INFORMATIONAL CIRCULAR NO. 15-A-006

Supersedes 14-A-006

**DATE:** April 10, 2015

**SUBJECT:** Closing of Fiscal Year 2015 and Opening of Fiscal Year 2016 in SMART

**EFFECTIVE DATE:** Immediately

**CONTACT:**

Nancy Haufler (785) 296-5368 Nancy.Haufler@da.ks.gov

SMART – Accounting System

Amanda Entress (785) 296-3887 Amanda.Entress@da.ks.gov

Payroll Processing Team

Lucinda Anstaett (785) 296-4151 Lucinda@treasurer.ks.gov

Office of the State Treasurer

**APPROVAL:** Nancy T. Ruoff (original Signature on File)

**SUMMARY:** Schedule of accounting events relevant to the closing of fiscal year 2015 and the opening of fiscal year 2016

***K.S.A. 75-3002*** establishes the state fiscal year as commencing on the first day of July in each year and closing on the thirtieth day of June of the succeeding year.  In order for activity for fiscal year 2015 to be completed by June 30th, the cutoff date for most agency processing will be **Friday, June 26, 2015 at 6:00 PM**.

SMART will be closed to agencies from **Saturday, June 27, 2015 through Tuesday, June 30, 2015** so the SMART team can review and finalize all outstanding FY 2015 business. SMART will also be closed on **Friday, July 10, 2015 through Sunday, July 12, 2015** to run the fiscal year 2015 closing processes and verify the fiscal year end journals were completed correctly.

The workload for both your agency and the SMART Team increases greatly during the Fiscal Year end closing period. In order to facilitate successful year end processing, reminders and guidelines for agencies are included below. Additionally, it is necessary for agency accounting staff to be available during the day **Monday, June 29, 2015 and Tuesday, June 30, 2015** in case assistance is needed as the SMART Team is preparing the system for closing.

SMART will be open on **Wednesday, July 1, 2015** for Fiscal Year 2016 activity for all modules.

# General Items

The cutoff for interface files into SMART for fiscal year 2015 will be 5:00 PM on Thursday, June 25, 2015 for Expenditures and 5:00 PM on Friday, June 26, 2015 for Deposits.

All FY 2015 transactions must be successfully edited, budget checked, matched, agency approved, dispatched, and submitted into workflow for central approval, as appropriate, by **6:00 PM on Friday, June 26, 2015**. After this time, SMART will be closed to all agency users, and the SMART clean-up process will begin on Saturday, June 27, 2015.

State agencies should review financial data through May and process the necessary corrections in the SMART system before June 15, 2015. Please consult the month end checklists available on the SMART website, <http://smartweb.ks.gov/home/month-end-checklists/>, to assist you with this review. There are additional queries listed in the REFERENCES section at the end of this document. The SMART Team is also actively working to assist your agency in preparation for fiscal year end by identifying outstanding and incomplete transactions in SMART. Service Desk tickets will be sent to your agency as outstanding or incomplete transactions are found.

General Ledger Encumbrances (non-vendor specific encumbrances) will be used to encumber fiscal year 2015 budget in limited circumstances. The *GL-F016 GL Encumbrance Request Form* is located on the Department of Administration website at the following link: <http://www.admin.ks.gov/resources/document-center>

Complete the *GL-F016 GL Encumbrance Request Form* and attach it to a Service Desk Ticket by 5:00 PM on Tuesday, June 23, 2015. Provide a description of the obligation and the reason the vendor is not known or the Purchase Requisition/Order process is not practical for encumbering budget. Requests will be routed to the Division of the Budget (DoB) for approval.

GL Encumbrance Journals may be keyed by the Office of the Chief Financial Officer staff into SMART prior to receiving DoB approval in order to give each agency the opportunity to review the document and its effects in SMART prior to close. Agencies will be notified via the Service Desk of the Journal ID(s). In the event DoB denies the GL encumbrance, the affected agency will be notified via the Service Desk and the document will be deleted from SMART.

