Expired Contracts Report Instructions

Prerequisites

- 1. Know your 6-digit Employee ID Number.
- 2. Obtain: *
 - SAP logon account
 - A BW login account with username and password
 - SAP roles authorization (Procurement role)

* This is generally done through your agency Human Resources.

Connecting to BW

Use this procedure to connect to BW to execute a BW report. Basic instructions can be found at http://eniesrwda01.state.pa.us/ucontent/eee82f1695264a7a91a597dd327b5707 en-US/EUP/pdf/index.pdf.

Use the following menu path(s) to begin this process:

Select Start > All Programs > SAP Business Explorer > Business Explorer > Analyzer > Add-Ins tab in Excel.

1. Start Icon



2. All Programs



3. Business Explorer



4. Analyzer



5. Enable Macros



6. Microsoft Excel will appear

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7. Add-Ins

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Opening the Report

1. Select the **BEx Analysis Toolbox: Open** icon.

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2. Open Workbook...



- 3. Enter your SAP Login information
 - a. Client "110"
 - b. SAP User ID PO0XXXXXX (XXXXXX is your Employee ID)
 - c. Language "EN" (English)
 - d. OK

SAP Logon at P	W1	<u> </u>
User Data —		ок
Client	110	Cancel
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5. Procurement Reporting

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7. SRM Contract Reporting

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8. Expiring Contracts

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A	Name Contracts by Vendor	Last Changed On 10/24/2013 10:59
Find	Contracts per Purchasing Org/Purchasing Group	10/24/2013 12:47 10/24/2013 1:10
3		
History		
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	Name	Open
	Type Workbook	Cancel

Running the Report

1. Select Values for Variables

Elect Values for Variables		
Available Variants		6 1
DATA_PROVIDER_1 - Expiring Contracts	·	
End Date of Contract		
Contract Start Date		
Contract Number		
Purchasing Group		
Vendor		
	OK Cancel	Check
[//

- a. Alternate method to pull up Select Values for Variables when the report is already open
 - i. From the Excel Add-Ins tab, select BEx Analysis Toolbox: Change Variable Values



2. Enter the following

End Date of Contract: The 1 to 2-digit month, 1 to 2-digit day, and 4-digit year for which the report is being run. This report can be run for against consecutive days by entering a space-hyphen-space between the dates (e.g. 3/1/2018 – 6/30/2018).

Select Values for	Variables			<u> </u>
Available Variants) 🗟 🗙 🏾 🖓 • 🔞	j •
DATA_PROVIDER_	1 - Expiring Contracts			
End Date of Contra	ct 3/1/201	3 - 6/30/2018 🗨 🗖	3/1/2018 - 6/30/2018	
Contract Start Date		- <u>-</u>	7	
Contract Number			7	
Purchasing Group			ז	
Vendor			ז	
-			OK Cancel	Check
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b. Click OK

