

# User Manual

*Kansas Treasury Offset Program  
(KTOP)*

# User Manual

## Kansas Treasury Offset Program (KTOP)

revised 2/2015

### GENERAL SYSTEM INFORMATION

Program Overview and General Guidelines.....	1
System Instructions and Functions .....	8
System User Validation .....	11
Login to KTOP System .....	18
Personal Profile Updating .....	20
Creditor Agency Profile Updating .....	22
Downloadable Files .....	27
Search Criteria Screens .....	29
Debtor vs Debt Records .....	31
Definitions .....	35
Acronyms .....	38

### INPUT NEW DEBTS

Manual Certification of Debts.....	39
Paste Certification of Debts .....	47
Upload Certification of Debts .....	54
New Debt File Upload Format .....	60

### CERTIFIED DEBTS AND ADJUSTMENTS

Master Listing of Debts .....	61
Posting a Debt Adjustment .....	64

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### DEBTS COLLECTION TRANSFERS

Verifying Upcoming Transfers.....	71
Documentation for Transfers.....	75
Research Previous Transfers.....	78

### PROGRAM OVERVIEW AND GENERAL GUIDELINES

Beginning March 2, 2015, the State of Kansas is partnering with the federal Treasury Offset Program (TOP) to match State of Kansas non-tax debts against federal non-tax payments. The Kansas Treasury Offset Program (KTOP) was created to record the State's interaction with TOP.

#### TREASURY OFFSET PROGRAM (TOP)

TOP is a government-wide debt collection program that compares delinquent debtor data to federal payment data. Participation in TOP is mandatory for federal agencies, but voluntary for states. When a delinquent debtor record matches a payment record, TOP recovers the delinquent debt by offsetting the federal payment scheduled to be issued to the debtor.

#### BACKGROUND

The U.S. Department of the Treasury (U.S. Treasury) Bureau of the Fiscal Service (BFS) carries out government-wide delinquent debt collection authorities under the Debt Collection Improvement Act of 1996, Public Law Number 104-134 (DCIA), as amended. Among other things, the DCIA directed federal disbursing officials to offset federal payments to collect delinquent debts the federal agencies certified to the Secretary of the Treasury as valid and legally enforceable debts. In order to implement this section of the DCIA and other debt collection authorities, BFS established TOP.

TOP contains a database of delinquent debts, including non-tax debts owed to the United States. TOP matches information about those debts with information about federal payments that are about to be disbursed. If the name and taxpayer identifying number (TIN) on a payment matches with the name and TIN on a debt, that payment will be offset in whole or in part to collect the delinquent debt.

The DCIA also authorized the Secretary of the Treasury to offset certain federal non-tax payments to collect delinquent debt owed to states so long as the U.S. Treasury and the state entered into a reciprocal agreement.

#### STATE RECIPROCAL PROGRAM

The State of Kansas and BFS have agreed upon a Reciprocal Offset Agreement between both parties. The State Reciprocal Program (SRP), under TOP, is a program available only to state agencies and U.S. territories. The SRP agreement provides for the collection of unpaid state debt by offset of federal non-

tax payments, as well as for the collection of delinquent federal non-tax debt by offset of state payments.

States participate in the SRP as both a *creditor agency* and a *payment agency*. A creditor agency is an agency or state that requests BFS services in collecting its delinquent debt by inclusion in TOP for offset. States that submit their debts to TOP for collection are considered creditor agencies. TOP collects debts by reducing federal and state payments and subsequently transferring collected amounts back to the creditor agency to which the debt is owed.

The State of Kansas, as a *creditor agency*, sends debts that are eligible for non-tax payment offset to BFS as other state debt for offset. BFS withholds all or part of federal non-tax payments to collect other state debt.

The State of Kansas, as a *payment agency*, is responsible for withholding state payments to satisfy federal non-tax debts.

### FEDERAL PAYMENT OFFSET REQUIREMENTS

Federal payment offset shall be conducted in accordance with the provisions of 31 CFR 285.6. Before submitting a debt for federal payment offset, a state must comply with all of the due process requirements of 31 CFR 285.

For a debt to be sent to TOP, the minimum dollar amount of the debt must be equal to or greater than \$25 and the delinquency date must be within the prior 10 years unless there has been a judgment allowing for collection beyond the normal 10 years.

A fee will be charged to the state per each offset (\$15). The amount of the fee is calculated to recover BFS's costs for operating the program.

BFS will send offset notices to the debtor at the time the federal payment is reduced for an offset. The notices will contain contact information provided by the state (refer to the [LETTERS SENT TO DEBTORS BY KTOP](#) section for more information).

