will be entered.

**All incremental Delivery Schedules should be input on CT1610 as Estimated, and the Final Due Dates should be input as Firm. Some C&T contracts contain the Liquidated Damage Clause (DAR 7-105.5). When this clause is contractually incorporated, the Final Delivery Due Date, not the Estimated Dates will be used to access any damages resulting from delinquent deliveries.

3.2.2.2 DLA 13H BRAND NAME SUBSISTENCE CONTRACTS

DLA 13H Contracts, Brand Name Subsistence Contracts, issued by the Defense Personnel Support Center (DPSC), Philadelphia, PA, and assigned to a DCMD for payment only, requires the following special handling:

a. Upon receipt of a delivery order, the DCMD will enter the order in the data base for payment only. These orders will be identified by Functional Limitation Code 3, and the ACO and Part Number will be automatically assigned. The items will be entered into the line item level file with schedules.

b. The system will automatically assign these orders to part C of the CAR.

c. Instructions for entering these type of contracts are the same as others.

d. The invoice payment address in block 3 of DPSC Form 300-M must be carefully examined, as this address may not be the same as that contained in the Master Address File. In addition, block 3 may have a care of address. In no case is the care of address to be used for the payment address. If no payment address is given, the address in the Activity Address File should be utilized. There may also be instances where the order will contain a statement similar to payment will be made to address as specified on invoice. These orders should be coded for manual review. The remittance address would have to be determined upon receipt of each invoice, not just the first invoice.

e. Contractors are authorized to ship against advance copies of delivery orders. This may result in an invoice being received prior to the receipt of the delivery order. This condition will result in the invoice initially being assigned Reason Code C. The DCMD should contact DPSC-SPC to determine if a delivery order has been issued. Payment should be made upon receipt of the delivery order. If it is ascertained that a delivery order is not being issued, the invoice should be returned to the contractor advising that a contract was not awarded, and that they should contact DPSC-SPC.

f. Contractors may advise the DCMD that items are not being delivered by placing a statement on their invoice. The DCMD may also receive a Report of Item Discrepancy, SF 364 for items not delivered.

(1) When either condition occurs, the DCMD should notify DPSC-SPC, via a standard form letter.

(2) After verifying with the contractor intent not to ship, DPSC will prepare a modification closing the contract and provide a copy to the DCMD.

(3) DCMDs may close the contract at anytime after 90 days have elapsed from the final delivery date (irrespective of receiving a modification), provided that all payment actions have been completed. Examples of when a contract should not be closed are:

(a) A DLA Form 1580, requesting approval of a unit price increase, is outstanding.

(b) An invoice has been returned to the contractor for correction.

(c) A communication has been received from DPSC advising that the contract is to remain open for items previously deleted by the contractor.

g. Occasion may arise where DPSC-SPC will return a DLA Form 1580, showing an approved remittance price in excess of the contractor's billed price. If this condition occurs, the DCMD should consider the difference as a Voluntary Price Reduction on the part of the contractor, and proceed as necessary, i.e., close contracts.

h. DPSC may issue a modification to either delete ordered items, or to reinstate items which may have been previously canceled.

i. DPSC will issue a modification for a price change.

3.2.2.3 CLASSIFIED CONTRACTS

Classified portions of contracts are not to be entered into the data base. Air Force contracts for which disbursement data is classified require special handling. DCMDs must ensure that classified information is properly safeguarded. Assign to the contract and accounting classification level records a separate dummy PIIN to each classified contract on which disbursement data is considered classified. The dummy PIINs will be in numeric sequence; i.e., the first dummy PIIN assigned will be F99999-99-C00001, the second will be F99999-99-C00002 and so

forth. The ninth position of the dummy PIIN (Type of Instrument) will always be the same as the classified contract. Establish a Line Item and Contract Level Record for the correct PIIN to effect proper recording of contractor shipments, and normal closeout processing when contracts are completed. The line item level data will be entered normally except enter a 4 in the Financial Action Code (FAC) on the Screen CT1600/CT1700 to prevent the production of Accounts Payable Records. If the noun is classified enter ONI (Omission of Noun Intentional) in the noun field on Screens CT1000 and CT1600. Delivery schedules should be entered unless the schedules are classified.

3.2.2.4 PAYMENT ONLY CONTRACTS

Contracts assigned to the DCMD for payment only (administration elsewhere) will be input with a 3 in the Functional Limitations field on Screen CT1000. No delivery schedules will be established and a 9 will be entered in the Production Surveillance Category Code field on Screen CT1000.

3.2.2.5 ACO SUPPORT ADMINISTRATION ONLY CONTRACTS

Contracts assigned to the DCMD for ACO administration only will be input as a 6 in the Functional Limitation field, Screen CT1100, and a 54 on Screen CT1400. The dollar value will be entered in the R7 Remark on Screen CT1400 and in the Total Contract Amount field on Screen CT1000.

3.2.2.6 DEPARTMENT OF ENERGY CONTRACTS

Department of Energy contracts can be identified by DE in the first two positions of the PIIN. The 11-position contract number (e.g., ET-78-C08-15-92) will be reconstructed as DEET0878C1592. The 15-position number (e.g., DE- AC03-79-ET13579) will be reconstructed as DEAC037913579. Alpha letters I and O in third and fourth positions must be entered as numeric 1 and 0. Special entries required for these contracts are:

DATA ELEMENT	RECORD	CODE	REMARKS
Final Delivery Schedule Date	CT1100	FNL-DVY-DT	Enter date 20 months from receipt of contract for those contracts assigned for close-out only. Enter date shown in contract for all other DOE contracts.
Noun	CT1100	NOUN	Must enter ENERGY.
Commodity Code	CT1100	CMDTY-CD	Must enter 9E.
Production Surveillance	CT1100	PROD-SUV-CD	Must enter 6 or 9, unless specifically requested to assign.
Department Code	CT1100	DEPT-CD	Must enter an alpha O.

DATA ELEMENT	RECORD	CODE	REMARKS
Buying Activity Code	CT1100	BUY-ACT-CD	If this field is left blank the mainframe system will generate positions five and six of the PIIN into this field.
Defense Material System Rating	CT1100	DMS-RTG	Enter as indicated; otherwise, use N blank.
Issued By	CT1100	ISSD-BY	Field must contain a valid DoDAAD Code. If a valid code is not available, enter the DoDAAD of the DCAMA/DPRO assigned as CAO.
Inspection/Acceptance	CT1200	INS-ACPT-CD	Must enter N.
Standard Administrative Contracting Officer RMK Coded Remarks	CT1400	ACO-CDD-	Must enter a remark of 01 and 54 as well as any other appropriate remarks compatible with the reason for assignment.
Administrative Contracting Officer Remarks	CT1400	R7-RMK	If the contract has been assigned for close-out only enter DOE CLOSE-OUT in this field after the dollar amount (dollar amount is the first 13 positions).

NOTE 1: Small Business (8a) contracts originated by DOE requirements will input using the DOE converted PIIN. The Small Business Contract Number will be entered as an R1 Remark (record CT1400). The R9 Code 27 will be entered manually.

NOTE 2: In case of duplicate PIINs, reverse positions three and four, when you have more than one contract.

NOTE 3: The dollar amount will be entered in the R7 Remarks (Record CT1400). Dollar amount will be left-justified in the first 13 positions of the R7 record. Dollar amount will be entered including the cents without any dollar signs, commas or decimals.

NOTE 4: The original DOE PIIN must be entered as an R1 Remark (Record CT1400).

3.2.2.7 COST ACCOUNTING STANDARDS CONTRACTS

Those contracts received for Administration of Cost Accounting Standards Only should be entered as support contracts. The following special entries are required:

DATA ELEMENT	RECORD	CODE	REMARKS
Production Surveillance Category Code	CT1100	PROD-SUV-CD	Must enter 9, unless specifically requested to assign.
Buying Activity Code	CT1100	BUY-ACTY-CD	Will only be entered when a force thru code was entered.
Defense Material System Rating	CT1100	DMS-RTG	Enter as indicated; otherwise, use N blank.
Issued By	CT1100	ISSD-BY	Field must contain a valid DoDAAD Code. If a valid code is not available, enter the DoDAAD of the DCAMA/DPRO assigned as CAO.
Functional Limitations	CT1100	FUNC-LMTN	Must enter 6 plus any other administrative function being assigned.
Inspection/Acceptance	CT1200	INS-ACPT-CD	Must enter N.
Administrative	CT1400	ACO-CDD-RMK	Enter ADMIN OF CAS only
Standard Administrative Contracting Officer Coded Remarks	CT1400	ACO-CDD-RMK	Must enter 20 as well as any other appropriate remarks compatible with the reason for assignment.

3.2.2.8 VETERANS ADMINISTRATION (VA) CONTRACTS

VA Contracts citing DPSC stock funds will be identified by VA in the first positions of the PIIN. Special entries required for these contracts are:

DATA ELEMENT	RECORD	CODE	REMARKS
Buying Activity Code	CT1100	BUY-ACTY-CD	Must enter ZZ.
Defense Material System Rating	CT1100	DMS-RTG	Enter as indicated; otherwise, use N blank.

DATA ELEMENT	RECORD	CODE	REMARKS
Issued By	CT1100	ISSD-BY	Field must contain a valid DoDAAD Code. If a valid code is not available, enter the DoDAAD of the DCAMA/DPRO assigned as CAO.
Inspection/Acceptance	CT1200	INS-ACPT-CD	Must enter N.
Accounting Classification	CT1510 CT1520 CT1530 CT1540 CT1600 CT1610 CT1700	ACRN	Must enter MC.
Contract Line Item Number/Exhibit Line Item Number	CT1600 CT1610 CT1700	CLIN-ELIN	Structure number to conform with the DAR.

3.2.2.9 NOTICE OF AWARDS

a. Notice of Awards (letters, messages, etc.) must be entered to the extent that data is available. For example, if the Notice of Award contains sufficient information to establish a contract, accounting classification, Line Item and Schedule Level Record it will be handled the same as a new contract except that a 9 will be entered in the Mandatory Review Code field on screen CT1200.

b. If the Notice of Award does not specifically authorize payment, the DCMD will not disburse monies until the hard copy contract is received. Verify with the Issuing Activity those Notice of Awards that do not specifically assign Administration/Payment to the DCMD. If a Notice of Award does not contain sufficient data to enter the records necessary to establish a new contract in the data base enter the contract number into the MOCAS Inventory File only using screen CT8010. It should remain unprocessed and should be followed up with the Issuing Office every 15 days until the hard copy contract is received.

3.2.2.10 ALTERNATE PAYEE NAME AND ADDRESS

Alternate payee names and addresses will be established when the following conditions exist:

a. The remittance address (address where the checks will be sent) required in the contract/BOA/BPA is different from the street address, the remittance address required by the call/order is different from the address required by the BOA/BPA or if there is no BOA/BPA on the file for the call/order. In either of these cases an alternate payee name and address will be established as follows:

(1) Enter an R in the Name and Address Indicator field (NAM-ADR-IND) on Screen CT1200.

(2) The actual address where the check will be sent can be entered in one of two ways.

(a) Enter the DoDAAD Code corresponding to the check mailing address in the Contractor Remittance Address field (REMIT-ADRS) on Screen CT1100. In this case the system will extract the name and address from the Master Address File and build Screen CT1300. Locally assigned DoDAAD Codes may also be used.

(b) Enter the long line name and address data on Screen CT1300 as needed.

b. Notice of Assignment (contractor wishes payment to be made to another party) initiated by the contractor. The alternate payee name and address will be established as follows:

(1) Enter an N in the Name and Address Indicator field (NAM-ADR-IND) on Screen CT1200.

(2) Enter the long line name and address data on Screen CT1300 as needed.

c. Canadian Commerical Corporation. The alternate payee name and address will be established as follows:

(1) Enter a C in the Name and Address Indicator field (NAM-ADR-IND) on Screen CT1200.

(2) Enter a C in the Payment Currency (PMT-CURNCY) field on Screen CT1200 if the checks are to be sent to:

Comptroller
Canadian Commercial Corporation
ATTN: Cashier
70 Lyon Street
Ottawa, Ontario K1A 0S6

Leave this field blank if the checks are to be sent to:

Canadian Commercial Corporation
P.O. Box 92673-T
Cleveland, Ohio 44101

3.2.2.11 ADMINISTRATIVE/PAYMENT DESIGNATION

The purchasing office shall designate in the contract a disbursing office in accordance with the following:

a. Defense Contract Administration Services Disbursing Office. Contracts assigned to an office of Defense Contract Administration Services for administration shall also specify disbursement by the cognizant Defense Contract Administration Services District Office if

funded with DoD funds (i.e., department codes 17 (Navy), 21 (Army), 57 (Air Force), 97 (OSD, including Defense Agencies), and 43 (Civil Defense). For any other department or agency, funds must be cited for the portion of the contract covered by non- DoD funds, even though the contract is otherwise wholly administered by the DCMD.

b. Other Disbursing Office(s). Any contract not assigned to a Defense Contract Administration Services Office for administration shall designate a disbursing office in accordance with Departmental or Agency regulations. Such contracts, if issued for requirements of more than one Department or Agency, may provide for payment by more than one disbursing office.

c. Disbursement for Air Force Missile Propellant Contracts. The Department of the Air Force shall retain the disbursement function on all contracts for Air Force missile propellants.

d. Disbursements for NATO AFW contracts citing fund account 97X6147 will be assigned to ESD Accounting and Finance Office, Hanscom AFB MA.

3.2.2.12 PROCESSING DD FORMS 1716

a. The procedures contained in the following paragraphs do not apply to the online contract/modification processing.

b. To help facilitate the process of preparing DD Forms 1716 the MOCAS system will build a file consisting of all new contracts/calls/ orders and PCO issued modifications. This does not include duplicates to inventory or unmatched to inventory transactions. The file will include the following records, if they contain errors, and associated error conditions:

CONTRACTS	MODIFICATIONS
NAA/PAA	NB1/PB1
NAB/PAB	NBA/PBA
NAC/PAC	NBB/PBB
NAD/PAD	NBC/PBC
NAE/PAE	NBD/PBD
NAF/PAF	NBE/PBE
NAG/PAG	NBF/PBF
NAH/PAH	NBG/PBG
	NBH/PBH

c. For all rejected transactions meeting the above criteria in Report UNMA440A, DD FORM 1716 REPORT will be generated. The report will be routed to the RGS that input the reject transaction. The clerk must then review the rejected transaction to determine if it is the result of noncompliance with the provisions of the DAR as follows:

(1) PIIN - Must be 13 alphanumeric characters in compliance with DAR 20-203.

(2) SPIIN - Compliance with DAR 20-204.

(3) DoDAAD/CAGE CODES - These codes must be shown by buying agency, office of administration, contract facility (if different than that shown for the contractor), payment office and ship-to/mark-for point. There can be multiple codes for the ship-to/mark-for point, in which case they may be listed in other than the prescribed block. The DAR clauses directing that the DoDAAD/CAGE Code be used are 19-204(a)(1)(i), 3-608.8, and 16-104.1(a) for DD Forms 250.

(4) CLIN/ELIN - Compliance with DAR 20-303/304 and 20-306 through 309.

(5) Exhibit - Compliance with DAR 20-305. This also includes DD Form 1423.

(6) Accounting and Appropriation Data (including ACRNs) - Reference DAR 20-308.

(7) Material Inspection and Receiving Report - DAR 7-104.62 requires that the DD Form 250 clause be inserted in all contracts assigned to DCAS when it is anticipated that there will be delivery of a separate and distinct object or entity whether separately priced or not.

(8) Supplies or Services - Compliance with DAR 3-608.8(c); DAR 20-203; and DAR 20-304.

(9) Quantity - DAR 3-608(c) - Block 17; Public Law 663, Section 1311.

(10) Unit - Same as above.

(11) Unit Price - DAR 20-303.1 states that each contract line item shall have, or be anticipated to have, a single unit price or, if no unit price is established, a single total price or amount.

(12) Delivery Schedule - DAR 20-303.1(a)(iii); DAR 20-304.1(a) and (b) DAR 1-305.3.

(13) Modification Number - DAR 20-204.3 requires modifications to be numbered sequentially.

d. If it is determined that the reject was the result of one of the above situations a DD Form 1716 TWX will be formatted. At local option the formatted TWX can be sent directly to the PCO for action or sent to the ACO (in report format) for concurrence prior to transmission to the PCO. In either case a copy should be provided to the DD 1716 monitor for suspense purposes. (Note: If the obligated amount shown exceeds the quantity times the unit price by less than $10.00 a DD Form 1716 TWX should not be sent. However, if the obligated amount shown is less than the quantity times the unit price by greater than $10.00 a DD Form 1716 TWX should be sent.

e. To preclude a large build-up of records on the DD Form 1716 file the contracts/modifications will be purged when they are no longer in backlog status.

3.2.2.13 FACILITIES CONTRACTS AND FACILITIES LEASE AGREEMENTS

a. Finance Office Responsibilities

(1) Maintenance of accounts receivable records and controls to ensure timely collection of contractor rental payments.

(2) Establishment of contractor receivable accounts for rentals due the Government by contractual provisions or by determination of the contracting officer.

(3) Alerting the ACO in writing, when an accounts receivable is delinquent.

(4) Compilation of any data or reports required to be performed, based on information in the Accounts Receivable Ledger.

b. Procedures

Upon receipt of facilities contract/lease agreements an accounts receivable record will be established.

3.2.2.14 MILSCAP/EDI *PURCHASE ORDERS*

When hard copy is received that has a signed DD Form 1155, the Unilateral Indicator Code must be removed by processing Screen CT1100 with a blank in the Unilateral Indicator field.

3.2.2.15 CRITERIA FOR ASSIGNMENT TO PART A

All contracts containing a functional liitation of 1, 2, 3, 4 or 5 are assigned to part C. Contracts other than firm/fixed price (kind and type 1J) are automatically assigned to part A. All firm/fixed price contracts (or orders) valued at $100,000 or over will automatically be assigned to part A. Firm/fixed price Contracts valued at less than $100,000 will be assigned to part A only if one or more of the following conditions are met:

a. The contract has been assigned Production Surveillance Category Code 1. (The contract will move from part B to part A automatically after Production Surveillance Category Code 1 has been entered. Code 1 is never entered on initial input.)

b. The contract has been assigned for Property Administration, i.e., a PA Code is included in the PINV.

c. The contractor has been assigned a Small/Disadvantaged Type of Contractor Code N.

d. Small Business Administration (8a) contracts (R9 code 27).

e. The contract is a non-DoD, reimbursable contract for ACO or multi- function assignment (R9 Code 01, and appropriate functional limitation codes).

f. A Patent Rights Report is required (R9 Code 02).

g. The Special Tooling Clause is included in the contract (R9 Code 03).

h. The contract includes Spares Provisioning requirements (R9 Code 04).

i. Unpriced Order (R9 Code 06).

j. There was a negative Preaward Survey prior to award (R9 Code 42).

k. A First Article/Preproduction Sample is required (SCP Code F).

l. The contract has been terminated for default or convenience (R9 Code 09).

m. The contract contains a Liquidated Damages clause (SCP Code A).

n. The contract contains Progress Payment provisions (SCP Code C) and progress payments are outstanding. (Does not apply to BOA and Indefinite Delivery Type Contract orders valued at under $100,000.)

o. The contract (or documentation provided with it) is classified. (Security Classification Code C in the Contract Data Record.)

p. The contract does not require DD Forms 250 (R9 Code 52). (Does not apply to Fast Pay orders and contracts.)

q. The contract has been assigned for prime administration, less payment (ODO) (R9 Code 54).

r. Manual Closeout Required by ACO (ACO manually inputs R9 Code 56).

s. The contract requires the contractor to prepare DD Forms 375, Production Progress Reports (R9 Code 17).

t. The contract has been received for support administration, and the ACO function is required (Functional limitation 6).

u. Integrity of Unit Prices Clause in contract - FAR clause 52.215-26 (R9 Code 33).

v. Rights in-technical data/computer software - D FARS 52.227-7013 indicated in contract (R9 Code 60).

w. Restrictive markings on technical data indicated in contract - D FARS 52.227-7018 (R9 Code 61).

x. Indentification of restrictive rights computer software required - D FARS 52.227-7019 (R9 Code 62).

y. Restrictive markings to be reviewed by engineer. (R9 Code 63).

z. Demilitarization Clause Required for Final Payment (R9 Code 08).

aa. Notice of Awards - Hand Copy Required (R9 Code 23).

3.2.2.16 CRITERIA FOR ASSIGNMENT TO PARTS B AND C

All prime contracts received for full administration that are $99,999 or less in value, and that do not meet the criteria for assignment to part A specified above will automatically be assigned to part B. All support assigned contracts will automatically be assigned to part C, except for those support assigned contracts that require the ACO Function; those will be assigned to part A.

3.2.2.17 SMALL BUSINESS ADMINISTRATION CONTRACTS

a. Small Business Administration (SBA) contracts will contain two contract numbers, an SBA contract number and a DoD contract number.

b. The DoD contract number will be used when the contract data is input. An R1 entry will be made to enter the SBA contract number into the contract file.

CHAPTER 3 CONTRACTUAL DOCUMENT INPUT REQUIREMENTS

3.2.3 CONTRACTUAL DOCUMENT INPUT REQUIREMENTS

3.2.3.1 CT6000 - SUPERVISORY FUNCTION MENU

a. GENERAL - This menu screen allows the user to select certain functions to be performed which are restricted to supervisory personnel. These include deleting a contract or modification for the Data Entry Data Base, changing control data on a contract on the Data Entry Data Base, or changing the RGS-CD assigned to a contract on the Data Entry Data Base. A general explanation of this function is available within Function zero, Computer Based User Documentation. Instructions on CBUD utilization can be found in part 1, chapter 2, of this manual.

b. SCREEN FORMAT - Figure 3-10 is a sample screen format for CT6000.

```
**********************************************************************
CT6000                  SUPERVISORY FUNCTION MENU

                   COMPUTER BASED USER DOCUMENTATION.....0
                   CONTRACT DELETE......................1
                   CONTROL DATA CHANGE..................2
                   RGS-CD CHANGE........................3

                              FUNCTION:

**********************************************************************
```

FIGURE 3-10

c. INPUT INSTRUCTIONS - Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-3).

3.2.3.1.1 CT6100 - CONTRACT DELETE

a. GENERAL - This function allows the user to delete a contract/ modification from the Data Entry Data Base. The user will depress ENTER to delete the contract or PA2 to return to CT0001, Contract Maintenance Master Menu. A general description of this function is available by entering CT6100 in the CBUD field.

b. SCREEN FORMAT - Figure 3-11 is a sample screen format for CT6100.

```
**********************************************************************
CT6100                        CONTRACT DELETE
CBUD:
                            PIIN:
                           SPIIN:
                      CAO-ORG-CD:
**********************************************************************
```

FIGURE 3-11

3.2.3.1.2 CT6200 - CONTROL DATA CHANGE

a. GENERAL - This menu screen allows the user to select what type of control data change is required. These include PIIN/SPIIN/ORG change, ACRN change or CLIN-ELIN change. A general description of this function is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-12 is a sample screen format for CT6200.

```
**************************************************************************
CT6200                        CONTROL DATA CHANGE


                        COMPUTER BASED USER DOCUMENTATION...0
                        PIIN/SPIIN/ORG CHANGE...............1
                        ACRN CHANGE........................2
                        CLIN-ELIN CHANGE...................3



                            FUNCTION:


                                                  PIIN:
                                                 SPIIN:
                                            CAO-ORG-CD:



**************************************************************************
```

FIGURE 3-12

c. INPUT INSTRUCTIONS - PIIN, SPIIN and CAO-ORG-CD are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-3).

3.2.3.1.3 CT6210 - PIIN/SPIIN/ORG CHANGE

a. GENERAL - This function allows the user to change the PIIN, SPIIN and/or ORG for a new contract on the Data Entry Data Base. This avoids having to delete the document and reenter all input records. The PIIN, SPIIN and CAO-ORG-CD as they appear now, are displayed. The user will enter the new PIIN, SPIIN, CAO-ORG-CD and BUY-ACTY-CD (if needed). A general explanation of this function is available by entering CT6210 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-13 is a sample screen format for CT6210.

```
**********************************************************************
CT6210                    PIIN/SPIIN/ORG CHANGE
CBUD:

                 OLD PIIN:                       NEW PIIN:
                 OLD SPIIN:                     NEW SPIIN:
           OLD CAO-ORG-CD:                 NEW CAO-ORG-CD:
                                           NEW BUY-ACT-CD:



**********************************************************************
```

FIGURE 3-13

c. INPUT INSTRUCTIONS - OLD-PIIN, OLD SPIIN and OLD CAO-ORG-CD are duplicated from the previous screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
NEW PIIN	NEW PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position PIIN as shown on the contractual document. See NEW CAO-ORG-CD for further validation.
NEW SPIIN	NEW SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - For BOAs, BPAs or Indefinite Delivery Contracts, enter the four position SPIIN as shown on the contractual document. Otherwise, leave blank. See NEW CAO-ORG-CD for further validation.
NEW CAO-ORG-CD	NEW CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2A/N) - Enter the two position code for the office having responsibility to administer the contract. Must match a PIIN/SPIIN/ORG in backlog (unprocessed). Must not match a processed document at PIIN/SPIIN/ORG level.

DATA ELEMENT	SPECIAL INSTRUCTIONS
NEW BUY-ACT-CD	NEW BUYING ACTIVITY CODE (2A/N) - If this field is left blank the system will generate a two position code based on the NEW PIIN entered. If entered, must be alphanumeric.

3.2.3.1.4 CT6220 - ACRN CHANGE

a. GENERAL - This function allows the user to change an ACRN entered on a new contract on the Data Entry Data Base. The PIIN, SPIIN and CAO-ORG-CD on the Data Entry Data Base are displayed. The user enters the ACRN to be changed, the NEW ACRN and the NEW ACCTG-STA. A general explanation of this function is available by entering CT6220 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-14 is a sample screen format for CT6220.

```
**********************************************************************
CT6220                        ACRN CHANGE
CBUD:

                                  PIIN:
                                 SPIIN:
                            CAO-ORG-CD:

                              OLD ACRN:

                              NEW ACRN:

                          NEW ACCTG-STA:



**********************************************************************
```

FIGURE 3-14

c. INPUT INSTRUCTIONS - PIIN, SPIIN and CAO-ORG-CD are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OLD ACRN	OLD ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - Enter the two position ACRN to be changed. Must match an ACRN on the Data Entry Data Base at PIIN, SPIIN, CAO-ORG-CD, ACRN level.
NEW ACRN	NEW ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - Enter the new two position alphanumeric ACRN. Must not match an ACRN on the Data Entry Data Base at the PIIN, SPIIN, CAO-ORG-CD, ACRN level.

DATA ELEMENT	SPECIAL INSTRUCTIONS
NEW ACCTG-STA	NEW FISCAL STATION NUMBER (6A/N) - For Army appropriation enter S followed by all numerics (0-9). For Air Force appropriation must be six alphanumerics (A-Z, 0-9). For Navy appropriation must be six numerics (0-9) prefixed with zeros. If not available zero fill. For DLA appropriations, enter S followed by all numerics (0-9).

3.2.3.1.5 CT6230 - CLIN-ELIN CHANGE

a. GENERAL - This function allows the user to change a CLIN-ELIN entered on a new contract on the Data Entry Data Base. The PIIN, SPIIN and CAO-ORG-CD on the Data Entry Data Base are displayed. The user enters the CLIN-ELIN to be changed and the NEW CLIN-ELIN. A general explanation of this function is available by entering CT6230 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-15 is a sample screen format for CT6230.

```
**************************************************************************
 CT6230                          CLIN-ELIN
 CBUD:

                                  PIIN:
                                 SPIIN:
                            CAO-ORG-CD:

                          OLD CLIN-ELIN:

                          NEW CLIN-ELIN:
```

****

FIGURE 3-15

c. INPUT INSTRUCTIONS - PIIN, SPIIN and CAO-ORG-CD are duplicated from the previous screen and may not changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OLD CLIN-ELIN	OLD CONTRACT LINE ITEM NUMBER-EXHIBIT LINE ITEM NUMBER (6A/N) - Enter the CLIN-ELIN to be changed. Must match the Data Entry Data Base at PIIN, SPIIN, CAO-ORG-CD, CLIN-ELIN level.
NEW CLIN-ELIN	NEW CONTRACT LINE ITEM NUMBER-EXHIBIT LINE ITEM NUMBER (6A/N) - Enter the new CLIN-ELIN to be changed. Must not match the Data Entry Data Base at PIIN, SPIIN, CAO-ORG-CD, CLIN-ELIN level.

3.2.3.1.6 CT6300 - RGS-CD CHANGE

a. GENERAL - When an RGS begins work on a document, their RGS-CD is associated with that document until the transaction is completed. If the transaction cannot be completed by the original RGS, the supervisor can use this function to change the RGS-CD associated with the document involved and allow another RGS to complete the transaction. The PIIN, SPIIN and CAO-ORG-CD are displayed. The RGS-CD to be changed and the new RGS-CD are entered. A general explanation of this function is available by entering CT6300 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-16 is a sample screen format for CT6300.

```
**********************************************************************
CT6300                          RGS-CD CHANGE
CBUD:

                                  PIIN:
                                 SPIIN:
                            CAO-ORG-CD:
                            OLD RGS-CD:

                            NEW RGS-CD:
**********************************************************************
```

FIGURE 3-16

c. INPUT INSTRUCTIONS - PIIN, SPIIN and CAO-ORG-CD are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OLD-RGS-CD	OLD READING GROUP SPECIALIST CODE (2A/N) - Enter the two position alphanumeric code to be changed. Must match the Data Entry Data Base at PIIN, SPIIN, CAO-ORG-CD, RGS-CD level.
NEW-RGS-CD	NEW READING GROUP SPECIALIST CODE (2A/N) - Enter the new RGS-CD. Must be a valid two position alpha-numeric code.

3.2.3.2 NEW CONTRACT DATA INPUT PROCEDURES

3.2.3.2.1 CT0001 - CONTRACT MAINTENANCE MASTER MENU

a. GENERAL - This menu screen allows the user to select one of several Contract Maintenance functions to be performed. A general explanation of the purpose of this menu screen exists within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-17 is a sample screen format for CT0001.

```
*************************************************************************
CT0001                CONTRACT MAINTENANCE MASTER MENU


  COMPUTER BASED USER DOC.(CBUD)..0  * SUPERVISORY FUNCTIONS...........6
* NEW CONTRACT SETUP............ .1  * NO ACTION MODIFICATIONS.........7
* CONTRACT MODIFICATIONS..........2    MOCAS INVENTORY UPDATE..........8
* CONTRACT CORRECTIONS............3    ADRS MASTER UPDATE..............9
* SUMMARY EDITS...................4
  SYSTEM INQUIRIES........    ....5

                         TERMINATE.....................PA2
            * THE PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS


                      FUNCTION:                   PIIN:
                                                 SPIIN:
                                            CAO-ORG-CD:
                                                RGS-CD:  C000001




*************************************************************************
```

FIGURE 3-17

c. INPUT INSTRUCTIONS - The RGS-CD is carried forward from the ENTIRE Sign-on screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-***9***).
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - An entry is required for Functions 1, 2, 3, 4, 6, and 7. This Procurement Instrument Identification Number must already exist within the system.

DATA ELEMENT	SPECIAL INSTRUCTIONS
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Entry is required for Functions 1, 2, 3, 4, 6 and 7. For Function 1 or 3 enter the call/order number of the document being established or corrected. Function 2 requires entry of the modification number (i.e., P00001) or the call/order number and modification number combination (i.e., 0003A1). Enter the appropriate call/order number, modification number or combination of the document to be processed through Summary Edits for Supervisory Functions, or No Action Modifications for Functions 4, 6 and 7. Field may be blank.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE/ORGANIZATION CODE (2A/N) - When selecting Functions 1, 2, 3, 4, 6 or 7 enter the two position code of the office administering the document. The Procurement Instrument Identification Number, Supplemental Procurement Instrument Identification Number and Contract Administration Office/Organization Code combination must already exist within the system.

3.2.3.2.2 CT1100 - CONTRACT DATA RECORD

a. GENERAL - This function is used to establish contract data record information from a procurement instrument being added to the system. A general explanation of this function is available by entering CT1100 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-18 is a sample screen format for CT1100.

```
**************************************************************************
CT1100                      CONTRACT DATA RECORD
CBUD:
PIIN:          SPIIN:             CAO-ORG-CD:                 RGS-CD:

                    CAGE:                          CONTRR-FACL:
               REMIT-ADRS:                            ADMIN-BY:
                  ISSD-BY:                            PAYG-OFC:
              SCTY-CLS-CD:                             DMS-RTG:
              CRIT-DES-CD:                            CMDTY-CD:
               UNLTRL-IND:                          FMS-RG-IND:
              PROD-SUV-CD:                          KIND-CON-CD:
              TY-CONTR-CD:                            FUNC-LMTN:
                     NOUN:                             WPNS-CD:
                   EFF-DT:                          DT-OF-SIGNR:
              SPC-CON-PVN:                          TOTAMT-CONT:
                   ACO-CD:                          INDUS-SP-CD:
               PROP-AD-CD:                             DEPT-CD:
              BUY-ACTY-CD:                          CAR-PARTNO:
               CAR-SEC-NO:                          T-CONTRR-CD:
               DVY-DT-IND:                          IRS1099-IND:
              CON-ASGM-CD:                           FNL-DVY-DT:


**************************************************************************
```

FIGURE 3-18

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous menu screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CAGE	COMMERCIAL AND GOVERNMENT ENTITY (6A/N) - Enter the CAGE Code (H8) of the contractor shown in the contractor block. When a message is displayed indicating that CAGE entered was replaced by another, a DD Form 1716 must be prepared manually indicating that the CAGE in the contract is incorrect. Based on this entry the following data fields will be system generated unless entered: ADMIN-BY PAYING-OFC TY-CONTRR-CD ACO-CD INDUS-SP-CD

DATA ELEMENT	SPECIAL INSTRUCTIONS
CONTRR-FACL	CONTRACTOR'S FACILITY (6A/N) - If the work covered by the contract is to be performed in a facility at an address other than the In-The-Clear address shown in the contractor's block of the procurement instrument, enter the (five digit) appropriate identity of the facility at which the work is to be performed. When more than one facility is involved in performing on the contract, enter a 9 followed by five blanks. Otherwise, leave this field blank.
REMIT-ADRS	CONTRACTOR REMITTANCE ADDRESS (6A/N) - Enter the CAGE Code (H8) of the contractor's remittance address as shown in the contract or as locally established if different from the In-The-Clear address shown in the contractor's block of the procurement instrument. This entry will only be made when there is a matching CAGE Code in the H8 File. No Payee Name and Address record will be established when an entry is made in this field. If an entry is made in this field an R must be entered in NAM-ADR-IND field of Screen CT1200.
ADMIN-BY	ADMINISTERED BY (6A/N) - This field contains the DoDAAD Code of the office administering the contract. If the field is left blank, the system will generate the administered by based on the CAGE. Should be left blank except on support contracts. If entered, must be a valid DoDAAD Code.
ISSD-BY	ISSUED BY (6A/N) - Enter the six digit identity code (DoDAAD Code) of the purchasing office issuing the contractual document. This field may be blank for non-DoD contracts.
PAYING-OFC	PAYING OFFICE (6A/N) - This field contains the DoDAAD Code of the office authorized to make payment. If more than one office is designated for the contract, enter a 9 in the first position of the field. Otherwise, leave the field blank. The system will generate based on CAGE (H8).
SCTY-CLS-CD	SECURITY CLASSIFICATION CODE (1A/N) - Enter one of the following codes according to the classification of the document received: U - Unclassified C - Classified (use only when a contract contains a DD Form 254)
DMS-RTG	DEFENSE MATERIAL SYSTEM RATING (4A/N) - Enter the first four digits of the DMS rating as contained in block 4 of the Standard Form 26 or block 5 of the DD Form 1155. Code appearing as DOA1A, would be input as DOA1. When more than one rating applies to a contract, enter a 9 in the first position and three spaces. If no DMS rating is assigned, enter an N in the first position followed by spaces.

DATA ELEMENT	SPECIAL INSTRUCTIONS
CRIT-DES-CD	CRITICALITY DESIGNATOR CODE (1A/N) - Enter one of the below listed codes if found on the contractual documents. Otherwise, leave blank. If DMS-RTG is DX, an A will be automatically generated. A - Contracts under a DoD or Service directed critical program; contracts negotiated under public exigency. B - Contracts for items required to maintain a Government or contractor production or repair line. C - All contracts other than designator A and B.
CMDTY-CD	COMMODITY CODE (2A/N) - Enter the two digit commodity code contained in block 4 of Standard Form 26 or block 5 of the DD Form 1155. A commodity number designates a grouping of supplies, construction or other services and should immediately follow the DO or DX rating. Code appearing as DOA1A would be entered as 1A. If no code is given, use the table found in part 15 of this manual to determine the code. If unable to determine which code is applicable, use 9E.
UNLTRL-IND	UNILATERAL INDICATOR (1A/N) - If the PIIN type (ninth position of the PIIN) is M, V, P or W enter a U in this field unless the purchase order has a signed DD Form 1155. Otherwise, leave this field blank. Upon receipt of a letter or modification signed by the contractor accepting the purchase order, delete the U indicator code.
FMS-RQ-IND	FOREIGN MILITARY SALES (FMS) REQUIREMENT INDICATOR (1A/N) - Enter 1 if the contract contains one or more line items which are being procured for a foreign government. Otherwise, leave this field blank. (Automatically generates R9:25 by inputting FMS-RQ-IND 1 and country code.)
PROD-SUV-CD	PRODUCTION SURVEILLANCE CODE (1N) - Field must contain the appropriate code in accordance with the criteria listed below. Codes will be system generated if left blank. No contracts will initially be assigned Production Surveillance Category Code 1. Decision to change level of surveillance will be made only by the production element. CODE — ADDITIONAL REMARKS 1 — Contract assigned by the production/engineering supervisor to an industrial specialist engineer (IS/ENG) for on-site surveillance. 2 — Contract assigned to a CMA for clerical management involving ADP products, predelivery inquiries and occasional IS/ENG assistance.

DATA ELEMENT	SPECIAL INSTRUCTIONS

CODE	ADDITIONAL REMARKS
3	Contract assigned to the PCD (CMA) for clerical management using ADP products, post delivery inquiries and IS/ENG assistance by exception.
4	(Reserved)
5	Contracts (BOAs/BPAs/Indefinite Delivery contracts).
6	Contracts/subcontracts received for production surveillance on a supporting administration delegation.
7	Facilities Contract.
8	Facilities lease agreements.
9	Other than codes 1 through 8. (Includes DOE contracts for prime administration (closeout only) and support contracts other than those requiring production surveillance.)

KIND-CON-CD

KIND OF CONTRACT CODE (1A/N) - Must enter code in accordance with the list which follows:

1 - Supply contracts and orders
2 - Research and development contracts
3 - System acquisition contracts
5 - Maintenance contracts
6 - Service contracts
7 - Facilities contracts
8 - Undefinitized letter contract
9 - Unpriced orders against BOA
0 - Other

TY-CONTR-CD

TYPE OF CONTRACT CODE (1A/N) - Must enter code in accordance with the list which follows:

A - Fixed-price redetermination - Type A
B - Fixed-price redetermination - Type B
C - Fixed-price redetermination - Type other
J - Firm fixed price
K - Fixed price with economic price adjustment
L - Fixed price incentive (with performance incentive)
M - Fixed price incentive (without performance incentive)
R - Cost plus award fee
S - Cost no fee
T - Cost-sharing
U - Cost-plus-fixed-fee
V - Cost-plus-incentive (with performance incentive)

DATA ELEMENT	SPECIAL INSTRUCTIONS
	W - Cost-plus-incentive (without performance incentive) Y - Time and materials Z - Labor - hour BLANK - No cost
FUNC-LMTN	FUNCTIONAL LIMITATIONS (6A/N) - Leave blank under prime administration. When there is less than prime administration, enter the appropriate functional limitation(s). All NASA contracts require a functional limitation of 1, 2, 4, 5 or 6. Enter a limitation for each function to be actually performed. A list of the codes and explanations are as follows: CODE — EXPLANATION 1 — Quality Assurance 2 — Production 3 — Payment 4 — Property 5 — Transportation 6 — ACO Action requested or cost accounting standards
NOUN	NOUN (11A/N) - Enter the name of the main end item or purpose for which the contract was established, unless specifically prohibited by security requirements. If the contract is to provide services enter the word SERVICES; for spare parts, enter PARTS; for maintenance and overhaul, enter REPAIR or OVERHAUL in this field. If the name is classified, enter ONI (Omission of Noun Intentional).
EFF-DT	EFFECTIVE DATE/ORDER DATE (6A/N) - Enter the effective date of the contract/call/order as it appears on the contractual document. Date will be entered as a six position calendar date (YYMMDD). If no date is provided, leave this field blank. If there is no signature date and no effective date, enter date equal to one day prior to date received in DCMD.
DT-OF-SIGNR	DATE OF SIGNATURE (6A/N) - Enter the year-month-day of the date of signature or date of award in the case of formal advertised procurement. For purchase orders, enter the date of order from block 3 of the DD Form 1155.
SPC-CON-PVN	SPECIAL CONTRACT PROVISIONS (9A/N) - Enter one or more of the special provisions codes if applicable to the contract being input. (Can enter up to nine codes.) After entering the last code, tab to the next field and the system will zero fill the field. A list of the codes and explanations can be found in part 15 of this manual.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	The system generates the following codes based on entries in other fields: A, C, D, E, F, N, Q. These codes need not be entered. Only the remaining codes (B, G, H, J, K, L, M, P, ***R, T***) need to be entered.
TOTAMT-CONT	TOTAL AMOUNT OF CONTRACT (13A/N) - Enter the face value of the contract in dollars and cents i.e., 999.99 (decimal point required). If no costs are involved, enter a decimal point followed by two zeros. Entries in this field will be automatically right-justified by the system and prefixed with zeros. Must be numeric with decimal point in the third position from the right.
ACO-CD	ADMINISTRATIVE CONTRACTING OFFICER CODE (2A/N) - If the ACO to be assigned is the same as shown on the Master Address File, no entry is required. An entry in this field will result in the system bypassing the automatic generation of an ACO Code.
INDUS-SP-CD	INDUSTRIAL SPECIALIST/CONTRACT MANAGEMENT ASSISTANT CLERK (2A/N) - Leave blank if the IS/CMA to be assigned is the same as shown on the Master Address File. An entry in this field will result in the system bypassing the automatic generation of an IS/CMA Code.
PROP-AD-CD	PROPERTY ADMINISTRATOR CODE (2A/N) - On support assigned contracts (property only), leave blank. On prime assigned contract, enter an A followed by a blank in the PA Code field if a Property Administrator is required. The PA Code will then be extracted from the Master Address File. If a PA Code is input, it will override the code in the Master Address File. An entry of A in the Property Administration Code field in the Contract Data Record will automatically generate an E, Administration of Government Property, in the Special Contract Provision field of the Contract Data Record.
DEPT-CD	DEPARTMENT CODE (1A/N) - Leave blank except when entering support contracts. This code will normally be extracted from the contract data input tables. A list of the department codes and explanations are below:

CODE	EXPLANATION	CODE	EXPLANATION
A	ARMY	O	OTHER (EG, DOE)
N	NAVY	C	DCA (DEF COMM AGCY)
F	AIR FORCE	D	DASA/DNA
S	DLA	E	DEF CIVIL PREPAREDNESS
M	MARINE CORP	G	DEF MAPPING AGENCY
P	NASA	H	MISC DEF AGENCY

DATA ELEMENT	SPECIAL INSTRUCTIONS
BUY-ACTY-CD	BUYING ACTIVITY CODE (2A/N) - Leave blank if the contract is assigned for support administration or for prime administration for which a Force Thru code was not used to establish the MOCAS inventory files. When a Force Thru code was used to enter contracts assigned for prime or support administration into the system, enter the two digit code which identifies the office that issued the document. For call/orders issued by an ACO, enter the buying activity code of the activity which authorized the ACO to issue the call/order. This data should be available in the block identified as Request for Quotation No. on the extreme right of the document. The ACO is responsible to furnish this data to the finance office at the time the call/order is distributed. Codes are contained in DAR, Appendix N. In those cases where DAR Appendix N does not indicate a code, enter ZZ, and request assignment of a code from activity address monitors per Appendix N of DAR. If a code is entered in this field, it will be utilized by the system in lieu of the Appendix N Code.
CAR-PARTNO	CONTRACT ADMINISTRATION REPORT PART NUMBER (1A/N) - This element is always generated by the system. No entry is allowed.
CAR-SEC-NO	CONTRACT ADMINISTRATION REPORT SECTION NUMBER (1A/N) - Leave blank for new assigned contracts. If a section number is input, it will override the generated data. Valid codes are 1, 2, 3 and 4.
T-CONTRR-CD	TYPE CONTRACTOR CODE (1A/N) - No entry is allowed. The type of contractor code is system generated by extracting from the ADRS File using the CAGE as the key.
DVY-DT-IND	ESTIMATED FINAL DELIVERY DATE INDICATOR (1A/N) - Enter an E for estimated date. Entry is required only when an entry is to be made in FNL-DVY-DT.
IRS1099IND	***IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.***
FNL-DVY-DT	FINAL DELIVERY SCHEDULE DATE (6A/N) - If schedules are entered on the Supply Schedule Data Record, CT1610, or the Service Line Item, CT1700, the Final Delivery Date will be generated by the system based on the latest schedule. If the final delivery date is undefinitized, enter a U followed by blanks. Otherwise, for firm dates enter the latest delivery date as indicated on the contractual document. Date will be entered as a six position calendar date (YYMMDD).

DATA ELEMENT	SPECIAL INSTRUCTIONS
	In case of indefinite delivery contracts, Basic Ordering Agreements, or Blanket Purchase Agreements, enter expiration date of contracts or agreements. Note: When calls/orders are issued which require delivery beyond the expiration date, the final delivery date for the basic contract/agreement should be revised accordingly. All support contracts require an entry in this field. For DOE contracts received for closeout only, enter date 20 months from date of receipt of the contract. Enter data as shown for all other DOE contracts. Date will be entered as a six position calendar date (YYMMDD). To estimate the FNL-DVY-DT, enter an E in DVY-DT-IND (see above).
CON-ASGM-CD	CONTRACT ASSIGNMENT CODE (1A/N) - No entry is allowed. The contract assignment code is system generated based on the following: If the first position of the PIIN equals a T, a T is generated in this field. If the FUNC-LMTN field on this record is blank, a P is generated in this field. If the FUNC-LMTN field contains a 3, a G is generated in this field. If the first two positions of the PIIN equal DE and the FUNC-LMTN field contains a 6 or all blanks, a P is generated in this field. Otherwise, an S is generated.

3.2.3.2.3 CT1200 - PROVISIONS DATA RECORD

a. GENERAL - This function is used to establish provisioning data (contract level) from a procurement instrument being added to the system. A general explanation of this function is available by entering CT1200 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-19 is a sample screen format for CT1200.

```
**************************************************************************
CT1200                    PROVISIONS DATA RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

          DISCNT-TRMS:                            DISC-DY-NET:
          DISC-IN-OTH:                             PMT-CURNCY:
             IBOP-IND:                               IBOP-PCT:
          IBOP-CTY-CD:                            IBOP-CGY-CD:
             CEIL-PCT:                                PMT-PCT:
           US-RCP-PCT:                            FMS-PMT-PCT:
          FMS-RCP-PCT:                              FEE-CONTR:
            CST-CONTR:                           AUDTR-APRVL:
           RVU-CONTRS:                           DSTN-SHP-RQ:
          MIN-SIZ-SHP:                           FRT-CRG-AUT:
          PKG-CRG-AUT:                           SHPG-WT-DIM:
          VAL-ENG-IND:                           LQD-DMG-IND:
          NAM-ADR-IND:                           TEC-DATA-RQ:
          SPCL-TOOLNG:                           INS-ACPT-CD:

**************************************************************************
```

FIGURE 3-19

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are carried forward from the previous input screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
DISCNT-TRMS	DISCOUNT TERMS (12A/N) - Discount terms is made up of four separate fields - DISC-PCT-1, DISC-DAYS-1, DISC-PCT-2 and DISC-DAYS-2. Discount terms appear in block 9 of Standard Form 26, and block 12 of DD Form 1155. Each of the fields are described below.
DISC-PCT-1	FIRST DISCOUNT PERCENT (4A/N) - First Discount percent contains the first trade discount percentage expressed as a two digit whole number plus a two digit decimal; e.g., 2% = 0200; 1-1/2% = 0150; .50% = 0050; .10% = 0010. If discount terms are not applicable to the contract being entered or net terms equal 30 days, enter an N in the first position of this field. If this field is N blank DISC-DAYS-1, DISC-PCT-2, DISC-DAYS-2 and DISC-DAYS-NET must be blank.

DATA ELEMENT	SPECIAL INSTRUCTIONS
DISC-DAYS-1	FIRST DISCOUNT DAYS (2A/N) - Enter the corresponding number of days associated with the first discount percentage. Prefix with 0 if days are a single digit.
DISC-PCT-2	SECOND DISCOUNT PERCENTAGE (4A/N) - Enter the second discount percentage expressed as a two digit whole number plus a two digit decimal (the same as DISC-PCT-1). When there is no second discount offered, leave this field blank. The system will generate blanks in DISC-DAYS-2 when the second discount percentage is blank.
DISC-DAYS-2	SECOND DISCOUNT DAYS (2A/N) - Enter the corresponding number of days for the second discount percentage. Prefix with 0 if days are a single digit.
DISC-DY-NET	NET DISCOUNT DAYS (2A/N) - If DISCNT-TRMS contains an N, leave this field blank. If net terms are other than 30 days, enter the net days. Prefix with 0 if days are a single digit. If contract has discount terms and no net days shown, enter an N in the first position of the field.
DISC-IN-OTH	OTHER TERMS (1A/N) - Enter a 9 if other terms are cited in the contract in lieu of or in addition to discounts 1 and/or 2.
PMT-CURNCY	PAYMENT CURRENCY (1A/N) - Enter one of the following codes to reflect type of currency specified for payment of the contractors invoice: BLANK - United States Currency C - Canadian Currency O - Other Currency PMT-CURNCY C - Comptroller Canadian Corporation ATTN: Cashier 70 Lyon Street Ottawa, Ontario K1A0S6 PMT-CURNCY BLANK - Canadian Commercial Corporation P.O. Box 92673-T Cleveland, Ohio 44101 An entry of C in the Payment Currency Record of the Provisions Data Record will automatically generate an N, for payment to be made in Canadian funds, in the Special Contract Provision field of the Contract Data Record.
IBOP-IND	INTERNATIONAL BALANCE OF PAYMENTS INDICATOR (1A/N) - If payment is to be made to a contractor outside of the United States, enter Code K. Otherwise, leave this field blank.

DATA ELEMENT	SPECIAL INSTRUCTIONS
IBOP-PCT	INTERNATIONAL BALANCE OF PAYMENTS PERCENTAGE (1A/N) - Enter Code P if the contract indicates percentages applicable to International Balance of Payments. Otherwise, leave this field blank.
IBOP-CTY-CD	INTERNATIONAL BALANCE OF PAYMENTS COUNTRY CODE (2A/N) - If the contractor is to receive payment outside the United States, enter the applicable two digit Country Code. Otherwise, leave blank. A list of the codes and explanations are in part 15 of this manual.
IBOP-CGY-CD	INTERNATIONAL BALANCE OF PAYMENTS CATEGORY CODE (1A/N) - Enter applicable one digit code as appropriate. If IBOP is not applicable, leave blank. A list of the applicable codes and explanation are in part 15 of this manual.
CEIL-PCT	WORK-IN PROGRESS CEILING PERCENTAGE (3A/N) - If contract authorizes Work-In-Progress payments, this factor is to compute the maximum total of Work-In-Progress payments. Otherwise, leave this field blank. If the contract specifies a ceiling and base dollar value, the Work-In-Progress ceiling must be calculated rather than copied from the Work-In-Progress clause to ensure the dollar limit is not exceeded. If no other figures are specified, 95% will be used for small business (US or FMS) and 90% will be used for large business (US or FMS). The following is an example of how the percentages should be posted: 10.2% = 102 3.5% = 035 75.0% = 750 85.0% = 850 If this field is left blank, the PMT-PCT, US-RCP-PCT, FMS-PMT-PCT and the FMS-RCP-PCT fields must also be blank. When Progress Payment rates are entered in the Work-In-Progress Ceiling Percentages field in the Provisions Data Record, entry will automatically generate a C, Progress Payment Authorized, in the Special Contract Provisions field of the Contract Data Record.
PMT-PCT	UNITED STATES WORK-IN-PROGRESS PAYMENT PERCENTAGE (3A/N) - Enter the percentage used to compute the dollar limit for WIP payments. Use the same format as CEIL-PCT. If this field is blank US-RCP-PCT must be blank.
US-RCP-PCT	UNITED STATES WORK-IN-PROGRESS RECOUPMENT PERCENTAGE (3A/N) - Enter the liquidation percentage stated in the progress payment clause in the contract. Use same format as CEIL-PCT. Field must be completed if PMT-PCT field contains data.

DATA ELEMENT	SPECIAL INSTRUCTIONS
FMS-PMT-PCT	FOREIGN MILITARY SALES WORK-IN-PROGRESS PAYMENT PERCENTAGE (3A/N) - Enter the payment percentage stated in the progress payment clause in the contract for the foreign military sales requirements. Use the same format as for CEIL-PCT. If this field is blank, FMS-RCP-PCT must also be blank.
FMS-RCP-PCT	FOREIGN MILITARY SALES WORK-IN-PROGRESS RECOUPMENT PERCENTAGE (3A/N) - Enter the liquidation percentage stated in the progress payment clause in the contract for the foreign military sales requirements. Use the same format as for CEIL-PCT. Field must be completed if FMS-PMT-PCT contains data.
FEE-CONTR	FEE AMOUNT PAYABLE TO CONTRACTOR (13A/N) - Applicable to cost plus fixed fee contracts. Enter in dollars (first eight positions) and cents (last two positions) negotiated amount of profit/fee authorized for performance of a contract. No decimal point is required. In those cases where the obligated amount is not the total contract amount the total estimated fee amounts should be entered.
CST-CONTR	COST AMOUNT PAYABLE TO CONTRACTOR (13A/N) - Enter the amount in dollars and cents reimbursable to a contractor for performance based on costs approved by an ACO or auditor in accordance with the terms of the contract. No decimal point required. In those cases where the obligated amount is not the total contract amount, the total estimated cost amounts should be entered.
AUDTR-APRVL	AFO, AUDITOR, ACO APPROVAL (3A/N) - On occasion, there may be a requirement for contract certification of precision components, or approval of invoices by the disbursing office (AFO), auditor, ACO, PCO, TCO or USDA Certification. If so, enter the applicable code as shown below. Do not enter a code for the approval of cost type claims, progress payment claims or advance payment claims, as such requirements are already built into the computer programs. Up to three codes may be used. The applicable codes and explanations are as follows:

EXPLANATION	CODE
Approval of Invoice by AFO	A
Approval of Invoice by Auditor	B
Certification of ACO is required	C
PCO Approval required	E
TCO Certification required	F
Contrr Cert of Precision Components	G
USDA Cert Required	H
Audit Approval Not Required	***N***

Any duplication of one of the above will cause an error. Do not enter a blank before a code.

DATA ELEMENT	SPECIAL INSTRUCTIONS

If none of the above is required, leave the entire field blank.