Budget Period 2015 expense, encumbrance, and revenue data from SMART Commitment Control Ledger groups (CC\_IBARS\_E, CC\_IBARS\_R) will be electronically submitted to the Division of the Budget by Monday, August 3, 2015 for loading into the IBARS system.

The dates provided in this document that relate to fiscal year closing and opening activities will be revised, as necessary, by the Office of the Chief Financial Officer.  Revisions to SMART processing dates will be sent via email to all users subscribed to the SMART listserv (subscribe at <http://www.da.ks.gov/Gov/listserv.htm>).  After issuance, SMART Announcements are also posted on the SMART Website at <http://smartweb.ks.gov/announcements/impt-announce>

Any revisions to payroll processing dates will be issued as a SHARP message to subscribers of the SHARP listserv (subscribe at <http://www.da.ks.gov/Gov/listserv.htm>).  After issuance, SHARP messages are also posted on the SHARP Customer Service Website at <http://www.da.ks.gov/sharp/documents/message.htm>

# Accounts Payable

The final day agencies can enter a voucher in accounts payable for FY 2015 business will be Friday, June 26, 2015. Here is additional information that will help you with accounts payable:

Please refer to PM 14,002 (<http://www.admin.ks.gov/offices/chief-financial-officer/policy-manual>) to help determine the appropriate processing period for each type of account code activity.

For agencies that upload and submit vouchers via INF50 (Voucher Spreadsheet Upload), the final INF50 for FY 2015 business must be submitted by 1:00 PM on **Friday, June 26, 2015**.

In order for accounts payable transactions to complete for FY 2015, online vouchers must be entered, approved, matched, and budget checked by 6:00 PM on **Friday, June 26, 2015**.

Any FY 2015 accounts payable item that cannot be entered into SMART by the cutoff date must be encumbered by using a purchase order.

Interfacing agencies must have their final INF02 (Inbound Voucher) for FY 2015 business submitted by 5:00 PM on **Thursday, June 25, 2015**.

Interfacing agencies may submit their INF02 files for FY 2016 business in advance with an accounting date on or after **July 1, 2015**. The files received and processed prior to July 1st will be in voucher build error until FY 2016 is opened. At that time, vouchers will be built and will be eligible for pay cycle once they are matched, budget checked, and approved.

# Travel Authorizations

Travel Authorizations are recommended as a best practice for all agency travel.  Although they are not required for either in-state or out-of-state travel, they are the mechanism available for encumbering funds for travel expenses reimbursable to employees.  Travel Authorizations must be entered prior to the dates of travel.

If you need to encumber money for Prepaid expenses that will not be paid by close of FY 2015, you will need to create a purchase order for the prepaid items.

Travel Authorizations for FY 2016 shall not be entered until FY 2016 is open on Wednesday, July 1, 2015.

# Cash Advance

# Cash Advances must be reconciled by 6:00 PM on Friday, June 26, 2015.

# Expense Reports

Expense Reports chargeable to FY 2015 must be submitted and fully approved in SMART by 6:00 PM on **Friday, June 26, 2015**. For any travel that is chargeable to FY 2015 that cannot be processed by the deadline, the agency must process a Travel Authorization.

*Per K.S.A. 75-3201* and as stated in *PM 3,903 --Employee Travel Expense Reimbursement Handbook*, employees who travel are to submit paperwork for their expenses at least once a month.

If agency employees have expense reports for travel occurring in FY 2015, and there is no approved travel authorization or GL encumbrance in SMART, the use of the *Prior Fiscal Year Claims Process* as described in *PM 11,966* is required. The Policy Manual can be found at the following link: <http://admin.ks.gov/offices/chief-financial-officer/policy-manual>

**Any expense report that has not been fully approved by 6:00 PM on Friday, June 26, 2015 will be deleted by the SMART Team.**

# ****Imprest Funds****

Imprest Fund PM 10,802 is being reviewed. The updated PM will be announced by an Informational Circular soon.

