**State of Kansas**

**Using the KS\_GL\_ACTUALS\_DETAIL\_PD Query**

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

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| **Date Created:** | 4/8/2013 |
| **Version:** | 2.0 |
| **Last Updated Date:** | 03/21/2019 |
| **Purpose of the Query:** | This query **provides all General Ledger activity including journals, Accounts Payable, Accounts Receivable, Payments, and Travel & Expenses.**  The use of the ‘%’ (wildcard functionality in SMART) allows for the inclusion of **all** criteria within the **Search criteria** section. For example: All budget units within a fund, or, all account codes.  *The query results include*: Journal ID, Date, Document ID/Source, Accounting Date, Fiscal Year, Invoice Number, PO/TA Number, Payment ID, Vendor Number/Employee ID, Name, Budget Date, Bus Unit, Dept, Fund, Bud Unit,, Program, Account, Description, Sum Amount, Project, Activity, AN Type, Source Type, Category, Subcategory, Agency Use, ChartField2, Service Location, Description, and Contract ID. |
| **Query parameters:** | * Although you MUST enter the **Business Unit** to return results, the remaining parameters allow for the selection of specific criteria such as Dept ID, Fund, Bud Unit, Program, and Account. * The use of the ‘%’ wildcard in fields allows the query to expand the results. If only the **Bus Unit** and **Fiscal Year** are entered the query results will be **‘YEC’ entries**. (Year End Close – the YEC prefix is used on journals that are part of year-end clean up.) * The **Fiscal Year** and **Accounting Periods** must be entered for other query results. * When ‘**Excel**’ is selected for the query results, the result data may be manipulated and compared to the Expenditure Reports, Cash Balance Reports, and Trial Balance Reports. * **Note**: When using the ***Grants and/or Customer Contract modules***, **deposits** are **NOT** reflected. (This is because these deposits are entered under the ‘100000’ codes. The *‘KS\_GL\_ACTUALS\_DETAIL2\_PD’ Query* provides this detail). |
| **Prompt Values:** | Required *Prompt Values*:   * **Business Unit** * **Dept ID**, **Fund**, **Bud Unit**, **Program**, and **Account** fields must have an entered value, or must use a ‘%’ * The **Fiscal Year** must be entered * ‘**From Accounting Period**’ and ‘**To Accounting Period**’ must be entered to return more than just the YEC entries. |
| **Result Sorts:** | Query results are presented (sorted) in this order:   1. **Journal ID** 2. **Fund** 3. **Bud Unit** |
| **Security:** | * **Role Security**: Only those individuals with the following security access role will receive results from this query:  **- GL Viewer**. |

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| 1. | Navigation:  From the **SMART** **Homepage**, click on ‘**General Ledger/KK page**’, then click on ‘**GL Utilities tile**’, 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\_GL\_ACTUALS\_DETAIL\_PD’.  Click the **“Search” button**. |  |
| 2. | On the *Query Viewer* page, in the **Search Results** section:  Select the **“Excel” link**. |  |
| 3. | The specific query page opens in a new window.  Enter the desired *prompt values*:  **Bus Unit**: Enter your agency’s Business Unit number.  **Dept ID, Fund, Bud Unit, Program,** and **Account**: The use of a ‘%’ wildcard in these field retrieves all values for that field.  To limit the query results, manually enter the specific values in the fields.  *For example*: Fund or Program.  **From Accounting Period, To Accounting Period, and Fiscal Year**: Enter specific values to limit the query results to specific periods.  **Note**: Leaving the **From and To Accounting Periods** blank (empty), but entering the **Fiscal Year** will return ‘YEC’ data. (Year End Close)  After you have entered your desired search criteria, click the **“View Results” button**. | **Note:** **For those fields containing a ‘(%)’ after the field name**:  The ‘(%)’ after the field name indicates that this field ***can NOT be left blank (empty)***. A data value or a “%’ wildcard MUST be entered in these fields. If any of these fields are left blank, and the ‘*View Results’ button* is clicked, then SMART will display the following message:  ‘*No matching values were found*.’ |
| 4. | A **message window** appears.  Click **the “Open” button.**  The query results are displayed in **Excel** in a new window. |  |
| **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. |