

**State of Kansas**  
**Using the Contract Expiration report**  
*Statewide Management, Accounting and Reporting Tool*

<b>Date Created:</b>	December 24, 2013
<b>Version:</b>	1.0
<b>Last Updated Date:</b>	December 24, 2013
<b>Purpose of the Query:</b>	<p>This report will provide central Procurement Officers and agency purchasing staff with a summary view of contracts due to expire.</p> <p>The query results include:</p> <ul style="list-style-type: none"> <li>• Vendor ID,</li> <li>• Vendor Name,</li> <li>• Contract ID#,</li> <li>• Actual Start Date,</li> <li>• Expire Date,</li> <li>• # of Renewals Established,</li> <li>• Current Renewal Period,</li> <li>• Contract Description,</li> <li>• Contract Administrator,</li> <li>• Business Unit (Statewide Contracts will have 17300 as their BU),</li> <li>• Political subdivision (Yes, if the contract is available for use by Political Subdivision.)</li> <li>• Accepts P-card (Yes, if Vendor will accept P-cards for payment),</li> <li>• Corp. Contract (Yes, if the contract can be used by all state agencies),</li> <li>• Contract Designation (Optional: Statewide Use is Optional OR Mandatory: Statewide Use is Mandatory).</li> </ul>
<b>Prompt Values:</b>	<p><u>Prompt Values:</u></p> <ul style="list-style-type: none"> <li>• Business Unit (Required): BU security has been applied.</li> <li>• Vendor ID (Optional): If left blank results will include all vendor's.</li> <li>• From Date (Required): Enter an expiration date. If the agency is wanting to identify all active contracts, enter today's date in this field.</li> <li>• To Date (Required): Enter an expiration date. If the agency is wanting to identify all active contracts, enter some date in the future.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Result Sorts:</b>	<p><u>The report results are displayed, sorted in the following order:</u></p> <ol style="list-style-type: none"> <li>1. Contract Expiration Date</li> <li>2. Vendor</li> <li>3. Business Unit</li> </ol>
<b>Security:</b>	<p><b>Security Role Access:</b> Only those individuals assigned the following security access roles will receive results from this query:</p> <ul style="list-style-type: none"> <li>• KPO_KS_Buyer</li> <li>• KPO_Agy_Contract Processor</li> <li>• KPO_Cen_Contract Processor</li> <li>• KPO_Cen_Purchasing Admin</li> <li>• KPO_Cen_RFX_Clerical</li> </ul> <p><b>Business Unit Access:</b> Business Unit Security is applied</p>

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'** (2<sup>nd</sup> 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.

**Contract Expiration**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search by:** Run Control ID begins with

Case Sensitive

[Advanced Search](#)

**Search Results**

View: 1 of 1 | Last

Run Control ID	DRT
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[Find an Existing Value](#) | [Add a New Value](#)

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;

