
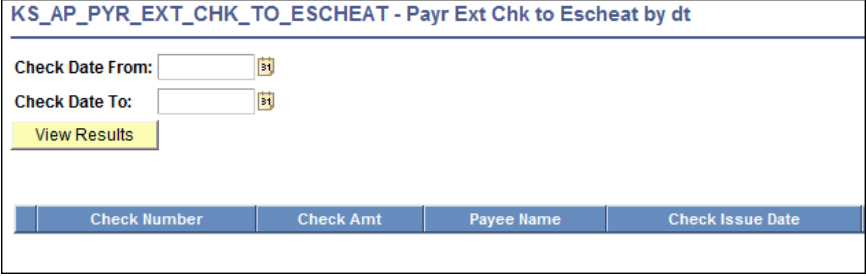
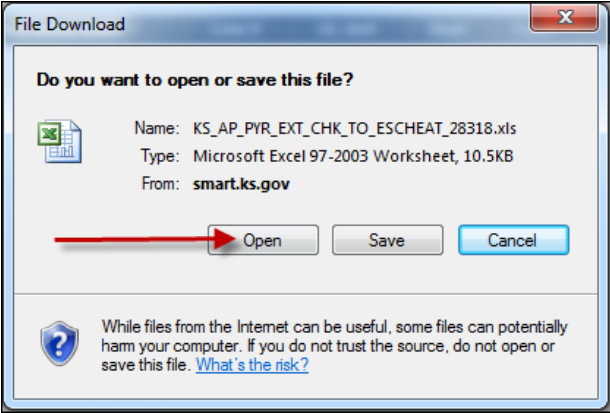
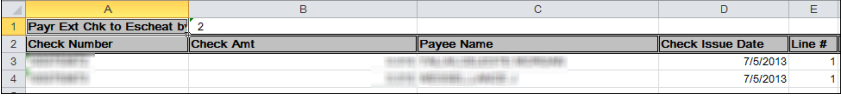
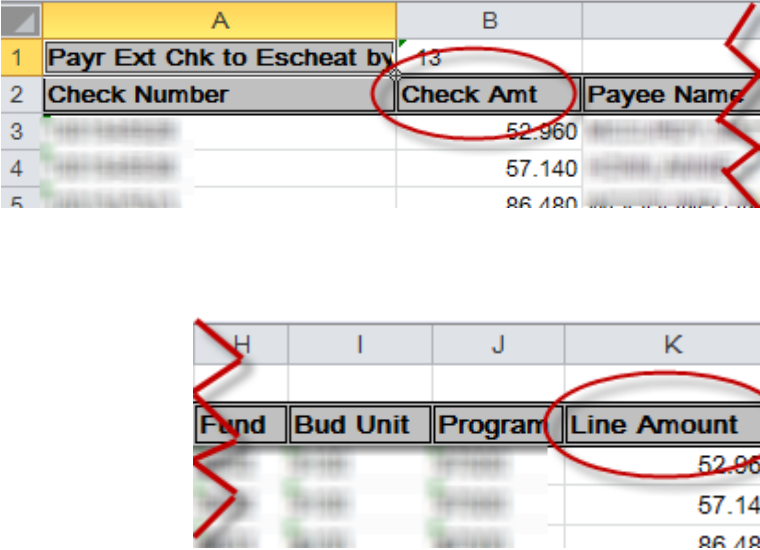




**State of Kansas**  
**Using the KS\_AP\_PYR\_EXT\_CHK\_TO\_ESCHEAT Query**  
*Statewide Management, Accounting and Reporting Tool*

<b>Date Created:</b>	02/21/2014
<b>Version:</b>	V.1.0.
<b>Last Updated Date:</b>	02/21/2014
<b>Purpose of the Query:</b>	<p>This query is designed to identify Payroll checks that are unreconciled (outstanding)</p> <p>The user can select any range of check date values.</p> <p>One primary purpose of this query is to identify Payroll checks that will be eligible for escheatment. State of Kansas checks are valid for 12 months after the payment date. Checks older than this will be escheated before the last day of the 13<sup>th</sup> month. For example, if a check is issued in July 2013 and remains uncashed (and not cancelled or reissued), this check will be escheated by August 31, 2014 by the State Treasurer's Office.</p> <p>We recommend that this query be run to identify the outstanding checks 2 months prior to the time they are scheduled to be escheated. Agencies should then take appropriate action on those outstanding checks</p> <p>If the check has been lost and the employee is actively employed by the agency, procedures for reissuing (reprinting) payroll checks can be found on the DoA Payroll website at <a href="http://www.admin.ks.gov/offices/osm/payroll-procedures">http://www.admin.ks.gov/offices/osm/payroll-procedures</a>, <a href="#">Paycheck Reprint Procedures (SHARP Agencies only)</a> and <a href="#">Paycheck Reprint Procedures for Regents Agencies</a>. The reissue must be complete before the escheatment process is scheduled to run.</p>
<b>Query Parameters:</b>	The query results include all payroll checks where the reconciliation status is 'Unreconciled' for the check date range entered by the user.
<b>Prompt Values:</b>	<p><b><u>Required Prompt Values:</u></b></p> <ul style="list-style-type: none"> <li>• Check Date From</li> <li>• Check Date To</li> </ul>