# ****Petty Cash****

Expenditures paid from Petty cash funds dated on or before June 30, 2015 should be recorded in SMART and cash replenished as provided in PM 10,752 prior to the deadline for payment voucher submission. The expenditure fiscal year determination contained in PM 14,002 also applies to petty cash funds. Policy Manual 10,752 can be found at the following link: <http://admin.ks.gov/offices/chief-financial-officer/policy-manual>

# Purchasing

To encumber monies for FY 2015, requisitions must be sourced to purchase orders (POs) and the purchase orders must be approved, budget checked and dispatched by 6:00 PM on **Friday, June 26, 2015**.

If an Agency needs to process a requisition using FY 2016 funds prior to July 1, 2015 the agency should take the following steps:

* Starting **Friday, May 1, 2015** enter the requisition and select the ‘Save & preview approvals’ option.
* Starting **Monday, June 1, 2015** submit a Service Desk ticket requesting that the budget date on the requisition be changed to a FY 2016 date.
* Once the budget date has been changed, select the ‘Save & submit’ button on the requisition.

The requisition will source to a PO; however, the PO will not pass budget check until the FY 2016 appropriations budget has been loaded into SMART.

Link to Procurement Informational Circular regarding Schedule for Submission of Purchase Requisitions to Close Fiscal Year 2015 and begin Fiscal Year 2016 [*https://admin.ks.gov/offices/procurement-and-contracts/procurement-informational-circulars*](https://admin.ks.gov/offices/procurement-and-contracts/procurement-informational-circulars)

Requisitions and purchase orders entered after 6:00 PM on **Friday, June 26, 2015** will **NOT** be back dated to a 2015 Fiscal Year budget date.

# Procurement Cards

Agencies are encouraged to reconcile P-Card transactions on a daily basis, especially during the month of June.  Final FY 2015 P-Card transactions will be available for reconciliation on **Monday, June 22, 2015**.

The P-Card voucher build process will run each day during the week beginning Monday, June 22, 2015. The final P-Card voucher build process for FY 2015 will run the morning of **Friday, June 26, 2015**. In order for P-Card vouchers to complete for FY 2015, they must be approved and successfully budget checked by 6:00 PM on **Friday**, **June 26, 2015**.

# Asset Management

 All FY 2015 asset transactions must be entered by 6:00 PM on **Friday, June 26, 2015**. This includes additions, adjustments, transfers, and retirements, as well as updating costs for CIP assets. Please see the AM Month End Checklist (linked at the end of this document) for links to applicable training materials covering these financial transactions.

Note that for new assets being entered in SMART, the Transaction Date will be the In Service Date. The KS\_AM\_VCHRS\_WITH\_54XXXX\_ACCT query in the **HELPFUL QUERIES** section of this circular is designed to help identify vouchers processed during a specified timeframe that utilized 54xxxx (capital outlay) account codes.

For agencies utilizing integration, all outstanding Interface ID’s for FY 2015 must be processed by 6:00 PM on **Friday, June 26, 2015**. If an asset is acquired by your agency at the end of the fiscal year and the voucher will not be posted by **Wednesday, June 24, 2015**, please enter the asset(s) manually via Express Add. Any remaining FY 2015 Interface IDs after **Friday, June 26, 2015** will be deleted by the SMART Team.

Additional information can be found in the Job Aid under the Assets Month/Year End Reconciliation Section: Asset Management Preparing for Fiscal Year End at <http://smartweb.ks.gov/training/asset-management>

# Project Costing

All billing worksheets where revenue should be recognized in FY 2015 should be approved or written-off and any related deposits completed by 6:00 PM on **Friday, June 26, 2015.**

It is recommended that all billing worksheets created prior to April 1, 2015 be reviewed and processed by **Friday, May 22, 2015**. The KS\_PC\_BILLING\_WORKSHEET query in the **HELPFUL QUERIES** section of this circular is designed to help identify unprocessed billing worksheets by accounting date.

