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

Date Created:	4/9/2013
Version:	1.0
Last Updated Date:	4/18/2013
Purpose of the Query:	The results of this query display **the expense reports that have not 'Posted' from the Travel & Expense module**. *Query Results include*: GL Unit, Report ID, ID, Type, Trans Date, Submit Dt, Status, Approval Date, Budget Status, Dept, Fund, Bud Unit, Program, Account, PC Bus Unit, Project, Activity, AN Type, Source Type, Category, Subcategory, Agy Use, Chartfield 2, Svc Loc, Sum Amount, Budg Dt, Descript, and Nbr of Nights.
Prompt Values:	<u>Required Prompt Value:</u> • **Business Unit**
Result Sorts:	1. **Business Unit** 2. **Report ID**

Security:	• **Role Security:** Only those individuals with one of the following security access roles will receive results from this query:
	     o **KAP Agy Expense Processor**
	     o **KAP Agy Expense Proxy**
	     o **KAP Agy T E Maintainer**
	
	 • **BU Security**: Business Unit Security is applied.

1.	Navigation:	
	From the **Home** page in SMART, on the left navigation menu, click on '**Reporting Tools**', then click on '**Query**', then click on '**Query Viewer**'. On the '*Query Viewer*' page: ***Search By** field: Select the '**Query Name**' option. **Begins with** field: Enter the name of the query. In this case, enter: 'KS_EX_RPT_NOT_P OSTED'. Click on the **'Search' button**.	SMART **Query Viewer** Enter any information you have and click Search. Leave fields blank for a list of all values. ***Search By:** Query Name begins with KS_EX_RPT_NOT_POSTED Search Advanced Search
2.	On the '*Query Viewer*' page, in the **Search Results** section: Click the **'Excel' link**.	**Search Results** ***Folder View:** -- All Folders -- Main Content Query Customize | Find | View All | First 1 of 1 Last Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Schedule | Add to Favorites KS_EX_RPT_NOT_POSTED | Expense Reports not Posted | Public | | | Excel | Schedule | Favorite
3.	Clicking the 'Excel' link opens the *specific query page* in a new window. Enter the *query prompts*: **GL Unit** field: Enter the *Business Unit* number for the agency. Click the **'View Results' button**.	**KS_EX_RPT_NOT_POSTED - Expense Reports not Posted** GL Unit: [ ] 🔍 View Results GL Unit | Report ID | ID | Type | Trans Date | Submit Dt | Status | Approval Date | Budget Status | Dept | Fund | Bud Unit | Progra
4.	A **message window** appears.	
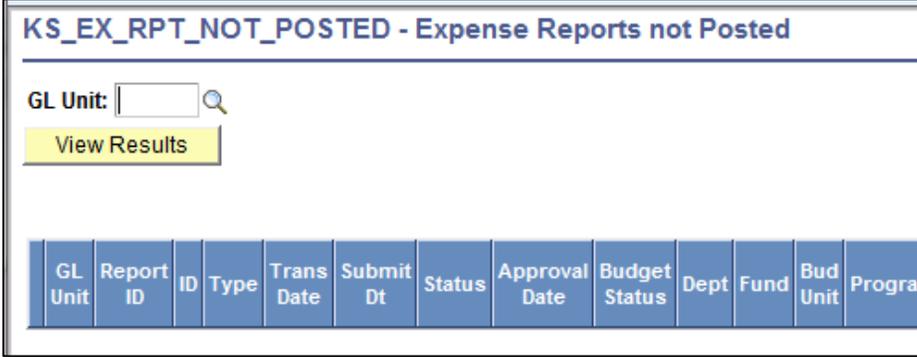
	Click **the "Open" button.** The query results are displayed in Excel in a new window.	Do you want to open or save **KS_EX_RPT_NOT_POSTED_1082.xls** (10.5 KB) from **smart.ks.gov**? Open Save ▾ Cancel ×
NOTE:		If desired, you can also select the **"HTML" link** on the Query Viewer page. This will display the query results online directly in SMART. You can then select the **"Excel" link** from that page to export the query results in to an Excel worksheet.