Contract Expiration Report

Transaction **ME3N**

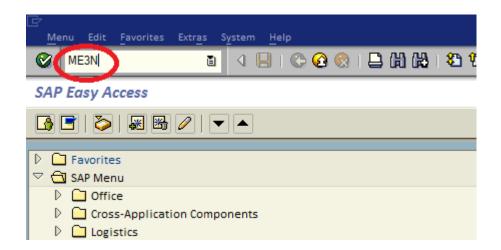### Instructions for creating a report variant

The following illustrations provide instructions for using AASIS transaction ME3N to produce a report containing all the contracts (Outline Agreement documents) which will be expiring in the near future.

Instruction is also provided for saving a set of report parameters in a variant to be used to quickly repeat the report as needed. The example shown will generate a listing of all contracts for the Department of Health which will be expiring within the next 120 days.

The procedure illustrated here can be modified for use by any agency and for different contract expiration periods.
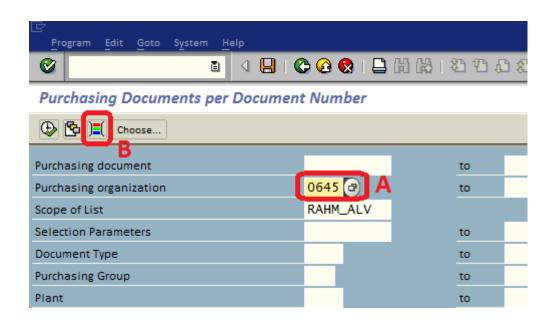
Transaction ME3N provides a wide variety of reporting options for purchasing documents. Only one specific example is being provided here.

Contract Expiration Report

Transaction **ME3N** – instructions for creating a report variant

1.

On the main AASIS menu screen, enter **ME3N** in the command field.

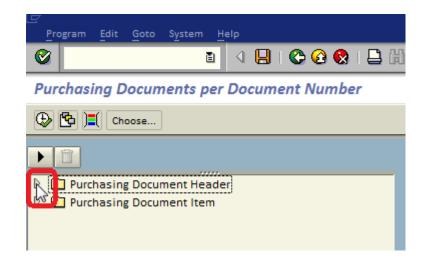Click the green check icon or press <**Enter**>.   A selection screen will be presented.

2.

In the **Purchasing organization** field, enter the agency number for the agency for which the report is needed. See A above.
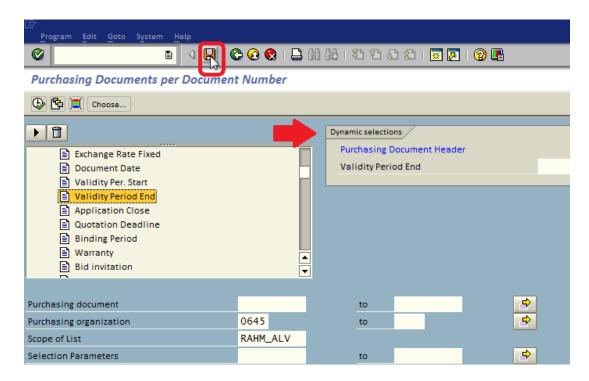
Click the **Dynamic selections** icon . See B above. The selection screen will expand to display the dynamic selection parameter list.

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3.

Click the ▷ icon to expand the option list for the **Purchasing Document Header**. A list of selection parameters will be presented.
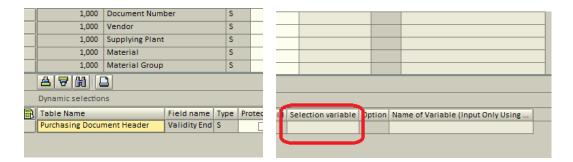

4.

Scroll down the list and double click on the **Validity Period End** line. A selection field will be presented on the screen. This field represents the contract expiration date. Click on the 💾 **Save** icon.

A **Variant Attributes** screen is presented. See below.

5.

