

Chapter 3

SPS CLIN GUIDE FOR MULTIPLE LOA PER CLIN/INCREMENTAL FUNDING

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3-1 INTRODUCTION

This guide is intended to show you the steps to add CLINS to a Contract or DO that will either have mods, incremental funding, or different Lines of Accounting.

3-2 PROCESS

This provides an example of a DO but can be used for all contract types.
 Step 1. First perform match maker or attach the PR as normal.

The screenshot shows a software window titled "Delivery/Task Order" with a blue header and a close button in the top right. The window is divided into two main sections: "Contract" on the left and "Delivery/Task Order" on the right. Both sections show details for contract FA2517-08-D-0001, including a "Commercial Contract Award" and "Commercial Delivery Order (SF 1449)". Below these sections are two tables. The left table has columns for CLIN #, Description, Type, Remaining Quantity, Unit Cost, and Target Profit. The right table has columns for CLIN #, Description, Type, Quantity, Cost, and CLIN Price. At the bottom of the window are buttons for "Report", "OK", "Cancel", and "Attach".

CLIN #	Description	Type	Remaining Quantity	Unit Cost	Target Profit
0001	Item 1	FFP	600	100.00	

CLIN #	Description	Type	Quantity	Cost	CLIN Price
0001	Item 1	FFP	100	100	10,000.00
0002	Item 2	FFP	200	100	20,000.00
0003	Item 3	FFP	300	100	30,000.00

Step 2. Navigate to your CLIN which was incorporated and Click on it to edit the info.

The screenshot shows the 'Procurement Desktop' interface for a Commercial Delivery Order. The main window displays contract details for '17a. CONTRACTOR/OFFEROR' (CODE 4ASN2, #1 COLLISION CENTER) and '18a. PAYMENT WILL BE MADE BY' (CODE F03000, F03000 - DFAS-DY/CVFD). Below this is a table of items:

Item/Subitem Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost
0001	Item 1	100	Each	100.00	10,000.00

At the bottom, there is a section for '25. ACCOUNTING AND APPROPRIATION DATA' with 'Funds Available' and 'Contract-Level Funding' options, and '26. TOTAL AWARD AMOUNT' set to \$10,000.00.

Step 3. Edit the info as needed remembering that if this is a DO/TO the IDC type is N/A. Once this validation is complete proceed to the Funding tab.

The 'Line Item Detail' window shows the following fields and options:

- Line Item Number:** 0001
- Contract Type:** Change FFP
- IDC Type:** N/A
- Hand Carry:**
- NSN:** Search
- CLIN Type:** Priced Info Only
- Description:** Item 1
- Extended Description:** (Empty)
- Item Calculation:** Quantity 100.00, Unit Price 100.00, Line Item Cost 10,000.00
- Unit of Issue:** Each
- Options:** (Empty)
- Opt #:** (Empty)
- Cost Constraint:** (Empty)
- Stepladder Pricing:**
- Test Type:** No Test
- Exhibit:**
- Include Sublines:**
- Template:** FFP N/A - Default

On the right side, there are buttons for 'Global Chg...', 'Test Info', 'Delivery', 'Copy', 'CLIN' (Add, Insert), 'SubCLIN' (Add, Insert), 'Delete', 'Associate', 'OK', and 'Cancel'.

Step 4. Highlight the Long Line of Accounting and delete it.

Line Item Detail (Funding Tab)

Line Item Number: 0001 Item 1

Contract / Funding ACRN	Funding Strip	Funded Amount	FMS Case Nbr
FAUD123407000001			
43400	304 83A1 203812 010000 63700 35895F	503000	
F03000			\$10,000.00
Total Funded Amount			\$10,000.00

Buttons: Add..., Change..., Delete, OK, Cancel

Step 5. Navigate back to the Detail tab and add a SubCLIN.

