**APPENDIX A**   
*SMART QUERIES, REPORTS and JOB AIDS for FYE PROCESSING*

* **Queries can be found in SMART. From the SMART Home page, click on the Utilities Tile, choose Query Viewer and paste in query name**
* **Reports can be found in SMART under the module Reports Tiles**
* **Job Aids are found in the Training section of the SMART Web**

| **Modules** | **Document**  **Type** | **Document Title** |
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| PO  REQ | Query | **KS\_PO\_REQS\_OPEN\_PNDNG** query is available to identify all REQ lines that remain open or pending. |
| PO | Query | **KS\_PO\_OPEN\_APPROVED\_PO\_LIST** query is available to identify all POs that remain open or approved. If the PO status is Open or Approved, the PO has not dispatched and monies for FY 2023 are likely not encumbered. |
| PO | Job Aid | ***Manual PO Close Process***explains how to liquidate outstanding encumbrance balances. [manual pocloseprocess\_\_AA9D28D0D762A.doc (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsmartweb.ks.gov%2Fmedia%2Fdocuments%2Fmanualpocloseprocess__AA9D28D0D762A.doc&wdOrigin=BROWSELINK) |
| PO  VCHR | Job Aid | ***When to use the ‘Finalize’ and ‘Undo Finalize’ Button on a Voucher*** toolexplains the impact on Purchase Orders when the ‘Finalize’ button and the ‘Unfinalize’ button are used on a voucher. [When\_to\_Use\_the\_Finalize\_and\_Undo\_F\_A08FD9AF7E6CE.pdf (ks.gov)](https://smartweb.ks.gov/media/documents/When_to_Use_the_Finalize_and_Undo_F_A08FD9AF7E6CE.pdf) |
| KK  PO | Report | The ***Current Obligations Report (KPO00007)*** provides encumbrance detail for the balances on the Budget Status Report – GL Encumbrances are not included on this report. The report can be found in SMART in the GL & KK Reports Tile or PO & Receiving Reports Tile. |
| KK  PO  TA | Job Aid | **Using the Current Obligation Report** Job Aid  <https://smartweb.ks.gov/media/documents/usingthecurrentobligationsreportins_40B8A1F9CE619.doc> |
| PO | Query | **KS\_PO\_CLOSED\_PO** query will provide a list of the POs that were closed during the PO Close monthy process. |
| PO | Job Aid | **Using the KS\_PO\_CLOSED PO query**  [usingtheks\_po\_closed\_posquery\_6B4F8C4C334BA.pdf](https://smartweb.ks.gov/media/documents/usingtheks_po_closed_posquery_6B4F8C4C334BA.pdf) |
| PO | Query | **KS\_PO\_NEGATIVE\_PO\_LINES** query is available to assist by identifying all POs with a negative line. |
| GL Enc | Query | **KS\_GL\_ENCUMBRANCES** query provides a list of GL encumbrance by journal ID and journal lines |
| GL Enc | Query | **KS\_GL\_ENCUMBRANCES\_BAL** query provides the GL Encumbrance Balances by Fund and Budget Unit. This query has less detail than the KS\_GL\_ENCUMBRANCES query. |
| GL Enc | Job Aid | [**General Ledger Encumbrance Journals**](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsmartweb.ks.gov%2Fdocs%2Fdefault-source%2Fgeneral-ledger%2Fgl-encumbrance-journals.docx%3Fsfvrsn%3D3a3c263b_22&data=04%7C01%7CNancy.Haufler%40ks.gov%7C211a57b3221b4f25a17208d913d3c2e5%7Cdcae8101c92d480cbc43c6761ccccc5a%7C0%7C0%7C637562622484572227%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=By%2B9vrV%2FUlYbSC9TRyG06AWlHjpxLwG%2BcR7hsltcZH8%3D&reserved=0)job aid  The GL encumbrance job aid provides the steps required when using GL encumbrances: |
| P Card | Query | **KS\_PO\_PCARD\_STATUS** query to view PCard transactions that have not yet been vouchered. |

