

# CONTRACT TRACKING FORM QUICK SHEET

The IRIS Command is: ZCT\_MAINT\_CONTRACT

The IRIS Menu Path is:

Accounting>Contract Management>Contracts> ZCT\_MAINT\_CONTRACT - Maintain Contract

## NOTES:

- If a contract is valued at \$5000 or more, follow Purchasing Guidelines at <http://www.utc.edu/Administration/Purchasing/Guidelines/guidelines.php> before submitting the contract tracking form.
- Please review the new Contract Fiscal Policy FI0420 at <http://treasurer.tennessee.edu/contracts/>
- If a contract is valued at \$5000 or more, do not submit the contract form until the NCJ or Requisition is approved.
- A contract may be submitted via email attachment provided both the review form and the contract are attached to the same email.

Enter data in the Contract Review Form as indicated on the following pages:

Click Create to begin

System Help SAP

**Maintain Contract**

Overview Select Create

Contract Number  Status

**Descriptive Information**

Title

Description

Vendor  Federal ID #

**Vendor Information**

Effective Dates: Start  End

Date Comments

Amendment

Amount Type	<input type="text"/>	Primary Contract Type	<input type="text"/>
Payable Amount	<input type="text" value="0.00"/>	Cumulative Payable Amount	<input type="text" value="0.00"/>
Receivable Amount	<input type="text" value="0.00"/>	Cumulative Receivable Amount	<input type="text" value="0.00"/>
Net Amount	<input type="text" value="0.00"/>	Contingency	<input type="text"/>

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### Create Contract

Overview Select Submit

#### Descriptive Information

Title

Enter project title and vendor name

Description

Enter project description including vendor name

Enter vendor number

Vendor

Federal ID #

Vendor Fed. Id

#### Vendor Information

Effective Dates: Start

End

Start and end dates in 00/00/0000 format

Date Comments

Amendment

Dropdown--Yes or NO

Amount Type

Primary Contract Type

Payable Amount

Cumulative Payable Amount

0.00

Receivable Amount

Cumulative Receivable Amount

0.00

Net Amount

0.00

Contingency No

Dropdowns—Enter applicable values

Enter applicable \$

#### Payable Information

#### Responsible Funds/Person

#### Characteristics

Click to open additional screen

Dropdown – choose bid or non-competitive

System Help SAP

**Create Contract**

Overview Select Submit

Receivable Amount	0.00	Cumulative Receivable Amount	0.00
Net Amount	0.00	Contingency	No

**Payable Information**

Competitive Type  *Dropdown – choose bid or non-competitive*

Non-comp Justification Nbr

Non-comp Approval  *If non-competitive enter NCJ Number*

Create/Amend Contract PO  Contract PO Nbr

Paying Fund  *Enter paying account number*

Encumber Funds?  Existing Purch Req Nbr

Funds Reservation Nbr  Existing Purch PO Nbr  *If bid enter requisition number*

**Responsible Funds/Person**

- Characteristics
- Comments
- Routing Information
- Receivable Information
- Administrative Information

*Click to open additional screen*

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The screenshot shows the SAP 'Create Contract' interface. At the top, there is a 'System Help' bar and the SAP logo. Below that is a toolbar with various icons. The main area is titled 'Create Contract' and has tabs for 'Overview', 'Select', and 'Submit'. The 'Responsible Funds/Person' section contains a 'Primary Responsible Fund' field with a dropdown arrow, annotated with a box saying 'Enter responsible account number'. Below this is a 'Funds Center' section with a table of columns: Fund, Fund Name, Funds Ctr, and Funds Ctr. A red box points to the first row of the table. Below the table is a 'Responsible Person\*' field with a dropdown arrow, annotated with a box saying 'Enter responsible person'. A blue note below this field reads: '\*Responsible Person is the person responsible for ensuring UT obligations are met as specified in the contract.' On the left side, there is a sidebar with expandable sections: 'Characteristics', 'Comments', 'Routing Information', 'Receivable Information', and 'Administrative Information'. A red box at the bottom right says 'When all data is entered click SAVE'. The Windows taskbar at the bottom shows the 'start' button, several application icons, and the taskbar with 'SAP Logon Pad ...', 'Create Contract', and 'Document1 - Mi...' open. The system clock shows '10:51 AM'.

WHEN the NCJ or the requisition is approved return to ZCT\_MAINT\_CONTRACT click on “change” then on “Submit” This initiates the tracking.