State of Kansas
Using the KS_AP_PYR_EXT_ ESCHEATED_CHK Query
Statewide Management, Accounting and Reporting Tool
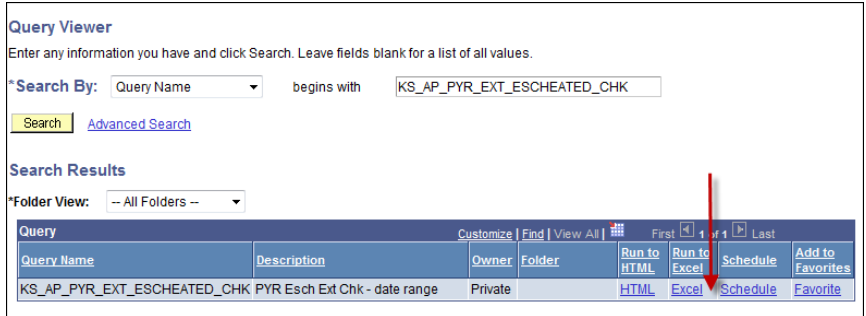
Date Created:	02/21/2014
Version:	V.1.0.
Last Updated Date:	02/21/2014
Purpose of the Query:	This query is designed to identify Payroll checks that have been escheated.
	The user can select any range of check date values.
	One primary purpose of this query is to identify payroll checks that have been escheated. 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.
Query Parameters:	The query results include payroll checks where the payment status is 'escheated', 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).

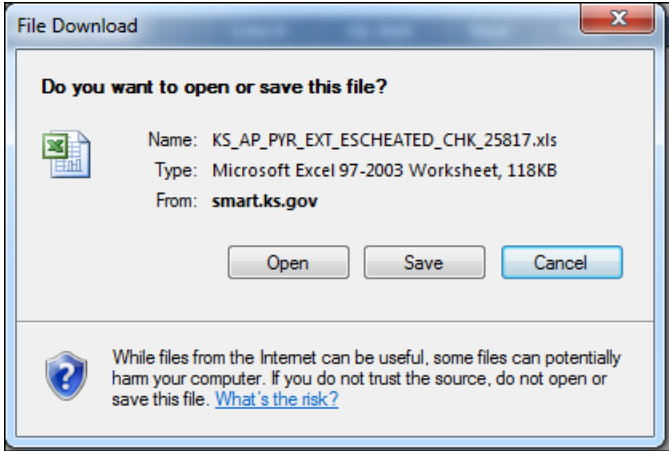| 1. | **Navigation:**

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_PYR_ EXT_ESCHEATED_CHK'

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_PYR_EXT_ESCHEATED_CHK

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 \|
\| KS_AP_PYR_EXT_ESCHEATED_CHK \| PYR Esch Ext Chk - date range \| Private \| \| HTML \| Excel \| Schedule \| Favorite \| |
| 2. | The specific query page displays. In this case, the 'KS_AP_PYR_EXT_ ESCHEATED_CHK' 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_PYR_EXT_ESCHEATED_CHK**

Check Date From: \| 📅
Check Date To: _____ 📅

OK Cancel |

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.