### State of Kansas

**Using the KS_PO_SHIPTO_ADDRESSES Query**  
*Statewide Management, Accounting and Reporting Tool*

<table>
<thead>
<tr>
<th><strong>Date Created:</strong></th>
<th>06/13/2013</th>
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<tbody>
<tr>
<td><strong>Version:</strong></td>
<td>1.0</td>
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<td><strong>Last Updated Date:</strong></td>
<td>06/13/2013</td>
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**Purpose of the Query:** 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.

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

**Query parameters:** The query parameters are:
- Looking for only ‘Active’ Ship To IDs
- Looking for the most current Location and Ship To information.

**Prompt Values:** Required *Prompt Values*:
- 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:** The query results are displayed, sorted in the following order:
1. Ship To ID

**Security:**  
**Security Role Access:** Individuals assigned the following security access roles will receive results from this query:
- PO Agency Requisitioner
- PO Kansas Buyer

**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.
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.

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

Select the ‘**Excel**’ link.

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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.

**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.