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| **Modules** | **Document Type** | **Document Title** |
| P Card | Job Aid | **Using the KS\_PO\_PCARD\_STATUS** query job aid <https://smartweb.ks.gov/media/documents/usingtheks_po_pcard_statusquery0218_3882C03BA8CC4.doc> |
| P Card | Query | **KS\_PO\_PCRD\_VCHR\_DELETED** and K**S\_PO\_PCRD\_WHOLE\_VCHR\_DELETED** queries identify PCard transactions where the voucher and/or voucher lines have been deleted and not paid. |
| AP | Query | **KS\_AP\_UNPROCESSED\_VOUCHERS**, is available to assist in identifying all vouchers that have not fully processed. Unprocessed vouchers include incomplete vouchers, vouchers submitted for approvals, voucher build error, using inactive Suppliers, budget checking errors, combination edit errors (including required ChartField errors), inactive or wrong ChartFields duplicate invoice errors or payments on hold for set off analysis |
| AP | Query | **KS\_AP\_VOUCHERS\_NOT\_POSTED**, is available to assist in identifying all vouchers that have a valid budget status and therefore have impacted Commitment Control but have not posted to GL – the query provides match, budget check and approval statuses. |
| Interfunds | Query | **KS\_AP\_UNPROCESSED\_INTRFND\_VCHR**, is available to assist by identifying all interfund type vouchers that have not fully processed – this will include interfund type vouchers that are not attached to an interfund. |
| Interfunds | Query | **KS\_APAR\_PENDING\_INTRFNDS**, is available to assist by identifying all pending interfunds, both Initiated and Received by your agency, that are tied to a Voucher or a Deposit. |
| Interfunds | Query | **KS\_INTRFNDS\_APPR\_NOT\_POSTED**, is available to assist by identifying interfunds for either side (deposit or voucher), and at least one of the following is true: 1) Voucher is not posted 2) Payment is not posted or 3) Deposit is not posted. |
| EX | Query | **KS\_EX\_UNPROCESSED\_EX\_REPORTS**, is available to assist by identifying all ERs that have not fully processed. |
| AR | Query | **KS\_GL\_CASH\_NEG\_FED\_FUND\_BAL** query is available to assist agencies with identifying negative cash balances.  The query displays funds with a negative cash balance and the associated accounts receivable balance for activity that has posted to the general ledger. As transactions process and post, the cash balance will change. Agencies must ensure the fund balance (net amount) is zero or greater at fiscal year-end for federal funds. |
| AR | Job Aid | ***Credit Card and E-Check Deposits – Revenue Only*** *job aid* instructs users how to locate Credit Card/E-Check EFT Deposits and how to complete Deposit Adjustments. <https://smartweb.ks.gov/media/documents/creditcardandecheckdepositsrevenueo_BC47D403EAC9B.docx> |
| AR | Job Aid | ***Deposit Adjustments*** *job aid* explains how to correct or change ChartFields on previously deposited money. <https://smartweb.ks.gov/media/documents/depositadjustments_B202D27C1DB15.doc>. |
| AR | Job Aid | ***Online Pending Item (Receivable) Entry*** explains how to enter an AR Pending Item <https://smartweb.ks.gov/media/documents/creatingandmaintainingreceivablestr_5FEAD6919ECBD.doc> |
| AR | Job Aid | ***Entering an AR (Pending Item) Deposit*** explains how to enter a deposit related to a pending item <https://smartweb.ks.gov/media/documents/onlinependingitemreceivableentry_625F132BB4137.doc> |
| **Modules** | **Document Type** | **Document Title** |
| AR | Job Aid | ***Writing Off a Receivable (Pending Item)*** explains how to write off a pending item  <https://smartweb.ks.gov/media/documents/writingoffareceivablependingitem_E3B4D1D0DDA51.doc> |
| PC | Query | **KS\_PC\_PROJ\_ELIGIBLE\_TO\_CLOSE** query is available to assist in searching for projects in Open status. |
| BI | Query | **KS\_PC\_BILLING\_WORKSHEET** query is available to assist by identifying all unprocessed billing worksheets to be approved and invoiced or written off |
| AM | Query | **KS\_AM\_ASSET\_CAPITAL\_INV\_LIST** query is available to assist by providing a complete agency inventory of capital assets recorded in SMART. |
| AM | Query | **KS\_AM\_VCHRS\_WITH\_54XXXX\_ACCT** query is available to assist by identifying vouchers with a capital outlay account (54XXXX) to ensure all capital assets have been added to SMART. |
| GL | Query | **KS\_GL\_JOURNALS\_ERRORS** query is available to identify all GL journals in edit error and cannot be posted. |
| GL | Query | **KS\_GL\_JOURNALS\_BUDGET\_ERROR** query is available to identify any GL journal in budget check error. |
| KK | Report | ***KS Budgetary Activity Report*** *(KPO00008)* provides PO information for original amount, liquidated amount remaining amount and vouchered amount. The report can be found in the GL & KK Reports Tile. |
| KK | Job Aid | **How to run and format the KPO008 KS Budgetary Activity Report** [*https://smartweb.ks.gov/media/documents/howtorunandformatkpo00008ksbudgetar\_3DF3994D5AC35.doc*](https://smartweb.ks.gov/media/documents/howtorunandformatkpo00008ksbudgetar_3DF3994D5AC35.doc) |
| KK | Report | The ***Budget Status Repo****rt* provides encumbrance balance information by budget period and Chartfield funding, include Budget Period in the Chartfield selection for balances by year. The report can be found in the GL & KK Reports Tile. |
| KK | Job Aid | **Budget Status Report** job aid[budgetstatusreport\_5E279BA9554EC.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsmartweb.ks.gov%2Fmedia%2Fdocuments%2Fbudgetstatusreport_5E279BA9554EC.docx&wdOrigin=BROWSELINK) |