1,000	Document Number	S	
1,000	Vendor	S	
1,000	Supplying Plant	S	
1,000	Material	S	
1,000	Material Group	S	

Dynamic selections

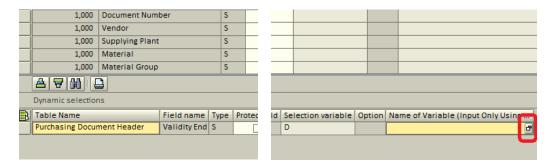| Table Name	Field name	Type	Protec		Selection variable	Option	Name of Variable (Input Only Using ...
Purchasing Document Header	Validity End	S					

In the Dynamic selections section in the lower portion of the screen, click in the **Selection variable** field, then click the dropdown icon at the right side of the field. A variable selection option box will appear.

6.

Variant Attributes

Choose selection variables

Type of Variable	Description
T	T: Table Variable from TVARVC
D	D: Dynamic Date Calculation (Local Date)

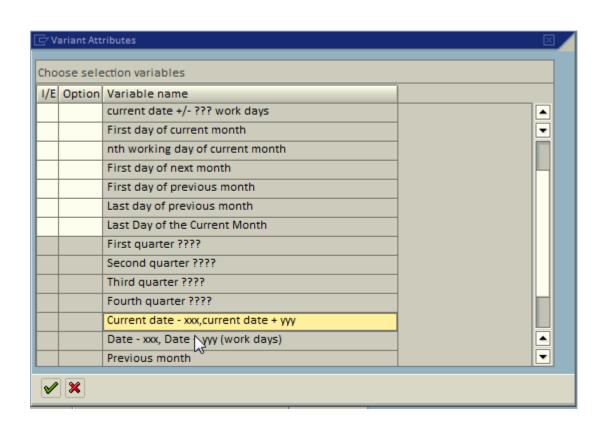| ield	Selection variable	Option

Double click the **D: Dynamic Date Calculation (Local Date)** option.

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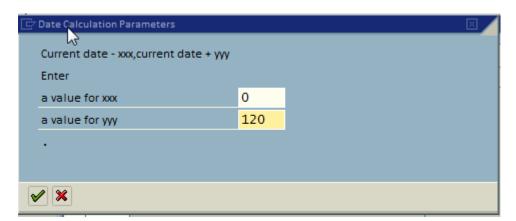|	1,000	Document Number	S
	1,000	Vendor	S
	1,000	Supplying Plant	S
	1,000	Material	S
	1,000	Material Group	S

Dynamic selections

Table Name	Field name	Type	Protec	d	Selection variable	Option	Name of Variable (Input Only Using
Purchasing Document Header	Validity End	S	☐		D		

7.

Click the **Name of Variable (Input Only Using…)** field, then click the dropdown icon ⬚.
A **Variant Attributes** popup box will appear.

Variant Attributes

Choose selection variables

I/E	Option	Variable name
		current date +/- ??? work days
		First day of current month
		nth working day of current month
		First day of next month
		First day of previous month
		Last day of previous month
		Last Day of the Current Month
		First quarter ????
		Second quarter ????
		Third quarter ????
		Fourth quarter ????
		Current date - xxx,current date + yyy
		Date - xxx, Date yyy (work days)
		Previous month

✔ ✖

8.

Scroll down the list and double click the **Current date – xxx, current date + yyy** option. A Date Calculation Parameters screen will appear.
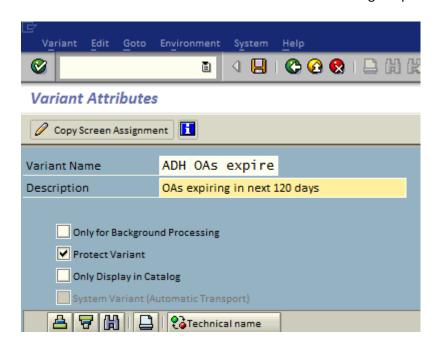
9.

The number in the top field (**xxx**) represents the beginning of the period to report. The value in this field is the number of days to subtract from the current date. Subtracting 0 days results in today's date.

The number in the bottom field (**yyy**) represents the end of the reporting period. The value in this field is the number of days to add to the current date.

