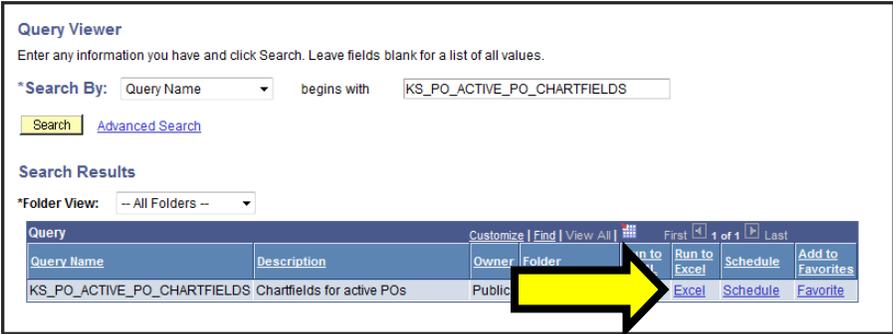
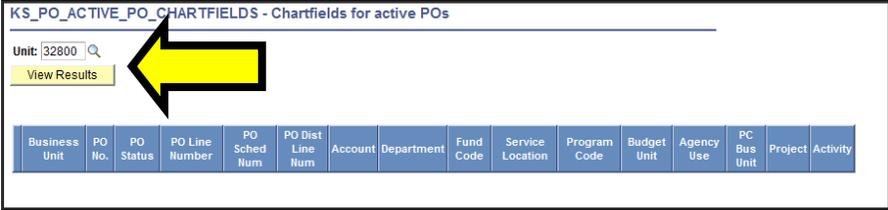
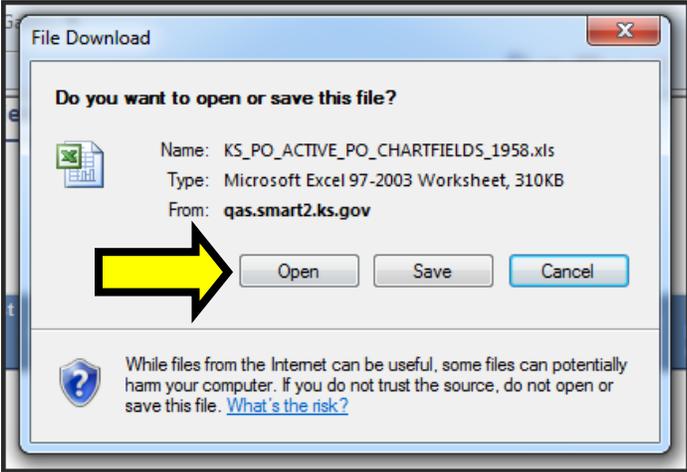
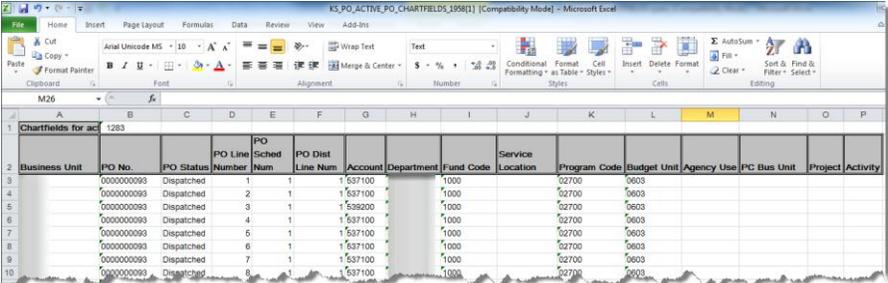


State of Kansas
Using the KS_PO_ACTIVE_PO_CHARTFIELDS Query
Statewide Management, Accounting and Reporting Tool

Date Created:	December 10, 2013
Version:	1.0
Last Updated Date:	December 10, 2013
Purpose of the Query:	<p>This query was designed to help with clean up tasks prior to creating and/or deleting chartfield combo edits. Some agencies are choosing to establish chartfield combo edits to help ensure that correct chartfield combinations are being used on Requisitions, Purchase Orders and Vouchers.</p> <p>Prior to creating and/or deleting Chartfield Combo Edits, agencies should run this query to determine which active POs are currently using chartfield combinations that will not pass the combo edits being established. The agency will then need to update, close or cancel the identified active POs.</p> <p>Purchase Orders will not be able to successfully pass budget check if combo edits are turned on and the PO uses chartfield combinations that are no longer allowed by the combo edits.</p> <p>Example:</p> <ul style="list-style-type: none"> • Three (3) line PO created on November 1, 2013 using the Department code of 5810100000 and Program Code of 96100 on all three (3) PO lines • Payment made against PO line one (1) on November 11, 2013 • Agency creates combo edits which are turned on effective December 1, 2013. Combo edits establish that only Program Codes 01030, 98000 or 99000 can be used with Department Code 5810100000 [PO does NOT have an allowed chartfield combination] • Agency enters change order to update the amount on PO line three (3). Change cannot be saved because the combo edits created do not allow the chartfield combination that is being used on PO line one (1). • The Program Code on PO line one (1) cannot be changed because it has already been paid against. The PO cannot be closed because budget check is kicked off during the PO close process and the established combo edit will not allow the unsupported chartfield combination

