**State of Kansas**



**Using the** KS\_KK\_BP##\_IBARS\_ACTUALS **Queries**

***Statewide Management, Accounting and Reporting Tool***

|  |  |
| --- | --- |
| **Date Created:** | 08/28/2013 |
| **Version:** | 3.0 |
| **Last Updated Date:** | 11/09/2015 |
| **Purpose of the Query:** | These Queries are designed to extract the **Budget Period (BP)## IBARS ACTUALS** (Expenditures, Outstanding Encumbrances, and Revenues) from SMART.  These queries were created to assist agencies trying to reconcile their Budget Period (BP)## ACTUALS in IBARS to SMART. |
| **Query parameters:** | Please see the following ‘Prompt Values’ section. |
| **Prompt Values:** | * **Business Unit:** Enter agency Business Unit * **Fund:** Enter a specific Fund for your Business Unit. * **Budget Period:** Enter the Budget Period. |
| **Navigation:**  Use this query to find the Expenditure, Outstanding encumbrances and Collected Revenue. | From the **Home page** in SMART, click **Main Menu>Reporting> Query>Query Viewer.**  In the **Search By** field, select ‘**Query Name**’.  In the ‘**begins with**’ field, type: ‘**KS\_KK\_BP##\_IBARS**’  Click on the Excel link to send the results to an Excel spreadsheet. |
| **Enter the desired search criteria.**  (Please refer to the ‘Prompt Values’ section above for Ledger guidelines).  Click the “**View Results**” button.  The **Results** will display in a new Excel spreadsheet . Keep the spreadsheet open because you will need to add the results from the GL Encumbrance Query. | **NOTE:** The Ledger is set to CC\_IBR% to return the Collected Revenue, Expenditures and Outstanding Encumbrances (excluding the GL encumbrances which are only recorded in the CC\_APR\_ENC ledger.)  **Results:** |
| **Navigation:**  Next, you need to run the **GL Encumbrance** query | From the **Home page** in SMART, click **Reporting Tools**>**Query**>**Query Viewer**.  In the **Search By** field, select ‘**Query Name**’.  In the ‘**begins with**’ field, type: ‘**KS\_GL\_ENCUMBRANCES**’  (GL encumbrances by journal ID)  Click on the Excel link to send the results to an Excel spreadsheet. |
| **Enter the desired search criteria.**  **Business Unit:** Enter agency Business Unit  **Budg Dt:** Enter FY end date (i.e., Budget Date 2016 use 6/30/2016)  Click the “**View Results**” button. | **Results:**    **Note:** The date that the query is run will determine the balance. You may need to delete adjustments that reduce the encumbrance amount to determine the original amount of the encumbrance. In the example below, the $100 is the original amount and the other amounts are adjusments that should be deleted. |
| **Copy** the results of the query (data) into the open Excel spreadsheet. | **Note:** Some re-formatting will be needed in the Excel spreadsheet, so that the (data) columns line up. |
| **Create** a pivot table or sort and subtotal the data in the combined spreadsheet to calculate the ACTUALS. | Summarize the data as needed so Expenditure ACTUALS and Revenue ACTUALS can be calculated. The ledgers with the ACTUALS data are listed below.  Expenditure ACTUALS = CC\_IBR\_EXP + CC\_IBR\_ENC + CC\_APR\_ENC  Revenue ACTUALS = CC\_IBR\_COL |