

## **QUICK REFERENCE GUIDE**

### *MWK Contracts – New Functionality*

01/07/2015

## **New Functionality Related to Master Professional/Technical Work Order (MWK) Contracts**

Several updates have been made to Master Professional/Technical Work Order (MWK) contracts. The updates include:

1. The Referenced MPK Contract ID field is required for all MWK contracts. The reason for this new functionality is to establish a system relationship between the Master Professional/Technical contract (MPK) and the Master Professional/Technical Work Order (MWK) contracts.
2. The MMD Contract Release Number/T–Number value defaults from referenced MPK contract on all MWK contracts.
3. Validation of the sum of all MWK contracts does not exceed the max amount of the referenced MPK contract.
4. Validation that the date range of the MWK contract (Begin and Expire Dates) falls within the date range of the referenced MPK contract.

### **Referenced MPK Contract ID field is required for all MWK contracts**

When the Professional/Technical Contracts Document Type is selected, the new Referenced MPK Contract ID field displays on the Create Document page.

- The Referenced MPK Contract ID field is only required when the Contract Type = MWK.
- The Look Up button (magnify glass) for the Referenced MPK Contract ID field only contains approved contracts where the contract type = MPK.

It will be required to enter a Referenced MPK Contract ID value when existing MWK contracts are updated or if a new version is created for an existing MWK contract.

**Create Document**

Source: Purchasing Contracts [Return to Document Search](#) [Return to Contract Entry](#)

SetID: SHARE Contract ID: 0000000000000000000000085471

Vendor: BITUMINOUS ROADWAYS INC

\*Document Type: Professional/Technical Cntrcts 

Configurator ID:  [Configurator Selector](#)

Description: TST

Additional Description:

\*Administrator: FIFER02  Erik Fernstrom

Sponsor:

Financial Department ID:

\*CPV Contract Indicator: AGY

\*Contract Type: MWK  [Statement of Purpose](#)

\*Sourcing Method: Other

Agency Reference Field 1:

Agency Reference Field 2:

\*Contract Manager:

Additional Approver:

Referenced MPK Contract ID: 0000000000000000000000085339  

Renewals Authorized (Months):

Renewals Available (Months):

Last Signature Date:

Retention Not to Exceed Amount:

Use Wizard Responses from Document: (<Select Document>)

[Create Document](#) [Import Document](#) [Internal Contacts/Signers](#)

[Save](#) [Return to Contract Entry](#) [External Contacts/Signers](#)

[Document View Access](#)

Users will receive the following error message if the contract type is equal to MWK and the Referenced MPK Contract ID field is not populated:

**Message**

Referenced MPK Contract ID value is required for this contract type. (25000,236)

Please enter a referenced contract id or update the contract type.

[OK](#)

Users will receive the following error message if the contract type does not equal MWK and the Referenced MPK Contract ID field is populated:

**Message**

Referenced MPK Contract ID value cannot be entered for this contract type. (25000,237)

Please remove the referenced contract id or update the contract type.

[OK](#)

## MMD Contract Release Number/T–Number value defaults from referenced MPK contract on all MWK contracts

When a Referenced MPK Contract ID has been entered on the document page for an MWK contract, the MMD Contract Release Number/T-Number value on the Referenced MPK contract populates the MMD Contract Release Number/T-Number field. The field is read only and the value cannot be changed.

The MMD Contract Release Number/T-Number on the MWK contract can only be updated by selecting a different Referenced MPK Contract ID.

### MWK Contract Entry Page

The screenshot shows the 'Contract Entry' page for a MWK contract. Key fields include:

- SetID: SHARE
- Contract ID: 0000000000000000000000000085471
- Status: Open
- Administrator/Buyer: FIFER02
- Contract Version: 1, Status: Current
- Vendor: BITUMINOUS-001 (BITUMINOUS ROADWAYS INC)
- Begin Date: 11/26/2014
- Expire Date: 12/31/2014
- Primary Contact: PAM HAGUE
- MMD Contract Release Number/T-Number: 1455C (highlighted with a red arrow)

The 'Amount Summary' table is as follows:

Amount Summary	
Maximum Amount:	1,000.00 USD
Line Item Released Amount:	0.00
Category Released Amount:	0.00
Open Item Released Amount:	0.00
Total Released Amount:	0.00
Remaining Amount:	1,000.00
Remaining Percent:	100.00

## Validation of the sum of all MWK contracts does not exceed the max amount of the referenced MPK contract.

In order to prevent spending that exceeds the amount defined on the master contract, the system validates that the sum of all non-cancelled MWK contract lines and category lines does not exceed the non-cancelled MPK contract lines and category lines.

When the MWK contract status is set to Approved and the cumulative MWK amount exceeds the amount on the referenced MPK contract, the following error message displays:

The error message dialog box contains the following text:

The Cumulative value of all MWK Contracts 1,600.00 is greater than Referenced MPK Contract Max Amount 1,500.00 (25000,239)

The sum of the max amount for all related MWK contracts is greater than the max amount of the referenced MPK contract. Please lower the max amount or amend the referenced MPK contract.

OK

There are several ways to address the error message:

- Decrease the value of the MWK contract so the cumulative amount is within the allowed MPK amount.
- Increase the value on the referenced MPK contract.
- Depending on the released amounts, decrease the amount on a different MWK contract with the same referenced MPK contract.
- Depending on the released amounts, cancel line(s) on a different MWK contract with the same referenced MPK contract.

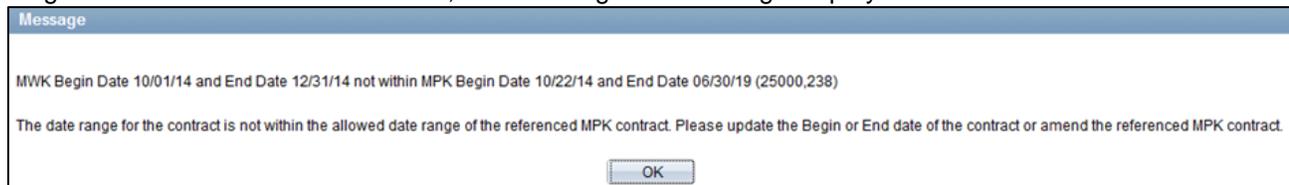
**Note:** The validation of the cumulative amount only applies to new or updated MWK contracts since the MWK contracts that are already in the system do not have a referenced MPK contract.

When an existing MWK contract is updated, the new functionality will require a referenced MPK contract. When the contract is set to Approved, the calculation validation will be triggered.

### **Validation that the date range of the MWK contract (Begin and Expire Dates) falls within the date range of the referenced MPK contract.**

In order to prevent creating contracts outside of the valid contract period defined on the master contract, the system validates that the Begin and Expire dates for all MWK contracts are within the Begin and Expire date range of the referenced MPK contract.

When the MWK contract status is saved and the Begin and Expire dates are not within the Begin and Expire date range of the referenced MPK contract, the following error message displays:



There are several ways to address the error message:

- Adjust the Begin or Expire date on the MWK to be within the valid date range of the referenced MPK contract.
- Adjust the Begin or Expire date on the referenced MPK contract.