In this example, the report produced will include contracts with an expiration date during the next 120 days. Add or subtract from the **yyy** field to increase or decrease the reporting period.

Click the green check icon or press **<Enter>**.

10.

Enter a name for the variant to be saved and a description. Make the name and description as meaningful as possible so as to be able to quickly identify the variant when used later.

Click the checkbox for **Protect Variant** to allow only the person who created the variant to be able to change it. If this protection is not desired, don't check the box.
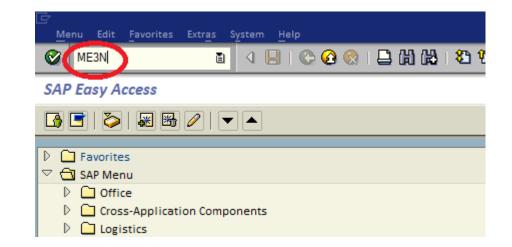
Click the **Save** icon

The report variant is now saved. It can now be used to automatically select all the saved report parameters and quickly reproduce the contract expiration report on demand.
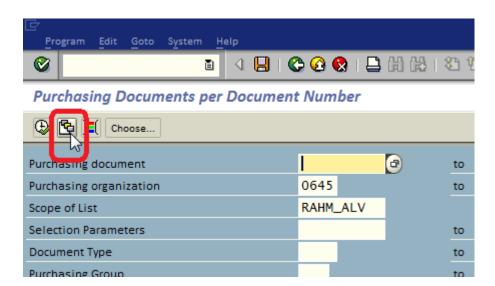
Click the green **Back** icon to return to the main menu screen.

Transaction **ME3N** – instructions for creating a report variant

Running the report using the variant

1.

On the main AASIS menu screen, enter **ME3N** in the command field.
Click the green check icon or press <**Enter**>. The selection screen will
be presented.
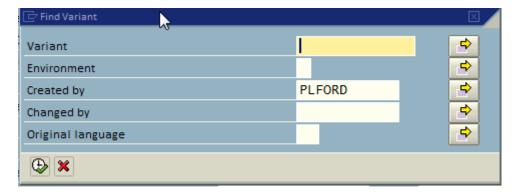

2.

Click the **Get Variant** icon . The Find Variant popup box will appear.

The user name of the person signed on to the AASIS session will appear in the **Created by** field. If another user's variant is required, enter that person's user name.
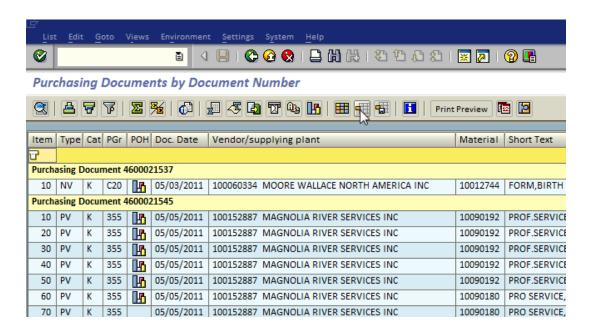

3.

Click the **Execute** icon .

If the user has only one variant in the list, that variant will be automatically selected.

If the user has created more than one variant, a list of variants will be presented. In that case, double click on the desired variant and it will be loaded into the transaction selection screen.

After the selection screen, with the parameters from the variant loaded, click the **Execute** icon .

The resulting report will be presented.

Transaction **ME3N** – instructions for creating a report variant

4.

Each Outline Agreement will be presented with a yellow header row and line item detail rows for each line of the contract.

The **VPer. End** column contains the expiration date of the contract.

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Tips and Tricks

Report Layout: The report will contain a large number of columns, some of which may not be needed for the user's current purpose. If so, select the **Change layout** icon to select the columns to be displayed and the order in which they are arranged.

As with the selection variant, the parameters for the report layout can be saved and used as needed, saving time to produce exactly the information needed.

Purchase Order release history: On detail line items, in the **POH** column, double click the PO History/Release Documentation icon .   A listing of purchase orders issued using that contract line item will be presented.

Download report: To download the report to an Excel spreadsheet, click the **Spreadsheet** icon .   The report will be presented in Excel.