Date Created:	02/21/2014
Version:	V.1.0.
Last Updated Date:	02/21/2014
Purpose of the Query:	This query is designed to identify Kansas Department of Revenue (KDOR) external checks that are unreconciled (outstanding). The user can select any range of check date values. The primary purpose of this query is to identify KDOR external refund 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 13th 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. We recommend that this query be ran to identify the outstanding checks 2 months prior to the time they are scheduled to be escheated and that KDOR takes appropriate action on those outstanding checks.
Query Parameters:	The query results include KDOR external refund checks where the reconciliation status is 'Unreconciled' for the check date range entered by the user.
Prompt Values:	**Required Prompt Values:** • Check Date From • Check Date To
Result Sorts:	1. Transaction Reference Id 2. Line #

Security:	• **Role Security:** Only those individuals with one of the following security access roles will receive results from this query: ○ KGL_KS_GL_VIEWER • **BU Security:** Business Unit Security is applied. Agencies will only have access to those vouchers associated to their agency's business unit(s).	
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'. This will open the Query Viewer page. On the Query Viewer page: 1. *Search By field = 'Query Name' option 2. Begins with field = Enter the name of the query. In this case, enter: 'KS_AP_KDOR_EXT_CHK_TO_ESCHEAT' 3. Click the "Search" button. 4. Click the "Excel" link.	**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_AP_KDOR_EXT_CHK_TO_ESCHEAT [Search] Advanced Search **Search Results** *Folder View: -- All Folders -- ▾ 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
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KS_AP_KDOR_EXT_CHK_TO_ESCHEAT	KDOR Ext Chk to Escheat by dt	Private		HTML	Excel	Schedule	Favorite	
2.	The specific query page displays. In this case, the 'KS_AP_KDOR_EXT_CHK_TO_ESCHEAT' page In the Prompt Value fields on the specific query page, enter the following data: 1. **Check Date From**: Enter the 'from' date for the desired query results date range. *Hint: Use the Calendar icon to make it easy!* 2. **Check Date To**: Enter the 'to' date for the desired query results date range. 3. Click the **"View Results" button.**	**KS_AP_KDOR_EXT_CHK_TO_ESCHEAT - KDOR Ext Chk to Escheat by dt** Check Date From: [____] 📅 Check Date To: [____] 📅 [View Results] 	Check Number	Check Amt	Payee Name	Check Issue Date
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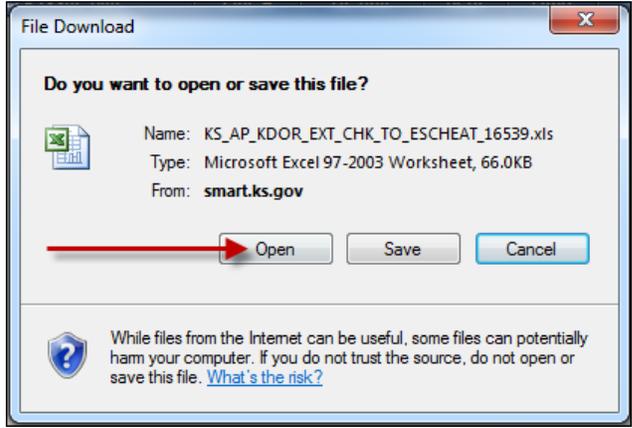
3.	A **file download message** appears. Click **the "Open" button:**	
4.	The query results are displayed in Excel **Note:** Only a portion of the query results are shown in the screenshot at right.	
5.	**Note:** When using this report, please be aware that there are **two amount columns**. The 'Check Amt' is the total amount of the check. The 'Line Amount' is the amount associated with the funding line. If there are checks that have **more than one funding line**, and you are interested in the total dollar value of the checks on your spreadsheet, **you must total the 'Line Amount' column.** 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.	
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.