RVU-CONTRS

MANDATORY REVIEW (3A/N) - Certain types of contracts require manual review by a Voucher Examiner to determine payment entitlement. Enter applicable code(s) as shown below. Up to three codes may be used. A list of the codes and explanations are below:

EXPLANATION	CODE
Contract involves GFM	3
Textile Contracts	4
Steel Contracts (Multiple units of measure)	5
Lumber Contracts	6
Other (use locally determined)	9
Contract involves GFP	0 (zero)

Duplication of a code will cause an error. Do not enter a blank before a code.

If none of the above applies, enter all blanks.

DSTN-SHP-RQ

FOB DESTINATION/EVIDENCE OF SHIPMENT REQUIRED (1A/N) - Code T will be entered if the contract contains DAR Clause 7-104.76 or FAR clause 52.247-48 and cites FOB destination evidence of shipment requiring that contractor will provide delivery of goods to the destination site at no additional cost to the Government and attached to their invoice a receipt copy of the appropriate delivery document showing receipt at the destination specified in the contract. If the contract does not require evidence of shipment with the invoice, leave blank. Fast pay and other contracts will be input with ESR Code only if DAR 7-104.76 or FAR clause 52.247-48 is made part of the contract. The following contains examples of requirements for includeing Code T and DD Form 1716 preparation:

INSPECTION	ACCEPTANCE	FOB	CODE T	DD 1716
S	S	D	YES	YES*
S (COC)	S (COC)	D	YES	YES*
FAST PAY	FAST PAY	S OR D	***	NO
S	D	S OR D	NO	NO
D	D	D	NO	NO
S	S	NOT PROVIDED	**	YES

LEGEND:

*If DAR (ASPR) 7-104.76 or FAR 52.247-48 FOB Destination - Evidence of Shipment is not in the contract.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	**Use mandatory review Code 9, other, in RVU-CONTRS field on Provisions Data Record, screen CT1200. ***If DAR 7-104.76 or FAR 52.247-48 are made a part of the contract.
MIN-SIZ-SHP	FOB ORIGIN MINIMUM SIZE OF SHIPMENT/LESS THAN TRUCK-LOAD/CARLOAD (1A/N) - If the contract contains the FOB origin minumum size of shipment clause, or less than carload/truck size shipment, enter an F in this field. Applicable clauses are DAR 7-104.31(a) and 7-104.31(b) or FAR 52.225-10 and DAR 7-104.32. Otherwise, leave this field blank. Entry of an F in this field system generates ACO-CDD-RMK 13 in the Remarks Record (CT1400).
FRT-CRG-AUT	TRANSPORTATION/FREIGHT CHARGES AUTHORIZED (1A/N) - When the contractor is authorized to bill freight or transportation charges as a separate item on the invoice, one of the following codes will be entered based on the circumstances cited:

CODE	EXPLANATION
F	Transportation Freight Charges Authorized by CLIN or Sub-CLIN on the contract.
Y	Transportation Freight Charges Authorized by a special provision of the contract. This code is also applicable to fast pay contracts when the contract does not specify that the cost of transportation was included in the line item cost.
P	Parcel post charges are authorized. (DAR 19-403.3 or FAR 42.1404).

The receipt of a letter from the transportation officer authorizing a contractor to prepay and add transportation charges to this invoice is also authority to input Code P; otherwise, leave this field blank. Shipment by United Parcel Service is not considered to be shipment by U.S. Postal Service for purposes of payment under DAR 7-104.85(a) or FAR 52.242-10. United Parcel Service Shipment costs may be properly reimbursable under the provision of DAR 19-403.2 or FAR 42.1403-2, if shipment by this method is appropriate. Payment of transportation charges on Foreign Military Sales (FMS) contracts require prior approval of the transportation office. Do not code transportation charges on initial input of any FMS contracts and/or orders even though the contract may reflect FOB origin and clause 7-104.85(a) or FAR 52.242-10 is cited.

DATA ELEMENT	SPECIAL INSTRUCTIONS
PKG-CRG-AUT	PACKAGING CHARGES AUTHORIZED (1A/N) - If the contractor is authorized to bill for packaging or handling as a separate item on the invoice, enter Code P. Otherwise, leave this field blank.
SHPG-WT-DIM	GUARANTEED MAXIMUM SHIPPING WEIGHT/DIMENSIONS (1A/N) - If contract contains the guaranteed maximum shipping weight/dimensions clause enter G. Otherwise, leave this field blank. An entry of G will mechanically create ACO-CDD-RMK 13 in the Remarks Record (CT1400).
VAL-ENG-IND	VALUE ENGINEERING (VE) CLAUSE (1A/N) - Enter V when contract includes VE incentive clause; enter Y when contract includes VE program or both incentive and program clauses. Otherwise, leave this field blank.
LQD-DMG-IND	LIQUIDATED DAMAGES CHARGES AUTHORIZED (1A/N) - Enter an A if the contract has a liquidated damages clause applicable to all line items; otherwise, leave this field blank. The following DAR/FAR clauses will determine whether damages on deliquent shipments apply: a. DAR 7-1-03.11 with 7-105.5 insert of FAR 52.249-8 and 52.212-4. b. DAR 7-104.7 with 7-105.5 insert. c. DAR 7-1902.8 with 7-1904.4 and 7-105.5 insert or FAR 49.504(a) and 52.249-8 with 52.212-14 and 52.212-4. If liquidated damages apply to specific items only, entry of this code will be made on the Supply Line Item Record. An entry in the Liquidated Damages Charges Authorized field in the field of the Provision Data Record, Supply Line Item Record or Service Line Item Record, will automatically generate an A (Liquidated Damages), in the Special Contract Provision field of the Contract Data Record. An entry in the Liquidated Damages Charges Authorized field in the Provisions Data Record, Supply Line Item Record or Service Line Item Record will automatically generate an A, (Liquidated Damages), in the Special Contract Provision field of the Contract Data Record.
NAM-ADR-IND	NAME AND ADDRESS INDICATOR (1A/N) - Enter one of the following codes to describe the type of alternate payee when the contractor name and address in the Master Address File is different than the payee name and address in the contract. R - Contractor Remittance Address N - Notice of Assignment C - Canadian Commerical Corporation

DATA ELEMENT	SPECIAL INSTRUCTIONS
	The entry of an R will require either an entry in REMIT-ADRS on Contract Data Record, CT1100, or creation of a Payee Name and Address Data Record, CT1300. The entry of an N will require the creation of a Payee Name and Address Data Record, CT1300. Input of a C will cause CCC to print in front of the contractor's name on the MAAPR, advice of payment and contract labels. In addition, based on the entry in the PMT-CURNCY field on this record special name and address data will be generated. For basic A, D, G or H type contracts that contain an alternate payee name and address, one of the above codes, excluding N, must be entered in the field. (Entry of an N will generate an error message.) For calls/orders, for which the basic A, D, G or H type contract is on the file, this field will be left blank if the remittance address on the call/order is the same as the basic. If they are different, enter an R or N as appropriate. It is possible to establish an alternate payee for the BOA/BPA and a seperate alternate payee for calls/orders against the BOA/BPA. For calls/orders, for which the basic A, D, G or H type contract is not on the file, enter an R unless there is a notice of assignment in which case enter N. Calls/orders entering the system for which the basic is not on the file and which do not contain an entry in this field will not pass validation. An entry of R in the Name and Address field in the Provisions Data Record will automatically generate a D, Remittance Address, in the Special Contract Provisions field on the Contract Data Record.
TEC-DATA-RQ	PATENT/CLEARANCE REQUIRED (1A/N) - If the contractor is required to submit a patent clearance upon completion of contract, enter one of the codes listed in the table below. Patent clauses will be entered only if patent clearance is required before final payment. Otherwise, leave this field blank. Input of Code G, Y, R, T or W mechanically creates a Code 02 in the ACO-CDD-RMK field on the Remarks Data Record, CT1400 (R9 section).

REQUIREMENT	CODE
Technical Data	T
Technical data plus patents (DAR 7-104.9(h) plus 7-302.23(a), (b), or (c))	W
Technical data plus royalty and patents (DAR7-104.9 (h), 7-104.8(b), 7-402.22 or 7-302.23(a), (b), or (c)	Y
Technical data plus royalty (DAR 7-104.9(h) plus 7-104.8(b)	V

DATA ELEMENT	SPECIAL INSTRUCTIONS

REQUIREMENT	CODE
Patents only (DAR 7-302.23(a), (b), (c) or 7-402.22)	G
Royalty only (DAR 7-104.8(b)	R
Patents and royalties (DAR 7-302.23(a), (b), (c) or 7-402.22 plus 7-104.8(b))	B

SPCL-TOOLING

SPECIAL TOOLING (1A/N) - If the contract contains special tooling clause, DAR 7-104.25 or FAR 52.245-17, enter Code S. Otherwise, leave blank. Input of Code S automatically creates a standard ACO R9 Code 03 in the ACO-CDD-RMK field on the Remarks Data Record, CT1400 (R9 section).

INS-ACPT-CD

INSPECTION/ACCEPTANCE CODE (1A/N) - An entry is required for those contracts which have one single acceptance point for all items since this is the basis for the system to generate the entries in the Line Item Records, CT1600 and CT1700. A list of codes and explanations is as follows:

CODE	EXPLANATION	LINE ITEM CODE
1	Inspection and acceptance at source (origin) of contractor's plant	SS
2	Inspection and acceptance at destination (CONUS)	DD
3	Inspection at source, acceptance at destination (CONUS)	SD
4	Certificate of Conformance	OC/CC
5	Fast Pay procedures	ND
B	Inspection and acceptance at destination - port (water or air)	DD
D	Inspection at destination, acceptance at source	DS
K	Inspection and acceptance at destination - overseas	DD
C	Inspection at source, acceptance at destination - port (water or air)	SD
L	Inspection at source, acceptance at destination - overseas	SD

DATA ELEMENT	SPECIAL INSTRUCTIONS		
	CODE	EXPLANATION	LINE ITEM CODE
	N	No inspection and acceptance provisions	NO
	6	Combination of Foregoing	Multiple
	7	Letter of Transmittal	LT
	8	Inspection and acceptance specified elsewhere	ZZ
	9	Payment based on other than DD Form 250/1155	OT

3.2.3.2.4 CT1300 - PAYEE NAME AND ADDRESS DATA RECORD

a. GENERAL - This function is used to establish or verify Payee Name and Address data for a Procurement Instrument Identification Number being added to the system. A general explanation of this function is available by entering CT1300 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-20 is a sample screen format for CT1300.

```
*************************************************************************
CT1300                    PAYEE NAME AND ADDRESS RECORD
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:         RGS-CD:

          ADRS-LIN1:
          ADRS-LIN2:
          ADRS-LIN3:
          ADRS-LIN4:
          ADRS-LIN5:
          ADRS-LIN6:     CITY:
                           ST:
                       ZIP-CD:

*************************************************************************
```

FIGURE 3-20

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous input screen. The address data may appear on the screen. When this occurs, verification of the data is the only necessary action. However, if the message indicates that the address is the result of a replacement CAGE action, carefully check the address to the contract address. If different and a replacement CAGE action has occurred, DISCONTINUE input of the document and contact the MAF clerk for correction of the address file. (Note: A DD Form 1716 should be prepared for the CAGE as indicated on CT1100.) When a CAGE replacement action has not occurred, continue inputting the document and contact the MAF clerk for address file adjustments. Otherwise, when the screen appears without an address, entries are required as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
ADRS-LIN1	Name and Address Line 1 (28A/N) - Enter the first line of the contractor's name and address (up to 28 positions).
ADRS-LIN2	Name and Address Line 2 (28A/N) - Enter the second line of the contractor's name and address (up to 28 positions).
ADRS-LIN3	Name and Address Line 3 (28A/N) - Enter the third line of the contractor's name and address (up to 28 positions.).
ADRS-LIN4	Name and Address Line 4 (28A/N) - Enter the fourth line of the contractor's name and address (up to 28 positions).
ADRS-LIN5	Name and Address Line 5 (28A/N) - Enter the fifth line of the contractor's name and address (up to 28 positions).
ADRS-LIN6	Name and Address Line 6 - Enter the City, State and ZIP Code as described below.
CITY	CITY (17A/N) - Enter the city as appropriate. Field cannot exceed 17 alpha positions. If city exceeds 17 positions, abbreviate as necessary.
ST	STATE (3A/N) - Enter the state, territory or county which consists of a two or three position field. Leave last position blank for a state or territory. A list of the codes and associated states (countries, territories) are in part 15 of this manual.
ZIP-CD	ZIP/TERRITORY/PROVINCE CODE (9A/N) - Field is nine positions. If territory code, enter these in the first five positions. If Canada, enter the seven position province code configured as ANA NAN (A=Alpha, N=Numeric).

3.2.3.2.5 CT1400 - REMARKS DATA RECORD

a. GENERAL - This function is used to establish remarks data for a procurement instrument being added to the system. A general explanation of this function is available by entering CT1400 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-21 is a sample screen format for CT1400.

```
************************************************************************
CT1400                        REMARKS DATA RECORD
CBUD:
PIIN:                    SPIIN:            CAO-ORG-CD:      RGS-CD:

*R1*    P-CONTR-PIN:                        P-CONTR-SPN:
            UT-NAME:                            UT-ADRS:

*R2* FAD:         EST-CLSG-DT:            R2-RSN-CDS:

*R3*  1ST-SHOW-R3:                        R3-RSN-CDS:
     RSN-FOR-DRMT:

*R4* 1ST-SHOW-R4:                         DSFM-RMK:
*R5*                       R5-RMK:
*R6*                       R6-RMK:
*R7*                       R7-RMK:


*R8*  R8-RMK TD:   DT-FWD:              DT-DEL:              RN-CD:
                     F-DT:                K-DT:                RMK:
      (FREE)         PROD-RMK:
*R9*              ACO-CDD-RMK:


************************************************************************
```

FIGURE 3-21

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous input screen. Entries required, if applicable, are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
P-CONTR-PIN	PRIME CONTRACTOR PIIN (13A/N) - Enter the prime contract number in the basic PIIN configuration. Buying activity must contain data; fiscal year must be 68-00; type of instrument must be alpha but not I, K, O, X, Y, Z, or space; and serial number must be alphanumeric excluding alpha I and O.
P-CONTR-SPN	PRIME CONTRACTOR SPIIN (6A/N) - Enter four position SPIIN if applicable. When P-CONTR-PIN type of instrument is A, D, G, or H this field must contain data.

DATA ELEMENT	SPECIAL INSTRUCTIONS
UT-NAME	UPPER TIER CONTRACTOR NAME (12A/N) - Enter the upper tier contractor name.
UT-ADRS	UPPER TIER CONTRACTOR ADDRESS (13A/N) - Enter the upper tier contractor address.
FAD	FINAL ACCEPTANCE DATE (6A/N) - The FAD is generated by the system based on movement of the contract to section 2 or final acceptance of all items to be delivered. This date may not be entered.
EST-CLSG-DT	ESTIMATED CLOSING DATE (6A/N) - Enter the six position calendar date (YYMMDD) that is an estimate of when the contract will close after the overage date. Must contain data only when the R2 area is complete.
R2-RSN-CD	RECORD 2 REASON CODE (18A/N) - Enter the code(s) reflecting the predominate reason the contract will not be closed prior to overage date. Up to nine codes may be entered. Suffix all codes with a blank. A list of codes and explanations are located in part 15, appendix 22 of this manual. Must contain data only when the R2 area is complete.
1ST-SHOW-R3	DATE FIRST SHOWN (6A/N) - The six position calendar date (YYMMDD) the contract is moved to CAR section 3 is system generated. No entry required.
R3-RSN-CDS	RECORD 3 REASON CODE (8A/N) - Enter applicable code indicating the cause of dormancy. A list of codes and explanations is included below. Must be BCA, TERM-C, PL, BKRPT, CIL, CLL, LLD, VE, SORP, GUA, or ***DEBT***. Entry must be left-justified and suffixed with blanks. Must contain data only when the R3 area is complete.

CODE	EXPLANATION
BCA	Board of contract appeals (ASBCA) case.
TERM-C	Termination for convenience
PL	Public Law-Claim Pending (e.g., PL 85-804)
BKRPT	Bankruptcy
CIL	Contractor in litigation
CLL	Under investigation
LLD	Labor law determination
VE	Contingent value engineering payment
SORP	Settlement of overhead rates pending
GUA	Extended testing prior to acceptance/ payment
DEBT	***Deferred contractor debt***

DATA ELEMENT	SPECIAL INSTRUCTIONS
RN-CD	REASON FOR DELAY CODES (3A/N) - A three position field containing the delaying agent and the reason why performance of a contract was delayed. MILSCAP revised delivery forecasts use the same information but break it down as two separate codes. Describe the reason for which shipment of contract materiel has been or will be delayed. Codes may be developed by the Defense Supply Center; the approved MILSCAP codes are listed below. Must contain data only when the R3 area is complete. First position of reason for delay code. A one position field used to identify the agent causing a delay in contract completion. CODE — EXPLANATION G — Government K — Contractor U — Unknown Second and third position - basic reason for delay followed by modifier to reason for delay. Codes and explanations are in part 15 of this manual.
RSN-FOR-DRMT	REASON FOR DORMANCY (27A/N) - In-The-Clear remarks relative to dormancy reason code (up to 27 positions). Must be alphanumeric or blank, left-justified and suffixed with blanks. Must contain data only when the R3 area is complete.
1ST-SHOW-R4	DATE FIRST SHOWN (6A/N) - The six position calendar date (YYMMDD) of the contract moved to CAR section 4 is system generated. No entry required.
DSFM-RMK	DIRECTORATE OF SYSTEMS AND FINANCIAL MANAGEMENT REMARKS (35A/N) - Enter In-The-Clear remark explaining reason for contract being included in CAR section 4 (35 positions). Identify briefly the reason for such action. (May be included in record *R5* (43 positions)). Must contain data if R4 area is complete.
R5-RMKS	ADMINISTRATIVE CONTRACTING OFFICER UNCODED REMARKS (43A/N) - Enter an In-The-Clear uncoded contract administration data remark (up to 43 positions).
R6-RMKS	ADMINISTRATIVE CONTRACTING OFFICER UNCODED REMARKS (43A/N) - Enter an In-The-Clear uncoded contract administration data remark (up to 43 positions).
R7-RMKS	DS AND FM REMARKS (43A/N) - The *R7* will normally be restricted for use by the Finance Office. It should be utilized to enter the dollar value for prime contracts received for which the DCMD is not the paying office.

DATA ELEMENT	SPECIAL INSTRUCTIONS
TD	TYPE OF DOCUMENT (1A/N) - Enter the type of document being used to identify a delinquent contract, as follows: 2 - DD Form 375-2, L - Letter D - Delete 5 - DD Form 375, M - Message Structured Remark
DT-FWD	DATE FORWARDED (6A/N) - Enter the six position calendar date (YYMMDD) the report was forwarded to the PCO.
DT-DEL	DATE DELINQUENT (6A/N) - Enter the six position calendar date (YYMMDD) on which performance under a contract became overdue.
F-DT	FORECAST DATE (6A/N) - Enter the six position calendar date (YYMMDD) representing a new estimated completion date when there is a delay in contract completion.
K-DT	KNEW DATE (6A/N) - Enter the six position calendar date (YYMMDD) of initial submission of DD Form 375-2, DD Form 375/message/letter.
RMK	UNCODED REMARK (10A/N) - In-The-Clear uncoded remark relating to contract delinquency (up to 11 positions). Additional positions are available as required in the *R8* Remark free format.
PROD-RMK	UNCODED REMARKS (37A/N) - In-The-Clear uncoded remarks (up to 37 positions).
ACO-CDD-RMK	STANDARD ACO CODED REMARKS (42A/N) - Enter the listed code(s) when specified clauses and conditions are contained in the contract. A list of the codes and explanations are located in part 15 of this manual.

3.2.3.2.6 CT1000 - CONTRACT SETUP MENU

a. GENERAL - Users are given access to the final steps in establishing a Procurement Instrument Identification Number in the system via this menu screen. Four selections are available. A general explanation of the purpose of this screen is available within Function zero, Computer Based User Documention.

b. SCREEN FORMAT - Figure 3-22 is a sample screen format for CT1000.

```
************************************************************************
CT1000                    CONTRACT SETUP MENU

              COMPUTER BASED USER DOCUMENTATION.......0
              SETUP ACCOUNTING CLASSIFICATION DATA....1
              SETUP SUPPLY LINE ITEM DATA.............2
              SETUP SUPPLY SCHEDULE DATA..............3
              SETUP SERVICE LINE DATA.................4
              TERMINATE...........................PA2

                   FUNCTION:                   CONTRACT IN PROCESS

                                          PIIN:
                                         SPIIN:        ORG:
```

```
************************************************************************
```

FIGURE 3-22

c. INPUT INSTRUCTIONS - Data for the Contract In-Process are carried forward from the previous input or menu screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-4).

3.2.3.2.7 CT1500 - ACCOUNTING CLASSIFICATION MENU

a. GENERAL - Users may select the service required for entering the Accounting Classification data via this menu screen. A general explanation of this screen is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-23 is a sample screen format for CT1500.

```
**********************************************************************
CT1500                 ACCOUNTING CLASSIFICATION MENU

                    COMPUTER BASED USER DOCUMENTATION...0
                    ARMY...............................1
                    AIR FORCE..........................2
                    DLA................................3
                    NAVY...............................4
                    TERMINATE........................PA2


                           FUNCTION:             CONTRACT IN PROCESS


                                              PIIN:
                                             SPIIN:             ORG:
**********************************************************************
```

FIGURE 3-23

c. INPUT INSTRUCTIONS - Data for the Contract In-Process are carried forward from the previous menu screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION:	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-4).

3.2.3.2.8 CT1510 - ACCOUNTING CLASSIFICATION DATA RECORD - ARMY

a. GENERAL - This function is used to establish Army accounting classification data on a Procurement Instrument Identification Number being added to the system. A general explanation of this function is available by entering CT1510 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-24 is a sample screen format for CT1510.

```
**********************************************************************
CT1510            ACCOUNTING CLASSIFICATION RECORD - ARMY
CBUD:
PIIN:                       SPIIN:          CAO-ORG-CD:        RGS-CD:

                ACRN:                                APROP:
            LMT-SUBH:                               PGM-YR:
             AGCY-CD:                            ALOTM-SER:
           BDGT-PROJ:                           OBJ-CLS-CD:
            CNTRY-CD:                            ACCTG-STA:
          RQST-ORDNO:

         CONTR-PAYMT:                          NON-CELI-PAY:
       FMS-CNTRY-CD:                              OBLIG-AMT:
           PAYG-OFC:                            DOC-REF-NO:
          POSTL-IND:                                 FD-CD:
         DEP-SORT-CD:
**********************************************************************
```

FIGURE 3-24

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous menu screen. Once a complete (correct) accounting record has been accepted, the screen reappears with the ACRN and OBLIG-AMT blanked out. However, all other previously entered data are still shown. For the second appropriation, enter the new ACRN and OBLIG-AMT and overlay any other data which must be changed. To exit depress PA2. Required entries are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - (Reference DAR 20.308.3) (1) All entries must contain data in this field. The input clerk will use the ACRN assigned in the contract. If the contract does not contain an ACRN, the input clerk will assign one and request a modification from the PCO assigning this ACRN via DD Form 1716 with a 30 day reply.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	(2) Enter an assigned two position alphanumeric ACRN for each accounting classification on the contract beginning with AA continuing to AZ, then BA through BZ, etc. The letters I and O shall not be utilized. Duplicate ACRNs are not permitted within a contract entering the data system. (3) Only one ACRN may be assigned to the same Ship To/Mark For within the same contract line or subline item number, except in rare cases when multiple accounting classifications apply to a single unit so the quantity cannot be subdivided to relate to a single accounting classification. In such case, the contract shall provide sufficient information under the heading Payment Instruction for Multiple Fund Accounting Citation to permit proper payment and fund accounting. When more than one ACRN is utilized, a DD Form 1716 will be issued requesting the contract line be subdivided in accordance with above. (4) When a contract has more than one accounting classification assigned to the same CLIN and complies with subparagraph (3), the data input clerk will assign ACRN 9 blank to the LISSR records. ACRN 9 blank will be a cause for manual review of payments. For accrued expenditure reporting these ACRNs will allow the dollar value of the accounts payable to be prorated against ULOs on the CLR.
APROP	APPROPRIATION (10A/N) - Enter the appropriation(s) shown in the contract for each department as follows: First and second positions: Department Identity Code - The number assigned by the Treasury Department to identify the Government department or agency to which an appropriation applies or to which it has been transferred. Third and fourth positions: Transfer Department - The number assigned by the Treasury Department to identify the Government department/agency from which an appropriation was transferred. Fifth position: Appropriation Fiscal Year Beginning - The low order digit of the beginning fiscal year in which a multiyear appropriation is effective. If the appropriation is not a multiyear type, leave this space blank. Sixth position: Appropriation Fiscal Year Ending - The low order digit of (a) the ending fiscal year in which a multiyear appropriation is effective or (b) the fiscal year in which an annual appropriation is effective. If the appropriation is a no-year type, an alphabetic X is used in this position.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	Seventh through tenth positions: Appropriation Fund - A serial number assigned by the Treasury Department to appropriations for identification, control, accounting and reporting purposes.
LMT-SUBH	LIMIT/SUBHEAD (4A/N) - Enter the three or four position limitation. Leave blank if limitation is not applicable to the accounting classification.
PGM-YR	PROGRAM YEAR (1A/N) - Enter the appropriate one position alphanumeric PGM-YR as reflected in the accounting classification. The PGM-YR field must contain data except for appropriation 21 X4991. If PGM-YR is not available, enter the current fiscal year, i.e., for 1983 enter 3.
AGCY-CD	GENERAL OPERATING AGENCY CODE (2A/N) - Enter the appropriate two position general Operating Agency Code (OAC) as reflected in the accounting classification. A general operating agency code is required for all entries.
ALOTM-SER	ALLOTMENT SERIAL (4A/N) - Enter the four position allotment serial number as reflected in the accounting classification. An allotment serial number is not required for appropriation 21 X4991 or 21X4992.
BDGT-PROJ	PROGRAM ELEMENT/BUDGET PROJECT (7A/N) - Enter the appropriate five or seven position alphanumeric program element/budget project as reflected. The field must contain data except for appropriations 21 X4991 and 21 X4992. If appropriation 21 X4991 has a program element/budget project the high order position must be numeric 1 or blank. Left-justify and suffix with blanks. Tab to next field to enter spaces.
OBJ-CLS-CD	OBJECT CLASS CODE (4A/N) - Enter the object class as reflected in this field. The object class normally requires two positions, except IBOP requires three. Zero fill if no data are available.
CNTRY-CD	COUNTRY CODE (2A/N) - Enter the two position alphanumeric country code when reflected.
ACCTG-STA	FISCAL STATION (6A/N) - The program will automatically generate an S in position 1. (Note: An S will not be generated if the department identity code is 97 and the limit/subhead is 4500, 42XX or 43XX.) Enter the numeric data in positions 2-6 as reflected. Field must contain data for all entries. The accounting station field will be validated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED TO TB0092.

DATA ELEMENT	SPECIAL INSTRUCTIONS

RQST-ORDNO

PROCUREMENT REQUEST/ORDER NUMBER (6A/N) - Enter the six position RQST-ORDNO when reflected as follows:

POS.	DATA ELEMENT	EXPLANATION
1	Fiscal Year	Enter applicable Fiscal Year as contained in the PRON. The Fiscal Year is the third position of the position PRON. Must be numeric.
2-6	PRON Serial	Enter the five position serial number of the PRON. The serial number is the fourth through eighth position of the position PRON. Must be numeric.

NOTE: Where multiple RQST-ORDNOs are cited for a single ACRN, this field will be left blank.

CONTR-PAYMT

CONTRACT PAYMENT NOTICE (CPN) RECIPIENT (6A/N) - Enter the DoDAAD Code of the accounting station that is to receive the CPN. If unavailable, enter the DoDAAD Code of the issuing activity.

NON-CELI-PAY

NON-CLIN/ELIN PAYMENT PROVISIONS (11A/N) - Enter the applicable code(s) in the 11 position field as shown in the list found in appendix C if, (1) the contract authorizes contingent services for which the contractor may be reimbursed with charge to this ACRN but for which no CLIN/ELIN is applicable and no obligation has been established (Codes A, B, C, D, E and T) or (2) if the contract provides amounts for materials, services or lump sum payments for charge to this ACRN but for which no CLIN/ELIN has been established (H, J, K, L, M or Z).

FMS-CNTRY-CD

FOREIGN MILITARY SALES COUNTRY CODE (2A/N) - For FMS appropriations, the FMS Country Code is system generated. Note: Not all FMS contracts contain an FMS appropriation. A list of the codes are located in part 15 (Country Codes list) of this manual.

NOTE: The FMS Country Code is used in the Automatic Payment of Progress Payments.

OBLIG-AMT

OBLIGATED AMOUNT (13A/N) - Enter the numeric dollars and cents, up to a maximum of 13 digits, for the ACRN being processed i.e., 99999999999.99 (decimal point is required). Can be zero filled only if NON-CELI-PAY field contains A-E, T or is blank.

DATA ELEMENT	SPECIAL INSTRUCTIONS
PAYG-OFC	PAYING OFFICE (6A/N) - Enter the identity code (DoDAAD Code) of the office making payment for the amount obligated on the ACRN only if the paying office is other than the DCMD. Otherwise, leave this field blank. If this field contains an entry, the PAYG-OFC field on the Contract Data Record, CT1100, must contain a 9 followed by blanks.
DOC-REF-NO	DOCUMENT REFERENCE NUMBER (6A/N) - Enter the appropriate reason or document reference to explain the purpose of the entry(ies) on this record. Enter type of funded obligation document such as PO for Purchase Order, LTR C for Letter Contract, NEG CT for Negotiated Contract. TR-IN for Transfer of a Contract from another source. All entries must contain data in this field.
POSTL-IND	TRANSPORTATION CODE - OBLIGATION (2A/N) - Enter the two position alphanumeric code as reflected. When parcel post or other transporation is obligated on the contract, the code will be TT.
FD-CD	FUND CODE (2A/N) - No entry may be made in this field. It is always system generated.
DEP-SORT-CD	DEPARTMENT SORT CODE (1A/N) - The data are generated as follows: If the PMT-CURNCY on the Provisions Data Record (CT1200) is C, a five is generated. Otherwise, a one is generated.

3.2.3.2.9 CT1520 - ACCOUNTING CLASSIFICATION DATA RECORD - AIR FORCE

a. GENERAL - This function is used to establish Air Force accounting classification data on a Procurement Instrument Identification Number being added to the system. A general explanation of this function is available by entering CT1520 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-25 is a sample screen format for CT1520.

```
**************************************************************************
CT1520          ACCOUNTING CLASSIFICATION RECORD - AIR FORCE
CBUD:
PIIN:                      SPIIN:           CAO-ORG-CD:           RGS-CD:

                 ACRN:                                   APROP:
              LMT-SUBH:                                  FD-CD:
                PGM-YR:                                 AGCY-CD:
           ALOTM-SERNO:                               BDGT-PROJ:
            MTL-PGM-CD:                            EL-XPNS-INV:
                PGM-EL:                               ACCTG-STA:
           CONTR-PAYMT:                           NON-CELI-PAY:
          FMS-CNTRY-CD:                              OBLIG-AMT:
              PAYG-OFC:                             DOC-REF-NO:
             POSTL-IND:
           DEP-SORT-CD:

**************************************************************************
```

FIGURE 3-25

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous menu screen. Once a complete (correct) accounting record has been accepted, the screen reappears with the ACRN and OBLIG-AMT blanked out. However, all other previously entered data are still shown. For the second appropriation, enter the new ACRN and OBLIG-AMT and overlay any other data which should be changed. To exit depress the PA2 key. Required entries are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - (Reference DAR 20.308.3) (1) All entries must contain data in this field. The input clerk will use the ACRN assigned in the contract. If the contract does not contain an ACRN, the input clerk will assign one and request a modification from the PCO assigning this ACRN via DD Form 1716 with a 30 day reply.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	(2) Enter an assigned two position alphanumeric ACRN for each accounting classification on the contract beginning with AA continuing to AZ, then BA through BZ, etc. The letters I and O shall not be utilized. Duplicate ACRNs are not permitted within a contract entering the data system. (3) Only one ACRN may be assigned to the same Ship To/Mark For within the same contract line or subline item number, except in rare cases when multiple accounting classifications apply to a single unit so the quantity cannot be subdivided to relate to a single accounting classification. In such cases, the contract shall provide sufficient information under the heading Payment Instruction for Multiple Fund Accounting Citation to permit proper payment and fund accounting. When more than one ACRN is utilized, a DD Form 1716 will be issued requesting the contract line be subdivided in accordance with the above. (4) When a contract has more than one accounting classification assigned to the same CLIN and complies with subparagraph (3), the data input clerk will assign ACRN 9 blank to the LISSR records. ACRN 9 blank will be a cause for manual review of payments. For accrued expenditure reporting these ACRNs will allow the dollar value of the accounts payable to be prorated against ULOs on the CLR.
APROP	Appropriation (10A/N) - Enter the appropriation(s) shown in the contract for each department as follows: First and second positions: Department Identity Code - The number assigned by the Treasury Department to identify the Government department or agency to which an appropriation applies or to which it has been transferred. Third and fourth positions: Transfer Department - The number assigned by the Treasury Department to identify the Government department/agency from which an appropriation was transferred. Fifth position: Appropriation Fiscal Year Beginning - The low order position of the beginning fiscal year in which a multiyear appropriation are effective. If the appropriation is not a multiyear type, leave this space blank. Sixth position: Appropriation Fiscal Year Ending - The low order digit of (a) the ending fiscal year in which a multiyear appropriation is effective or (b) the fiscal year in which an annual appropriation is effective. If the appropriation is a no-year type, an alphabetic X is used in this position.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	Seventh through tenth positions: Appropriation Fund - A serial number assigned by the Treasury Department to appropriations for identification, control, accounting and reporting purposes.
LMT-SUBH	LIMIT/SUBHEAD (4A/N) - Enter the appropriate three or four position alphanumeric limitation as reflected. Three position limits are left-justified and suffixed with blanks. Defense Mapping Agency funds are to be cited and paid under Air Force. These are identified by limits A802 and 1348.
FD-CD	FUND CODE (2A/N) - Enter the appropriate two position fund code as reflected. The fund code field must contain data for all entries. NOTE: The fund code is the first two positions of the Air Force fund code/program year field.
PGM-YR	PROGRAM YEAR (1A/N) - Enter the appropriate one position program year as reflected in the accounting classification. The PGM-YR field must contain data for all entries. If no data are available, insert the physical year of the document.
AGCY-CD	GENERAL OPERATING AGENCY CODE (2A/N) - Enter the appropriate two position numeric OAC as reflected. Field must contain data for all entries. Zero fill if no data are available.
ALOTM-SER	ALLOTMENT SERIAL (4A/N) - Enter the appropriate two alphanumeric ASN/OBAN as reflected. Field must contain data for all entries. Zero fill if no data are available.
BDGT-PROJ	PROGRAM ELEMENT/BUDGET PROJECT (6A/N) - Enter the appropriate four or six position alphanumeric BPAC as reflected. Field must contain data for all entries (Case and Country Codes) and will be zero filled when no data are available.
MTL-PGM-CD	MATERIAL PROGRAM CODE (6A/N) - Enter appropriate six position alphanumeric data as reflected. Zero fill if no data are available or if any blank spaces exist.
EL-XPNS-INV	ELEMENT OF EXPENSE/INVESTMENT CODE (5A/N) - Enter the appropriate five position EOE/IC. Zero fill if no data are available.
PGM-EL	PROGRAM ELEMENT (6A/N) - Enter appropriate six position alphanumeric data as reflected. Zero fill if no data are available.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACCTG-STA	FISCAL STATION (6A/N) - Enter the appropriate six position numeric accounting station as reflected. Field must contain data for all entries. The accounting station field will be validated against TB0092. If no match is found an error meesage will be generated, 334 ACCTG-STA UNMATCHED TO TB0092.
CONTR-PAYMT	CONTRACT PAYMENT NOTICE RECIPIENT (6A/N) - Enter the DoDAAD Code of the accounting station that is to receive the CPN. If unavailable, enter the DoDAAD Code of the issuing activity.
NON-CELI-PAY	NON-CLIN/ELIN PAYMENT PROVISIONS (11A/N) - Enter the applicable code(s) in the 11 position field as shown on the list in part 15 of this manual. If the contract authorizes contingent services for which the contractor may be reimbursed with charge to this ACRN but for which no CLIN/ELIN is applicable and no obligation has been established (Codes A, B, C, D, E and T) or if the contract provides amounts for materials, services or lump sum payments for charge to this ACRN but for which no CLIN/ELIN has been established (H, J, K, L, M or Z).
FMS-CNTRY-CD	FOREIGN MILITARY SALES COUNTRY CODE (2A/N) - For FMS appropriations the FMS Country Code will be system generated. Note: Not all FMS contracts contain FMS appropriations. A list of the codes are located in part 15 of this manual (Country Codes). NOTE: The FMS Country Code is used in the Automatic Payment of Progress Payments.
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the numeric dollars and cents, up to a maximum of 13 digits, for the ACRN being processed i.e., 99999999999.99 (decimal point is required). Can be zero filled only if NON-CELI-PAY field contains A-E, T or is blank.
PAYG-OFC	PAYING OFFICE (6A/N) - Enter the identity code (DoDAAD Code) of the office making payment for the amount obligated on the ACRN only if the paying office is other than the DCMD. Otherwise, leave this field blank. If this field contains an entry, the PAYG-OFC field on the Contract Data Record, CT1100, must contain a 9 followed by blanks.
DOC-REF-NO	DOCUMENT REFERENCE NUMBER (6A/N) - Enter the appropriate reason or document reference to explain the purpose of the entry(ies) on this record. Enter type of funded obligation document such as PO for Purchase Order, LTR C for Letter Contract, NEG CT for Negotiated Contract, TR-IN for Transfer of a Contract from another source. All entries must contain data in this field.

DATA ELEMENT	SPECIAL INSTRUCTIONS
POSTL-IND	TRANSPORTATION CODE - OBLIGATION (2A/N) - Enter the two position alphanumeric code as reflected. When parcel post or other transportation is obligated on the contract, the code will be TT. Leave blank if not applicable.
DEP-SORT-CD	DEPARTMENT SORT CODE (1A/N) - The data are generated as follows: If the PMT-CURNCY on the Provisions Data Record (CT1200) is C, a 7 is generated. Otherwise, a 3 is generated.

3.2.3.2.10 CT1530 - ACCOUNTING CLASSIFICATION RECORD - DLA

a. GENERAL - This function is used to establish DLA accounting classification data on a Procurement Instrument Identification Number being added to the system. A general explanation of this function is available by entering CT1530 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-26 is a sample screen format for CT1530.

```
**********************************************************************
CT1530            ACCOUNTING CLASSIFICATION RECORD - DLA
CBUD:
PIIN:         SPIIN:            CAO-ORG-CD:           RGS-CD:

                ACRN:                                   APROP:
            LMT-SUBH:                               ALTOM-SUB:
         PGM-CST-ACC:                              OBJ-CLS-CD:
           ACCTG-STA:


         CONTR-PAYMT:                           NON-CELI-PAY:
        FMS-CNTRY-CD:                              OBLIG-AMT:
            PAYG-OFC:                              OC-REF-NO:
           POSTL-IND:                                  FD-CD:
         DEP-SORT-CD:
**********************************************************************
```

FIGURE 3-26

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are carried forward from the previous menu screen. Once a complete (correct) accounting record has been accepted, the screen reappears with the ACRN and OBLIG-AMT fields blanked out. However, all other previously entered data are still shown. For the second appropriation, enter the new ACRN and OBLIG-AMT and overlay any other fields which require change. To exit, depress PA2. Required entries are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS

ACRN

ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - (Reference DAR 20.308.3).

(1) All entries must contain data in this field. The input clerk will use the ACRN assigned in the contract. If the contract does not contain an ACRN, the input clerk will assign one and request a modification from the PCO assigning this ACRN, via DD Form 1716 with a 30 day reply.

DATA ELEMENT

SPECIAL INSTRUCTIONS

(2) Enter an assigned two position alphanumeric ACRN for each accounting classification on the contract beginning with AA continuing to AZ, then BA through BZ, etc. The letters I and O shall not be utilized. Duplicate ACRNs are not permitted within a contract entering the data system.

(3) Only one ACRN may be assigned to the same To/Mark For within the same contract line or subline item number, except in rare cases when multiple accounting classifications apply to a single unit so the quantity cannot be subdivided to relate to a single accounting classification. In such case, the contract shall provide sufficient information under the heading PAYMENT INSTRUCTION FOR MULTIPLE FUND ACCOUNTING CITATION to permit proper payment and fund accounting. When more than one ACRN is utilized, a DD Form 1716 will be issued requesting the contract line be subdivided in accordance with the above.

(4) When a contract has more than one accounting classification assigned to the same CLIN and complies with subparagraph (3), the data input clerk will assign ACRN 9 blank to the LISSR records. ACRN 9 blank will be a cause for manual review of payments. For accrued expenditure reporting these ACRNs will allow the dollar value of the accounts payable to be prorated against ULOs on the CLR.

APROP

APPROPRIATION (10A/N) - Enter the appropriation(s) shown in the contract for each department as follows:

First and second positions: Department Identity Code - The number assigned by the Treasury Department to identify the Government department or agency to which an appropriation applies or to which it has been transferred.

Third and fourth positions: Transfer department - The number assigned by the Treasury Department to identify the Government department/agency from which an appropriation was transferred.

Fifth position: Appropriation Fiscal Year
Beginning - The low order digit of the beginning fiscal year in which a multiyear appropriation is effective. If the appropriation is not a multiyear type, leave this space blank.

Sixth position: Appropriation Fiscal Year Ending - The low order position of (a) the ending fiscal year in which a multiyear appropriation is effective or (b) the fiscal year in which an annual appropriation is effective. If the appropriation is a no-year type, an alphabetic X is used in this position.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	Seventh through tenth positions: Appropriation Fund - A serial number assigned by the Treasury Department to appropriations for identification, control, accounting and reporting purposes.
LMT-SUBH	LIMIT/SUBHEAD (4A/N) - Enter the appropriate four position limitation.
ALOTM-SUB	ALLOTMENT/SUBALLOTMENT (3A/N) - Enter the appropriate three position numeric data element as reflected in the accounting classification. Right-justify and prefix with zeros.
PGM-CST-ACC	PROGRAM AND COST ACCOUNT NUMBER (5A/N) - Enter the appropriate five position numeric data element as reflected. Field must contain data except for appropriation 97 X4961.
OBJ-CLS-CD	OBJECT CLASS (3A/N) - Enter the object class as reflected in this field. The object class normally requires two digits, except IBOP requires three. Zero fill if no data are available.
ACCTG-STA	FISCAL STATION (6A/N) - Enter the appropriate six position numeric accounting station as reflected. Field must contain data for all entries. The accounting station field will be validated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED TO TB0092.
CONTR-PAYMT	CONTRACT PAYMENT NOTICE (CPN) RECIPIENT (6A/N) - Field is system generated and must be left blank.
NON-CELI-PAY	NON-CLIN/ELIN PAYMENT PROVISIONS (11A/N) - Enter the applicable code(s) in the 11-position field as shown in the list found in part 15 of this manual if the contract authorizes contingent services for which the contractor may be reimbursed with charge to this ACRN but for which no CLIN/ELIN is applicable and no obligation has been established (Codes A, B, C, D, E, and T), or if the contract provides amounts for materials, services or lump sum payments for charge to this ACRN but for which no CLIN/ELIN has been established (H, J, K, L, M, or Z).

FMS-CNTRY-CD	FOREIGN MILITARY SALES COUNTRY CODE (2A/N) - On FMS appropriations/contracts enter the two position alphanumeric FMS Country Code. Note: Not all FMS contracts contain an FMS appropriation. A list of the codes are located in part 15 of this manual (Country Codes).
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the numeric dollars and cents, up to a maximum of 13 digits, for the ACRN being processed i.e., 99999999999.99 (decimal point is required). Can be zero filled only if NON-CELI-PAY field contains A-E, T, or is blank.
DATA ELEMENT	SPECIAL INSTRUCTIONS
PAYG-OFC	PAYING OFFICE (6A/N) - Enter the identity code (DoDAAD Code) of the office making payment for the amount obligated on the ACRN only if the paying office is other than the DCMD. Otherwise, leave this field blank. If this field contains an entry, the PAYG-OFC field on the Contract Data Record, CT1100, must contain a 9 followed by blanks.
DOC-REF-NO	DOCUMENT REFERENCE NUMBER (6A/N) - Enter the appropriate reason or document reference to explain the purpose of the entry(ies) on this record. Enter type of funded obligation document such as PO for Purchase Order, LTR C for Letter Contract, NEG CT for Negotiated Contract, TR-IN for Transfer of a Contract from another source. All entries must contain data in this field. ***If the contract line of accounting was established via EDI original contract update, this field will contain "EDI CT".***
POSTL-IND	TRANSPORTATION CODE - OBLIGATION (2A/N) - Enter the two position alphanumeric code as reflected. When parcel post or other transportation is obligated on the contract, the code will be TT.
FD-CD	FUND CODE (2A/N) - No entry required. The system will automatically generate the fund code.
DEP-SORT-CD	DEPARTMENT SORT CODE (1A/N) - The data is generated as follows: If the PMT-CURNCY on the Provisions Data Record (CT1200) is C, a 6 is generated. Otherwise, a 2 is generated.

3.2.3.2.11 CT1540 - ACCOUNTING CLASSIFICATION RECORD - NAVY

a. GENERAL - This function is used to establish Navy accounting classification data on a Procurement Instrument Identification Number being added to the system. A general explanation of this function is available by entering CT1540 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-27 is a sample screen format for CT1540.

```
**************************************************************************
CT1540          ACCOUNTING CLASSIFICATION RECORD - NAVY
CBUD:
PIIN:                   SPIIN:           CAO-ORG-CD:        RGS-CD:

               ACRN:                              APROP:
           LMT-SUBH:                         CLS-CD-NAVY:
         BUR-CTL-NO:                          ALOTM-NAVY:
         ACCTG-ACTY:                         TRX-CD-NAVY:
        PROPTY-ACCT:                         NAVY-CST-CD:

        CONTR-PAYMT:                        NON-CELI-PAY:
       FMS-CNTRY-CD:                           OBLIG-AMT:
           PAYG-OFC                          DOC-REF-NO:
          POSTL-IND:                               FD-CD:
        DEP-SORT-CD:
**************************************************************************
```

FIGURE 3-27

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are carried forward from the previous menu screen. Once a complete (correct) accounting record has been accepted, the screen reappears with the ACRN and OBLIG-AMT field is blanked out. However, all other previously entered data are still shown. For the second appropriation, enter the new ACRN and OBLIG-AMT and overlay any other fields which require change. To exit depress PA2. Required entries are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - (Reference DAR 20.308.3). (1) All entries must contain data in this field. The input clerk will use the ACRN assigned in the contract. If the contract does not contain an ACRN, the input clerk will assign one and request a modification from the PCO assigning this ACRN, via DD Form 1716 with a 30-day reply.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	(2) Enter an assigned two position alphanumeric ACRN for each accounting classification on the contract beginning with AA continuing to AZ, then BA through BZ, etc. The letters I and O shall not be utilized. Duplicate ACRNs are not permitted within a contract entering the data system. (3) Only one ACRN may be assigned to the same Ship To/Mark For within the same contract line or subline item number, except in rare cases when multiple accounting classifications apply to a single unit so the quantity cannot be subdivided to relate to a single accounting classification. In such case, the contract shall provide sufficient information under the heading PAYMENT INSTRUCTION FOR MULTIPLE FUND ACCOUNTING CITATION to permit proper payment and fund accounting. When more than one ACRN is utilized, a DD Form 1716 will be issued requesting the contract line be subdivided in accordance with the above. (4) When a contract has more than one accounting classification assigned to the same CLIN and complies with subparagraph (3), the data input clerk will assign ACRN 9 blank to the LISSR records. ACRN 9 blank will be a cause for manual review of payments. For accrued expenditure reporting these ACRNs will allow the dollar value of the accounts payable to be prorated against ULOs on the CLR.
APROP	APPROPRIATION (10A/N) - Enter the appropriation(s) shown in the contract for each department as follows: First and second positions: Department Identity Code - The number assigned by the Treasury Department to identify the Government department or agency to which an appropriation applies or to which it has been transferred. Third and fourth positions: Transfer department - The number assigned by the Treasury Department to identify the Government department/agency from which an appropriation was transferred. Fifth position: Appropriation Fiscal Year Beginning - The low order digit of the beginning fiscal year in which a multiyear appropriation is effective. If the appropriation is not a multiyear type, leave this space blank. Sixth position: Appropriation Fiscal Year Ending - The low order digit of (a) the ending fiscal year in which a multiyear appropriation is effective or (b) the fiscal year in which an annual appropriation is effective. If the appropriation is a no-year type, an alphabetic X is used in this position.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	Seventh through tenth positions: Appropriation Fund - A serial number assigned by the Treasury Department to appropriations for identification, control, accounting and reporting purposes.
LMT-SUBH	LIMIT/SUBHEAD (4A/N) - Enter the appropriate four position data element as reflected. All entries must contain data in this field, except appropriations 17 X4913, 17 X1108, 17 X4080 or 17 X4117. No subhead is required for appropriation 17 X4911 prior to FY67.
CLS-CD-NAVY	OBJECT CLASS (3A/N) - Enter the object class as reflected in this field. The object class normally requires two positions, except IBOP requires three. Prefix with zeros when the object class contains two positions. Zero fill if no data are available.
BUR-CTL-NO	BUREAU CONTROL NUMBER (5A/N) - Enter the appropriate five position alphanumeric Bureau Control Number, which consists of a two position budget project and a three position allotment. If not available, zero fill.
ALOTM-NAVY	SUBALLOTMENT OR OPERATING BUDGET SUBDIVISION (1A/N) - Enter the one position suballot/OBS. Zero fill if not available.
ACCTG-ACTY	AUTHORIZATION ACCOUNTING ACTIVITY (6A/N) - Enter six position Authorization Accounting Activity (AAA). (Prefix with zeros.) All entries must contain data in this field. Zero fill if not available. NOTE: If six position AAA has an N or M in the first position drop and substitute a zero. The accounting station field will be validated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED To TB0092.
TRX-CD-NAVY	TRANSACTION TYPE (2A/N) - Enter the appropriate two position alphanumeric code as reflected. Navy funds must contain a transaction type code on all entries. Transaction type Codes 1D, 1H and 2B should only be used with AAA, 000014, 000017, 000019, 000024, 000030, and 065872. If appropriation 17 X4912 contains Code 2E change the Code to 2F and notify the contracting office of the change. When parcel post or other transportation charges are obligated, enter TT only. The money amount shown on the transportation obligation will not be entered. If a transaction type is not available on the contractual document use the table in part 15 of this manual to determine the proper code.
PROPTY-ACCT	PROPERTY ACCOUNTING (6A/N) - Enter the appropriate six position alphanumeric property accounting code as reflected.

DATA ELEMENT	SPECIAL INSTRUCTIONS
NAVY-CST-CD	COST CODE (12A/N) - Enter 12-position Navy cost code as cited in the accounting classification. Leave blank if no data are given.
CONTR-PAYMT	CONTRACT PAYMENT NOTICE (CPN) RECIPIENT (6A/N) - Must be blank on Navy appropriations.
NON-CELI-PAY	NON-CLIN/ELIN PAYMENT PROVISIONS (11A/N) - Enter the applicable code(s) in the 11-position field as shown in the list found in part 15 of this manual if the contract authorizes contingent services for which the contractor may be reimbursed with charge to this ACRN but for which no CLIN/ELIN is applicable and no obligation has been established (Codes A, B, C, D, E, and T), or if the contract provides amounts for materials, services or lump sum payments for charge to this ACRN but for which no CLIN/ ELIN has been established (H, J, K, L, M, or Z).
FMS-CNTRY-CD	FOREIGN MILITARY SALES COUNTRY CODE (2A/N) - For FMS appropriations the FMS Country Code will be system generated. Note: Not all FMS contracts contain an FMS appropriation. A list of the codes are located in part 15, appendix 32 of this manual. NOTE: The FMS Country Code is used in the automatic payment of Progress Payments.
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the numeric dollars and cents, up to a maximum of 13 positions, for the ACRN being processed i.e., 99999999999.99 (decimal point is required). Can be zero filled only if NON-CELI-PAY field contains A-E, T, or is blank.
PAYG-OFC	PAYING OFFICE (6A/N) - Enter the identity code (DoDAAD Code) of the office making payment for the amount obligated on the ACRN only if the paying office is other than the DCMD. Otherwise, leave this field blank. If this field contains an entry, the PAYG-OFC field on the Contract Data Record, CT1100, must contain a 9 followed by blanks.
DOC-REF-NO	DOCUMENT REFERENCE NUMBER (6A/N) - Enter the appropriate reason or document reference to explain the purpose of the entry(ies) on this record. Enter type of funded obligation document such as PO for Purchase Order, LTR C for Letter Contract, NEG CT for Negotiated Contract, TR-IN for Transfer of a Contract from another source. All entries must contain data in this field. ***If the contract line of accounting was established via EDI original contract update, this field will contain "EDI CT".***
POSTL-IND	TRANSPORTATION CODE - Obligation (2A/N) - Must be blank for Navy appropriations. System allows no entry.

DATA ELEMENT	SPECIAL INSTRUCTIONS
FD-CD	FUND CODE (2A/N) - This entry is always system generated. No entry is allowed.
DEP-SORT-CD	DEPARTMENT SORT CODE (1A/N) - The data are generated as follows: If the PMT-CURNCY on the Provisions Data Record (CT1200) is C, an eight is generated. Otherwise, a 4 is generated.

3.2.3.2.12 CT1600 - SUPPLY LINE ITEM RECORD

a. GENERAL - This function is used to establish supply line item information for a Procurement Instrument Identification Number being added to the system. A general explanation of this function is avail-able by entering CT1600 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-28 is a sample screen format for CT1600.

```
**************************************************************************
CT1600                    SUPPLY LINE ITEM RECORD
CBUD:
PIIN:                    SPIIN:            CAO-ORG-CD:         RGS-CD:

        CLIN-ELIN:                                 NSN:
      ORD-QTY-IND:                            ORD-QTY:
        PRCH-UNIT:                        EST-PRC-IND:
         UNIT-PRC:                        TOT-AMT-IND:
      TOT-ITM-AMT:                            SPN-REC:
             NOUN:                             PARTNO:
         PQA-SITE:                          ACPT-SITE:
         FOB-SITE:                        QT-PC-OVR-1:
      QT-PC-UND-1:                        LQ-DAMG-IND:
      FIN-ACTN-CD:                            WHLD-CD:
      ACT-FRST-AR:                               ACRN:
      INS-ACPT-CD:                     DAYS-FOR-ACCPT:

**************************************************************************
```

FIGURE 3-28

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are carried forward from the previous menu screen. All data entered from the first supply line except the CLIN-ELIN and ORD-QTY are retained until PA2 is depressed. Required entries are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CLIN-ELIN	CONTRACT LINE ITEM NUMBER-EXHIBIT LINE ITEM NUMBER (6A/N) - Enter the appropriate alphanumeric CLIN or ELIN as contained on the document. Numbering must be in accordance with DAR 20-203; 20-304; 20-305; and 20-306. When the document contains both a CLIN and ELIN for an item, enter the ELIN in this field and the basic CLIN in CLISUB-XHIB field of the Supply Schedule Data Record. The CLIN is usually numeric and is entered as reflected on the documents. An ELIN is recognized by an alpha as the first character and it must be entered as a four position number, e.g., if the document shows item A1, enter A001 in

DATA ELEMENT	SPECIAL INSTRUCTIONS

this field. If an ELIN is entered, pos. 5-6 must be blank. Otherwise, pos. 5-6 may be blank. All entries must contain data in this field. ELINs on DD Form 1423 for which no DD Form 250 is required will be entered as 1423DD. Must be four position alphanumeric without alpha I or O.

