

User Manual

Kansas Treasury Offset Program (KTOP)

revised 2/2015

Path: Home Page > Debtors > Search for Debts > [enter Creditor Agency Number, if desired]
Search Debts

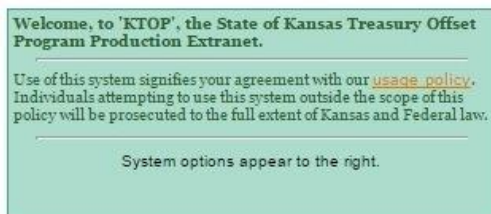
MASTER LISTING OF DEBTS

A master listing of debts is beneficial to verify the accuracy of each debt balance currently in KTOP. Verifying debt balances assists in the reduction of unnecessary over-collection of funds.

TO CREATE A MASTER LISTING OF DEBTS:

1. From the Home page, click on [Debtors](#).

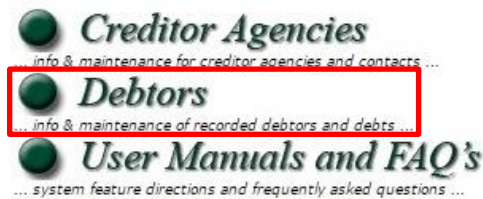
Home Page



Welcome, to 'KTOP', the State of Kansas Treasury Offset Program Production Extranet.

Use of this system signifies your agreement with our [usage policy](#). Individuals attempting to use this system outside the scope of this policy will be prosecuted to the full extent of Kansas and Federal law.

System options appear to the right.

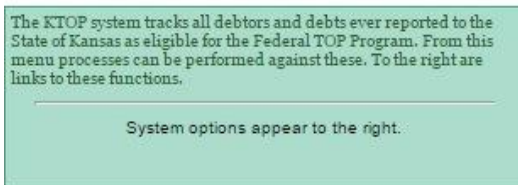


- [Creditor Agencies](#)
... info & maintenance for creditor agencies and contacts ...
- [Debtors](#)
... info & maintenance of recorded debtors and debts ...
- [User Manuals and FAQ's](#)
... system feature directions and frequently asked questions ...

You Are: Kansas Treasury Offset Program [\[modify your profile\]](#)

2. Click on [Search for Debts](#).

KTOP DEBTORS MAIN MENU



The KTOP system tracks all debtors and debts ever reported to the State of Kansas as eligible for the Federal TOP Program. From this menu processes can be performed against these. To the right are links to these functions.

System options appear to the right.



- [Search for a Debtor](#)
... find current and archived debtors using various criteria ...
- [Search for Debtor Aliases](#)
search the alias table and get listings ...
- [Search for Debts](#)
... find current and archived debts using various criteria ...
- [Find Accounting Transactions](#)
... find current and archived accounting using various criteria ...

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3. The Debts Search Criteria screen will appear:

DEBTS SEARCH CRITERIA

The KTOP system stores all certified debts, current and archive, in the debts table. Shown below are several criteria for searching these debts. You may enter information in any or all of the fields for searching.

I want to create a list of records downloadable file

Debtor Tax ID:	<input type="text"/>	<small>Search</small> <input checked="" type="radio"/> from start of tax id <input type="radio"/> from end of tax id <input type="radio"/> anywhere in tax id
KTOP System Debt Number:	<input type="text"/>	
Type of Debtor:	... Do not search by type of debtor ... ▼	
Entry Date Range:	<input type="text"/> through <input type="text"/>	
Debt Status:	... Do not search by debt status ... ▼	
Creditor Agency Number:	<input type="text"/>	
Batch Number:	<input type="text"/>	
Debtor Last Name:	<input type="text"/>	<small>Search</small> <input checked="" type="radio"/> from start of last name field <input type="radio"/> anywhere in last name field
Debtor First Name:	<input type="text"/>	
Type of Debt:	... Do not search by type of debt ... ▼	
Creditor Account Number:	<input type="text"/>	<small>Search</small> <input checked="" type="radio"/> from start of acct field <input type="radio"/> anywhere in acct field
Debt Description:	<input type="text"/>	<small>will locate entry anywhere in the description field</small>
Debt Original Amount Range:	<input type="text"/> through <input type="text"/>	
Debt Current Amount Range:	<input type="text"/> through <input type="text"/>	

Include debts that are:

Current Debts Only Non-Current Debts Only Both
 Writeoff Debts Only Non-Writeoff Debts Only Both
 Bankrupt Debtors Only Non-Bankrupt Debtors Only Both
 Bankruptable Debts Only Non-Bankruptable Debts Only Both
 Good Addresses Only Bad Addresses Only Both

Search Debts

By leaving the Debts Search Criteria blank, a list will be generated for all current debts.

A downloadable file can be generated by clicking the applicable radio button towards the top of the search criteria screen.

- a. If the user has access to view multiple creditor agencies, enter the number of the agency to be viewed in the Creditor Agency Number field.
- b. Click [Search Debts](#).

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When requesting a downloadable file for users with access to multiple agencies, a user could leave the search criteria blank and process a custom sort in the spreadsheet by Creditor Agency Number.

By utilizing the various selections in the search criteria tables, the user will become acquainted with the functions available in the system. Each search criteria table is a search with a result. Searches do not affect the data and a user can manipulate as many searches as they want.