<p><b>Result Sorts:</b></p>	<p>1. Transaction Reference Id 2. Line #</p>
<p><b>Security:</b></p>	<ul style="list-style-type: none"> <li>• <b>Role Security:</b> Only those individuals with one of the following security access roles will receive results from this query: <ul style="list-style-type: none"> <li>○ KGL_KS_GL_VIEWER</li> </ul> </li> <li>• <b>BU Security:</b> Business Unit Security is applied. Agencies will only have access to those vouchers associated to their agency's business unit(s).</li> </ul>
<p>1. Navigation:</p> <p>From the Home page in SMART, on the left navigation menu, click on 'Reporting Tools', then click on 'Query', then click on 'Query Viewer'. This will open the Query Viewer page.</p> <p>On the Query Viewer page:</p> <ol style="list-style-type: none"> <li>1. *Search By field = 'Query Name' option</li> <li>2. Begins with field = Enter the name of the query. In this case, enter: 'KS_AP_PYR_EXT_CHK_TO_ESCHEAT'</li> <li>3. Click the "Search" button.</li> <li>4. Click the "Excel" link.</li> </ol>	 <p>The screenshot shows the 'Query Manager' interface. At the top, there's a search bar with 'Query Name' selected and 'KS_AP_PYR_EXT_CHK_TO_ESCHEAT' entered in the 'begins with' field. Below the search bar, there are 'Search' and 'Advanced Search' buttons. The 'Search Results' section shows a table with columns: Query Name, Descr, Owner, Folder, Edit, Run to HTML, Run to Excel, and Schedule. The first row is selected, and the 'Excel' link is highlighted with a red arrow.</p>
<p>2. The specific query page displays. In this case, the 'KS_AP_PYR_EXT_CHK_TO_ESCHEAT' page</p> <p>In the Prompt Value fields on the specific query page, enter the following data:</p> <ol style="list-style-type: none"> <li>1. <b>Check Date From:</b> Enter the 'from' date for the desired query results date range. <i>Hint: Use the Calendar icon to make it easy!</i></li> <li>2. <b>Check Date To:</b> Enter the 'to' date for the desired</li> </ol>	 <p>The screenshot shows the specific query page for 'KS_AP_PYR_EXT_CHK_TO_ESCHEAT - Payr Ext Chk to Escheat by dt'. It features two date selection fields: 'Check Date From:' and 'Check Date To:'. Below these fields is a 'View Results' button. At the bottom, there is a table header with columns: 'Check Number', 'Check Amt', 'Payee Name', and 'Check Issue Date'.</p>

	<p>query results date range.</p> <p>3. Click the <b>“View Results”</b> button.</p>	
<p>3.</p>	<p>A <b>file download message</b> appears.</p> <p>Click the <b>“Open”</b> button:</p>	
<p>4.</p>	<p>The query results are displayed in Excel</p> <p><b>Note:</b> Only a portion of the query results are shown in the screenshot at right.</p>	
<p>5.</p>	<p><b>Note:</b> When using this report, please be aware that there are <b>two amount columns</b>. The ‘Check Amt’ is the total amount of the check. The ‘Line Amount’ is the amount associated with the funding line.</p> <p>If there are checks that have <b>more than one funding line</b>, and you are interested in the total dollar value of the checks on your spreadsheet, <b>you must total the ‘Line Amount’ column</b>. Summing the ‘Check Amt.’ will result in an overstatement of the total value of the checks, since the check amount is repeated on each funding line.</p>	
<p><b>NOTE:</b></p>	<p>If desired, you can also select the <b>“HTML”</b> link on the Query Viewer page. This will display the query results online directly in SMART. You can then select the <b>“Excel”</b> link from that page to export the query results in to an Excel worksheet.</p>	