Using the **KS_AP_OUTSTANDING_CHECKS** Query

*Statewide Management, Accounting and Reporting Tool*

**State of Kansas**

<table>
<thead>
<tr>
<th>Date Created:</th>
<th>2/21/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version:</td>
<td>1.0</td>
</tr>
<tr>
<td>Last Updated Date:</td>
<td>2/21/2014</td>
</tr>
</tbody>
</table>

**Purpose of the Query:**

This query *provides the agency with a listing of Outstanding or Unreconciled checks with the Voucher # and funding information.*

The use of the ‘%’ (wildcard functionality in SMART) allows for the inclusion of all criteria within the **Search criteria** section.

**For Example:** All Funds within a Business Unit or all Department IDs within a Business Unit. Remember, it is better to be specific with your selection criteria to narrow the results.

**The query results include:** Check Number, Payment Date, Payment Amount, Vendor ID, Vendor, Line Amount, Business Unit, Voucher, Voucher Line, Distrib. Line, GL Business Unit, DeptID, Fund, Budget Unit, Program Code, Account, Pay Status, Reconciliation Status, Accounting Date, and Mail Handling Code.

**Please note:** Because more than one Voucher and/or more than one Voucher Line may be associated with a payment, Check Number, Payment Date, and Payment Amount may be replicated. The sum of the Line Amounts will equal the Payment Amount.

**Query parameters:**

- Although you **MUST** enter the **Business Unit**, **From Payment Date**, and **To Payment Date** to return results, the remaining parameters allow for the selection of specific criteria.

- The use of the ‘%’ wildcard in these fields allows the query to expand the results on the other parameters.
When 'Excel' is selected for query results, the resulting data may be manipulated and sorted.

**Prompt Values:**

<table>
<thead>
<tr>
<th>Required Prompt Values:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit (Agency Business Unit)</td>
</tr>
<tr>
<td>From Payment Date (Beginning Date of range)</td>
</tr>
<tr>
<td>To Payment Date (Ending Date of range)</td>
</tr>
<tr>
<td>Department ID (must be entered if not using a specific data value)</td>
</tr>
<tr>
<td>Fund (must be entered if not using a specific data value)</td>
</tr>
<tr>
<td>Budget Unit (must be entered if not using a specific data value)</td>
</tr>
<tr>
<td>Program (must be entered if not using a specific data value)</td>
</tr>
<tr>
<td>Mail Handling Code (must be entered if not using a specific data value)</td>
</tr>
</tbody>
</table>

**Result Sorts:**

The query results are displayed, sorted in the following order:

1. Check Number
2. Business Unit
3. Voucher
4. Voucher Line
5. Distrib. Line

**Security:**

Security Role Access: Only those individuals assigned the following security access roles will receive results from this query:

- KGL_KS_GL_VIEWER

Business Unit Access: Business Unit Security is applied
1. **Navigation:**

   From the **Home** page in SMART, on the left navigation menu, click on ‘**Reporting Tools**’, then click on ‘**Query**’, then click on ‘**Query Viewer**’.

   On the ‘**Query Viewer**’ page:

   **Search By** field:
   Select the option of ‘**Query Name**’.

   **Begins with** field:
   Enter the name of the query. In this case, enter: **KS_AP_OUTSTANDING_CHECKS**

   Click the ‘**Search**’ button.

   **NOTE:** Unless the ‘**From**’ and ‘**To Payment Date**’ range is very small, scheduling the query will be the better choice to avoid the query from timing out. Please refer to the Scheduling a Query Job Aid that can be found in the Reporting Section of the SMART website.

2. **In the Search Results section** on the ‘**Query Viewer**’ page:

   Select the ‘**Excel**’ link.
3. Clicking the ‘Excel’ link opens the specific Query page in a new window.

Enter the desired prompt values:

**Please refer to the prior ‘Query Parameters section of this document’ when entering data in this page.**

**For example:**

**Bus Unit:** Enter your agency’s Business Unit number.

**From Payment Date:** Enter the beginning date for the date period.

**To Payment Date:** Enter the end date for the date period.

**Department ID, Fund, Budget Unit, Program, or Mail Handling Code:** Enter either a specific data value, or enter a “%” wildcard (to retrieve all values for the field).

Click the ‘View Results’ button.
4. A message window appears.
   Click the ‘Open’ button.

5. The query results are displayed in Excel in a new window.

**Note:** Only a selection of the query results are shown here.

**NOTE:**
If desired, you can also select the “HTML” link on the ‘Query Viewer’ page. This will display the query results online directly in SMART. You can then select the “Excel” link from that page to export the query results in to an Excel worksheet.