

State of Kansas

Using the KS_PO_SHIPTO_ADDRESSES Query

Statewide Management, Accounting and Reporting Tool

Date Created:	06/13/2013
Version:	1.0
Last Updated Date:	06/13/2013
Purpose of the Query:	<p>This query provides a list of the most current and active Ship To Addresses. Users can look for a specific Ship To address by entering the full Ship To ID on the prompt page or the user can produce a listing by using a wildcard (%) in the prompt field.</p> <p>The query results include: Ship To Location, Short Description, Description, Address 1, Address 2, Address 3, Address 4, City, State, Building, Floor #, Postal code, Phone, Extension, Fax, Attention</p>
Query parameters:	<p>The query parameters are:</p> <ul style="list-style-type: none">• Looking for only 'Active' Ship To IDs• Looking for the most current Location and Ship To information.
Prompt Values:	<p><u>Required Prompt Values:</u></p> <ul style="list-style-type: none">• Ship To ID (This field is designed to allow a 'like' value which allows the user to enter the percent sign as a 'wildcard'. For example if you enter %173% the results will include all Ship To IDs that have 173 somewhere in the value.
Result Sorts:	<p><u>The query results are displayed, sorted in the following order:</u></p> <ol style="list-style-type: none">1. Ship To ID
Security:	<p>Security Role Access: Individuals assigned the following security access roles will receive results from this query:</p> <ul style="list-style-type: none">• PO Agency Requisitioner• PO Kansas Buyer <p>Business Unit Access: Business Unit Security is NOT applied. Ship To locations are not specific to a particular Business Unit. For this reason we ask that the Ship To ID includes the first three digits of the Business Unit ID so that we can determine which Ship To IDs belong with which Business Unit.</p>

1. Navigation:

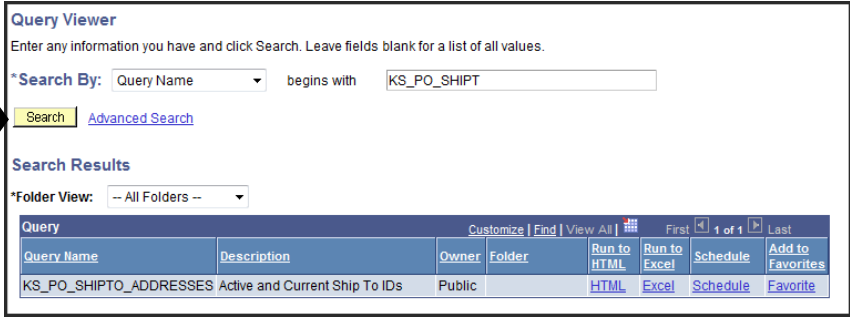
From the **Home** page in SMART, on the left navigation menu, click on **'Reporting Tools'**, then click on **'Query'**, then click on **'Query Viewer'**.

On the **'Query Viewer'** page:

***Search By** field:
Select the option of **'Query Name'**.

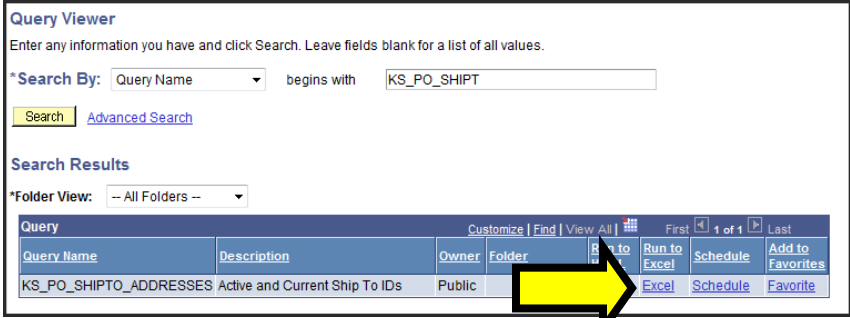
Begins with field:
Enter the name of the query. In this case, enter **KS_PO_SHIPTO_ADDRESSES**.

Click the **'Search'** button.



2. In the **Search Results** section on the **'Query Viewer'** page:

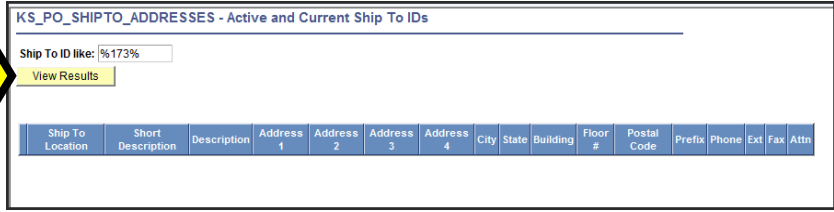
Select the **'Excel'** link.



3. Clicking the **'Excel'** link opens the *specific query page* in a new window.

Enter the *query prompts*:

Ship To ID like: Enter

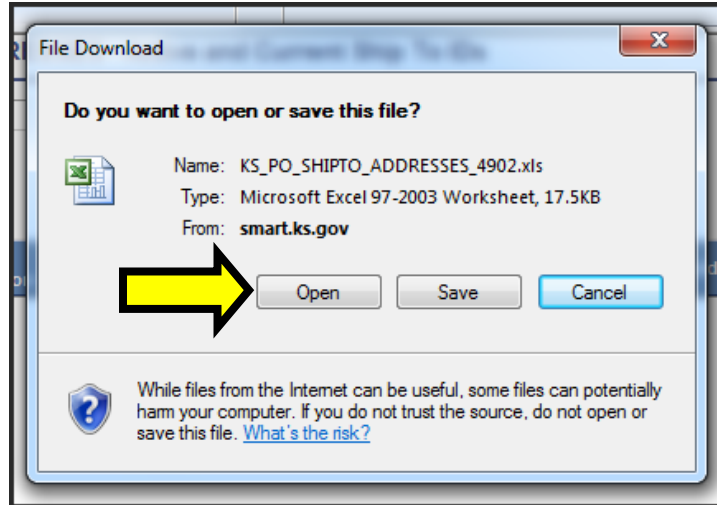


the following to obtain a list of all the Ship To addresses for your agency: wildcard, first three digits of agency BU, wildcard [%173%].

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.

Ship To Location	Smart Description	Description	Address 1	Address 2	Address 3
173301	DISCStone	DISC LSOB Rm 151	Landon State Office Building	900 SW Jackson	Rm 151
173302	DISC TODC	Kansas Historical Center	Kansas Historical Center	6425 SW 6th	
173303	CM	Central Mail - McVicar	Central Mail	201 NW Macvicar	
173304	DISC WOOD	Wichita Data Center	Wichita Data Center	522 N Emporia	
173B03	PUBOFF	Procurement and Contracts	Procurement and Contracts	800 SW Jackson	Suite 600
173B06	Federal Su	Federal Surplus Property	Federal Surplus Property	2830 SW Kanca Drive	
173B07	SSBOFF	State Surplus Property	State Surplus Property	2830 SW Kanca Drive	
173B08	DISC LSOB	DISC LSOB Rm 151	Landon State Office Building	900 SW Jackson	Room 151

Note: Only a selection of the query results are shown here.

NOTE:

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.