# Accounts Receivable

Fiscal year 2015 deposits must be entered as follows:

Deposits should be entered, agency approved, and budget checked prior to 6:00 PM on **Friday, June 26, 2015**.

**Monday, June 29,2015** and **Tuesday, June 30,2015** online entry into SMART will be closed to agencies.

## Deposits received Monday, June 29 and Tuesday, June 30shall be processed as follows:

Credit card receipts will load into SMART as scheduled at 8:00 AM on **Monday, June 29, 2015** and **Tuesday, June 30, 2015**. See below for instruction on **Deposit Adjustments for Credit Card Clearing Funds.**

For agencies that upload and submit deposits via INF43 (Excel Deposit Upload) and INF44 (Inbound Deposit) -- continue to upload and submit FY 2015 deposits via INF43 and INF44 until 1:00 PM on **Tuesday, June 30, 2015**. SMART AR Deposit jobs will run according to the regular hourly schedule. If you process an INF43 or INF44, please e-mail the State Treasurer’s Cash Management Group at cash@treasurer.ks.gov to notify them of the Business Unit, Deposit ID (if known), and deposit total so they can approve the transaction in SMART.  STO will perform their normal approval and release at 3:00 PM on **Monday, June 29, 2015** and **Tuesday, June 30, 2015**.

For agencies that do not use the INF43 or INF44 processes and need to make a deposit while SMART is unavailable -- the State Treasurer’s Office has created the [Temporary Deposit Form](http://www.da.ks.gov/ar/infocirc/fy2012/Temporary%20Deposit%20Form.docx) to allow you to continue to deposit funds. Using the Temporary Deposit Form is preferable to holding checks and cash at your agency, and allows you to meet the requirement to deposit funds collected each day. Please bring the completed form, along with the cash and checks (calculator tape attached) to the State Treasurer’s Office. **June 2015** **Accounts Receivable** will be reopened on Wednesday, July 1, 2015, and will remain open Thursday, July 2, 2015 to allow agencies to enter **Deposits in transit** with an accounting date of June 30, 2015 using the following instructions:

**“Deposits in transit” are specifically defined as Deposits made with the State Treasurer on Monday, June 29, 2015 or Tuesday, June 30, 2015 using the Temporary Deposit Form*.***

Agencies will enter deposits, for the “deposits in transit”, using an accounting date of June 30, 2015. The accounting date of 6/30/2015 must be entered on the **Totals** tab in addition to being entered on the **Payments** tab for each deposit line. “Deposits in transit” should be recorded using a revenue account code (4XXXXX). A “deposit in transit” cannot debit expenditures.

Please be aware that deposits with an accounting date of June 30, 2015 and processed in July 2015 will impact the General Ledger for FY 2016.

Deposits with a June 30, 2015 accounting date that have not been agency approved by 3:00 PM on Thursday, July 2, 2015, will be deleted by the SMART Team.

**Deposit Adjustments for Credit Card Clearing Funds:**

Deposit adjustments are required for credit card deposits to recognize the revenue and move the monies out of the credit card clearing funds and into the appropriate funds.

All deposits received prior to June 26, 2015 that require deposit adjustments, such as those deposits into clearing funds for credit card receipts, must have deposit adjustments entered in SMART by 6:00 PM on **Friday, June 26, 2015**.

The credit card deposits will load into SMART as scheduled at 8:00 AM on Monday, June 29, 2015 and Tuesday, June 30, 2015 when agencies do not have access to SMART.