Contract Line Item Number Suffix (2) - Enter the appropriate two position alphabetic suffix when reflected on the document. A CLIN may have suffixes or sub-CLIN/ELIN, i.e., if the document shows item A 1AA, the last two characters (AA) will be entered in this field. Must be blank alphanumeric without I or O.

NSN

NATIONAL STOCK NUMBERS (15A/N) - The NSN consists of 13 or 15 positions. A 13-position NSN (5848-00-867-9779) is illustrated below.

POSITIONS	NSN ELEMENT	SAMPLE
1-4	FSC	5848
5-6	NCB	00
7-13	NIIN	8679779

NSNs that have more than 13 positions are prefixed and/or suffixed with alphabetic characters (e.g., AA2340 00 078 5634, IRM 6115 00 123 4567DA, etc.).

(1) The NSN field will be encoded with 13 or 15 positions when NSNs are shown. Do not enter any special characters or blank spaces.

(2) NSNs that do not have prefix and/or suffix are encoded as shown omitting the dashes (-).

(3) NSNs that have prefix and/or suffix are encoded as follows:

(a) NSNs shown on DD Forms 250 of Navy contracts: The prefix to the NSN is disregarded and the first two positions of the suffix are encoded following the NIIN. For example, IR6115001234567DA.

(b) NSNs of other Services and DLA.

1. Prefix and Suffix in NSN: The suffix is dropped and the prefix is encoded following the NIIN. For example, AA584800 867 9779AB is encoded as 5848008679779AA.

2. Only a prefix in NSN: The prefix is encoded following the NIIN. For example, AA2340 00 078 5634 is encoded as 234000 078 5634 AA.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	3. Only a suffix in NSN: Encode beginning with the FSC, NCB, NIIN and drop the excess characters in the suffix when they exceed two positions. If an NSN is not shown, enter one of the following: (c) Service Item. 1. Enter an N in the first position, blank space in the second position and SERVICES in the third through tenth position. Do not enter blanks in the remaining portion of the field. 2. Examples of services are engineering services, computer programming, training, testing, etc. (d) Exhibit Item: Enter an N in the first position, blank space in the second position, and EXHIBIT in the third through ninth positions. Do not enter blanks in the remaining portion of the field. (e) Undefinitized Item: Enter a U in the first position. Enter blanks in the remaining portion of the field. (4) ELIN of DD Form 1423 or AFSC Form 708 that requires destination acceptance: Enter a Z in the first position, blank space in the second position, the DoDAAD Code of the activity authorized to provide acceptance and do not enter blanks in the remaining portion of the field. NOTE: DoDAAD Codes may have to be obtained elsewhere than the DD Form 1423, i.e., DoDAAD directory. (5) The NSN is not applicable: (a) Enter an N in the first position, and leave the remaining portion of the field blank. (Do not enter blanks). (b) An example of when an NSN is not applicable is a line item for a prototype model or when item number 1423DD is used.
ORD-QTY-IND	Estimated Quantity Indicator (1A/N) - Enter an E when the quantity is estimated; otherwise, leave this field blank.
ORD-QTY	ORDER QUANTITY (11A/N) (1) Enter the appropriate order quantity shown for each CLIN.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	(2) When the order quantity is unknown, enter a U in the first position. (3) If this line item references an exhibit or service, enter an N in the first position.
PRCH-UNIT	PURCHASE UNIT (2A/N) - Enter the appropriate unit of measure as shown on the document. In those instances where the datum was incorrectly omitted from the document, the matter should be resolved by reviewing the table of unit of measure. Unit of measure for service line items will be as cited in the contractual documents or abbreviated in accordance with the codes listed in part 15, appendix 38 of this manual. If no unit of measure is cited, enter lot, LO, quantity of 1, and send DD Form 1716 requesting clarification/correction.
EST-PRC-IND	ESTIMATED UNIT PRICE INDICATOR (1A/N) - Enter an E when the unit price is estimated; otherwise, leave this field blank.
UNIT-PRC	UNIT PRICE (12A/N) - Enter the unit price as shown on the document to four decimal places (seven positions for dollar amount and two each for cents and mills i.e., 9999999.9999). NOTE: Decimal point must be input. If the unit price is less than $1.00, input decimal point and two positions cents and two positions mills. If mills exceed two positions, insert a 9 in the first position and leave the remainder of the field blank. When a document contains Net Unit Prices (NUP) as a result of trade discounts, packaging, or DD Form 250 charges, etc., the NUP will be inserted rather than the regular unit price as shown. Whenever unit price is not shown, determine which of the following conditions apply: (1) When the unit price is unavailable but will be furnished later, enter a U in the first position. (2) On other than fixed price services, the unit price may not be applicable. Enter an N in the first position. (3) If this contract subline or exhibit subline item is Not Separately Priced (NSP) and the unit price is included within the unit price of a related subline item, enter a C in the first position. (4) When the unit price equals or exceeds $10,000,000.00, an entry of 9 is required. An entry of 9 indicates that the unit price will be subsequently determined by review of the contract.

DATA ELEMENT	SPECIAL INSTRUCTIONS
TOT-AMT-IND	ESTIMATED TOTAL AMOUNT INDICATOR (1A/N) - When the total item amount is estimated or undefinitized, enter an E. Otherwise, leave this field blank.
TOT-ITM-AMT	TOTAL ITEM AMOUNT (12A/N) - If the ORD-QTY field is U Blank and/or the UNIT-PRC field is U Blank, N Blank, or C Blank the system will generate N Blank in this field. If UNIT-PRC field is 9 Blank, enter the total item amount as shown including decimal (i.e., 999.99). Otherwise, the system will insert the UNIT-PRC multiplied by the ORD-QTY.
SPN-REC	ITEM OR PROJECT MANAGER (6A/N) - If the activity to receive MILSCAP follow-on records of shipment performance is not the Issued By or an activity co-located with the Issued By, enter a valid DoDAAD Code. Otherwise, leave this field blank.
NOUN	NOUN (11A/N) - Enter the first 11 positions of the name or description (as space permits) of the item being procured. If the noun is the same as the noun entered on the Contract Data Record (screen CT1100), leave this field blank.
PARTNO	PART NUMBER (32A/N) - Enter the manufacturer's part number prefixed with the Commercial and Government Entity (CAGE) Code and part number which is normally found in the supply item description portion of the contract. If a part number is not available, leave this field blank. If fractions are involved in the part number, enter in three positions; for example one-half would be input as 1/2.
PQA-SITE	PROCUREMENT QUALITY ASSURANCE SITE (1A/N) - Enter the applicable Procurement Quality Assurance Site (inspection point) as shown for this item in the contract (S - Source, D - Destination).
ACPT-SITE	ACCEPTANCE SITE (1A/N) - Enter the applicable acceptance point as shown for this item in the contract (S - Source, D - Destination).
FOB-SITE	FREE ON BOARD SITE (1A/N) - Enter the applicable F.O.B. point as shown for this item in the contract (S - Source, D - Destination).
QT-PC-OVR-1	QUANTITY VARIANCE OVER (2A/N) - Enter the overrun percent for the line item as authorized by the contract. Variances will be entered as shown in part 15, appendix 70 of this manual (Quantity Variance Table). Leave blank if no overrun is authorized for the item. For fractions of 2 1/8% through 9 7/8%, the whole number percentage will be substituted for the one shown in the table in part 15 of this manual (i.e.,

DATA ELEMENT	SPECIAL INSTRUCTIONS
	1F for 1 3/4% becomes 2F for 2 3/4%). If none of the table combinations accurately express the variation, enter 9 Blank (refer to contract) in these positions. For subsistence, brand name contracts, see part 15 of this manual for variations requirements for W type contracts.
QT-PC-UND-1	QUANTITY VARIANCE UNDER (2A/N) - Enter the underrun percent for the line item as authorized by the contract. Variances will be entered as shown in part 15 of this manual (Quantity Variance Table). If none of the table combinations accurately express the variation, enter 9 Blank (refer to contract) in these positions.
LQ-DAMG-IND	LIQUIDATED DAMAGES CHARGES AUTHORIZED (1A/N) - Enter an A if the contract has a liquidated damages clause applicable to the line item being entered. Otherwise, leave this field blank. The following DAR clauses will determine whether damages in delinquent shipments apply: (1) DAR 7-103.11 with 7-105.5 insert or FAR 52.249-8 and 52.212-4. (2) DAR 7-104.7 with 7-105.5 insert or FAR 52.212-4. (3) DAR 7-1902.8 with 7-1904.4 and 7-105.5 insert or FAR 52.249-8 and 52.212-14 and 52.212-4. An entry in the Liquidated Damages Charges Authorized field in the Provision Data Record, Supply Line Item Record or Service Line Item Record will automatically generate an A in the Special Contract Provisions field of the Contract Data Record.
FIN-ACTN-CD	FINANCIAL ACTION CODE (1A/N) - Normally this field will be left blank. The Financial Action Code is mechanically generated based on the following logic: Line item on fixed-price type contract or combination of fixed-price and cost type and ACRN is other than U Blank will be assigned FAC 3, all other FAC 4. In those cases where the FAC should be other than the mechanically generated code, the FAC will be entered, i.e., FAC 4 should always be entered for those ELINs established as item 1423DD or cost type items billed on public voucher, as cost reimbursement. Type of contract Codes A, B, C, J, K, L, M, and O will automatically generate a Financial Action Code (FAC) 3, unless the ACRN is U Blank, then FAC Code 4 will be generated. All other types of contract codes will generate an FAC 4. However, if the contract requires a DD Form 250 and the item is priced, enter FAC 3 on the initial input of the contract into the data base.

DATA ELEMENT	SPECIAL INSTRUCTIONS
WHLD-CD	WITHHOLD CODE (1A/N) - Enter A when DAR clause 7-104.7 is cited and sublines are not separately priced. Payment will be withheld until all NSP lines are delivered. An entry of A in the Withholding Code field of the Supply Line Item Record will automatically generate a Q, Subline Item - NSP, in the Special Contract Provisions field of the Contract Data Record. Enter B when DAR 9-504 has caused the insertion of DAR clause 7-104.9H in which withholding may be directed by the ACO due to delay in receipt of technical data. The entry of a B in the WHLD-CD will generate a B on the Provisions Data Record and an ACO Code R9-29 on the Remarks Record.
ACT-FRST-AR	FIRST ARTICLE ACCEPTANCE DATE (6A/N) - ***This field is system generated and protected. If a shipment has not been made it is the first DLY-SCH-DT of all shipments for this line item plus the number of days in DAYS-FOR-ACCPT. If a shipment has been made it is the Shipment Date plus DAYS-FOR-ACCPT. If days for acceptance is blank, this field will also be blank.***
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - Enter the appropriate ACRN which represents the accounting classification that is applicable to a given CLIN. In rare cases when multiple accounting classifications apply to the same CLIN (including subline) and the quantity cannot be subdivided to relate to a single ACRN, enter 9 followed by a blank.
INS-ACPT-CD	INSPECTION ACCEPTANCE CODE (2A/N) - Enter the appropriate two character document identifier in the first two positions to identify the inspection acceptance coding. If inspection is the same as the I/A Code on the Provisions Data Record (screen CT1200), leave blank. For a list of the codes and explanations see part 15, appendix 28 of this manual. NOTE: ZZ Code will only be used if a specific inspection/acceptance code is not referenced anywhere else in the contract or order, e.g., assign I/A as stated for hardware, if software indicates no I/A.
DAYS-FOR-ACCPT	***DAYS FOR ACCEPTANCE (3N) - Enter the number of days per the first article acceptance clause.***

3.2.3.2.13 CT1610 - SUPPLY SCHEDULE DATA RECORD

a. GENERAL - This function is used to establish supply schedule information on a procurement instrument being added to the system. A general explanation of this function is available by entering CT1610 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-29 is a sample screen format for CT1610.

```
**************************************************************************
CT1610                 SUPPLY SCHEDULE DATA RECORD
CBUD:
PIIN:             SPIIN:            CAO-ORG-CD:         RGS-CD:

    CLIN-ELIN:                                     SHP-TO:
       MK-FOR:                                 DLSCHDT-IND:
  DLVY-SCH-DT:                                 MNO-AND-SFX:
  SCH-QTY-IND:                                 DLV-SCH-QTY:
  CLISUB-XHIB:                                 TRNS-PRI-CD:
         ACRN:
```

****
FIGURE 3-29

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are carried forward from the previous menu screen. All data, except the DLV-SCH-QTY, remain on the screen once the first schedule has been accepted. Depress PA2 to exit. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CLIN-ELIN	CONTRACT LINE ITEM NUMBER-EXHIBIT LINE ITEM NUMBER (6A/N) - Enter the appropriate alphanumeric CLIN or ELIN to correspond to the Supply Line Item Data Record (Screen CT1600).
SHP-TO	SHIP TO (6A/N) - Enter the valid DoDAAD or H8 Code of the destination to receive the item as specified in the contract. If an H8 Code is entered, prefix with a blank. If no destination is specified and shipping instructions are to be furnished at a later date, enter a U for undefinitized in the first position, leaving the remainder of the field blank. Multiple ship to points require multiple schedule records.

DATA ELEMENT	SPECIAL INSTRUCTIONS
MK-FOR	MARK FOR (6A/N) - Enter the valid DoDAAD Code of the ultimate recipient of the item. In addition, a Mark For with a Y in the first position can also be entered. The Y indicates the remainder of the coding in the field is meaningful only to the recipient and is not a formally established identity code. Leave blank when no Mark For is available. Multiple Mark Fors require multiple schedule records.
DLSCHDT-IND	ESTIMATED DELIVERY SCHEDULE DATE INDICATOR (1A/N) - When the schedule is estimated, an E must be entered. Otherwise, leave this field blank.
DLVY-SCH-DT	DELIVERY SCHEDULE DATE (6A/N) - Firm Dates: Enter the contractual dates for delivery of the end item to destination. Date will be entered as year, month and day (YYMMDD). (1) Monthly schedule deliveries, i.e., Item 0001 with a quantity of ten will be delivered at the rate of two per month for five months starting 15 July 1982. Five scheduled entries will be made for scheduled dates of 82 07 15, 82 08 15, 82 09 15, 82 10 15, and 82 11 15. Multiple schedule dates will require separate Supply Schedule Records. (2) Delivery schedules for contracts which specify definite calendar dates will be entered to reflect the dates in the contract. Contracts with delivery schedules which must be computed, will be computed from the following base dates: (a) Date of execution - The latest date of signature of either executing party or the indicated effective date of the contract, whichever is later. (b) Date of receipt - For AF contracts, the stamped mailing date which appears on the cover sheet of the contract plus ten days. For all other contracts the date of execution plus ten days. (3) Contingent delivery schedules. Where the contractual document states that a schedule will become effective at a specific time after an earlier action, it will be assumed the earlier action will occur on the date scheduled. Contracts, in which the delivery schedule of production quantities contain delivery schedule contingencies, shall be updated whenever the contingencies are fulfilled. Delivery schedules of production quantities shall be updated whenever the Government does not provide acceptance on the first article by the prescribed date. An internal DCMD action to correct the schedule will be required. On these contracts, the Contract Management Directorate will be responsible for providing the Finance Office with corrected data for the new schedules.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	(4) Concurrent delivery schedule. Use the contract delivery schedule of the major end item to establish the schedule for items to be delivered at the same time. Failure to deliver the major end item on schedule will not effect the delivery schedules of concurrent items when the contract delivery schedules of the major end items are revised by a contract change document. (5) Token delivery. Token deliveries result when the contract shows starting and ending delivery dates without specifying quantities except for the total on order quantity. The last delivery date will be used for the schedule. (Example: Total quantity of 100 units with delivery to start within 30 days after receipt of contract/order (ARO) and completed within 120 days. No breakdown of delivery quantities specified.) The schedule will be established for the delivery of 100 units 120 days ARO. Nothing would be scheduled for token delivery 30 days after receipt of contract/order. (6) Quarterly schedules will show the date within the last month of the quarter in which delivery is required and there will be no schedules set up for the intervening two months. Bulk delivery schedules will have a single delivery date. Separate entries must be made for each quantity and date. (7) Multiple MILSTRIP numbers for a specific item will require separate entries even when the dates to be shipped are identical. (8) Estimated Dates. (a) On as required DD Form 1423 data items not shipped concurrent with the hardware, the scheduled dates will be estimated and equal to the contract FDD. If the FDDs on these contracts are subsequently changed, the schedule on the as required data items also should be changed, (i.e., modifications, etc.). 1423 DD (dummy) items having estimated schedules should also be revised to reflect the latest delivery date when the contract FDD is changed. However, 1423DD items are always estimated schedules. (b) If no FDD is specified on the contract, an estimated date of one year is used and a DD Form 1716 written requesting clarification/correction of FDD. (c) When a schedule is not present, such as M&O type contract, enter the contract FDD with an estimated indicator. Date will remain estimated until a firm date is established by a modification. (9) Undefinitized Dates: When the date is undefinitized, a U will be entered.

DATA ELEMENT	SPECIAL INSTRUCTIONS

MNO-AND-SFX

MILSTRIP DATA (15A/N) - Normally, all hardware items indicated on Army contracts that are shipped to consignees outside the prime contractor's plant require MILSTRIP Document Numbers. Examples of items not assigned with MILSTRIP Document Number Army contracts are listed below:

(1) DD Form 1423 Exhibit Line Items.

(2) Service Line Items.

(3) Repair parts purchased by the contractor and shipped in-place (no movement or to contract bond room) for servicing repairables.

(4) Prototype model.

The MILSTRIP document number is also known as the requisition number, RQN NR., RQN, etc., on Air Force and Navy contracts.

Enter the first 14 positions of the MILSTRIP number when shown. If not shown, leave the data field blank. The MILSTRIP document number is illustrated below:

POSITIONS	FIELD DEFINITION
1-6	Alphanumeric DoDAAD Code, Alpha I or O are not permitted.
7-10	Numeric year and Julian date
11-14	Alphanumeric serial number

Examples of 14 positions of the MILSTRIP document number to be encoded are W56HZV 0305 0051, FW2026 9278 2008, N00188 0177 6038, etc.

Validation summary: The entire field may be blank or validated as follows:

POS.	ELEMENT	VALIDATION
1	Service	Must be alpha A-F, H, J-N, P-W, Z, or numeric 0-9.
2-6	Requisitioner	Must be filled.
7	Julian Year	Must be 0-9.
8-10	Julian Day	Must be 001-366.
11-14	Serial number	Must be alphanumeric.

MILSTRIP document number suffix. Enter the MILSTRIP document suffix, if given. Otherwise, leave this position (15th) blank.

SCH-QTY-IND

ESTIMATED SCHEDULE QUANTITY (1A/N) - When the quantity scheduled for delivery is estimated, enter an E. Otherwise, leave this field blank.

DATA ELEMENT	SPECIAL INSTRUCTIONS
DLV-SCH-QTY	DELIVERY SCHEDULE QUANTITY (11A/N) (1) Enter the quantity scheduled for each delivery schedule. (2) When the quantity is undefinitized, enter a U. The system will automatically space fill the remainder of the field.
CLISUB-XHIB	CLIN/SUB-CLIN FOR EXHIBIT (6A/N) - If an ELIN is involved, enter the contract line item number/subline which established the exhibit for the exhibit line item number shown in the CLIN/ELIN field on the Supply Line Item Record. Note: If position 1 of the CLIN/ELIN field is numeric (0-9) blanks should be entered in this field.
TRNS-PRI-CD	TRANSPORTATION PRIORITY (1A/N) - Enter the applicable transportation priority for consignment and marking instructions as shown in the contract. If no entry is in the contract, leave this field blank. Codes are 1, 2, 3, and 4.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - Enter the appropriate ACRN which represents the accounting classification that is applicable to a given destination (SHIP-TO/MARK-FOR), delivery date and quantity. When Multiple Accounting Classifications apply to a single destination (SHIP-TO/MARK-FOR), so that a quantity cannot be subdivided to relate to a single accounting classification, enter a 9 in the first position. In those cases where the ACRN cannot be determined, shipping instructions are to be furnished later and a U for undefinitized appears in the SHP-TO field of this record, enter a U in the first position of the ACRN.

3.2.3.2.14 CT1700 - SERVICE LINE ITEM DATA RECORD

a. GENERAL - This function is used to establish service line item information on a Procurement Instrument Identification Number being added to the system. A general explanation of this function is available by entering CT1700 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-30 is a sample screen format for CT1700.

```
**************************************************************************
CT1700                    SERVICE LINE ITEM RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

          CLIN-ELIN:                          SCHED-IND:
         SVC-CMPL-DT:                         DESCR-SVC:
            PQA-SITE:                         ACPT-SITE:
                ACRN:                       TOT-AMT-IND:
         TOT-ITM-AMT:                           SPN-REC:
         LQ-DAMG-IND:                       FIN-ACTN-CD:
             WHLD-CD:                       INS-ACPT-CD:

**************************************************************************
```

FIGURE 3-30

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are carried forward from the previous menu screen. All data except CLIN-ELIN are retained once a service line item has been accepted. Depress PA2 to exit. Required entries are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CLIN-ELIN	CONTRACT LINE ITEM NUMBER-EXHIBIT LINE ITEM NUMBER (6A/N) - Enter the appropriate alphanumeric CLIN or ELIN as contained on the document. Numbering must be in accordance with DAR 20-203; 20-304; 20-305; and 20-306. Positions five and six may be blank. All entries must contain data in this field.
SCHED-IND	ESTIMATED SERVICE COMPLETION DATE INDICATOR (1A/N) - When the completion date is estimated this indicator must be E. Otherwise, leave this field blank.
SVC-CMPL-DT	SERVICE COMPLETION DATE (6A/N) - Enter the calendar date (YYMMDD) a given service is scheduled to be completed.

DATA ELEMENT	SPECIAL INSTRUCTIONS
DESCR-SVC	DESCRIPTION OF SERVICES (25A/N) - Enter a portion of the services description not to exceed 25 positions.
PQA-SITE	PROCUREMENT QUALITY ASSURANCE SITE (1A/N) - Enter the applicable Procurement Quality Assurance Site (inspection point) as shown for this item in the contract (S - Source, D - Destination).
ACPT-SITE	ACCEPTANCE SITE (1A/N) - Enter the applicable acceptance point as shown for this item in the contract (S - Source, D - Destination).
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - Enter the appropriate ACRN which represents the accounting classification that is applicable to a given CLIN. In rare cases when multiple accounting classifications apply to the same CLIN (including subline) and the quantity cannot be subdivided to relate to a single ACRN, enter 9 followed by a blank.
TOT-AMT-IND	ESTIMATED TOTAL AMOUNT INDICATOR (1A/N) - When the total item amount is estimated or undefinitized, enter an E. Otherwise, leave this field blank.
TOT-ITM-AMT	TOTAL ITEM AMOUNT (12A/N) - Enter the total amount (dollars and cents for this line item, i.e., 999.99). If the amount is undefinitized, enter U in the first position. The system will generate blanks to the remainder of the field. If the amount is not applicable, enter N in the first position. The system will generate blanks to the remainder of the field.
SPN-REC	ITEM OR PROJECT MANAGER (6A/N) - If the activity to receive MILSCAP follow-on records of shipment performance is not issued by an activity co-located with the Issued By, enter a valid DoDAAD Code; otherwise, leave this field blank.
LQ-DAMG-IND	LIQUIDATED DAMAGES CHARGES AUTHORIZED (1A/N) - Enter an A if the contract has a liquidated damages clause applicable to the line item being entered. Otherwise, leave this field blank. The following DAR clauses will determine whether damages in delinquent shipments apply: (1) DAR 7-103.11 with 7-105.5 insert or FAR 52.249-8 and 52.212-4. (2) DAR 7104.7 with 7-105.5 insert or FAR 52.212-4. (3) DAR 7-1902.8 with 7-1904.4 and 7-105.5 insert or FAR 52.249-8 and 52.212-14 and 52.212-4.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	An entry in the Liquidated Damages Charges Authorized field in the Provisions Data Record, Supply Line Item Record or Service Line Item Record will automatically generate an A, Liquidated Damages, in the Special Contract Provisions field of the Contract Data Record.
FIN-ACTN-CD	FINANCIAL ACTION CODE (1A/N) - Normally this field will be left blank. The Financial Action Code is mechanically generated based on the following logic: Line item on fixed-price type contract or combination of fixed-price and cost type and ACRN is other than U blank will be assigned FAC 3, all other FAC 4. In those cases where the FAC should be other than the mechanically generated code, the FAC will be entered, i.e., FAC 4 should always be entered for those ELINs established as item 1423DD or cost type items billed on public voucher, as cost reimbursement. Type of Contract Codes A, B, C, J, K, L, M, and O will automatically generate a Financial Action Code (FAC) 3, unless the ACRN is U bank, then FAC Code 4 will be generated. All other types of contract codes will generate an FAC 4. However, if the contract requires a DD Form 250 and the item is priced, enter FAC 3 on initial input of the contract into the data base.
WHLD-CD	WITHHOLD CODE (1A/N) - Enter an A when DAR clause 7-104.7 is cited and sublines are not separately priced. Payment will be withheld until all NSP lines are delivered. Enter B when DAR 9-504 has caused the insertion of DAR clause 7-104.9(h) in which withholding may be directed by the ACO due to delay in receipt of technical data. Entry of a B in WHLD-CD will generate a B on the Provisions Data Record and an ACO Code R9-29 on the Remarks Record.
INS-ACPT-CD	INSPECTION ACCEPTANCE CODE (2A/N) - Enter the appropriate two character document identifier in the first two positions to identify the inspection acceptance coding. If inspection is the same as the I/A Code on the Provisions Data Record (Screen CT1200), leave this field blank. For a list of the codes and explanations see part 15, appendix 28 of this manual. NOTE: ZZ Code will only be used if a specific inspection/ acceptance code is not referenced anywhere else in the contract or order, e.g., assign I/A as stated for hardware, if software indicates no I/A.

3.2.3.3 MODIFICATION/CORRECTION DATA INPUT INSTRUCTIONS

3.2.3.3.1 CT2000 - MODIFICATION HEADER RECORD

a. GENERAL - This function is used to enter the administrative data unique to each modification entered into the system. A general explanation of this function is available by entering CT2000 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-31 is a sample screen format for CT2000.

```
**********************************************************************
CT2000                    MODIFICATION HEADER RECORD
CBUD:
PIIN:                SPIIN:             CAO-ORG-CD:      RGS-CD:

        EFF DT:                              MOD-AUTH:
       ISSD-BY:                              ADMIN-BY:
      KIND-MOD:                           SIGN-DT-MOD:





**********************************************************************
```

FIGURE 3-31

c. INPUT INSTRUCTION - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
EFF-DT	EFFECTIVE DATE (6A/N) - Enter the six position calendar date (YYMMDD) shown as the effective date of the modification. This field may be left blank.
MOD-AUTH	MODIFICATION AUTHORITY (15A/N) - Enter up to 15 positions of explanation for the authority to issue the modification. This field may be blank.
ISSD-BY	ISSUED BY (6A/N) - Enter the six position DoDAAD Code of the office issuing the contractual document. May be left blank if DEPT-CD is other than A, F, M, N, or S.
ADMIN-BY	ADMINISTERED BY (6A/N) - Enter the six position DoDAAD of the office having responsibility for administration of the contract. Must match the Administered By entered for the original contract.

DATA ELEMENT	SPECIAL INSTRUCTIONS
KIND-MOD	KIND OF MODIFICATION (1A/N) - Indicates the kind of modification. For a list of codes and the applicable descriptions, see the appendices in part 15 of this manual.
SIGN-DT-MOD	SIGNATURE DATE OF MODIFICATION (6A/N) - The signature date of the modification as shown on the contractual document. Enter as a six position calendar date (YYMMDD).

3.2.3.3.2 CT3000 - CORRECTION/MODIFICATION MASTER MENU

a. GENERAL - This menu screen allows the user to select which type of record is to be corrected/modified. A general explanation of the purpose of this menu screen exists within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-32 is a sample screen format for CT3000.

```
************************************************************************
CT3000          CORRECTION/MODIFICATION MASTER MENU



COMPUTER BASED USER DOC......0   ACCTG DATA RECD MASTER MENU.......5
CONTRACT DATA RECORD.........1   LINE ITEM MASTER MENU.............6
PROVISIONS DATA RECORD.......2   SUPPLY SCHEDULE MASTER MENU.......7
PAYEE NAME & ADDRESS DATA....3
RECD                             TERMINATE......................PA2
REMARKS DATA RECORD..........4



                   FUNCTIONS:        PIIN:
                                    SPIIN:             ORG:



************************************************************************
```

FIGURE 3-32

c. INPUT INSTRUCTIONS - PIIN, SPIIN, and ORG are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1A/N) - A selection must be entered in this field. Must be numeric (0-7). Function 3 may only be selected when the document indicates that an alternate payee name and address exists.

3.2.3.3.3 CT3110 - MAINTAIN CONTRACT DATA RECORD

a. GENERAL - This function allows the user to make changes to the Contract Data Record existing within the system. The system will display this record as it currently exists in the Data Entry Data Base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3110 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-33 is a sample screen format for CT3110.

```
************************************************************************
CT3110              MAINTAIN CONTRACT DATA RECORD
CBUD:
PIIN:                       SPIIN:            CAO-ORG-CD:        RGS-CD:

           CAGE:  01263                       CONTRR-FACL:
     REMIT-ADRS:                                 ADMIN-BY:  S1501A
        ISSD-BY:  DUMMY                          PAYG-OFC:
    SCTY-CLS-CD:  U                               DMS-RTG:  9
    CRIT-DES-CD:                                 CMDTY-CD:  A3
     UNLTRL-IND:                               FMS-RQ-IND:
    PROD-SUV-CD:  2                           KIND-CON-CD:  1
    TY-CONTR-CD:  J                             FUNC-LMTN:
           NOUN:  TEST                             WPNS-CD:  ZZZZ
         EFF-DT:  96 02 15                    DT-OF-SIGNR:  96 02 15
    SPC-CON-PVN:  CE                          TOTAMT-CONT:
         ACO-CD:  GHB                         INDUS-SP-CD:  GJQ
     PROP-AD-CD:  GU8                             DEPT-CD:  D
    BUY-ACTY-CD:  TY                           CAR-PARTNO:  A
     CAR-SEC-NO:  1                           T-CONTRR-CD:  B
     DVY-DT-IND:                               FNL-DVY-DT:  97 03 14
    CON-ASGM-CD:  P                       CUR-TOTAMT-CONT:  1000.00
                                            KR-FNL-DVY-DT:  97 03 14


************************************************************************
```

FIGURE 3-33

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be changed in accordance with the input instructions for entering a new contract into the system except as indicated:

DATA ELEMENT	SPECIAL INSTRUCTIONS
TOTAMT-CONT	TOTAL AMOUNT OF CONTRACT (14A/N) - Enter the net increase or decrease in the total amount of the contract. Enter up to 14 positions of numeric data with decimal (i.e., 99999999999.99). If there is no change in the total amount of the contract, enter two zeros preceded with a decimal (i.e., .00). Decreases should be followed by a minus sign (-).

DATA ELEMENT	SPECIAL INSTRUCTIONS
CUR-TOTAMT-CONT	CURRENT TOTAL AMOUNT OF CONTRACT (14A/N) - This field is for information only and displays to the user the total amount of contract currently on the data base.
CAR-SEC-NO	CONTRACT ADMINISTRATION REPORT SECTION NUMBER (1A/N) - If existing CAR-SEC-NO is 5, 8, or 9, the contract must be reopened (Inventory process) before the modification or correction is processed. Otherwise, may enter 1, 2, 3, 4, or 5. A 5 may be entered on support contracts, payment only contracts and Department of Energy contracts only. If the CAR-PARTNO field contains a C, the section may not be changed to a 2 or 3.
KR-FNL-DVY-DT	***CONTRACTOR RESPONSIBILITY DATE (6N) - System generated and protected, except may be changed by trusted agent.***

3.2.3.3.4 CT3120 - MAINTAIN PROVISIONS DATA RECORD

a. GENERAL - This function allows the user to make changes to the Provisions Data Record existing within the system. The system will display this record as it currently exists in the data base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3120 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-34 is a sample screen format for CT3120.

```
**********************************************************************
CT3120            MAINTAIN PROVISIONS DATA RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

          DISCNT-TRMS:                            DISC-DY-NET:
          DISC-IN-OTH:                             PMT-CURNCY:
             IBOP-IND:                               IBOP-PCT:
          IBOP-CTY-CD:                            IBOP-CGY-CD:
             CEIL-PCT:                                PMT-PCT:
           US-RCP-PCT:                            FMS-PMT-PCT:
          FMS-RCP-PCT:                              FEE-CONTR:
            CST-CONTR:                           AUDTR-APRVL:
           RVU-CONTRS:                           DSTN-SHP-RQ:
          MIN-SIZ-SHP:                           FRT-CRG-AUT:
          PKG-CRG-AUT:                           SHPG-WT-DIM:
          VAL-ENG-IND:                           LQD-DMG-IND:
          NAM-ADR-IND:                           TEC-DATA-RQ:
          SPCL-TOOLNG:                           INS-ACPT-CD:


**********************************************************************
```

FIGURE 3-34

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be changed in accordance with the input instructions for entering a new contract into the system.

3.2.3.3.5 CT3130 - MAINTAIN PAYEE NAME AND ADDRESS DATA RECORD

a. GENERAL - This function allows the user to make changes to the Payee Name and Address Data Record existing within the system. The system will display this record as it currently exists in the data base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3130 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-35 is a sample screen format for CT3130.

```
**************************************************************************
CT3130         MAINTAIN PAYEE NAME AND ADDRESS RECORD
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

          ADRS-LIN1:
          ADRS-LIN2:
          ADRS-LIN3:
          ADRS-LIN4:
          ADRS-LIN5:
          ADRS-LIN6:     CITY:
                            ST:
                       ZIP-CD:

**************************************************************************
```

FIGURE 3-35

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be changed in accordance with the input instructions for entering a new contract into the system.

3.2.3.3.6 CT3140 - MAINTAIN REMARKS DATA RECORD

a. GENERAL - This function allows the user to make changes to the Remarks Data Record existing within the system. The system will display this record as it currently exists in the Data Entry Data Base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3140 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-36 is a sample screen format for CT3140.

```
**********************************************************************
CT3140                    REMARKS DATA RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

 *R1*    P-CONTR-PIN:                       P-CONTR-SPN:
             UT-NAME:                           UT-ADRS:

 *R2* FAD:          EST-CLSG-DT:           R2-RSN-CDS:

 *R3*  1ST-SHOW-R3:                  R3-RSN-CDS:
      RSN-FOR-DRMT:

 *R4* 1ST-SHOW-R4:                DSFM-RMK:
 *R5*                          R5-RMK:
 *R6*                          R6-RMK:
 *R7*                          R7-RMK:


 *R8*  R8-RMK-TD:       DT-FWD:          DT-DEL:            RN-CD:
                          F-DT:            K-DT:              RMK:
       (FREE)             PROD-RMK:
 *R9*                  ACO-CDD-RMK:


**********************************************************************
```

FIGURE 3-36

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be changed in accordance with the input instructions for entering a new contract into the system. Note: Whatever is entered on the screen will overlay the current data on the Data Entry Data Base. To delete a code or remark simply erase it from this screen.

3.2.3.3.7 CT3200 - MAINTAIN ACCOUNTING CLASSIFICATION MASTER MENU

a. GENERAL - This menu screen allows the user to select which type of action (add, change or delete) is to be performed. The add function will allow the user to add additional accounting classification records. The change or delete functions allow these actions to be taken on existing records. A general description of the purpose of this menu screen exists within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-37 is a sample screen format for CT3200.

```
**********************************************************************
CT3200          MAINTAIN ACCOUNTING CLASSIFICATION MASTER MENU

      COMPUTER BASED USER DOCUMENTATION.........................0
      ADD NEW ACCOUNTING CLASSIFICATION DATA RECORD.... ........1
      CHANGE EXISTING ACCOUNTING CLASSIFICATION DATA RECORD.......2
      DELETE EXISTING ACCOUNTING CLASSIFICATION DATA RECORD.......3
      RETURN TO CORRECTION/MODIFICATION MASTER MENU.............PA2


                        FUNCTION:        CONTRACT IN PROCESS
                                        PIIN:
                                       SPIIN:          ORG:

                                        ACRN:




**********************************************************************
```

FIGURE 3-37

c. INPUT INSTRUCTIONS - PIIN, SPIIN, and ORG are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1A/N) - A selection must be entered in this field. Must be numeric (0-3).
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - For Function 1 the ACRN entered must not match an existing ACRN on the data base. For Functions 2 and 3 the ACRN entered must be one that does exist on the data base. The ACRN entered for Function 3 (delete) may not have a payment recorded against it or be referenced on a line item as the ACRN to record payment against.

3.2.3.3.8 CT3210 - ACCOUNTING SERVICE SELECTION MENU

a. GENERAL - Users may select the Service required for entering the Accounting Classification data via this menu screen. A general explanation of this screen is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-38 is a sample screen format for CT3210.

```
**********************************************************************
 CT3210                 ACCOUNTING SERVICE SELECTION

                    COMPUTER BASED USER DOCUMENTATION......0
                    ARMY...................................1
                    AIR FORCE..............................2
                    DLA....................................3
                    NAVY...................................4
                    TERMINATE............................PA2


                        FUNCTION:                   CONTRACT IN PROCESS
                                                 PIIN:
                                                SPIIN:           ORG:
**********************************************************************
```

FIGURE 3-38

c. INPUT INSTRUCTIONS - Data for the CONTRACT IN-PROCESS are carried forward from the previous menu screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-4).

3.2.3.3.9 CT3211 - ADD ACCOUNTING CLASSIFICATION DATA RECORD - ARMY

a. GENERAL - This function allows the user to add Army accounting records to contracts already on the data base. A general explanation of this function is available by entering CT3211 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-39 is a sample screen format for CT3211.

```
************************************************************************
CT3211          ADD ACCOUNTING CLASSIFICATION RECORD - ARMY
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

                ACRN:                                  APROP:
            LMT-SUBH:                                 PGM-YR:
             AGCY-CD:                             ALOTM-SER:
           BDGT-PROJ:                            OBJ-CLS-CD:
            CNTRY-CD:                             ACCTG-STA:
          RQST-ORDNO:

         CONTR-PAYMT:                          NON-CELI-PAY:
       FMS-CNTRY-CD:                              OBLIG-AMT:
           PAYG-OFC:                            DOC-REF-NO:
          POSTL-IND:                                 FD-CD:
         DEP-SORT-CD:                           CR-ULO-IND:

************************************************************************
```

FIGURE 3-39

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be entered in accordance with input instructions for entering any new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the numeric dollars and cents, up to 13 digits, for the ACRN being added, i.e., 9999999999.99 (decimal point is required). Can be zero filled only if the NON-CELI-PAY field contains A-E, T, or is blank. When a negative amount must be entered, the amount entered must be followed by a minus sign (-) and an F entered in the CR-ULO-IND field.

CR-ULO-IND	CREDIT UNLIQUIDATED OBLIGATION INDICATOR (1A) - When a credit amount is entered in the OBLIG-AMT field (minus sign), an F must be entered in this field. Otherwise, leave this field blank.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACCTG-STA	ACCOUNTING STATION (6A/N) - Enter the accounting station. The accounting station field will be validated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED TO TB0092.

3.2.3.3.10 CT3212 - ADD ACCOUNTING CLASSIFICATION DATA RECORD – AIR FORCE

a. GENERAL - This function allows the user to add Air Force accounting records to contracts already on the data base. A general explanation of this function is available by entering CT3212 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-40 is a sample screen format for CT3212.

```
***********************************************************************
CT3212          ADD ACCOUNTING CLASSIFICATION RECORD - AIR FORCE
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

                 ACRN:                                  APROP:
              LMT-SUBH:                                 FD-CD:
                PGM-YR:                                AGCY-CD:
           ALOTM-SERNO:                               BDGT-PROJ:
            MTL-PGM-CD:                             EL-XPNS-INV:
                PGM-EL:                               ACCTG-STA:
           CONTR-PAYMT:                            NON-CELI-PAY:
          FMS-CNTRY-CD:                               OBLIG-AMT:
              PAYG-OFC:                             DOC-REF-NO:
             POSTL-IND:                             CR-ULO-IND:
           DEP-SORT-CD:

***********************************************************************
```

FIGURE 3-40

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be entered in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the numeric dollars and cents, up to 13 digits, for the ACRN being added, i.e., 9999999999.99 (decimal point is required). Can be zero filled only if the NON-CELI-PAY field contains A-E, T or is blank. When a negative amount must be entered, the amount entered must be followed by a minus sign (-) and an F entered in the CR-ULO-IND field.

DATA ELEMENT	SPECIAL INSTRUCTIONS
CR-ULO-IND	CREDIT UNLIQUIDATED OBLIGATION INDICATOR (1A) - When a credit amount is entered in the OBLIG-AMT field (minus sign (-)), an F must be entered in this field. Otherwise, leave this field blank.
ACCTG-STA	ACCOUNTING STATION (6A/N) - Enter the accounting station. The accounting station field will be validated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED TO TB0092.

3.2.3.3.11 CT3213 - ADD ACCOUNTING CLASSIFICATION DATA RECORD - DLA

a. GENERAL - This function allows the user to add DLA accounting records to contracts already on the data base. A general explanation of this function is available by entering CT3213 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-41 is a sample screen format for CT3213.

```
**********************************************************************
CT3213          ADD ACCOUNTING CLASSIFICATION RECORD - DLA
CBUD:
PIIN:                    SPIIN:            CAO-ORG-CD:        RGS-CD:

                 ACRN:                                  APROP:
              LMT-SUBH:                              ALTOM-SUB:
           PGM-CST-ACC:                             OBJ-CLS-CD:
             ACCTG-STA:

           CONTR-PAYMT:                          NON-CELI-PAY:
          FMS-CNTRY-CD:                             OBLIG-AMT:
              PAYG-OFC:                             DOC-REF-NO:
             POSTL-IND:                                  FD-CD:
           DEP-SORT-CD:                             CR-ULO-IND:
```

****

FIGURE 3-41

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be entered in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the numeric dollars and cents, up to 13 digits, for the ACRN being added, i.e., 9999999999.99 (decimal point is required). Can be zero filled only if the NON-CELI-PAY field contains A-E, T, or is blank. When a negative amount must be entered, the amount entered must be followed by a minus sign (-) and an F entered in the CR-ULO-IND field.
CR-ULO-IND	CREDIT UNLIQUIDATED OBLIGATION INDICATOR (1A) - When a credit amount is entered in the OBLIG-AMT field (minus sign (-)), an F must be entered in this field. Otherwise, leave this field blank.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACCTG-STA	ACCOUNTING STATION (6A/N) - Enter the accounting station. The accounting station field will be validated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED TO TB90092.

3.2.3.3.12 CT3214 - ADD ACCOUNTING CLASSIFICATION DATA RECORD - NAVY

a. GENERAL - This function allows the user to add Navy accounting records to contracts already on the data base. A general explanation of this function is available by entering CT3214 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-42 is a sample screen format for CT3214.

```
**************************************************************************
CT3214          ADD ACCOUNTING CLASSIFICATION RECORD - NAVY
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

                ACRN:                                 APROP:
            LMT-SUBH:                            CLS-CD-NAVY:
          BUR-CTL-NO:                             ALOTM-NAVY:
          ACCTG-ACTY:                            TRX-CD-NAVY:
         PROPTY-ACCT:                            NAVY-CST-CD:

         CONTR-PAYMT:                           NON-CELI-PAY:
        FMS-CNTRY-CD:                              OBLIG-AMT:
            PAYG-OFC:                             DOC-REF-NO:
           POSTL-IND:                                  FD-CD:
         DEP-SORT-CD:                             CR-ULO-IND:

**************************************************************************
```

FIGURE 3-42

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be entered in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the numeric dollars and cents, up to 13 digits, for the ACRN being added, i.e., 9999999999.99 (decimal point is required). Can be zero filled only if the NON-CELI-PAY field contains A-E, T, or is blank. When a negative amount must be entered, the amount entered must be followed by a minus sign (-) and an F entered in the CR-ULO-IND field.
CR-ULO-IND	CREDIT UNLIQUIDATED OBLIGATION INDICATOR (1A) - When a credit amount is entered in the OBLIG-AMT field (minus sign (-)), an F must be entered in this field. Otherwise, leave this field blank.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACCTG-ACTY	ACCOUNTING ACTIVITY (6A/N) - Enter the accounting activity. The accounting activity field will be validated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED TO TB0092.

3.2.3.3.13 CT3221 - CHANGE ACCOUNTING CLASSIFICATION DATA RECORD - ARMY

a. GENERAL - This function allows the user to make changes to the Accounting Classification Data Record - Army existing within the system. The system will display this record as it currently exists in the data base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3221 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-43 is a sample screen format for CT3221.

```
**********************************************************************
CT3221          CHANGE ACCOUNTING CLASSIFICATION RECORD - ARMY
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

                ACRN:                                   APROP:
            LMT-SUBH:                                  PGM-YR:
             AGCY-CD:                              ALOTM-SER:
           BDGT-PROJ:                             OBJ-CLS-CD:
            CNTRY-CD:                              ACCTG-STA:
          RQST-ORDNO:

         CONTR-PAYMT:                          NON-CELI-PAY:
       FMS-CNTRY-CD:                              OBLIG-AMT:
           PAYG-OFC:                             DOC-REF-NO:
          POSTL-IND:                                  FD-CD:
         DEP-SORT-CD:                            CR-ULO-IND:

                                                 CUR-OBLIG:
                                                UNLQ-OBLIG:

**********************************************************************
```

FIGURE 3-43

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. The following fields are protected and may not be changed: ACRN, RQST-ORDNO, APROP, LMT-SUBH, DEP-SORT-CD, PGM-YR, AGCY-CD, ACCTG-STA, FD-CD. All other fields may be changed in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the net increase or decrease of the obligated amount as a numeric including the decimal point (i.e, 9999999999.99). Decreases should be followed by a minus sign (-). If there is no change in obligated amount enter two zeros preceded by a decimal (i.e., .00).

DATA ELEMENT	SPECIAL INSTRUCTIONS
CR-ULO-IND	CREDIT UNLIQUIDATED OBLIGATION INDICATOR (1A) - When the net decrease entered in OBLIG-AMT will cause the unliquidated obligation to become a credit amount, an F must be entered in this field. An error message will appear when this condition exists. Otherwise, this field must be left blank.
CUR-OBLIG	CURRENT OBLIGATION (13A/N) - This field is for information only and displays to the user the obligated amount currently on the data base.
UNLQ-OBLIG	UNLIQUIDATED OBLIGATION (13A/N) - This field is for information only and displays to the user the unliquidated obligation currently on the data base.
ACCTG-STA	ACCOUNTING STATION (6A/N) - Enter the accounting station. The accounting station field will be validated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED TO TB0092.

3.2.3.3.14 CT3222 - CHANGE ACCOUNTING CLASSIFICATION DATA RECORD - AIR FORCE

a. GENERAL - This function allows the user to make changes to the Accounting Classification Data Record - Air Force existing within the system. The system will display this record as it currently exists in the data base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3222 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-44 is a sample screen format for CT3222.

```
**************************************************************************
CT3222          CHANGE ACCOUNTING CLASSIFICATION RECORD - AIR FORCE
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

                ACRN:                                APROP:
            LMT-SUBH:                                FD-CD:
              PGM-YR:                              AGCY-CD:
         ALOTM-SERNO:                            BDGT-PROJ:
          MTL-PGM-CD:                          EL-XPNS-INV:
              PGM-EL:                            ACCTG-STA:
         CONTR-PAYMT:                         NON-CELI-PAY:
        FMS-CNTRY-CD:                            OBLIG-AMT:
            PAYG-OFC:                           DOC-REF-NO:
           POSTL-IND:                           CR-ULO-IND:
         DEP-SORT-CD:
                                                 CUR-OBLIG:
                                                UNLQ-OBLIG:
```

```
**************************************************************************
```

FIGURE 3-44

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. The following fields are protected and may not be changed: ACRN, APROP, LMT-SUBH, DEP-SORT-CD, PGM-YR, AGCY-CD, FD-CD. All other fields may be changed in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the net increase or decrease of the obligated amount as a numeric including the decimal point (i.e, 9999999999.99). Decreases should be followed by a minus sign (-). If there is no change in obligated amount enter two zeros preceded by a decimal (i.e., .00).

DATA ELEMENT	SPECIAL INSTRUCTIONS
CR-ULO-IND	CREDIT UNLIQUIDATED OBLIGATION INDICATOR (1A) - When the net decrease entered in OBLIG-AMT will cause the unliquidated obligation to become a credit amount, an F must be entered in this field. An error message will appear when this condition exists. Otherwise, this field must be left blank.
CUR-OBLIG	CURRENT OBLIGATION (13A/N) - This field is for information only and displays to the user the obligated amount currently on the data base.

UNLQ-OBLIG UNLIQUIDATED OBLIGATION (13A/N) - This field is for information only and displays to the user the unliquidated obligation currently on the data base.

ACCTG-STA ACCOUNTING STATION (6A/N) - Enter the accounting station. The accounting station field will be validated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED TO TB0092.

3.2.3.3.15 CT3223 - CHANGE ACCOUNTING CLASSIFICATION DATA RECORD - NAVY

a. GENERAL - This function allows the user to make changes to the Accounting Classification Data Record - Navy existing within the system. The system will display this record as it currently exists in the data base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3223 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-45 is a sample screen format for CT3223.

```
*************************************************************************
CT3223          CHANGE ACCOUNTING CLASSIFICATION RECORD - NAVY
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

                 ACRN:                                 APROP:
              LMT-SUBH:                           CLS-CD-NAVY:
            BUR-CTL-NO:                            ALOTM-NAVY:
            ACCTG-ACTY:                           TRX-CD-NAVY:
           PROPTY-ACCT:                           NAVY-CST-CD:

           CONTR-PAYMT:                          NON-CELI-PAY:
          FMS-CNTRY-CD:                             OBLIG-AMT:
              PAYG-OFC:                            DOC-REF-NO:
             POSTL-IND:                                 FD-CD:
           DEP-SORT-CD:                            CR-ULO-IND:

                                                    CUR-OBLIG:
                                                   UNLQ-OBLIG:

*************************************************************************
```

FIGURE 3-45

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. The following fields are protected and may not be changed: ACRN, APROP, LMT-SUBH, DEP-SORT-CD, ACCTG-ACTY, FD-CD, CONTR-PAYMT, ALOTM-NAVY, TRX-CD-NAVY, POSTL-IND. All other fields may be changed in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the net increase or decrease of the obligated amount as a numeric including the decimal point (i.e, 9999999999.99). Decreases should be followed by a minus sign (-). If there is no change in obligated amount enter two zeros preceded by a decimal (i.e., .00).

DATA ELEMENT	SPECIAL INSTRUCTIONS
CR-ULO-IND	CREDIT UNLIQUIDATED OBLIGATION INDICATOR (1A) - When the net decrease entered in OBLIG-AMT will cause the unliquidated obligation to become a credit amount, an F must be entered in this field. An error message will appear when this condition exists. Otherwise, this field must be left blank.
CUR-OBLIG	CURRENT OBLIGATION (13A/N) - This field is for information only and displays to the user the obligated amount currently on the data base.
UNLQ-OBLIG	UNLIQUIDATED OBLIGATION (13A/N) - This field is for information only and displays to the user the unliquidated obligation currently on the data base.
ACCTG-ACTY	ACCOUNTING ACTIVITY (6A/N) - Enter the accounting activity. The accounting activity field will be valiated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED TO TB0092.

3.2.3.3.16 CT3224 - CHANGE ACCOUNTING CLASSIFICATION DATA RECORD - DLA

a. GENERAL - This function allows the user to make changes to the Accounting Classification Data Record - DLA existing within the system. The system will display this record as it currently exists in the data base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3224 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-46 is a sample screen format for CT3224.

```
***************************************************************************
CT3224          CHANGE ACCOUNTING CLASSIFICATION RECORD - DLA
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

                ACRN:                                APROP:
            LMT-SUBH:                            ALTOM-SUB:
          PGM-CST-ACC:                           OBJ-CLS-CD:
            ACCTG-STA:


          CONTR-PAYMT:                         NON-CELI-PAY:
         FMS-CNTRY-CD:                            OBLIG-AMT:
             PAYG-OFC:                          DOC-REF-NO:
           POSTL-IND:                                FD-CD:
          DEP-SORT-CD:                          CR-ULO-IND:

                                                 CUR-OBLIG:
                                                UNLQ-OBLIG:



***************************************************************************
```

FIGURE 3-46

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. The following fields are protected and may not be changed: ACRN, APROP, LMT-SUBH, DEP-SORT-CD, ACCTG-ACTY, FD-CD. All other fields may be changed in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
OBLIG-AMT	OBLIGATED AMOUNT (13A/N) - Enter the net increase or decrease of the obligated amount as a numeric including the decimal point (i.e, 9999999999.99). Decreases should be followed by a minus sign (-). If there is no change in obligated amount enter two zeros preceded by a decimal (i.e., .00).

DATA ELEMENT	SPECIAL INSTRUCTIONS
CR-ULO-IND	CREDIT UNLIQUIDATED OBLIGATION INDICATOR (1A) - When the net decrease entered in OBLIG-AMT will cause the unliquidated obligation to become a credit amount, an F must be entered in this field. An error message will appear when this condition exists. Otherwise, this field must be left blank.
CUR-OBLIG	CURRENT OBLIGATION (13A/N) - This field is for information only and displays to the user the obligated amount currently on the data base.
UNLQ-OBLIG	UNLIQUIDATED OBLIGATION (13A/N) - This field is for information only and displays to the user the unliquidated obligation currently on the data base.
ACCTG-STA	ACCOUNTING STATION (6A/N) - Enter the accounting station. The accounting station field will be validated against TB0092. If no match is found an error message will be generated, 334 ACCTG-STA UNMATCHED TO TB0092.

