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

<table>
<thead>
<tr>
<th>Date created:</th>
<th>06/08/2012</th>
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<tbody>
<tr>
<td>Version:</td>
<td>V.1.1</td>
</tr>
<tr>
<td>Last Updated:</td>
<td>04/23/2013</td>
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**Purpose of the Query:**  
This query is designed to *identify those P-Card vouchers/lines that have been deleted.*

P-Cards are unique in the way that they are built to vouchers because they are built through a batch process and not directly on-line in SMART.

Once a P-Card transaction has been Reconciled, Approved; has a valid Budget status; and has a valid ChartField status; then the P-Card transaction will be pulled into a voucher during the P-Card voucher build batch process.

The P-Card voucher build process runs twice weekly, on Monday and on Thursday mornings. Once the P-Card voucher is created, it requires voucher approval.

*Agencies should NOT delete P-Card vouchers/lines.*

If a situation arises that requires the deletion of a voucher/line, please have your agency *submit a SMART Service Desk Request.*

*The deletion of a P-Card voucher/line does NOT update the P-Card transaction.* Consequently, the P-Card transaction retains a voucher/line that no longer exists in SMART.

**Query parameters:**
- There is a voucher and a voucher line associated to the P-Card transaction.
- The voucher ID and the voucher line on the P-Card transaction does NOT exist in SMART.

**Security Access:**
- Business Unit security has been applied
- The query can be ran by anyone with access to the tables used in this query. This would include anyone with a P-Card role and has view access to voucher pages.
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 **‘Query Name’** option

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

   Click the **“Search”** button.

   Select the **“HTML”** link (to view the query results online in SMART).

2. **Clicking the ‘HTML’ link** on the **Query Viewer page**, opens the specific query page.

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

   Click the **“View Results”** button.

   Select the **“Excel Spreadsheet”** link to export the query results to an Excel spreadsheet.
<table>
<thead>
<tr>
<th>Agency Action Required:</th>
<th>A <strong>SMART Service Desk Request MUST</strong> be submitted for all P-Card transactions that are displayed in the results of this query.</th>
</tr>
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<tbody>
<tr>
<td><strong>Issue and Example:</strong></td>
<td><strong>Agency Action Required (Steps to take):</strong></td>
</tr>
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</table>
| 1. **Example:**        | • A **SMART Service Desk Request MUST** be submitted: In the ‘Subject Line’ of the Service Desk Request, please enter: 
                          “P-Card Voucher and/or voucher line deleted and new voucher and/or voucher line created.” 
                          
                          • In the **body** of the Service Desk Request (by using the search results of the query), please include this information: 
                          
                          - The **NEW Voucher ID number and the Voucher Line number** that has actually paid the listed P-Card transaction.
                          
                          **Note:** *If a NEW voucher was created, you must also include the Voucher Invoice number.* |
|                        | A SMART user reviewing the P-Card data would have no reason to believe that these transactions have been paid. |
| 2. **Example:**        | • A **SMART Service Desk Request MUST** be submitted. In the ‘Subject Line’ of the Service Desk Request, please enter: 
                          “P-Card transaction status needs to be retriggeded.” 
                          
                          • In the **body** of the Service Desk Request (by using the search results of the query), please indicate what the status of the P-Card transaction should be: 
                          1. **Staged:** This status allows the agency to edit the P-Card transaction. 
                          2. **Approved:** This status means the P-Card transaction will be picked up during the next P-Card voucher build process. No further intervention from the agency is required. |
|                        | A P-Card Voucher and/or voucher line was deleted, and a new voucher and/or voucher line was created to pay for the transactions. 

**Issue:** In this case, the P-Card transaction has been paid; however, the connection between the P-Card transaction and the voucher has been broken (due to the deletion). 

A SMART user reviewing the P-Card data would have no reason to believe that these transactions have been paid. 

2. **Example:** A P-Card Voucher and/or voucher line was deleted, and no further action was taken by the agency. 

**Issue:** In this case, the P-Card transaction has **NOT** been paid. 

The removal of the voucher and/or voucher line does not update the P-Card transaction.
Consequently, the P-Card transaction indicates that it has been paid.