

State of Kansas
Using the KS_PO_VCHR_TO_PCARD_XREF Query
Statewide Management, Accounting and Reporting Tool

Date Created:	12/06/2012
Version:	1.1
Last Updated Date:	04/04/2013
Purpose of the Query:	This query is designed to list P-Card transactions that are associated to vouchers. You can filter by Voucher ID, Employee ID, OR Control Account Number.
Query parameters:	<ul style="list-style-type: none"> The results will include those P-Card transactions that have a Voucher ID associated to them. These P-Card transactions have already built to a voucher and will have a status of "Closed".
Prompt Values:	<p><u>Required Prompt Values</u></p> <ul style="list-style-type: none"> Business Unit Voucher Create Date From Voucher Create Date To <p><u>Plus: Must provide ONE of the following Prompt Values</u></p> <ul style="list-style-type: none"> Voucher ID Employee ID Control Account Number <p><u>NOTE:</u> Entering multiple prompts from the "Must provide ONE of the following Prompt Values" list will not narrow the search results. Rather, the query will only return results for the BU, Voucher Create Date From, Voucher Create Date To and the ONE additional prompt at a time.</p> <p><u>For example:</u> Entering a Business Unit, the voucher date range, and a Voucher ID will return the <i>same results</i> as entering a Business Unit, the date range, Voucher ID, and the Employee ID. The query retrieves data from transactions based upon the Voucher ID, and does NOT take the Employee ID into consideration.</p>
Result Sorts:	<ol style="list-style-type: none"> Business Unit ID Voucher ID Voucher Line Number
Security:	<ul style="list-style-type: none"> <u>Role Security:</u> Only those individuals with one of the following Roles will receive results from this query: KPO_Cen_P-Card_Admin, KPO_AGY_P-CARD_ADMIN, KAP_Agy_AP_Maintainer, KPO_Agy_P-Card_Reconciler, KPO_AGY_P-CARD_RECON_APPROVER. <u>BU Security:</u> Business Unit Security is applied. Agencies will only have access to those P-Card transactions associated to a Voucher created

with their agencies business unit.

1.

Navigation:

Reporting Tools > Query
> Query Viewer

Enter the **Query Name** in
to the '**begins with**' field
-KS_PO_VCHR_TO_PCARD_XREF

Click the **"Search"**
button.

Click the **"Excel"** link.

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

*Search By: Query Name begins with KS_PO_VCHR_TO_PCARD_XREF

Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
KS_PO_VCHR_TO_PCARD_XREF	Voucher/PCard reference	Public		HTML	Excel	Schedule	Favorite

2.

Enter the:
'Business Unit',
'Voucher Created Date From', **'Voucher Created Date To'**, AND *one (1) of the three following values:*

Voucher ID [entered in
the example], OR
Employee ID, OR
Control Account Number.

Click the **"View Results"**
button.

KS_PO_VCHR_TO_PCARD_XREF - Voucher/PCard reference

Business Unit: 58500

Voucher Create Date From: 07/01/2012

Voucher Create Date To: 12/06/2012

Voucher ID: 00000543

Employee ID: [input field]

Control Account Number: [input field]

View Results

Unit	Voucher	Line	Tran	Sequence	Line	Distribution	Trans	Name	ID	Account	CHTR	Merchant	Amount	GL	Dept	Fund	Bud	Program	Account	PC	Project	Activity	Location	Agcy	Chart	Field
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3.

A **'File Download'** dialog
box appears.

Click the **"Open"** button:

File Download

Do you want to open or save this file?

Name: KS_PO_VCHR_TO_PCARD_XREF_16137.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 20.5KB
From: qas.smart2.ks.gov

Open Save Cancel

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?](#)

4. The results are displayed in **Excel**.

1	A	B	C	D	E	F	G	H	
2	Vouch	25							
3	Unit	Voucher	Line	Tran Nbr	Sequence	Line	Distribution LI	Trans Date	Name
3	56500	00000643	1		2	0	1	6/22/2012	
4	56500	00000643	2		5	0	1	6/22/2012	
5	56500	00000643	3		7	0	1	6/22/2012	
6	56500	00000643	4		1	0	1	7/7/2012	
7	56500	00000643	5		6	0	1	7/2/2012	
8	56500	00000643	6		4	0	1	7/3/2012	
9	56500	00000643	7		3	0	1	7/3/2012	
10	56500	00000643	8		15	0	1	7/10/2012	
11	56500	00000643	9		8	0	1	7/11/2012	
12	56500	00000643	10		7	0	1	7/11/2012	
13	56500	00000643	11		2	0	1	7/3/2012	

NOTE:

If desired, you may also select the **"HTML"** link, which displays the results on-line (in SMART), and then you can click the **Excel link** from that page to export the data and open it in an Excel document (as shown above)