3.2.3.3.17 CT3225-CT3228 - DELETE ANY EXISTING ACCOUNTING CLASSIFICATION DATA RECORD

a. GENERAL - When the user selects the delete function on CT3200, Maintain Accounting Classification Master Menu, and enters the ACRN to be deleted, the system will display the appropriate accounting classification record (Army, Air Force, DLA, Navy). The user may then verify that this is the record to be deleted. To delete the record the user will depress ENTER or the delete action can be canceled by depressing PA2. A general explanation of the function of the delete screens can be obtained by entering CT3225, CT3226, CT3227, or CT3228, as appropriate, in the CBUD field.

b. SCREEN FORMATS - Figures 3-47 through 3-50 are sample screen formats for CT3225, CT3226, CT3227, and CT3228, respectively.

```
************************************************************************
CT3225          DELETE ACCOUNTING CLASSIFICATION RECORD - ARMY
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

                ACRN:                                  APROP:
            LMT-SUBH:                                 PGM-YR:
             AGCY-CD:                             ALOTM-SER:
           BDGT-PROJ:                            OBJ-CLS-CD:
            CNTRY-CD:                             ACCTG-STA:
          RQST-ORDNO:

         CONTR-PAYMT:                          NON-CELI-PAY:
       FMS-CNTRY-CD:                              OBLIG-AMT:
           PAYG-OFC:                            DOC-REF-NO:
          POSTL-IND:                                 FD-CD:
         DEP-SORT-CD:
```

```
************************************************************************
```

FIGURE 3-47

```
************************************************************************
CT3226          DELETE ACCOUNTING CLASSIFICATION RECORD - AIR FORCE
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

                ACRN:                                  APROP:
            LMT-SUBH:                                  FD-CD:
              PGM-YR:                               AGCY-CD:
         ALOTM-SERNO:                            BDGT-PROJ:
          MTL-PGM-CD:                          EL-XPNS-INV:
              PGM-EL:                             ACCTG-STA:
         CONTR-PAYMT:                          NON-CELI-PAY:
       FMS-CNTRY-CD:                              OBLIG-AMT:
           PAYG-OFC:                            DOC-REF-NO:
          POSTL-IND:
         DEP-SORT-CD:
```

```
************************************************************************
```

FIGURE 3-48

```
************************************************************************
CT3227          DELETE ACCOUNTING CLASSIFICATION RECORD - NAVY
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

                ACRN:                                 APROP:
            LMT-SUBH:                           CLS-CD-NAVY:
          BUR-CTL-NO:                            ALOTM-NAVY:
          ACCTG-ACTY:                           TRX-CD-NAVY:
         PROPTY-ACCT:                           NAVY-CST-CD:

         CONTR-PAYMT:                          NON-CELI-PAY:
        FMS-CNTRY-CD:                             OBLIG-AMT:
            PAYG-OFC:                            DOC-REF-NO:
           POSTL-IND:                                 FD-CD:
         DEP-SORT-CD:
```

FIGURE 3-49

```
************************************************************************
CT3228          DELETE ACCOUNTING CLASSIFICATION RECORD - DLA
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

                ACRN:                                 APROP:
            LMT-SUBH:                            ALTOM-SUB:
         PGM-CST-ACC:                           OBJ-CLS-CD:
           ACCTG-STA:


         CONTR-PAYMT:                          NON-CELI-PAY:
        FMS-CNTRY-CD:                             OBLIG-AMT:
            PAYG-OFC:                            DOC-REF-NO:
           POSTL-IND:                                 FD-CD:
         DEP-SORT-CD:
```

FIGURE 3-50

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and cannot be changed. With the exception of DOC-REF-NO for which input instructions are identical to those for entering new contracts into the system, all other fields are protected and no entries are required/allowed.

3.2.3.3.18 CT3300 - MAINTAIN LINE ITEM RECORD MASTER MENU

a. GENERAL - This menu screen allows the user to select which action is to be taken. These actions are to add a new Service or Supply Line Item, or change or delete an existing line item. A general explanation of the purpose of this menu screen is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-51 is a sample screen format for CT3300.

```
**********************************************************************
CT3300              MAINTAIN LINE ITEM RECORDS


          COMPUTER BASED USER DOCUMENTATION..................0
          ADD NEW SERVICE LINE ITEM RECORD...................1
          ADD NEW SUPPLY LINE ITEM RECORD....................2
          CHANGE EXISTING LINE ITEM RECORD...................3
          DELETE EXISTING LINE ITEM RECORD...................4
          RETURN TO CORRECTION/MODIFICATION MASTER MENU....PA2

                  FUNCTION:            CONTRACT IN PROCESS
                                      PIIN:
                                     SPIIN:          ORG:

                 CLIN-ELIN:





**********************************************************************
```

FIGURE 3-51

c. INPUT INSTRUCTIONS - PIIN, SPIIN, and ORG are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-4).
CLIN-ELIN	CONTRACT LINE ITEM NUMBER - EXHIBIT LINE ITEM NUMBER (6A/N) - For Functions 1 and 2, leave this field blank. For Function 3 or 4, enter the CLIN-ELIN to be changed or deleted. The CLIN-ELIN entered must match a CLIN-ELIN that exists on the data base. The line item selected for a delete transaction may not have a shipment recorded against it.

3.2.3.3.19 CT3310 - ADD SERVICE LINE ITEM DATA RECORD

a. GENERAL - This function allows the user to add Service Line Item records to contracts already on the data base. A general explanation of this function is available by entering CT3310 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-52 is a sample screen format for CT3310.

```
************************************************************************
CT3310                ADD SERVICE LINE ITEM RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

   CLIN-ELIN:                        SCHED-IND:
 SVC-CMPL-DT:                        DESCR-SVC:
    PQA-SITE:                        ACPT-SITE:
        ACRN:                      TOT-AMT-IND:
 TOT-ITM-AMT:                          SPN-REC:
 LQ-DAMG-IND:                      FIN-ACTN-CD:
     WHLD-CD:                      INS-ACPT-CD:

************************************************************************
```

FIGURE 3-52

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be entered in accordance with input instructions for entering new contracts into the system.

3.2.3.3.20 CT3410 - ADD SUPPLY LINE ITEM DATA RECORD

a. GENERAL - This function allows the user to add Supply Line Item records to contracts already on the data base. A general explanation of this function is available by entering CT3410 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-53 is a sample screen format for CT3410.

```
**************************************************************************
CT3410                ADD SUPPLY LINE ITEM RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

      CLIN-ELIN:                                NSN:
    ORD-QTY-IND:                           ORD-QTY:
      PRCH-UNIT:                       EST-PRC-IND:
       UNIT-PRC:                       TOT-AMT-IND:
    TOT-ITM-AMT:                           SPN-REC:
           NOUN:                            PARTNO:
       PQA-SITE:                         ACPT-SITE:
       FOB-SITE:                       QT-PC-OVR-1:
    QT-PC-UND-1:                       LQ-DAMG-IND:
    FIN-ACTN-CD:                           WHLD-CD:
    ACT-FRST-AR:                              ACRN:
    INS-ACPT-CD:                    DAYS-FOR-ACCPT:



**************************************************************************
```

FIGURE 3-53

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be entered in accordance with input instructions for entering new contracts into the system.

3.2.3.3.21 CT3321 - CHANGE SERVICE LINE ITEM DATA RECORD

a. GENERAL - This function allows the user to make changes to the Service Line Item Data Record existing within the system. The system will display this record as it currently exists in the Data Entry Data Base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3321 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-54 is a sample screen format for CT3321.

```
**************************************************************************
CT3321             CHANGE SERVICE LINE ITEM RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

    CLIN-ELIN:                          SCHED-IND:
  SVC-CMPL-DT:                          DESCR-SVC:
     PQA-SITE:                          ACPT-SITE:
         ACRN:                        TOT-AMT-IND:
  TOT-ITM-AMT:                            SPN-REC:
  LQ-DAMG-IND:                        FIN-ACTN-CD:
      WHLD-CD:                       INSP-ACPT-CD:


                                      CUR-TOT-AMT:


**************************************************************************
```

FIGURE 3-54

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, RGS-CD, and CLIN-ELIN are duplicated from the previous screen and may not be changed. All other fields may be changed in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
DESCR-SVC	DESCRIPTION OF SERVICES (25A/N) - This field may be left blank on converted contracts.
PQA-SITE	PROCUREMENT QUALITY ASSURANCE SITE (1A/N) - This field may be left blank on converted contracts.
TOT-ITM-AMT	TOTAL ITEM AMOUNT (13A/N) - Enter the net increase or decrease of the total item amount as a numeric with decimal (i.e., 999999999.99). If there is no change in the total item amount enter two zeros preceded by a decimal (i.e., .00). Decreases should be followed by a minus sign (-).

DATA ELEMENT	SPECIAL INSTRUCTIONS
CUR-TOT-AMT	CURRENT TOTAL AMOUNT (13A/N) - This field is for information only and displays to the user the total item amount currently on the data base.

3.2.3.3.22 CT3421 - CHANGE SUPPLY LINE ITEM DATA RECORD

a. GENERAL - This function allows the user to make changes to the Supply Line Item Data Record existing within the system. The system will display this record as it currently exists in the data base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3421 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-55 is a sample screen format for CT3421.

```
**********************************************************************
CT3421                CHANGE SUPPLY LINE ITEM RECORD
CBUD:
PIIN:  DLA500 96 CG001   SPIIN:    CAO-ORG-CD:  GD   RGS-CD:  C000001

      CLIN-ELIN:  0001                        NSN:  N
    ORD-QTY-IND:                          ORD-QTY:
      PRCH-UNIT:  EA                  EST-PRC-IND:
       UNIT-PRC:  .00000              TOT-AMT-IND:
    TOT-ITM-AMT:  .00                     SPN-REC:
           NOUN:  TEST                     PARTNO:
       PQA-SITE:  S                    ACPT-SITE:  S
       FOB-SITE:  S                   QT-PC-OVR-1:
    QT-PC-UND-1:                      LQ-DAMG-IND:
    FIN-ACTN-CD:  3                       WHLD-CD:
    ACT-FRST-AR:                             ACRN:  AA
    INS-ACPT-CD:  SS                DAYS-FOR-ACCPT:

                                      CUR-ORD-QTY:  10
```

****

FIGURE 3-55

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, RGS-CD, and CLIN-ELIN are duplicated from the previous screen and may not be changed. All other fields may be changed in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
NSN	NATIONAL STOCK NUMBER (15A/N) - This field may be blank on converted contracts and no validation is performed on the structure of this field for

converted contracts.

PQA-SITE — PROCUREMENT QUALITY ASSURANCE SITE (1A/N) - This field may be blank on converted contracts.

FOB-SITE — FREE ON BOARD SITE (1A/N) - This field may be blank on converted contracts.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ORD-QTY	ORDER QUANTITY (11A/N) - Enter the net increase or decrease of the order quantity. Must be numeric (0-9). Decreases should be followed by a minus sign (-). If there is no change in order quantity enter a zero.
CUR-ORD-QTY	CURRENT ORDER QUANTITY (11A/N) - This field is for information only and displays to the user the order quantity currently on the data base.

3.2.3.3.23 CT3322 AND CT3422 - DELETE ANY EXISTING LINE ITEM RECORD

a. GENERAL - When the user selects the delete function on CT3300, Maintain Line Item Master Menu, and enters the CLIN-ELIN to be deleted, the system will display the appropriate line item record (Service or Supply). The user may then verify that this is the record to be deleted. To delete the record the user will depress ENTER or the delete action can be canceled by depressing PA2. A general explanation of the function of the delete screens can be obtained by entering CT3322 or CT3422, as appropriate, in the CBUD field.

b. SCREEN FORMATS - Figures 3-56 and 3-57 are sample screen formats for CT3322 and CT3422, respectively.

```
**********************************************************************
CT3322                DELETE SERVICE LINE ITEM RECORD

PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

   CLIN-ELIN:                              SCHED-IND:
 SVC-CMPL-DT:                              DESCR-SVC:
    PQA-SITE:                              ACPT-SITE:
        ACRN:                            TOT-AMT-IND:
 TOT-ITM-AMT:                                SPN-REC:
 LQ-DAMG-IND:                            FIN-ACTN-CD:
     WHLD-CD:                           INSP-ACPT-CD:
```

```
***********************************************************************
                              FIGURE 3-56

***********************************************************************
CT3422              DELETE SUPPLY LINE ITEM DATA
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

      CLIN-ELIN:                                NSN:
    ORD-QTY-IND:                            ORD-QTY:
      PRCH-UNIT:                       EST-PRC-IND:
       UNIT-PRC:                       TOT-AMT-IND:
    TOT-ITM-AMT:                           SPN-REC:
           NOUN:                            PARTNO:
       PQA-SITE:                         ACPT-SITE:
       FOB-SITE:                       QT-PC-OVR-1:
    QY-PC-UND-1:                       LQ-DAMG-IND:
    FIN-ACTN-CD:                           WHLD-CD:
    ACT-FRST-AR:                              ACRN:
    INS-ACPT-CD:
```

```
***********************************************************************
                              FIGURE 3-57
```

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and CLIN-ELIN are duplicated from the previous screen and cannot be changed. All other fields are protected and no entries are required/allowed.

3.2.3.3.24 CT3500 - MAINTAIN SUPPLY SCHEDULE MASTER MENU

a. GENERAL - This menu screen allows the user to select what action is to be performed. These actions are to add a new schedule record, change or delete an existing schedule record, or correct control data on an existing schedule record. ***PIIN, SPIIN, and CAO-ORG-CD are generated from the previous screen. The cursor will be in the CLIN-ELIN field. Enter the CLIN-ELIN to be updated and depress ENTER. If the CLIN-ELIN is valid the cursor will go to a field to the left of Add New Supply Schedule Record. To add a new supply schedule record depress 1 and ENTER. If the CLIN-ELIN entered has Schedule records they will be generated. If Function 2, 3, or 4 is the required tranaction, depress TAB until the cursor is under the FUNC field of the appropriate schedule. (There may be multiple pages of schedules. If MORE appears on the lower left of the screen, depress ENTER until record is found.) Once the cursor is in front of the appropriate enter 2, 3, or 4 to process the transaction.***

b. SCREEN FORMAT - Figure 3-58 is a sample screen format for CT3500.

```
**********************************************************************
CT3500              MAINTAIN SUPPLY SCHEDULE RECORDS
CBUD                                                  RGS-CD:  C000001

                 ADD NEW SUPPLY SCHEDULE RECORD.......................1
                 CHANGE SUPPLY SCHEDULE RECORD........................2
                 DELETE EXISTING SUPPLY SCHEDULE RECORD...............3
                 CONTROL DATA CHANGE--SCHEDULE RECORDS................4

PIIN:  DLA500 96 CG001  SPIIN:     CAO-ORG-CD:  GD    CLIN-ELIN:  0001
       QTY-ON-ORD:  10         TOT-QTY-SCHED:  10

   FUNC  SHP-TO  MK-FOR    DLVY-SCHV-DT    MNO-AND SFX   DLVY-SCH-QTY
    4    S23204            97 03 14                      000000000010

E52     ALL SCHEDULE RECORDS SHOWN
        PRESS 1 AND ENTER TO ADD SCHEDULE; OR ENTER 3 OR 4 IN FUNC
**********************************************************************
```

FIGURE 3-58

c. INPUT INSTRUCTIONS - PIIN, SPIIN, and ORG are duplicated from the previous screen. ***When a CLIN-ELIN is entered that matches the data base. All schedule data (SHP-TO, MK-FOR, DLVY-SCH-DT MNO-AND SFX, and DLV-SCH-QTY) will be generated.***

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNC	***FUNCTION (1N) - To add a new schedule enter a (1) in field to the left of Add New Schedule. If Function 2, 3, or 4 is desired, depress TAB until the cursor is in front of the appropriate function. Enter 2, 3, or 4 and depress ENTER.***
CLIN-ELIN	CONTRACT LINE ITEM NUMBER - Exhibit Line Item Number (6A/N) - ***Must enter and must match data base.***

3.2.3.3.25 CT3510 - ADD SUPPLY SCHEDULE DATA RECORD

a. GENERAL - This function allows the user to add supply schedule records to contracts already on the Data Entry Data Base. A general explanation of the function is available by entering CT3510 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-59 is a sample screen format for CT3510.

```
**************************************************************************
CT3510               ADD SUPPLY SCHEDULE DATA RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

    CLIN-ELIN:                                     SHP-TO:
       MK-FOR:                                DLSCHDT-IND:
  DLVY-SCH-DT:                                MNO-AND-SFX:
  SCH-QTY-IND:                                DLV-SCH-QTY:
  CLISUB-XHIB:                                TRNS-PRI-CD:
         ACRN:

**************************************************************************
```

FIGURE 3-59

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be entered in accordance with input instructions for entering new contracts into the system.

3.2.3.3.26 - CT3521 - CHANGE SUPPLY SCHEDULE DATA RECORD

a. GENERAL - This function allows the user to make changes to the Supply Schedule Data Record existing within the system. The system will display this record as it currently exists on the Data Entry Data Base to allow the user to view the data prior to making any changes. A general explanation of this function is available by entering CT3521 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-60 is a sample screen format for CT3521.

```
**************************************************************************
CT3521                 CHANGE SUPPLY SCHEDULE RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

    CLIN-ELIN:                                   SHP-TO:
       MK-FOR:                               DLSCHDT-IND:
   DLV-SCH-DT:                               MNO-AND-SFC:
  SCH-QTY-IND:                               DLV-SCH-QTY:
  CLISUB-XHIB:                               TRNS-PRI-CD:



                                             CUR-SCH-QTY:
                                             CUR-ORD-QTY:



**************************************************************************
```

FIGURE 3-60

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, RGS-CD, CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT, DLV-SCHDT-IND, and MNO-AND-SFX are dupli-cated from the previous screen and may not be changed. All other fields may be changed in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CLISUB-XHIB	CLIN/SUB-CLIN FOR EXHIBIT (6A/N) - All validation for this field is bypassed for converted contracts.
DLV-SCH-QTY	DELIVERY SCHEDULE QUANTITY (11A/N) - Enter the net increase or decrease of the delivery schedule quantity. Must be numeric (0-9). Decreases should be followed by a minus sign (-). If there is no change to the delivery schedule quantity, enter a zero.

DATA ELEMENT	SPECIAL INSTRUCTIONS
CUR-SCH-QTY	CURRENT SCHEDULE QUANTITY (11A/N) - This field is for information only and displays to the user the schedule quantity currently on the data base.
CUR-ORD-QTY	CURRENT ORDER QUANTITY (11A/N) - This field is for information only and displays to the user the Order Quantity currently on the data base.

3.2.3.3.27 CT3522 - DELETE SUPPLY SCHEDULE DATA RECORD

a. GENERAL - This function allows the user to delete the Supply Schedule Data Record existing within the system. The system will display this record as it currently exists in the data base to allow the user to view the data prior to deleting the record. A general explana-tion of this function is available by entering CT3522 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-61 is a sample screen format for CT3522.

```
**************************************************************************
CT3522                  DELETE SUPPLY SCHEDULE RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

    CLIN-ELIN:                                    SHP-TO:
       MK-FOR:                                DLSCHDT-IND:
   DLV-SCH-DT:                                MNO-AND-SFX:
  SCH-QTY-IND:                                DLV-SCH-QTY:
  CLISUB-XHIB:                                TRNS-PRI-CD:
         ACRN:

**************************************************************************
```

FIGURE 3-61

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, RGS-CD, CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT, DLVSCH-DT-IND, and MNO-AND-SFX are dupli-cated from the previous screen and may not be changed. All other fields are protected. No changes are required/allowed.

3.2.3.3.28 CT3529 - REASON FOR CHANGE OF SCHEDULE RECORDS

a. GENERAL - This screen is generated when Function 4 is is entered on Screen CT3500. The purpose of this screen is to determine if a change in the Delivery Schedule is a correction or an offical modifi-cation. If the change is because of an offical modification this screen is used to record whom is the responsible party. This screen asks the following three questions.

(1) DOES THIS CORRECTION INCLUDE A CHANGE TO A SCHEDULE DATE? (Y/N): Enter Y(Yes) or N(No).

(2) DOES THIS ACTION REQUIRE RESPONSIBILITY DETERMINGATION? If the reason for changing the record is to correct an input error, enter an N. If a modification was issued, enter a Y.

(3) INDICATE RESPONSIBILITY FOR SCHEDULE DATE CHANGE? Enter a G if it was the Governments responsibility, a K if it was the contractors, or a U if it was an excuseable delay.

b. SCREEN FORMAT - Figure 3-62 is a sample screen format for CT3529.

```
**********************************************************************
CT3529              REASON FOR CHANGE OF SCHEDULE RECORDS
CONTRACT-IN PROGRESS   PIIN:                    SPIIN:           ORG:
 CLIN:        SHP-TO:          MK-FOR:               DLV-SCH-DT:
                                     MNO-AND-SFX:
* DOES THIS CORRECTION INCLUE A CHANGE TO A SCHEDULE DATE?
                                                          (Y/N):
* DOES THIS ACTION REQUIRE RESPONSIBILITY DETERMINGATION?
                                                MOD INPUT?  (Y/N):
*   INDICATE RESPONSIBILITY FOR SCHEDULE DATE CHANGE:


                    (G-GOVT:  K-CONTRACTOR:  U-EXCUSEABLE ):




**********************************************************************
```

c. INPUT INSTRUCTIONS: See general above.

3.2.3.3.29 CT3540 - CONTROL DATA CHANGE - SINGLE SUPPLY SCHEDULE DATA RECORD

a. GENERAL - This function allows the user to correct control data (SHP-TO, MK-FOR, DLV-SCH-DT, DLV-SCHDT-IND, and MNO-AND-SFX) in an existing supply schedule data record in lieu of deleting the entire record and reentering. A general explanation of this function is available by entering CT3540 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-62 is a sample screen format for CT3540.

```
**********************************************************************
CT3540          CONTROL DATA CHANGE--SCHEDULE RECORDS
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

    CLIN-ELIN:                                  SHP-TO:
       MK-FOR:                              DLSCHDT-IND:
   DLV-SCH-DT:                              MNO-AND-SFX:
  SCH-QTY-IND:                              DLV-SCH-QTY:
  CLISUB-XHIB:                              TRNS-PRI-CD:
         ACRN:                           KR-DLVY-SCH-DT:
 DLVY-EXT-IND:                             RESP-FOR-EXT:

                        CURRENT CONTROL DATA

        MK-FOR:                                 SHP-TO:
    DLV-SCH-DT:                              MNO-AND-SFX:
   DLV-SCH-QTY:                          PREV-KR-SCH-DT:


                                          CUR-ORD-QTY:

**********************************************************************
```

FIGURE 3-62

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, RGS-CD, and CLIN-ELIN are duplicated from the previous screen and may not be changed. Under Current Control Data SHP-TO, MK-FOR, DLV-SCH-DT (includes esti-mated indicator), MNO-AND-SFX are duplicated from the previous screen and DLV-SCH-QTY is provided for information only. These fields cannot be changed. All other fields may be changed in accordance with input instructions for entering new contracts into the system except as indicated below:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CLISUB-XHIB	CLIN/SUB-CLIN FOR EXHIBIT (6A/N) - All validation for this field is bypassed for converted contracts.
CUR-ORD-QTY	CURRENT ORDER QUANTITY (11A/N) - This field is for information only and displays to the user the order quantity currently on the data base.

DATA ELEMENT	SPECIAL INSTRUCTIONS
KR-DLVY-SCH-DT	***CONTRACTOR RESPONSIBILITY DELIVERY SCHEDULE DATE (6N) System generated, may be changed.***
PREV-KR-SCH-DT	***PREVIOUS CONTRACTOR RESPONSIBILITY DELIVERY SCHEDULE DATE (6N) System generated, may be changed.***

3.2.3.3.*30* CT7000 - NO ACTION MODIFICATION

a. GENERAL - When a modification is received which does not require a change to abstract data (data stored on Host Data Base), the modifi-cation may be entered with this process. Only the administrative data pertaining to the modification is processed. Data are entered directly to the Host Data Base after the ENTER/REL key is depressed.

b. SCREEN FORMAT - Figure 3-63 is a sample screen format for CT7000.

```
**************************************************************************
CT7000                    NO ACTION MODIFICATION
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

      EFF-DT:                             MOD-AUTH:
     ISSD-BY:                             ADMIN-BY:
    KIND-MOD:                           SIGN-DT-MOD:
```

****

FIGURE 3-63

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
EFF-DT	EFFECTIVE DATE (6A/N) - Enter the six position calendar date (YYMMDD) shown as the effective date of the modification. This field may be left blank.
MOD-AUTH	MODIFICATION AUTHORITY (15A/N) - Enter up to 15 positions of explanation for the authority to issue the modification. This field may be blank.
ISSD-BY	ISSUED BY (6A/N) - Enter the six position DoDAAD Code of the office issuing the contractual document. May be left blank if DEPT-CD is other than A, F, M, N, or S.
ADMIN-BY	ADMINISTERED BY (6A/N) - Enter the six position DoDAAD of the office having responsibility for administration of the contract. Must match the administered by entered for the original contract.

DATA ELEMENT	SPECIAL INSTRUCTIONS
KIND-MOD	KIND OF MODIFICATION (1A/N) - Indicates the kind of modification. For a list of codes and descriptions, see the appendices in part 15 of this manual.
SIGN-DT-MOD	SIGNATURE DATE OF MODIFICATION (6A/N) - The signature date of the modification as shown on the contractual document. Enter as a six position calendar date (YYMMDD).

3.2.3.4 MISCELLANEOUS ABSTRACT TRANSACTIONS

The following paragraphs contain the detailed input instructions for three miscellaneous transactions that can be used to cancel erroneously established Contract Abstracts, to change contract control data includ-ing PIIN/SPIIN/ORG, or to suppress individual production abstracts.

3.2.3.4.1 ABSTRACT CANCELLATION (NEK)

a. GENERAL

PURPOSE:	To enable functional personnel to cancel erroneously established Contract Abstracts in the data base without going through the contract closeout process.
SOURCE OF DATA:	Functional Personnel
TYPE/MEDIUM:	Cancellation of Contract - CDP
FREQUENCY/RETENTION:	As Required - As Determined Locally
JOB NAME:	UNAADE45
CONTROL ELEMENTS:	Procurement Instrument Identification Number, Supplementary Procurement Instrument Identification Number, Contract Administration Office Organization Code
ADDITIONAL INFORMATION:	This transaction will be rejected if there have been any shipments and/or disbursements processed against the contract.

b. SCREEN FORMAT - Figure 3-64 is a sample screen format for the NEK.

```
**********************************************************************

        FIC:  N E K
        PIIN:       -                      SPIIN:
        ISS-BY:             MESSAGE:  CANCEL
        TRANS-DT:  MON:       DAY
        ORG:

**********************************************************************
```

FIGURE 3-64

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FIC	FORMAT IDENTIFIER CODE. System generated NEK.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER. Enter the 13-position basic PIIN assigned to the contract being canceled. Field must contain an entry.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER. Enter the four position call/order, if applicable, for the contract being canceled. Must be blank or pos. 1-4 contain an entry and positions 5-6 blank.
ISS-BY	ISSUED BY. Enter the DoDAAD Code of the DCMD. Must be a valid DoDAAD Code.
MESSAGE	MESSAGE. System generated CANCEL.
TRANS-DT	TRANSACTION DATE. Enter the month and day this transaction is being input.
MON	MONTH. Enter the current month. Must be JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, or DEC.
DAY	DAY. Enter the current day. Must be 01-31.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ORG	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE. Enter the CAO ORG Code for the PIIN/SPIIN being canceled. Field must contain data. NOTE: Upon completion of this record another NEK will be forced up on the screen.

3.2.3.4.2 MOCAS CONTROL DATA CHANGE RECORD (NEP)

a. GENERAL

PURPOSE:	To permit functional personnel to change/correct control data in the MOCAS Data Base including PIIN/SPIIN/ ORG, CLIN/ELIN, and ACRN changes.
SOURCE OF DATA:	Functional Request
TYPE/MEDIUM:	Correction of Error - CDP
FREQUENCY/RETENTION:	As Required - As Locally Determined
JOB NAME:	UNAADE50
CONTROL ELEMENTS:	ACRN Changes: Procurement Instrument Identification Number Supplementary Procurement Instrument Identification Number Contract Administration Office Organization Code Accounting Classification Reference Number CLIN/ELIN Changes: Procurement Instrument Identification Number Supplementary Procurement Instrument Identification Number Contract Administration Office Organization Code Contract Line Item Number/Exhibit Line Item Number PIIN/SPIIN/ORG Changes: Procurement Instrument Identification Number Supplementary Procurement Instrument Identification Number Contract Administration Office Organization Code.

ADDITIONAL INFORMATION:

(1) PIIN/SPIIN/ORG Changes: When processing a change to the Pro-curement Instrument Identification Number and/or Supplemental Procure-ment Instrument Identification Number (not the Contract Administration Office Organization Code only) the accounting, line item and schedule information must be removed from the contract prior to the input of the PIIN/SPIIN change transaction. The online process, also described in this part of the manual, must be used to accomplish this. All normal delete edits and summary edits apply to this backout transaction. This data must be entered in for the new PIIN/SPIIN/CAO-ORG after the NEP transaction has accepted.

(2) ACRN Changes: The Accounting Classification Reference Number (ACRN) changes described here effect accounting data only. Once an ACRN change has successfully processed the line items and schedules containing the old ACRN must be changed (via online) to reflect the new ACRN. However, all accounting data will be transferred to the new ACRN.

(3) CLIN-ELIN Changes: No special processing is required. This transaction will move all line, schedule and shipment data to the new CLIN-ELIN.

b. Sample Screen Formats:

(1) SCREEN FORMAT - Figure 3-65 is a sample screen format for the ACRN Change.

```
**********************************************************************

        FIC:  NEP             PIIN:                        SPIIN:
        ACTION-CODE:  A
        OLD-ACRN:
        NEW-ACRN:
        NEW-FACL-ACCT-STA:
        ROUT-CD:     ORG:

**********************************************************************
```

FIGURE 3-65

(2) SCREEN FORMAT - Figure 3-66 is a sample screen format for the CLIN/ELIN Change.

```
**********************************************************************

        FIC:  NEP             PIIN:         -    -           SPIIN:
        ACTION-CODE:  C
        OLD-CLIN-ELIN:
        NEW-CLIN-ELIN:
        ROUT-CD:     ORG:

**********************************************************************
```

FIGURE 3-66

(3) SCREEN FORMAT - Figure 3-67 is a sample screen format for the PIIN/SPIIN/ORG Change.

```
************************************************************************

         FIC:  NEP           PIIN:                          SPIIN:
         ACTION-CODE:  P
         NEW-PIIN:
         NEW-SPIIN:
         NEW-ORG:       NEW-BA:
         ROUT-CD:       ORG:

************************************************************************
```

FIGURE 3-67

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
FIC: NE	FORMAT IDENTIFIER CODE. Enter a P for the NEP record.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION Number. Enter the 13-position PIIN for which this transaction is being prepared. Field must contain data.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER. Enter the four position SPIIN for which this transaction is being prepared, if applicable. The PIIN/SPIIN must match an existing contract in the data base.
ACTION-CD	ACTION Code. Enter one of the following codes as appropriate.

CODE	EXPLANATION
A	ACRN and accounting station change transaction.
C	CLIN/ELIN change transaction.
P	PIIN/SPIIN/ORG change transaction.

Must be A, C or P.

ACRN AND ACCOUNTING STATION CHANGE FORMAT

OLD-ACRN	OLD ACCOUNTING CLASSIFICATION REFERENCE NUMBER. Enter the ACRN to be changed. Field must contain data. Must match an ACRN on the base for the PIIN/SPIIN entered.

DATA ELEMENT	SPECIAL INSTRUCTIONS
NEW-ACRN	NEW ACCOUNTING CLASSIFICATION REFERENCE NUMBER. Enter the new ACRN. Field must contain data. The new ACRN entered may not already exist on the data base for the PIIN/SPIIN entered.
NEW-FSCL-ACCT-STA	NEW FISCAL ACCOUNTING STATION. Enter the Fiscal Station Number for Army, Authorization Accounting Activity for Navy, Fiscal Accounting Station for ODS/DLA or the Accounting Station for Air Force, as appropriate, if it changed. No validation.
ROUT-CD	ROUTING CODE. Enter the two position CAO ORG Code of the office where this entry is being made. Field must contain data.
ORG	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE. Enter the two position CAO Code for which this transaction is being prepared. Field must contain data. NOTE: Upon completion of this record enter a P for another NEP record.
	CLIN/ELIN CHANGE FORMAT
OLD-CLIN-ELIN	OLD CONTRACT LINE ITEM NUMBER/EXHIBIT LINE ITEM NUMBER. Enter the CLIN/ELIN to be changed. Field must contain data.
NEW-CLIN-ELIN	NEW CONTRACT LINE ITEM NUMBER/EXHIBIT LINE ITEM NUMBER. Enter the new CLIN/ELIN. Field must contain data.
ORG	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE. Enter the two position ORG Code for which the transaction is being prepared. Field must contain data. NOTE: Upon completion of this record enter a P for another NEP record.
	PIIN/SPIIN/ORG CHANGE FORMAT
NEW-PIIN	NEW PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER. Enter the new PIIN being established. Field must contain data.
NEW-SPIIN	NEW SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER. Enter the new SPIIN, if applicable. No validation.
NEW-ORG	NEW CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE. Enter the new CAO ORG Code applicable to the new PIIN. Field must contain data. The new CAO-ORG Code will be entered by the system on a PIIN and a SPIIN change. The new PIIN, SPIIN, and CAO-ORG Code combination may not match a contract already on the data base.

DATA ELEMENT	SPECIAL INSTRUCTIONS
NEW-BA	NEW BUYING ACTIVITY CODE. Enter the two position Buying Activity Code if it has changed as a result of the PIIN change. No validation.
ROUT-CD	ROUTING CODE. Enter the two position ORG Code of the office where the transaction is being input. Field must contain data.
ORG	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE. Enter the two position ORG Code for the PIIN being changed. Field must contain data. The old PIIN, SPIIN and CAO ORG Code must match a contract on the data base which has no shipments and/or disbursements processed. NOTE: Upon completion of this record enter a P for another NEP record.

CHAPTER 4 SUMMARY EDITS – NEW CONTRACTS

3.2.4 CT4100 - SUMMARY EDITS - NEW CONTRACTS

a. GENERAL - The summary edit process for new contracts performs some data generation and does balancing and relationship checks for the data entered during the data entry process. Valid transactions then update the Host Data Base.

b. DATA GENERATION - This process involves analyzing the data entered on the various screens and constructing new data as necessary to complete the data set. Data may be generated on the Special Contract Provisions, CAR Part Number, ACO Coded Remarks, Inspection Acceptance Code and Paying Office fields.

c. BALANCING AND RELATIONSHIP EDITS - Those edits that cannot be completed until an entire transaction has been entered are done in this process. Errors encountered by the system will be identified and the options available to correct these errors will then be displayed to the user. This will allow the necessary corrections to be made and the summary edit process to continue.

3.2.4.1 CT4110 - DUPLICATE CONTRACT ERROR

a. GENERAL - This is an informative screen only. It tells the user that the contract being summary edited has already been established on the main files (Host Data Base). Instructions on how to proceed are on the screen. The contract must be deleted from the Data Entry Data Base.

b. SCREEN FORMAT - Figure 3-69 is a sample screen format for CT4110.

```
**********************************************************************
CT4110             DUPLICATE CONTRACT ERROR

    THE CONTRACT BEING ENTERED INTO THE HOST DATA BASE IS NOW A DUPLICATE
CONTRACT (BEING SUMMARY EDITED).  DURING THE TIME THE CONTRACT WAS ESTABLISHED ON
THE DATA ENTRY DATA BASE (FUNCTION 1 ON THE CONTRACT MAINTENANCE MASTER MENU
CT0001) AND THE TIME SUMMARY EDIT WAS REQUESTED (FUNCTION 4 ON CT0001 OR PF3),
THIS CONTRACT WAS ESTABLISHED ON THE HOST DATA BASE.  THIS WAS PROBABLY DUE TO A
MILSCAP OR EDI TRANSACTION.


***NO FURTHER PROCESSING THRU SUMMARY EDITS WILL BE ALLOWED FOR THIS
   CONTRACT.  IT MUST BE DELETED FROM THE DATA ENTRY DATA BASE.  SEE
   YOUR SUPERVISOR.***


              CONTRACT IN PROCESS
             PIIN:
            SPIIN:          ORG:

    PRESS ENTER TO RETURN TO THE CONTRACT MAINTENANCE MASTER MENU.


**********************************************************************
```

FIGURE 3-69

c. INPUT INSTRUCTIONS - No input is required on this screen. The supervisor should be told the contract number so that it can be deleted from the Data Entry Data Base.

3.2.4.2 CT4120 - CORRECT INVALID FINAL DELIVERY DATE

a. GENERAL - Whenever the FNL-DVY-DT on the Contract Data Record is invalid (not U or a valid calendar date, YYMMDD) at the time summary edit is executed, this screen appears. The FNL-DVY-DT is the only field that can be changed. A general explanation of this function is available by entering CT4120 in the CBUD field. CBUD information is available for all elements that may be entered except the CBUD field itself.

b. SCREEN FORMAT - Figure 3-70 is a sample screen format for CT4120.

```
**********************************************************************
CT4120        CORRECT INVALID FINAL DELIVERY DATE
CBUD:
PIIN:                    SPIIN:            CAO-ORG-CD:        RGS-CD:

          CAGE:                            CONTRR-FACL:
     REMIT-ADRS:                              ADMIN-BY:
        ISSD-BY:                              PAYG-OFC:
    SCTY-CLS-CD:                               DMS-RTG:
    CRIT-DES-CD:                              CMDTY-CD:
     UNLTRL-IND:                           FMS-RQ-IND:
    PROD-SUV-CD:                          KIND-CON-CD:
    TY-CONTR-CD:                            FUNC-LMTN:
           NOUN:                              WPNS-CD:
         EFF-DT:                          DT-OF-SIGNR:
    SPC-CON-PVN:                          TOTAMT-CONT:
         ACO-CD:                          INDUS-SP-CD:
     PROP-AD-CD:                              DEPT-CD:
    BUY-ACTY-CD:                           CAR-PARTNO:
     CAR-SEC-NO:                          T-CONTRR-CD:
     DVY-DT-IND:                          IRS1099-IND:
    CON-ASGM-CD:                           FNL-DVY-DT:


**********************************************************************
```

FIGURE 3-70

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are carried forward from the previous menu screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
IRS1099-IND	***IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.***
FNL-DVY-DT	FINAL DELIVERY SCHEDULE DATE (6A/N) - If schedules are entered on the Supply Schedule Data Record, CT1610, or the Service Line Item, CT1700, the FDD will be generated by the system based on the latest schedule. To return to the Contract Maintenance Master Menu, Screen CT0001, depress PF12.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	If the final delivery date is undefinitized enter a U followed by blanks. Otherwise, for firm dates enter the latest delivery date as indicated on the contractual document. Date will be entered as a six position calendar date (YYMMDD).
	In case of Indefinite Delivery contracts, Basic Ordering Agreements, or Blanket Purchase Agreements, enter expiration date of contracts or agreements. Note: When calls/orders are issued which require delivery beyond the expiration date, the final delivery date for the basic contract/agreement should be revised accordingly. All support contracts require an entry in this field. For DOE contracts received for closeout only, enter date 20 months from date of receipt of contract. Enter date as shown for all other DOE contracts. Date will be entered as a six position calendar date (YYMMDD).

3.2.4.3 CT4130 - INDEFINITE DELIVERY ORDER CONTRACT WITH ACCOUNTING

LINE ITEM AND/OR SCHEDULE DATA

a. GENERAL - This menu screen will be displayed when the system encounters an indefinite delivery contract with no SPIIN that has accounting, line item or schedule records and no ACO-CDD-RMK to allow this condition to exist. The user is presented with two options to correct this error.

b. SCREEN FORMAT - Figure 3-71 is a sample screen format for CT4130.

```
*********************************************************************
CT4130                 INDEFINITE DELIVERY CONTRACT WITH
                        ACCOUNTING OR LINE ITEM RECORDS


                 COMPUTER BASED USER DOCUMENTATION..............0
                 DELETE ACCTG AND LINE ITEM/SCHEDULE RECORDS....1
                 ADD ACO-CDD-RMK................................2
                 RETURN TO SUMMARY EDIT.......................PA2

                    FUNCTION:                CONTRACT IN PROCESS
                                              PIIN:
                                             SPIIN:         ORG:
*********************************************************************
```

FIGURE 3-71

c. INPUT INSTRUCTIONS - Data for the Contract In-Process are carried forward from the previous input or menu screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - Enter the number associated with the process selected. Must be numeric (0-2). Note: Selection of Function 1, causes the system to immediately delete all accounting, line item and schedule records found on the Data Entry Data Base for the contract shown. No further screen appears.

3.2.4.4 CT4131 - CORRECT ACO-CDD-RMK

a. GENERAL - This error correction input screen allows the user to input (R9) Standard ACO Coded Remark 53. This is one means of correcting the Indefinite Delivery Type Contract input to allow the accounting, line item and/or schedules entered to remain. Only the ACO-CDD-RMK field may be changed. A general explanation of this function is available by entering CT4131 in the CBUD field. CBUD information is available for ACO-CDD-RMK only.

b. SCREEN FORMAT - Figure 3-72 is a sample screen format for CT4131.

```
**************************************************************************
CT4131                    CORRECT ACO-CDD-RMK
CBUD:
PIIN:                    SPIIN:             CAO-ORG-CD:         RGS-CD:

*R1*   P-CONTR-PIN:                       P-CONTR-SPN:
           UT-NAME:                           UT-ADRS:

*R2* FAD:          EST-CLSG-DT:            R2-RSN-CDS:

*R3*  1ST-SHOW-R3:                      R3-RSN-CDS:
     RSN-FOR-DRMT:

*R4* 1ST-SHOW-R4:           DSFM-RMK:
*R5*                          R5-RMK:
*R6*                          R6-RMK:
*R7*                          R7-RMK:


*R8*  R8-RMK TD:     DT-FWD:              DT-DEL:              RN-CD:
                       F-DT:                K-DT:              1 RMK:
   (FREE)            PROD-RMK:
*R9*               ACO-CDD-RMK:

**************************************************************************
```

FIGURE 3-72

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are carried forward from the previous menu screen. All data shown are as previously entered on the Remarks Data Record, Screen CT1400. Entries allowed are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACO-CDD-RMK	STANDARD ACO CODED REMARKS (42A/N) - When the Indefinite Delivery Type contract (ninth position of PIIN is a D and SPIIN is blank) actually includes accounting, line item and/or schedule information, an addition of Code 53 to this field will correct the error condition. Enter the code and depress ENTER or depress PF3 to return to summary edit. Depress PA2 if no change is to be made.

3.2.4.5 CT4140 - MISSING ACCOUNTING RECORD(S) CONDITION

a. GENERAL - This menu screen displays when the system encounters a contract that does not contain accounting classification data records but such records are required. The user will select the option needed to correct this condition. A general explanation of this process is available through Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-73 is a sample screen format for CT4140.

```
************************************************************************
CT4140              MISSING ACCOUNTING RECORD(S) CONDITION


           COMPUTER BASED USER DOCUMENTATION....................0
           CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN........1
           CORRECT ACO-CDD-RMK..................................2
           ADD ACCOUNTING RECORD(S)............................3
           RETURN TO SUMMARY EDIT............................PA2

                   FUNCTION:                  CONTRACT IN PROCESS
                                               PIIN:
                                              SPIIN:         ORG:



************************************************************************
```

FIGURE 3-73

c. INPUT INSTRUCTIONS - Data for the Contract In-Process are carried forward from the previous menu screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - Enter the number associated with the process selected. Must be numeric (0-3).

3.2.4.6 CT4141 - CORRECT KIND-CON-CD, TY-CONT-CD OR FUNC-LMTN

a. GENERAL - This error correction input screen allows the user to change KIND-CON-CD, TY-CONTR-CD, or FUNC-LMTN in order to allow the contract to be established without accounting records. Entry of a FUNC-LMTN will identify the contract as a support document. A general explanation of this function is available by entering CT4141 in the CBUD field. CBUD information is available for fields allowing input only.

b. SCREEN FORMAT - Figure 3-74 is a sample screen format for CT4141.

```
**********************************************************************
CT4141                  CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN
CBUD:
PIIN:                       SPIIN:             CAO-ORG-CD:      RGS-CD:


           CAGE:                              CONTRR-FACL:
     REMIT-ADRS:                                 ADMIN-BY:
        ISSD-BY:                                 PAYG-OFC:
    SCTY-CLS-CD:                                  DMS-RTG:
    CRIT-DES-CD:                                 CMDTY-CD:
     UNLTRL-IND:                              FMS-RQ-IND:
    PROD-SUV-CD:                             KIND-CON-CD:
    TY-CONTR-CD:                               FUNC-LMTN:
           NOUN:                                 WPNS-CD:
         EFF-DT:                             DT-OF-SIGNR:
    SPC-CON-PVN:                             TOTAMT-CONT:
         ACO-CD:                             INDUS-SP-CD:
     PROP-AD-CD:                                 DEPT-CD:
    BUY-ACTY-CD:                              CAR-PARTNO:
     CAR-SEC-NO:                             T-CONTRR-CD:
     DVY-DT-IND:                             IRS1099-IND:
    CON-ASGM-CD:                              FNL-DVY-DT:



**********************************************************************
```

FIGURE 3-74

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous menu screen. All data shown are as previously entered on the Contract Data Record, Screen CT1100. Only the KIND-CON-CD, TY-CONTR-CD, and FUNC-LMTN may be changed. Entries which may be made are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
IRS1099-IND	***IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.***
KIND-CON-CD	KIND OF CONTRACT CODE (1A/N) - See TY-CONTR-CD below for those combinations which will allow the contract to be established without accounting records. Valid

codes are 1, 2, 3, 4, 5, 6, 7, 8, 9, and 0.

DATA ELEMENT	SPECIAL INSTRUCTIONS
TY-CONTR-CD	TYPE OF CONTRACT CODE (1A/N) - Valid codes are ***A, J, K, L, R, S, T, U, V, Y, Z, and a blank.*** Combinations of Kind/Type Contract Codes which will correct this error are 6Y, 6 Blank and 7 Blank; and when the PIIN type (ninth position of PIIN) is a D or the SPIIN is Blank, 0 Blank, and 1 Blank.
FUNC-LMTN	FUNCTIONAL LIMITATIONS (6A/N) - Valid codes are blanks, 1, 2, 3, 4, 5 and 6. Identification of the contract as a support contract by entering 1, 2, 3, 4, or 5 will correct this error.

3.2.4.7 CT4131 - CORRECT ACO-CDD-RMK

a. GENERAL - This error correction input screen allows the user to input (R9) Standard ACO Coded Remark 54. This is one means of allowing the contract to be established without accounting records. Only the ACO-CDD-RMK field may be changed. A general explanation of this function is available by entering CT4131 in the CBUD field. CBUD information is available for ACO-CDD-RMK only.

b. SCREEN FORMAT - Figure 3-75 is a sample screen format for CT4131.

```
************************************************************************
CT4131                    CORRECT ACO-CDD-RMK
CBUD:
PIIN:                    SPIIN:             CAO-ORG-CD:         RGS-CD:

*R1*   P-CONTR-PIN:                       P-CONTR-SPN:
           UT-NAME:                           UT-ADRS:

*R2* FAD:          EST-CLSG-DT:            R2-RSN-CDS:

*R3*  1ST-SHOW-R3:                      R3-RSN-CDS:
     RSN-FOR-DRMT:

*R4* 1ST-SHOW-R4:           DSFM-RMK:
*R5*                          R5-RMK:
*R6*                          R6-RMK:
*R7*                          R7-RMK:


*R8*  R8-RMK TD:     DT-FWD:               DT-DEL:               RN-CD:
                       F-DT:                 K-DT:                 RMK:
   (FREE)            PROD-RMK:
*R9*               ACO-CDD-RMK:


************************************************************************
```

FIGURE 3-75

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous menu screen. All data shown are as previously entered on the Remarks Data Record, Screen CT1400. Entries allowed are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACO-CDD-RMK	STANDARD ACO CODED REMARKS (42A/N) - When the SPIIN is blank and the contract is under prime administration without payment (ODO), addition of Code 54 to this field will correct the error condition. Enter the code and depress ENTER to return to summary edit. Depress PA2 if no changes are made.

3.2.4.8 CT1500 - ACCOUNTING SERVICE SELECTION

a. GENERAL - This is the menu screen which allows the user to select the service required. All screen formats involved with adding accounting records have been ones previously described. To return to summary edit after entering the appropriate accounting classification data, depress PF3 or return to the Contract Maintenance Master Menu and select Function 4.

b. SCREEN FORMAT - Figure 3-76 is a sample screen format for CT1500.

```
*************************************************************************
CT1500              ACCOUNTING SERVICE SELECTION

                     COMPUTER BASED USER DOCUMENTATION...0
                     ARMY...............................1
                     AIR FORCE..........................2
                     DLA................................3
                     NAVY...............................4
                     TERMINATE........................PA2


                           FUNCTION:            CONTRACT IN PROCESS
                                          PIIN:            ORG:
                                         SPIIN:
*************************************************************************
```

FIGURE 3-76

3.2.4.9 CT4150 - CORRECT MISSING LINE ITEM RECORD(S) CONDITION

a. GENERAL - This menu screen displays when the system encounters a contract which does not contain line item records but such records are required. A general explanation of this process is available through Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-77 is a sample screen format for CT4150.

```
**********************************************************************
CT4150        CORRECT MISSING LINE ITEM RECORD(S) CONDITION


            COMPUTER BASED USER DOCUMENTATION................0
            CORRECT KIND-CON-CD, TY-CONTR-CD, FUNC-LMTN......2
            CORRECT ACO-CDD-RMK..............................3
            ADD SERVICE LINE ITEM............................4
            RETURN TO SUMMARY EDIT........................PA2

                                          CONTRACT IN PROCESS
                  FUNCTION:                PIIN:
                                          SPIIN:          ORG:



**********************************************************************
```

FIGURE 3-77

c. INPUT INSTRUCTIONS - Data for the Contract In-Process are carried forward from the previous menu screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - Enter the number associated with the process selected. Must be numeric (0-4).

3.2.4.10 CT4141 - CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN

a. GENERAL - This error correction input screen allows the user to change the KIND-CON-CD, TY-CONTR-CD in order to allow the contract to be established without line item records. Entry of a FUNC-LMTN may identify the document as a support contract. A general explanation of this function is available by entering CT4141 in the CBUD field. CBUD information is available for fields allowing input only.

b. SCREEN FORMAT - Figure 3-78 is a sample screen format for CT4141.

```
**********************************************************************
CT4141                CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN
CBUD:
PIIN:                    SPIIN:              CAO-ORG-CD:      RGS-CD:


           CAGE:                            CONTRR-FACL:
     REMIT-ADRS:                               ADMIN-BY:
         ISSD-BY:                              PAYG-OFC:
    SCTY-CLS-CD:                                DMS-RTG:
    CRIT-DES-CD:                              CMDTY-CD:
     UNLTRL-IND:                            FMS-RQ-IND:
    PROD-SUV-CD:                           KIND-CON-CD:
    TY-CONTR-CD:                             FUNC-LMTN:
           NOUN:
         EFF-DT:                           DT-OF-SIGNR:
    SPC-CON-PVN:                           TOTAMT-CONT:
         ACO-CD:                           INDUS-SP-CD:
     PROP-AD-CD:                               DEPT-CD:
    BUY-ACTY-CD:                            CAR-PARTNO:
     CAR-SEC-NO:                           T-CONTRR-CD:
     DVY-DT-IND:                            FNL-DVY-DT:
    CON-ASGM-CD:


**********************************************************************
```

FIGURE 3-78

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous menu screen. All data shown are as previously entered on the Contract Data Record, Screen CT1100. Only the KIND-CON-CD, TY-CONTR-CD and FUNC-LMTN may be changed. Entries which may be made are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
KIND-CON-CD	KIND OF CONTRACT CODE (1A/N) - See TY-CONTR-CD below for those combinations which will allow the contract to be established without accounting records. Valid codes are 1, 2, 3, 4, 5, 6, 7, 8, 9, and 0.
TY-CONTR-CD	TYPE OF CONTRACT CODE (1A/N) - Valid codes are A, ***J, K, L, R, S, T, U, V, Y, Z***, and a blank. Combinations of Kind/Type Contract Codes which will correct this error are 6Y, 6 Blank and 7 Blank; and when the PIIN type (ninth position of PIIN) is a D or the SPIIN is Blank, 0 Blank and 1 Blank.

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNC-LMTN	FUNCTIONAL LIMITATIONS (6A/N) - Valid codes are blanks, 1, 2, 3, 4, 5 and 6. Identification of the contract as a support contract by entering 1, 2, 3, 4, or 5 will correct this error.

3.2.4.11 CT4131 - CORRECT ACO-CDD-RMK

a. GENERAL - This error correction input screen allows the user to input (R9) Standard ACO Coded Remarks 09, 52, 54. This is one means of allowing the contract to be established without line item records. Only the ACO-CDD-RMK field may be changed. A general explanation of this function is available by entering CT4131 in the CBUD field. CBUD information is available for ACO-CDD- RMK only.

b. SCREEN FORMAT - Figure 3-79 is a sample screen format for CT4131.

```
**********************************************************************
CT4131                    CORRECT ACO-CDD-RMK
CBUD:
PIIN:                    SPIIN:             CAO-ORG-CD:        RGS-CD:

 *R1*   P-CONTR-PIN:                       P-CONTR-SPN:
            UT-NAME:                           UT-ADRS:

 *R2* FAD:          EST-CLSG-DT:            R2-RSN-CDS:

 *R3*  1ST-SHOW-R3:                      R3-RSN-CDS:
      RSN-FOR-DRMT:

 *R4* 1ST-SHOW-R4:           DSFM-RMK:
 *R5*                          R5-RMK:
 *R6*                          R6-RMK:
 *R7*                          R7-RMK:


 *R8*  R8-RMK TD:     DT-FWD:              DT-DEL:              RN-CD:
                        F-DT:                K-DT:              1 RMK:
    (FREE)            PROD-RMK:
 *R9*               ACO-CDD-RMK:

**********************************************************************
```

FIGURE 3-79

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are carried forward from the previous menu screen. All data shown are as previously entered on the Remarks Data Record, Screen CT1400. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACO-CDD-RMK	STANDARD ACO CODED REMARKS (42A/N) - Entry of one of the three codes shown below will allow the contract to be established without line item data. A full explanation of all valid codes for this element is in part 15 of this manual.

CODE	IN-THE-CLEAR MESSAGE
09	Terminates for D or C.
52	DD Form 250 not required except Fast Pay.
54	Prime Admin (less payment) ODO.

