******State of Kansas**

**Using the KS\_GL\_JOURNALS Query**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 01/29/2013 |
| **Version:** | 2.0 |
| **Last Updated:** | 03/21/2019 |
| **Purpose of the Query(s):** | This query is designed to list GL Journals for a specific **ChartField** value:* By **Department** - KS\_GL\_JOURNAL\_BYDEPT
* By **Fund -** KS\_GL\_JOURNALS\_BYFUND
* By **Fund** and **Budget** **Unit** – KS\_GL\_JOURNALS\_BYFUND\_BUDUN
* By **Program** – KS\_GL\_JOURNAL\_BYPROGRAM
* By **Source** and **Department** – KS\_GL\_JOURNALS\_BYSOURCEDEPT
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| **Query Parameters, Prompt Values, and Result Sorts:** |

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| **Query** | **Query Parameters** | **Prompt Values** | **Result Sorts** |
| **KS\_GL\_JOURNALS\_BYDEPT** | Find all journals generated to the **General Ledger** with a specific **Department ID**.The data source is the **Jrnl\_Header** and **Jrnl\_Ln** and includes ALL journal statuses. | **Business Unit** = 5 digit Business Unit number**Year** = Fiscal Year**From Date** = From Journal Date**To Date** = To Journal Date**Department** = Specific Department ID or wildcard (%) | **Journal ID** **Date** **Status** **Source**  |
| **Query** | **Query Parameters** | **Prompt Values** | **Result Sorts** |
| **KS\_GL\_JOURNALS\_BYFUND** | Find all journals generated to the **General Ledger** with a specific **Fund** code**.**The data source is the **Jrnl\_Header** and **Jrnl\_Ln** and includes ALL journal statuses. | **Business Unit** = 5 digit Business Unit number**Year** = Fiscal Year**From Date** = From Journal Date**To Date** = To Journal Date**Fund** = Fund code | **Journal ID** **Date** **Status** **Source**  |
| **KS\_GL\_JOURNALS\_BYFUND\_BUDUN** | Find all journals generated to the **General Ledger** with a specific **Fund** code and **Budget Unit.**The data source is the **Jrnl\_Header** and **Jrnl\_Ln** and includes ALL journal statuses. | **Business Unit** = 5 digit Business Unit number**Year** = Fiscal Year**From Date** = From Journal Date**To Date** = To Journal Date**Fund** = Fund code**Bud Unit** = Budget Unit | **Journal ID** **Date** **Status** **Source**  |
| **Query** | **Query Parameters** | **Prompt Values** | **Result Sorts** |
| **KS\_GL\_JOURNAL\_BYPROGRAM** | Find all journals generated to the **General Ledger** with a specific **Program** code.The data source is the **Jrnl\_Header** and **Jrnl\_Ln** and includes ALL journal statuses. | **Business Unit** = 5 digit Business Unit number**Year** = Fiscal Year**From Date** = From Journal Date**To Date** = To Journal Date**Program** = Program Code | **Journal ID** **Date** **Status** **Source**  |
| **KS\_GL\_JOURNALS\_BYSOURCEDEPT** | Find all journals generated to the **General Ledger** with a specific **Source** and **Department ID range** of valuesThe data source is the Jrnl\_Header and Jrnl\_Ln and includes all journal statuses. | **Business Unit** = 5 digit Business Unit number**Year** = Fiscal Year**Accounting Period** = Accounting Period **Source** = Journal Source (Please refer to following list of Journal Sources)**Greater than Department** = From Department ID **Less than Department** = To Department ID | **Journal ID****Year****Period****Date****Status****Source** |

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| **Prompt Values:** | **Journal Header Status Values:**  **Journal Sources:**  |
| **SMART Security Access:** | * Role Security: **GL\_Viewer**
* BU Security: **Business Unit Security is applied**. Agencies only have access to journals within their Agency’s business unit.

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| **How to Run the Query:** |
| 1 | 1. **Navigation:** From the **SMART Homepage**, click on the ‘**General Ledger/KK page**’, then click ‘**GL Utilities**’, then click ‘**Query Viewer** ‘.
2. Select ‘**Query Name**’ from the **\*Search By** drop down list.
3. Enter the ‘**Query Name**’ into the ‘**begins with**’ field on the ‘**Query Viewer**’ page.
4. Click the “**Search**” button.
5. In the **Query** **section**: Click the “**Excel**” link.
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| 2 | Enter the **Prompt Values** for the query you are running.(Please refer to pages 1-3 of this document for the prompt values for each of the KS\_GL\_JOURNALS queries.)After you have entered the prompt values, click the “**View Results**” button.  | ***Example:***  |
| 3 | Clicking the ‘View Results’ button prompts SMART to display a **‘File Download’ dialog box**.Click the “**Open**” button in the File Download dialog box to open the query results. |  |
| 4 | The query results are opened in an **Excel spreadsheet** (which you can then use to save, sort, etc). |  |
| **NOTE:** | If desired, you may select the “**HTML**” link on the Search Results page instead of the “**Excel**” link in the **Query** section.Selecting the “**HTML**” link displays the query results on-line in a new window in SMART. This on-line query results page does contain an “Excel” link which allows you to then download the results to Excel if you wish to do so. |