



State of Kansas
KS_AM_VCHRS_WITH_54XXXX_ACCT Query
Statewide Management, Accounting and Reporting Tool



Date Created:	12/11/2012
Version:	1.0
Last Updated Date:	12/11/2012
Purpose of the Query:	This query was developed to help agencies validate all assets have been added to the Asset Management module in SMART.
Query parameters:	This query displays a list of all vouchers within a specified date range with 54xxxx account codes.
Prompt Values:	<p><u>Required Prompt Values</u></p> <ul style="list-style-type: none"> • Business Unit • Voucher Accounting Date From • Voucher Accounting Date To
Security:	<ul style="list-style-type: none"> • <u>Role Security:</u> Only those individuals with the following Role will receive results from this query: KAM_KS_ASSETS_VIEWER • <u>BU Security:</u> Business Unit Security is applied. Agencies will only have access to the list of vouchers with 54xxxx account codes in their Business Unit.
Other Items to Note:	<ul style="list-style-type: none"> • To be most effective, this query should be run at least once prior to year end. Some agencies may want to reconcile their asset listings on a monthly basis. • Though there is no set method on how to reconcile that all assets have been added to SMART, a suggested method is to use the Asset Inventory List report in conjunction with this query. (See the “AM Reports and the Information They Provide” job aid for additional information on the Asset Inventory List report.) • Note that this list includes all 54xxxx account codes, including those for noncapital assets. If your agency's business practice is to not track noncapital assets in SMART, you should ignore the lines with account codes ending in 54xx90 or 54xx91. • Integration details have been included (ASSET_FLG, ASSET_ID, and PROFILE_ID fields). The ASSET_ID field will most likely say NEXT unless the voucher was adjusting an existing asset's cost. Those fields are only pertinent if your agency utilizes the integration.

<p>1.</p>	<p>Navigation: Reporting Tools > Query > Query Viewer > KS_AM_VCHRS_WITH_54X XXX_ACCT</p> <p>Select the "Search" button. Select the "Excel" link.</p>	<p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with KS_AM_VCHRS_WITH_54XXXX_ACCT</p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>KS_AM_VCHRS_WITH_54XXXX_ACCT</td> <td>VOUCHERS WITH 54XXXX ACCT CODE</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	KS_AM_VCHRS_WITH_54XXXX_ACCT	VOUCHERS WITH 54XXXX ACCT CODE	Public		HTML	Excel	Schedule	Favorite																																																																																																
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<p>2.</p>	<p>Enter the Business Unit, Voucher Accounting Date From, and Voucher Accounting Date To.</p> <p>Select the "View Results" button.</p>	<p>KS_AM_VCHRS_WITH_54XXXX_ACCT - VOUCHERS WITH 54XXXX ACCT CODE</p> <p>Business Unit: 17300</p> <p>Vchr Acctg Date From: 11/01/2012</p> <p>Vchr Acctg Date To: 11/30/2012</p> <p>View Results</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Voucher ID</th> <th>Voucher Line Number</th> <th>Distrib Line</th> <th>Account</th> <th>Amount</th> <th>Quantity</th> <th>Descr</th> <th>Acctg Date</th> <th>PO No.</th> <th>Dept</th> <th>Fund</th> <th>Bud Unit</th> <th>Program</th> <th>Agy Use</th> <th>Svc Loc</th> <th>Asset Checkbox Selected?</th> <th>Asset ID</th> <th>Profile ID</th> </tr> </thead> </table>	Business Unit	Voucher ID	Voucher Line Number	Distrib Line	Account	Amount	Quantity	Descr	Acctg Date	PO No.	Dept	Fund	Bud Unit	Program	Agy Use	Svc Loc	Asset Checkbox Selected?	Asset ID	Profile ID																																																																																													
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<p>3.</p>	<p>Select the "Open" button.</p>	 <p>File Download</p> <p>Do you want to open or save this file?</p> <p>Name: KS_AM_VCHRS_WITH_54XXXX_ACCT_20912.xls Type: Microsoft Office Excel 97-2003 Worksheet, 39.0KB From: smart.ks.gov</p> <p>Open Save Cancel</p> <p>While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?</p>																																																																																																																
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