3.2.4.12 CT1700 - SERVICE LINE ITEM DATA RECORD

a. GENERAL - This input screen allows the user to enter service line item data. To return to summary edit after all necessary Service Line Item Data Records have been established, depress PF3 or return to the Contract Maintenance Master Menu and select Function 4.

b. SCREEN FORMAT - Figure 3-80 is a sample screen format for CT1700.

```
*************************************************************************
CT1700                    SERVICE LINE ITEM RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

   CLIN-ELIN:                         SCHED-IND:
 SVC-CMPL-DT:                         DESCR-SVC:
    PQA-SITE:                         ACPT-SITE:
        ACRN:                       TOT-AMT-IND:
 TOT-ITM-AMT:                           SPN-REC:
 LQ-DAMG-IND:                       FIN-ACTN-CD:
     WHLD-CD:                       INS-ACPT-CD:

*************************************************************************
```

FIGURE 3-80

3.2.4.13 CT1600 - SUPPLY LINE ITEM DATA RECORD

a. GENERAL - This input screen allows the user to enter Supply Line Item Data. This screen was previously described. To return to summary edit after all necessary Supply Line Item Data Records have been established, depress the PF3 key or return to the Contract Maintenance Master Menu and select Function 4.

b. SCREEN FORMAT - Figure 3-81 is a sample screen format for CT1600.

```
***************************************************************************
CT1600                    SUPPLY LINE ITEM RECORD
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:         RGS-CD:

      CLIN-ELIN:                                NSN:
    ORD-QTY-IND:                            ORD-QTY:
      PRCH-UNIT:                        EST-PRC-IND:
       UNIT-PRC:                        TOT-AMT-IND:
    TOT-ITM-AMT:                            SPN-REC:
           NOUN:                      PARTNO:
       PQA-SITE:                          ACPT-SITE:
       FOB-SITE:                        QT-PC-OVR-1:
    QT-PC-UND-1:                        LQ-DAMG-IND:
    FIN-ACTN-CD:                            WHLD-CD:
    ACT-FRST-AR:                               ACRN:
    INS-ACPT-CD:

***************************************************************************
```

FIGURE 3-81

3.2.4.14 CT4160 - CORRECT MISSING SCHEDULE RECORD(S) CONDITION

a. GENERAL - This menu screen displays when the system encounters a contract that does not contain Supply Schedule Data Records but such records are required. A general explanation of this process is available through Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-82 is a sample screen format for CT4160.

```
************************************************************************
CT4160         CORRECT MISSING SCHEDULE RECORD(S) CONDITION


            COMPUTER BASED USER DOCUMENTATION..............0
            CORRECT KIND-CON-CD, TY-CONTR-CD, FUNC-LMTN,
                 SCTY-CLS-CD, SPC-CON-PVN..................1
            CORRECT NSN....................................2
            ADD SUPPLY SCHEDULE DATA RECORDS...............3
            CORRECT ACO-CDD-RMK............................4
            RETURN TO SUMMARY EDIT.......................PA2

                 FUNCTION:                CONTRACT IN PROCESS
                                         PIIN:
                                        SPIIN:          ORG:

            CLIN-ELIN:




************************************************************************
```

FIGURE 3-82

c. INPUT INSTRUCTIONS - Data for the Contract In-Process are carried forward from the previous menu screen. The CLIN-ELIN is generated during the summary edit process. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - Enter the number associated with the process selected. Must be numeric (0-4).

3.2.4.15 CT4161 - CORRECT KIND-CON-CD, TY-CONTR-CD, SCTY-CLS-CD, SPC-CON-PVN, FUNC-LMTN

a. GENERAL - This error correction input screen allows the user to change the KIND-CON-CD, TY-CONTR-CD, SCTY-CLS-CD, SPC-CON-PVN, or FUNC-LMTN in order to allow the contract to be established without schedule records. Entry of a FUNC-LMTN may identify the document as a support contract. A general explanation of the function is available by entering CT4161 in the CBUD field. CBUD information is available for fields allowing input only.

b. SCREEN FORMAT - Figure 3-83 is a sample screen format for CT4161.

```
**********************************************************************
CT4161 CORRECT KIND-CON-CD,TY-CONTR-CD,SCTY-CLS-CD,SPC-CON-PVN,FUNC-LMTN
CBUD:
PIIN:                    SPIIN:             CAO-ORG-CD:        RGS-CD:

          CAGE:                            CONTRR-FACL:
     REMIT-ADRS:                              ADMIN-BY:
        ISSD-BY:                              PAYG-OFC:
    SCTY-CLS-CD:                               DMS-RTG:
    CRIT-DES-CD:                              CMDTY-CD:
     UNLTRL-IND:                           FMS-RQ-IND:
    PROD-SUV-CD:                          KIND-CON-CD:
    TY-CONTR-CD:                            FUNC-LMTN:
           NOUN                                WPNS-CD:
         EFF-DT:                          DT-OF-SIGNR:
    SPC-CON-PVN:                          TOTAMT-CONT:
         ACO-CD:                          INDUS-SP-CD:
     PROP-AD-CD:                               DEPT-CD:
    BUY-ACTY-CD:                           CAR-PARTNO:
     CAR-SEC-NO:                          T-CONTRR-CD:
     DVY-DT-IND:                          IRS1099-IND:
    CON-ASGM-CD:                           FNL-DVY-DT:


**********************************************************************
```

FIGURE 3-83

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous menu screen. All data shown are as previously entered on the Contract Data Record, Screen CT1100. Only the KIND-CON-CD, TY-CONTR-CD, SCTY-CLS-CD, SPC-CON-PVN, and FUNC-LMTN may be changed. Entries which may be made are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
IRS1099-IND	***IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.***
KIND-CON-CD	KIND OF CONTRACT CODE (1A/N) - See TY-CONTR-CD below for those combinations which will allow the contract to be established without records. Valid codes are 1, 2, 3, 4, 5, 6, 7, 8, 9, and 0.

DATA ELEMENT	SPECIAL INSTRUCTIONS
TY-CONTR-CD	TYPE OF CONTRACT CODE (1A/N) - Valid codes are A, ***J, K, L, R, S, T, U, V,*** Y, Z, and a blank. Combinations of Kind/Type Contract Codes which will correct this error are 6Y, 6 Blank and 7 Blank; and when the PIIN type (ninth position of PIIN) is a D or the SPIIN is Blank, 0 Blank and 1 Blank.
SCTY-CLS-CD	SECURITY CLASSIFICATION (1A/N) - Valid codes are U, unclassified, or C, Classified. Entry of a C is one means of correcting this error. Enter a C only when the contract is classified. See previous instructions on input of classified documents.
SPC-CON-PVN	SPECIAL CONTRACT PROVISIONS (9A/N) - Valid codes are A, B, C, D, E, F, G, H, J, K, L, M, N, P***-R***, and ***T***. When one of the following three provisions are in the contract, inclusion of the appropriate code will correct this error.

CODE	EXPLANATION
L	Delivery schedules on maintenance contract requiring future definitization.
M	Formalized delivery schedules on maintenance contract unnecessary.
P	Delivery schedule required based upon delegation of assignment and upon approval of first article.

FUNC-LMTN	FUNCTIONAL LIMITATIONS (6A/N) - Valid codes are blanks, 1, 2, 3, 4, 5, and 6. Identification of the contract as a support contract by entering 1, 2, 3, 4, or 5 will correct this error.

3.2.4.16 CT4162 - CORRECT NSN

a. GENERAL - This error correction input screen allows the user to change the NSN only. An NSN of N EXHIBIT on the Supply Line Item Data Record, screen format CT1600, will allow the line item to exist without schedules. A general description of this process can be obtained by entering CT4162 in the CBUD field. Detailed element definition is available for NSN only.

b. SCREEN FORMAT - Figure 3-84 is a sample screen format for CT4162.

```
************************************************************************
CT4162                          CORRECT NSN
CBUD:
PIIN:                     SPIIN:             CAO-ORG-CD:        RGS-CD:

      CLIN-ELIN:                                NSN:
    ORD-QTY-IND:                            ORD-QTY:
      PRCH-UNIT:                       EST-PRC-IND:
       UNIT-PRC:                       TOT-AMT-IND:
    TOT-ITM-AMT:                           SPN-REC:
           NOUN:                     PARTNO:
       PQA-SITE:                         ACPT-SITE:
       FOB-SITE:                       QT-PC-OVR-1:
    QT-PC-UND-1:                       LQ-DAMG-IND:
    FIN-ACTN-CD:                           WHLD-CD:
    ACT-FRST-AR:                              ACRN:
    INS-ACPT-CD:

************************************************************************
```

FIGURE 3-84

c. INPUT INSTRUCTIONS - The PIIN, SPIIN, CAO-ORG-CD, and RGS-CD are carried forward from the previous menu screen. All other data are as previously entered on the Supply Line Item Data Record, Screen CT1600. Entries are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
NSN	NATIONAL STOCK NUMBER (15A/N) - Detailed instructions may be found in the section for new contract input. An entry of N EXHIBIT will correct the Missing Schedule Record(s) Condition for this CLIN-ELIN.

3.2.4.17 CT1610 - SUPPLY SCHEDULE DATA RECORD

a. GENERAL - This input screen allows the user to enter supply schedule data. Detailed input procedures for this screen have already been described. To return to summary edits once all necessary schedules have been established, depress PF3 or return to the Contract Maintenance Master Menu and select Function 4.

b. SCREEN FORMAT - Figure 3-85 is a sample screen format for CT1610.

```
************************************************************************
CT1610                 SUPPLY SCHEDULE DATA RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

    CLIN-ELIN:                                   SHP-TO:
       MK-FOR:                               DLSCHDT-IND:
  DLVY-SCH-DT:                               MNO-AND-SFX:
  SCH-QTY-IND:                               DLV-SCH-QTY:
  CLISUB-XHIB:                               TRNS-PRI-CD:
         ACRN:

************************************************************************
```

FIGURE 3-85

3.2.4.18 CT4131 - CORRECT ACO-CDD-RMK

a. GENERAL - This error correction input screen allows the user to input (R9) Standard ACO Coded Remark 09, 52, or 54. This is one means of correcting the Missing Schedule Record(s) Condition error which has occurred. Only the ACO-CDD-RMK field may be changed. A general explanation of this function is available by entering CT4131 in the CBUD field. CBUD information is available for ACO-CDD-RMK only.

b. SCREEN FORMAT - Figure 3-86 is a sample screen format for CT4131.

```
************************************************************************
CT4131                    CORRECT ACO-CDD-RMK
CBUD:
PIIN:                    SPIIN:             CAO-ORG-CD:        RGS-CD:

 *R1*   P-CONTR-PIN:                       P-CONTR-SPN:
            UT-NAME:                           UT-ADRS:

 *R2* FAD:          EST-CLSG-DT:            R2-RSN-CDS:

 *R3*  1ST-SHOW-R3:                      R3-RSN-CDS:
      RSN-FOR-DRMT:

 *R4* 1ST-SHOW-R4:           DSFM-RMK:
 *R5*                          R5-RMK:
 *R6*                          R6-RMK:
 *R7*                          R7-RMK:


 *R8*  R8-RMK TD:     DT-FWD:              DT-DEL:              RN-CD:
                        F-DT:                K-DT:                RMK:
    (FREE)             PROD-RMK:
 *R9*               ACO-CDD-RMK:


************************************************************************
```

FIGURE 3-86

c. INPUT INSTRUCTIONS - Data for the PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous menu screen. All data shown are as previously entered on the Remarks Data Record, Screen CT1400. Required entries are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACO-CDD-RMK	STANDARD ACO-CODED REMARKS (42/N) - A detailed list of acceptable codes and input instructions may be found in part 15 of this manual. The following codes will allow schedules to be excluded.

CODE	EXPLANATION
09	Termination for D and C.
52	DD Form 250 not required except Fast Pay.
54	Prime Admin (less payment) ODO.

3.2.4.19 CT4170 - CORRECT ORD-QTY/DLV-SCH-QTY IMBALANCE

a. GENERAL - This menu screen displays when the system encounters a line item (CLIN-ELIN) for which the order quantity and total delivery schedule quantity are not equal and the contract does not contain special contract provisions L, M, or P. The user may select the option needed to correct this error. A general explanation of this process is available through Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-87 is a sample screen format for CT4170.

```
**************************************************************************
CT4170              CORRECT ORD-QTY/DLY-SCH-QTY IMBALANCE

              COMPUTER BASED USER DOCUMENTATION...0
              CORRECT ORD-QTY.....................1
              CORRECT DLY-SCH-QTY.................2
              ADD SPC-CON-PVN.....................3
              LINE ITEM BALANCE INQUIRY...........4
              RETURN TO SUMMARY EDIT............PA2


                    FUNCTION:           CONTRACT IN PROCESS
                                       PIIN:
                                      SPIIN:          ORG:
                   CLIN-ELIN:
**************************************************************************
```

FIGURE 3-87

c. INPUT INSTRUCTIONS - Data for the Contract In-Process are carried forward from the previous menu screen. The CLIN-ELIN is generated in the summary edit process. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - Enter the number associated with the process selected. Must be numeric (0-4).

3.2.4.20 CT4174 - ADD SPC-CON-PVN

a. GENERAL - This error correction input screen will allow the user to add or change the Special Contract Provisions (SPC-CON-PVN) only. Addition of Codes L, M or P will allow the sum of the DLV-SCH-QTYs (schedule records) to be less than the order quantity (line item). A general explanation of this screen may be obtained by entering CT4174 in the CBUD field. Input instructions are available for SPC-CON-PVN only.

b. SCREEN FORMAT - Figure 3-88 is a sample screen format for CT4174.

```
************************************************************************
CT4174                    ADD SPC-CON-PVN
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

           CAGE:                            CONTRR-FACL:
     REMIT-ADRS:                               ADMIN-BY:
        ISSD-BY:                               PAYG-OFC:
    SCTY-CLS-CD:                                DMS-RTG:
    CRIT-DES-CD:                               CMDTY-CD:
     UNLTRL-IND:                            FMS-RQ-IND:
    PROD-SUV-CD:                           KIND-CON-CD:
    TY-CONTR-CD:                             FUNC-LMTN:
           NOUN:                                WPNS-CD:
         EFF-DT:                           DT-OF-SIGNR:
    SPC-CON-PVN:                           TOTAMT-CONT:
         ACO-CD:                           INDUS-SP-CD:
     PROP-AD-CD:                                DEPT-CD:
    BUY-ACTY-CD:                            CAR-PARTNO:
     CAR-SEC-NO:                           T-CONTRR-CD:
     DVY-DT-IND:                           IRS1099-IND:
    CON-ASGM-CD:                            FNL-DVY-DT:


************************************************************************
```

FIGURE 3-88

c. INPUT INSTRUCTIONS - The PIIN, SPIIN, CAO-ORG-CD and RGS-CD are carried forward from the previous menu screen. Data shown are as previously entered on the Contract Data Record, Screen CT1100. Entries allowed are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
IRS1099-IND	***IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.***
SPC-CON-PVN	SPECIAL CONTRACT PROVISIONS (9A/N) - Valid codes are A, B, C, D, E, F, G, H, J, K, L, M, N, P***-R***, and ***T***. When one of the following three provisions is in the contract, inclusion of the appropriate code will allow the scheduled quantity to be less than the ordered quantity.

DATA ELEMENT	SPECIAL INSTRUCTIONS	
	CODE	EXPLANATION
	L	Delivery schedules on Maintenance Contract requiring future definitization.
	M	Formalized delivery schedule on Maintenance Contract unnecessary.
	P	Delivery schedule required based upon delegation assignment and upon approval of first article.

3.2.4.21 CT4172 - CORRECT ORD-QTY

a. GENERAL - The order quantity field (ORD-QTY) on screen format CT1600, Supply Line Item Data Record, may be corrected on this screen. Input of the correct numeric quantity or a valid alpha character will correct the imbalance condition. A general description of this process may be obtained by entering CT4172 in the CBUD field. Input instructions are available for ORD-QTY only.

b. SCREEN FORMAT - Figure 3-89 is a sample screen format for CT4172.

```
**************************************************************************
CT4172                        CORRECT ORD-QTY
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

      CLIN-ELIN:                                NSN:
    ORD-QTY-IND:                            ORD-QTY:
      PRCH-UNIT:                       EST-PRC-IND:
       UNIT-PRC:                       TOT-AMT-IND:
    TOT-ITM-AMT:                           SPN-REC:
           NOUN:                     PARTNO:
       PQA-SITE:                         ACPT-SITE:
       FOB-SITE:                       QT-PC-OVR-1:
    QT-PC-UND-1:                       LQ-DAMG-IND:
    FIN-ACTN-CD:                           WHLD-CD:
    ACT-FRST-AR:                              ACRN:
    INS-ACPT-CD:
```

****

FIGURE 3-89

c. INPUT INSTRUCTIONS - The PIIN, SPIIN, CAO-ORG-CD, RGS-CD and CLIN-ELIN are carried forward from the previous menu screen. Data shown are as originally entered on the Supply Line Item Data Record, Screen CT1600. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
ORD-QTY	ORDER QUANTITY (11A/N) - (1) Enter the appropriate order quantity shown for each CLIN. (2) When the order quantity is unknown, enter a U in the first position. (3) If this line item references an exhibit or services, enter an N in the first position.

3.2.4.22 CT4173 - CORRECT DLV-SCH-QTY MENU

a. GENERAL - This menu screen provides the user with three means of correcting the DLV-SCH-QTY in order to eliminate an ORD-QTY/DLV-SCH-QTY Imbalance. A general explanation of the process is available through Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-90 is a sample screen format for CT4173.

```
************************************************************************
CT4173                CORRECT DLY-SCH-QTY MENU

       COMPUTER BASED USER DOCUMENTATION.......................0
       ADD SUPPLY SCHEDULE DATA................................1
       DELETE SUPPLY SCHEDULE DATA.............................2
       CORRECT DLY-SCH-QTY.....................................3
       RETURN TO ORD-QTY/DLV-SCH-QTY IMBALANCE MENU...........PA2


                   FUNCTION:            CONTRACT IN PROCESS
                                       PIIN:
                                      SPIIN:          ORG:

       CLIN-ELIN:            SHP-TO:             MK-FOR:
       DLV-SCH-DT:               MNO-AND-SFX:




************************************************************************
```

FIGURE 3-90

c. INPUT INSTRUCTIONS - Data for the Contract In-Process and CLIN-ELIN are carried forward from the previous menu screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - Enter the number associated with the process selected. Must be numeric (0-3).
SHP-TO	SHIP TO (6A/N) - See MNO-AND-SFX below for matching record instructions. See for details on inputting a new SHP-TO new contract, Supply Schedule Data Record.
MK-FOR	MARK FOR (6A/N) - See MNO-AND-SFX below for matching record instructions. See for details on inputting a new MK-FOR new contract, Supply Schedule Data Record.
DLV-SCH-DT	DELIVERY SCHEDULE DATE (6A/N) - See MNO-AND-SFX below for matching record instructions. Must be blank, U blank or a valid calendar date (YYMMDD).

DATA ELEMENT	SPECIAL INSTRUCTIONS
MNO-AND-SFX	MILSTRIP DATA (15A/N) - When the function selected is 2 or 3, the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT and MNO-AND-SFX combination entered must match a previously entered record on the Data Entry Data Base.

3.2.4.23 CT1610 - SUPPLY SCHEDULE DATA RECORD

a. GENERAL - This input screen allows the user to enter supply schedule data, one means of correcting the imbalance error. To return to summary edits once all necessary schedules have been established, depress PF3 or return to the Contract Maintenance Master Menu and select Function 4.

b. SCREEN FORMAT - Figure 3-91 is a sample screen format for CT1610.

```
************************************************************************
CT1610                    SUPPLY SCHEDULE DATA
CBUD:
PIIN:                      SPIIN:            CAO-ORG-CD:        RGS-CD:

    CLIN-ELIN:                                     SHP-TO:
       MK-FOR:                                 DLSCHDT-IND:
  DLVY-SCH-DT:                                 MNO-AND-SFX:
  SCH-QTY-IND:                                 DLV-SCH-QTY:
  CLISUB-XHIB:                                 TRNS-PRI-CD:
         ACRN:

************************************************************************
```

FIGURE 3-91

3.2.4.24 CT4176 - DELETE SUPPLY SCHEDULE DATA RECORD

a. GENERAL - One means of correcting the imbalance error is to delete a supply schedule. This screen allows the user to do this. A general explanation of this process is available by entering CT4176 in the CBUD field. No other help is available through CBUD.

b. SCREEN FORMAT - Figure 3-92 is a sample screen format for CT4176.

```
**********************************************************************
CT4176               DELETE SUPPLY SCHEDULE DATA
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

    CLIN-ELIN:                                   SHP-TO:
       MK-FOR:                             DLSCHDT-IND:
   DLV-SCH-DT:                             MNO-AND-SFX:
  SCH-QTY-IND:                             DLV-SCH-QTY:
  CLISUB-XHIB:                             TRNS-PRI-CD:
         ACRN:

**********************************************************************
```

FIGURE 3-92

c. INPUT INSTRUCTIONS - All data are carried forward from previous input and menu screens. No input is required. Depress ENTER or REL to delete the record. Depress PA2 if the record is not to be deleted.

3.2.4.25 CT4177 - CORRECT DLV-SCH-QTY

a. GENERAL - When the Delivery Schedule Quantity (DLV-SCH-QTY) from a specific schedule record needs to be changed to correct an imbalance error, this screen is used. A general explanation of this process is available by entering CT4177 in the CBUD field. Input instructions are available for DLV- SCH-QTY only.

b. SCREEN FORMAT - Figure 3-93 is a sample screen format for CT4177.

```
**********************************************************************
CT4177                  CORRECT DLV-SCH-QTY
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

    CLIN-ELIN:                                   SHP-TO:
       MK-FOR:                               DLSCHDT-IND:
   DLV-SCH-DT:                               MNO-AND-SFX:
  SCH-QTY-IND:                               DLV-SCH-QTY:
  CLISUB-XHIB:                               TRNS-PRI-CD:
         ACRN:
```

****

FIGURE 3-93

c. INPUT INSTRUCTIONS - All data are carried forward from the previous input and menu screens. Only the DLV-SCH-QTY may be changed. Instructions are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
DLV-SCH-QTY	DELIVERY SCHEDULE QUANTITY (11A/N) - (1) Enter the quantity scheduled for each delivery schedule. (2) When the quantity is undefinitized, enter a U. The system will automatically space fill the remainder of the field.

3.2.4.26 CT4171 - LINE ITEM BALANCE INQUIRY

a. GENERAL - This inquiry screen shows the user pertinent information needed to correct an ORD-QTY/DLV-SCH-QTY Imbalance error. Information is shown for one supply line item and all associated schedules. Order and delivery schedule quantities are shown as well as control data (SHP-TO, MK-FOR, etc.) for records on the Data Entry Data Base only.

b. SCREEN FORMAT - Figure 3-94 is a sample screen format for CT4171.

```
**************************************************************************
CT4171                 LINE ITEM BALANCE INQUIRY

PIIN:                        SPIIN:            CAO-ORG-CD:      RGS-CD:

  CLIN-ELIN:          QTY-ON-ORD:                  TOT-QTY-SCHED:

                          SCHEDULE INFORMATION

SHP-TO     MK-FOR     DLVY-SCH-DT         MNO-AND-SFX       DLV-SCH-QTY





   *MORE*

**************************************************************************
```

FIGURE 3-94

c. INPUT INSTRUCTIONS - All data are carried forward or calculated from previously input screens. No input is required. When *MORE* appears in the lower left corner, more schedule records exist. Depress ENTER or REL to see them. Depress PA2 to return to the ORD-QTY/DLV-SCH-QTY Imbalance Menu Screen, CT4170.

3.2.4.27 CT4190 - ACCEPTABLE ERROR LIST

a. GENERAL - This is an informative screen only. Whenever the sum of the obligations on the accounting records and/or the sum of the total item amounts on the line items exceeds the total amount of the contract entered on the Contract Data Record, CT1100, this screen appears. An appropriate message appears along with the amounts out of balance.

b. SCREEN FORMAT - Figure 3-95 is a sample screen format for CT4190.

```
************************************************************************
CT4190                      ACCEPTABLE ERROR LIST

PIIN:                   SPIIN:             CAO-ORG-CD:          RGS-CD:

     TOT-ITM-AMT        TOTAMT-CONT        OBLAMT-CONT        OBLAMT-OTH


                                MESSAGE

      THE ABOVE BALANCING ERRORS HAVE BEEN DETECTED DURING SUMMARY EDIT.
 THESE ARE ACCEPTABLE ERRORS.  PLEASE NOTE THE CONTRACT NUMBER (PIIN/
 SPIIN/CAO-ORG-CD) AND CHECK THE CONTRACT ABSTRACT TOMORROW.  IF THE
 AMOUNTS ENTERED ARE CORRECT, NO ACTION IS REQUIRED.  OTHERWISE, A
 CORRECTION TRANSACTION WILL BE REQUIRED.


               DEPRESS THE ENTER KEY TO RESUME SUMMARY EDIT



************************************************************************
```

FIGURE 3-95

c. INPUT INSTRUCTIONS - All data displayed is carried forward from a previous screen. No input is required. However, it is important to determine that the amounts entered are those in the contract, check the abstract carefully when it arrives the next workday. Depress ENTER to complete the summary edit process.

3.2.5 SUMMARY EDIT - EXISTING DOCUMENT

a. GENERAL - The summary edit process for existing documents performs some data generation and does balancing and relationship checks for the data on the host and that entered during the data entry process. Valid transactions then update the Host Data Base.

b. DATA GENERATION - This process involves analyzing the data entered on various screens, comparing it with data on the Host Data Base and constructing new data as necessary to complete the data set. Data may be generated on the Special Contact Provisions, CAR Part Number, ACO Coded Remarks, Inspection Acceptance Code, and Paying Office fields.

c. BALANCING AND RELATIONSHIP EDITS - Those edits that cannot be completed until an entire transaction has been entered are done in this process. Errors encountered by the system will be identified and the options available to correct these errors will then be displayed to the user. This will allow the necessary corrections to be made and the summary edit process to continue.

3.2.5.1 CT4590 - DELAYED SUMMARY EDIT

a. GENERAL - This summary edit error screen informs the user of a delayed summary edit. The process date on the Host Data Base is greater than the date the Data Entry Data Base transaction being summary edited was created. Information provided on the screen should be used to determine whether or not the supervisor should continue the summary edit, return to the Correction/Modification Master Menu, CT3000, or delete the Data Entry Data Base transaction.

b. SCREEN FORMAT - Figure 3-96 is a sample screen format for CT4590.

```
**************************************************************************
CT4590                        DELAYED SUMMARY EDIT

CBUD:

PIIN:                     SPIIN:               CAO-ORG-CD:     RGS-CD:

 DEDB-CAR-SEC-NO:                     HOST-CAR-SEC-NO:
  DEDB-TRNS-ESTB:                     HOST-TRNS-PRCSD:
     DEDB-R2-RMK:
     HOST-R2-RMK:
     DEDB-R8-RMK:
     HOST-R8-RMK:
 ACRN        NET-INC-DEC     ACT            CLRV-OBLAMT       CLRV-ULO




  PRESS PA2 FOR CORR MENU, CT3000; PF12 FOR MASTER MENU, CT0001; PF4 TO
                       DELETE DEDB TRANSACTION



**************************************************************************
```

Figure 3-96

c. INPUT INSTRUCTIONS - All data are generated from the two data bases involved. To continue summary edits, the supervisor must enter their RGS-CD and Password in the fields provided and then depress the PF3 key. This should only be done if the data on the Data Entry Data Base will not incorrectly overlay data which may have been added to the Host Data Base via a batch process. A delete option has been provided. Depressing the PF4 key will have the system delete the Data Entry Data Base transaction. To return to the Correction/Modification Master Menu, CT3000, depress the PA2 key. Depressing PF12 or ENTER/REL returns the user to the Contract Maintenance Master Menu, CT0001. Depressing any key other than PF3, PF4, PF12, PA2 or ENTER/REL, will cause an error message to appear on the users screen.

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Reflects the contract number of the document being summary edited.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6 A/N) - When the transaction being summary edit is a correction, this field reflects the order number of the transaction if an order is involved. On modification transactions, this field reflects the modification or order number/modification number.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2 A/N) - The two position code indicating the office which has administrative responsibility for the document being summary edited.
RGS-CD	READING GROUP SPECIALIST CODE (2 A/N) - A two position code representing the individual who is processing the transaction.
DEDB-CAR-SEC-NO	DATA ENTRY DATA BASE CAR SECTION-NUMBER (1 N) - This field indicates the Car Section Number currently recorded on the Data Entry Data Base (DEDB). This entry will overlay the Car Section Number on the Host Data Base if the summary edit is continued. This may not be the correct Car Section Number as a batch transaction may have changed the section number on the Host after the correction or modification transaction established the code on the Data Entry Data Base.
HOST-CAR-SEC-NO	HOST DATA BASE CAR SECTION NUMBER (3 A/N) - The Car Section Number currently recorded on the Host (main) Data Base is shown. The number may have been changed during a batch cycle by a PSCN transaction or final shipment. Therefore, if this code is different from the DEDB-CAR-SEC-NO and the user did not process the section movement, the one on the Data Entry Data Base will overlay the Host incorrectly if it (DEDB) is not corrected.
DEDB-TRNS-ESTB	DATE DATA ENTRY DATA BASE TRANSACTION ESTABLISHED (8 A/N) - This field indicates the date the transaction was established on the Data Entry Data Base (DEDB) (YYMMDD). This should be a date prior to the date shown in the HOST-TRNS-PRCDS field.
HOST-TRNS-PRCSD	DATE LAST TRANSACTION PROCESSED ON THE HOST DATA BASE (8 A/N) - Some type of batch transaction has occurred since the modification or correction transaction was established on the Data Entry Data Base. This may have been a payment, final shipment, PSCN, ACO Alert or CCN transaction. This batch transaction may have caused data on the Data Entry Data Base to become incorrect. Careful scrutinization of the DEDB transaction should be made before summary edits are continued.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	DEDB-R2-RMKDATA ENTRY DATA BASE R2 REMARK (42 A/N) - The R2 Remark currently stored on the Data Entry Data Base (DEDB). This remark may have been superceded by a batch transaction. Therefore, it may now be incorrect. Compare to the HOST-R2-RMK shown below and return to the Correction/Modification process by depressing PA2 to correct as necessary. (Note: Data are shown as one continuous field due to lack of space on the screen. Consists of the FAD, EST-CLSG-DT and R2-RSN-CDS.)
HOST-R2-RMK	HOST R2 REMARK (42 A/N) - Reflects the R2 Remark currently recorded on the Host Data Base. This may be more current than the data stored on the Data Entry Data Base (DEDB) because a batch transaction was established. (Note: Data are shown as one continuous field due to lack of space on the screen. Consists of the Physical Completion Date, Final Acceptance Date, Overage Date, Estimated Closing Date and R2 Reason Codes.)
DEDB-R8-RMK	DATA ENTRY DATA BASE R8 REMARK (42 A/N) - The R8 Remark currently stored on the Data Entry Data Base (DEDB). This remark may have been superceded by a batch transaction. Therefore, it may now be incorrect. Compare to the HOST-R8-RMK shown below and return to the Correction/Modification process by depressing PA2 to correct as necessary. (Note: Data are shown as one continuous field due to lack of space on the screen. For fixed remarks, consists of the TD, DT-FWD, DT-DEL, RN-CD, F-DT, K-DT and RMK.)
HOST-R8-RMK	HOST R8 REMARK (42 A/N) - Reflects the R8 Remark currently recorded on the Host Data Base. This may be more current than the data stored on the Data Entry Data Base (DEDB) because a batch transaction has occurred since the DEDB transaction was established. (Note: Data are shown as one continuous field due to lack of space on the screen. For fixed remarks, consists of the TD, DT-FWD, DT-DEL, RN-CD, F-DT, K-DT and RMK.)
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) - The first five accounting record transactions found on the Data Entry Data Base (DEDB) are shown. This field reflects the Accounting Classification Reference Number for each transaction shown. These records are shown because a payment may have processed causing a net decrease applied to an obligation to create a credit ULO situation which did not previously exist. Delete transactions are also invalid once a payment has occurred.

DATA ELEMENT	SPECIAL INSTRUCTIONS
NET-INC-DEC	NET INCREASE/DECREASE RECORDED ON TRANSACTION (11 N) - The actual amount of change to be applied to the obligation/unliquidated obligation is shown. When no change has occurred, a 0.00 will be shown. Decreases are indicated by a minus sign (-) following the amount and may create a credit ULO situation which did not exist at the time the transaction was input.
ACT	ACTION CODE (1 A) - This code indicates the type of action involved on the transaction - A for Add, C for Change or D for Delete. A delete transaction becomes logically invalid once a payment has processed. However, it will be applied as recorded on the Data Entry Data Base (DEDB) if the payment processed after the transaction was entered on the DEDB.
CLRV-OBLAMT	OBLIGATED AMOUNT ON HOST DATA BASE (11 N) - Reflects the Obligated Amount currently recorded on the Host Data Base (CLRV File). If summary edit is continued, the new Obligated Amount will be the sum of the CLRV-OBLAMT and NET-INC-DEC (subtracts decreases).
CLRV-ULO	UNLIQUIDATED OBLIGATION ON THE HOST DATA BASE (11 N) - Reflects the Unliquidated Amount currently recorded on the Host Data Base (CLRV File). If summary edit is continued, the new Unliquidated Amount will be the sum of the CLRV-ULO and NET-INC-DEC (subtracts decreases).

e. ACTION IDENTITY CODE:

MORE	When this appears in the Action Identity Code field in the lower left corner of the screen, it indicates that there are additional Accounting Record transactions on the Data Entry Data Base. However, these transactions will not be shown on this screen even if ENTER/REL is depressed. The status of the additional ACRNS must be determined through the use of the Contract Input Scan and Functional Host Data Base Inquiry.
NONE	Indicates that there are not any transactions on the Data Entry Data Base for Accounting Records.
END	All Accounting Record transactions recorded on the Data Entry Data Base have been displayed on the screen.

3.2.5.2 CT4510 - CORRECT INVALID FINAL DELIVERY DATE

a. GENERAL - During the Summary Edit process, if a final delivery date other than U or a valid calendar date is encountered the system will display the Contract Data Record as it was entered. This will allow the user to correct the FNL-DVY-DT field. A general explanation of this function is available by entering CT4510 in the CBUD field. CBUD information is also available for all input fields on the screen except the CBUD field itself.

b. SCREEN FORMAT - Figure 3-97 is a sample screen format for CT4510.

```
**********************************************************************
CT4510                 CORRECT INVALID FINAL DELIVERY DATE
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

           CAGE:                           CONTRR-FACL:
     REMIT-ADRS:                              ADMIN-BY:
        ISSD-BY:                              PAYG-OFC:
    SCTY-CLS-CD:                               DMS-RTG:
    CRIT-DES-CD:                              CMDTY-CD:
     UNLTRL-IND:                           FMS-RQ-IND:
    PROD-SUV-CD:                          KIND-CON-CD:
    TY-CONTR-CD:                            FUNC-LMTN:
           NOUN:                             WPNS-CD:
         EFF-DT:                          DT-OF-SIGNR:
    SPC-CON-PVN:                          TOTAMT-CONT:
         ACO-CD:                          INDUS-SP-CD:
     PROP-AD-CD:                              DEPT-CD:
    BUY-ACTY-CD:                           CAR-PARTNO:
     CAR-SEC-NO:                          T-CONTRR-CD:
     DVY-DT-IND:                          IRS1099-IND:
    CON-ASGM-CD:                           FNL-DVY-DT:


**********************************************************************
```

FIGURE 3-97

c. INPUT INSTRUCTIONS - All fields on this screen are protected and cannot be changed except as indicated below. Data displayed in the protected fields are for information only.

DATA ELEMENT	SPECIAL INSTRUCTIONS
IRS1099-IND	***IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.***
FNL-DVY-DT	FINAL DELIVERY DATE (6A/N) - Enter a U in the first position of the field if the final delivery date is undefinitized. Otherwise, enter as a valid calendar date (YYMMDD).

3.2.5.3 CT4520 - INDEFINITE DELIVERY CONTRACT WITH ACCOUNTING OR LINE ITEM RECORDS

a. GENERAL - This menu screen will be displayed when the system encounters an indefinite delivery contract with no SPIIN that has accounting or line item records and no ACO-CDD-RMK to allow this condition to exist. The user will be presented with two options which will correct the error condition and allow summary edit to continue. A general explanation of the purpose of this menu screen is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-98 is a sample screen format for CT4520.

```
************************************************************************
CT4520                 INDEFINITE DELIVERY CONTRACT WITH
                        ACCOUNTING OR LINE ITEM RECORDS


                 COMPUTER BASED USER DOCUMENTATION..............0
                 DELETE ACCTG, LINE ITEM/SCHEDULE RECORDS ON....1
                 THE DATA ENTRY DATA BASE
                 CORRECT ACO-CDD-RMK............................2
                 PROCESS DELETE TRANSACTIONS OF ACCTG AND LINE
                 ITEM RECORDS ON THE HOST DATA BASE.............3

                    FUNCTION:                CONTRACT IN PROCESS
                                              PIIN:
                                             SPIIN:         ORG:





************************************************************************
```

FIGURE 3-98

c. INPUT INSTRUCTIONS - PIIN, SPIIN and ORG are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection is required to be entered in this field. Must be numeric (0-3). Note: When Function 1 is selected all transactions on the Data Entry Data Base will be deleted.

3.2.5.4 CT4521 - CORRECT ACO-CDD-RMK

a. GENERAL - When the user selects this function from CT4520, Indefinite Delivery Contract with Accounting or Line Item Records, the system will display the Remarks Data Record as it exists currently. The user may add R9 Remark 53 to the ACO-CDD-RMK field to correct the error condition. A general explanation of this function can be obtained by entering CT4521 in the CBUD field. CBUD information is available for the input fields on the screen except the CBUD field itself.

b. SCREEN FORMAT - Figure 3-99 is a sample screen format for CT4521.

```
************************************************************************
CT4521                      CORRECT ACO-CDD-RMK
CBUD:
PIIN:                      SPIIN:           CAO-ORG-CD:       RGS-CD:

*R1*   P-CONTR-PIN:                       P-CONTR-SPN:
           UT-NAME:                           UT-ADRS:

*R2* FAD:          EST-CLSG-DT:            R2-RSN-CDS:

*R3* 1ST-SHOW-R3:                      R3-RSN-CDS:
    RSN-FOR-DRMT:

*R4* 1ST-SHOW-R4:             DSFM-RMK:
*R5*                        R5-RMK:
*R6*                        R6-RMK:
*R7*                        R7-RMK:


*R8*  R8-RMK TD:    DT-FWD:               DT-DEL:               RN-CD:
                      F-DT:                 K-DT:                 RMK:
    (FREE)            PROD-RMK:
*R9*               ACO-CDD-RMK:


************************************************************************
```

FIGURE 3-99

c. INPUT INSTRUCTIONS - All fields on this screen are protected and cannot be changed except as indicated below. Data displayed in the protected fields are for information only.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACO-CDD-RMK	STANDARD ADMINISTRATIVE CONTRACTING OFFICER CODED REMARKS (42A/N) - Enter the R9 Remark 53 after the existing remarks.

3.2.5.5 CT3000 - CORRECTION/MODIFICATION MASTER MENU (DELETE

TRANSACTION OF ACCOUNTING AND LINE ITEM RECORDS)

a. GENERAL - This menu screen will display when the user has selected Function 3 on CT4520. The user may now enter delete transactions for all accounting and all line item records on the Host Data Base. Delete transactions are not required for supply schedules because the line item delete accomplishes this too. When all deletes are complete depress PF3 to return to summary edit.

b. SCREEN FORMAT - Figure 3-100 is a sample screen format for CT3000.

```
***********************************************************************
CT3000               CORRECTION/MODIFICATION MASTER MENU



COMPUTER BASED USER DOC.........0   ACCTG DATA RECD MASTER MENU.......5
CONTRACT DATA RECORD............1   LINE ITEM MASTER MENU.............6
PROVISIONS DATA RECORD..........2   SUPPLY SCHEDULE MASTER MENU.......7
PAYEE NAME & ADDRESS DATA RECD..3
REMARKS DATA RECORD.............4   TERMINATE......................PA2



                    FUNCTIONS:           PIIN:
                                        SPIIN:           ORG:



***********************************************************************
```

FIGURE 3-100

3.2.5.6 CT4530 - MISSING ACCOUNTING RECORD(S) CONDITION

a. GENERAL - This menu screen is displayed when the system encounters a contract that does not contain Accounting Classification Data Records and such records are required. The user will select what type of action is necessary to correct the error. A general explanation of the purpose of this menu screen is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-101 is a sample screen format for CT4530.

```
**********************************************************************
CT4530            MISSING ACCOUNTING RECORD(S) CONDITION


          COMPUTER BASED USER DOCUMENTATION....................0
          CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN........1
          CORRECT ACO-CDD-RMK..................................2
          ADD ACCOUNTING RECORD(S)............................3
          CANCELLATION OF ACRN DELETE TRANS....................4
          RETURN TO SUMMARY EDIT............................PA2



          FUNCTION:                            CONTRACT IN PROCESS
                                              PIIN:
          ACRN:                              SPIIN:          ORG:



**********************************************************************
```

FIGURE 3-101

c. INPUT INSTRUCTIONS - PIIN, SPIIN and ORG are duplicated from the previous screen and may not be changed. Entries required are as follows.

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-4).
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - For Function 4, enter the two position ACRN for which a previously entered delete transaction is to be canceled. Must match an ACRN on the Data Entry Data Base as a delete transaction.

3.2.5.7 CT4531 - CORRECT KIND-CON-CD, TY-CONTR-CD, OR FUNC-LMTN

a. GENERAL - The user may select this function from CT4530, Missing Accounting Record(s) Condition. The system will display the existing Contract Data Record. The user may change the KIND-CON-CD, TY-CONTR-CD or FUNC-LMTN fields. Changes to these fields as indicated, will allow the contract to exist without accounting records. An entry to FUNC-LMTN may be added which will identify the contract as a support document. The KIND-CON-CD and TY-CONTR-CD may be changed to 6Y, 6 blank, 7 blank, 1 blank, 0 blank or TY-CONTR-CD may be changed to ***R, S, T, U, V, Y or Z***. A general explanation of this function is available by entering CT4531 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-102 is a sample screen format for CT4531.

```
**********************************************************************
CT4531        CORRECT KIND-CON-CD, TY-CONTR-CD, OR FUNC-LMTN
CBUD:
PIIN:                     SPIIN:              CAO-ORG-CD:       RGS-CD:

             CAGE:                           CONTRR-FACL:
       REMIT-ADRS:                              ADMIN-BY:
          ISSD-BY:                              PAYG-OFC:
      SCTY-CLS-CD:                               DMS-RTG:
      CRIT-DES-CD:                              CMDTY-CD:
       UNLTRL-IND:                           FMS-RQ-IND:
      PROD-SUV-CD:                           KIND-CON-CD:
      TY-CONTR-CD:                             FUNC-LMTN:
             NOUN:                              WPNS-CD:
           EFF-DT:                           DT-OF-SIGNR:
      SPC-CON-PVN:                           TOTAMT-CONT:
           ACO-CD:                           INDUS-SP-CD:
       PROP-AD-CD:                               DEPT-CD:
      BUY-ACTY-CD:                            CAR-PARTNO:
       CAR-SEC-NO:                           T-CONTRR-CD:
       DVY-DT-IND:                           IRS1099-IND:
      CON-ASGM-CD:                            FNL-DVY-DT:

**********************************************************************
```

FIGURE 3-102

c. INPUT INSTRUCTIONS - All fields on this screen are protected and may not be changed except as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
IRS1099-IND	***IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.***
KIND-CON-CD	KIND OF CONTRACT CODE (1A/N) - Valid codes are 1, 2, 3, 5, 6, 7, 8, 9 and 0. Entries that will allow the contract to exist without accounting records are 6, 7, 1 or 0 when used with TY-CONTR-CD Y or blank (i.e., Kind/Type 6Y, 6 blank, 7 blank, 1 blank or 0 blank).

DATA ELEMENT	SPECIAL INSTRUCTIONS
TY-CONTR-CD	TYPE OF ***CONTRACT*** CODE (1A/N) - Valid codes are ***A, J, K, L, R, S, T, U, V, Y, Z or blank.*** To allow the contract to exist without accounting records, enter TY-CONTR-CD Y or blank in conjunction with KIND-CON- CD 6, 7, 1 or 0 (i.e., Kind/Type 6Y, 6 blank, 7 blank, 1 blank or 0 blank) or TY-CONTR-CD ***R, S, T, U, V, Y or Z.***
FUNC-LMTN	FUNCTIONAL LIMITATIONS (6A/N) - Valid entries are blank or 1, 2, 3, 4, 5 or 6. To identify a contract as support entry of 1, 2, 3, 4 or 5 should be made.

3.2.5.8 CT4521 - CORRECT ACO-CDD-RMK

a. GENERAL - When the user selects this function from CT4520, Indefinite Delivery Contract with Accounting or Line Item Records, the system will display the Remarks Data Record as it exists currently. The user may add R9 Remark 54 to the ACO-CDD-RMK field to correct the error condition. A general explanation of this function can be obtained by entering CT4521 in the CBUD field. CBUD information is available for the input fields on the screen except the CBUD field itself.

b. SCREEN FORMAT - Figure 3-103 is a sample screen format for CT4521.

```
**********************************************************************
CT4521                      CORRECT ACO-CDD-RMK
CBUD:
PIIN:                     SPIIN:           CAO-ORG-CD:       RGS-CD:

*R1*   P-CONTR-PIN:                        P-CONTR-SPN:
           UT-NAME:                            UT-ADRS:

*R2* FAD:          EST-CLSG-DT:            R2-RSN-CDS:

*R3* 1ST-SHOW-R3:                       R3-RSN-CDS:
    RSN-FOR-DRMT:

*R4* 1ST-SHOW-R4:             DSFM-RMK:
*R5*                        R5-RMK:
*R6*                        R6-RMK:
*R7*                        R7-RMK:


*R8*  R8-RMK TD:    DT-FWD:               DT-DEL:               RN-CD:
                      F-DT:                 K-DT:                 RMK:
   (FREE)             PROD-RMK:
*R9*               ACO-CDD-RMK:


**********************************************************************
```

FIGURE 3-103

c. INPUT INSTRUCTIONS - All fields on this screen are protected and cannot be changed except as indicated below. Data displayed in the protected fields are for information only.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACO-CDD-RMK	STANDARD ADMINISTRATIVE CONTRACT OFFICER CODED REMARKS (42A/N) - Enter the R9 Remark 54 after the existing remarks.

3.2.5.9 CT3210 - ACCOUNTING SERVICE SELECTION MENU

a. GENERAL - When the user selects the add function from CT4530, Missing Accounting Record(s) Condition, the system will display this screen. This will allow the user to select which type accounting data (Army, Air Force, DLA, Navy) is to be added.

b. SCREEN FORMAT - Figure 3-104 is a sample screen format for CT3210.

```
**********************************************************************
CT3210                  ACCOUNTING SERVICE SELECTION

                    COMPUTER BASED USER DOCUMENTATION......0
                    ARMY...................................1
                    AIR FORCE..............................2
                    DLA....................................3
                    NAVY...................................4
                    TERMINATE............................PA2


                        FUNCTION:                   CONTRACT IN PROCESS

                                                 PIIN:
                                                SPIIN:           ORG:



**********************************************************************
```

FIGURE 3-104

c. INPUT INSTRUCTIONS - Data for the Contract In-Process are carried forward from the previous menu screen. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-4).

3.2.5.10 CT4538 - CT453B CANCELLATION OF ACCOUNTING CLASSIFICATION DELETE TRANSACTIONS

a. GENERAL - This function will allow the user to reverse a delete transaction that was entered previously thereby correcting the Missing Accounting Records condition. The system will automatically display the delete transaction (Army, Air Force, DLA, Navy) based upon the ACRN that was entered by the user on CT4530, Missing Accounting Records condition. A general explanation of this function is available by entering CT4538, CT4539, CT453A, or CT453B, as appropriate, in the CBUD field.

b. SCREEN FORMAT - Figures 3-105, 3-106, 3-107 and 3-108 are sample screen formats for CT4538, CT4539, CT453A and CT453B, respectively.

```
************************************************************************
CT4538                  CANCEL DELETE TRANSACTION - ARMY
CBUD:
PIIN:                       SPIIN:             CAO-ORG-CD:       RGS-CD:

               ACRN:                                APROP:
           LMT-SUBH:                               PGM-YR:
            AGCY-CD:                            ALOTM-SER:
          BDGT-PROJ:                           OBJ-CLS-CD:
           CNTRY-CD:                            ACCTG-STA:
         RQST-ORDNO:

        CONTR-PAYMT:                         NON-CELI-PAY:
       FMS-CNTRY-CD:                            OBLIG-AMT:
           PAYG-OFC:                           DOC-REF-NO:
          POSTL-IND:                                FD-CD:
        DEP-SORT-CD:

************************************************************************
```

FIGURE 3-105

```
**********************************************************************
CT4539               CANCEL DELETE TRANSACTION - AIR FORCE
CBUD:
PIIN:                     SPIIN:             CAO-ORG-CD:      RGS-CD:

                ACRN:                                 APROP:
            LMT-SUBH:                                 FD-CD:
              PGM-YR:                              AGCY-CD:
         ALOTM-SERNO:                            BDGT-PROJ:
          MTL-PGM-CD:                         EL-XPNS-INV:
              PGM-EL:                            ACCTG-STA:
         CONTR-PAYMT:                         NON-CELI-PAY:
        FMS-CNTRY-CD:                            OBLIG-AMT:
            PAYG-OFC:                           DOC-REF-NO:
           POSTL-IND:
         DEP-SORT-CD:
```

FIGURE 3-106

```
**********************************************************************
CT453A                    CANCEL DELETE TRANSACTION - DLA
CBUD:
PIIN:                     SPIIN:             CAO-ORG-CD:         RGS-CD:

                ACRN:                                 APROP:
            LMT-SUBH:                            ALOTM-SUB:
         PGM-CST-ACC:                           OBJ-CLS-CD:
           ACCTG-STA:

         CONTR-PAYMT:                         NON-CELI-PAY:
        FMS-CNTRY-CD:                            OBLIG-AMT:
            PAYG-OFC:                           DOC-REF-NO:
           POSTL-IND:                                FD-CD:
         DEP-SORT-CD:
```

FIGURE 3-107

```
************************************************************************
CT453B               CANCEL DELETE TRANSACTION - NAVY
CBUD:
PIIN:                      SPIIN:             CAO-ORG-CD:        RGS-CD:

                ACRN:                                 APROP:
            LMT-SUBH:                            CLS-CD-NAVY:
          BUR-CTL-NO:                             ALOTM-NAVY:
          ACCTG-ACTY:                            TRX-CD-NAVY:
         PROPTY-ACCT:                            NAVY-CST-CD:

         CONTR-PAYMT:                           NON-CELI-PAY:
        FMS-CNTRY-CD:                              OBLIG-AMT:
            PAYG-OFC:                             DOC-REF-NO:
           POSTL-IND:                                  FD-CD:
         DEP-SORT-CD:
```

FIGURE 3-108

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, RGS-CD and ACRN are duplicated from the previous screen and may not be changed. All other fields are protected. No entries are required/allowed.

3.2.5.11 CT4540 - CORRECT MISSING LINE ITEMS RECORD(S) CONDITION

a. GENERAL - This menu screen is displayed when the system encounters a contract that does not contain line item records and such records are required. The user will select what type of action is necessary to correct this error condition. A general explanation of this menu screen is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-109 is a sample screen format for CT4540.

```
**********************************************************************
CT4540            CORRECT MISSING LINE ITEM RECORD(S) CONDITION


                COMPUTER BASED USER DOCUMENTATION................0
                CORRECT KIND-CON-CD, TY-CONTR-CD, FUNC-LMTN......1
                CORRECT ACO-CDD-RMK..............................2
                ADD SERVICE LINE ITEM............................3
                ADD SUPPLY LINE ITEM.............................4
                CANCELLATION OF LINE ITEM DELETE TRANS...........5
                RETURN TO SUMMARY EDIT........................PA2


                      FUNCTION:             CONTRACT IN PROCESS
                                          PIIN:
                                         SPIIN:         ORG:
                    CLIN-ELIN:




**********************************************************************
```

FIGURE 3-109

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD and RGS-CD are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-5).
CLIN-ELIN	CONTRACT LINE ITEM - EXHIBIT LINE ITEM (6A/N) - For Function 5, enter the CLIN-ELIN for which a previously entered delete transaction is to be canceled. Must match a CLIN-ELIN on the Data Entry Data Base as a delete transaction.

3.2.5.12 CT4531 - CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN

a. GENERAL - The user may select this function from CT4540, Missing Line Item Record(s) condition. The system will display the existing Contract Data record. The user may change the KIND-CON-CD, TY-CONTR-CD or FUNC-LMTN fields. Changes to these fields as indicated, will allow the contract to exist without line item records. An entry to FUNC-LMTN may be added which will identify the contract as a support document. The KIND-CON-CD and TY-CONTR-CD may be changed to 6Y, 6 blank, 7 blank, 1 blank, 0 blank or TY-CONTR-CD may be changed to ***R, S, T, U, V, Y or Z.*** A general explanation of this function is available by entering CT4531 in the CBUD field. CBUD information is also available for all input fields with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-110 is a sample screen format for CT4531.

```
**********************************************************************
CT4531        CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN
CBUD:
PIIN:                     SPIIN:              CAO-ORG-CD:      RGS-CD:

            CAGE:                       CONTRR-FACL:
   REMIT-ADRS:                             ADMIN-BY:
      ISSD-BY:                             PAYG-OFC:
  SCTY-CLS-CD:                              DMS-RTG:
  CRIT-DES-CD:                             CMDTY-CD:
   UNLTRL-IND:                           FMS-RQ-IND:
  PROD-SUV-CD:                          KIND-CON-CD:
  TY-CONTR-CD:                            FUNC-LMTN:
         NOUN:
       EFF-DT:                          DT-OF-SIGNR:
  SPC-CON-PVN:                          TOTAMT-CONT:
       ACO-CD:                          INDUS-SP-CD:
   PROP-AD-CD:                              DEPT-CD:
  BUY-ACTY-CD:                           CAR-PARTNO:
   CAR-SEC-NO:                          T-CONTRR-CD:
   DVY-DT-IND:                           FNL-DVY-DT:
  CON-ASGM-CD:

**********************************************************************
```

FIGURE 3-110

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD and RGS-CD are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
KIND-CON-CD	KIND OF CONTRACT CODE (1A/N) - Valid codes are 1, 2, 3, 5, 6, 7, 8, 9 and 0. Entries that will allow the contract to exist without line item records are 6, 7, 1 or 0 when used with TY-CONTR-CD Y or blank (i.e., Kind/Type 6Y, 6 blank, 7 blank, 1 blank or 0 blank).

DATA ELEMENT	SPECIAL INSTRUCTIONS
TY-CONTR-CD	Type of ***Contract*** Code (1A/N) - Valid codes are A, ***J, K, L, S, T, U, V, R, Y, Z*** or blank. To allow the contract to exist without line item records, enter TY-CONTR-CD Y or blank in conjuction with KIND-CON-CD 6, 7, 1 or 0 (i.e., Kind/Type 6Y, 6 blank, 7 blank, 1 blank or 0 blank) or TY-CONTR-CD ***R, S, T, U, V, Y or Z.***
FUNC-LMTN	FUNCTIONAL LIMITATIONS (6A/N) - Valid entries are blank or 1, 2, 3, 4, 5 or 6. To identify a contract as support entry of 1, 2, 3, 4 or 5 should be made.

3.2.5.13 CT4521 - CORRECT ACO-CDD-RMK

a. GENERAL - When the user selects this function from CT4540, Missing Line Item Record(s) Condition, the system will display the Remarks Data Record as it exists currently. The user may add R9 Remark 54 to the ACO-CDD-RMK field to correct the error condition. A general explanation of this function can be obtained by entering CT4521 in the CBUD field. CBUD information is available for the input fields on the screen except the CBUD field itself.

b. SCREEN FORMAT - Figure 3-111 is a sample screen format for CT4521.

```
**********************************************************************
CT4521                      CORRECT ACO-CDD-RMK
CBUD:
PIIN:                     SPIIN:           CAO-ORG-CD:       RGS-CD:

*R1*   P-CONTR-PIN:                       P-CONTR-SPN:
           UT-NAME:                           UT-ADRS:

*R2* FAD:          EST-CLSG-DT:            R2-RSN-CDS:

*R3* 1ST-SHOW-R3:                      R3-RSN-CDS:
     RSN-FOR-DRMT:

*R4* 1ST-SHOW-R4:             DSFM-RMK:
*R5*                        R5-RMK:
*R6*                        R6-RMK:
*R7*                        R7-RMK:


*R8*  R8-RMK TD:    DT-FWD:              DT-DEL:              RN-CD:
                      F-DT:                K-DT:                RMK:
   (FREE)             PROD-RMK:
*R9*               ACO-CDD-RMK:


**********************************************************************
```

FIGURE 3-111

c. INPUT INSTRUCTIONS - All fields on this screen are protected and cannot be changed except as indicated below. Data displayed in the protected fields are for information only.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACO-CDD-RMK	STANDARD ADMINISTRATIVE CONTRACTING OFFICER CODED REMARKS (42A/N) - Enter the R9 Remark 54 after the existing remarks.

