

# Expired Contracts Report Instructions

## Prerequisites

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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

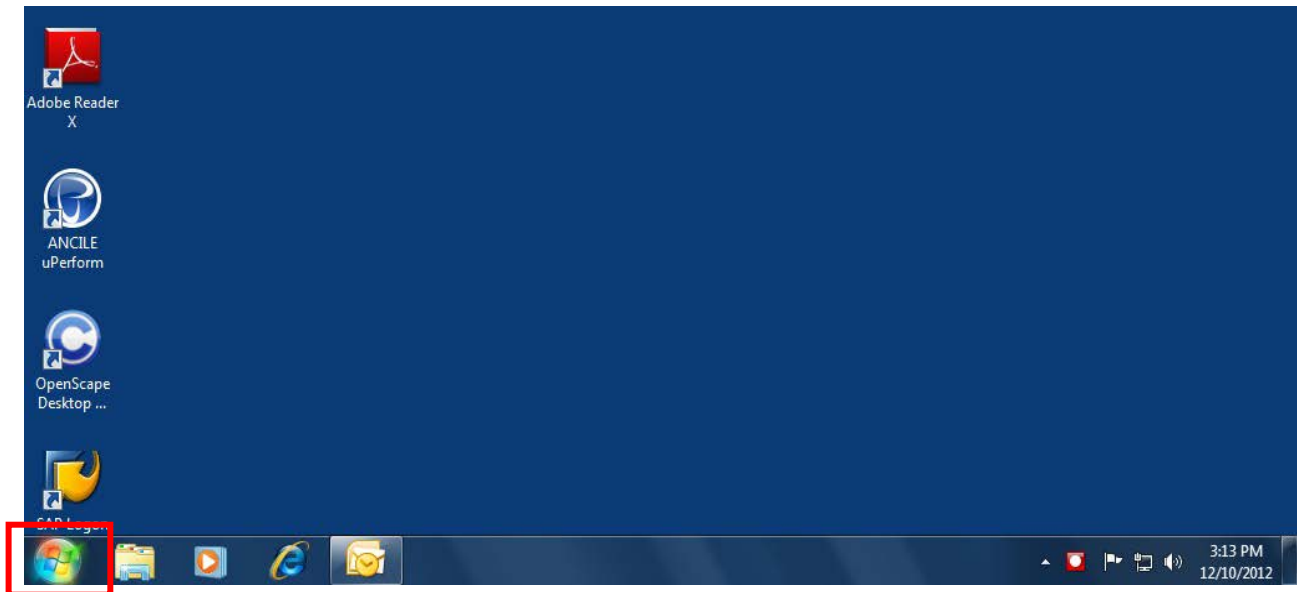
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Use this procedure to connect to BW to execute a BW report. Basic instructions can be found at [http://eniesrwa01.state.pa.us/ucontent/eee82f1695264a7a91a597dd327b5707\\_en-US/EUP/pdf/index.pdf](http://eniesrwa01.state.pa.us/ucontent/eee82f1695264a7a91a597dd327b5707_en-US/EUP/pdf/index.pdf).

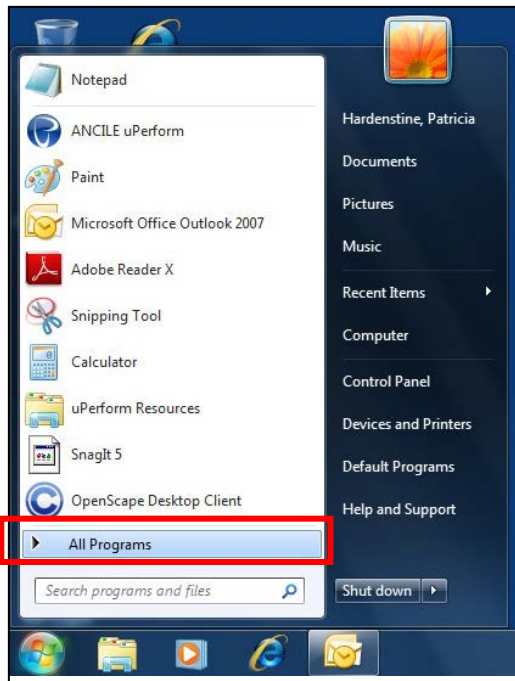
Use the following menu path(s) to begin this process:

