



### PO Contract Expire Dates

## CT\_CORE\_PO\_CONTRACT\_EXPIRE

### Introduction

#### Description and Purpose

This query provides the expiration dates that are associated with a purchase order header. The query prompts for Business Unit, Contract expire date (not less than) and Contract expire date (not greater than). The result is a listing of purchase orders with contracts that expire during the period named in the prompt used for agencies to verify the data entry of all contracts to ensure that all data elements are accurate and complete before the contract is copied to a purchase order.

#### Type of Report

EPM Query – Operational    Output to HTML or Excel

#### Core-CT Records Used:

CTW\_VCNTRCT and CTW\_PO\_TRANS

#### Role(s) Needed to Access the Query

EPM User + click below link for additional role(s) needed based on above table(s).

[http://www.core-ct.state.ct.us/epm/xls/rptng\\_tbl\\_to\\_rl\\_mppng.xls](http://www.core-ct.state.ct.us/epm/xls/rptng_tbl_to_rl_mppng.xls)

#### Navigation Path to the Report

EPM Reporting Tools > Query > Query Viewer.

#### Suggested Run Times

As required. Scheduling this query is preferred. Click on this link to learn how to schedule a query in EPM: [http://www.core-ct.state.ct.us/epm/docs/schding\\_epm\\_qrs.doc](http://www.core-ct.state.ct.us/epm/docs/schding_epm_qrs.doc)

## Running the Query

1. Navigate to EPM Query Manager or Viewer: EPM Reporting Tools > Query > Query Viewer.
2. Enter the query name (or part of the name) in the “begins with” field and click [Search](#).

### Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with

[Search](#) [Advanced Search](#)

3. You will see the query displayed in the **Search Results** list. Click the [HTML](#) or [Excel](#) link to run the query.

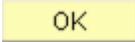
### Search Results

Folder View:

[Check All](#) [Uncheck All](#) \*Action:  [Go](#)

Query								
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	CT_CORE_PO_CONTRACT_EXPIRE	PO Contract Expire Dates	Public	PO USERS	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>

4. On the next screen, you will be prompted to enter information:

Query Prompts		See Screenshots Below
In This Field	Enter	Notes
Business Unit:	Type <b>DOTM1</b> or use the lookup to select.	Enter appropriate business unit.
Expire Not Less Than:	Type the date.	
Expire Not Greater Than:	Type the date.	
	Click OK.	The query results are displayed.

**CT\_CORE\_PO\_CONTRACT\_EXPIRE – PO Contract Expire Dates**

Business Unit =:  

Expire Not Less Than:  

Expire Not Greater Than:  

**Example of Results Page in Excel:**

Unit	PO	Status	Contract	Contract Expire Dt	Contract Begin Dt	PO Date	Vendor	Vendor Name 1	Buyer	Status	Type	Receipt	PO Ref
DOTM1	0000026998	Dispatched	06DOT0363AA	7/31/2008	7/24/2006	8/20/2007	0000028020	PLYMOUTH STATE COLLEGE	ConroyC	Partially Matched	General	P	AGREE NO 8.21-03(06)
DOTM1	0000031706	Pend Appr	07PSX0130AA	9/4/2008	9/5/2007	10/4/2007	0000011600	SAFETY MARKINGS INC	YostJan	Partially Matched	General	R	
DOTM1	0000031707	Dispatched	07PSX0130AA	9/4/2008	9/5/2007	10/4/2007	0000011600	SAFETY MARKINGS INC	YostJan	Partially Matched	General	P	
DOTM1	0000032013	Dispatched	06DOT0362AA	7/31/2008	8/1/2006	10/10/2007	0000017718	UNIVERSITY OF NEW HAMPSHIRE	KilpatrickDav	Partially Matched	General	P	AGREEMENT NO 9.29-01(06)
DOTM1	0000033835	Dispatched	08DOT0171AA	8/9/2008	8/10/2007	11/6/2007	0000010458	TECTONIC ENGINEERING & SURVEYI	HarrisonRob	Partially Matched	SCS	P	EMERGENCY DECLARATION
DOTM1	0000035740	Dispatched	05DOT0043AA	8/31/2008	7/1/2006	12/3/2007	0000011393	UNIVERSITY OF MASSACHUSETTS	MannaE	Partially Matched	General	P	AGREE NO 12.01-04(05)
DOTM1	0000035769	Dispatched	06DOT0006AA	8/22/2008	8/23/2005	12/3/2007	UOCM1	UNIVERSITY OF CONNECTICUT	MannaE	Partially Matched	General	P	06.08-01-05 RESEARCH STUDY
DOTM1	0000036488	Dispatched	08DOT0055AA	8/12/2008	8/2/2007	12/10/2007	0000010650	UNIVERSITY OF CONNECTICUT	RyanN	Partially Matched	General	P	MOU ENDANGERED SPECIES STU
DOTM1	0000038866	Dispatched	06PSX0212AC	8/31/2008	8/9/2006	1/15/2008	0000011600	SAFETY MARKINGS INC	LaneBet	To Match	General	N	
DOTM1	0000043700	Dispatched	07PSX0130AA	9/4/2008	9/5/2007	5/2/2008	0000011600	SAFETY MARKINGS INC	TessierThe	To Match	General	P	
DOTM1	0000044500	Dispatched	06PSX0212AC	8/31/2008	8/9/2006	5/20/2008	0000011600	SAFETY MARKINGS INC	TessierThe	Partially Matched	General	P	
DOTM1	0000045096	Dispatched	04DOT0078AA	8/1/2008	9/2/2004	6/4/2008	0000000035	TOWN OF DARREN	Moayed-aminMah	Partially Matched	CON	P	35-185 9.02-01(04)