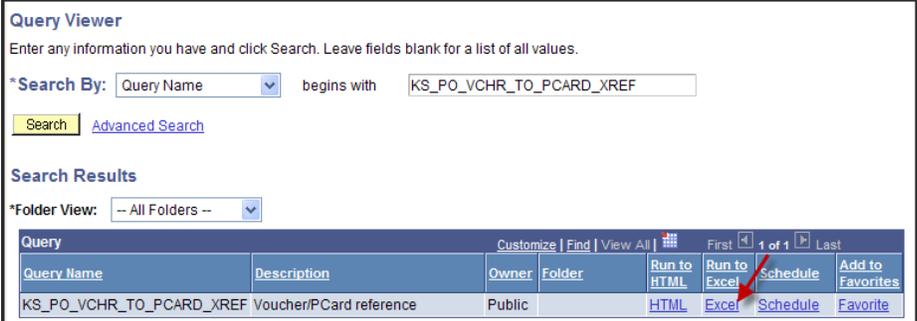
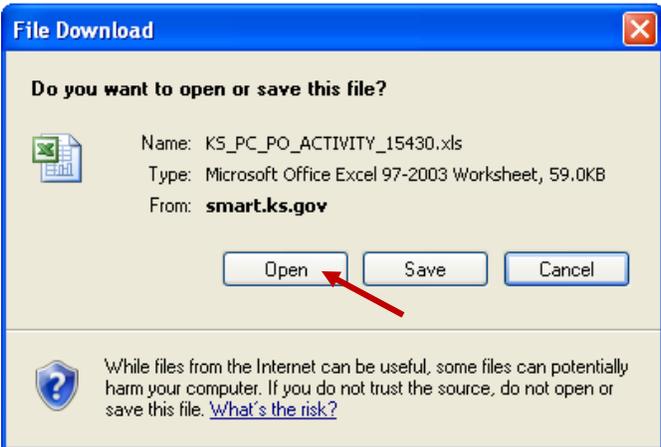
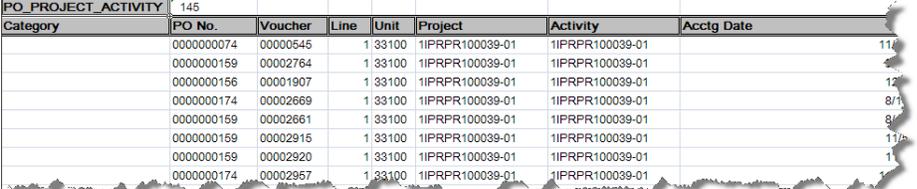




_State of Kansas
Using the KS_PC_PO_ACTIVITY Query
Statewide Management, Accounting and Reporting Tool



Date Created:	05/04/2011
Version:	1.0
Last Updated Date:	05/04/2011
Purpose of the Query:	<p>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.</p> <p>This query can be used to identify Open Purchase Orders tied to a Project. <u>Before closing a Project</u>, 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.</p>
Query parameters:	<ul style="list-style-type: none"> 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:	<p><u>Required Prompt Values</u></p> <ul style="list-style-type: none"> Project ID Business Unit <p><u>NOTE:</u> The user may use a % wildcard in the Project ID field to view data across all projects.</p>
Result Sorts:	<ol style="list-style-type: none"> Business Unit ID Project ID Fund Code
Security:	<ul style="list-style-type: none"> <u>Role Security:</u> 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. <u>BU Security:</u> 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.	<p>Navigation: Reporting Tools > Query > Query Viewer > KS_PC_PO_ACTIVITY</p> <p>Select the "Search" button. Select the "Excel" link.</p>	 <p>Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with <input type="text" value="KS_PO_VCHR_TO_PCARD_XREF"/></p> <p><input type="button" value="Search"/> Advanced Search</p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>KS_PO_VCHR_TO_PCARD_XREF</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	KS_PO_VCHR_TO_PCARD_XREF	Public		HTML	Excel	Schedule	Favorite																																																										
Query	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites																																																																				
KS_PO_VCHR_TO_PCARD_XREF	Public		HTML	Excel	Schedule	Favorite																																																																				
2.	<p>Enter the Project ID and Business Unit.</p> <p>Select the "View Results" button.</p>	 <p>KS_PC_PO_ACTIVITY - PO_PROJECT_ACTIVITY</p> <p>Project ID (for wildcards): %<input type="text"/></p> <p>Business Unit: <input type="text" value="33100"/></p> <p><input type="button" value="View Results"/></p>																																																																								
3.	<p>Select the "Open" button:</p>	 <p>File Download</p> <p>Do you want to open or save this file?</p> <p>Name: KS_PC_PO_ACTIVITY_15430.xls Type: Microsoft Office Excel 97-2003 Worksheet, 59.0KB From: smart.ks.gov</p> <p><input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p>While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?</p>																																																																								