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

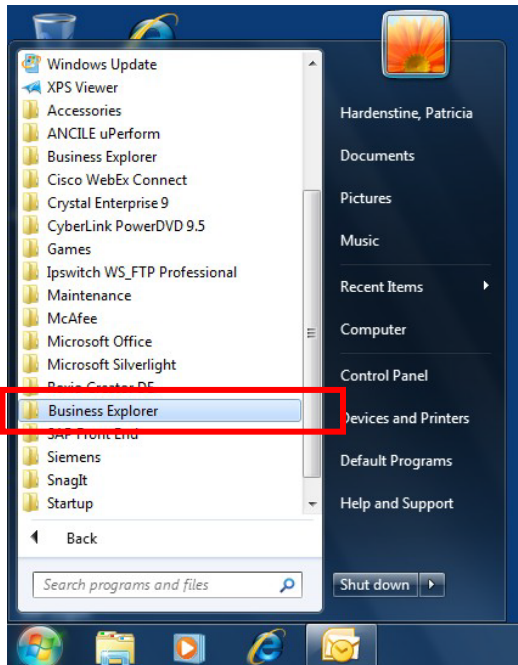
1. **Start** Icon



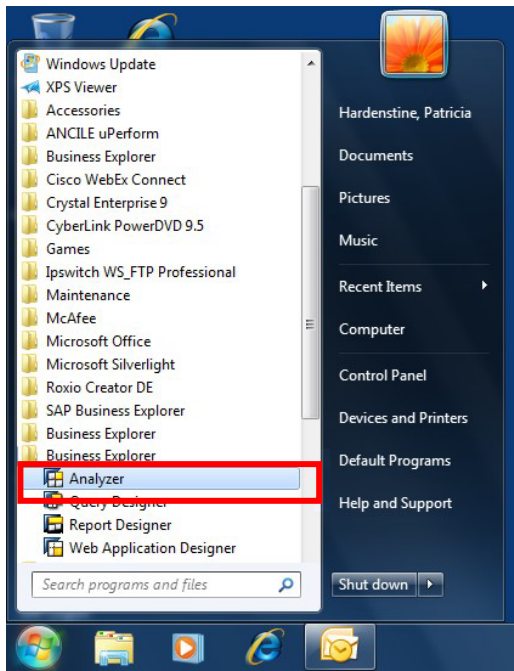
## 2. All Programs



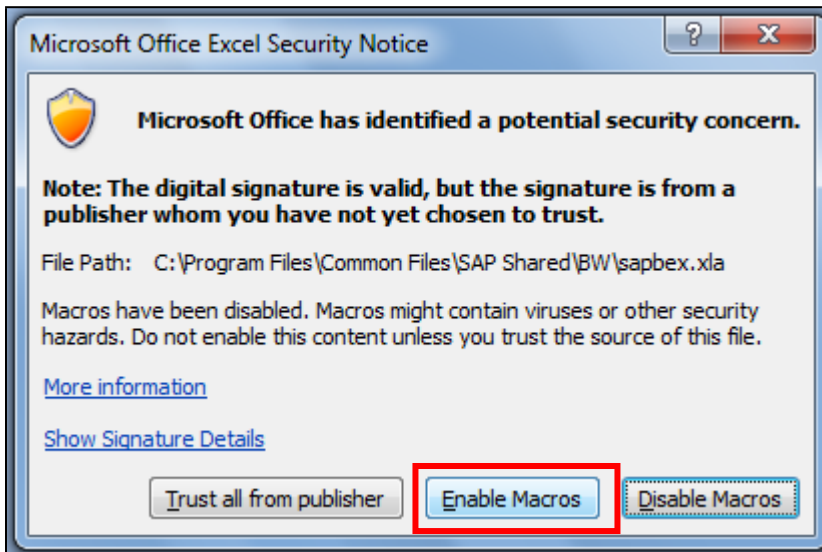
## 3. Business Explorer



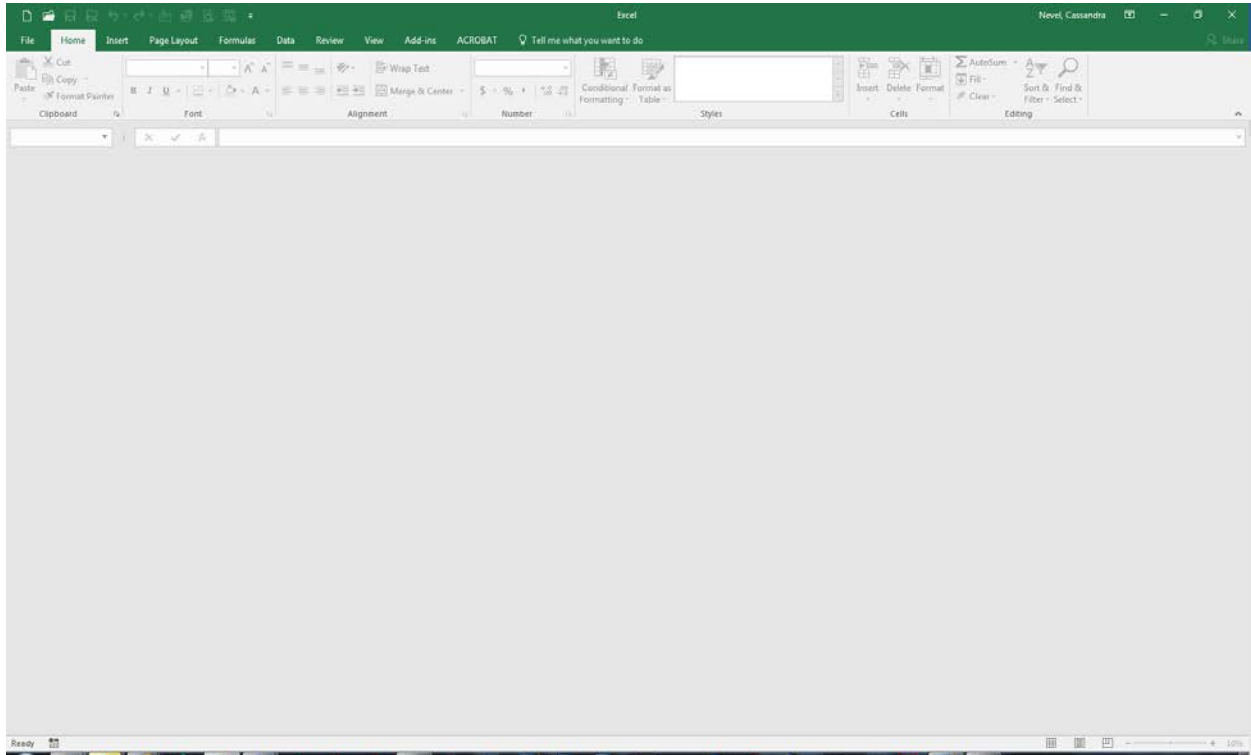