	<p>to pass budget check.</p> <p>This query provides a listing of active POs and the chartfield values those POs are currently using. This information can be used to determine those active POs that are currently using chartfield combinations that will not be supported once the combo edits are created and/or deleted.</p> <p>The query results include: Business Unit, PO Number, PO Status, PO Line Number, PO Sched Num, PO Dist Line Num, Account, Department, Fund Code, Service Location, Program Code, Budget Unit, Agency Use, PC Bus Unit, Project, Activity</p>
Query parameters:	<p>The query paramters are:</p> <ul style="list-style-type: none"> • Does not include Closed and Canceled POs
Prompt Values:	<p><u>Required Prompt Values:</u></p> <ul style="list-style-type: none"> • Business Unit
Result Sorts:	<p><u>The query results are displayed, sorted in the following order:</u></p> <ol style="list-style-type: none"> 1. Business Unit 2. PO Number 3. PO Line Number 4. PO Schedule Number 5. PO Distribution Line Number
Security:	<p>Security Role Access: Only those individuals assigned the following security access roles will receive results from this query:</p> <ul style="list-style-type: none"> • KPO_KS_Buyer • KPO_Agy_Purchasing_Viewer <p>Business Unit Access: Business Unit Security is applied</p>

<p>1.</p>	<p>Navigation:</p> <p>From the Home page in SMART, on the left navigation menu, click on 'Reporting Tools', then click on 'Query', then click on 'Query Viewer'.</p> <p>On the <i>'Query Viewer'</i> page:</p> <p>*Search By field: Select the option of 'Query Name'.</p> <p>Begins with field: Enter the name of the query. In this case, enter KS_PO_ACTIVE_PO_CHARTFIELD</p> <p>Click the 'Search' button.</p>	
<p>2.</p>	<p>In the Search Results section on the <i>'Query Viewer'</i> page:</p> <p>Select the 'Excel' link.</p>	
<p>3.</p>	<p>Clicking the 'Excel' link opens the <i>specific query page</i> in a new window.</p> <p>Enter the Unit: Enter your Business Unit number</p>	

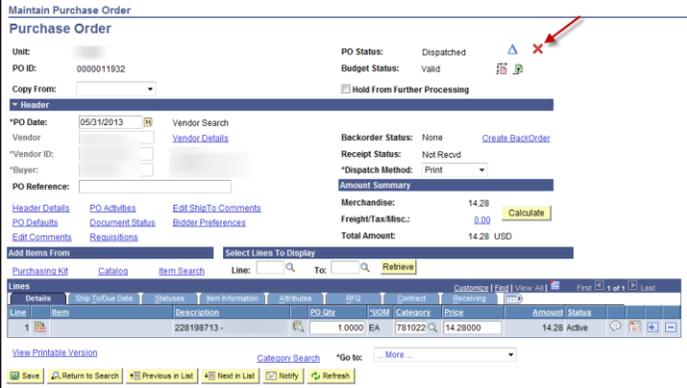
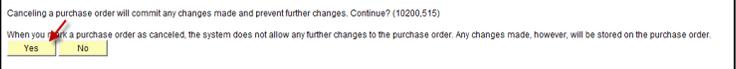
	Click the 'View Results' button.	
4.	<p>A message window appears.</p> <p>Click the "Open" button.</p>	
5.	The query results are displayed in Excel in a new window.	 <p>Note: Only a selection of the query results are shown here.</p>
NOTE:		<p>If desired, you can also select the "HTML" link on the <i>'Query Viewer'</i> 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 <i>Excel</i> worksheet.</p>