**Contract Expiration**

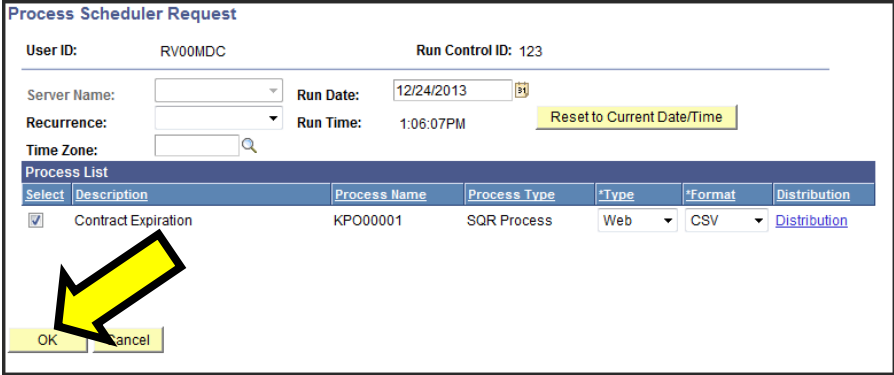
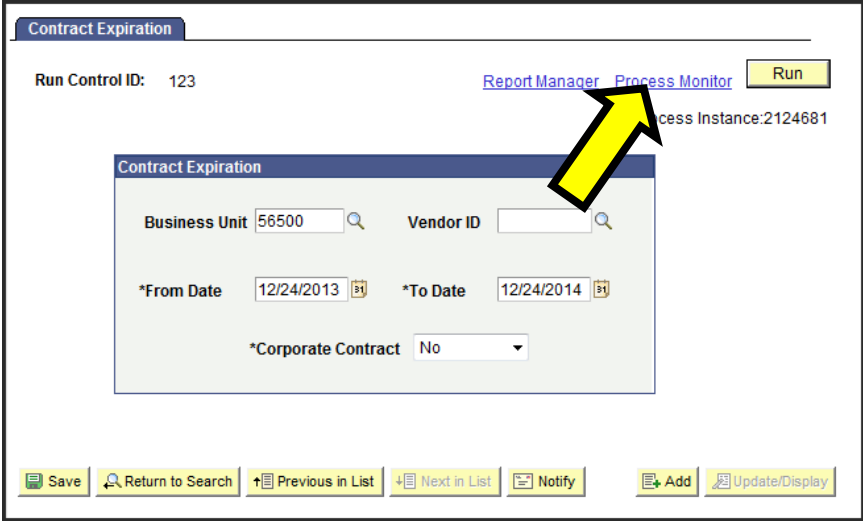
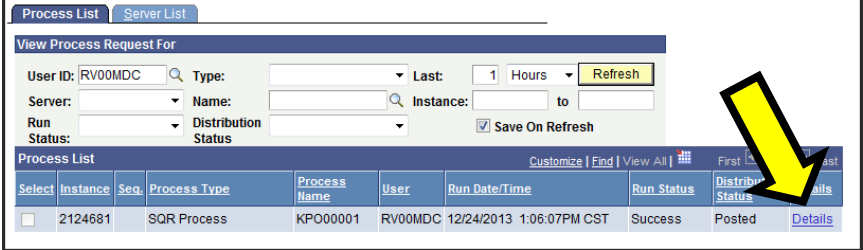
Run Control ID: 123 [Report Manager](#) [Process Monitor](#)

**Contract Expiration**

Business Unit   Vendor ID

\*From Date   \*To Date

\*Corporate Contract

	<p>'No' = only agency specific contracts or 'Both' = statewide and agency specific contracts.</p> <p>Select the <b>'Run'</b> button.</p>	
3.	<p>Click the <b>'OK'</b> button on the 'Process Scheduler Request' page.</p>	 <p>The screenshot shows the 'Process Scheduler Request' dialog box. At the bottom, the 'OK' button is highlighted with a yellow arrow. Other visible elements include 'User ID: RV00MDC', 'Run Control ID: 123', 'Server Name', 'Run Date: 12/24/2013', 'Recurrence', 'Run Time: 1:06:07PM', and a 'Process List' table with one entry: 'Contract Expiration' (KPO00001, SQR Process, Web, CSV, Distribution).</p>
4.	<p>Click the <b>"Process Monitor"</b> link.</p>	 <p>The screenshot shows the 'Contract Expiration' report page. The 'Process Monitor' link is highlighted with a yellow arrow. Other visible elements include 'Run Control ID: 123', 'Report Manager', 'Process Monitor', 'Run', 'Business Unit: 56500', 'Vendor ID', '*From Date: 12/24/2013', '*To Date: 12/24/2014', and '*Corporate Contract: No'.</p>
5.	<p>Click the <b>'Details'</b> link:</p>	 <p>The screenshot shows the 'View Process Request For' page. The 'Details' link in the process list is highlighted with a yellow arrow. Other visible elements include 'User ID: RV00MDC', 'Type', 'Last: 1 Hours', 'Refresh', 'Server', 'Name', 'Instance', 'Run Status', 'Distribution Status', and a 'Process List' table with one entry: '2124681' (SQR Process, KPO00001, RV00MDC, 12/24/2013 1:06:07PM CST, Success, Posted, Details).</p>

6.

Click the 'View Log/Trace' link:

**Process Detail**

**Process**

Instance: 2124681      Type: SQR Process  
 Name: KPO00001      Description: Contract Expiration  
 Run Status: Success      Distribution Status: Posted

**Run**      **Update Process**

Run Control ID: 123  
 Location: Server  
 Server: PSUNX  
 Recurrence:


Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

**Date/Time**      **Actions**

Request Created On: 12/24/2013 1:08:49PM CST  
 Run Anytime After: 12/24/2013 1:06:07PM CST  
 Began Process At: 12/24/2013 1:09:00PM CST  
 Ended Process At: 12/24/2013 1:09:14PM CST