On Wednesday, July 1, 2015 and Thursday, July 2, 2015 the SMART Accounts Receivable module will be reopened to agency users to complete June 2015 (FY15) transactions. Use the instructions below for any remaining prior year deposit adjustments that need to be completed:

1. Follow SMART job aid “Credit Card/E-Check Deposits – Revenue Only” on how to locate credit card deposits and how to complete the deposit adjustments.
2. On the deposit adjustment Totals tab, the Accounting Date must be 6/30/2015.
3. On the deposit adjustment Payments tab, the Accounting Date on each transaction line must be 6/30/2015
4. The SMART Accounts Payable module for FY15 will be closed by July 1, 2015, preventing the use of expenditure account codes in the deposit adjustment transactions.
	1. To account for credit card fees agencies should do the following:
		1. One deposit adjustment to recognize all revenue in the appropriate fund for fiscal year 2015.
			1. If the original deposit adjustment is net of credit card fees that were charged to the agency, then the deposit adjustment must be grossed up to recognize all revenue.  (Example: $95.00 on original deposit + $5.00 credit card fee not recorded on deposit = $100.00 recognized as revenue on deposit adjustment.)
		2. A second deposit adjustment processed in FY16 Accounts Receivable module to recognize any credit card fee expenses.
	2. For limited agencies who reduce their expenditures for charges that are passed on to other agencies:
		1. Instead of reducing expenditures, the agency must recognize the revenue by using a revenue account code such as 462110 – Recovery of Current Fiscal Year Expenditures.

Please be aware that deposit adjustments with an accounting date of June 30, 2015 and processed in July 2015 will impact the SMART General Ledger for FY 2016. This may cause reconciling items for agencies between the Accounts Receivable module and the General Ledger module.

Deposit adjustments with a June 30, 2015 accounting date that have not been agency approved by 3:00 PM on Thursday, July 2, 2015, will be deleted by the SMART Team.

# Interfunds

The accounting dates on both the voucher and the deposit must fall in the same fiscal year.

Both sides of the interfund must be successfully edited, budget checked and approved by 6:00 PM on **Friday, June 26, 2015**. ALL remaining FY 2015 interfund deposits and interfund vouchers that have not been successfully edited, budget checked and approved by 6:00 PM on Friday, June 26, 2015 will be deleted by the SMART team.

# GL Journals

In order to affect fiscal year 2015, all GL Journals must be successfully edited, budget checked, agency approved, and submitted into workflow for central approval by 6:00 PM on **Friday, June 26, 2015**.

Interfacing agencies must have their final INF06 (Inbound GL Journal) for FY 2015 business submitted by 5:00 PM on **Thursday, June 25,2015**.

GL Spreadsheet Journals can be uploaded manually until 3:00 PM on **Friday, June 26, 2015**. The journals must be edited, budget checked, approved and submitted for central approval by 6:00 PM on **Friday, June 26, 2015**.

Any online, spreadsheet, or interface FY 2015 GL Journals with an accounting date of 6/30/2015 or before, that do not have agency approvals by 6:00 PM on **Friday, June 26, 2015**, will be considered an abandoned transaction and will be deleted by the SMART team.

# Commitment Control

FY 2016 Budget Journals for agencies who use “Track with Budget” must be entered prior to any FY 2016 pre-encumbrance (if applicable), encumbrance, expenditure, or revenue transactions are entered into SMART. Otherwise the transactions will fail budget check.

System Availability

Normal hours of availability are shown below.

## SMART

Monday through Saturday, 7:00 AM to 6:00 PM. The cutoff for receiving SMART interface files is 5:00 PM Monday through Friday.

Sunday, 1:00 PM through Monday, 6:00 PM. Not all Sundays are open. Please refer to the SMART Calendar: <http://www.smartweb.ks.gov/home/calendar>

Friday, July 3, 2015, 7:00 AM to 6:00 PM.  SMART daytime and nighttime batch processes will **not** run.

SMART online access will **not** be available to agencies on the following dates:

Saturday, June 27, 2015 through Tuesday, June 30,2015

Friday, July 10, 2015 through Sunday, July 12, 2015

## Kansas Service Desk

Monday through Friday, 8:00 AM to 5:00 PM.

Saturdays, Sundays, and holidays, not available.