3.2.5.14 CT3310 - ADD SERVICE LINE ITEM DATA RECORD

a. GENERAL - This function allows the user to add a Service Line Item Record to eliminate the missing line item record condition. A general explanation of this function is available by entering CT3310 in the CBUD field. Additional information is also available for each input field on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-112 is a sample screen format for CT3310.

```
************************************************************************
CT3310                ADD SERVICE LINE ITEM RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

  CLIN-ELIN:                          SCHED-IND:
SVC-CMPL-DT:                          DESCR-SVC:
   PQA-SITE:                          ACPT-SITE:
       ACRN:                        TOT-AMT-IND:
TOT-ITM-AMT:                            SPN-REC:
LQ-DAMG-IND:                        FIN-ACTN-CD:
    WHLD-CD:                        INS-ACPT-CD:

************************************************************************
```

FIGURE 3-112

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be input in accordance with input instructions for entering new contracts into the system.

3.2.5.15 CT3410 - ADD SUPPLY LINE ITEM DATA RECORD

a. GENERAL - This function allows the user to add a Supply Line Item Record to eliminate the missing line item record condition. A general explanation of this function is available by entering CT3410 in the CBUD field. Additional information is also available for each input field on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-113 is a sample screen format for CT3410.

```
**************************************************************************
CT3410                ADD SUPPLY LINE ITEM RECORD
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:        RGS-CD:

      CLIN-ELIN:                                NSN:
    ORD-QTY-IND:                            ORD-QTY:
      PRCH-UNIT:                        EST-PRC-IND:
       UNIT-PRC:                        TOT-AMT-IND:
    TOT-ITM-AMT:                            SPN-REC:
           NOUN:                     PARTNO:
       PQA-SITE:                          ACPT-SITE:
       FOB-SITE:                        QT-PC-OVR-1:
    QT-PC-UND-1:                        LQ-DAMG-IND:
    FIN-ACTN-CD:                            WHLD-CD:
    ACT-FRST-AR:                               ACRN:
    INS-ACPT-CD:                     DAYS-FOR-ACCPT:
```

****

FIGURE 3-113

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD and RGS-CD are duplicated from the previous screen and may not be changed. All other fields may be input in accordance with input instructions for entering new contracts into the system.

3.2.5.16 CT4545, CT4546 - CANCELLATION OF LINE ITEM DELETE TRANSACTIONS

a. GENERAL - This function will allow the user to reverse a delete transaction that was entered previously thereby correcting the Missing Line Item Record(s) Condition. The system will display the appropriate line item record (service or supply line item) based on the CLIN-ELIN entered by the user on CT4540, Missing Line Item Record(s) Condition. A general explanation of this function is available by entering CT4545 or CT4546 as appropriate, in the CBUD field.

b. SCREEN FORMAT - Figures 3-114 and 3-115 are sample screen formats for CT4545 and CT4546, respectively.

```
************************************************************************
CT4545       CANCELLATION OF SERVICE LINE ITEM DELETE TRANSACTION
CBUD:
PIIN:                    SPIIN:             CAO-ORG-CD:         RGS-CD:

  CLIN-ELIN:                            SCHED-IND:
SVC-CMPL-DT:                            DESCR-SVC:
   PQA-SITE:                            ACPT-SITE:
       ACRN:                          TOT-AMT-IND:
TOT-ITM-AMT:                              SPN-REC:
LQ-DAMG-IND:                          FIN-ACTN-CD:
    WHLD-CD:                          INS-ACPT-CD:

************************************************************************
```

FIGURE 3-114

```
************************************************************************
CT4546          CANCEL SUPPLY LINE ITEM DELETE TRANSACTION
CBUD:
PIIN:                     SPIIN:             CAO-ORG-CD:       RGS-CD:

      CLIN-ELIN:                                NSN:
    ORD-QTY-IND:                           ORD-QTY:
      PRCH-UNIT:                       EST-PRC-IND:
       UNIT-PRC:                       TOT-AMT-IND:
    TOT-ITM-AMT:                           SPN-REC:
           NOUN:                     PARTNO:
       PQA-SITE:                          ACPT-SITE:
       FOB-SITE:                       QT-PC-OVR-1:
    QT-PC-UND-1:                       LQ-DAMG-IND:
    FIN-ACTN-CD:                           WHLD-CD:
    ACT-FRST-AR:                              ACRN:
    INS-ACPT-CD:

************************************************************************
```

FIGURE 3-115

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD and RGS-CD are duplicated from the previous screen and may not be changed. All other fields are protected. No entries are required/allowed.

3.2.5.17 CT4550 - MISSING SCHEDULE RECORD(S) CONDITION

a. GENERAL - This menu screen is displayed when the system encounters a contract that does not contain schedule records and such records are required. The user will select what type of action is necessary to correct this error condition. A general explanation of this menu screen is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-116 is a sample screen format for CT4550.

```
************************************************************************
CT4550          MISSING SCHEDULE RECORD(S) CONDITION


           COMPUTER BASED USER DOCUMENTATION...............0
           CORRECT KIND-CON-CD, TY-CONTR-CD, FUNC-LMTN,
                SCTY-CLS-CD, SPC-CON-PVN...................1
           CORRECT NSN....................................2
           ADD SUPPLY SCHEDULE DATA RECORDS................3
           CORRECT ACO-CDD-RMK............................4
           CANCELLATION OF SCHEDULE DELETE TRANS...........5
           RETURN TO SUMMARY EDIT.......................PA2

           FUNCTION:                          CONTRACT IN PROCESS

                                             PIIN:
                                            SPIIN:         ORG:

           CLIN-ELIN:           SHP-TO:          MK-FOR:
           DLVY-SCH-DT:             MNO-AND-SFX:



************************************************************************
```

FIGURE 3-116

c. INPUT INSTRUCTIONS - PIIN, SPIIN, ORG and CLIN-ELIN are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-5).
SHP-TO	SHIP TO (6A/N) - See MNO-AND-SFX. Enter the Ship To for the schedule record delete transaction that is to be canceled.
MK-FOR	MARK FOR (6A/N) - See MNO-AND-SFX. Enter the Mark For for the schedule record delete transaction that is to be canceled.
DLV-SCH-DT	DELIVERY SCHEDULE DATE (6A/N) - See MNO-AND-SFX. Enter the DLV-SCH-DT for the schedule record delete transaction that is to be canceled.

DATA ELEMENT	SPECIAL INSTRUCTIONS
MNO-AND-SFX	MILSTRIP DATA (15A/N) - Enter the MILSTRIP Data for the schedule record delete transaction that is to be canceled. The control data (CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT, MNO-AND-SFX) must match a delete transaction on the Data Entry Data Base.

3.2.5.18 CT4531 - CORRECT KIND-CON-CD, TY-CONTR-CD, SCTY-CLS-CD, FUNC-LMTN OR SPC-CON-PVN

a. GENERAL - The user may select this function from CT4550, Missing Schedule Record(s) Condition. The system will display the existing Contract Data Record. The user may change the KIND-CON-CD, TY-CONTR-CD, SCTY-CLS-CD, FUNC-LMTN, or SPC-CON-PVN fields. Changes to these fields, as indicated, will allow the contract to exist without schedule records. An entry to FUNC-LMTN may be added which will identify the contract as a support document. The KIND-CON-CD and TY-CONTR-CD may be changed to 6Y, 6 blank, 7 blank, 1 blank, 0 blank, or TY-CONTR-CD may be changed to R, ***S, T, U, V, Y, or Z***. If SCTY-CLS-CD is changed to C or SPC-CON-PVN is changed to include an N, M, or P this condition can exist. A general explanation of this function is available by entering CT4531 in the CBUD field. CBUD information is available for all input screens with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-117 is a sample screen format for CT4531.

```
************************************************************************
CT4531     CORRECT KIND-CON-CD,TY-CONTR-CD,SCTY-CLS-CD,FUNC-LMTN OR
CBUD:      SPC-CON-PVN
PIIN:                    SPIIN:              CAO-ORG-CD:       RGS-CD:

             CAGE:                            CONTRR-FACL:
       REMIT-ADRS:                               ADMIN-BY:
          ISSD-BY:                               PAYG-OFC:
      SCTY-CLS-CD:                                DMS-RTG:
      CRIT-DES-CD:                               CMDTY-CD:
       UNLTRL-IND:                            FMS-RQ-IND:
      PROD-SUV-CD:                           KIND-CON-CD:
      TY-CONTR-CD:                             FUNC-LMTN:
             NOUN:
          EFF-DT:                            DT-OF-SIGNR:
      SPC-CON-PVN:                           TOTAMT-CONT:
           ACO-CD:                           INDUS-SP-CD:
       PROP-AD-CD:                               DEPT-CD:
      BUY-ACTY-CD:                            CAR-PARTNO:
       CAR-SEC-NO:                           T-CONTRR-CD:
       DVY-DT-IND:                            FNL-DVY-DT:
      CON-ASGM-CD:

************************************************************************
```

FIGURE 3-117

c. INPUT INSTRUCTIONS - All fields on this screen are protected and may not be changed except as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
KIND-CON-CD	KIND OF CONTRACT CODE (1A/N) - Valid codes are 1, 2, 3, 5, 6, 7, 8, 9, and 0. Entries that will allow the contract to exist without schedule records are 6, 7, 1, or 0 when used with TY-CONTR-CD Y or blank (i.e., Kind/Type 6Y, 6 blank, 7 blank, 1 blank, or 0 blank).

DATA ELEMENT	SPECIAL INSTRUCTIONS
TY-CONTR-CD	TYPE OF ***CONTRACT CODE*** - (1A/N) - Valid codes are A, ***J, K, L, R, S, T, U, V, Y, Z***, or blank. To allow the contract to exist without schedule records, enter TY-CONTR-CD Y or blank in conjunction with KIND-CON-CD 6, 7, 1, or 0 (i.e., Kind/Type 6Y, 6 blank, 7 blank, 1 blank, or 0 blank) or TY-CONTR-CD ***R, S, T, U, V, Y, or Z.***
FUNC-LMTN	FUNCTIONAL LIMITATIONS (6A/N) - Valid entries are blank or 1, 2, 3, 4, 5, or 6. To identify a contract as support entry of 1, 2, 3, 4, or 5 should be made.
SCTY-CLS-CD	SECURITY CLASSIFICATION CODE (1A/N) - Valid entries are U or C. An entry of C will allow a contract to exist without schedule records. See previous special instructions for input of a classified document.
SPC-CON-PVN	SPECIAL CONTRACT PROVISIONS (6A/N) - Valid entries are A-H, J-N, P, or Q. Entry of a special contract provision of L, M, or P will allow a contract to exist without schedule records.

3.2.5.19 CT4552 - CORRECT NSN

a. GENERAL - When the user selects this function from CT4550, Missing Schedule Record(s) Condition, the system will display the current Supply Line Item Data Record for which this condition exists. The NSN may be changed to N EXHIBIT. This will allow this contract to exist without schedule records. A general explanation of this function is available by entering CT4552 in the CBUD field. CBUD information is available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-118 is a sample screen format for CT4552.

```
**************************************************************************
CT4552                              CORRECT NSN
CBUD:
PIIN:                       SPIIN:            CAO-ORG-CD:        RGS-CD:

      CLIN-ELIN:                                 NSN:
    ORD-QTY-IND:                             ORD-QTY:
      PRCH-UNIT:                         EST-PRC-IND:
       UNIT-PRC:                         TOT-AMT-IND:
    TOT-ITM-AMT:                             SPN-REC:
           NOUN:                      PARTNO:
       PQA-SITE:                          ACPT-SITE:
       FOB-SITE:                         QT-PC-OVR-1:
    QT-PC-UND-1:                         LQ-DAMG-IND:
    FIN-ACTN-CD:                             WHLD-CD:
    ACT-FRST-AR:                                ACRN:
    INS-ACPT-CD:

**************************************************************************
```

FIGURE 3-118

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD, RGS-CD, and CLIN-ELIN are duplicated from the previous screen and may not be changed. All other fields except NSN are displayed to the user for information only and cannot be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
NSN	NATIONAL STOCK NUMBER (15A/N) - To allow a contract to exist without schedule records, enter N EXHIBIT.

3.2.5.20 CT3510 - ADD SUPPLY SCHEDULE DATA RECORD(S)

a. GENERAL - The user may select to add a schedule record to the contract to eliminate the missing schedule record condition. The system will display the data entry screen to allow this entry. A general explanation of this function is available by entering CT3510 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-119 is a sample screen format for CT3510.

```
************************************************************************
CT3510              ADD SUPPLY SCHEDULE DATA RECORD(S)
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

    CLIN-ELIN:                                   SHP-TO:
       MK-FOR:                                DLSCHDT-IND:
  DLVY-SCH-DT:                                MNO-AND-SFX:
  SCH-QTY-IND:                                DLV-SCH-QTY:
  CLISUB-XHIB:                                TRNS-PRI-CD:
         ACRN:

************************************************************************
```

FIGURE 3-119

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD and RGS-CD are duplicated from the previous screen and may not be changed. CLIN-ELIN is extracted by the system and cannot be changed. All other fields may be input in accordance with input instructions for entering new contracts into the system.

3.2.5.21 CT4521 - CORRECT ACO-CDD-RMK

a. GENERAL - When the user selects this function from CT4550, Missing Schedule Record(s) Condition, the system will display the Remarks Data Record as it currently exists. The user may add R9 Remark 54 to the ACO-CDD-RMK field to correct the error condition. A general explanation of this function can be obtained by entering CT4521 in the CBUD field. CBUD information is available for all input fields on the screen except the CBUD field itself.

b. SCREEN FORMAT - Figure 3-120 is a sample screen format for CT4521.

```
**********************************************************************
CT4521                      CORRECT ACO-CDD-RMK
CBUD:
PIIN:                     SPIIN:           CAO-ORG-CD:       RGS-CD:

*R1*   P-CONTR-PIN:                       P-CONTR-SPN:
           UT-NAME:                           UT-ADRS:

*R2* FAD:          EST-CLSG-DT:            R2-RSN-CDS:

*R3* 1ST-SHOW-R3:                      R3-RSN-CDS:
    RSN-FOR-DRMT:

*R4* 1ST-SHOW-R4:             DSFM-RMK:
*R5*                        R5-RMK:
*R6*                        R6-RMK:
*R7*                        R7-RMK:


*R8*  R8-RMK TD:    DT-FWD:               DT-DEL:               RN-CD:
                      F-DT:                 K-DT:                 RMK:
   (FREE)             PROD-RMK:
*R9*               ACO-CDD-RMK:


**********************************************************************
```

FIGURE 3-120

c. INPUT INSTRUCTIONS - All fields on this screen are protected and cannot be changed except as indicated below. Data displayed in the protected fields are for information only.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACO-CDD-RMK	STANDARD ADMINISTRATIVE CONTRACTING OFFICER CODED REMARKS (42A/N) - Enter the R9 Remark 54 after the existing remarks.

3.2.5.21.1 CT4551 - CORRECT KIND-CON-CD, TY-CONTR-CD,SCTY-CLS-CD SPC-CON-PVN

```
**********************************************************************
CT4551 CORRECT KIND-CON-CD, TY-CONTR-CD,SCTY-CLS-CD, SPC-CON-PVN

CBUD:
PIIN:           SPIIN:           CAO-ORG-CD:                 RGS-CD:

           FSCM:                 CAO-ORG-CD:
     REMIT-ADRS:                   ADMIN-BY:
        ISSD-BY:                   PAYG-OFC:
    SCTY-CLS-CD:                    DMS-RTG:
    CRIT-DES-CD:                   CMDTY-CD:
    UNLTRL-IND:                  FMS-RQ-IND:
    PROD-SUV-CD:               KIND-COND-CD:
    TY-CONTR-CD:                  FUNC-LMTN:
           NOUN:                DT-OF-SIGNR:
         EFF-DT:                TOTAMT-CONT:
    SPC-CON-PVN:                INDUS-SP-CD:
         ACO-CD:                    DEPT-CD:
     PROP-AD-CD:                 CAR-PARTNO:
    BUY-ACTY-CD:                T-CONTRR-CD:
     CAR-SEC-NO:                IRS1099-IND:
    CON-ASGM-CD:                 FNL-DVY-DT:

**********************************************************************
                         FIGURE ???
```

c. INPUT INSTRUCTIONS - All fields on this screen are protected and cannot be changed except as indicated below. Data displayed in the protected fields are for information only.

DATA ELEMENT	SPECIAL INSTRUCTIONS
IRS1099-IND	***IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.***

3.2.5.22 CT4555 - CANCELLATION OF SCHEDULE DELETE TRANSACTION

GENERAL - The user may select to reverse a transaction previously entered to delete schedule records. When this function is chosen from CT4550, Missing Schedule Record(s) Condition, the system will cancel all delete transactions for schedule records that exist on the Data Entry Data Base. A message will be displayed on CT4550 to advise the user that the cancellation of the delete transactions has been completed.

3.2.5.23 CT4560 - ORD-QTY/DLV-SCH-QTY IMBALANCE

a. GENERAL - When the system encounters a CLIN-ELIN for which the order quantity and delivery schedule quantity are not equal and the contract does not contain special contract provision L, M or P, this menu screen will be displayed. The user may select what action is to be taken to correct the error condition. In addition, the line item balance inquiry will display the existing schedule quantities and order quantity to allow the user to determine where the error exists. A general explanation of this menu screen is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-121 is a sample screen format for CT4560.

```
**********************************************************************
CT4560             ORD-QTY/DLY-SCH-QTY IMBALANCE

              COMPUTER BASED USER DOCUMENTATION...0
              ADD SPC-CON-PVN.....................1
              CORRECT ORD-QTY.....................2
              CORRECT DLV-SCH-QTY.................3
              LINE ITEM BALANCE INQUIRY...........4
              RETURN TO SUMMARY EDIT............PA2


                        FUNCTION:              CONTRACT IN PROCESS

                                             PIIN:
                                            SPIIN:            ORG:

                        CLIN-ELIN:
**********************************************************************
```

FIGURE 3-121

c. INPUT INSTRUCTIONS - PIIN, SPIIN, and ORG are duplicated from the previous screen and may not be changed. CLIN-ELIN is extracted by the system and cannot be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-4).

3.2.5.24 CT4561 - ADD SPC-CON-PVN

a. GENERAL - The user may select this function from CT4560, ORD-QTY/ DLV-SCH-QTY Imbalance. The system will display the existing Contract Data Record. The user may add special contract provision (SPC-CON-PVN) L, M, or P which will allow the imbalance to exist. A general explanation of this function is available by entering CT4561 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-122 is a sample screen format for CT4561.

```
************************************************************************
CT4561                        ADD SPC-CON-PVN
CBUD:
PIIN:                        SPIIN:             CAO-ORG-CD:      RGS-CD:

          CAGE:                           CONTRR-FACL:
    REMIT-ADRS:                              ADMIN-BY:
        ISSD-BY:                             PAYG-OFC:
   SCTY-CLS-CD:                               DMS-RTG:
   CRIT-DES-CD:                             CMDTY-CD:
    UNLTRL-IND:                            FMS-RQ-IND:
   PROD-SUV-CD:                           KIND-CON-CD:
   TY-CONTR-CD:                             FUNC-LMTN:
          NOUN:                              WPNS-CD:
        EFF-DT:                           DT-OF-SIGNR:
   SPC-CON-PVN:                           TOTAMT-CONT:
        ACO-CD:                           INDUS-SP-CD:
    PROP-AD-CD:                               DEPT-CD:
   BUY-ACTY-CD:                            CAR-PARTNO:
    CAR-SEC-NO:                           T-CONTRR-CD:
    DVY-DT-IND:                           IRS1099-IND:
   CON-ASGM-CD:                            FNL-DVY-DT:

************************************************************************
```

FIGURE 3-122

c. INPUT INSTRUCTIONS - All fields on this screen are protected and cannot be changed except as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
IRS1099-IND	***IRS 1099 INDICATOR - Indicates whether the contract meets all criteria for IRS 1099 reporting requirements.***
SPC-CON-PVN	SPECIAL CONTRACT PROVISIONS (9A/N) - Valid entries are A-H, J-N, P***-R***, ***and T***. Entries that can be made to eliminate the imbalance condition are L, M, or P.

3.2.5.25 CT4562 OR CT3000 - CORRECT ORD-QTY

a. GENERAL - The user may elect to correct the order quantity for the CLIN-ELIN containing the imbalance condition. When this function is selected from CT4560, ORD-QTY/DLV-SCH-QTY Imbalance, the system will display the existing Supply Line Item Data Record for the transaction being processed or will return the user to CT3000, Correction/ Modification Master Menu. A message will be displayed instructing the user to select Maintain Line Item Data Records allowing the order quantity on the Host Data Base to be corrected. A general explanation of this function is available by entering CT4562 in the CBUD field on Screen CT4562 or within Function zero on Screen CT3000. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figures 3-123 and 3-124 are sample screen formats for CT4562 and CT3000, respectively.

```
***********************************************************************
CT4562                    CORRECT ORD-QTY
CBUD:
PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

      CLIN-ELIN:                                NSN:
    ORD-QTY-IND:                            ORD-QTY:
      PRCH-UNIT:                       EST-PRC-IND:
       UNIT-PRC:                       TOT-AMT-IND:
    TOT-ITM-AMT:                           SPN-REC:
            NOUN:                    PARTNO:
       PQA-SITE:                        ACPT-SITE:
       FOB-SITE:                       QT-PC-OVR-1:
    QY-PC-UND-1:                       LQ-DAMG-IND:
    FIN-ACTN-CD:                           WHLD-CD:
    ACT-FRST-AR:                              ACRN:
    INS-ACPT-CD:

***********************************************************************
```

FIGURE 3-123

```
************************************************************************
CT3000                CORRECTION/MODIFICATION MASTER MENU


COMPUTER BASED USER DOC.........0   ACCTG DATA RECD MASTER MENU.......5
CONTRACT DATA RECORD............1   LINE ITEM MASTER MENU.............6
PROVISIONS DATA RECORD..........2   SUPPLY SCHEDULE MASTER MENU.......7
PAYEE NAME & ADDRESS DATA RECD..3
REMARKS DATA RECORD.............4   TERMINATE......................PA2


                        FUNCTIONS:          PIIN:
                                           SPIIN:           ORG:


************************************************************************
```

FIGURE 3-124

c. INPUT INSTRUCTIONS - All fields on Screen CT4562 are protected and cannot be changed with the exception of the following:

DATA ELEMENT	SPECIAL INSTRUCTIONS
ORD-QTY	ORDER QUANTITY (11A/N) - Enter the corrected net increase/decrease for the transaction being processed. A net decrease should be followed by a minus sign (-).

3.2.5.26 CT4563 - CORRECT DLV-SCH-QTY MENU

a. GENERAL - This menu screen will be displayed when the user chooses to correct the delivery schedule quantity. The user will have the option to correct an existing schedule quantity (on the current data base), correct a schedule quantity on an add or change transaction being processed, or to cancel an add or delete transaction being processed. A general explanation of this menu screen is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-125 is a sample screen format for CT4563.

```
**************************************************************************
CT4563                      CORRECT DLY-SCH-QTY MENU

                  COMPUTER BASED USER DOCUMENTATION...........0
                  CORRECT DLV-SCH-QTY ON HOST DATA BASE.......1
                  CORRECT DLV-SCH-QTY ON ADD/CHANGE TRANS.....2
                  CANCELLATION OF ADD/DELETE TRANS............3
                  RETURN TO SUMMARY EDIT....................PA2


                  FUNCTION:                     CONTRACT IN PROCESS

                                                 PIIN:
                                                SPIIN:          ORG:

             CLIN-ELIN:          SHP-TO:          MK-FOR:
             DLVY-SCH-DT:            MNO-AND-SFX:




**************************************************************************
```

FIGURE 3-125

c. INPUT INSTRUCTIONS - PIIN, SPIIN and CAO-ORG-CD are protected and may not be changed. CLIN-ELIN is extracted from the system and cannot be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - Entry required. Must be 0-3.
SHP-TO	SHIP TO (6A/N) - See MNO-AND-SFX.
MK-FOR	MARK FOR (6A/N) - See MNO-AND-SFX.
DLV-SCH-DT	DELIVERY SCHEDULE DATE (6A/N) - See MNO-AND-SFX.
MNO-AND-SFX	MILSTRIP DATA (15A/N) - Enter the SHP-TO, MK-FOR, DLV-SCH-DT and MNO-AND-SFX that matches the schedule record to be corrected. These fields together must match a record on the Host Data Base or Data Entry Data Base.

3.2.5.27 CT3000 - CORRECT DLV-SCH-QTY ON HOST DATA BASE

a. GENERAL - When the user selects this function from CT4563, Correct DLV-SCH-QTY Menu, the system will display CT3000, Correction/Modifica-tion Master Menu with a message directing the user to select the Supply Schedule Master Menu. The user may then add, change or delete supply schedule records on the Host Data Base, as needed to correct the imbalance condition. A general explanation of this menu is available within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 3-126 is a sample screen format for CT3000.

```
**************************************************************************
CT3000                CORRECTION/MODIFICATION MASTER MENU



COMPUTER BASED USER DOC.........0    ACCTG DATA RECD MASTER MENU.......5
CONTRACT DATA RECORD............1    LINE ITEM MASTER MENU.............6
PROVISIONS DATA RECORD..........2    SUPPLY SCHEDULE MASTER MENU.......7
PAYEE NAME & ADDRESS DATA RECD..3
REMARKS DATA RECORD.............4    TERMINATE......................PA2



                     FUNCTIONS:              PIIN:
                                            SPIIN:          ORG:



**************************************************************************
```

FIGURE 3-126

c. INPUT INSTRUCTIONS - PIIN, SPIIN and ORG are duplicated from the previous screen and may not be changed. Entries required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - A selection must be entered in this field. To correct DLV-SCH-QTY, select Function 7. Must be numeric (0-7).

3.2.5.28 CT4565 - CORRECT DLV-SCH-QTY ON ADD/CHANGE TRANSACTION

a. GENERAL - The user may choose to correct the DLV-SCH-QTY on an existing add or change transaction. When this function is selected the system will display the schedule record as it exists on the Data Entry Data Base. The user may then correct the DLV-SCH-QTY which will eliminate the imbalance condition. A general explanation of this function is available by entering CT4565 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself.

b. SCREEN FORMAT - Figure 3-127 is a sample screen format for CT4565.

```
**********************************************************************
CT4565                      CORRECT DLV-SCH-QTY
CBUD:
PIIN:                   SPIIN:            CAO-ORG-CD:        RGS-CD:

    CLIN-ELIN:                                  SHIP-TO:
       MK-FOR:                              DLSCHDT-IND:
   DLV-SCH-DT:                              MNO-AND-SFX:
  SCH-QTY-IND:                              DLV-SCH-QTY:
  CLISUB-XHIB:                              TRNS-PRI-CD:
         ACRN:

**********************************************************************
```

FIGURE 3-127

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD and RGS-CD are duplicated from the previous screen and may not be changed. All other fields are protected except as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
DLV-SCH-QTY	DELIVERY SCHEDULE QUANTITY (11A/N) - Enter the corrected net increase or decrease in the DLV-SCH-QTY. A decrease should be followed by a minus sign (-).

3.2.5.29 CT4566 - CANCEL SUPPLY SCHEDULE DELETE OR ADD TRANSACTION

a. GENERAL - The imbalance condition encountered may be a result of an add or delete transaction being processed. To correct this imbalance condition the user may cancel the add or delete transaction. When this function is selected, the system will display the existing transaction for review by the user. The user will then depress ENTER to cancel the transaction or PA2 to return to CT4563, Correct DLV-SCH-QTY Menu. A general explanation of this function is available by entering CT4566 in the CBUD field.

b. SCREEN FORMAT - Figure 3-128 is a sample screen format for CT4566.

```
************************************************************************
CT4566            CANCEL SUPPLY SCHEDULE DELETE TRANSACTION
CBUD:
PIIN:                       SPIIN:             CAO-ORG-CD:      RGS-CD:

         CLIN-ELIN:                                SHIP-TO:
            MK-FOR:                            DLSCHDT-IND:
        DLV-SCH-DT:                            MNO-AND-SFX:
       SCH-QTY-IND:                            DLV-SCH-QTY:
       CLISUB-XHIB:                            TRNS-PRI-CD:
              ACRN:

************************************************************************
```

FIGURE 3-128

c. INPUT INSTRUCTIONS - All fields on this screen are protected and cannot be changed. No entries are required/allowed.

3.2.5.30 CT4564 - LINE ITEM BALANCE INQUIRY

a. GENERAL - The user may view all existing schedule records and the current order quantity for the CLIN-ELIN that is not in balance by selecting this function from CT4560, ORD-QTY/DLV-SCH-QTY Imbalance. This assists the user in determining what action is required to correct the imbalance condition. A general explanation of this function is available by entering CT4564 in the CBUD field.

b. SCREEN FORMAT - Figure 3-129 is a sample screen format for CT4564.

```
************************************************************************
CT4564                 LINE ITEM BALANCE INQUIRY

PIIN:                       SPIIN:               CAO-ORG-CD:      RGS-CD
   IND:
   CLIN-ELIN:            QTY-ON-ORD:               TOT-QTY-SCHED:

***************************SCHEDULE INFORMATION*************************
    IND  SHP-TO  MK-FOR    DLVY-SCH-DT      MNO-AND-SFX      DLV-SCH-QTY



************************************************************************
```

FIGURE 3-129

c. INPUT INSTRUCTIONS - All fields on this screen are protected. No entries are required/allowed.

3.2.5.31 CT4570 - ACCEPTABLE ERROR LIST

a. GENERAL - During the Summary Edit process the system may encounter two errors that would not require immediate correction to allow the transaction to update the data base. If the total item amount (TOT-ITM-AMT) of all line items on the contract or the total obligated amount (OBLIG-AMT) of all accounting classification data records on the contract is greater than the total amount of the contract (TOT-AMT-CONT) the system will display these quantities/amounts and advise the user that one or both of these balancing errors has occurred.

b. SCREEN FORMAT - Figure 3-130 is a sample screen format for CT4570.

```
**********************************************************************
CT4570                      ACCEPTABLE ERROR LIST

PIIN:                     SPIIN:            CAO-ORG-CD:         RGS-CD:

  TOT-ITM-AMT           TOTAMT-CONT        OBLAMT-CONT        OBLAMT-OTH



    THE ABOVE BALANCING ERRORS HAVE BEEN DETECTED DURING SUMMARY EDIT.
    THESE ARE ACCEPTABLE ERRORS.  PLEASE NOTE THE CONTRACT NUMBER (PIIN/
    SPIIN/CAO-ORG-CD) AND CHECK THE CONTRACT ABSTRACT TOMORROW.  IF THE
    AMOUNTS ENTERED ARE CORRECT, NO ACTION IS REQUIRED.  OTHERWISE, A
    CORRECTION TRANSACTION WILL BE REQUIRED.



**********************************************************************
```

FIGURE 3-130

3.2.5.32 CT4580 - DUPLICATE MODIFICATION ERROR

a. GENERAL - When the system encounters a modification that is already in the data base as processed or processed and awaiting the hard copy document, the user will not be allowed to continue processing of the same document. The system will display a message advising the user to delete the transaction being processed from the Data Entry Data Base and will return the user to CT0001, Contract Maintenance Master Menu.

b. SCREEN FORMAT - Figure 3-131 is a sample screen format for CT4580.

```
**************************************************************************
CT4580                  DUPLICATE MODIFICATION ERROR

    THE MODIFICATION BEING ENTERED INTO THE HOST DATA BASE IS NOW A
DUPLICATE MODIFICATION (SUMMARY EDITED).  SINCE THE TIME THE MODIFICA-TION WAS
ESTABLISHED ON THE DATA ENTRY DATA BASE (FUNCTION 2 ON THE CONTRACT MAINTENANCE
MASTER MENU CT0001) AND THE TIME SUMMARY EDIT WAS REQUESTED (FUNCTION 4 ON CT0001
OR PF3), THIS MODIFICATION WAS ESTAB-
LISHED ON THE HOST DATA BASE.  THIS WAS PROBABLY DUE TO A MILSCAP
TRANSACTION.

                        CONTRACT IN PROCESS
                       PIIN:
                      SPIIN:           ORG:

   PRESS ENTER TO RETURN TO THE CONTRACT MAINTENANCE MASTER MENU.

**************************************************************************
```

FIGURE 3-131

3.2.6 OUTPUT PRODUCTS

The Contract Abstract input processes and MOCAS data base capabilities mean that a substantial amount of informational data has been stored for use in the management and administration of each contract. The stored data is retrieved and output, in differing hard copy formats, for use by the management and functional personnel in fulfilling their respective missions. The output reports are primarily generated as follows:

a. Daily Reports - Constitutes output where the predominant charac-teristics of the reports are their generation during each production processing cycle.

b. Other-Than-Daily Reports - Constitutes output where the predom-inant characteristics of the reports are their generation during weekly/ monthly/quarterly or by request (other than daily) production processing cycles. These reports often serve to accumulate data which was previously input during the daily cycles.

3.2.6.1 UNMA010A - REJECTED ABSTRACT REPORT

DATA SUMMARY

PURPOSE:	To identify contracts, modifications, corrections and their respective data elements which did not meet the valida-tion criteria for acceptance into the data base.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Reading Group Specialist Code/Pro-curement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/ Format Identifier Code
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

3.2.6.2 UNMA030A - ACCEPTED ABSTRACT REPORT

DATA SUMMARY

PURPOSE:	To identify contracts, modifications, corrections and their respective data elements which meet the validation criteria for entry into the system.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Reading Group Specialist Code/Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/ Format Identification Code
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

3.2.6.3 UNMA060A - ACCEPTED ACRN IMBALANCES

DATA SUMMARY

PURPOSE:	To serve as a listing of accepted contractual documents that did not balance on Accounting Classification Reference Number (ACRN) between LISSR and Accounting Classification Record. This listing is used for research and correction of imbalance errors, as required.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Reading Group Specialist Code/ Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Occurs when the page is full.

3.2.6.4 UNMA150A - DLA FORM 457e

DATA SUMMARY

PURPOSE:	To serve as a preprinted form created for each ACRN including changes affecting financial related contract provisions. The types of data included on the forms are address, financial, and contract provisions involving financial actions.
SOURCE OF DATA:	Abstract Input Transaction
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Reading Group Specialist Code/ Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

ADDITIONAL INFORMATION:

a. Output must be produced on preprinted DLA Form 457e.

b. DLA Form 457e is produced during the cycle, initiated by input of Contractual Documents, Modifications or Corrections involving changes to accounting data or contract provisions.

3.2.6.5 UNMC480A - PAYEE NAME AND ADDRESS PROOF LIST

DATA SUMMARY

PURPOSE:	To identify and serve as a reference list when a contractor's name and address is added/changed/deleted from the Payee Name and Address File.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Occurs when the page is full.
ADDITIONAL INFORMATION:	This report is updated by input of the N_S Record. The Alternate Payee Indicator Codes consist of the following: R - Contractor Remittance Address N - Notice of Assignment C - Canadian Commercial Corporation

3.2.6.6 UNMA440A - DD FORM 1716 REPORT

DATA SUMMARY

PURPOSE:	To provide an automated basis for the generation of TWX messages regarding contractual deficiencies in the abstract validation process. Deficiencies of this nature were previously addressed through the use of DD Form 1716 (Contract Data Package Recommendation/Deficiency Report). This new procedure will allow for the initiation of a TWX by the Abstract Input Function, which will be coordinated (at local option) with the cognizant ACO before actual transmission to the PCO.
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	If report is generated at District Level, sort sequence will be by PIIN terminal digits. If report is generated at CAO Level, sort sequence will be by ACO Code and PIIN terminal digits.
PAGE BREAK:	Every Change in PIIN

3.2.6.7 UNMB010A - CLR CONTRACT-INPUT CONTROL REGISTER

DATA SUMMARY

PURPOSE:	This report contains a recap of accepted dollars (by Service) and data base quantities as input by each data input clerk.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Reading Group Specialist Code
PAGE BREAK:	Occurs when the page is full.
TOTALS:	The required totals are: a. Obligation amounts by: Army Air Force DLA Navy b. Quantity on Order. c. Quantity Scheduled.
ADDITIONAL INFORMATION:	This listing is used to validate control of input.

3.2.6.8 UNMC090A - CONTRACT LABELS

DATA SUMMARY

PURPOSE:	To serve as the identification tags, used by the Control Area, in establishing the Finance Office Contract Files.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Special Gummed Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Reading Group Specialist Code/ Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Occurs when the page is full.
ADDITIONAL INFORMATION:	The printed labels are generated for new contracts, reopened contracts and corrections based on a change to the Contractor's Code. The labels reflect the Contract Number, Contractor's Name, and RGS Code.

3.2.6.9 UNMC070A - CONTRACTUAL DOCUMENT BACKLOG LIST

DATA SUMMARY

PURPOSE:	To identify all contractual and modification documents that have been received but that have not been processed into the system and/or to identify all contractual documents received via MILSCAP for which hard copies have not yet been received.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/ Modification Number
PAGE BREAK:	Page break occurs after each ten terminal digits.
TOTALS:	Total Number of Contracts in Backlog, Total Number of Modifications in Backlog and Total Number of Documents in Backlog.

3.2.6.10 UNMC080A - CONTRACTUAL DOCUMENT BACKLOG LIST BY DEPARTMENT

DATA SUMMARY

PURPOSE:	To identify by department, all contractual documents received that have not been processed into the system that are greater than five days old.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Department Code/Procurement Instrument Identification Number/Supplemental Procurement Instrument Identification Number
PAGE BREAK:	Occurs under the following conditions: a. Change in Department. b. When page is full.
TOTALS:	Total number or Contracts in Backlog, total number of Modifications in Backlog, and total number of Documents in Backlog.

3.2.6.11 UNMB030A - INPUT STATISTICS

DATA SUMMARY

PURPOSE:	This listing contains production statistics at the Contract Data input level. The report reflects the number of all documents input at the Contract/ Modification/Correction level, the number accepted, the number rejected, and the percentage of rejection. The record count is also kept of each accepted transaction identified by FIC.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	CAO Code/RGS Code
PAGE BREAK:	Occurs when the page is full.
TOTALS:	Totals are produced, as follows:

a. For each Reading Group Specialist Code.

Total of the total counts of transactions
Total of the rejected counts of transactions
Total of the accepted counts of transactions
Total percent of transactions rejected
Total of A-Records input
Total of B-Records input
Total of C-Records input
Total of D-Records input
Total of E-Records input
Total of F-Records input
Total of G-Records input
Total of H-Records input
Total of I-Records input
Total of J-Records input
Total of N-Records input
Total of R-Records input
Total of S-Records input
Total of T-Records input
Total of Record Counts

b. Subtotals for all Reading Group Specialist Code.

Total of all New Contract Transactions (PA/NA) for all categories in subparagraph a above.
Totals for all Modification Transactions (PB/NB) for all categories in subparagraph a above.
Totals of all Correction Transactions (PE/NE) for all categories in subparagraph a above.

c. Generate a total of all subtotals established in subparagraph b above.

3.2.6.12 UNMB060A - CONTRACT/MOD BACKLOG STATISTICS

DATA SUMMARY

PURPOSE:	This listing contains a recap of contractual document receipts, processed and unprocessed backlogs by type of document, number of documents by age group, average on-hand age, average processing time, and cumulative daily to monthly statistics.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Contract Administration Office Organization Code
PAGE BREAK:	Occurs when the page is full.
TOTALS:	Totals are required at the following levels:

a. Contracts - Total of Purchase Orders/Calls and Other contract documents at the following levels:

Beginning Balance of Documents
Documents Received
Documents Accepted
Documents Deleted
Duplicate Documents
Invalid Procurement Instrument Identification/Number/Supplementary Procurement Instrument Identification Number
Ending Balance of Documents
Documents by Age Group

0 Days
1 Day
2 Days
3 Days
4 Days
5 Days and Over

Average Age on Hand
Average Processed Days

b. Modifications - Total of modifications against Purchase Orders/Calls and Other contract documents at the same levels specified in subparagraph a above with the additional level of Unmatched Modifications.

c. Total Contracts/Modifications - Total of subparagraphs a and b above at the same levels.

3.2.6.13 UNMC460A - STATISTICAL REPORT FOR ABSTRACT PROCESSING (MONTHLY)

DATA SUMMARY

PURPOSE:	To accumulate production statistics at the Buying Activity Level. This report reflects the total number of contracts received, contracts rejected, percentage of contracts rejected, average number of days awaiting hard copy documents, amount, and description of errors.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Monthly - As Determined Locally
SORT SEQUENCE:	Buying Activity Code
PAGE BREAK:	Page break occurs under the following conditions: a. Change in buying activity. b. When the page is full.
TOTALS:	Singularly stated totals are provided for the following: a. Number of contracts received. b. Number of contracts rejected. c. Types of errors.

3.2.6.14 UNMC440A - WEEKLY MISSING MOD LIST

DATA SUMMARY

PURPOSE:	To identify missing modifications and to assist in followup with the PCO or ACO in obtaining the missing modification(s).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Weekly - As Determined Locally
SORT SEQUENCE:	CAO Code/PIIN/SPIIN/Missing Modification Number (Terminal Digit Sequence)
PAGE BREAK:	The page break occurs under the following conditions: a. Change in CAO Code. b. When the page is full.
ADDITIONAL INFORMATION:	Report UNMC440A is generated during normal end-of-week processing.

3.2.6.15 UNMB140A - MONTHLY MISSING MOD SUMMARY

DATA SUMMARY

PURPOSE:	To provide a statistical summary report of missing modifications by Buying Activity.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Monthly - As Determined Locally
SORT SEQUENCE:	Contract Administration Office Organization Code/Buying Activity
PAGE BREAK:	Page break occurs under the following conditions: a. Change in CAO Code. b. When page is full.
TOTALS:	a. Totals by Buying Activity Code: Total number of ACO modifications missing. Total number of PCO modifications missing. Total number of modifications by Age Group. 0-30 Days 31-60 Days 61-90 Days Over 90 Days b. Totals by Contract Administration Office Organization Code: Total number of ACO modification missing by Age Group. Total number of PCO modification missing by Age Group. Total number of modifications missing by Age Group.

3.2.6.16 UNMC100A - MASTER CONTRACTOR FILE REFERENCE LIST BY CONTRACTOR

DATA SUMMARY

PURPOSE:	To serve as an inventory of all contractors within a District, arranged in alphabetical sequence.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Monthly - Retained Until Replaced by Subsequent Report
SORT SEQUENCE:	By Contractor Alphabetical Order
PAGE BREAK:	Occurs when the page is full.
ADDITIONAL INFORMATION:	Every two weeks, Report UNMC100A is printed during the production cycle.

3.2.6.17 UNMC100B - MASTER CONTRACTOR FILE REFERENCE LIST BY ORGANIZATION

DATA SUMMARY

PURPOSE:	To serve as an inventory of all contractors within a District, arranged in alphabetical sequence.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Monthly - Retained Until a Subsequent Report is Produced
SORT SEQUENCE:	CAO Code/Contractor Name Alphabetical Sequence
PAGE BREAK:	Occurs when the page is full or when the CAO Code changes.
ADDITIONAL INFORMATION:	Every two weeks, Report UNMC100B is printed during the production cycle.

3.2.6.18 UNMD040A - CONTRACT ABSTRACT - NEW/MODE/CHG

DATA SUMMARY

PURPOSE:	To provide a comprehensive overview of data added/changed/deleted resulting from receipt of new contracts, modifications, changes or corrections. This report is also produced when a new call or new MOD is established on the MOCAS Inventory File, (processing NAT and NBT records).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

3.2.6.19 UNMD040B - CONTRACT ABSTRACT - PRODUCTION

DATA SUMMARY

PURPOSE:	To provide the Production Element a copy of the contract abstract.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

3.2.6.20 UNMD040C - CONTRACT ABSTRACT - RECONCILIATION

DATA SUMMARY

PURPOSE:	To provide visibility to the Financial Elements of contractual terms and conditions for those contracts that did not pass the Reconciliation of Contracts Validation.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

3.2.6.21 UNMD040E - CONTRACT ABSTRACT - CONTRACT CLOSING

DATA SUMMARY

PURPOSE:	To provide a closing contract abstract for the contract file.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

3.2.6.22 UNMD040F - CONTRACT ABSTRACT - PIIN/ORG CHANGES

DATA SUMMARY

PURPOSE:	To provide a contract abstract for PIIN/ORG changes.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

3.2.6.23 UNMC050A - UPDATED CONTRACTS BY TD

DATA SUMMARY

PURPOSE:	To serve as an inventory of all new contracts and all contracts for which corrections/modifications were applied during the cycle.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	Occurs when the page is full.

3.2.6.24 UNMC050B - UPDATED CONTRACTS BY ORGANIZATION

DATA SUMMARY

PURPOSE:	To serve as an inventory of all new contracts for which modifications and/or corrections were applied during the cycle. This inventory of contracts is printed by CAO Code.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	CAO Code/PIIN/SPIIN
PAGE BREAK:	Page break is by CAO Code and when page is full.

3.2.6.25 UNMC050C - NEW CONTRACT BY ORGANIZATION

DATA SUMMARY

PURPOSE:	To identify new contracts which met the validation criteria and were entered into the system.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Organization Code/Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Occurs when the page is full.
TOTALS:	Number of contracts (PIIN/SPIIN) per Organization Code
ADDITIONAL INFO:	The report is produced daily. If there are no new contracts input into the system during the cycle, a negative report is generated.

3.2.6.26 UNMD030A - RECONCILIATION OF UNLIQUIDATED OBLIGATIONS – CYCLE GENERATED

DATA SUMMARY

PURPOSE:	To identify contracts which are out-of-balance at either contract or ACRN level.
SOURCE OF DATA:	Data Base
TYPE MEDIUM:	Cyclical Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	CAO Code/PIIN/SPIIN
PAGE BREAK:	PIIN/SPIIN
TOTAL:	TOTALS by Unliquidated Obligation, Extended Value Unshipped, Accrued Expenditures, Total Extended Value, and Amount Out-of-Balance.
ADDITIONAL INFORMATION:	a. Differences of 1% or more are considered Out-of-Balance. b. If a special ACRN is present, the contract totals only will be provided for review.

3.2.7 ERROR CORRECTION PROCEDURES

3.2.7.1 ERROR MESSAGES AND EXPLANATIONS

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
A01	KIND-MOD DOES NOT MATCH TABLE TB0001	The Kind of Modification (KIND-MOD) is not on the table of valid codes. Please verify the entry in the field and correct as necessary.
A02	SIGN-DT-MOD NOT A VALID CALENDAR DATE (YYMMDD)	The entry in the SIGN-DT-MOD field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for month entered).
A10	EFF-DT NOT BLANK OR NUMERIC YYMMDD	The entry in the EFF-DT field may be blank. When an entry is made it must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered).
A11	*DMS-RTG INVALID	Enter the appropriate Defense Material System Rating Code. Positions 1 and 2 must be DO, DX, 9 Blank or N Blank. Positions 3 and 4 must be blank when a 9 Blank or N Blank is in 1 and 2 or a valid Commodity Code. Further explanation of this error is available by using PF1 when this error message is displayed.
A14	FMS-RQ-IND NOT 1 OR BLANK	When Foreign Military Sales requirements are indicated in the contract, enter a 1 in this field. Otherwise, leave this field blank.
A20	*FIRST DISCOUNT PERCENTAGE NOT BLANKS, NUMERIC OR N-BLANK	The first discount percentage in the DISCNT-TRMS field (first four positions) is not blank, all numeric (0-9) or an N followed by blanks. Further explanation of this error is available by using PF1 when this error message is displayed.
A21	*FIRST DISCOUNT DAYS NOT BLANK OR NUMERIC	This field (second part of DISCNT-TRMS) must be blank when first discount percentage is N Blanks or all blank. Otherwise, it must be numeric (0-9).

		Further explanation of this error is available by using PF1 when this error message is displayed.
MESSAGE NO.	ERROR MESSAGES	EXPLANATION
A22	*SECOND DISCOUNT PERCENT NOT BLANK OR NUMERIC	This field (third part of DISCNT-TRMS) must be blank when the first discount percentage is N Blanks or all blank. Otherwise, it must be numeric (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.
A23	*SECOND DISCOUNT DAYS NOT BLANK OR NUMERIC	This field (last part of DISCNT-TRMS) must be left blank when the first discount percentage is N Blanks or all blanks or the second discount percentage is all blanks. Otherwise, it must be numeric (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.
A24	NET DISCOUNT DAYS NOT BLANK, NUMERIC OR N-BLANK	The DISC-DY-NET field must be blank if an entry is made in DISCNT-TRMS. Otherwise, enter N Blank for net days or the number (00-31) of net discount days. Further explanation of this error is available by using PF1 when this error message is displayed.
A25	*OTHER TERMS NOT 9 OR BLANK	Acceptable entries to DISC-IND-OTH are: when first discount percentage contains an N, enter a blank (one position field), when first discount percentage was blank or a number, enter a 9 in DISC-IN-OTH when terms/other than in DISCNT-TRMS exist. Further explanation of this error is available by using PF1 when this error message is displayed.
A26	TOTAL AMOUNT OF CONTRACT NOT NUMERIC OR ALL ZEROS	The TOTAMT-CONT must contain the numeric total amount of contract with the decimal in the third position from the right. The system will left zero fill. If the amount should be zero filled, enter .00.
A27	DATE OF SIGNATURE NOT VALID CALENDAR DATE (YYMMDD)	The entry in the DT-OF-SIGNR field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered).

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
A28	*KIND OF CONTRACT CODE DOES NOT MATCH TABLE TB0003	Valid entries to the KIND-CON-CD are 0-3 and 5-9. See the input instructions for the Contract Data Record, for the list of codes and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.
A29	*TYPE OF CONTRACT CODE DOES NOT MATCH TABLE TB0004	Valid entries to the TY-CONTR-CD are ***A, J-L, R-V, Y, and Z***. See the input instructions for the Contract Data Record, for the list of codes and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.
A30	*FUNCTIONAL LIMITATIONS DOES NOT MATCH TABLE TB0021	Valid entries to the FUNC-LMTN field are blank and one to six. Codes one to five indicate a support contract. See the input instructions for the Contract Data Record, for the list of codes and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.
A31	*CRITLY-DES-CD DOES NOT MATCH TABLE TB0019	Valid CRIT-DES-CDs are A, B and the input instructions for the Contract Data Record, for the list of codes and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.
A32	*SPC-CON-PVN NOT BLANK, A-H, J-N OR P-***R AND T***	Valid special contract provisions are blank, A-H, J-N and P-***R, and T***. See the input instructions for the Contract Data Record, for the list of codes and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.
A33	THE NOUN FIELD MUST CONTAIN AN ENTRY	Starting in the left most position, enter the nomenclature which describes in general the items/service in the document.
A34	SPC-CON-PVN CONTAINS IMBEDDED BLANKS	When entering one or more special contract provisions, start in the left most position and continue the entries without placing a space between them.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
A35	SPC-CON-PVN CONTAINS DUPLICATE ENTRIES	The same special contract provision appears more than once in this field.
A50	ARMY PROGRAM-YEAR NOT ALPHANUMERIC OR BLANK	This field may be left all blank. When a program year is indicated in the accounting classification, enter the one position alpha (A-Z) or numeric (0-9) program year. If the FD-CD (lower right) generated by the system is A5, this field must contain data.
A51	AGCY-CD FIELD NOT ALPHANUMERIC	An entry must be made to this field. Enter the two position alphanumeric general operating agency code.
A52	*ARMY ALLOTMT-SER NOT ALPHANUM OR ALL BLANKS	This field may be left blank. When an entry is made, it must be all alphanumeric (A-Z or 0-9). Further explanation of this error is available by using PF1 when this error message is displayed.
A53	*ARMY PGM-EL-BDGT-PROJ NOT ALPHANUMERIC OR BLANK	The BDGT-PROJ may be left blank. When an entry is made it must be alphanumeric (0-9 or A-Z) and it should begin in the left most position. If the FD-CD (lower right) generated is A3, the BDGT-PROG must be all blank or start with a 1 or a blank. Further explanation of this error is available by using PF1 when this error message is displayed.
A54	*ARMY EL-XPNS-OBJ-CLS NOT ALPHANUMERIC OR BLANK	The OBJ-CLS-CD may be left blank only when the FD-CD (lower right) generated is an A3 or A5. Otherwise, entries must be alphanumeric (A-Z, 0-9) and begin in the left most position of the field. Further explanation of this error is available by using PF1 when this error message is displayed.
A55	ARMY COUNTRY-CODE NOT ALPHANUMERIC OR BLANK	The CNTRY-CD may be left blank. When a country code is present, it must be alphanumeric (A-Z, 0-9).
A56	ARMY FISCAL-STATION-NUMBER NOT S FOLLOWED BY NUMERICS	The ACCTG-STA must contain an S followed by five numerics (0-9).

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
A57	*ARMY PCMT-RQST-ORDNO NOT ALPHANUMERIC OR BLANK	The RQST-ORDNO may be blank. When an entry is made it must be alphanumeric (A-Z, 0-9). In this case, only the first position of the field may contain a blank (space). Further explanation of this error is available by using PF1 when this error message is displayed.
A60	*NAVY OBJECT-CLS-CODE NOT NUMERIC OR BLANK	The CLS-CD-NAVY may be blank only when the FD-CD (lower right of screen) generated is B1, J3, M1, M3, M4, MA, ND, NQ, P8, PA, PC, PN or W2 or when the sixth position of the APROP contains an M. Otherwise, the CLS-CD-NAVY must be numeric (0-9). Further explanation of ths error is available by using PF1 when this error message is displayed.
A61	NAVY BUREAU-CONTROL-NUMBER NOT ALPHANUMERIC OR NOT RIGHT JUST	Alphanumerics must be entered in the BUR-CTL-NO. When less than five characters are entered, the system will right-justify and left zero fill the blank positions.
A62	NAVY SUBALOT-OPG-BDGT-SUBDV NOT ALPHANUMERIC	The ALTOM-NAVY must contain alphanumerics (A-Z, 0-9).
A63	NAVY AUTH-ACCTG-ACTY NOT ALPHANUMERIC OR NOT RIGHT JUST	The Navy ACCTG-ACTY must be alphanumeric (A-Z, 0-9). When less than six positions, precede with zeros.
A64	*TRX-CD-NAVY FIELD NOT NUMERIC (POSITION 1) AND ALPHA (POSITION 2)	An entry to the TRX-CD-NAVY must be a numeric (0-9) followed by an alpha (A-Z). Further explanation of this error is available by using PF1 when this error message is displayed.
A65	NAVY PRPTY-ACCTG-CD NOT ALPHANUM AND RIGHT JUST OR BLANK	The PROPTY-ACCT may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9). If less than six positions, precede with zeros.
A66	NAVY COST-CODE NOT ALPHANUMERIC OR BLANK	The NAVY-CST-CD may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9).