#### 4. Analyzer



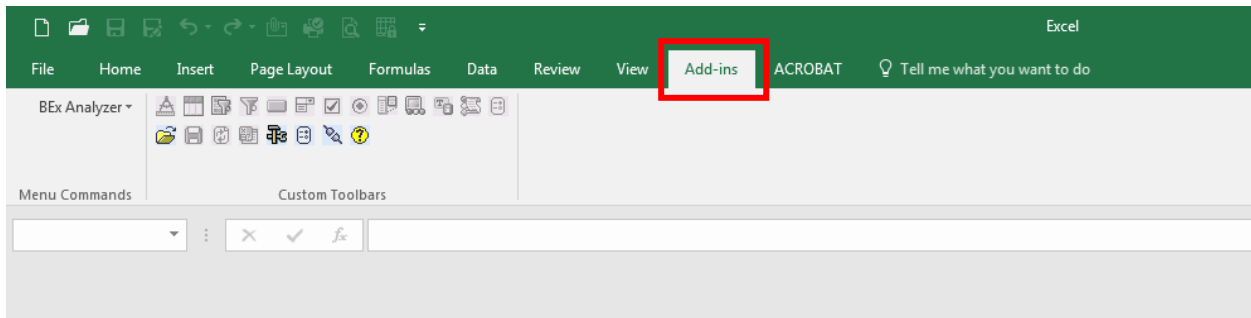
#### 5. Enable Macros



6. Microsoft Excel will appear

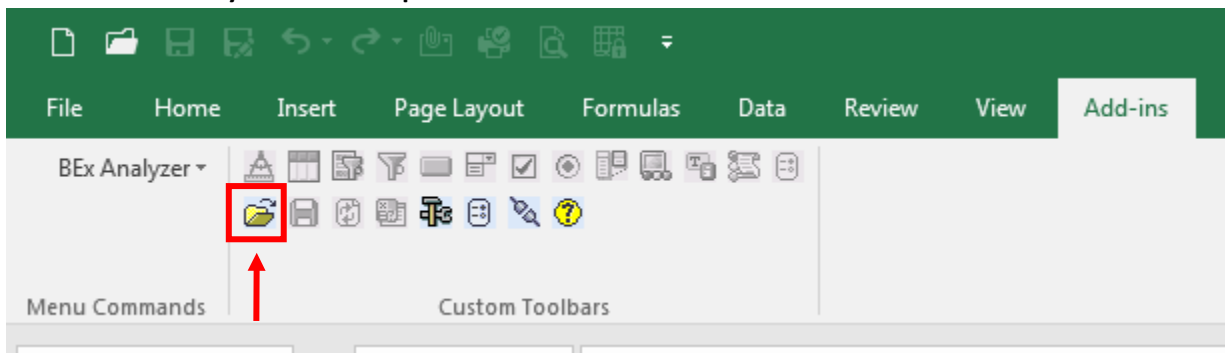


7. Add-Ins

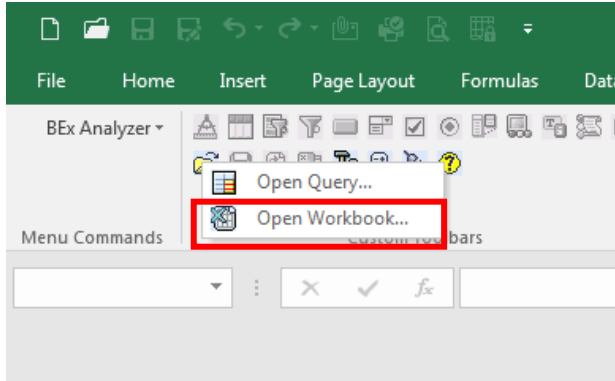


## Opening the Report

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