Line Item Detail (Detail Tab)

Line Item Number: 0001 Contract Type: FFP IDC Type: N/A Hand Carry:

NSN: Search [] CLIN Type: Priced Info Only

Description: Item 1

Extended Description: []

Quantity: 100.00 Unit Price: 100.00 Line Item Cost: 10,000.00

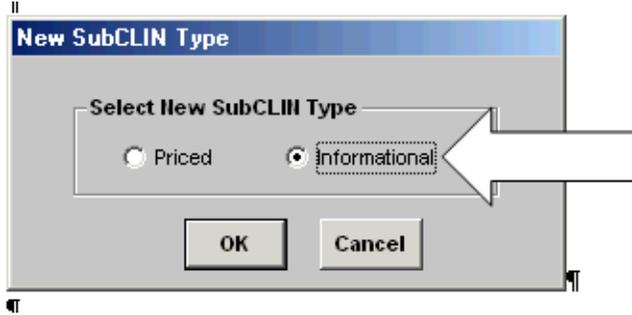
Unit of Issue: Each Options: [] Opt #: [] Cost Constraint: []

Stepladder Pricing: Test Type: No Test Exhibit: Include Sublines:

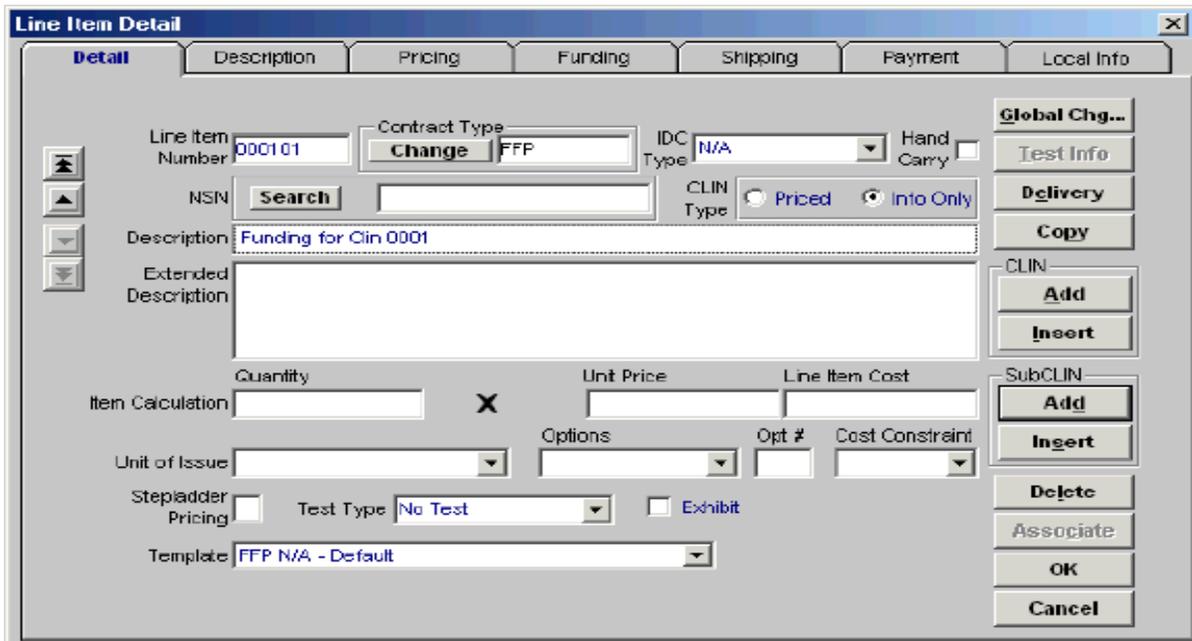
Template: FFP N/A - Default

Buttons: Global Chg..., Test Info, Delivery, Copy, CLIN Add, CLIN Insert, SubCLIN Add, SubCLIN Insert, Delete, Associate, OK, Cancel

Step 6 Select the Informational radio button.



Step 7 The CLIN will be all numeric E.G 000101. The only information required is the description fields. If required to break out pricing or quantity information do so in the Extended Description Field.