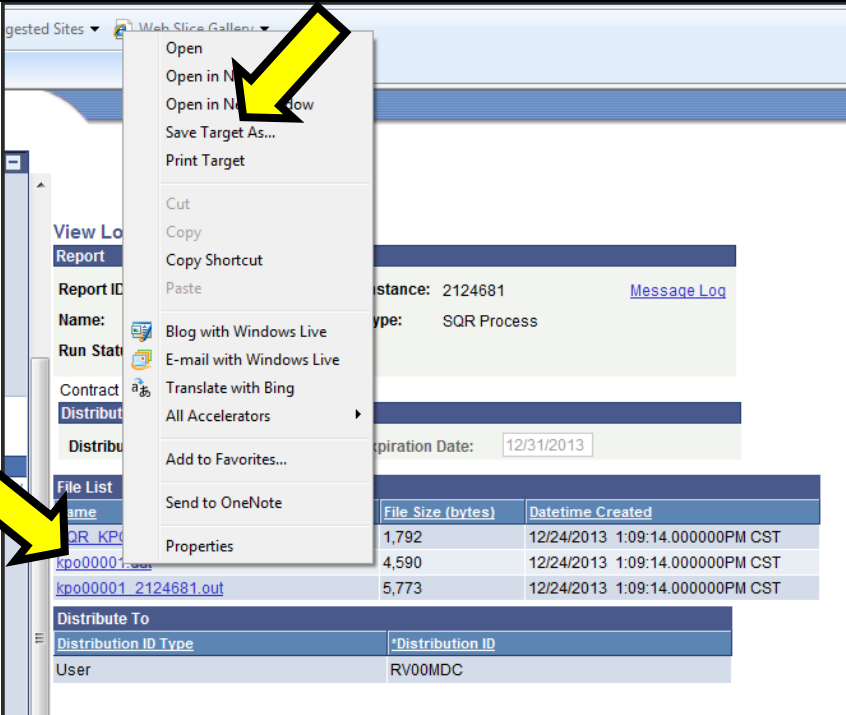
[Parameters](#)    [Trace](#)  
[Message Log](#)  
 Batch Timing  
[View Log/Trace](#)

OK    Cancel



7.

Right Click on the listing that ends in .dat and select the 'Save Target as ...' option:



View Log Report

Report ID: [redacted]  
 Name: [redacted]  
 Run Status: [redacted]  
 Contract: [redacted]  
 Distribution: [redacted]

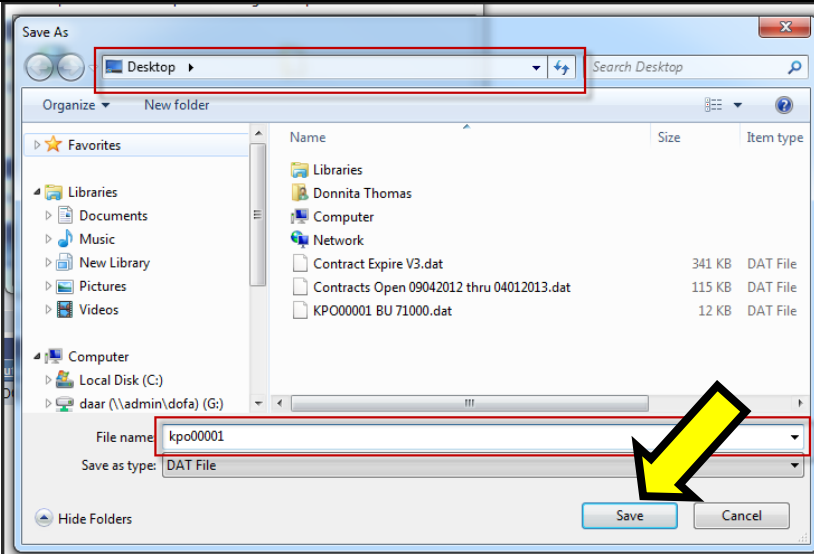
File List

File Name	File Size (bytes)	Datetime Created
[redacted]	1,792	12/24/2013 1:09:14.000000PM CST
[redacted]	4,590	12/24/2013 1:09:14.000000PM CST
<a href="#">kpo00001_2124681.out</a>	5,773	12/24/2013 1:09:14.000000PM CST