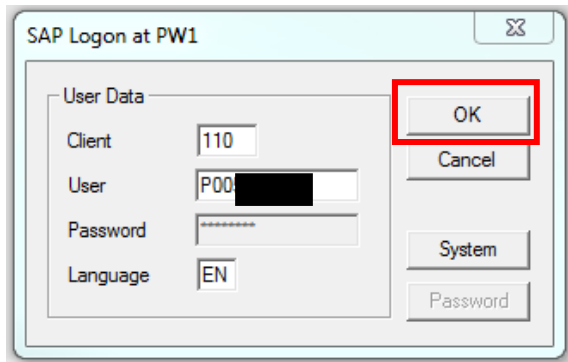


2. Open Workbook...

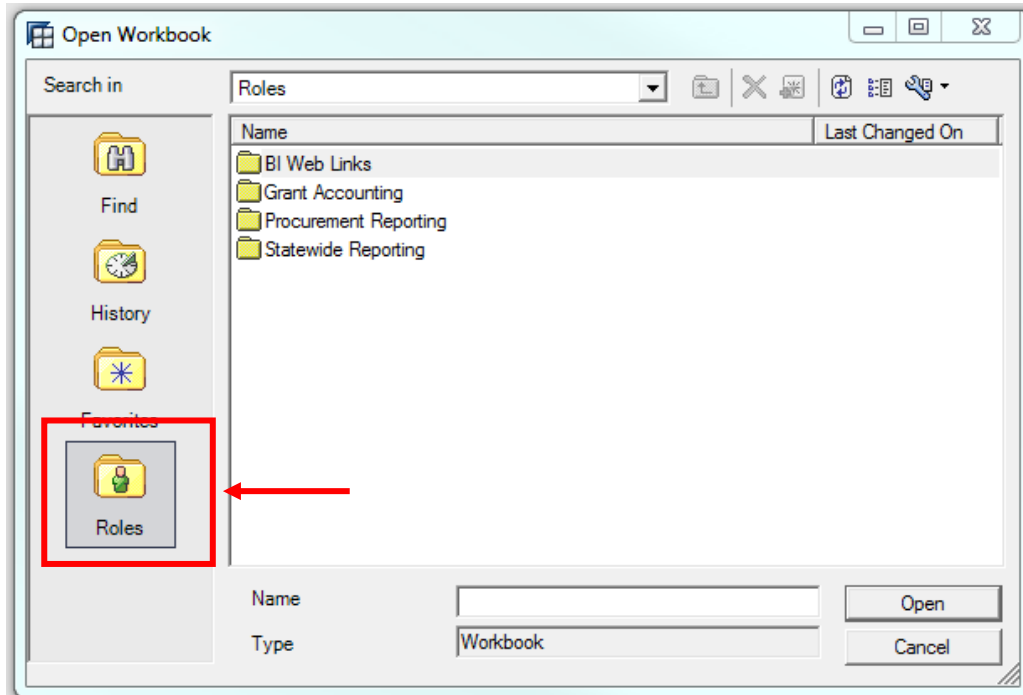


3. Enter your SAP Login information

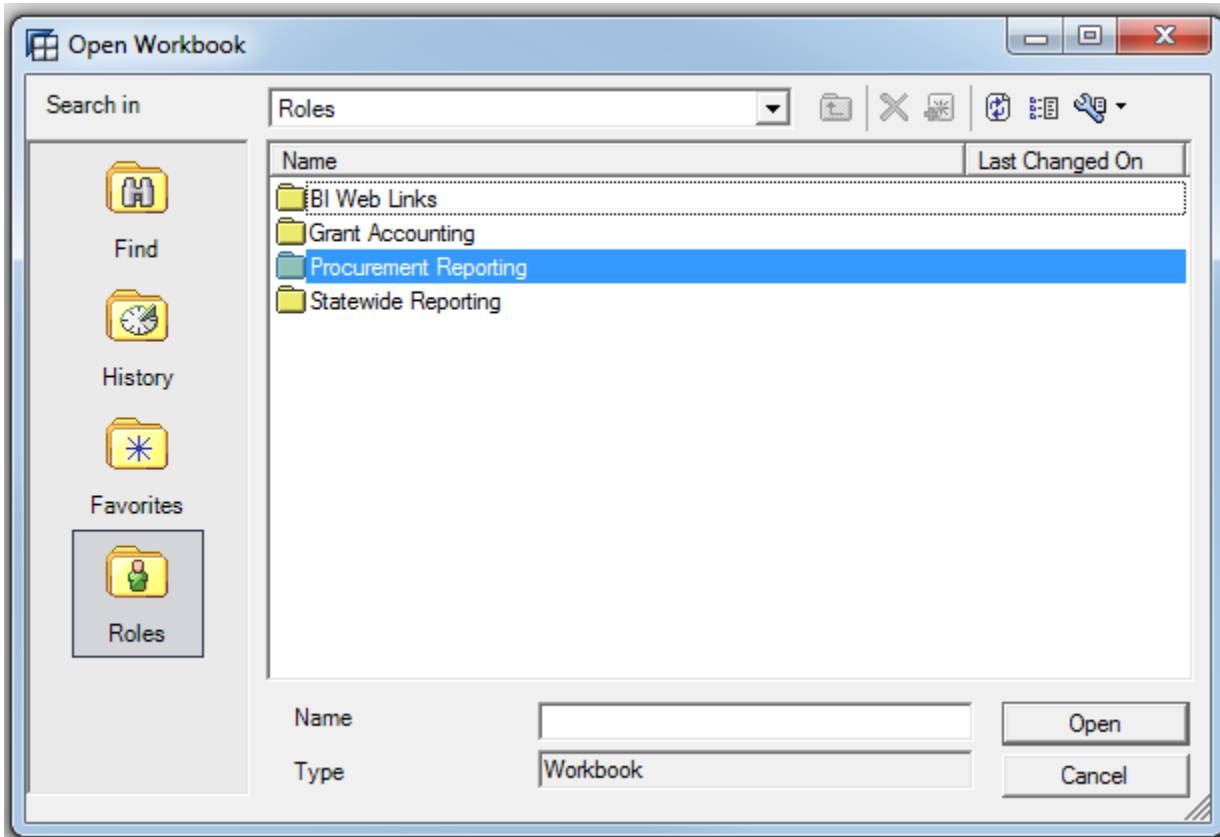
- a. Client "110"
- b. SAP User ID P00XXXXXX (XXXXXX is your Employee ID)
- c. Language "EN" (English)
- d. OK



