### Purpose of the Query:
This report will provide central Procurement Officers and agency purchasing staff with a summary view of contracts due to expire.

The query results include:
- Vendor ID,
- Vendor Name,
- Contract ID#,
- Actual Start Date,
- Expire Date,
- # of Renewals Established,
- Current Renewal Period,
- Contract Description,
- Contract Administrator,
- Business Unit (Statewide Contracts will have 17300 as their BU),
- Political subdivision (Yes, if the contract is available for use by Political Subdivision.)
- Accepts P-card (Yes, if Vendor will accept P-cards for payment),
- Corp. Contract (Yes, if the contract can be used by all state agencies),
- Contract Designation (Optional: Statewide Use is Optional OR Manditory: Statewide Use is Manditory).

### Prompt Values:
- Business Unit (Required): BU security has been applied.
- Vendor ID (Optional): If left blank results will include all vendor’s.
- From Date (Required): Enter an expiration date. If the agency is wanting to identify all active contracts, enter today’s date in this field.
- To Date (Required): Enter an expiration date. If the agency is wanting to identify all active contracts, enter some date in the future.
- **Corporate Contract (Required):** Select ‘Both’ from the drop down list if the results should include both Statewide contracts and agency contracts. Select ‘No’ from the drop down list if the results should include only agency specific contracts. Select ‘Yes’ from the drop down list if the results should include only statewide contracts.

### Result Sorts:

The report results are displayed, sorted in the following order:

1. Contract Expiration Date
2. Vendor
3. Business Unit

### Security:

#### Security Role Access: **Only** those individuals assigned the following security access roles will receive results from this query:

- KPO_KS_Buyer
- KPO_Agy_Contract Processor
- KPO_Cen_Contract Processor
- KPO_Cen_Purchasing Admin
- KPO_Cen_RFX_Clerical

**Business Unit Access:** Business Unit Security is applied
1. Navigation:

From the Home page in SMART, on the left navigation menu, click on ‘Purchasing’, then click on ‘Analyze Procurement’, then click on ‘Reports’ (2nd in list), then click on ‘Contract Expiration’.

On the ‘Contract Expiration’ page:

*Search By: Run Control ID begins with’ field:
Select a run control ID.

NOTE: If no run control ID exists, select the ‘Add a New Value’ tab and enter (create) a value to become your run control ID.

2. On the ‘Contract Expiration – Run Control page, enter the search criteria

Business Unit:
Required field

Vendor ID:
Optional field

Expiration From and To Dates:
Required fields

Corporate Contract:
Required field must select ‘Yes’ = only statewide contracts;
‘No’ = only agency specific contracts or ‘Both’ = statewide and agency specific contracts.

Select the ‘Run’ button.

3. Click the ‘OK’ button on the ‘Process Scheduler Request’ page.

4. Click the “Process Monitor” link.

5. Click the ‘Details’ link:
6. **Click** the ‘View Log/Trace’ link:

7. **Right Click** on the listing that ends in `.dat` and **select** the ‘Save Target as …’ option:
8. Indicate where the document is to be saved, rename the document and 'Click' the 'Save' button:

9. Open a new Excel document, select the 'File' tab and select the 'Open' option:

10. Locate the .dat document and Click the 'Open' button:
11. **Click the ‘Next’ button:**

![Text Import Wizard - Step 1 of 3](image)

12. **Select ‘Other’ and enter the pipe symbol (|) as the delimiter. **Click the ‘Next’ button:**

![Text Import Wizard - Step 2 of 3](image)

13. **Click the ‘Finish’ button:**

![Text Import Wizard - Step 3 of 3](image)
14. Results open in an excel document.

**Note:** Only a selection of the query results are shown here.

**NOTE:** With Business Unit security applied, the results of this report will provide agencies with contracts entered specifically for their business unit. Agencies will not be able to generate a listing of statewide use contracts using this report.