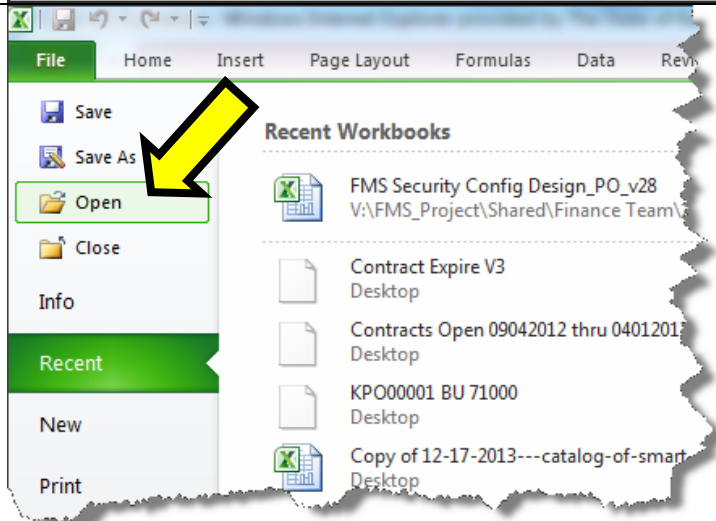
Distribute To

Distribution ID Type	*Distribution ID
User	RV00MDC

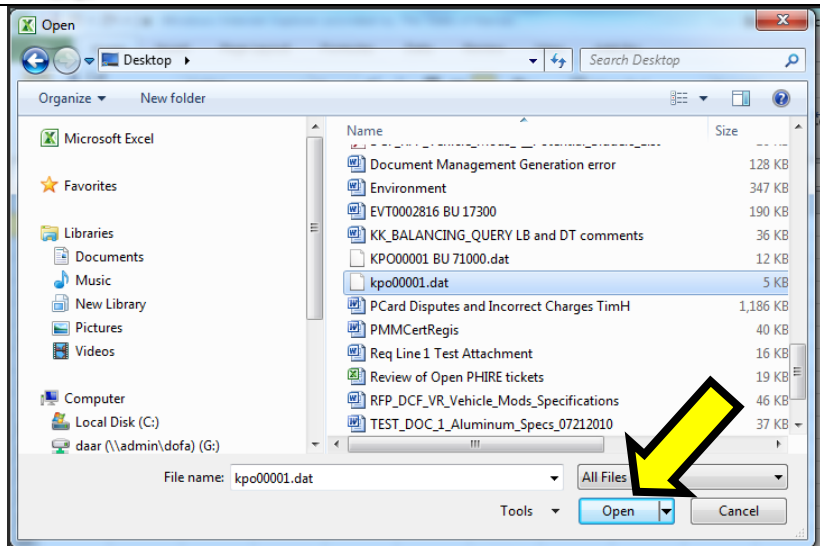
8. Indicate where the document is to be saved, rename the document and 'Click' the 'Save' button:



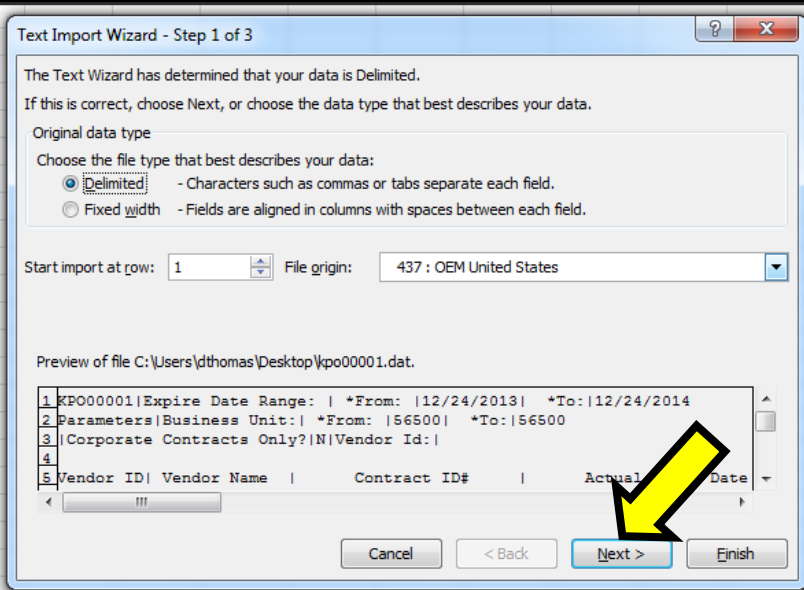
9. Open a new Excel document, select the 'File' tab and select the 'Open' option:



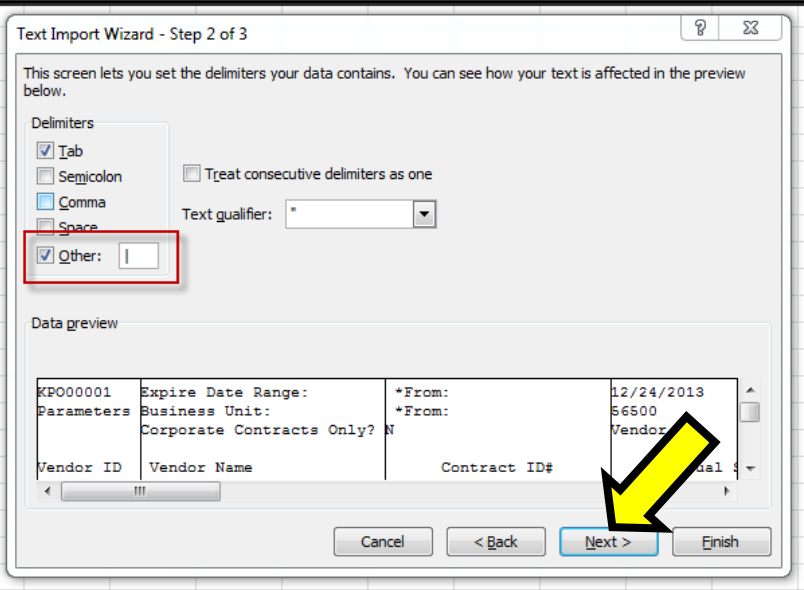
10. Locate the .dat document and Click the 'Open' button:



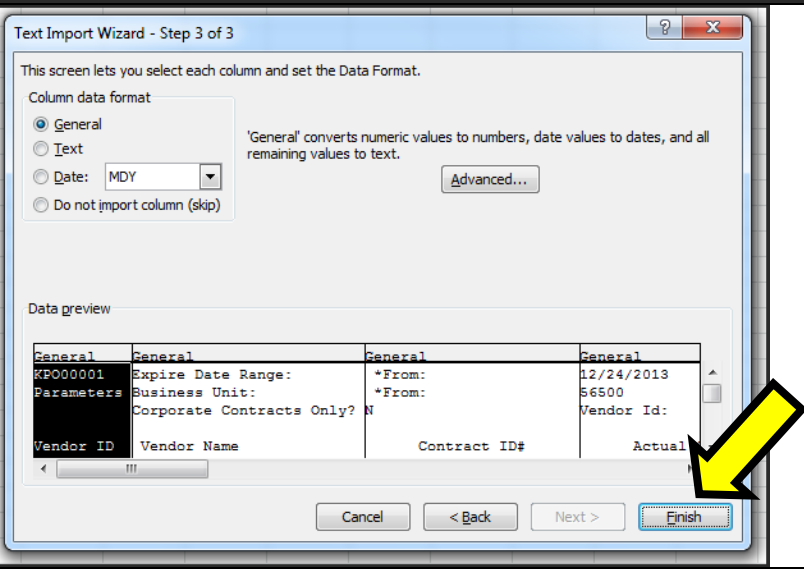
11. Click the 'Next' button:



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



13. Click the 'Finish' button:



14. Results open in an excel document.

KPO00001		Expire Date Range:		*From:	12/24/2013	*To:	12/24/2014						
Parameters		Business Unit:		*From:	56500	*To:	56500						
		Corporate Contracts Only?		Vendor ID:									
Vendor ID	Vendor Name	Contract ID#	Actual Start Date	Actual Expire Date	# of Renewals Etab	Current Renewal Period	Contract Description	Contract Administrator	Business Unit	Politic Subdivi	Accepts P-card	Corp. Contract	Contract Designation
		11916	3/10/2009	12/31/2013	1	0		DAOJTL	56500	No	No	N	
		36591	1/1/2012	12/31/2013	0	0		RV00DAG	56500	No	No	N	
		37683	12/17/2012	12/31/2013	4	0		DAOJLTG	56500	No	No	N	
		37977	4/3/2013	1/1/2014	3	0		DAOJTKS	56500	No	No	N	
		36732	2/16/2013	2/15/2014	0	0		DAOJLTG	56500	No	Yes	N	

**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.