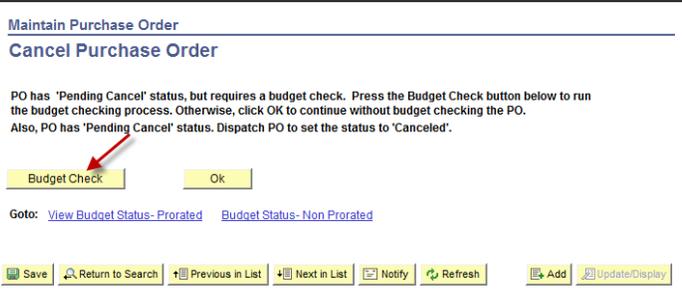
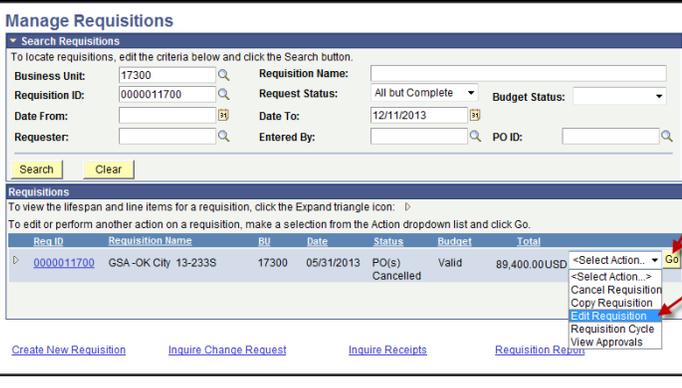
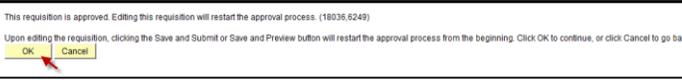
Agency Clean Up Steps to take BEFORE combo edits are turned on or deleted

<p>1.</p>	<p>Payment (full or partial) has been made against at least one (1) distribution line on the PO that uses an unsupported chartfield combination.</p> <p>Example:</p> <ul style="list-style-type: none"> • PO has three lines. • Partial payment made against PO line one (1) • All three (3) PO lines are using Department code 5810100000 and Program Code 96100 which is NOT supported by the combo edits. 	<p>The PO will need to be manually closed and a new requisition created for the remaining amount. Things to consider before manually closing the PO:</p> <p>1. Is there a contract associated to the PO line(s)?</p> <p>If yes, you will want to try and reduce the dollar amount on the PO distribution lines to the distribution amounts that have already been paid. This will prevent the contract releases from being overstated.</p> <p>There are some cases in which you will not be able to reduce the dollar amount. If that happens you will need to see if there is a maximum amount established on the contract and if so, work with a Procurement Officer in Procurement and Contracts to artificially inflate the contract maximum amount so the new requisition / PO can be created.</p> <p>2. Is the Budget Date on the Purchase Order for a prior fiscal year?</p> <p>If yes, a service desk ticket will need to be submitted requesting that the budget date on the new requisition be changed to the budget date of the original Purchase Order line.</p> <p>The 'Save and Preview' button should be selected on the requisition and then submit the service desk ticket. Please use the 'Budget Date Change – PO' template from the 'Incident Catalog' drop down list on the 'Requests' tab of the 'Service Desk' website.</p>
<p>2.</p>	<p>Payment has been made against the PO but the chartfield combinations used for those payments will pass budget check.</p> <p>Example:</p> <ul style="list-style-type: none"> • PO has three lines. • Payment made against PO line one (1) • PO line one (1) distribution line is using Department code of 5810100000 and Program Code 01030 which is supported by the combo edits • PO lines two (2) and three (3) 	<p>The chartfield values should still be editable. The Buyer will need to update the chartfield values to supported chartfield combinations and save the PO.</p> <p>Changing chartfield values will set the 'Budget Status' to 'Not Chk'd' but will retain the PO Status of 'Dispatched'. The PO will be budget checked during the next run of the hourly or nightly batch processes.</p>

	use Department code 5810100000 and Program Code 96100 which is NOT supported by the combo edits.	
3.	No payments have been made against the PO.	<p>The chartfield values should still be editable. The Buyer will need to update the chartfield values to supported chartfield combinations and save the PO.</p> <p>Changing chartfield values will set the 'Budget Status' to 'Not Chk'd' but will retain the PO Status of 'Dispatched'. The PO will be budget checked during the next run of the hourly or nightly batch processes.</p> <p>Pre-encumbering agencies may want to 'Cancel' the PO instead. This will allow the Buyer to update the requisition with the correct chartfield information which will then source to a new PO. (See following instructions for 'Canceling' a PO.</p>

Steps to Cancel a PO

3.1	Click the 'Cancel' icon at the top of the Purchase Order screen:	
3.2	Click 'Yes':	
3.3	Click 'Yes, Re-Source all Reqs' and click the 'Continue' button:	

3.4	Click the 'Budget Check' button:		
3.5	<p>SMART will direct you to the 'Purchase Order' search page when the Budget Checking process is completed. This will release the requisition and allow the requisition to be edited.</p> <p>Navigate to the Manage Requisitions page. Select the 'Edit Requisition' option and click the 'Go' button:</p>		
3.6	Click the 'OK' button to the pop-up message: 'This requisition is approved. Editing this requisition will restart the approval process'.		
3.7	<p>Update the chartfield information by expanding the requisition line OR by using the 'Modify Line / Shipping / Accounting' button.'</p> <p>Click the 'Save & submit' button. The requisition will be re-sent for approvals. Once the approvals are complete the Requisition will resource to a new PO with the correct chartfield combinations.</p>	