Step 8 Navigate to the Funding Tab and add the Long Line of Accounting that was deleted in Step 4.

Line Item Detail

Detail Description Pricing **Funding** Shipping Payment Local Info

Line Item Number: 000101 Funding for Clin 0001 Global Chg...

No Lines of Accounting Defined

Total Funded Amount \$0.00

Add... Change... Delete OK Cancel

Step 9 Add the Long Line of Accounting CIN, and dollar amounts.

Funding Sources

Line Item Information
Number 0001 Description Item 1
Total Cost \$10,000.00

Contract ACRN Assignment
Manual ACRN AA CIN FAUD12340700 New...

Funding Strip 43400 304 83A1 203812 010000 63700 35895F 503000 F03000 Search...

Fund ACRN Amount 10,000.00

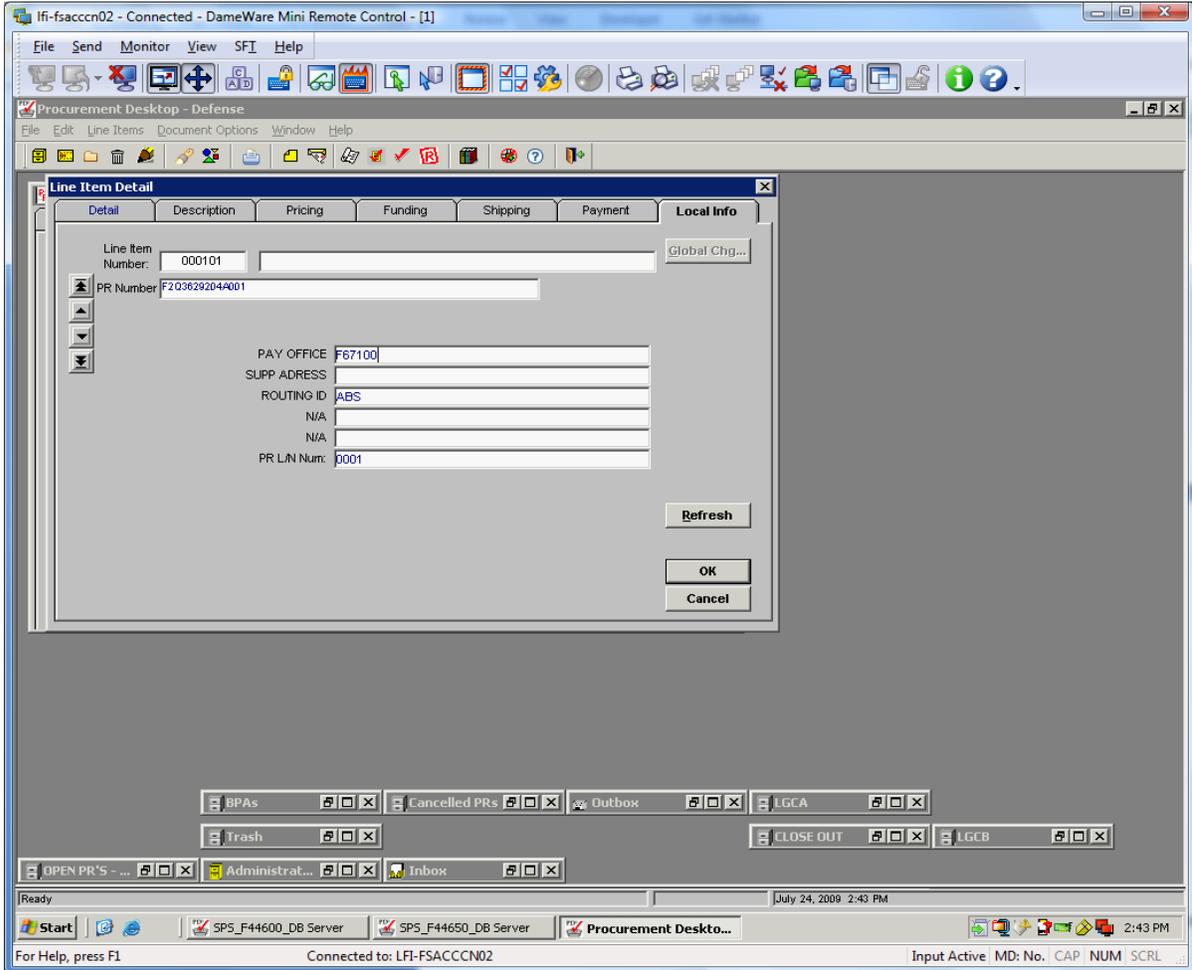
Job Order Information

Job Order	Expiration Dt	Quantity	Funded Amt
Total Qty:			0.00
Total \$:			\$0.00

Cost Code 000000000000 OK
TAC
TAC Amount Cancel
FMS Case
Non-DoD Funds

Add... Change... Delete

