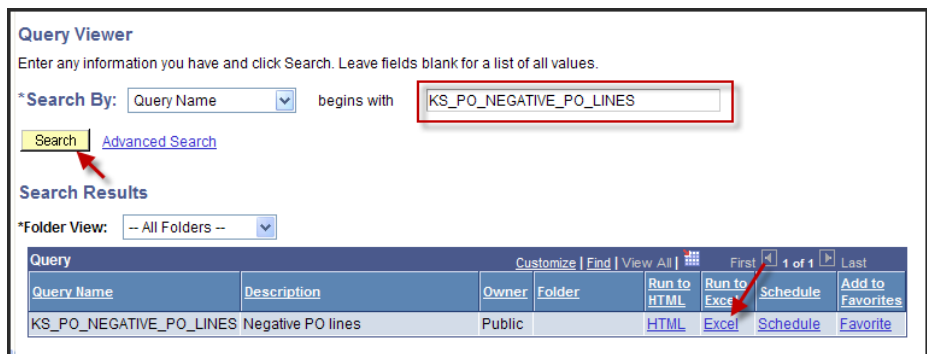
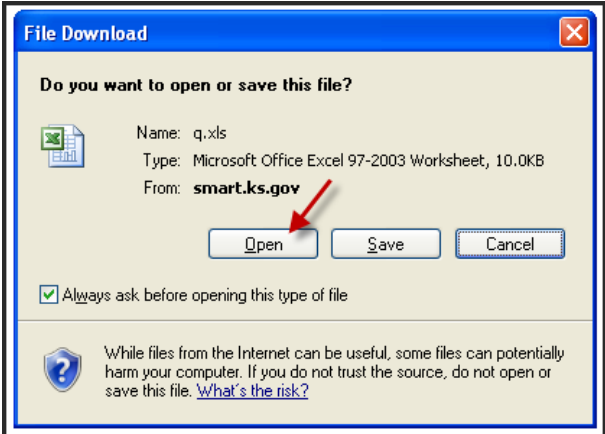
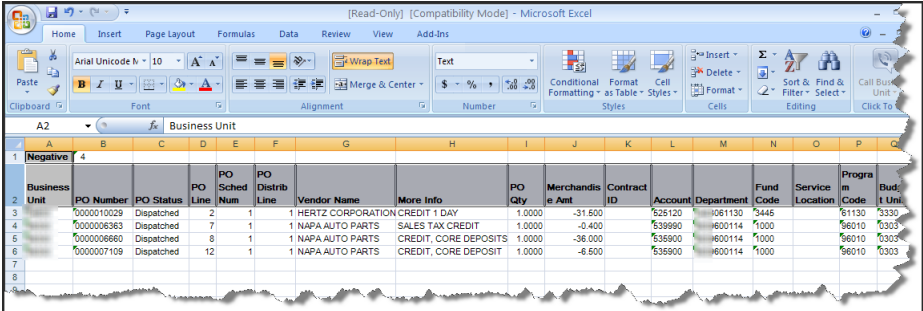


**State of Kansas**  
**Using the KS\_PO\_NEGATIVE\_PO\_LINES Query**  
*Statewide Management, Accounting and Reporting Tool*

<b>Date Created:</b>	June 8, 2012
<b>Version:</b>	2.1
<b>Last Updated Date:</b>	May 2, 2013
<b>Purpose of the Query:</b>	<p>Negative PO lines create unauthorized budget in the SMART system. From a system perspective, if a negative PO line is entered that creates unauthorized budget, a requisition can be created using the unauthorized budget, the requisition can successfully source to a Purchase Order and the Purchase Order can be successfully budget checked; however, no cash exists because the created budget was not authorized. Consequently, agencies should not enter negative PO lines.</p> <p>A query has been created to identify those POs that have a negative PO line.</p>
<b>Query parameters:</b>	<ul style="list-style-type: none"> <li>• <b>Merchandise Amount</b> is less than \$0.00</li> <li>• <b>Distribution Line Status</b> is "Open"</li> <li>• <b>PO Line Match Status</b> is not equal to "Matched"</li> </ul>
<b>Prompt Values:</b>	No Prompts
<b>Result Sorts:</b>	<ol style="list-style-type: none"> <li>1. Business Unit</li> <li>2. Purchase Order ID</li> </ol>
<b>Security:</b>	<ul style="list-style-type: none"> <li>• Business Unit security has been applied. You will only be able to select the Business Unit(s) for which you have access to.</li> <li>• The query can be ran by anyone with access to the tables used in this query. This would include anyone with the KPO_KS_Buyer and the KPO_Agy_Purchasing_Viewer role.</li> </ul>
<p>1. <b>Navigation:</b>  Reporting Tools &gt; Query &gt; Query Viewer &gt; Query name 'begins with' &gt; 'KS_PO_NEGATIVE_PO_LINES'</p> <p>Click the "Search" button.</p> <p>Click the "Excel" link.</p> <p>This query does not have</p>	 <p>The screenshot shows the 'Query Viewer' interface. At the top, it says 'Query Viewer' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there is a search field with a dropdown menu set to 'Query Name' and a text box containing 'KS_PO_NEGATIVE_PO_LINES'. A red box highlights the search field. Below the search field are two buttons: 'Search' and 'Advanced Search'. A red arrow points to the 'Search' button. Below the search field is the 'Search Results' section. It has a dropdown menu for 'Folder View' set to '-- All Folders --'. Below this is a table with the following columns: 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Schedule', and 'Add to Favorites'. The table contains one row: 'KS_PO_NEGATIVE_PO_LINES', 'Negative PO lines', 'Public', and empty cells for the other columns. A red arrow points to the 'Excel' link in the 'Run to Excel' column.</p>

	<p>prompt values; therefore, selecting the “Excel” link will initiate the generation of the query results.</p>	
<p>2.</p>	<p>A <b>File Download</b> dialog box appears.</p> <p>Click the <b>“Open”</b> button:</p>	
<p>3.</p>	<p>The results are displayed in <b>Excel</b>.</p>	
<p><b>Agency Action</b></p>	<p>The agency needs to remove the negative PO lines from SMART. Some possible solutions:</p> <ol style="list-style-type: none"> <li>1. Cancel/Close the negative PO line and reduce the amount on the positive PO line within the same PO. The PO distribution line cannot be reduced to an amount less than what has already been associated to voucher lines.</li> <li>2. Close the PO, if the PO has a positive PO line that counter balances the negative PO line. [ie, same fund, budget unit on both lines and a positive amount that is equal to the negative amount so there is a net zero effect.]</li> <li>3. Submit a SMART Service Desk ticket if neither of the above suggestions work for your situation and you are unable to find another solution.</li> </ol>	