

**State of Kansas**  
**Using the KS\_PO\_PCRD\_VCHR\_DELETED Query**

*Statewide Management, Accounting and Reporting Tool*

<b>Date created:</b>	06/08/2012
<b>Version:</b>	V.1.1
<b>Last Updated:</b>	04/23/2013
<b>Purpose of the Query:</b>	<p>This query is designed to <b><i>identify those P-Card vouchers/lines that have been deleted.</i></b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p><b><i>Agencies should <u>NOT</u> delete P-Card vouchers/lines.</i></b></p> <p>If a situation arises that requires the deletion of a voucher/line, please have your agency <b><i>submit a SMART Service Desk Request.</i></b></p> <p><b><i>The deletion of a P-Card voucher/line does <u>NOT</u> update the P-Card transaction.</i></b> Consequently, the P-Card transaction retains a voucher/line that no longer exists in SMART.</p>
<b>Query parameters:</b>	<ul style="list-style-type: none"> <li>• There is a voucher and a voucher line associated to the P-Card transaction.</li> <li>• The voucher ID and the voucher line on the P-Card transaction does <b><u>NOT</u></b> exist in SMART.</li> </ul>
<b>Security Access:</b>	<ul style="list-style-type: none"> <li>• Business Unit security has been applied</li> <li>• 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.</li> </ul>

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'**.

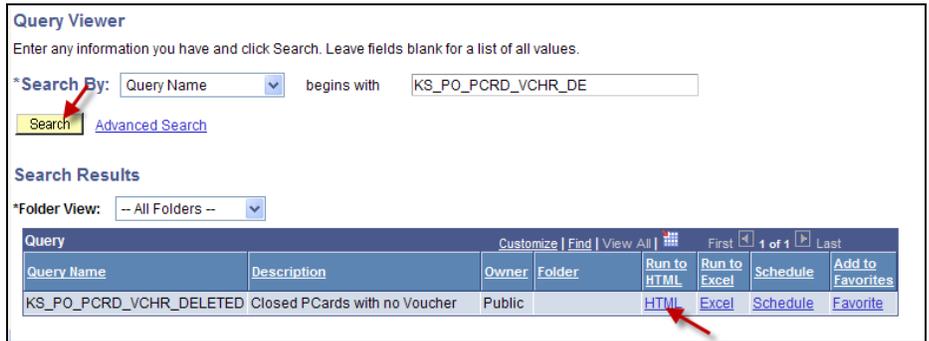
On the *Query Viewer* page:

**\*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.



<b>Agency Action Required:</b>		A <b>SMART Service Desk Request <u>MUST</u></b> be submitted for all P-Card transactions that are displayed in the results of this query.
	<b>Issue and Example:</b>	<b>Agency Action Required (Steps to take):</b>
1.	<p><b>Example:</b> 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.</p> <p><b>Issue:</b> 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).</p> <p>A SMART user reviewing the P-Card data would have no reason to believe that these transactions have been paid.</p>	<ul style="list-style-type: none"> <li>• A <b>SMART Service Desk Request <u>MUST</u></b> be submitted: In the ‘<b>Subject Line</b>’ of the Service Desk Request, please enter: “<i>P-Card Voucher and/or voucher line deleted and new voucher and/or voucher line created.</i>”</li> <li>• In the <b>body</b> of the Service Desk Request (by using the search results of the query), please include this information: <ul style="list-style-type: none"> <li>- The <i>NEW Voucher ID number and the Voucher Line number</i> that has actually paid the listed P-Card transaction.</li> </ul> <p><b>Note:</b> <i>If a NEW voucher was created, you must also include the Voucher Invoice number.</i></p> </li> </ul>
2.	<p><b>Example:</b> A P-Card Voucher and/or voucher line was deleted, and no further action was taken by the agency.</p> <p><b>Issue:</b> In this case, the P-Card transaction has <b><u>NOT</u></b> been paid.</p> <p>The removal of the voucher and/or voucher line does not update the P-Card transaction.</p>	<ul style="list-style-type: none"> <li>• A <b>SMART Service Desk Request <u>MUST</u></b> be submitted. In the ‘<b>Subject Line</b>’ of the Service Desk Request, please enter: “<i>P-Card transaction status needs to be retriggered.</i>”</li> <li>• In the <b>body</b> of the Service Desk Request (by using the search results of the query), <i>please indicate what the status of the P-Card transaction should be:</i> <ol style="list-style-type: none"> <li>1. <b>Staged:</b> This status allows the agency to edit the P-Card transaction.</li> <li>2. <b>Approved:</b> 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.</li> </ol> </li> </ul>

	Consequently, the P-Card transaction indicates that it has been paid.	
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