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
A70	AIR FORCE FUND-CODE NOT ALPHANUMERIC	The Air Force Fund Code is not generated; it is included in the accounting classification. This entry must be alphanumeric (A-Z, 0-9).
A71	AIR FORCE PROGRAM-YEAR NOT ALPHANUMERIC	PGM-YR must contain a one position alphanumeric (A-Z, 0-9) entry.
A72	AIR FORCE OPERATING-AGENCY-CODE NOT ALPHANUMERIC	Enter the two position, alphanumeric (A-Z, 0-9) AGCY-CD as found in the accounting classification data.
A73	AIR FORCE ALOTM-SERNO-OPG-BDGT NOT ALPHANUMERIC	Enter the two position, alphanumeric (A-Z, 0-9) ALOTM-SERNO as found in the accounting classification data.
A74	AIR FORCE BDGT-PGM-ACTY-CD NOT ALPHANUMERIC	The six position BDGT-PROJ must contain alphanumeric data (A-Z, 0-9).
A75	AIR FORCE MATERIAL-PROGRAM-CODE NOT ALPHANUMERIC	MTL-PGM-CD must contain six alphanumerics (A-Z, 0-9).
A76	AIR FORCE EL-XPNS-INVSTMT NOT ALPHANUMERIC	Enter the five position, alphanumeric (A-Z, 0-9) EL-XPNS-INV as found in the accounting classification data.
A77	AIR FORCE PROGRAM-ELEMENT NOT ALPHANUMERIC	The six position PGM-EL must contain alphanumeric data (A-Z, 0-9).
A78	AIR FORCE ACCOUNTING-STATION NOT ALPHANUMERIC	Enter the six position, alphanumeric (A-Z, 0-9) ACCTG-STA as found in the accounting classification data.
A79	ALOTM-SUB NOT ALPHANUMERIC	
A80	ALOTM/SUB-ALOTM NOT NUMERIC	This field must contain an entry. Enter the numeric (0-9) ALOTM-SUB.
A81	DLA/OSD PGM-CST-ACCT-NO NOT NUMERIC	This field must contain an entry. Enter the numeric (0-9) PGM-CST-ACC.
A82	DLA/OSD OBJECT-CLASS NOT NUMERIC	This field must contain an entry. Enter the numeric (0-9) OBJ-CLS-CD.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
A83	*DLA/OSD FSCL-ACCTG-STA-NO NOT ALPHANUMERIC	This field must contain an entry. The first position must be S. Enter numerics (0-9) in the last five positions. Further explanation of this error is available by using PF1 when this error message is displayed.
A84	CR-ULO-IND MUST BE "F" OR BLANK	This field must be left blank unless an entry is required because the unliquidated obligation is less than zero. Enter an F only when required.
A90	*NON-CLIN-ELIN-PAY-PVN CONTAINS INVALID DATA	The NON-CELI-PAY field may be left blank. When an entry is made, it must be a valid (see part 15 of this manual), must begin in the left most position, must not be preceded by a blank and cannot be repeated Further explanation of this error is available by using PF1 when this error message is displayed.
A91	FMS-CNTRY-CD NOT ALL BLANKS OR ALPHANUMERIC	This field may be left blank. When an entry is made, it must be all alphanumeric (A-Z, 0-9). A list of valid codes is in the Country Code List, part 15, appendix 32 of this manual.
A92	OBLIGATED AMOUNT NOT NUMERIC AND/OR DECIMAL POINT MISSING	The OBLIG-AMT must contain numerics (0-9) in all positions except the third from the right which must be a decimal (.).
A94	DOC-REF-NO DOES NOT CONTAIN DATA	An entry to this field must be made. Describe the type of document (i.e., PO for Purchase Order, NEG CT for Negotiated Contract, etc.) being entered. For modifications the modification number may be entered.
A95	TRX,CD-OBLIG NOT BLANK, TWO ALPHAS, OR BLANK FOLLOWED BY ALPHA	The entry in the POSTI-IND must be Blank-Blank, Alpha-Alpha (A-Z) or Blank-Alpha.
A96	OBLIG-AMT RESULTED IN A CREDIT ULO	The entry of a net decrease to the obligation has resulted in an unliquidated obligation that is less than zero or the unliquidated obligation was already less than zero. Enter an F in the CR-ULO-IND to force this condition through validation.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
A97	FUNC-LMTN CANNOT CONTAIN IMBEDDED BLANKS	A blank space cannot be entered in front of a valid FUNC-LMTN (1-6).
A98	FUNC-LMTN CANNOT CONTAIN DUPLICATE ENTRIES	The same FUNC-LMTN cannot be entered more than one time.
B00	*CLIN-ELIN CONTAINS INVALID DATA	Entries to the CLIN-ELIN must be formatted as follows: a. Position one must be alpha (excluding I and O) or numeric (0-9). b. If position one is numeric, positions two to four must be numeric. c. If position one is alpha, positions 2-4 must be alpha-numeric (excluding I and O). Further explanation of this error is available by using PF1 when this error message is displayed.
B01	*NATIONAL STOCK NUMBER CONTAINS INVALID DATA	Valid entries are N EXHIBIT, N SERVICES, U BLANKS, Z DoDAAC, alphanumerics in positions 1-15 or alphanumerics in positions 1-13 and blanks in pos. 14-15. Further explanation of this error is available by using PF1 when this error message is displayed.
B02	ORDER QUANTITY NOT NUMERIC, N-BLANK OR U-BLANK	The entry to ORD-QTY field must be all numeric (0-9), N followed by blanks or U followed by blanks.
B03	PURCHASE UNIT NOT ALPHABETIC	The entry to PRCH-UNIT must be alphabetic (A-Z).
B04	ORD-QTY MUST BE GREATER THAN ZERO IF NUMERIC	The entry to this field must be greater than zero when numerics are entered. (U Blanks or N Blanks not entered).

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
B05	*TOTAL ITEM AMOUNT NOT NUMERIC OR N-BLANK	The entry to TOT-ITM-AMT may be N followed by blanks. Otherwise, enter numerics in all positions except the third from the right. Enter a decimal in this position (i.e., 999.99). Further explanation of this error is available by using the PF1 key when this error message is displayed.
B06	*UNIT PRICE CONTAINS INVALID DATA	The entry to UNIT-PRC may be U, N or C followed by blanks. Otherwise, enter the dollars, decimal, cents and mills (i.e., 99.9999). Further explanation of this error is available by using the PF1 key when this error message is displayed.
B08	*SUB-CLIN CONTAINS INVALID DATA ELIN	When position one of the CLIN- is numeric, positions five and six must contain blanks, alpha-alpha or alpha-blank (excluding I and O). If position one is alpha, positions five and six must be blank. Further explanation of this error is available by using the PF1 key when this error message is displayed.
B09	CUR-ORD-QTY PLUS ORD-QTY ENTERED CANNOT BE LESS THAN ZERO	When modifying or correcting the line item, the net decrease entered in the ORD-QTY field may not reduce the quantity on order (CUR-ORD-QTY) to below zero.
B12	FOB-SIT NOT D, S OR O	Valid entries to this field are D (destination), S (source) and O (other) only. An entry must be made.
B13	*QUANTITY VARIANCE OVER CONTAINS INVALID DATA	This field may be left blank. When an entry is made, it must match an entry as shown in the Quantity Variance Table in part 15 of this manual. Further explanation of this error is available by using PF1 when this error message is displayed.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
B14	*QUANTITY VARIANCE UNDER CONTAINS INVALID DATA	This field may be left blank. When an entry is made, it must match an entry as shown in the Quantity Variance Table in part 15 of this manual. Further explanation of this error is available by using PF1 when this error message is displayed.
B20	DELIVERY SCHEDULE DATE NOT U BLANK OF VALID CALENDAR DATE (YYMMDD)	U Blank may be entered in the DLV-SCH-DT. Otherwise, the entry in this field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered).
B21	DELIVERY SCHEDULE QUANTITY NOT U BLANK OR NUMERIC	An entry must be made to the DLV-SCH-QTY. Either enter a U followed by blanks or the eleven position field must contain numeric (0-9) data.
B22	ACRN NOT U BLANK OR ALPHANUMERIC	Enter U-Blank in the ACRN or two alphanumerics (A-Z, 0-9).
B23	*TRANSPORTATION PRIORITY NOT 1, 2, 3, 4 OR BLANK	TRNS-PRI-CD may be left blank. The only valid entries are 1, 2, 3 and 4. Further explanation of this error is available by using PF1 when this error message is displayed.
B24	*MILSTRIP DATA CONTAINS INVALID CHARACTERS	MNO-AND-SFX may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9). Further explanation of this error is available by using PF1 when this error message is displayed.
B25	*CONTRACT LINE ITEM NUMBER NOT BLANK OR NUMERIC	When position one of the CLIN-ELIN is alpha (A-Z), positions one to four of this field (CLISUB-XHIB) must be numeric (0-9). When position 1 of the CLIN-ELIN if numeric the CLISUB-XHIB must be blank. Further explanation of this error is available by using PF1 when this error message is displayed.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
B26	*CONTRACT SUBLINE NOT BLANK OR ALPHABETIC	If positions one to four of the CLISUB-XHIB are blank, positions five and six must also be blank. If an entry is made in the CLISUB-XHIB, positions five and six must be alphabetic (I and O). Further explanation of this error is available by using PF1 when this error message is displayed.
B27	FIELD CANNOT BE BLANK AND MUST BE GREATER THAN ZERO IF NUMERIC number	The 11-position DLV-SCH-QTY must contain numeric (0-9) data. A greater than zero must be entered.
B28	*ACCTG-STA/CONTR-PAYMT NOT VALID DODAAD CODE	This six position field must match a DoDAAD Code that has been established in the system. Re-enter code if incorrect or contact System Administrator if the code needs to be added to the system. Further explanation of this error is available by using PF1 when this error message is displayed.
B31	DESCR-SVC MUST CONTAIN VALID DATA	An entry describing the type of service to be performed must be made in this field. Further explanation of this error is available by using PF1 when this error message is displayed.
B34	SERVICE COMPLETION DATE NOT U BLANK OR VALID CALENDAR DATE	When the SVC-CMPL-DT is indefinite, enter a U. Otherwise, the entry in this field must be a valid calendar date formatted YY (00-99), MM (01-12) and DD (01-31, within day range for the month entered).
B35	TOTAL ITEM AMOUNT NOT N-BLANK, U-BLANK OR NUMERIC	An entry must be made to the TOT-ITM-AMT. Enter an N or U followed by blanks or numerics (0-9) with a decimal (.) in the third position from the right (i.e., 999.99).
B36	ESTIMATED TOT AMT INDICATOR NOT E OR BLANK	This field may be left blank when the total amount is not estimated. Otherwise, an E is the only valid entry.
B37	ORD-QTY-IND NOT E OR BLANK	The ORD-QTY-IND may be left blank when the order quantity is firm. Otherwise, an E is the only valid entry.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
B38	EST-PRC-IND NOT E OR BLANK	Leave this field blank if the UNIT-PRC is firm. Otherwise, an E is the only valid entry.
B40	*PAYMENT CURRENCY NOT BLANK, C OR O (ALPHA)	This field may be left blank. The only valid entries are C (Canadian) and O (Alpha) - other. Further explanation of this error is available by using PF1 when this error message is displayed.
B41	*IBOP IND NOT BLANK OR K	IBOP-IND may be left blank. The only valid entry is a K. Further explanation of this error is available by using PF1 when this error message is displayed.
B42	*IBOP-PCT NOT BLANK OR P	IBOP-PCT may be left blank. Otherwise, the only valid entry is a P. Further explanation of this error is available by using PF1 when this error message is displayed.
B43	*IBOP-CNTRY-CD NOT BLANK OR TWO ALPHANUMERIC CHARACTERS	IBOP-CTY-CD may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9). See part 15, appendix 32 of this manual, Country Code List, for sample entries. Further explanation of this error is available by using PF1 when this error message is displayed.
B44	*IBOP-CTGY-CD DOES NOT MATCH TABLE TB0008	The IBOP-CGY-CD may be left blank. When an entry is made, it must match an entry in the International Balance of Payments Codes list in part 15, appendix 32 of this manual. Further explanation of this error is available by using PF1 when this error message is displayed.
B45	*WIP-CEIL-PCT NOT BLANK OR NUMERIC	This field (CEIL-PCT) may be left blank. When an entry is made, it must be all numerics (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.
B46	*US-WIP-PAYMT-PCT NOT BLANK OR NUMERIC	PMT-PCT may be left blank. When an entry is made, it must be all numerics (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
B47	*US-WIP-RCOUPMT-PCT NOT BLANK OR NUMERIC	US-RCP-PCT may be left blank. When an entry is made, it must be all numerics (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.
B48	*FMS-WIP-PAYMT-PCT NOT BLANK OR NUMERIC	FMS-PMT-PCT may be left blank. When an entry is made, it must be all numerics (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.
B49	*FMS-WIP-RCOUPMT-PCT NOT BLANK OR NUMERIC	FMS-RCP-PCT may be left blank. When an entry is made, it must be all numerics (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.
B50	*WIP-CEIL-PCT CONTAINS DATA BUT RELATED FIELDS DO NOT	The CEIL-PCT field contains an entry other than blanks. When this is true either the PMT-PCT and US-RCP-PCT fields or the FMS-PMT-PCT and FMS-RCP-PCT must contain numeric data. Further explanation of this error is available by using PF1 when this error message is displayed.
B51	*US-WIP-PAY-PCT CONTAINS DATA BUT RELATED FIELDS DO NOT	When PMT-PCT contains numeric data, CEIL-PCT and US-RCP-PCT must also contain numeric data. Further explanation of this error is available by using PF1 when this error message is displayed.
B52	*US-WIP-RCOUPMT-PCT CONTAINS DATA BUT RELATED FIELDS DO NOT	A numeric entry has been made to US-RCP-PCT, but PMT-PCT and/or CEIL-PCT do not contain the required numeric entry. Further explanation of this error is available by using PF1 when this error message is displayed.
B53	*FMS-WIP-PAYMT-PCT CONTAINS DATA BUT RELATED FIELDS DO NOT	A numeric entry has been made to FMS-PMT-PCT, but FMS-RCP-PCT and/or CEIL-PCT do not contain the required numeric entry. Further explanation of this error is available by using PF1 when this error message is displayed.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
B54	*FMS-WIP-RCOUPMT-PCT CONTAINS DATA BUT RELATED FIELDS DO NOT	A numeric entry has been made to FMS-RCP-PCT, but FMS-PMT-PCT and/or CEIL-PCT do not contain the required numeric entry. Further explanation of this error is available by using PF1 when this error message is displayed.
B55	FEE-AMT-PAYBL-CONTRR NOT BLANK OR NUMERIC	FEE-CONTR may be left blank. When an entry is made, it must be all numerics (0-9). No decimal is required/allowed.
B56	CST-AMT-PAYBL-CONTRR NOT BLANK OR NUMERIC	This field may be left blank. When an entry is made, it must be all numerics (0-9). No decimal is required/allowed.
B57	*AFO-AUDTR-ACO-APRVL DOES NOT MATCH TB0016	This field may be left blank. When an entry is made, the only valid codes are A-C and E-H. See the input instructions for the Provisions Data Record, in part 15, appendix 33 of this manual, for the list of codes and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.
B58	*MAND-REVIEW-CONTR DOES NOT MATCH TB0017	The RVU-CONTRS field may be left blank. When an entry is made, valid codes are 3-6, 9 and 0. See part 15, appendix 34 of this manual, for a list of codes and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.
B59	FOB-DESTN-EVDNC-SHP-RQ NOT BLANK OR T	DSTN-SHP-RQ may be left blank. When an entry is required, a T is the only valid entry.
B60	FOB-ORIG-MINM-SIZE-SHP NOT BLANK OR F	MIN-SIZ-SHP may be left blank. When an entry is required, an F is the only valid entry.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
B61	*TRNSP-FRT-CHRG-AUTH NOT BLANK, F, Y OR P	FRT-CRG-AUT may be left blank. When an entry is required, an F, Y or P are the only valid entries. See the input instructions for the Provisions Data Record, for the explanation of these codes. Further explanation of this error is available by using PF1 when this error message is displayed.
B62	PKG-CHRG-AUTH NOT BLANK OR P	PKG-CRG-AUT may be left blank. When an entry is required, a P is the only valid entry.
B63	GUAR-MAX-SHPG-WT-DIMS NOT BLANK OR G	SHPG-WT-DIM may be left blank. When an entry is required, a P is the only valid entry.
B64	*VAL-ENG-CLAUSE-IND NOT BLANK, V OR Y	VAL-ENG-IND may be left blank. When an entry is required, a V or Y are the only valid entries. See the input instructions for the Provisions Data Record, for the explanation of these codes. Further explanation of this error is available by using PF1 when this error message is displayed.
B65	LQUD-DAMG-CHRG-AUTH NOT BLANK OR A	LQD-DMG-IND may be left blank. When an entry is required, an A is the only valid entry.
B66	*NAME-ADRS-IND NOT BLANK, R, N OR C	NAM-ADR-IND may be left blank. When an entry is made or required, R (Remittance Address), N (Notice of Assignment) and C (Canadian Commercial Corporation) are the only valid entries. Further explanation of this error is available by using PF1 when this error message is displayed.
B67	*PAT-RYLTY-TECH-DATA-RQ NOT BLANK OR DOES NOT MATCH TABLE TB0018	TEC-DATA-RQ may be left blank. When an entry is required, the only valid entries are T, W, Y, V, G, R and B. See the input instructions for the Provisions Data Record, for the explanation of these codes. Further explanation of this error is available by using PF1 when this error message is displayed.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
B68	SPECIAL TOOLING NOT BLANK OR S	SPCL-TOOLNG may be left blank. When an entry is required, the only valid entry is an S.
B69	*INSP-ACPT-FOB-CD DOES NOT MATCH TB0009	The one position INS-ACPT-CD must contain an entry. See the provisions column in the Inspection/ Acceptance Codes List in part 15, appendix 28 of this manual for valid entries and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.
B70	*REMITTANCE-ADDRESS CONTAINS DATA BUT NCA-IND NOT "R"	The REMIT-ADRS entered or generated on the Contract Data Record contains data. When this is true an entry of an R must be made in the NAM-ADR-IND field on the Provisions Data Record. Further explanation of this error is available by using PF1 when this error message is displayed.
B71	*N&A-IND = BLANK, C, OR N, BUT REMIT-ADRS FIELD NOT BLANK	The REMIT-ADRS field on the Contract Data Record contains an entry. When this is true, the NAM-ADR-IND on the Provisions Data Record may not be blank, C or N. Further explanation of this error is available by using PF1 when this error message is displayed.
B80	LQUD-DAMG-IND NOT A OR BLANK	The LQ-DAMG-IND on the Supply Line Item Data Record may be left blank. When an entry is required, an A is the only valid entry.
B81	FIN-ACTN-CD NOT 3, 4 OR BLANK	The FIN-ACTN-CD may be left blank. When it is, the system will generate the proper code. Valid entries to this field are 3 and 4. Explanations of these codes are in the Supply Line Item Data Record which may be found in part 3, chapter 2 of this manual.
B82	*WHLD-CD NOT A, B, OR BLANK	This field may be left blank. When an entry is required, A and B are the only valid entries. Explanations of these codes are in Supply Line Item Data Record. Further explanation of this error is available by using PF1 when this error message is displayed.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
B83	FRST-ART-ACC-DT NOT BLANK OR NUMERIC YYMMDD	The entry in the ACT-FRST-AR field may be blank. When an entry is made it must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered).
B85	*INSP/ACCPT CODE DOES NOT MATCH TABLE TB0005	When the INS-ACPT-CD on the Supply Line Item Data Record is blank and the Provisions Inspection/Acceptance Code is not a 6, the system will generate this entry. An entry to the INS-ACPT-CD must match an entry in the Line Item Column on the Inspection/Acceptance Codes list in part 15, appendix 28 of this manual.
B92	SCRTY-CLSN-CD MUST BE U OR C	SCTY-CLS-CD must contain a U-Unclassified or C-Classified Code.
B91	FNL-DVY-DT MUST BE U OR VALID CALENDAR DATE	The Final Delivery Date field (FNL-DVY-DT) does not contain either a U or a valid calendar date (YYMMDD). The U stands for an undefinitized date. Correct the entry as necessary.
B94	FINL-DEL-SCHED-DT NOT U-BLANK OR VALID CALENDAR DATE OR BLANK	The entry in the FNL-DLV-DT field may be blank. When an entry is made it must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered) or it must be U followed by blanks.
B96	ACO-CD NOT BLANK OR ALPHA-NUMERIC	This field may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9).
B97	INDUS-SPCLST-CD NOT BLANK OR ALPHANUMERIC	INDUS-SP-CD may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9).
B98	PROPTY-ADMIN-CD NOT BLANK OR ALPHANUMERIC	PROP-AD-CD may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9).
B99	UNILATERAL INDICATOR MUST BE BLANK OR U	UNLTRL-IND may be left blank. When an entry is required, the only valid entry is a U.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
C00	*COMMODITY CODE DOES NOT MATCH TABLE TB0010	An entry must be made to CMDTY-CD. See the Commodity Code list in part 15, appendix 2 of this manual for codes. Further explanation of this error is available by using PF1 when this error message is displayed.
C02	*CAR-SEC-NO NOT 1 THRU 5	This field must contain an entry. Valid entries are 1, 2, 3, 4 and 5. Further explanation of this error is available by using PF1 when this error message is displayed.
C04	*DEPARTMENT CODE DOES NOT MATCH TABLE TB0014	The DEPT-CD field may be left blank and the system will generate the entry. When an entry is made by the user, valid codes are A, C-H, M-P and S. Explanations of these codes are in the Contract Data Record input procedures. Further explanation of this error is available by using PF1 when this error message is displayed.
C05	BUYING ACTIVITY CODE NOT BLANK OR ALPHANUMERIC	The BUY-ACTY-CD may be left blank so that the system will enter (except when the ADMIN-BY and ISSD-BY are the same). When an entry is made it must be alphanumeric (A-Z, 0-9).
C10	PRIME-CONTRR-PIIN-BUY-ACTY NOT ALPHABETIC OR IS I OR O	The entire P-CONTR-PIN may be left blank. When an entry is made, the first position must be alphabetic (excluding the letters I and O).
C11	PRIME-CONTRR-PIIN-FISC-YR NOT NUMERIC	The entire P-CONTR-PIN may be left blank. When an entry is made, the seventh and eighth positions (middle group) must be numeric (0-9).
C12	PRIME-CONTRR-PIIN-TYP-INST NOT ALPHA OR IS I, O, X, Y, Z OR BLANK	The entire P-CONTR-PIN field may be left blank. When an entry is made, the ninth position (first in last group) must be alphabetic (excluding the letters I, O, X, Y and Z).

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
C13	*PRIME-CONTRR-PIIN SER-NO INVALID	The P-CONTR-PIN may be left blank. When an entry is made, the last four positions must be all numeric, an alpha and three numerics or two alphas and two numerics. The letters I and O may not be present. Further explanation of this error is available by using PF1 when this error message is displayed.
C14	*P-CONTR-SPN INVALID FOR PIN-TYPE ENTERED	An entry of alphanumerics may be made to this field only if the ninth position of the P-CONTR-PIN is an A, D, G, or H. Otherwise, this field must be left blank. Further explanation of this error is available by using PF1 when this error message is displayed.
C15	UT-CONTRR-NAME IS NOT FILLED	The UT-NAME may be left blank when the entire R1 Remark is left blank. Otherwise, enter the Upper Tier Contractor Name.
C20	FINAL ACCEPTANCE DATE NOT VALID CALENDAR DATE (YYMMDD)	The entry in the FAD field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered), because CAR-SEC-NO is 2.
C21	EST-CLSG-DT NOT VALID DATE, IS BLANK OR IS LESS THAN OVRG-DT	The entry in the EST-CLSG-DT field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered), because the CAR-SEC-NO is 2. If an entry is present, it must also be a date prior to the OVRG-DT.
C22	*R2-RSN-CDS CONTAINS INVALID DATA	This field may be left blank except when the EST-CLSG-DT contains a valid calendar date. When an entry is required, see the list of codes and explanations in part 15, appendix 22 of this manual. Each code entered must be followed with a blank. Further explanation of this error is available by using PF1 when this error message is displayed.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
C24	*R3-RSN-CDS DOES NOT MATCH TABLE TB0022	This field may be left blank when the *R3* Remark is not required. Valid codes are BCA, TERM-C, PL, BKRPT, CIL, CLL, LLD, VE, ***DEBT,*** and SORP. Explanations of these codes are in the Remarks Data Record input procedures. Further explanation of this error is available by using PF1 when this error message is displayed.
C26	DSFM-RMK DOES NOT CONTAIN DATA	When the *R4* Remark is required (1ST-SHOW-R4 present), a descriptive entry must be made in this field.
C29	USE TYPE-DOC OF 'D' TO DELETE FIXED R8 - THEN PROCEED	In order to delete a Fixed Format R8 Remark, enter a D in the Type of Document (TYPE-DOC) field. Erasing the current entry will not work; the D must be entered and the screen released.
C33	*TYPE OF DOCUMENT IS NOT 2, 5, L OR M	The TD field may be left blank when the entire fixed *R8* Remark is left blank. Otherwise, enter a 2, 5, I, M or D. Explanations of these codes are in the Remarks Data Record input procedures. Further explanation of this error is available by using PF1 when this error message is displayed.
C34	DATE FORWARDED IS NOT VALID CALENDAR DATE (YYMMDD)	When the fixed R8 Remark is being entered, the entry in the DT-FWD field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered).
C35	DATE DELINQUENT IS NOT VALID CALENDAR DATE (YYMMDD)	When the fixed R8 Remark is being entered, the entry in the DT-DEL field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered).
C36	FORECASTED DATE IS NOT VALID CALENDAR DATE (YYMMDD)	When the fixed R8 Remark is being entered, the entry in the F-DT field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered).

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
C37	KNEW DATE IS NOT VALID CALENDAR DATE (YYMMDD)	When the fixed R8 Remark is being entered, the entry in the K-DT field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered).
C39	R8-RMKS (FREE) AREA AND R8-RMKS (FIXED) AREA BOTH CONTAIN DATA	Only one type of R8-RMK may be entered. Enter a PROD-RMK (Free) by itself, or enter the fixed remark (TD through RMK) and leave PROD-RMK blank.
C42	*ONE OF THE ADDRESS LINES EXTRACTED FROM ADRS EXCEEDS 28 POS	One or more of the address lines extracted from the Activity Address File exceeded 28 positions of data. Since a Payee Name and Address cannot be greater than 28 positions per line, this contract cannot be processed until the ADRS File is corrected. In emergency situations requiring the immediate entry of the contract, delete the contract from the Data Entry Data Base via the supervisory functions, determine the correct Payee Name and Address and reenter the Contract Header Record and Provisions Data Record establishing a Contract Remittance Address (NAM-ADR-IND or R on the Provisions Data Record). When processing a modification or correction, return to the Correction/Modification Master Menu, CT3000 and select Function 2 to maintain the Provisions Data Record.
C43	CITY FIELD OF PAYEE-N&A-REC MUST CONTAIN DATA	An alphabetic entry must be made in the ADRS-LIN6: City field. See error C42 when the address is extracted from the ADRS File.
C44	*STATE DOES NOT MATCH TABLE TB0015	The entry in ADRS-LIN6: ST must match a valid state or territory abbreviation. See part 15 of this manual for these codes. When the address is being extracted from the ADRS File, see error C42 (above). Further explanation of this error is available by using PF1 when this error message is displayed.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
C45	*INVALID US ZIP CODE	ADRS-LIN6: ZIP must contain a five or ten position numeric ZIP Code when the state is not CAN (Canada). See error C42 (above) when the address is being extracted from the ADRS.
C46	*INVALID CANADIAN ZIP CODE	When the ADRS-LIN6: ST contains CAN; therefore, the ZIP Code should contain (1) positions 1-2 must be blank, (2) position 3 must be alpha A-Z, (3) position 4 must be numeric 0-9, (4) position 5 must be alpha A-Z, (5) position 6 must be blank, (6) position 7 must be numeric 0-9, (7) position 8 must be alpha A-Z and (8) position 9 must be numeric 0-9. See error C42 (above) when the address is being extracted from the ADRS. Further explanation of this error is available by using PF1 when this error message is displayed.
D03	PROVISIONS DATA NOT ON DATA ENTRY DATA BASE FOR THIS CONTRACT	An inquiry of the provisions data on the Data Entry Data Base for a specific contract has been requested, but the Provisions Data Record for this contract is not on the Data Entry Data Base (e.g., not yet entered or already summary edited). Check the contract number entered (PIIN/SPIIN/CAO-ORG-CD) to see that it is correct.
D04	PAYEE DATA NOT ON DATA ENTRY DATA BASE	An inquiry of the Payee Name and Address data for a specific contract on the Data Entry Data Base has been requested. However, this data is not on the Data Entry Data Base for this contract (e.g., not yet entered or already summary edited). Make sure the contract number and CAO-ORG-CD entered are correct.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
D05	REMARKS DATA NOT ON DATA ENTRY DATA BASE FOR THIS CONTRACT	An inquiry of the remarks data for a specific contract on the Data Entry Data Base has been requested. However, this data is not on the Data Entry Data Base for this contract (e.g., not yet entered or already summary edited). Make sure the contract number and CAO-ORG-CD entered are correct.
D06	NO SERVICE LINE ITEM DATA ON DATA ENTRY DATA BASE	An inquiry request to see all the service line item data on the Data Entry Data Base for a specific contract has been made. However, there are no Service Line Item Data Records on the Data Entry Data Base for this contract (e.g., not yet established or maintained or already summary edited). Make sure the contract number and CAO-ORG-CD entered are correct.
D07	NO SUPPLY LINE ITEM RECORDS ON DATA ENTRY DATA BASE	An inquiry to see all the supply line item data for a specific contract on the Data Entry Data Base has been requested. However, there are no Supply Line Item Data Records on the Data Entry Data Base (e.g., not yet established/maintained or already summary edited). Make sure the contract number and CAO-ORG-CD entered are correct.
D08	NO SCHEDULE RECORDS ON DATA ENTRY DATA BASE	An inquiry to see all the schedule data for a specific contract on the Data Entry Data Base has been requested. However, there are no Supply Schedule Data Records for this contract on the Data Entry Data Base (e.g., not yet established/ maintained or already summary edited). Make sure the contract number and CAO-ORG-CD entered are correct.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
D09	CONTRACT NOT ON DATA ENTRY DATA BASE	The contract entered on the screen (PIIN, SPIIN and CAO-ORG-CD) is not on the Data Entry Data Base. Verify the entries to the PIIN, SPIIN and CAO-ORG-CD. Remember that when a modification is being entered the modification number is included in the SPIIN field.
D10	CLIN-ELIN MUST CONTAIN DATA	When selecting the function entered, a CLIN-ELIN must also be supplied. Enter a new function or the appropriate CLIN-ELIN.
D11	NO ACCOUNTING RECORDS ON DATA ENTRY DATA BASE	An inquiry to see accounting data for a specific contract has been requested. However, there is no accounting data on the Data Entry Data Base for this contract (e.g., not yet established/maintained or already summary edited). Make sure the contract number and CAO-ORG-CD entered are correct.
D15	CLIN-ELIN MUST BE BLANK FOR FUNCTION 1	When selecting Function one on this menu, leave the CLIN-ELIN blank. Check the function to make sure appropriate selection was made before erasing CLIN-ELIN.
D18	NO SUCH SERVICE LINE ITEM ON DATA ENTRY DATA BASE	An inquiry or correction of a specific Service Line Item Data Record for the contract entered has been requested. However, this service line item is not on the Data Entry Data Base. Check the contract number, CAO-ORG-CD and CLIN-ELIN entered before continuing. Also, make sure the line item is not a Supply Line Item Data Record.
D19	NO SUCH SUPPLY LINE ITEM ON DATA ENTRY DATA BASE	An inquiry or correction of a specific Supply Line Item Data Record for the contract entered has been requested. However, this service line item is not on the Data Entry Data Base. Check the contract number, CAO-ORG-CD and CLIN-ELIN entered before continuing. Also, make sure the line item is not a Service Line Item Data Record.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
D20	CANNOT DELETE - QUANTITY SHIPPED RECORD	A request to delete a specified line item (in the modification and correction process) has been made. However, there have been shipments made and recorded against this line item. Therefore, it is not valid to delete this line item. Check the CLIN-ELIN selected to determine if it needs to be corrected before continuing.
D21	NO SUCH SCHEDULE RECORD ON THE DATA ENTRY DATA BASE	An inquiry or correction of a Specific Supply Schedule Data Record for the contract entered has been requested. However, this service data is not on the Data Entry Data Base. Check the contract number, CAO-ORG-CD, CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT and MNO-AND-SFX entered before continuing.
D22	THIS ACRN IS BEING DELETED	A delete transaction for the ACRN entered has previously been entered on the Data Entry Data Base. Check the ACRN entered on the menu to see if it is correct before taking corrective action. If the ACRN should not have been deleted, the only means of correcting this condition is to delete the modification or correction involved from the Data Entry Data Base.
D23	CANNOT REDUCE SCHED-QTY BELOW CUR-SCH-QTY	The CUR-SCH-QTY shows the delivery schedule quantity for this schedule record prior to correction or modification. The net decrease entered will create a negative delivery schedule quantity. This is not valid. The smallest value allowed for a delivery schedule quantity is one.
D24	THE SUPPLY LINE ITEM FOR THIS SCHEDULE IS BEING DELETED	A request has been entered to Add, Change or Delete a specific supply schedule. However, a delete transaction has already been processed for the associated Supply Line Item. The delete of the Supply Line Item automatically deletes all associated schedule records (same CLIN-ELIN).

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		Therefore, delete requests for the associated Supply Schedule Data Records need not be entered. If the line item should not have been deleted, the only means of correcting this condition is to delete the correction or modification from the Data Entry Data Base. Normally only supervisors may process the delete function.
D30	TOT-ITM-AMT EXCEEDS 1 BILLION - PLEASE CHECK ORD-QTY AND UNIT-PRC	A limit of one billion dollars has been placed on the total item amount (TOT-ITM-AMT). The product of the ORD-QTY times the UNIT-PRC exceeds one billion dollars. Determine that the ORD-QTY and UNIT-PRC are correct before contacting a supervisor.
D31	OBLIG-AMT IN EXCESS OF 1,000,000,000.00 - PLEASE CHECK FIGURE	A limit of one billion dollars has been placed on the obligated amount. Make sure the OBLIG-AMT has been entered correctly before contacting a supervisor.
D33	TOT-ITM-AMT FOR THIS SERVICE EXCEEDS 1 BILLION DOLLARS	A limit of one billion dollars has been placed on the total amount of a service line item. Make sure the TOT-ITM-AMT has been entered correctly before contacting a supervisor.
D34	TOTAMT-CONT MAY NOT BE LESS THAN CUR-TOTAMT-CONT	The CUR-TOTAMT-CONT shows the total amount of contract as it is prior to modification or correcion. Once the Maintain Contract Data Record (CT3110) has been entered or released, the CUR-TOTAMT-CONT will reflect the net increase or decrease to the total contract amount. The total amount of contract may not be decreased to less than zero. Correct the decrease entered in TOTAMT-CONT.
D49	TOT-ITM-AMT OF THIS SERVICE MAY NOT BE REDUCED TO BELOW ZERO	The net decrease entered in the TOT-ITM-AMT will cause the total item amount of the service line item to be less than zero. This is not a valid condition. Correct the entry to TOT-ITM-AMT.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
D57	*CLIN HAS HAD SHIPMENTS -- SELECT CHANGE TO ESTABLISH VALID DATA	The line item selected already exists on the Host Data Base. It was established by the shipment (DD Form 250) process because a shipment had been made against it. When the record appears on the change screen, many elements will contain zeros. All data must be entered as if for an add action transaction.
D58	SCHEDULE IS INACTIVE AND MAY NOT BE CHANGED/ DELETED	The schedule record selected for a delete transaction was deleted in the past. Verify the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT and MNO-AND-SFX to see they are correct. If so, no further action is required for this schedule record.
D59	THIS MOD IS IN PROCESSED STATUS	The modification which the user is attempting to enter or Summary Edit has already been processed. Any transactions on the Data Entry Data Base for this contract modification (PIIN/SPIIN/ORG) must be deleted using the Supervisory Contract Delete function.
D61	FALLBACK TRANSACTION ON DATA ENTRY DATA BASE	Either a rejected MILSCAP transmission or a Fallback Transaction is on the Data Entry Data Base for the PIIN, SPIIN and CAO-ORG-CD entered. To release this rejected MILSCAP/Fallback transaction, use Library YCD4, then Function 9 on CT0001.
D62	ON-LINE MODIFICATION ON DATA ENTRY DATA BASE	The user is attempting to process a no action modification (Function 7 on the Master Menu) when the modification has already been started using the normal modification process (Function 2 on the Master Menu). The modification already begun must be completed (Summary Edited) or deleted (Supervisory Contract Delete). A no action modification may be processed only if the delete option was used.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
D70	CLIN DOES NOT MAKE A VALID SUPPLY LINE ITEM	The user is attempting to establish a schedule for a line item which does not exist or for a service line item which does exist. Return to Maintain Line items and attempt to add the Supply Line item or correct the CLIN-ELIN entered. If the line item already exists on the Host Data Base it has a Service Completion Date and is, therefore, a Service Line item. It may not have schedules.
E01	ACO-CDD-RMK CONTAINS IMBEDDED BLANKS	A space has been entered in front of an entry in the ACO-CDD-RMK field. This is not a valid entry. Delete the blank space(s) and reenter (rerelease) the screen.
E02	ACO-CDD-RMK CONTAINS A DUPLICATE R9 CODE	One of the R9 Remarks entered in the ACO-CDD-RMK field was entered twice. Delete one of the entries.
E03	*ACO-CDD-RMK CONTAINS AN INVALID ENTRY	One of the entries in the ACO-CDD-RMK field is not a valid code. A list of valid codes is in part 15 of this manual. Delete or correct the invalid entry. Further explanation of this error is available by using PF1 when this error message is displayed.
E04	ACO-CDD-RMK CONTAINS AN INVALID DATE	Standard ACO Coded Remarks 16, 18 and 41 require the entry of a date or 6 asterisks directly after the code. An invalid date has been entered after one of these codes. The entry of the date in the ACO-CDD-RMK field must be a valid calendar date formatted YY (00-99), MM (01-12), DD (01-31, within day range for the month entered).
E06	ACRN ENTERED IS A DUPLICATE	The ACRN selected already exists within system. If it is on the Host Data Base, a change may be requested. Verify the ACRN to be added or request a change transaction instead.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
E07	PGM-CST-ACC MUST BE BLANK IF FD-CD EQUALS "D3"	The FD-CD entered by the system (due to the APROP and LMT-SUBR entered) is D3. This means the PGM-CST-ACC field must be blank. Verify the entries to the APROP and LMT-SUBH fields before deleting the PGM-CST-ACC.
E08	LMT-SUBH MUST BE BLANK OR ALPHA/NUM EXCLUDING I & O	LMT-SUBH may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9) except for I and O (Alpha).
E09	LMT-SUBH MUST BE ALPHA/NUM EXCLUDING I & O	LMT-SUBH may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9) except for I and O (Alpha).
E10	AUDTR-APRVL CONTAINS DUPLICATES	Each valid code for the AUDTR-APRVL field may be entered one time only. Delete or correct the duplicated code.
E11	AUDTR-APRVL CONTAINS IMBEDDED BLANKS	A blank space has been entered in front of a code in AUDTR-APRVL. This is not a valid entry. Delete the blank space before depressing ENTER.
E12	RVU-CONTRS CONTAINS IMBEDDED BLANKS	A blank space has been entered in front of a valid code in the RVU-CONTRS field. This is not a valid entry. Delete the blank space before depressing ENTER.
E13	RVU-CONTRS CONTAINS DUPLICATES	Each valid code for the RVU-CONTRS field may be entered one time only. Delete or correct the duplicated code.
E20	NAM-ADR-IND NOT R OR N -- PAYEE NAME AND ADDRESS CANNOT BE CHANGED	Function three on the Correction/ Modification Master Menu has been selected. However, the Payee Name and Address cannot be changed unless the NAM-ADR-IND on the Provisions Data Record is an N or R. Verify that the address data needs to be changed.
E21	BACKLOG STATISTICS RECORDS IN PROCESS OF BEING BUILT	The first user to sign-on to the Contract Maintenance process begins the process of building the Backlog Statistics Records. All users must wait until this is complete (approximately 2 minutes) to begin the day's work.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		This message will continue to appear on the user's terminal, after depressing the REL or ENTER key, until the Backlog Statistics Records are complete.
E22	ELEMENT NAME INVALID -- PLEASE RE-ENTER	Entries in the CBUD field must be the same as the data element names that are shown on the screens. When this error occurs, check the entry in the CBUD field against the element name appearing on the screen for exact spelling.
E23	PF12 - QUICK EXIT UTILIZED	This message appears on the Contract Maintenance Master Menu, screen format CT0001, when the user has used the PF12 key option to leave a previous process. No error has occurred.
E24	ADRS FILE PROBLEMS - NO-ADRS-LIN--CONTACT SUPERVISOR	Some problem exists on the Activity Address File (ADRS). The field which indicates the number of address lines does not contain a valid entry (1-6). This contract cannot be processed until the ADRS File is corrected. In emergency situations requiring the immediate entry of the contract, delete the contract from the Data Entry Data Base via the supervisory functions, determine correct Payee Name and Address and reenter the Contract Data Record and Provisions Data Record establishing a contract remittance address (NAM-ADR-IND or R on the Provisions Data Record). May simply select the Maintain Provisions Data process if modifying or correcting the data.
E25	VERIFY ADDRESS--PRESS ENTER TO CONTINUE TO REMARKS DATA RECORD	No change may be made on this screen, however, make sure the Payee Name and Address is correct and that all abbreviations are appropriate. Any changes must be made to the Activity Address File (ADRS). Let the supervisor know the CAGE for any address which is incorrect.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
E26	OBLIG-RCD ACCPTD--ENTER NEW ACRN OR PRESS PA2	The Accounting Classification Data entered (ENTER or REL key depressed) has been accepted into the system. To enter a new record, enter the ACRN and OBLIG-AMT and overlay any other data which needs to be changed. Then depress the REL or ENTER key. To select a new service or different process depress the PA2 key.
E27	CLIN-ELIN ACCEPTED--ENTER NEW CLIN OR PRESS PA2	The line item data entered (ENTER or REL key depressed) has been accepted into the system. To enter a new record, enter the CLIN-ELIN and ORD-QTY (Supply) or TOT-ITM-AMT (Service) and overlay and other data which needs to be changed. Then depress the REL or ENTER key. To select a new process, depress the PA2 key.
E28	SCHED ACCEPTED--ENTER NEW SCHED OR PRESS PF3 TO RESUME SUMM EDIT	A summary edit error has been encountered and the user has elected to correct the error by adding Supply Schedule Data. The system has accepted a schedule record. A new schedule record may be entered by changing the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT and/or MNO-AND-SFX fields. The summary edit process may be restarted by depressing the PF3 key.
E29	PRESS ENTER TO DELETE ALL ACCTG AND L/I RCDS OTHERWISE PRESS PA2	The Indefinite Delivery Type Contract with Accounting, Line Item and Schedule Records error has occurred. Select Function 2, to delete all these records from the Data Entry Data Base. Before the records are actually deleted, the user is given a chance to change their mind by depressing the PA2 key. None of the entries on this menu may be changed. Depressing any function key other the PA2 key is the same as de-pressing the REL or ENTER key.
E30	ORDER QTY HAS BEEN CORRECTED--PRESS PA2 TO RESUME SUMM EDIT	This message lets the user know that the order quantity for the line item found to be out-of-balance has been corrected. Depress the PA2 key to return to summary edits.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
E31	SELECT ANOTHER OPTION OR PRESS PA2 to RESUME SUMM EDIT	If the summary edit error condition has not yet been corrected, select another option (function). Otherwise, depress the PA2 key to return to summary edits.
E32	PRESS 'ENTER' TO DELETE SCHED RECORD OR 'PA2' TO CANCEL	The user has selected a specific Supply Data Record for deletion. If this record should not be deleted, depress the PA2 key. Otherwise, depress the REL or ENTER key to delete this record.
E33	DEL SCH QTY HAS BEEN CHANGED--PRESS PA2 TO RESUME SUMM EDIT	In order to correct the ORD-QTY/ DIV-SCH-QTY Imbalance error which had been found, the user changed the delivery schedule quantity on a specific schedule record. If the error condition has been corrected, depress the PA2 key to return to summary edits.
E34	TRANSACTION FOR THIS ACRN NOT A DELETE -- CANNOT CANCEL	In order to correct the Missing Accounting Records error condition found during Summary Edits of a Modification or Correction, the user has requested to cancel the deletion of a specified ACRN. However, the record for the ACRN selected does not indicate a delete (ACT-CD of D) was previously processed. The user must first determine that a modification or correction is being processed. If not, this is a duplicate contract. Request that a supervisor delete this contract from the Data Entry Data Base. If this is a modification or correction, request to cancel the delete or a different ACRN.
E35	THIS IS A SUPPORT CONTRACT	This message is used to let the user know that a support contract is being processed or inquired upon.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
E36	CTRM RECORD NOT FOUND - CONTACT SUPERVISOR	When this message is received, it indicates the Contract Data Record cannot be found. However, the user has progressed to inputting another record. This is a data base error which the Supervisor and System Administrator will have to solve before the input of this document can continue.
E37	NAM-ADR-IND IS R--PAYEE NAME AND ADDRESS MUST BE ENTERED	The user has changed the NAM-ADR-IND or the Provisions Data Record to an R. This requires the user to enter the correct Payee Name and Address.
E38	PRESS ENTER TO DELETE RECORD OR PA2 TO CONTINUE	A record has been selected for deletion. If it should not be deleted, depress the PA2 key. The delete will be canceled. To process the delete, depress the REL or ENTER key.
E39	PRESS ENTER TO DELETE LINE ITEM--OTHERWISE PRESS PA2	The delete process has been selected for a specified line item (CLIN-ELIN). If it should not be deleted, depress the PA2 key. The delete will be canceled. To process the delete, depress the REL or ENTER key.
E40	ACRN MUST BE ENTERED FOR THIS FUNCTION	The function entered requires the entry of the ACRN on this menu. Verify the function selected, or enter the appropriate ACRN.
E41	THIS ACRN IS NOT ON THE DATA ENTRY DATA BASE	The function requested requires the entry of an ACRN for an Accounting Classification Data Record that is on the Data Entry Data Base. However, the ACRN entered cannot be found there. Verify the ACRN entry. Correct if necessary.
E42	CANCELLATION OF ACRN DELETE	The user indicated that the accounting record selected should remain a delete transaction by using the PA2 option. When summary edits are executed, this ACRN will be deleted.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
E43	PRESS ENTER TO CANCEL DELETE TRANS -- PA2 TO RETURN TO SUMM EDIT	The record shown will no longer be deleted if the user depresses the REL or ENTER key. If the record should remain as a delete transaction, depress the PA2 key.
E44	TRANSACTION FOR THIS CLIN-ELIN IS NOT A DELETE -- CANNOT CANCEL	In order to correct a summary edit error found for a modification or correction, the user has requested to cancel a delete request previously entered. However, the transaction for the CLIN-ELIN entered on this menu is not a delete transaction (ACT-CD not a D). Therefore, the user must request either a new CLIN-ELIN or a different function.
E45	THIS CLIN-ELIN IS NOT ON THE DATA ENTRY DATA BASE	The option the user has selected on this menu requires that the CLIN-ELIN entered be on the Data Entry Data Base. The record has not been found there. Verify the function and CLIN-ELIN entries. Correct as required.
E46	CLIN-ELIN THROUGH MNO-AND-SFX MUST BE ENTERED FOR THIS FUNCTION	The function selected requires the system to access a specific Supply Schedule Data Record. In order to accomplish this the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT and MNO-AND-SFX for the record must be entered on this menu.
E47	TRANSACTION FOR THIS SCHEDULE NOT A DELETE -- CANNOT CANCEL	The user has requested that the deletion (previously processed) of a specific schedule record be canceled. However, the system has determined that a delete request had not been previously processed for this schedule (ACT-CD not a D). Verify that the entries in the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT and MNO-AND-SFX are correct.
E48	THIS CLIN-ELIN IS NOT ON THE DATA ENTRY OR HOST DATA BASE	The CLIN-ELIN the user has entered on this menu screen is not on either of the data bases. Verify the contract number, organization and CLIN-ELIN. If processing a modification or correction, select the appropriate add process on the Maintain Line Item Master Menu, screen format CT3300.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
E49	LINE ITEM CORRECTING IS NOT AN ADD OR CHANGE TRANSACTION	In order to correct the order quantity (ORD-QTY) and eliminate the imbalance error, the line item must have been added or changed through the Maintain Line Item Master Menu. This has not been found to be true. Verify the function selected.
E50	TRANSACTION FOR THIS SCHEDULE NOT AN ADD OR CHANGE TRANSACTION	The system has determined that the schedule record that the user is trying to correct is not an add or change transaction (ACT-CD not A or C). The delivery schedule quantity may only be corrected via this function when an add or change transaction was previously entered via the Maintain Supply Schedule Record Master Menu, screen format CT3500. Verify that the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-QTY and MNO-AND-SFX are correct before continuing. Change them if necessary. If a delete transaction was processed earlier (ACT-CD a D), cancel the delete and then return to the Correction/Modification Master Menu and process a change to this schedule (Function 7).
E51	TRANSACTION FOR THIS SCHEDULE NOT AN ADD OR DELETE TRANSACTION	The user has requested to cancel an add or delete transaction which does not exist for the control data entered (CLIN-ELIN thru MNO-AND-SFX). Verify that the control data entered is correct or that the appropriate function was entered. Previous change transactions may not be canceled via this menu.
E52	ALL SCHEDULE RECORDS SHOWN	All the schedule records for the particular inquiry requested have now been displayed. Depress PA2 to return to the appropriate menu screen.
E53	CANCELLATION OF ADD/DELETE TRANS TERMINATED	The user decided the schedule add or delete transaction should not be canceled. Therefore, the transaction will be processed as an add or delete whichever was originally requested.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
E54	PRESS ENTER TO CANCEL DELETE/ADD OR PA2 TO TERMINATE	The user has elected to cancel the delete or add transaction for the Supply Schedule Record shown. If this transaction should not be canceled, depress the PA2 key. Otherwise, depress the REL or ENTER key.
E55	RGS-CD MUST BE BLANK WHEN FUNCTION SELECTED IS 1	The function selected on a menu screen does not require the entry of an RGS-CD. Verify that the appropriate function was selected. If it was, erase the entry in the RGS-CD field. Otherwise, enter the appropriate function.
E56	THERE ARE NO UNVALIDATED CONTRACTS ON THE DATA ENTRY DATA BASE List	A request has been entered to see one of the Unvalidated Contract inquiries. However, there are not any to be shown (for the specified RGS-CD if the list by RGS-CD was selected). Use the PA2 key to exit this inquiry.
E57	END OF ITEMS FOR THIS CONTRACT	All of the ACRNs for the contract entered on the Accounting Classification Balance inquiry have been shown. Enter a new contract number and CAO-ORG-CD if a different contract is to be balanced. Depress the PA2 key to return to the System Inquiry Menu.
E58	ALL ACCOUNTING RECORDS SHOWN	The user has been scanning all the accounting records on the Data Entry Data Base. All the records have been displayed. If none appeared, then there are none on the Data Entry Data Base for this contract. Depress the PA2 key to return to the Contract Input Scan Menu.
E59	ALL SERVICE LINE ITEM RECORDS SHOWN	The user has been scanning all the Service Line Items on the Data Entry Data Base. All the Service Line Items have been displayed. If none appeared, then there are not any Service Line Items on the Data Entry Data Base for this contract. Depress the PA2 key to return to the Contract Input Scan Menu.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
E60	ALL SUPPLY LINE ITEM RECORDS SHOWN	The user has been scanning all the Supply Line Items on the Data Entry Data Base. All the Supply Line Items have been displayed. If none appeared, then there are not any Supply Line Items on the Data Entry Data Base for this contract. Depress the PA2 key to return to the Contract Input Scan Menu.
E61	THIS MOD HEADER RECORD IS NOT ON THE DATA ENTRY DATA BASE Record	The user has requested a scan of the Modification Header Data on the Data Entry Data Base. However, there is not one on this data base for the contract entered (PIIN, SPIIN and CAO-ORG-CD). Verify that the PIIN, SPIIN and CAO-ORG-CD entered are correct. The SPIIN should contain a modification number in this request.
E62	THIS CONTRACT IS NOT ON THE CONTRACT ACTIVITY MASTER FILE	The contract number (PIIN and four position SPIIN) entered is not on the Contract Activity Master (CAMM) File. Make sure the appropriate call or order number is entered in the SPIIN field. Also verify the entry in the PIIN field.
E63	PRESS 'ENTER' TO DELETE CONTRACT OR 'PA2' TO CANCEL DELETE	The Supervisory Function, Contract Delete (from Data Entry Data Base only) has been requested for a specified contract (PIIN, SPIIN and CAO-ORG-CD as shown on this screeen). If all the data should be deleted from the Data Entry Data Base, depress the REL or ENTER key. Otherwise, depress the PA2 key and the delete request will be canceled.
E64	RGS-CD SUCCESSFULLY CHANGED	The user identification code (RGS-CD) assigned to the contract entered on this screen has been changed to the code in the NEW-RGS-CD field. The new user may not sign-on and complete the document or correction being processed.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
E66	MATCHING SUPPORT CONTRACT NOT FOUND IN BUILD BACK2	The Support Contract being modified/corrected was not found on the Host Data Base when the second build back program began. This is a program error which should be reported to your supervisor.
E68	THIS CONTRACT IS NOT A CANDIDATE FOR CLOSING	The user is attempting to close a contract online (move to CAR-SEC-NO 5). However, the contract does not meet the conditions which allow a contract to be closed online. Appropriate NLAs must be processed using the Four-Phase jobs. Contract which may be closed online meet one of the following criteria: a. Support Administration (CON-ASGM- CD S or T), b. Payment Only (CON-ASGM-CD G) or, c. Dept. of Energy Contract (PIIN begins DE).
E69	CAR-PARTNO "C" CONTRACTS MAY NOT BE IN SECTIONS 2 OR 3	The user is attempting to move a support (CAR-PARTNO contains a C) contract to CAR Section 2 or 3. This may not be done. If a Functional Limitation of 6 has just been added or all limitations removed, the transaction just to change Functional Limitations and CAR Part assignment must be Summary Edited before the CAR Section change may be made.
E71	ONE OF THE SELECTION OPTIONS MUST BE CHECKED	On the Functional Host Data Base Inquiry Menu, at least one of the selection options, Contract Level Data through Select Individual Records, must contain an X. Select the required data and depress ENTER.
E72	THERE IS NO PRIME CONTRACT FOR THE PIIN/SPIIN	There is not a prime contract for the contract number (PIIN/SPIIN) entered. Verify the entry to these fields. If the contract number is correct one of the following conditions may be true:

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		a. The document is support (CON-ASGM-CD Sort). In this case the CAO-ORG-CD must be entered to view the data. b. The document is in backlog (not yet fully processed). The only data available is Inventory Data. The CAO- ORG-CD must be entered and only the Inventory Data Selection indicator contain an X to view this data.
E73	PIIN/SPIIN/ORG UNMATCHED TO INVENTORY	One of two conditions is possible depending upon whether or not the CAO ORG Code was entered. If it was entered, then there is not an inventory record for PIIN, SPIIN and CAO-ORG-CD entered. If the ORG Code was left blank, then there is not a prime contract completely processed for the PIIN and SPIIN entered. To view inventory data for a contract which has not been fully processed, the CAO-ORG-CD must be entered.
E74	PRINT MUST BE BLANK, YES OR NO	The only acceptable entries in the Printer Selection Code (PRINT) are yes, no or blanks. Correct the entry as necessary.
E75	PRNTR-ID IS NOT A VALID ADDRESS	When Printer-ID contains data, a matching entry must be on validation table TB0041. Valid printer locations are established on the table by the OTIS shop.
E76	SPIIN MUST BE ALL BLANKS OR 4 A/N FOR FUNCTION 1	When entering the contract data (New Contract, Function 1 on the Contract Maintenance Master Menu) only valid call/order numbers may be entered in the SPIIN. Correct as necessary.
E98	TRANSACTION SELECTED DOES NOT MATCH THE CAMM TRANSACTION	The requested contract or contract modification does not match the transaction still in process. The transaction in process is for either a different user, modification, correction or CAO-ORG-CD. Use the Contract Activity Inquiry to determine the user processing the current transaction. The

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		Unvalidated Transaction List for the user may then be used to determine the actual transaction in process.
G02	INVALID ACTION - PLEASE RE-ENTER	This error message appears when user attempts to change an accounting record which has zero obligated and unliquidated dollars. These records have been deleted but not yet dropped from the data base. Physical deletion of accounting record occurs after the deletion request has been reported on the (batch) accounting reports. Usually two batch cycles must run before the record drops. Accounting records specifically for WIPS, discounts, transportation, etc., may not be changed. Only the basic record may be changed.
G30	FUNCTION NOT AUTHORIZED - CONTRACT SUPERVISOR	The User ID Code which you are signed on with is not authorized for the function which you have selected. Contact your supervisor for further instructions.
G31	INVALID FUNCTION KEY SELECTED (PF OR PA) - CONTRACT SUPERVISOR	On the Delayed Summary Edit screen, certain PA or PF function keys must be used to continue as follows: PF12 - Return to Master Menu, PA2 - Return to Correction Menu, PF3 - Continue Summary Edit, or PF4 - Delete Transaction and Return to Master Menu.
G35	ALL LINE ITEMS HAVE BEEN SHOWN	On the Summary of Shipment Data, shipment data are displayed for each line item. This message appears when data for the last line item is being displayed.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
G80	*DUPLICATE PZ/P0 MODI - FICATION	A modification number which begins PZ is a Definitization Modification. This number should be numbered sequentially along, with the normal P Modifications. Therefore, a modification beginning P0 may not have the same modification being entered. However, this has occurred. The modification being added will cause a duplicate and may not be added.
I01	PIIN BUYING ACTIVITY DOES NOT MATCH DAR APPEN N	The entry in the first six positions of the PIIN field does not match a valid buying activity as found in DAR Appendix N. Verify the entry in the PIIN field.
I02	PIIN FISCAL YEAR MUST BE "99" FOR NASA CTRS	The entry in the first six positions of the PIIN field indicates that this is a NASA Contract. Therefore, the PIIN fiscal year must contain 99 (seventh and eighth positions of PIIN). Verify the entry in the PIIN field and make necessary corrections.
I03	PIIN FISCAL YEAR MUST BE NUMERIC (00-99)	Positions seven and eight of the PIIN field (PIIN fiscal year) must be numeric (00-99). Verify the entry and make necessary corrections.
I04	MUST BE ALPHA EXCLUDING I, O, X, Y OR Z	The entry in this field must be alphabetic (A-Z) except the letters I, O, X, Y and Z cannot be used.
I05	*ENTRY IN SERIAL NUMBER IS INVALID	This field must be four numerics (0001-9999), one alpha (A-Z) followed by three numerics (001-999), or two alpha (AA-ZZ) followed by two numerics (01-99). The letters I and O cannot be used.
I06	*POSITION 1-2 OF SPIIN NOT A VALID BUYING ACTIVITY CODE	This type of SPIIN must contain a valid two position buying activity code. Verify that the entry in the SPIIN is correct.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
I07	POS 3-4 OF SPIIN NOT ALPHA OR NUMERIC EXCLUDING I/O	Positions three and four of the SPIIN field must be alphabetic (A-Z) or numeric (0-9). However, the letters I and O cannot be used.
I08	SPIIN MUST BE BLANK	This entry in the PIIN field is a type of contract which does not require a call or order number. Therefore, the SPIIN field must be left blank. Verify the entry to the PIIN field before erasing the SPIIN.
I09	CAO-ORG-CD DOES NOT MATCH TABLE OF VALID ORG CDS	The two position organization entered does not match the list of valid organization codes established for the district. When the code entered is incorrect, enter a valid code. If the code is correct, request the local system administrator to add the code to the system's list.
I10	FORCE-THRU MUST BE "F" OR BLANK	When a non-DoD contract number is being entered, it will not pass validation. Therefore, these type of PIINs must be forced through. Enter an F in the Force-Thru field. Otherwise, leave this field blank.
I11	CONTRACT ALREADY EXISTS IN INVENTORY	The contract entered (PIIN, SPIIN and CAO-ORG-CD) already exists in the system. If this is a support contract, verify that the organization (CAO-ORG-CD) entered is correct. Also, make sure the procurement instrument and supplemental procurement instrument identification numbers (PIIN and SPIIN) are correct. Correct as necessary. Otherwise, continue to the next document.
I12	BKLOG-AG-DT YEAR NOT NUMERIC (00-99)	The entry to the first two positions of this field must be the numeric year (00-99). If the year is 1984, enter 84.
I13	BKLOG-AG-DT MONTH NOT NUMERIC (01-12)	The middle two positions of this field must indicate a numeric month (01-12). If the month is June, enter 06.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
I14	BKLOG-AG-DT DAY NOT PROPER RANGE FOR MONTH ENTERED	The day entered must be a valid day for the month entered. The day is in the last two positions of this field and must be (01-31).
I16	CONTRACT/ORDER IS NOT IN THE INVENTORY	The backlog record must be established for a contract before the backlog record(s) for any modification(s) is entered. The contract associated with the PIIN, SPIIN and CAO-ORG-CD entered on this screen has not yet been established. Verify the entries in these three fields. Correct if necessary. Otherwise, set aside this modification for reentry once the contract has been received and established on the backlog.
I17	POSITION 1 MUST BE "A" OR "P" FOR CONTRACT	For this type of contract (ninth position of PIIN), the SPIIN field must contain a six position modification number. This number must begin with an A or P.
I18	POSITIONS 2-3 NOT ALPHA/ NUMERIC EXCLUDING I AND O	Positions two and three of this field must be alphanumeric (A-Z and 0-9). However, the letters I and O may not be used.
I19	POSITIONS 4-6 NOT NUMERIC	Positions four and six of this field must contain numeric (0-9) data.
I20	POSITIONS 5-6 NOT ALPHA/ NUMERIC EXCLUDING I AND O	Positions five and six of this field must contain alphanumeric (A-Z and 0-9) data. However, the letters I and O may not be entered.
I21	MODIFICATION IS ALREADY IN THE INVENTORY	A backlog record for the modification (PIIN, SPIIN and CAO-ORG-CD) entered is already in the system. Verify the entries to these three fields. Correct if necessary. Othewise, continue to the next document.
I22	THE REQUESTED DOCUMENT IS NOT IN THE INVENTORY	An inquiry request to see a backlog record for a specific document has been made. However this document has not been established in the backlog yet.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		Verify the entries in the PIIN, SPIIN, CONT-MOD-NO and CAO-ORG-CD fields. Note that the SPIIN field should contain the call or order number only.
I23	REOPN-SECNO MUST BE "1", "4" OR BLANK	This field may be left blank. If an entry is made, it must be a one or four only. Contracts may be reopened into these sections only.
I24	REOPN-SECNO MUST BE "1" or "4" IF ACTION-CD="O"	When reopening a contract (ACTION-CD or O), this field must contain a one or four only. This indicates the CAR-SEC-NO this contract is to be reopened into.
I25	REOPN-SECNO MUST BE BLANK IF ACTION-CD NOT "O"	The REOPN-SECNO field must be left blank unless reopening the contract (ACTION-CD of O).
I26	ACTION-CD MUST BE "H", "L", "O", "R", "D", "A" OR "B"	The only valid entries to this field are H, L, O (alpha), R, D, A and B. An entry must be made.
I27	IF ACTION-CD IS "B", DOC-LOC CANNOT BE BLANK	When assigning the document location (ACTION-CD of B), the DOC-LOC field must contain data other than spaces. Enter the RGS-CD of the user who has the hard copy document.
I28	IF DOC-LOC NOT BLANK, ACTION-CD MUST BE "B"	When an entry other than spaces has been made in the DOC-LOC, the system assumes the user is attempting to enter a document location into the system. The correct ACTION-CD for this type of entry is a B.
I29	DOC-LOC MUST BE A VALID RGS-CD	The entry in the RGS-CD field must have been established in the Operator Master file (OPRM). The system administrator must do this. Before contacting any one, verify that the entry to the DOC-LOC is correct.
I30	IF ACTION-CD IS "R", REASS-ORG MUST NOT BE BLANK	An ACTION-CD of R indicates that the user wishes to reassign the document to a new contract office/organization routing code. Therefore, an entry must be made in the REASS-ORG which indicates which organization the document is to be reassigned to.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
I31	IF REASS-ORG IS NOT BLANK, ACTION-CD MUST BE "R"	An entry in the REASS-ORG field other than spaces indicates that the user wishes to reassign the document to a new contract administration organization/office routing code. The ACTION-CD for this type of action must be an R.
I32	REASS-ORG NOT ALPHA (A-Z)	An entry to REASS-ORG is required. This entry must be alphabetic (A-Z).
I33	THIS DOCUMENT NUMBER IS NOT IN THE INVENTORY	The document number entered on this screen (PIIN, SPIIN and CAO-ORG-CD) is not in the inventory. Verify the entries to these fields to assure they are correct. The SPIIN field may contain a modification number, if applicable.
I34	*THIS DOCUMENT IS NOT IN BACKLOG	The document is no longer in backlog status (i.e., has already been processed). Because of this, the action requested (ACTION-CD) may not be performed. Verify the entries to the PIIN, SPIIN and CAO-ORG-CD fields.
I35	*THIS DOCUMENT IS IN BACKLOG STATUS	The document entered (PIIN, SPIIN and CAO-ORG-CD) is in backlog status. Therefore, the action requested (ACTION-CD) may not be performed. Verify the entries to the PIIN, SPIIN and CAO-ORG-CD fields.
I36	THIS DOCUMENT IS NOT IN CLOSED STATUS	The document (PIIN, SPIIN and CAO-ORG-CD) that the user is attempting to reopen is not closed. Therefore, there is no need to reopen the contract. Verify the PIIN, SPIIN and CAO-ORG-CD entries or select another action (ACTION-CD).
I37	*THE CONTRACT RECORD NO LONGER EXISTS	The contract record (PINV File) for this document (PIIN, SPIIN and CAO-ORG-CD) no longer exists. Verify the entries in the PIIN, SPIIN and CAO-ORG-CD fields. If they are correct, contact a supervisor.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
I38	*SPIIN MUST CONTAIN A VALID MODIFICATION NUMBER SPIIN	An entry must be made in the field. All six positions must contain alphanumeric data (A-Z and 0-9). When a call or order number is involved, the first four positions should contain the call or order number and the last two positions the modification number (i.e., 0002A3). Otherwise, the modification number, which begins with an A or P, must be entered.
I39	RGS CODE IS NOT ON THE CDIS FILE	In order for the user (RGS-CD) to enter data into the system, the RGS-CD must be related to an organization routing code in the Contract Cata Input File (CDIS). This must be done by the system administrator before this user can establish any data on the Host Data Base.
I40	PIIN MUST BE NON-DOD TO USE FORCE-THRU	The entry in the PIIN field must be a non-DoD Procurement Instrument Identification Number for the Force-Thru field to be used (contain an F). Verify the entry in the PIIN field. If it is correct, the Force-Thru must be left blank.
I41	PIIN/SPIIN IS NO LONGER ON THE DATA BASE	If the contract number (PIIN/SPIIN) was ever on the data base it is no longer. On the Applied Modifications Inquiry, it could indicate that the inventory records have been deleted.
I42	PIIN/SPIIN IS NOT A CLOSED CONTRACT	The user is attempting to reopen (ACTION-CD O) a contract which is not closed. To be closed for this purpose, the CAR Section Number must be 5, 8 or 9.
I43	DOCUMENT ACCEPTED INTO INVENTORY	When this message appears, the new contract previously released or entered has been successfully added to the backlog inventory. Enter another document or depress the PA2 key to exit.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
I44	MODIFICATION ACCEPTED INTO INVENTORY	When this message appears, the modification previously released or entered, has been successfully added to the backlog inventory. Enter a new modification or depress the PA2 key to exit.
I45	HARD COPY TRACKING RELIEVED FOR THIS MILSCAP DOCUMENT	The inventory record for the document entered (PIIN, SPIIN and CAO-ORG-CD) will no longer indicate that the hard copy has not yet arrived. Enter another transaction or depress the PA2 key to return to the Inventory Maintenance Menu.
I46	DOCUMENT LOCATION HAS BEEN UPDATED	The request to assign a document location to a specific document has been successfully completed. Enter a new transaction or depress the PA2 key to return to the Inventory Maintenance Menu.
I47	DOCUMENT HAS BEEN DELETED FROM THE BACKLOG	The backlog record for the requested document has been deleted from the system. Enter a new transaction or depress the PA2 key to return to the Inventory Maintenance Menu.
I48	DOCUMENT HAS BEEN ASSIGNED TO NEW ORG AS REQUESTED	The request to assign a specific document to a new organization has been successfully completed. Enter a new transaction or depress the PA2 key to return to the Inventory Maintenance Menu.
I49	DOCUMENT HAS BEEN MOVED TO ACTIVE STATUS AS REQUESTED	The document previously entered has been moved to active status as requested. Enter a new transaction or depress the PA2 key to return to the Inventory Maintenance Menu.
I50	HARD COPY TRACKING HAS BEEN RE-ESTABLISHED AS REQUESTED	The backlog record for the document previously entered will now reflect that the hard copy has not yet been received. Enter a new transaction or depress the PA2 key to return to the Inventory Maintenance Menu.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
I51	CONTRACT HAS BEEN REOPENED AS REQUESTED	The contract entered has been reopened for additional processing as was requested. Enter a new transaction or depress PA2 key to return to the Inventory Maintenance Menu.
I52	ENTRY IN CBUD IS NOT ONE OF THE ELEMENTS OF THIS SCREEN	The entry in the CBUD field does not match an element on the screen. Enter the exact name as shown on the screen. Verify that the spelling is correct.
I53	THIS IS AN ACTIVE CONTRACT AND MAY NOT BE DELETED	To delete a backlog record, it must indicate that the document is unprocessed. The document entered has been processed; therefore, it may not be deleted. Check the entries in the PIIN, SPIIN and CAO-ORG-CD fields.
I54	THIS DOCUMENT IS IN BACKLOG STATUS	Entries in the PIIN, SPIIN and CAO-ORG-CD fields are for an unprocessed document. Therefore, the action requested (ACTION-CD) may not be performed. Verify the entries in the PIIN, SPIIN, CAO-ORG-CD and ACTION-CD.
I55	THIS DOCUMENT IS IN PROCESSED STATUS	The document for which this action (ACTION-CD) has been requested, is in processed status. Therefore, this action may not be performed. Check the entries to the PIIN, SPIIN, CAO-ORG-CD and ACTION-CD.
I56	NO STATISTICS FOR THIS CAO-ORG AND STAT-DT	There are no statistics for the organization (CAO-ORG) and day (STAT-DT) entered. Enter a new organization and/or date.
I57	CLERK-NAME MUST CONTAIN DATA FOR A BLANK ACTION-CD	The users name (CLERK-NAME) must contain an entry when adding a document location for a contract. Enter the user's name or an ACTION-CD as required.
I58	OFC-SYMBOL MUST CONTAIN DATA FOR A BLANK ACTION-CD	When adding a document location (blank ACTION-CD), the OFC-SYMBOL must contain an alphabetic (A-Z) entry.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
I59	INVALID ACTION-CD -- PLEASE RE-ENTER	The entry in this field is invalid. Valid codes depend upon the process (screen format) in use. Check the input instructions for the screen format in use for specfic instructions.
I60	THIS CONTRACT NOT IN ACTIVE STATUS	In order to process the requested action (ACTION-CD), the contract must be active. The one entered (PIIN, SPIIN and CAO-ORG-CD) is not. Verify the entries to the PIIN, SPIIN, CAO-ORG-CD and ACTION-CD fields.
I62	NO HARD COPY TRACKING STATISTICS FOR DATE ENTERED	There are not any statistics on MILSCAP documents awaiting the receipt of the hard copy for the date (AS-OF-DATE) entered. Enter a new date or depress the PA2 key to return to the Inventory Maintenance Menu.
I63	SUSPENDED RECORDS DELETED AS REQUESTED	All suspended records for the PIIN, SPIIN and CAO-ORG-CD entered have been deleted as requested. Enter a new document or depress the PA2 key to return to the Inventory Maintenance Menu.
I64	THERE ARE NO SUSPENDED RECORDS FOR THIS DOCUMENT	There are no suspended records to delete for the document (PIIN, SPIIN and CAO-ORG-CD) entered. Check the entries in these fields before continuing to the next transaction. Depress the PA2 key to return to the Inventory Maintenance Menu.
I87	END-DATE MUST BE BLANK WHEN RGS-CD IS BLANK	When requesting the User Input Statistics for the entire district, a date range may not be used. Only the BEG-DATE may be specified which indicates the one day for which district statistics are to be displayed.
I88	SPIIN MUST BE BLANK FOR THIS TYPE CONTRACT ON INITIAL INPUT H	Unless the PIIN Type (9th position of PIIN) contains A, D, G or a new contract may not have a SPIIN. The data base or function indicates that this transaction is for a new contract.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
I90	NO STATISTICS FOR THIS CLERK FOR RQST'D DATE	An inquiry was processed requesting statistical data for a specific RGS-CD/date and no record was found. This indicates the clerk did not sign-on to the system on the date in question.
I91	NO STATISTICS FOR DISTRICT FOR THIS DATE	A district level inquiry was processed and no records were found. This indicates TIS was not available for this date.
I92	NO STATISTICS FOR THIS CLERK FOR REQUESTED RANGE	An inquiry was processed requesting data for a particular RGS-CD for a specific range of dates and no records were found. This indicates the clerk did not sign-on to the system during the range of dates in question.
I93	BEG-DT NOT A VALID CALENDAR DATE (YYMMDD)	The entry in the BEG-DT field is not a valid six position calendar date.
I94	END-DT NOT A VALID CALENDAR DATE (YYMMDD)	The entry in the END-DT field is not a valid six position calendar date.
I95	THE BKLOG-AG-DT MAY NOT BE GREATER THAN TODAY'S DATE	When establishing a contract or modification in inventory the date the document was received by the activity (BKLOG-AG-DT) may not exceed todays date. Correct the date (YYMMDD) as necessary.
I98	MODIFICATION NUMBER MUST BE GREATER THAN ZERO	The two position modification numbers must be two alpha or two alphanumeric characters. When numerics are used, the number may not equate to zero.
I99	SPIIN MAY NOT BEGIN A OR P	When adding a new contract into the inventory the SPIIN may not begin with an A or a P. Call and order numbers may not begin with these letters. Correct the entry as necessary.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
S01	USER ID NOT RECOGNIZED - PLEASE RE-ENTER	The users identification code (RGS-CD) entered is not recognized by the system (in the User Information Data Base). Check the entry showing in the RGS-CD field. If it is invalid, use the appropriate signoff procedures and then sign back on. If the code is correct, contact the system administrator.
S04	FUNCTION NOT AUTHORIZED - CONTACT SYSTEM ADMINISTRATOR	The function the user has selected is not authorized. Contact the Security System Administrator through locally determined channels to have the function authorized. Otherwise, select a different function or exit.
000	MESSAGE NOT IN DATA BASE - CONTACT SUPERVISOR	A new message should have been added to the system but has not. This message actually has a number other than the one shown. OTIS enters messages to the table. Most likely the message that is missing is related to a recent release of the program. The screen which displays this message should be noted and passed on to OTIS when reporting the missing message.
006	DUPLICATE RECORD	The data record being entered has already been established. Continue to the next record to be entered.
009	UNMATCHED TO INVENTORY/ UMMATCHED CAGE	The PIIN, SPIIN and CAO-ORG-CD does not match a backlog record. Verify the entries to these fields. If they are correct, have the inventory control section add the document to the backlog.
011	RECORD MATCHED TO INVENTORY BUT SHOULD NOT BE	The inventory record for the contract or modification entered indicates that the document has already been processed. Verify the entries in the PIIN, SPIIN and CAO-ORG-CD. If they are correct, research the document to determine proper action.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
012	*BACKLOG STATISTICS RECORDS IN PROCESS OF BEING BUILT	The statistical records which record counts regarding backlog must be generated each day. Before anyone can use the Contract Maintenance System, these records must be in existence. This message appears and blocks access to Contract Maintenance while these statistical records are generated.
013	PIIN/SPIIN IS NOT AN OPEN CONTRACT	The contract (Procurement Instrument Identification Number and call/order number if applicable) is for a closed contract. Therefore, modifications and/or corrections may not be processed until the contract is reopened. Verify the entries in the PIIN, SPIIN and CAO-ORG-CD before contacting the inventory control personnel.
014	*PIIN/SPIIN IS NOT IN PROCESSED STATUS	The contract (Procurement Instrument Identification Number and call/order number if applicable) for which the correction or modification process is being requested cannot be enetered until after the contract is processed. Verify the entries in the PIIN, SPIIN and CAO-ORG-CD. If they are correct, set the correction or modification aside until the contract is processed.
015	PIIN/SPIIN/ORG DOES NOT MATCH HOST DATA BASE	The entries in the PIIN, SPIIN and CAO-ORG-CD do not match an inventory record. Verify the entries in these fields before returning the document to a user authorized to enter documents into the inventory.
016	PIIN/SPIIN DOES NOT MATCH DATA BASE	The PIIN and SPIIN entered do not match any entry in the system. Verify the entries in the fields before returning the document for inventory maintenance processing.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
017	SPIIN MUST CONTAIN VALID MODIFICATION NUMBER	An entry must be made in the SPIIN field. All six positions must contain alphanumeric data (A-Z, 0-9). When a call or order number is involved, the first four positions should contain the call or order number and last two positions, the modification number (i.e., 0002A3). Otherwise, the modification number, which begins with an A or P, must be entered.
018	PIIN/SPIIN NOT ON DATA BASE	The PIIN and SPIIN entered does not match any entry in the system. Verify the entries in the fields before returning the document for Inventory Maintenance processing.
019	PIIN/SPIIN/ORG MUST BE ENTERED	A valid Procurement Instrument, Supplemental Procurement Instrument Identification Number and Contract Administration Organization/office code must all be entered on this menu for the function selected. The asterisks(*) in front of the option indicate those functions requiring these entries.
023	NO MORE REQUESTED INFORMATION LOCATED	There is no more data for the contract requested on this inquiry.
024	INFORMATION REQUESTED NOT IN DATA BASE/TABLES	There is no data on the Host Data Base for the contract requested on this inquiry.
057	*INVALID-ACO-CDD-RMKS-INPUT, DOES NOT MATCH TABLE TB0013	One of the two position entries in the ACO-CDD-RMK field on this screen is invalid. A list of valid entries are in part 15, appendix 4 of this manual. Further explanation of this error is available by using PF1 when this error message is displayed.
108	INVALID FUNCTION - PLEASE RE-ENTER	An entry to the field FUNCTION can only be numeric (0-9). In addition, only the functions shown may be entered. If an option 7 is not on the screen, an entry of 7 in this field will be in error and this message will appear.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
122	RGS-CD MISSING - PLEASE ENTER	This field must contain a valid user's identification code (RGS-CD). This must match an entry in the system.
133	RGS-CD NOT AN AUTHORIZED CODE	The requested RGS-CD does not exist in the system. Check the entry to ensure it is correct.
200	ISSUED BY NOT A VALID DODAAC CODE	The entry in the ISSD-BY field must match a valid DoDAAC Code on the Activity Address (ADRS) File. Check the entry in this field. If the code is correct, request that the supervisor have the code added to the system.
210	CONTRR-REMIT-ADRS NOT BLANK OR VALID H8 CODE	The REMIT-ADRS field may be left blank. If an entry is made, it must be a valid H8 Code found on the MAF. Verify the entry to this field before contacting a supervisor to have the code added.
212	ADMINISTERED BY NOT A VALID DODAAC CODE	The entry in the ADMIN-BY field must match a valid DoDAAD Code on the Activity Address (ADRS) File. Check the entry in this field. If the code is correct, request the supervisor have the code added to the system.
213	CAO CODE UNMATCHED TO MSTR-ADR-FILE AND FUNC-LMTN NOT 3	The ADMIN-BY must match the administration office assigned to the contractor (CAGE) entered unless the document qualifies as payment only (FUNC-LMTN of 3). Verify the entry to the ADMIN-BY and CAGE fields. If both are correct, the supervisor will have to have the Activity Address File corrected before the contract can be entered. (Note: The system will enter the administration office when the ADMIN-BY field is left blank.)
214	CONTRACTORS FACILITY NOT VALID CAGE, BLANK OR 9	The CONTRR-FACL field may be left blank. When an entry is made, it must match a contractor identity code already established on the Activity Address (ADRS) File.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		Verify the entry in the CONTRR-FACL. If it is correct, the supervisor will have to have the code added to the system before the contract can be established with this CONTRR-FACL.
215	CONTRR-IDENT-CODE NOT A VALID H8 CODE	The entry in the CAGE field must match an entry on the Activity Address File for an H8 Code. Verify the entry to this field. If the code is correct, the code must be added to the system before the contract can be established. The system administrator adds these codes.
220	PAYING OFFICE NOT A VALID DODAAD OR 9-BLANK	The PAYG-OFC on the Contract Data Record may be left blank. When it is, the system will enter the appropriate paying office code. Otherwise, the entry made must be a valid DoDAAD Code (on ADRS) or a 9 followed by spaces. The nine blanks are used to indicate multiple paying offices.
221	PAYG-OFC MUST BE BLANK IF PAYG-OFC NOT 9-BLANK ON CONT DATA RCD	In order to enter a paying office on any of the various Accounting Classification Data Records, the PAYG-OFC field on the Contract Data Record must contain a 9 followed by spaces. If the entry on the Contract Data Record is invalid, the user has two options: have the supervisor delete the contract from the Data Entry Data Base via the Supervisor Function and start over again or establish the accounting data using a blank PAYG-OFC and then use the correction process to adjust this error.
222	PAYG-OFC NOT A VALID DODAAD	This field (on accounting data) must contain a valid DoDAAD Code. If the code entered is correct, have the supervisor request the code be added to the system so this accounting record can be established.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
225	INVALID RGS CODE - PLEASE RE-ENTER	When processing an RGS Code Change, screen CT6300, the NEW-RGS-CODE must be authorized to process contract input transactions. In order to avoid having to check for any of the possible screens throughout this process, CT1100 New Contract Header Record was selected as the representative authorization. When changing assignment of users, the new user must be authorized for Screen CT1100. Either change the new code or contact the Security System Administrator through locally determined channels to have the new code authorized for CT1100.
226	RGS CODE NOT ON CDIS - - CONTACT SUPERVISOR	In order for the user (RGS-CD) to enter data into the system, the RGS-CD must be related to an organization routing code in the Contract Data Input (CDIS) File. This must be done by the system administrator before this user can execute summary edits.
229	ESTIMATED INDICATOR NOT E OR BLANK	This field may be left blank. If an entry is required, it must be an E.
240	*NO MATCHING BOA-BPA IN THE MOCAS INVENTORY	A file compare error exists in NAM-ADR-IND. A matching basic ordering or purchasing agreement is not on the data base. If this contract is a call or order for a BOA or BPA, discontinue input and contact your supervisor. Otherwise, enter R for a Remittance Address or N for a Notice of Assignment (e.g., to a bank) in NAM-ADR-IND.
250	CPN-RCPNT (A, AF, DLA) NOT VALID DODAAC CODE	The CONTR-PAYMT field must contain a valid DoDAAD Code on all Army, Air Force and DLA Appropriation Records. The code must be established in the Activity Address File. If the code entered is correct, the supervisor must have this code added to the system before the accounting data can be established.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
251	CPN-RCPNT (NAVY) NOT BLANK	The CONTR-PAYMT field must be left blank on Navy accounting records.
252	ARMY-APPROPRIATION UNMATCHED TO MASTER	The combined entry of APROP and LMT-SUBH must match an Army appropriation in the system. Verify the entries to these fields, if the codes are correct a supervisor must have the appropriation added to the system before this accounting record can be entered.
253	*CONTR-PAYMT IS NOT A VALID DoDAAD	The Contract Payment Notice (CPN) recipient must contain a valid DoDAAD Code. These codes reside on the Address File (ADRS/MAF). Correct the entry as necessary. Contact the MAF Clerk through locally determined channels if the code should be added to the address file.
256	NAVY-APPROPRIATION UNMATCHED TO MASTER	The combined entry of APROP and LMT-SUBH must match a Navy appropriation in the system. Verify the entries to these fields, if the codes are correct a supervisor must have the appropriation added to the system before this accounting record can be entered.
257	DLA-APPROPRIATION UNMATCHED TO MASTER	The entries in the APROP and LMT-SUBH fields must match a DLA appropriation in the system. Verify the entries to these fields. If the codes are correct, a supervisor must have the appropriation added to the system before this record can be entered.
258	AIR-FORCE - APPROPRIATION UNMATCHED TO MASTER	The Air Force appropriation entered must match an Air Force appropriation in the system. For FD-CD (Fund Code) 6B, 6C, 6E, 6H, 60, 61, 62, 63, 64, 65, 66, 67, 68 and 69 the transaction must match the accounting master at the appropriation level. If FD-CD is D7, DR, DU or 30 or if FD-CD is 10, 11, 14, 15, 16, 17, 28 or 29 and PGM-YR is S, transaction must match the master at

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		APROP/LMT-SUBH/PGM-YR/OPR-AGCY-CD. If one of the above conditions is not met, must match the master at APROP/LMT-SUBH/PGM-YR/OPR-AGCY-CD/EDGT-PROJ. Entries to the FD-CD, LMT-SUBH, PGM-YR, AGCY-CD and BDGT-PROJ (as applicable) must be verified. If all codes are correct, a supervisor must have the appropriation added to the system before this accounting record can be added to the system.
270	*NSN WITH FIRST POS "Z" DOES NOT CONTAIN VALID DODAAD CODE	If the first position of the NSN field contains a Z, the third through eighth positions must contain a valid DoDAAD Code. The code entered must match an entry already in the system. Verify the entry in the NSN field. If this is correct, the supervisor will have to have this code added to the system. Further explanation of this error is available by using PF1 when this error message is displayed.
280	SHIP-TO NOT A VALID DODAAC, H8 CODE OR U-BLANK	The SHP-TO field must contain an entry. Valid entries are an established (in system) DoDAAC or H8 Code or U followed by blanks. If the code entered (DoDAAC or H8) is valid but rejected, the supervisor will have to have it added to the system before a schedule is established.
281	MARK FOR NOT BLANK OR A A VALID DODAAC CODE	MK-FOR may be left blank. When an entry is made, it must match a DoDAAD Code already established in the system. If the code has been entered correctly, the supervisor will have to have the code added to the system.
290	PROJ-ITEM-MANAGER NOT BLANK OR VALID DODAAC CODE	The SPN-REC field may be left blank. If an entry is made, it must match a DoDAAD Code already established in the system. Verify the entry in this field. If the code is correct, a supervisor must have it added to the system before a schedule can be established using it.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
291	*PRINTR-ID DOES NOT MATCH VALIDATION TABLE 'TB0041'	In order to ensure that online inquiry print requests are being sent to a location which is a printer (as opposed to a terminal), valid Printer Identification Codes (station IDs) must match an entry in validation table TB0041. Correct the entry in the PRINTR-ID field. OTIS should be able to provide a list of valid codes.
302	RGS CODE IS NOT AUTHORIZED FOR THIS FUNCTION	You are not authorized for the function you selected. The User ID must be changed on the initial Sign-On screen (ENTIRE). Function authorizations are coordinated with the Security System Administrator through locally determined channels.
303	*NO MATCHING RECORD ON DATA ENTRY DATA BASE	The PIIN, SPIIN and CAO-ORG-CD entered does not match a contract, modification or correction entered on the Data Entry Data Base. Verify the entry to these fields and correct as necessary. Further explanation of this error is available by using PF1 when this error message is displayed.
304	*RGS DOES NOT MATCH THE RGS CODE ON THE CONTRACT ACTIVITY FILE	Another user is processing an action against this contract (PIIN and call/order number). Only one user at a time may process an action (establish, modify or correct) against a contract. Verify the entries in the PIIN and SPIIN. If they are correct, contact a supervisor and explain that this message has appeared.
309	THIS CONTRACT NOT ON THE DATA ENTRY DATA BASE	The function selected on this menu requires that the contract transaction (PIIN, SPIIN and CAO-ORG-CD) be on the Data Entry Data Base (where contract input transactions normally reside). There is not a transaction on this data base for the PIIN, SPIIN and CAO-ORG-CD entered on this menu. Correct the necessary entry.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
310	CONTRACT DATA LEVEL RECORDS NOT COMPLETE	When this message appears, all four contract level screens (Contract Data Record, Provisions Data Record, Payee Name and Address Data Record and Remarks Data Record) have not yet been entered. The process requested (Function) cannot be completed until these records are entered. If this is a new contract, select Function one and enter the data on each of these four screens (above) which appear.
324	*THERE IS NOT A PAYEE ADDRESS ON THE DATA BASE	The address being entered by the system is missing. Contact the system administrator when this error occurs. Further explanation of this error is available by using PF1 when this error message is displayed.
325	ACTION NOT AUTHORIZED - PLEASE CONTACT SYSTEM ADMINISTRATOR	The action selected (add, change or delete) is not authorized for this user (RGS-CD). If it is an appropriate action for this user, have the system administrator authorize it.
417	PQA-SITE NOT S OR D	The entry in this field must be an S (source) or D (destination).
601	ADMIN-BY MUST MATCH THE ADMINISTERED BY ON THE CONTRACT	This field on the Modification Header Data Record must match the administered by on the contract. If an abstract is not available, return to the Contract Maintenance Master Menu and then proceed to the Scan Contract Data Record. The ADMIN-BY on this screen is the correct entry.
612	RECORD INTEGRITY	An indefinite delivery type contract has been established with accounting, line item and schedule records. However, this type of contract should not have these records unless the contract specifically call for them. The user must enter ACO-CDD-RMK 53 or delete all accounting, line items and schedules previously or currently being added to the system.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		(Note: If deleting previously established line item records via the correction process, all associated schedule records same CLIN-ELIN will automatically be deleted.)
613	FINANCIAL DATA REQUIRED	This message informs the user that the contract being summary edited is missing accounting data. For new contracts, the user may correct this error by adding accounting data, a required ACO-CDD-RMK on the Remarks Data Record or correcting the KIND-CON-CD, TY-CONTR-CD or FUNC-LMTN on the Contract Data Record. These three options are available for correcting the same error on the modification or correction. In addition, if all the accounting records were inadvertently deleted, the user can cancel the deletion of an ACRN which should not have been deleted.
614	NO SERVICE/SUPPLY LINE ITEMS EXIST	This message informs the user that line item data is missing from the contract being summary edited. If processing a new contract, the user may correct this error by adding the missing service and/or Supply Line Item data, a missing ACO-CDD-RMK on the Remarks Data Record or correcting the KIND-CON-CD, TY-CONTR-CD or FUNC-LMTN on the Contract Data Record. When processing a modification or correction the user has these same options. In addition, if all the line item records were incorrectly deleted, the user can cancel the deletion of the line item which should not have been deleted.
615	NO SCHEDULE RECORDS EXIST	When this message appears, the user is summary editing a contract which is missing schedule records for the line item (CLIN-ELIN) shown. If establishing a new contract, the error can be corrected by adding schedule records, a missing ACO-CDD-RMK on

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		the Remarks Data Record, correcting the KIND-CON-CD, TY-CONTR-CD, SCTY-CLS-CD, SPC-CON-PVN or FUNC-LMTN on the Contract Data Record or correcting the NSN on the Supply Line Item Data Record. Modifications or corrections may be corrected using these same options. In addition, if all schedules for this line item were incorrectly deleted, the schedule deleted incorrectly can be canceled.
620	NAME-ADRS-LINE 1 IS BLANK	The first line on the Payee Name and Address Data Record must contain data. Enter the first line of the address.
621	NAME & ADRS LINE 3 ENTERED BUT LINE 2 IS BLANK	Before entering data on the third line of the Payee Name and Address Data Record, the second line must be entered. Enter the second line of the address on line 2.
622	NAME & ADRS LINE 4 ENTERED BUT LINE 3 IS BLANK	The third address line on the Payee Name and Address Data Record must be entered before the fourth is entered. Enter the third line of the payee address on line 3.
623	NAME & ADRS LINE 5 ENTERED BUT LINE 4 IS BLANK	ADRS-LIN4 on the Payee Name and Address Data Record must be entered before ADRS-LIN5. Enter the fourth address line on ADRS-LIN4.
638	ISSUED BY CODE IS BLANK ON DOD CONTRACT	The ISSD-BY field must contain an entry on this DoD contract. Enter the appropriate DoDAAD Code of the issuing activity.
652	FDD NOT GT/EQUAL EFF-DT OR DT-OF-SIGNR	When the FNL-DVY-DT contains an entry other than U Blanks, the data entered must be greater than the EFF-DT or DT-OF-SIGNR whichever is later. Verify the dates entered in all three date fields.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
656	*ACRN NOT ALPHANUM OR CONTAINS I OR O	This field must contain an alphanumeric entry (A-Z and 0-9). The letters I and O may not be used. Further explanation of this error is available by using PF1 when this error message is displayed.
661	TRANSACTION CODE MUST BE BLANK BECAUSE IS NAVY CONTRACT	The POSTL-IND field must be blank on a Navy Accounting Classification Data Record.
675	CLIN/ELIN DOES NOT HAVE MATCHING SUPPLY LINE	The entry in the CLIN-ELIN on this Supply Schedule Data Record does not have a matching Supply Line Item in the system. Verify the entry in this field. If the line item number is correct, return to the Contract Setup Menu (New Contracts) or Correction/ Modification Master Menu so that the line item can be added.
676	ACRN NOT U-BLANK, 9-BLANK BUT DOES NOT MATCH ACCTG-REC	The ACRN entered on this screen does not contain a U or 9 followed by a blank. Therefore, the entry must match an entry on an accounting record already in the system.
680	*CLIN CITES ACRN YOU ARE TRYING TO DELETE	When deleting an accounting record, the ACRN must not be assigned to any line item on the contract. The system has determined that the ACRN you have requested to delete is assigned to a line item on this contract.
685	INVALID NUMERIC ACRN -- CANNOT ADD/CHG/DELETE SUCH AN ACRN	Certain numeric ACRNs are used for lapsed funds. The one entered for this transaction falls in this category. Correct the ACRN entry.
686	*FUNC-LMTN MUST BE 1, 2, 4, 5 OR 6	Two conditions require the entry of at least one Functional Limitation: NASA contracts and contracts established by users who are Contract Management Users (RGS Code is on table TB0047). One of these conditions has been encountered; therefore, a Functional Limitation must be added.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
688	NASA CONTRACTS ARE SUPPORT - REQUIRE FUNC-LMTN ENTRY	The contract being entered is a NASA contract. These contracts must be established as support; therefore, a Functional Limitation must be entered. Add the appropriate code.
694	*NO MATCHING ACRN FOUND ON ACCTG CLASS RECORD	The entry in the ACRN on this screen must match an ACRN already established on an accounting record. Further explanation of this error is available by using PF1 when this error message is displayed.
700	FUNCTION NOT 1, 2, 3, 4, 5, 6 OR 7	The only valid functions on this menu are 1 through 7. Correct the entry in the function field.
701	FUNCTION NOT 1, 2 OR 3	The only valid functions on this menu are 1, 2 or 3. Correct the entry in the function field.
702	*THIS ACCTG RECORD IS NOT ON THE HOST DATA BASE	The ACRN selected on this menu for a change or delete action does not match an accounting record on the Host Data Base. Verify the entry in the ACRN field. If it should be in the system, it will have to be added via Function one on this menu. Further explanation of this error is available by using PF1 when this error message is displayed.
703	*THIS ACCTG RECORD HAS ALREADY BEEN MODIFIED/ CORRECTED	The accounting record (ACRN) entered on this screen has already been added, changed or deleted in this modification or correction transaction. Verify the entry in the ACRN field. If it is correct, the Scan Specific Accounting Record inquiry may be used to view the action processed against it. If the action is incorrect, it will be necessary to correct and record again, after summary editing this transaction, (if an add or change action was processed). If a delete action has been incorrectly entered, the modification or correction will

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		have to be deleted by a supervisor (supervisory function). Further explanation of this error is available by using PF1 when this error message is displayed.
705	*THIS SERVICE LINE ITEM RECORD ALREADY EXISTS ON THE HOST DATA BA	The Service Line Item Record for which an add action has been requested already exists. Verify the entry in the CLIN-ELIN field. If it is correct, an abstract may be requested or the Functional Host Data Base Inquiries (when developed) used to see this service line item. Change actions are permitted, if necessary. Further explanation of this error is available by using PF1 when this error message is displayed.
706	*THIS SERVICE LINE ITEM RECORD IS NOT ON THE HOST DATA BASE	The Service Line Item Record (CLIN-ELIN) requested for this transaction is not on the Host Data Base. Verify the entry in the CLIN-ELIN field. If the Service Line Item Record needs to be added, use the correction (or modification if applicable) process to add it. Further explanation of this error is available by using PF1 when this error message is displayed.
707	*THIS LINE ITEM RECORD HAS ALREADY BEEN CORRECTED/ MODIFIED	The Line Item Record (for this CLIN-ELIN) has already been added, changed or deleted in this correction or modification transaction. Check the entry in the CLIN-ELIN field. If it is correct, the Scan Specific Supply (or Service) Line Item inquiry may be used to view the action processed against it. The action entered may not be corrected until after summary edits have been completed. If the action is an incorrect delete and summary edit is processed, not only will the line item need to be re-added, but if it is a supply line item, the schedules will also have to be re-added. The supervisory delete function may

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		be used to delete the entire correction of modification transaction. Further explanation of this error is available by using PF1 when this error message is displayed.
708	*THIS SUPPLY LINE ITEM RECORD ALREADY EXISTS ON THE HOST DATA BASE	The Supply Line Item Data Record that the user is attempting to add (via the correction or modification process) already exists on the Host Data Base. Check the entry in the CLIN-ELIN field. If it is correct, use the Change Line Item process (Function 3) to view this line item. When the line item appears, review it to determine if changes are necessary. If not, depress the PA2 key and the change transaction will be canceled. Otherwise, make the appropriate changes and press the REL or ENTER key. Further explanation of this error is available by using PF1 when this error message is displayed.
709	*THIS SUPPLY LINE ITEM RECORD IS NOT ON THE HOST DATA BASE	The Supply Line Item Data Record (CLIN-ELIN) requested for this action is not on the host data base. Verify the entry in the CLIN-ELIN field. If this Supply Line Item needs to be added, use the correction (or modification if applicable) process to add it. Further explanation of this error is available by using PF1 when this error message is displayed.
710	*THIS SUPPLY SCHEDULE RECORD ALREADY EXISTS ON THE HOST DATA BASE	The Supply Schedule Data Record that the user is attempting to add to the system already exists on the Host Data Base. Check the entries in the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT (includes estimated date indicator) and MNO-AND-SFX fields. If they are correct, the Correct Supply Schedule Data process (Maintain Supply Schedule Master Menu) may be used to change required data. If the user determines that a change is not required by reviewing the Change Supply Schedule Data Record Screen, depress the

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		PA2 key to cancel the change request. Otherwise, make the appropriate change and depress the REL or ENTER key. Further explanation of this error is available by using PF1 when this error message is displayed.
711	*THIS SUPPLY SCHEDULE RECORD IS NOT ON THE HOST DATA BASE	The Supply Schedule Data Record, for which a change, delete or control data change transaction has been requested, is not on the Host Data Base. Therefore, it cannot be changed or deleted. Verify the entries in the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT (includes estimated date indicator) and MNO-AND-SFX fields. If they are correct, the schedule may be added via Function one on the Maintain Supply Schedule Master Menu (correction/modification process). Further explanation of this error is available by using PF1 when this error message is displayed.
712	*THIS SCHEDULE RECORD HAS ALREADY BEEN CORRECTED/ MODIFIED	The Supply Schedule Data Record that the user is attempting to add, change, delete or control data change has already been adjusted in this modification or correction transaction. Verify the entries in the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT (includes estimated date indicator) and MNO-AND-SFX fields. If they are correct, the Scan Specific Supply Schedule Record inquiry may be used to view the action taken. Further action may not be processed on this schedule until summary edits have been completed or the entire correction or modification transaction is deleted by the supervisory function. Further explanation of this error is available by using PF1 when this error message is displayed.
713	INVALID FUNCTION -- PLEASE RE-ENTER	The entry to the function field must be numeric (0-9). However, the highest number allowed is the one for the last option on the screen (i.e., four options then function may only be 0-4).

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
714	*THIS ACCTG RECORD ALREADY EXISTS ON HOST DATA BASE	The Accounting Classification Data Record, that the user is attempting to add, already exists on the Host Data Base. Check the entry in the ACRN field. If it is correct, a change may be requested on the Maintain Accounting Classification Data Master Menu. Review the accounting data and make necessary changes when the appropriate change screen appears. The change request may be canceled by depressing the PA2 key after the appropriate change screen has appeared. Further explanation of this error is available by using PF1 when this error message is displayed.
715	DISBURSEMENTS HAVE BEEN MADE AGAINST THIS ACRN -- CANNOT DELETE	The system has found that payments have been made against the accounting classification that the user is attempting to delete. Once a payment has been made the accounting record may not be deleted. Check the entry in the ACRN field. If it is correct, contact a supervisor for further instruction.
718	*WIP PYMTS RCDED FOR THIS ACRN -- CAN'T DELETE OR REDUCE OBLIG < 1	The user is attempting to delete this Accounting Classification Data Record or or reduce the obligated amount to zero or less on a change transaction. However, Work-In-Progress (WIP) payments have been made against this Accounting Classification Data Record (ACRN). Therefore, the attempted action is invalid. Check the entry in the ACRN field. A delete may not be processed in this case. A net decrease to the OBLIG-AMT on a change must be less than the amount shown in CUR-OBLIG-AMT.
720	ACRN MUST CONTAIN DATA	The ACRN field on this screen must contain an alphanumeric (A-Z or 0-9) entry.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
721	*ACCOUNTING RECORD ALREADY EXISTS ON THE DATA ENTRY DATA BASE	The Accounting Classification Data Record which the user is attempting to establish has already been entered (New Contract). Verify the entry in the ACRN field. If it is correct and the user wishes to view the record, the Scan Specific Accounting Record inquiry may be used. The record may not be changed until after summary edits have been successfully completed. The correction process can be used after summary edits to adjust this record if necessary. Further explanation of this error is available by using PF1 when this error message is displayed.
724	PIIN/SPIIN/CAO-ORG-CD/RGS-CD MUST MATCH THE CONTRACT MASTER	Only one user may process an action against a contract. The user (RGS-CD) attempting to continue entering this contract, modification or correction is not the original input clerk (RGS-CD). Another user may be entering the same transaction. Contact a supervisor when this message appears.
725	MUST BE AUTHORIZED TO PERFORM FUNCTION CT1100	The user must be authorized to access this process, Contract Maintenance. Contact the system administrator for authorization.
726	CAR-SEC-NO=2 AND NO R2 REMARK IS PRESENT	The contract is in CAR section (Contract Data Record). Therefore, the *R2* Remarks section must be completed on the Remarks or Maintain Remarks Data Record. When establishing a new contract, this remark will have to be entered even if the CAR-SEC-NO field was incorrectly entered on the Contract Data Record. The supervisory delete processed would have to be entered even if the CAR-SEC-NO field was incorrectly entered on the Contract Data Record. The supervisory delete processed would have to be used and the contract reinput (Contract Data Record through Remarks Data Record) if the user does not wish to enter the remark record 2 data. The correction

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		process may also be used once the entire contract has been successfully added to the Host Data Base (Summary Edits). When processing a modification or correction, the CAR-SEC-NO field may be changed by depressing the PA2 key. This returns the user to the Correction/Modification Master Menu. Function one on this menu allows the user to correct data on the Contract Data Record including the CAR-SEC-NO.
727	CAR-SEC-NO NOT 2 AND R2 REMARK DATA IS PRESENT	The *R2* Remark fields on the Remarks or Maintain Remarks Data Record may not contain data because the CAR-SEC-NO on the Contract Data or Maintain Contract Data Record is not a 2. When this message appears while establishing a new contract, erase the *R2* Remarks fields and release (or enter) this screen. Then enter all the remaining records and summary edit the contract. The correction process may then be used. The CAR-SEC-NO (Maintain Contract Data Record) must be changed to a 2 before this remark can be entered.
728	CAR-SEC-NO NOT 3 AND R3 REMARK DATA IS PRESENT	The *R3* Remark fields on the Remarks or Maintain Remarks Data Record may not contain data because the CAR-SEC-NO on the Contract Data or Maintain Contract Data Record is not a 3. When this message appears while establishing a new contract, erase the *R3* Remarks fields and release (or enter) this screen. Then enter all the remaining records and summary edit the contract. The correction process may then be used. The CAR-SEC-NO field on the Maintain Contract Data Record must be changed to a 2 before this remark record can be entered.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
729	R3-RSN-CDS MUST CONTAIN DATA	The contract being processed is in CAR section 3 (CAR-SEC-NO on Contract or Maintain Contract Data Record). Therefore, the *R3* Remark fields must be completed on the Remarks or Maintain Remarks Data Record. When entering a new contract, this remark will have to be entered and all remaining records established. Once summary edits have been successfully completed, the correction process may be used if the contract should not be in CAR section 3 (Maintain Contract Data Record). If processing a modification or correction and the contract should not be in section 3, depress PA2 and the select Function one on the Correction/ Modification Master Menu to change the CAR-SEC-NO field.
730	THIS CONTRACT NOT ON THE DATA ENTRY DATA BASE	The Accounting Classification Balance Inquiry is against the contract input transaction data base only (Data Entry Data Base). The contract number (PIIN, SPIIN, and CAO-ORG-CD) used to establish the transaction must be entered on this screen. Correct the entry in the PIIN, SPIIN and/or CAO-ORG-CD or EXIT.
731	CAR-SEC-NO NOT 4 AND R4 REMARKS AREA CONTAINS AN ENTRY	The DSFM-RMK and AST-SHOW-R4 fields may not contain data unless the contract is in CAR section 4 (CAR-SEC-NO on Contract or Maintain Contract Data Record). When establishing a new contract, erase these R4 Remark fields and enter the rest of the data for the contract. After summary edits have been successfully completed, the correction process may be used if the contract should be in CAR section 4. When processing a modification or correction and the CAR section should be H, depress the PA2 key.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		This returns the user to the Correction/Modification Master Menu where the user may select Function one (Maintain Contract Data Record) to change the CAR-SEC-NO field. Then return to the Maintain Remarks Data Record and enter the *R4* Remark.
732	THIS SCHEDULE RECORD IS NOT ON THE DATA ENTRY DATA BASE	The Supply Schedule Data Record which the user has selected is not on the Data Entry Data Base. Because of this the process selected (Function) may not be done. Verify the entries in the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT and MNO-AND-SFX fields. If they are correct, the schedule will have to be added.
734	*ACRN NOT ON THE DATA ENTRY DATA BASE	The Accounting Classification Data Record that the user has selected (ACRN) is not on the Data Entry Data Base. Therefore, the process selected (Function) may not be performed. Verify the entry in the ACRN field. If it is correct, select another function (or add it to the system). Further explanation of this error is available by using PF1 when this error message is displayed.
735	*CLIN-ELIN NOT ON THE DATA ENTRY DATA BASE	The Service or Supply Line Item Data Record that the user has selected (CLIN-ELIN) is not on the Data Entry Data Base. Therefore, the process selected (Function) may not be performed. Verify the entry in the CLIN-ELIN field. If it is correct, another option (Function) must be selected or the line item added to the system. Further explanation this error is avaliable by using PF1 when this error message is displayed.
736	NO BASIC ACCOUNTING RECORD FOUND FOR THIS ACRN	Users may not change or delete accounting records other than basic accounting records. If there are only WIP, discount, transportation or other payment related records for the selected

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
		ACRN, online actions for this ACRN are not possible. The payment related records must be removed using Financial batch transactions.
740	SCHEDULE RECORD NOT FOUND FOR CONTRACT DATA ENTERED	The Schedule Record, for which the Scan Specific Supply Schedule Record Inquiry has been requested, is not on the Data Entry Data Base. Check the entries to the CLIN-ELIN, SHP-TO, MK-FOR, DLV-SCH-DT and MNO-AND-SFX fields. If they are correct, check the Contract in process to see that the proper contract (or modification) number was entered. When all entries are correct, this schedule will have to be added to the transaction being processed (establish, modify, or correct).
750	*APPROP FOR THIS ACRN IS NOT ON APPROPRIATION FILE	The accounting record you have chosen to change or delete no longer has a matching record on the appropriation file (collater).
810	TOT-AMT-CONTR LESS THAN SUM OF TOTAL-ITM-AMTS	The summary edit process has found that the total amount of contract (TOTAMT-CONT) is less than the sum of all the line item total item amounts. When this condition is valid, no further action is required. If it is invalid, depress the REL or ENTER key and finish summary edits. Check the abstract received on the next day to determine which line item has an incorrect TOT-ITM-AMT.
811	SUM OF OBLIG-AMTS GREATER THAN TOTAL-AMT-OF-CONTR	The summary edit process has found that the total amount of the contract (TOTAMT-CONT) is less than the sum of all the obligation records obligation amounts. This screen shows the amounts in question. Instructions on how to proceed are also on the screen.

MESSAGE NO.	ERROR MESSAGES	EXPLANATION
850	DELIVERY SCHEDULE QUANTITY	The summary edits process has determined that the total of the delivery schedule quantities for the Supply Line Item (CLIN-ELIN) shown does not equal the order quantity for this Supply Line Item. When a new contract is being established, the user has an inquiry and four methods of correcting the error available. The inquiry shows the user the order quantity and all the schedule records and their delivery schedule quantities for the line item in question. Correction methods available include adding specific special contract provisions omitted on the original Contract Data Record, correcting the order quantity, adding or deleting necessary schedule records or correcting the delivery schedule quantity on a schedule record already entered. The modification or correction process has the inquiry and these same correction methods plus one more. The inquiry also shows the schedules from the Host Data Base. The new correction method is the cancellation of an added or deleted schedule which should not have occurred.
899	***CAN NOT REMOVE R9-34, CANCELED FUNDS NOT ZERO***	***The R9-34 cannot be removed from the ACO coded remarks field when the canceled funds at the contract level is not equal to zero.***