3. View the report

Table									
Validity Daried End	Contract ID	Number of Days to	Hoador Targot Value	PO Value	🗘 Open Target	Target	PO Quantity	🗘 Open Target 🛱	Contract
Validity Fellou Lifu	Contract ID	Contract Expiration	fieduer rarget value	Against Contract	Value (%)	Quantity	Against Contract	Quantity (%)	Utilization
3/1/2018	4400018416	48	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
	Result	48	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
3/8/2018	4400016768	55	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
	Result	55	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
3/10/2018	4400011166	57	\$ 0.00	\$ 17,619,293.19	0.00 %	0.000	11,656,414.615 ERR	0.00 %	0.00 %
	Result	57	\$ 0.00	\$ 17,619,293.19	0.00 %	0.000	11,656,414.615 ERR	0.00 %	0.00 %
3/13/2018	4400001984	60	\$ 0.00	\$ 19,686.24	0.00 %	0.000	6.000 ERR	0.00 %	0.00 %
	4400010789	60	\$ 0.00	\$ 2,954,424.30	0.00 %	0.000	22,703.950 ERR	0.00 %	0.00 %
	Result	60	\$ 0.00	\$ 2,974,110.54	0.00 %	0.000	22,709.950 ERR	0.00 %	0.00 %
3/15/2018	4400016803	62	\$ 0.00	\$ 0.00	0.00 %	0.000 EA	0.000 EA	0.00 %	0.00 %
	Result	62	\$ 0.00	\$ 0.00	0.00 %	0.000 EA	0.000 EA	0.00 %	0.00 %
3/16/2018	4400018416	63	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
	Result	63	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
3/23/2018	4400013054	70	\$ 0.00	\$ 1,534,068.43	0.00 %	0.000	1,835.250 ERR	0.00 %	0.00 %
	4400013087	70	\$ 0.00	\$ 705,856.93	0.00 %	0.000	443.000 ERR	0.00 %	0.00 %
	4400013099	70	\$ 0.00	\$ 925,461.38	0.00 %	0.000	79.000 ERR	0.00 %	0.00 %
	4400013100	70	\$ 0.00	\$ 343,698.81	0.00 %	0.000	217.000 ERR	0.00 %	0.00 %
	4400014664	70	\$ 0.00	\$ 3,249,024.24	0.00 %	0.000	1,605.250 ERR	0.00 %	0.00 %
	4400016839	70	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
	Result	70	\$ 0.00	\$ 6,758,109.79	0.00 %	0.000	4,179.500 ERR	0.00 %	0.00 %
3/27/2018	4400016847	74	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
	Result	74	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
3/31/2018	4400004701	78	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
	4400009239	78	\$ 0.00	\$ 0.00	0.00 %	0.000 EA	0.000 EA	0.00 %	0.00 %
	4400010196	78	\$ 0.00	\$ 0.00	0.00 %	0.000 EA	0.000 EA	0.00 %	0.00 %
	4400010645	78	\$ 0.00	-\$ 31,741.55	0.00 %	0.000	0.000	0.00 %	0.00 %
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4. Pull in additional fields

a. Right click anywhere in the table > Query Properties...

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b. In **Free Characteristics** of the **Navigation State** tab, highlight a characteristic, and drag-and-drop or click the left facing arrows to insert it into **Rows**

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	Navigational State Data Formatting Pres	sentation Options Display Options Currency (Conversion Zero Suppression Properties Conc	litions
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-	Key Figures	Validity Period End Contract ID	Item Released Order unit Product Category ID Product Category Product Description Product ID Purchasing group Purchasing org.	E
		▲ →	Transaction Type Validity Period Start Vendor Product Number Vendor	-
	▲ Change Order ▼	Change Order	Change Order	
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- c. Characteristics to pull in:
 - i. *Contract Name* (field will become available 1/29/2018)
 - ii. Purchasing Group
 - iii. Transaction Type
 - iv. Vendor

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		nange Order		 Change Order 	▼ ⊻	Change Ore	der 💌 💌	
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d. Click OK

Table								
Validity Period End	Contract ID	Purchasing group	A ▼	Transaction Type	*	Vendor	*	Number of Days to Contract Expiration
3/1/2018	4400018416	LJ5	Romberger John	ZAWC	Agency Contract	157514	AVAIL TECHNOLOGIES	44
	Result							44
3/8/2018	4400016768	YN3	Bollinger Elizabet	ZWRC	SW Regular Contract	171910	VWR INTERNATIONAL	5
	Result							5
3/10/2018	4400011166	YO3	Schurtz Sonya	ZWHS	SW Header Services	117671	TEMPLE UNIVERSITY	53
	Result							5
3/13/2018	4400001984	100	OA Central	ZAWC	Agency Contract	175356	TRIANGLE	5
	4400010789	WE2	Elensky Aaron	ZAWC	Agency Contract	126882	DEANGELO BROTHERS	5
	Result							5
3/15/2018	4400016803	BM4	Stadnik Racheal	ZAWC	Agency Contract	371286	INTERNATIONAL NAME	5
	Result							5
3/16/2018	4400018416	LJ5	Romberger John	ZAWC	Agency Contract	157514	AVAIL TECHNOLOGIES	5
	Result		_					5
2/22/2040	F 4400040054	VT4	1 1 B 1	70000	CIMID I C / /	440000	THE LEBBO	-

5. Key fields

- a. *Contract ID:* Contract #
- b. *Contract Name:* Name of the contract
- c. Purchasing Group: Responsible party
- d. Transaction Type: Type of contract (e.g. Agency, Statewide, Statewide Multiple Award, Sole Source, etc.)
- e. Vendor: ID and name of vendor awarded the contract
- f. Number of Days to Contract Expiration: Days until the contract expires
- g. PO Value Against Contract: \$-value of the purchase orders made against the contract