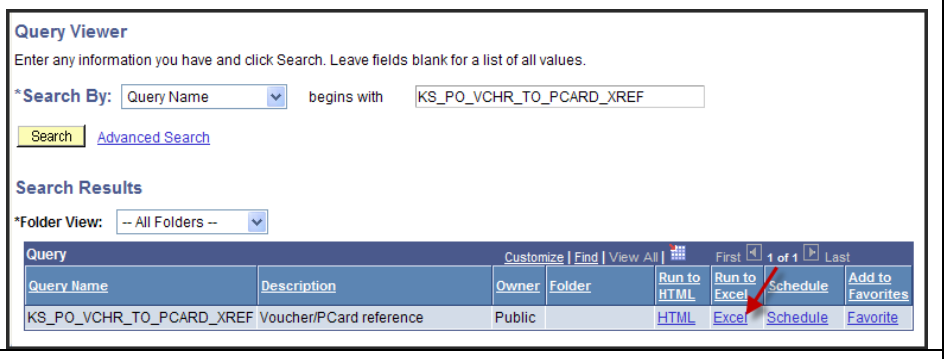
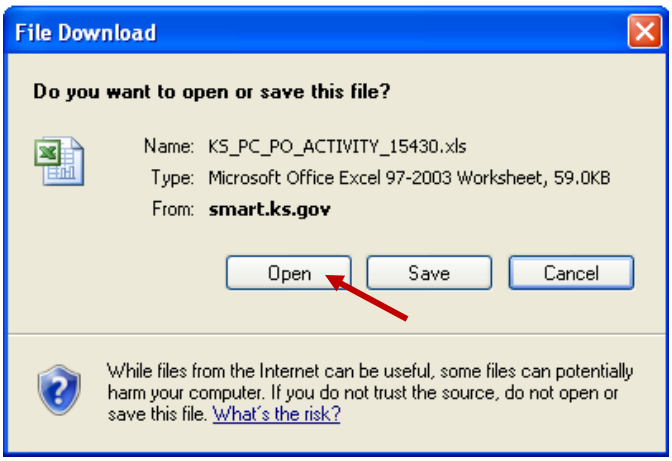
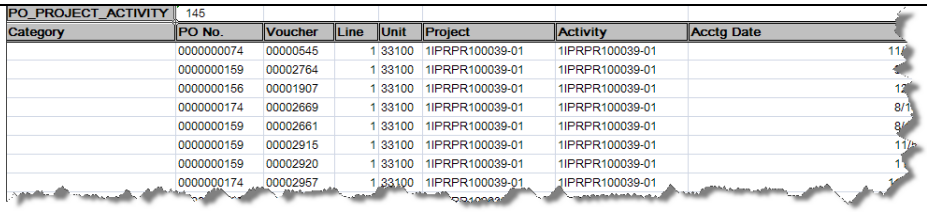
_State of Kansas

Using the KS_PC_PO_ACTIVITY Query

Statewide Management, Accounting and Reporting Tool

Date Created:	05/04/2011
Version:	1.0
Last Updated Date:	05/04/2011
Purpose of the Query:	This query is designed to list Purchase Order transactions that are associated to projects in Project Costing. You can filter by Project ID, Analysis Type, PO ID, Vendor ID or GL chartfield value. This query can be used to identify Open Purchase Orders tied to a Project. Before closing a Project, any associated Open Purchase Orders should be either moved forward to the Voucher stage, or run through the PO Close process. Closing a project with Open POs still attached will prevent the POs from further processing as they will fail Budget Checking.
Query parameters:	• The results will include those Purchase Order transactions that have a Project ID associated to them. These transactions may be POs that are still open, has been copied to a voucher, has been closed or has beencanceled. The Analysis Type (An Type) field identifies which status the transaction is in: COM – Open CCA – Closed CCO – Open (cost share funding source – tied to Grants) CAJ – Adjustment (cost share funding source – tied to Grants)
Prompt Values:	Required Prompt Values • Project ID • Business Unit NOTE: The user may use a % wildcard in the Project ID field to view data across all projects.
Result Sorts:	1. Business Unit ID 2. Project ID 3. Fund Code
Security:	• Role Security: Only those individuals with one of the following Roles will receive results from this query: KPC_Agy_Projects_Manager, KPC_KS_Projects_Viewer, KPC_Agy_Proj_Grant_Reporter. • BU Security: Business Unit Security is applied. Agencies will only have access to those Purchase Order transactions associated to a Project created within their agency business unit.

1.	Navigation: Reporting Tools > Query > Query Viewer > KS_PC_PO_ACTIVITY Select the "Search" button. Select the "Excel" link.	
2.	Enter the Project ID and Business Unit. Select the "View Results" button.	
3.	Select the "Open" button:	
4.	The results will display in excel.	
NOTE		You can also select the "HTML" link, which will show the results on-line, and then select the Excel link from that page to export to an excel document.