4.	<p>The results will display in excel.</p>	 <table border="1"> <thead> <tr> <th>Category</th> <th>PO No.</th> <th>Voucher</th> <th>Line</th> <th>Unit</th> <th>Project</th> <th>Activity</th> <th>Acctg Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>000000074</td> <td>00000545</td> <td>1</td> <td>33100</td> <td>1IPRPR100039-01</td> <td>1IPRPR100039-01</td> <td>11/</td> </tr> <tr> <td></td> <td>000000159</td> <td>00002764</td> <td>1</td> <td>33100</td> <td>1IPRPR100039-01</td> <td>1IPRPR100039-01</td> <td>12/</td> </tr> <tr> <td></td> <td>000000166</td> <td>00001907</td> <td>1</td> <td>33100</td> <td>1IPRPR100039-01</td> <td>1IPRPR100039-01</td> <td>8/1</td> </tr> <tr> <td></td> <td>000000174</td> <td>00002669</td> <td>1</td> <td>33100</td> <td>1IPRPR100039-01</td> <td>1IPRPR100039-01</td> <td>8/1</td> </tr> <tr> <td></td> <td>000000159</td> <td>00002661</td> <td>1</td> <td>33100</td> <td>1IPRPR100039-01</td> <td>1IPRPR100039-01</td> <td>11/</td> </tr> <tr> <td></td> <td>000000159</td> <td>00002915</td> <td>1</td> <td>33100</td> <td>1IPRPR100039-01</td> <td>1IPRPR100039-01</td> <td>11/</td> </tr> <tr> <td></td> <td>000000159</td> <td>00002920</td> <td>1</td> <td>33100</td> <td>1IPRPR100039-01</td> <td>1IPRPR100039-01</td> <td>11/</td> </tr> <tr> <td></td> <td>000000174</td> <td>00002957</td> <td>1</td> <td>33100</td> <td>1IPRPR100039-01</td> <td>1IPRPR100039-01</td> <td>11/</td> </tr> </tbody> </table>	Category	PO No.	Voucher	Line	Unit	Project	Activity	Acctg Date		000000074	00000545	1	33100	1IPRPR100039-01	1IPRPR100039-01	11/		000000159	00002764	1	33100	1IPRPR100039-01	1IPRPR100039-01	12/		000000166	00001907	1	33100	1IPRPR100039-01	1IPRPR100039-01	8/1		000000174	00002669	1	33100	1IPRPR100039-01	1IPRPR100039-01	8/1		000000159	00002661	1	33100	1IPRPR100039-01	1IPRPR100039-01	11/		000000159	00002915	1	33100	1IPRPR100039-01	1IPRPR100039-01	11/		000000159	00002920	1	33100	1IPRPR100039-01	1IPRPR100039-01	11/		000000174	00002957	1	33100	1IPRPR100039-01	1IPRPR100039-01	11/
Category	PO No.	Voucher	Line	Unit	Project	Activity	Acctg Date																																																																			
	000000074	00000545	1	33100	1IPRPR100039-01	1IPRPR100039-01	11/																																																																			
	000000159	00002764	1	33100	1IPRPR100039-01	1IPRPR100039-01	12/																																																																			
	000000166	00001907	1	33100	1IPRPR100039-01	1IPRPR100039-01	8/1																																																																			
	000000174	00002669	1	33100	1IPRPR100039-01	1IPRPR100039-01	8/1																																																																			
	000000159	00002661	1	33100	1IPRPR100039-01	1IPRPR100039-01	11/																																																																			
	000000159	00002915	1	33100	1IPRPR100039-01	1IPRPR100039-01	11/																																																																			
	000000159	00002920	1	33100	1IPRPR100039-01	1IPRPR100039-01	11/																																																																			
	000000174	00002957	1	33100	1IPRPR100039-01	1IPRPR100039-01	11/																																																																			
NOTE		<p>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.</p>																																																																								