******State of Kansas**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | |
| **Query Parameters, Prompt Values, and Result Sorts:** | | |  |  |  |  | | --- | --- | --- | --- | | **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 values  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  **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** | | |
| **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. | |
| **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. | |  |
| 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. |