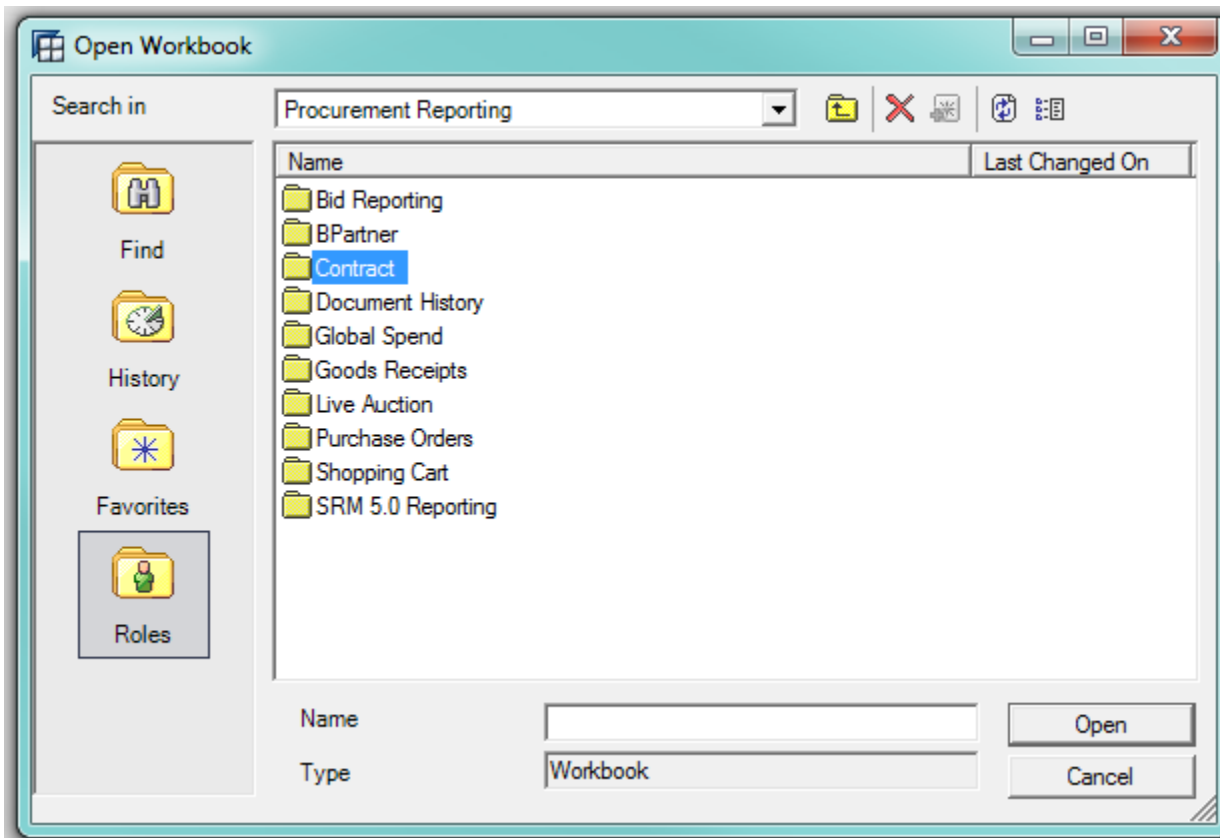
4. Roles



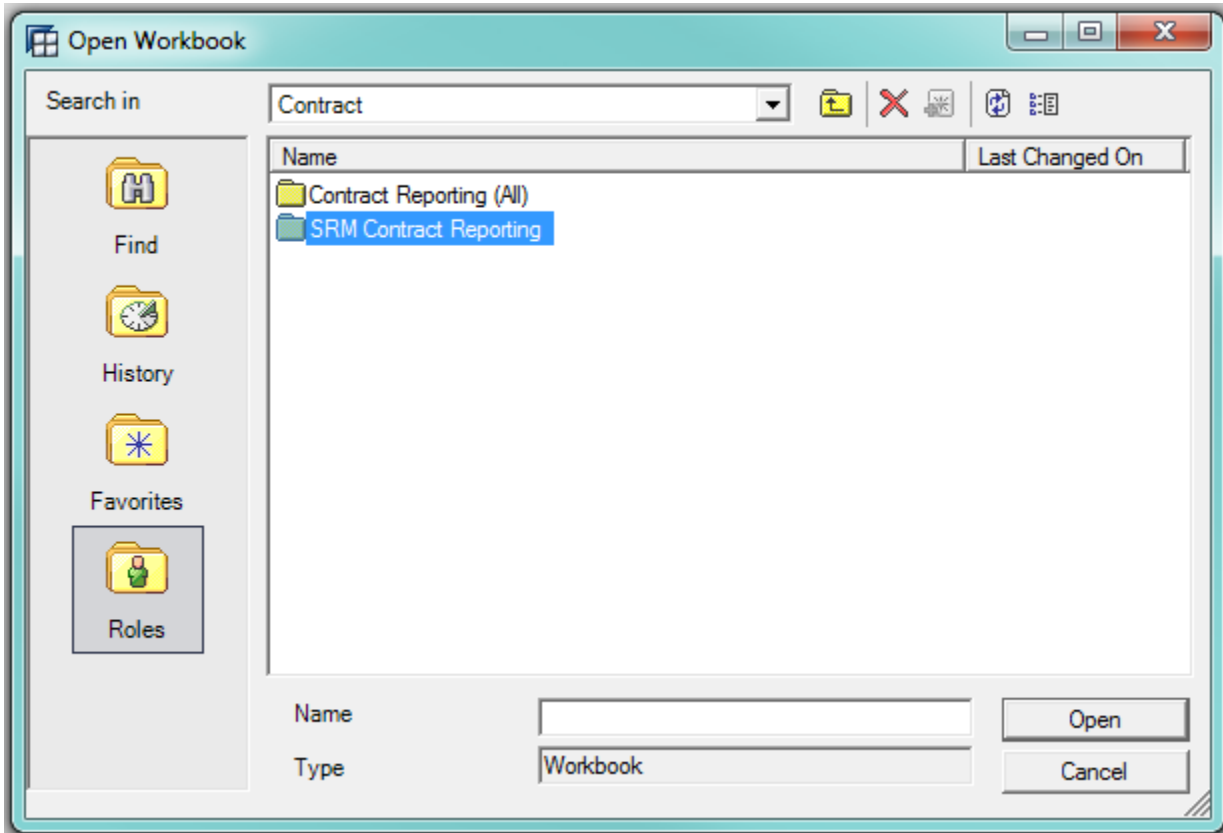
5. Procurement Reporting



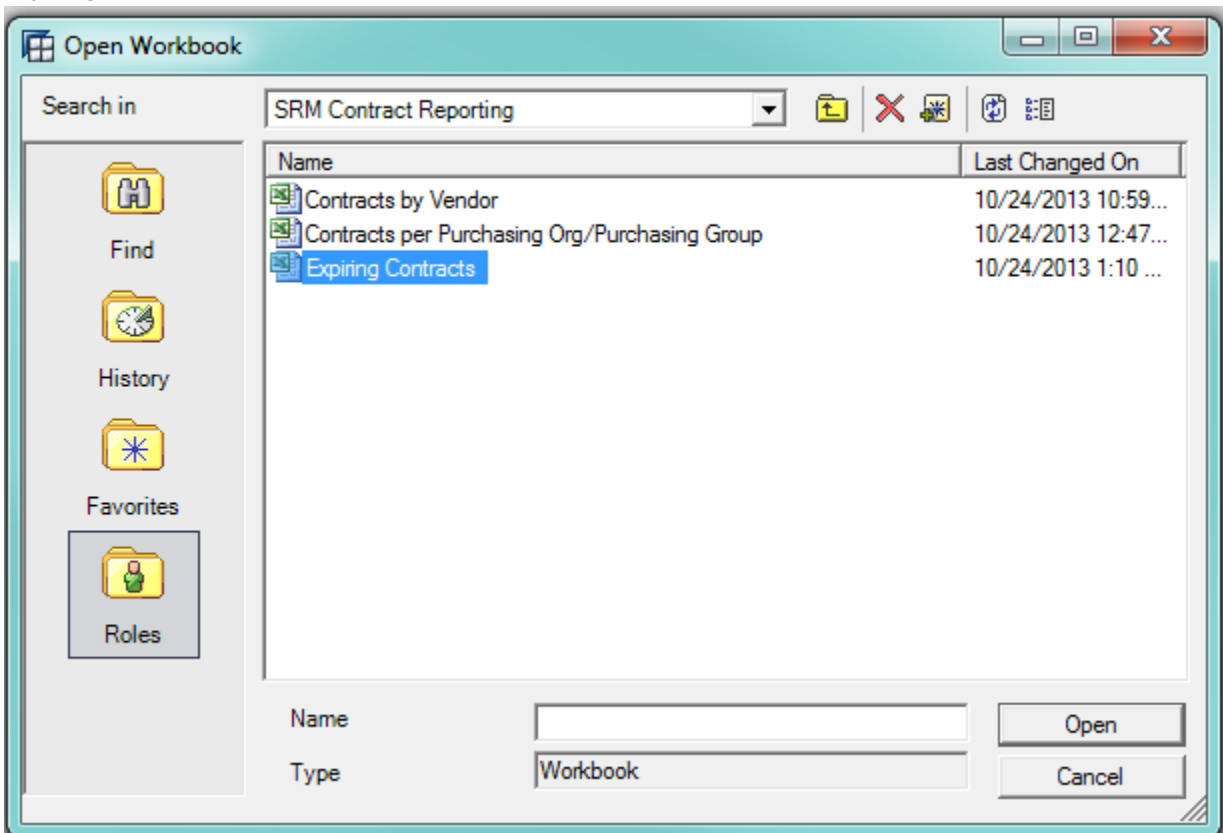
6. Contract



## 7. SRM Contract Reporting



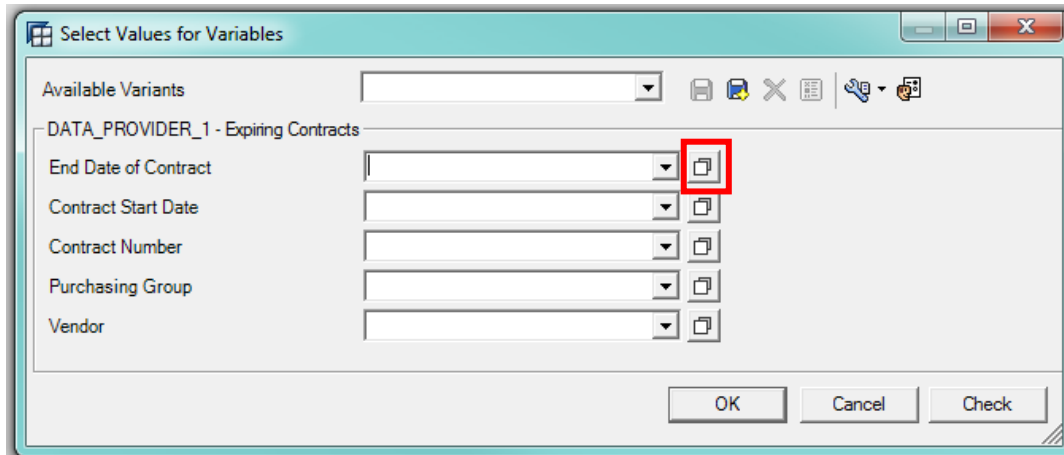
