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

SMART
Statewide Management, Accounting and Reporting Tool

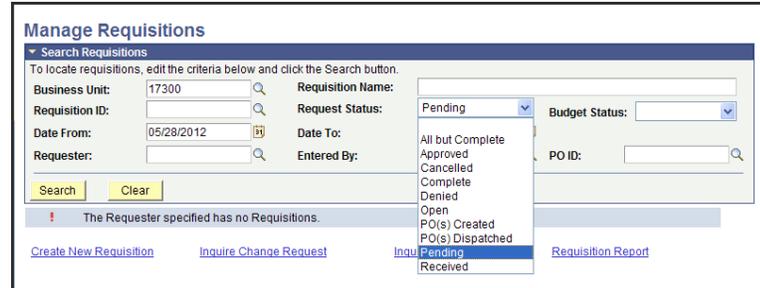**KANSAS**

Purpose of the Query:	At the end of each fiscal year, agencies need to ensure that no requisitions are still sitting in a open/pending status. Agencies can see this information on-line by navigating to the eProcurement > Manage Requisitions page and filter by the "Request Status":
	This filters on the Requisition header status and will produce an on-line listing of all the Requisitions for your Business Unit that has the selected Requisition header status.
	The on-line search will not identify all requisitions that have not sourced to a PO. For example, if a Requisition has four (4) lines but only one (1) of the four (4) lines successfully sources to a PO the Requisition header status changes to "PO Dispatched" even though there are three (3) requisition lines that have not sourced to a PO and need some kind of attention to move forward. In this case, the requisition more than likely can be found on the Sourcing Workbench.
	Furthermore, this particular page does not allow users to export the results to an excel document.
Query parameters:	• **Budget Date** is less than the budget date entered • **Requisition Header Status** is in the following list: Initial, Line Approved, Open, Pending or Preview. [Status' not included are: Approved, Complete, Denied, Cancelled] • **Requisition Line Status** is in the following list: Hold, Open or Pending Approval. [Status' not included are: Approved, Closed, Denied, Canceled.]

1.	Navigation: Reporting Tools > Query > Query Viewer Enter KS_PO_REQS_OPEN_PNDNG as the query name. Select the "Search" button. Select the "HTML" link:	
2.	**Enter** the Budget Date ○ Budget Date: [Example: For 2012 fiscal year end the user would enter 07/01/2012 to determine all requisitions/lines that need to be edited, approved, closed, canceled or denied before the start of Fiscal Year 2013.] **Select** the "View Results" button. **Select** the "Excel SpreadSheet" link.	
3.	Users might find it helpful to apply filters to the excel document by selecting the row containing headings and select the "Filter" option from the "Sort & Filter" drop down box on the ribbon at the top of the page.	
Agency Action		Please refer to section one (1) of the Purchasing Month-end processing document: http://www.da.ks.gov/smart/Training/CList_PO_Month-End_20120504.docx