## SHARP

Monday through Friday, 7:00 AM to 6:00 PM

Saturday, 1:00 PM to 9:00 PM

Sunday, 1:00 PM to 6:00 PM

####  Accounts Receivable (Deposit) Processing when SMART is closed to users on Friday, July 10, 2015:

SMART will be closed to agency users on Friday, July 10, 2015 through Sunday July 12, 2015 to run the fiscal year close processes. The following process should be followed to make FY 2016 deposits on these days:

The State Treasurer’s Office will have limited access to SMART to allow them to process deposits.

If you are expecting that funds will be wired to the State Treasurer on Friday, July 10, 2015, please enter and approve the appropriate deposit in SMART by 6:00 PM on Thursday, July 9, 2015. When the wire transfer arrives at the Treasurer’s Office, they will match the funds to the appropriate deposit transaction, and complete the State Treasurer Approval on the deposit.  This deposit will then be recorded in SMART as usual during the next nightly batch.

Agencies may continue to upload and submit FY 2016 deposits via INF43 (Excel Deposit Upload) and INF44 (Inbound Deposit) on Friday, July 10, 2015. SMART AR Deposit jobs will run at 10:00 AM, Noon and 2:00 PM. If you process an INF43 or INF44, please e-mail the State Treasurer’s Cash Management Group at cash@treasurer.ks.gov to notify them of the Business Unit, Deposit ID (if known), and deposit total so they can approve the transaction in SMART.

For agencies that do not use the INF43 or INF44 processes and need to make a deposit while SMART is unavailable -- the State Treasurer’s Office has created the [Temporary Deposit Form](http://www.da.ks.gov/ar/infocirc/fy2012/Temporary%20Deposit%20Form.docx) to allow you to continue to deposit funds. Using the Temporary Deposit Form is preferable to holding checks and cash at your agency, and allows you to meet the requirement to deposit funds collected each day. Please bring the completed form, along with the cash and checks (calculator tape attached) to the State Treasurer’s Office.

On Monday, July 13, 2015 (when SMART is again open for business), agencies will need to enter and approve the appropriate “temporary” Deposit.

Credit Card Receipts will load into SMART as scheduled at 8:00 AM on Friday, July 10, 2015. Agencies will be able to enter the appropriate Deposit Adjustments on Monday, July 13, 2015.

Any questions about this process should be addressed to Brenda Linder, (785) 296-4144, or e-mail brenda@treasurer.ks.gov.

# REFERENCES

FY 2015 Close Day by Day Summary – Attached

Schedule for Submission of Purchase Requisitions to Close Fiscal Year 2015 and begin Fiscal Year 2016 [*https://admin.ks.gov/offices/procurement-and-contracts/procurement-informational-circulars*](https://admin.ks.gov/offices/procurement-and-contracts/procurement-informational-circulars)

Kansas Service Desk Solutions database <https://dahelpdesk.ks.gov/sd/SolutionsHome.sd>

Solution 533: [Converting a GL encumbrance to a PO](https://dahelpdesk.ks.gov/sd/AddSolution.sd?solID=533)

Solution 741: [How do I run the Req and PO Budgetary Activity Report?](https://dahelpdesk.ks.gov/sd/AddSolution.sd?solID=741)

SMART Training Resources -- <http://www.smartweb.ks.gov/home>, click the Training link

Month-End Checklists:  [http://smartweb.ks.gov/home/month-end-checklists/Month End Checklists](http://smartweb.ks.gov/home/month-end-checklists/)

  Accounts Receivable Month End Checklist

 AP Month End Checklist (includes Travel and Expense Month End Checklist)

 Asset Management Month End Checklist

 GL – Month-End Checklist

 PO Month End Checklist

Forms:

[Temporary Deposit Form](http://www.da.ks.gov/ar/infocirc/fy2012/Temporary%20Deposit%20Form.docx)

[GL Encumbrance Request Form](http://admin.ks.gov/docs/default-source/osm---accounting-forms/gl_f016---gl-encumbrance-request-form.xlsx?sfvrsn=8)

# HELPFUL QUERIES:

**Navigation:** Reporting Tools>Query>Query Viewer

**Travel and Expense**

UNPROCESSED\_TRAVEL\_AUTHS – Users will enter a date range based upon the accounting date of the Travel Authorization.  This will typically be the date the Travel Authorization was created.  The query returns all Travel Authorizations that have not fully processed in the system sorted by TA Status, Travel Date From and Travel Auth ID number.  Note\*\* Travel Authorizations with a valid budget status have encumbered budget.

