

VISION FINANCIALS

Contracts Due to Expire (VTPO004B)

Report Information

Purpose of the Report

This report lists the all contracts that are past their expiration date.

Type of Report

Crystal



Navigations (Path) to the Report

Purchasing > Procurement Contracts > Reports > VT Contracts to Expire

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_VTPO004B_Contracts_Due_To)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
SetID	Enter desired SetID	Click on magnifying glass to lookup SetID
Origin	Enter desired Origin	Click on magnifying glass to lookup Origin; leave blank to select all
Primary Buyer	Enter desired Buyer	Click on magnifying glass to lookup buyer; leave blank to select all
Through Date	Enter desired Date	Click on calendar page to select date
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
vtpo004b #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

VT Contracts To Expire - Microsoft Internet Explorer

Address: http://fmprdw1.finman.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/ADMINISTER_CONTRACTS.VT_CONTRACTS_2EXP.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPPO_PUF

PeopleSoft

Home | Worklist | Add to Favorites | Sign out

Menu

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 - Create Contract Alert

VT Contracts To Expire

Find an Existing Value | Add a New Value

Run Control ID: Run_VTP0004B_Contracts_Due_To

Add

Find an Existing Value | Add a New Value

Start | Snagit | VT Contracts To Expir... | Contracts Due to Expire ... | http://fmprdw1.finna... | 32 | 3:45 PM

Report Request Parameters Page

VT Contracts To Expire - Microsoft Internet Explorer

Address: http://fmprdw1.finman.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/ADMINISTER_CONTRACTS.VT_CONTRACTS_2EXP.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPPO_PUF

PeopleSoft

Home | Worklist | Add to Favorites | Sign out

Contracts To Expire

Run Control ID: Run_VTP0004B_Contracts_Due_To | Report Manager | Process Monitor | Run

Language: English

Report Request Parameters

SetID: STATE

Origin: DPS (Optional)

Primary Buyer: (Optional)

Through Date: 06/30/2006

Save | Notify | Add | Update/Display

Done | Start | Snagit | VT Contracts To Expir... | Contracts Due to Expire ... | http://fmprdw1.finna... | 32 | 3:49 PM

Process Scheduler Request Page

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_VTP0004B_Contracts_Due_To

Server Name: PSNTCR Run Date: 02/22/2007

Recurrence: Run Time: 3:49:36PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Contracts To Expire Report	VTP0004B	Crystal	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

Process List [Server List](#)

View Process Request For

User ID: JHARRIS Type: Last: 5 Minutes [Refresh](#)

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2491137		Crystal	VTP0004B	JHARRIS	02/22/2007 3:49:36PM PST	Success	Posted	Details

[Go back to VT Contracts To Expire](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

Process Detail Page

Process Detail

Process

Instance: 2491137 **Type:** Crystal
Name: VTPO004B **Description:** Contracts To Expire Report
Run Status: Success **Distribution Status:** Posted

Run **Update Process**

Run Control ID: Run_VTPO004B_Contracts_Due_To Hold Request
Location: Server Queue Request
Server: PSNTCR Cancel Request
Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 02/22/2007 3:49:52PM PST [Parameters](#) Transfer
Run Anytime After: 02/22/2007 3:49:36PM PST [Message Log](#)
Began Process At: 02/22/2007 3:50:15PM PST Batch Timings
Ended Process At: 02/22/2007 3:50:24PM PST [View Log/Trace](#)

OK Cancel

View Log/Trace Page

View Log/Trace

Report

Report ID: 4655 **Process Instance:** 2491137 [Message Log](#)
Name: VTPO004B **Process Type:** Crystal
Run Status: Success

Contracts To Expire Report

Distribution Details

Distribution Node: FDMWEBCR **Expiration Date:** 11/17/2009

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	02/22/2007 3:50:24.000000PM PST
VTPO004B_2491137.PDF	89,448	02/22/2007 3:50:24.000000PM PST
PeopleSoft Trace File	324	02/22/2007 3:50:24.000000PM PST

Distribute To

Distribution ID Type: **Distribution ID:**
User JHARRIS

Return

