

User Manual

Kansas Treasury Offset Program (KTOP)

revised 1/2015

DEBTOR VS DEBT RECORDS

Within KTOP, there is a difference between the debtor record and the debt record.

DEBTOR RECORD

Path: Home Page > Debtors > Search for a Debtor > [enter criteria] Search Debtors > [select debtor record]

DEBTOR RECORD # 36 DETAILS

Current Debt Balance: \$12,000.00			Pending Debt Balance: \$12,000.00		
Comments?	Current Appeals	Exceptions?	Current Debts	Pending Trans	Adjustments
N/A	0	0	2	0	0

General Information		Record Modification Information	
Tax ID:	88-7654321-1	Original Entry:	12/31/2014 10:54AM by: Kansas Treasury Offset Program [?] ktop@da.ks.gov (785) 298-4500
Kansas DL/ID Number:		Last Updated:	
First Name:			
Middle Name:			
Last Name:	Smith Company		
Aliases:			
Address:	1234 Main St Somewhere, KS 66601		
Employee Number / Agency:	/		
Match Exceptions:			

Available Options

[Request modification of debtor information](#)
[Send an email to KTOP staff about this debtor](#)

Certified Debts								
Sort Order	Entry Timestamp	Agency	Account	Type	Description	Stat	Amount	Options
50	2014-12-31 10:31	12345678901	1234KTOP	29	Debt Description	00	2,000.00	[Adjust]
50	2014-12-31 10:54	12345678901	A1234567	29	Description Of Debt	00	10,000.00	[Adjust]

Uncertified Debts							
Tax ID	Agency	Debtor Name	Account	Type	Description	Amount	Options
There were no uncertified debts connected to this debtor!							

Uncertified Adjustment Requests							
Creditor	Tax ID	Debtor Name	Account	Type	Amount	Err	Options
There are currently no outstanding debt adjustment requests for this debtor!							

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The **debtor** record is the history of the individual or business. The Debtor Record Details screen shows each debt the debtor owes (under Certified Debts), any matches that have been made to a debt, outstanding Uncertified Debts, and outstanding Uncertified Adjustment Requests. Any debt record belonging to a different creditor agency will be overwritten with **Debt Access Not Authorized** and only the amount will be seen.

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DEBT RECORD

Path: Home Page > Debtors > Search for Debts > [enter criteria] Search Debts > [select debt record]

DEBT RECORD # 42 DETAILS

Comments?	Current Appeals	Pending Trans	Adjustments
No	0	0	0

General Information		Downloadable Supporting Documents			
Referenced Debtor:	88-7854321-1 - Smith Company [?]	Type	File Description	Size	Date
Referenced Creditor Agency:	# 12345678901 - Kansas Treasury Offset Program [?]	Status Information			
Referenced Entry Batch:	- 12/31/2014 - 1 [?]	Current Status:	00 - Active		
Debtor Type:	1 - Business	Original Amount:	\$2,000.00		
First Name:		Current Amount:	\$2,000.00		
Middle Name:		Current Amt Including Pending Items:	\$2,000.00		
Last Name:	Smith Company	Current Balance in TOP:	Not sent to TOP yet		
Creditor Submitted Address:	4321 1st St Nowhere, OK 12345	Record Modification Information			
Creditor Account Number:	1234KTOP	Original Entry:	12/31/2014 10:31AM by: Kansas Treasury Offset Program [?] ktop@da.ks.gov (785) 296-4500		
Type of Debt:	29 - Kansas Other	Last Updated:	[REDACTED]		
Writeoff or Offset?	Offset	Status Date:	[REDACTED]		
Default Percentage Collection Fee:	0%	Available Options			
Special Fee to Use Instead of Default:	Use default fee	Request an adjustment to this debt Request modification of debt information Send an email to KTOP staff about this debt			
Debt Description:	Debt Description				
Treasury Offset Program (TOP) Info					
Send to TOP?	Yes				
TOP Activity:	Last Updated in KTOP: ... 2014-12-31 11:01:27 Not yet sent to TOP				
TOP Debt Active Flag:	Active				
TOP Debt Type:	Business				
Multi-Debtor Connector Field:					
Request Due Diligence?	No				
Delinquency Date:	12/01/2014				
Over 10 Years Judgement?	No				
Due Diligence Performed Date:	12/01/2014				

Debt Accounting Transactions				
Date	Transaction Type	Transaction Status	Transaction Amount	Options
There were no accounting transactions found!				

Collections							
Entry	Payor	Type	Collected	Applied	Refunded	Status	Status Date
There are not collections recorded for this debtor!							

Uncertified Adjustment Requests							
Creditor	Tax ID	Debtor Name	Account	Type	Amount	Err	Options
There are currently no outstanding debt adjustment requests for this debtor!							

Correspondence Items Referencing This Debt			
Date	Description	How Sent	Options
There were no correspondence items found!			

Comments Regarding This Debt
[REDACTED]

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The **debt** record is specific to one debt. The Debt Record Details screen shows the Debt Accounting Transactions that have occurred for this debt, Collections applied towards the debt, Uncertified Adjustment Requests for the debt, Correspondence Items Referencing This Debt, and Comments Regarding this Debt. In the upper right hand corner of the debt record detail is an area titled Downloadable Supporting Documents. This area is used for documentation uploaded by KTOP that is specific to the debt. By clicking on the File Description, the document will be viewable.