UNPROCESSED\_EXPENSE\_REPORTS – Users will enter a date range based upon when the Expense Report was created.  The query returns all unprocessed Expense Reports sorted by Status and Report ID.

**Accounts Payable**

UNPROCESSED\_VOUCHERS – Users will enter a date range based upon the accounting date of the vouchers.  This will typically be the date the voucher was created.  The query returns all vouchers that have not fully processed in the system sorted by Voucher ID.

KS\_APAR\_PENDING\_INTRFNDS -This query will show pending Interfunds, both Initiated and Received by your agency, that are tied to a Voucher or Deposit.

KS\_INTRFNDS\_APPR\_NOT\_POSTED - User will enter Business Unit. The query will return results for either side (deposit or voucher) to which your agency is a party, and at least one of the following is true: 1) Voucher is not posted 2) Payment is not posted 3) Deposit is not posted. This query should give you an indication of transaction exceptions that may need further review. Depending on when you run the query, you may have interfunds that were approved in the current day’s activity that have not yet posted in the nightly batch. If the deposit or voucher approval date reflects the current or previous day’s date, you can likely ignore it.  We recommend running it first thing in the morning before new approvals are registered to avoid extraneous results. We recommend running this query at least monthly and more frequently as fiscal year end close approaches.

Additional assistance can be found in the following Job Aid: [Voucher will not Process for Payment](http://smartweb.ks.gov/docs/default-source/ap---vouchers---job-aids/voucher-will-not-process-for-payment-v-1-2.pdf?sfvrsn=4 )

**Asset Management**

KS\_AM\_VCHRS\_WITH\_54XXXX\_ACCT - This query displays a list of all vouchers within a specified date range with 54XXXX account codes. You should use the Asset Inventory List report in conjunction with this query to make sure all capital assets have been added to SMART.

**Project Costing**

KS\_PC\_BILLING\_WORKSHEET – This query shows a list of all unprocessed billing worksheets that can be either billed or written off to help get Federal Funds into a positive cash position by year-end.

**General Ledger**

KS\_GL\_JOURNALS\_BUDGET\_ERROR – This query displays any GL Journals in Budget Check error.

KS\_GL\_JOURNALS\_ERRORS – This query will show GL Journals in Edit error and cannot be posted.

**Purchasing**

KS\_PO\_NEGATIVE\_PO\_LINES - This query was designed to identify those POs that have a negative PO line. Negative PO lines create unauthorized budget. Agencies must cancel or close any negative PO lines currently in SMART prior to close of business on June 27, 2015.

Job Aid: <http://smartweb.ks.gov/docs/default-source/po---po---queries/using-the-ks_po_negative_po_lines-query.pdf?sfvrsn=2>

KS\_PO\_PCRD\_VCHR\_DELETED - This query was designed to identify those P-Card vouchers/lines that have been deleted. Agencies should not delete P-Card vouchers/lines. The deletion of a P-Card voucher/line does not update the P-Card transaction; consequently, the P-Card transaction retains a voucher ID and voucher line number that no longer exists in SMART. This gives the appearance that the P-Card transaction has not been paid.

Job Aid: <http://smartweb.ks.gov/docs/default-source/po---p-cards---queries/using-the-ks_po_pcrd_vchr_deleted-query.pdf?sfvrsn=4>

KS\_PO\_REQS\_OPEN\_PNDNG – This query was designed to identify those requisition lines that need to have some action taken by end of day June 26, 2015.

Job Aid: <http://smartweb.ks.gov/docs/default-source/po---reqs---queries/using-the-ks_po_reqs_open_pndng-query.pdf?sfvrsn=6>