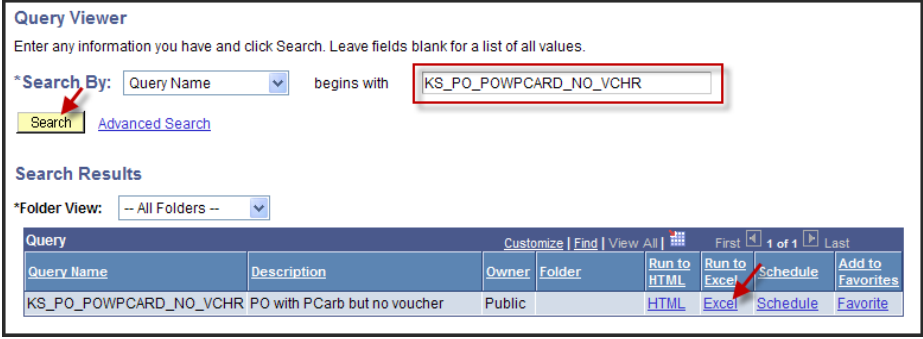
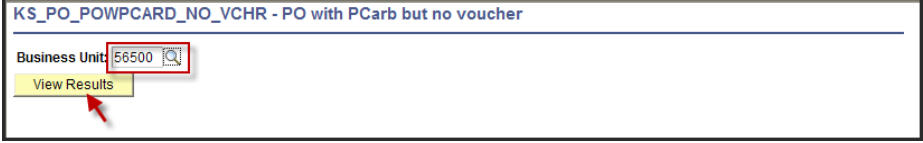
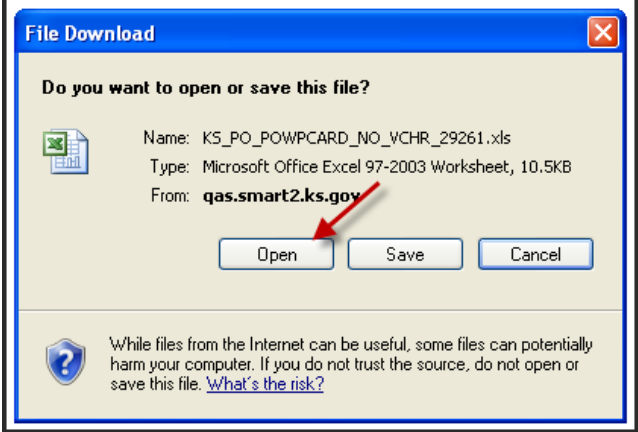
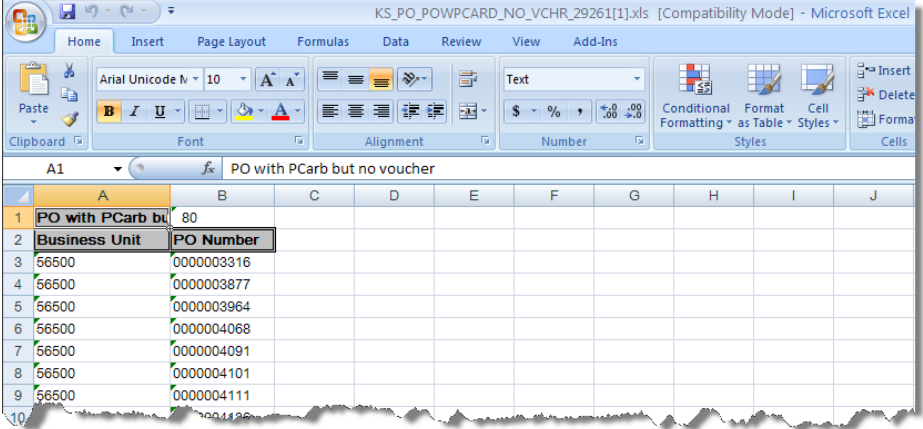


State of Kansas
Using the KS_POWPCARD_NO_VCHR Query
Statewide Management, Accounting and Reporting Tool

Date Created:	04/01/2013
Version:	1.1
Last Updated Date:	
Purpose of the Query:	<p>This query is designed to provide a listing of Purchase Orders (POs) that have a PCard associated to them and a voucher has NOT been created against the PO.</p> <p>This query is designed to strictly provide a listing of PO's that meet the specified criteria, no additional information is provided.</p>
Query parameters:	<p>Only PO's that have a PCard associated to them and do NOT reference a voucher ID in the commitment control tables are included in the results of this query.</p> <p>Purchase Orders that have been Canceled or Closed are NOT included in the results of this query.</p>
Prompt Values:	Business Unit
Result Sorts:	<ol style="list-style-type: none"> 1. Business Unit 2. PO ID
Security:	<ul style="list-style-type: none"> • Business Unit security has been applied. You will only be able to select the Business Unit(s) for which you have access to. • The query can be ran by anyone with access to the tables used in this query. This would include anyone with the KPO_KS_Buyer and the KPO_Agy_Purchasing_Viewer role.

<p>1.</p>	<p>Navigation: Reporting Tools > Query > Query Viewer > Query name 'begins with' > 'KS_PO_POWPCARD_NO_VCHR'</p> <p>Click the "Search" button.</p> <p>Click the "Excel" link.</p>	
<p>2.</p>	<p>Enter the 'Business Unit'.</p> <p>Click the "View Results" button.</p>	
<p>3.</p>	<p>A File Download dialog box appears.</p> <p>Click the "Open" button:</p>	
<p>4.</p>	<p>The results are displayed in Excel.</p>	
<p>NOTE</p>		<p>You can also select the "HTML" link, which will show the results on-line in SMART. You can then click the 'Excel' link from that page to export the results to an Excel document.</p>