## 8. Expiring Contracts



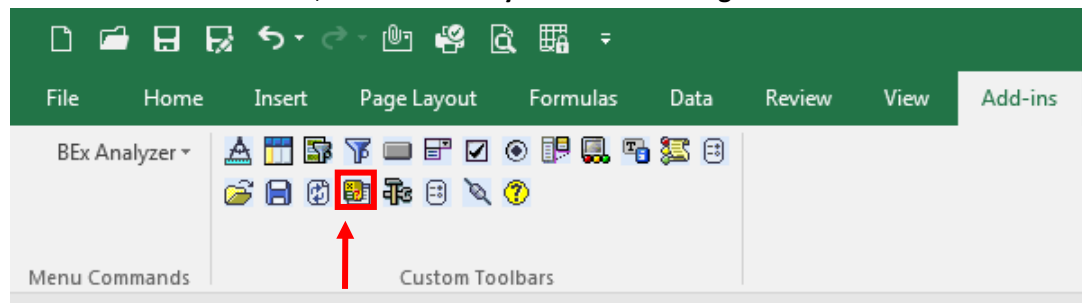
# Expiring Contracts Report

## Running the Report

### 1. Select Values for Variables

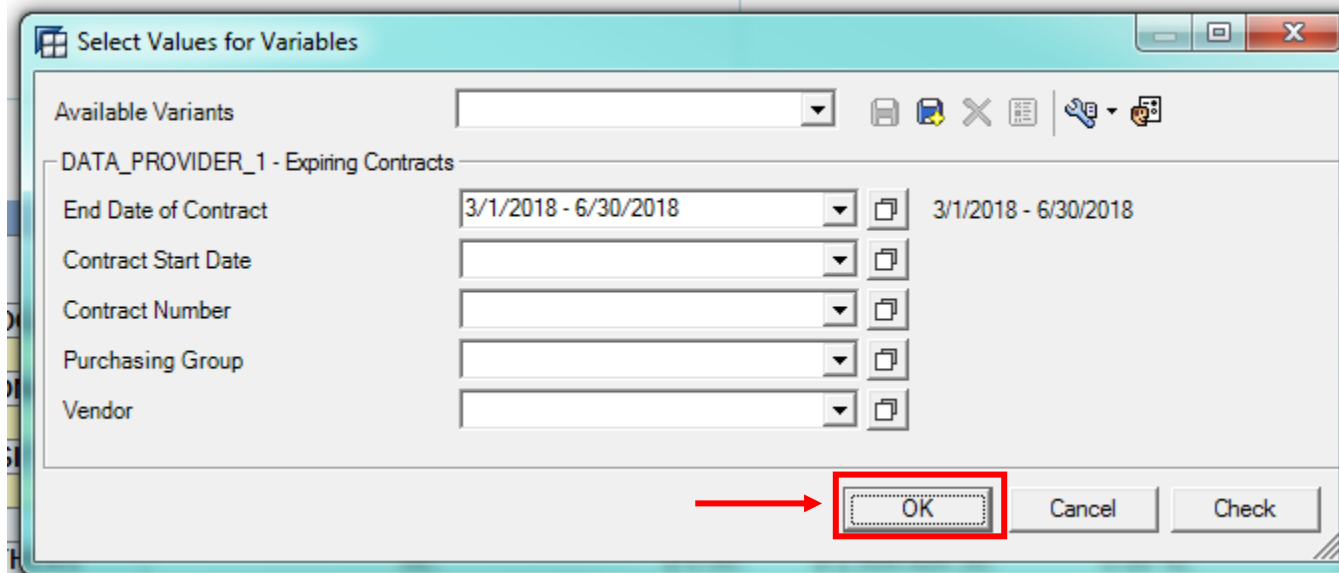


- a. Alternate method to pull up *Select Values for Variables* when the report is already open
  - i. From the Excel Add-Ins tab, select **BEx Analysis Toolbox: Change Variable Values**



### 2. Enter the following

- a. *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).