Step 10 Navigate to the Local Info tab and insert the PR number and PR Line Item number

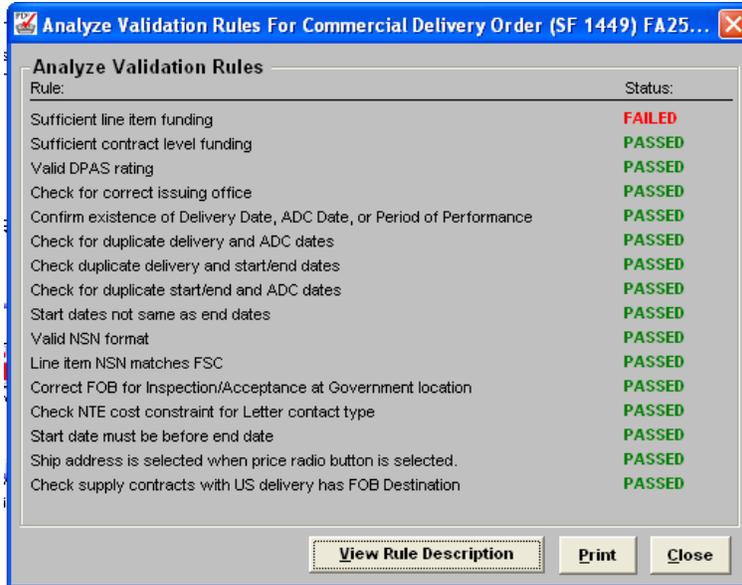


NOTE: For this to interface correctly you must ensure the PR number is filled in correctly.

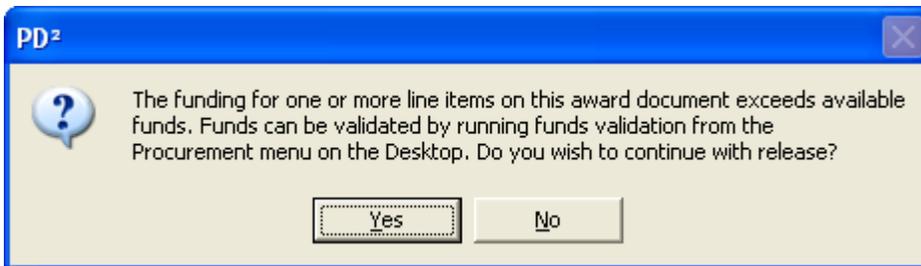
Step 11 Navigate back to the Detail tab and click ok. Repeat for each Line of Accounting and/or PR number.

Step 12 Run the Validate Funds function within SPS. The first fail is ok because we took the funding from the basic CLIN and moved it to a subCLIN.

The next line states there is enough contract level funding for this action. If this fails then you haven't properly funded the subCLINs to the total contract amount.



Step 13. Run the approval checks and you will see the following error which again is ok because funding was moved to the subCLIN.



Step 14. If you have multiple Long Lines of Accounting you need to add a SubCLIN for each of these using Steps 6 through 8.

Generate, approve and release the document as normal.