State of Kansas
Using the KS_PO_PCRD_VCHR_DELETED Query
Statewide Management, Accounting and Reporting Tool

KANSAS

SMART
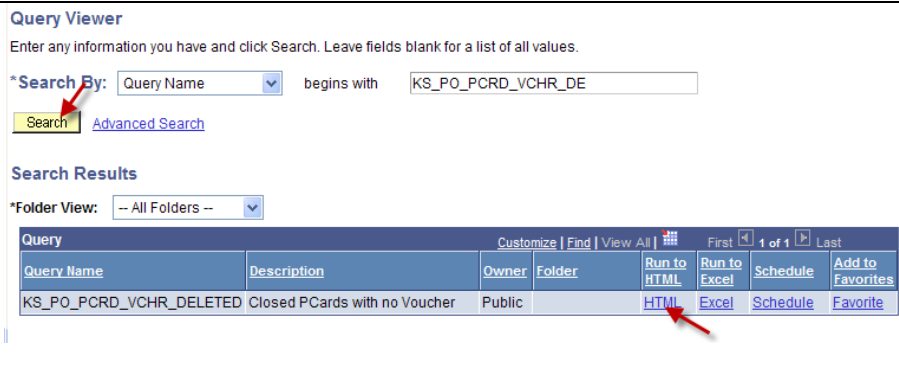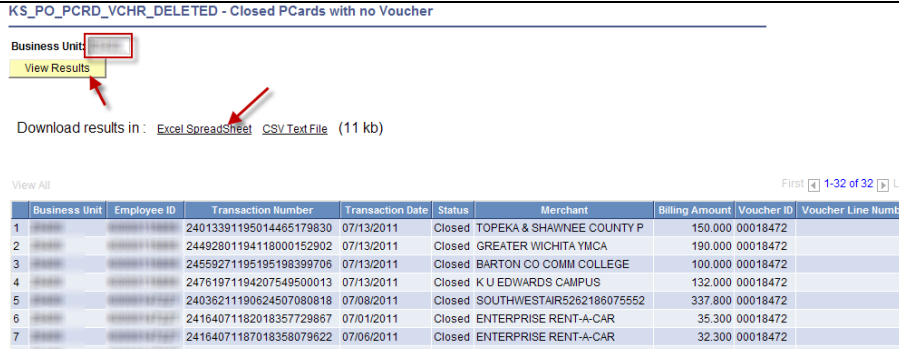Statewide Management, Accounting and Reporting Tool

Purpose of the Query:	This query is designed to identify those PCard vouchers/lines that have been deleted. PCards are unique in the way that they are built to vouchers because they are built through a batch process and not on-line. Once a PCard transaction has been reconciled, approved and has valid budget and chartfield status' the PCard transaction will be pulled into a voucher during the PCard voucher build process which happens twice weekly, Monday and Thursday mornings. Once the PCard voucher is created, it requires voucher approval. Agencies should not delete PCard vouchers/lines. If a situation arises that requires the deletion of a voucher/line, agencies have been directed to submit a SMART Service Desk ticket. The deletion of a PCard voucher/line does not update the PCard transaction. Consequently, the PCard transaction retains a voucher/line that no longer exists in SMART.
Query parameters:	• There is a voucher and voucher line associated to the PCard transaction • The voucher id and voucher line on the PCard transaction does not exist in SMART.
1.	Navigation: Reporting Tools > Query > Query Viewer Enter KS_PO_PCRD_VCHR_DELETED as the query name. Select the "Search" button. Select the "HTML" link:	
2.	Enter your Business Unit and select the "View Results" button. Select the "Excel Spreadsheet" link to export results to an excel spreadsheet.	

Agency Action	A SMART service desk ticket will need to be entered for any PCard transactions that are included in the results of this query.
Issue	**Steps to Take**
1. A PCard Voucher and/or voucher line was deleted and a new voucher and/or voucher line was created to pay the transactions. In this case the PCard transaction has been paid; however, the connection between the PCard transaction and the voucher has been broken. Someone reviewing the PCard data would have no reason to believe that these transaction have been paid.	• A SMART service desk ticket will need to be submitted. Please use the following in the subject line: PCard Voucher and/or voucher line deleted and new voucher and/or voucher line created. • Using the results of the query, indicate the new voucher and voucher line that is actually paying the listed PCard transaction. If a totally new voucher was created, also include the voucher invoice number.

2. A PCard Voucher and/or voucher line was deleted and no further action was taken by the agency. In this case, the PCard transaction has not been paid; however, the removal of the voucher and/or voucher line does not updated the PCard transaction. Consequently, the PCard transaction indicates that it has been paid.	• A SMART service desk ticket will need to be submitted. Please use the following in the subject line: PCard transaction status needs to be retriggered.
	• Using the results of the query, indicate what the status of the PCard transaction should be:
	  1. **Staged**: which will allow the agency to edit the PCard transaction.
	  2. **Approved**: if this option is selected the PCard transaction will be picked up during the next PCard voucher build process with no further intervention from the agency.