

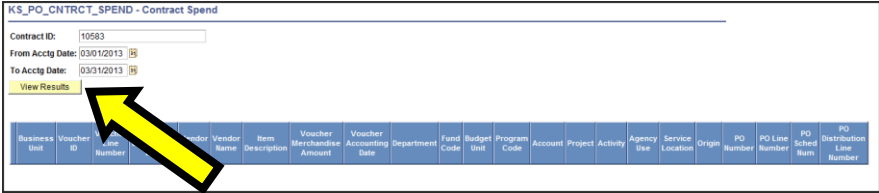


State of Kansas
Using the KS_PO_CNTRCT_SPEND Query
Statewide Management, Accounting and Reporting Tool

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|------------------------------|---|
| Date Created: | December 23, 2013 |
| Version: | 1.0 |
| Last Updated Date: | December 24, 2013 |
| Purpose of the Query: | <p>This query was designed to provide agencies with enough data to calculate contract spend provided that the Contract ID has been entered on either a Purchase Order or PCard transaction.</p> <p>This query provides a listing of voucher distribution lines that are associated to a contract through a Purchase Order and/or a PCard transaction and returns the voucher merchandise amount with the voucher chartfield values.</p> <p>The query results include: Business Unit, Voucher ID, Voucher Line Number, Voucher Distribution Line, Vendor ID, Vendor Name, Item Description, Voucher Merchandise Amount, Voucher Accounting Date, Department, Fund Code, Budget Unit, Program Code, Account, Project, Activity, Agency Use, Service Location, Origin Code, PO Number, PO Line Number, PO Sched Num, PO Distribution Line Number</p> |
| Query parameters: | <p>The query paramters are:</p> <ul style="list-style-type: none"> • the voucher status does not include 'Template Voucher' OR 'Deleted'; AND • a Payment ID is present. |
| Prompt Values: | <p><u>Required Prompt Values:</u></p> <ul style="list-style-type: none"> • Contract ID • Accounting Date range |
| 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. Voucher ID 3. Voucher Line Number 4. Voucher 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_Agy_Purchasing_Viewer • KAP_KS_AP_Viewer <p>Business Unit Access: Business Unit Security is applied</p> |

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| <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 'Query Viewer' 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_CNTRCT_SP END.</p> <p>Click the 'Search' button.</p> |  |
| <p>2.</p> | <p>In the Search Results section on the 'Query Viewer' 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 <i>query prompts</i>:</p> <p>Contract ID: Enter the Contract ID From Accounting Date: Enter the</p> |  |

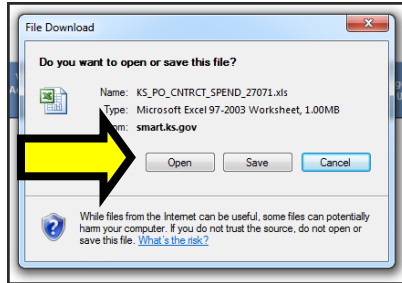
beginning accounting date for the date range desired.

To Accounting Date:
Enter the ending accounting date for the date range desired.

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.

- NOTES:**
- 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.
 - The voucher 'Origin' is provided so that you can identify those voucher distribution lines that are associated to a PCard transaction (PCD).
 - Business Unit security has been applied to this query. This query will only produce results for the Business Unit(s) that the query initiator has access to even if a statewide use contract ID is entered.
 - This query will only produce results for those voucher lines that have a payment ID associated to them.
 - It is recommended that end users 'Schedule' the query to run at a later time if the contract ID entered is a heavily used contract and/or an extensive time period is being entered. The larger the volume of data being brought back, the longer the query will run.