



State of Kansas
KS_71000_EXPENSES_V1 Query Job Aid
Statewide Management, Accounting and Reporting Tool

Date Created:	03/19/2013
Version:	1.0
Purpose of the Query:	This query provides a list of project-related expenditures for a given agency. You can filter by Project ID and Accounting Date range. The query also displays related voucher data from Accounts Payable and Vendor details.
Query Parameters:	<ul style="list-style-type: none"> • The results will include Project expenditures that have an Analysis Type value on the following list: <ul style="list-style-type: none"> ○ ACT (Actual Cost) ○ LBR (General Ledger Labor Cost) ○ CLB (Cost Sharing Labor) ○ CAC (Cost Sharing Actuals) ○ GLE (GL Expense) ○ CFA (Cost Sharing F&A – from the Grants module) ○ SFA (Sponsor F&A – from the Grants module) ○ BCT (Billable Direct Entry Cost) ○ CGE (Cost Sharing GL Expense) ○ EHR (Equipment Hours Expense – Wildlife, Parks & Tourism only) ○ EQH (Equipment Hours – Wildlife, Parks & Tourism only) ○ DPR (Depreciation Expense – Wildlife, Parks & Tourism only) ○ TML (Truck Mileage Expense – Wildlife, Parks & Tourism only) ○ TRK (Truck Mileage – Wildlife, Parks & Tourism only) ○ VOL (Volunteer Hours – Wildlife, Parks & Tourism only)
Prompt Values:	<p><u>Required Prompt Values</u></p> <ul style="list-style-type: none"> • Unit • Project ID • From Accounting Date • Through Accounting Date <p><u>NOTE:</u> A single Project ID can be specified, or a wildcard (%) can be entered to run the query for all agency projects. If an agency has groups of projects that share a prefix, the prefix followed by the % sign can run the query for just that group.</p>

Result Sorts:

1. Business Unit
2. Project ID
3. Fund
4. Activity ID
5. Account

Security:

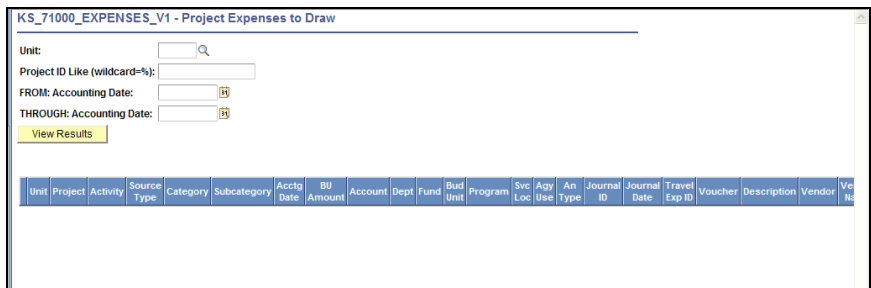
- **BU Security:** Business Unit Security is applied. Agencies will only have access to those project-related transactions created with their agency business unit.

1. Navigate to Query Viewer and search for the query by name:
Reporting Tools > Query > Query Viewer

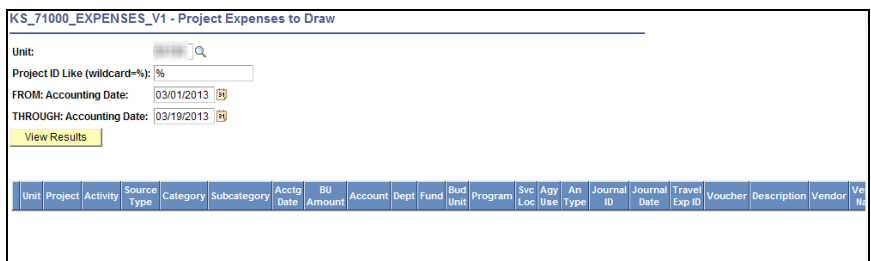


2. Click on either the “HTML” or “Excel” link, depending on what type of report output format is preferred. For this job aid, “HTML” has been selected.

This brings the user to the query parameter input page.



3. Enter the desired parameters:



Remember: using a % sign in the “Project ID Like” field will display results for all projects.

4. Click the "View Results" button.

The results can be downloaded in an Excel Spreadsheet or a CSV Text File by using the links located directly above the results.

Left side of the results page:

KS_71000_EXPENSES_V1 - Project Expenses to Draw

Unit: Q

Project ID Like (wildcard=%):

FROM: Accounting Date: 03/01/2013

THROUGH: Accounting Date: 03/19/2013

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (299 kb)

[View All](#)

	Unit	Project	Activity	Source Type	Category	Subcategory	Acctg Date	BU Amount	Account	Dept	Fund	Bud Unit	Program	Svc Loc	Agy Use	An Type	Journal ID	Journal Date
1							03/02/2013	5138.460	511100		3042	3020	01030			LBR		03/01/2013
2							03/14/2013	5059.620	511100		3042	3020	01030			LBR		03/15/2013
3							03/14/2013	16.350	511100		3042	3020	01030			LBR		03/15/2013
4							03/14/2013	648.790	511110		3042	3020	01030			LBR		03/15/2013
5							03/14/2013	671.150	511110		3042	3020	01030			LBR		03/15/2013
6							03/02/2013	152.880	511110		3042	3020	01030			LBR		03/01/2013

Right side of the results page:

First Last

Dept	Fund	Bud Unit	Program	Svc Loc	Agy Use	An Type	Journal ID	Journal Date	Travel Exp ID	Voucher	Description	Vendor	Vendor Name	Year	Period	Trans Date	Quantity	Budg Dt	PO No.
	3042	3020	01030			LBR		03/01/2013			HR Payroll Journals			2013	9	03/01/2013	0.00	03/01/2013	
	3042	3020	01030			LBR		03/15/2013			HR Payroll Journals			2013	9	03/15/2013	0.00	03/15/2013	
	3042	3020	01030			LBR		03/15/2013			HR Payroll Journals			2013	9	03/15/2013	0.00	03/15/2013	
	3042	3020	01030			LBR		03/15/2013			HR Payroll Journals			2013	9	03/15/2013	0.00	03/15/2013	
	3042	3020	01030			LBR		03/15/2013			HR Payroll Journals			2013	9	03/15/2013	0.00	03/15/2013	
	3042	3020	01030			LBR		03/01/2013			HR Payroll Journals			2013	9	03/01/2013	0.00	03/01/2013	