- b. Click **OK**

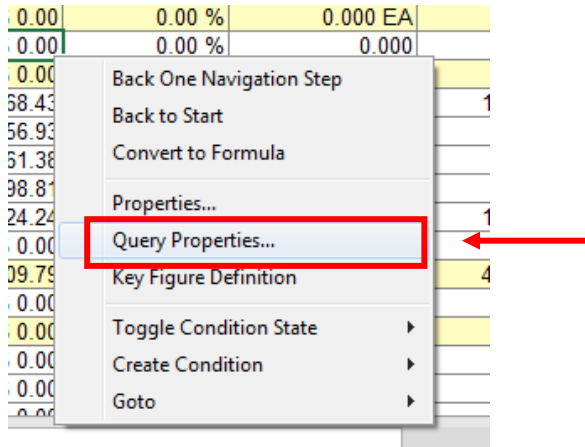


3. View the report

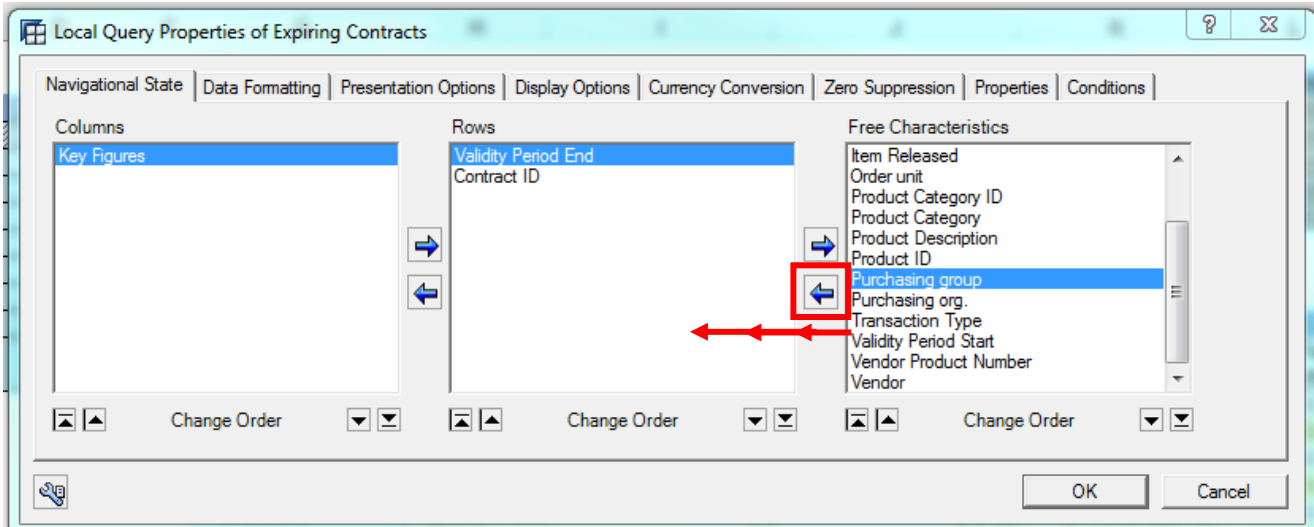
Validity Period End	Contract ID	Number of Days to Contract Expiration	Header Target Value	PO Value Against Contract	Open Target Value (%)	Target Quantity	PO Quantity Against Contract	Open Target Quantity (%)	Contract Utilization
3/1/2018	4400018416	48	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
	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	0.00 %	0.00 %
	Result	57	\$ 0.00	\$ 17,619,293.19	0.00 %	0.000	11,656,414.615	ERR	0.00 %
3/13/2018	440001984	60	\$ 0.00	\$ 19,686.24	0.00 %	0.000	6.000	ERR	0.00 %
	Result	60	\$ 0.00	\$ 2,954,424.30	0.00 %	0.000	22,703.950	ERR	0.00 %
	Result	60	\$ 0.00	\$ 2,974,110.54	0.00 %	0.000	22,709.950	ERR	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 %
	Result	70	\$ 0.00	\$ 705,856.93	0.00 %	0.000	443.000	ERR	0.00 %
	Result	70	\$ 0.00	\$ 925,461.38	0.00 %	0.000	79.000	ERR	0.00 %
	Result	70	\$ 0.00	\$ 343,698.81	0.00 %	0.000	217.000	ERR	0.00 %
	Result	70	\$ 0.00	\$ 3,249,024.24	0.00 %	0.000	1,605.250	ERR	0.00 %
	Result	70	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	ERR	0.00 %
	Result	70	\$ 0.00	\$ 6,758,109.79	0.00 %	0.000	4,179.500	ERR	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	440004701	78	\$ 0.00	\$ 0.00	0.00 %	0.000	0.000	0.00 %	0.00 %
	Result	78	\$ 0.00	\$ 0.00	0.00 %	0.000 EA	0.000 EA	0.00 %	0.00 %
	Result	78	\$ 0.00	\$ 0.00	0.00 %	0.000 EA	0.000 EA	0.00 %	0.00 %
	Result	78	\$ 0.00	\$ 0.00	0.00 %	0.000 EA	0.000 EA	0.00 %	0.00 %
	Result	78	\$ 0.00	\$ -31,741.55	0.00 %	0.000	0.000	ERR	0.00 %

4. Pull in additional fields

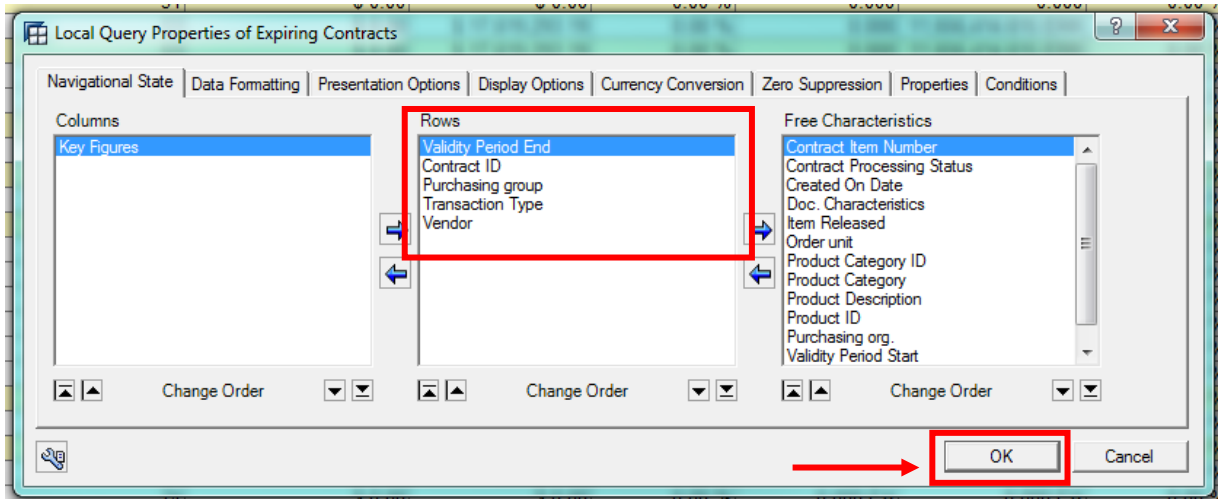
- a. Right click anywhere in the table > **Query Properties...**



- 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**



- c. Characteristics to pull in:
  - i. *Contract Name* (field will become available 1/29/2018)
  - ii. *Purchasing Group*
  - iii. *Transaction Type*
  - iv. *Vendor*



- d. Click **OK**

Validity Period End	Contract ID	Purchasing group		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	51
	Result							51
3/10/2018	4400011166	YO3	Schurtz Sonya	ZWHS	SW Header Services	117671	TEMPLE UNIVERSITY	53
	Result							53
3/13/2018	4400001984	100	OA Central	ZAWC	Agency Contract	175356	TRIANGLE	56
	4400010789	WE2	Elensky Aaron	ZAWC	Agency Contract	126882	DEANGELO BROTHERS	56
	Result							56
3/15/2018	4400016803	BM4	Stadnik Racheal	ZAWC	Agency Contract	371286	INTERNATIONAL NAME	58
	Result							58
3/16/2018	4400018416	LJ5	Romberger John	ZAWC	Agency Contract	157514	AVAIL TECHNOLOGIES	59
	Result							59

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