### STATE PAYMENT OFFSET REQUIREMENTS

The offset of state payments to collect delinquent federal non-tax debts shall be conducted in accordance with 31 CFR 285.6 and K.S.A. § 75-6216. Before submitting a debt to TOP, federal creditor agencies shall provide the due process requirements set forth in 31 CFR 285, which apply to the offset of all payments in TOP.

For a debt to be sent to TOP, the minimum dollar amount of the debt must be equal to or greater than \$25 and the delinquency date must be within the prior 10 years unless there has been a judgment allowing for collection beyond the normal 10 years.

A fee will be withheld from the state payments and passed through to the debtor per each voucher offset (\$20).

KTOP will send a notice (receipt) to the state vendor and debtor at the time of the offset. The notice will contain contact information for the federal agency owed and the state agency whose payment was offset (refer to the [LETTERS SENT TO DEBTORS BY KTOP](#) section for more information). The state agency whose payment is offset will receive an email from KTOP notifying them of the voucher and amount of the offset.

### DEBTS EXCLUDED FROM TOP

The DCIA allows states to voluntarily refer all legally enforceable state debts at any time for federal administrative offset and tax refund offset. “Legally enforceable debts” for states do **NOT** include the following debts:

- Discharged in bankruptcy
- Subject to the automatic bankruptcy stay
- In forbearance or under administrative appeal
- In foreclosure
- At the Department of Justice
- Owed by a federal agency
- Owed by a foreign/sovereign government
- Owed by another state or local government
- Over applicable statute of limitations for offset
- Reported to the Internal Revenue Service as income to the debtor on a form 1099C
- Delinquent more than 10 years unless the debt may be legally offset if more than 10 years delinquent

### CERTIFYING DEBTS

Pursuant to 31 U.S.C. §3716(a), the head of each creditor agency (or designee) must certify each debt it submits to TOP through KTOP. Specifically, creditor agencies must certify to KTOP that the debt is past due, legally enforceable, and that the debtor was provided with a notice (KTOP can send these out on behalf of agencies) and an opportunity for a review in accordance with the provisions of 31 U.S.C. 3716(a) and other applicable laws. In addition, creditor agencies must certify that no debt

submitted is more than 10 years delinquent, unless those debts may be legally offset if more than 10 years delinquent.

### LOADING KDRS DEBTS INTO KTOP

So that creditor agencies do not have to enter debts in both the Kansas Debt Recovery System (KDRS) and KTOP, KDRS is programmed with the ability to additionally pass debts through to the KTOP system. In order for this function to occur, users will need to complete the additional fields for each debt submitted to KDRS. Refer to the “Input New Debts in KTOP” user manual for more information.

### DUE DILIGENCE / DUE PROCESS REQUIREMENTS

Creditor agencies must provide debtors with due process prior to referring debts for offset. Regulations detailing due process requirements are at 31 CFR Parts 285 and 901. Creditor agencies must also review regulations and laws authorizing or affecting their particular debts to determine if they contain additional due process requirements.

At least 60 days before submitting debt to TOP, the creditor agency is required to provide written notification to debtors of the agency’s intention to collect the debt through administrative offset of federal payments. (KTOP will send due diligence letters to debtors at the request of the creditor agency.) That due diligence may include:

1. Inspect and copy creditor agency records related to their debt;
2. Request a review of the determination that they owe this debt;
3. Enter into an acceptable written repayment agreement with the creditor agency (see 31 U.S.C. 3716(a)).

Following is an example of a due diligence letter informing the debtor of the intent to offset:

[Date Letter Mailed]

[Name of Debtor]

[Address of Debtor]

RE:     Amount of past due debt owed to [Agency]:     \${[Amount Owed]}  
          Date debt became past due:                     [Date of Delinquency]  
          Account/Case Number:                            [Account Number]

Dear [Name of Debtor]:

You have not paid the amount you owe to [Agency]. [If not previously provided, explain nature of the debt.] If you do not pay your debt or take other action described below before [DATE – 60 days from the date of the letter], [Agency] will submit your debt to the Treasury Offset Program. We will continue to add interest, penalties, and other charges to your unpaid debt. [If not previously provided, explain Agency's policies concerning interest, penalties, and administrative charges.]

Once your debt is submitted to the TOP, the U.S. Department of the Treasury (U.S. Treasury) will reduce or withhold any eligible payments made to collect your debt. This process, known as "offset," is authorized by the Debt Collection Improvement Act of 1996, the Deficit Reduction Act of 1984, and other laws.

Before we submit your debt to the TOP, we are required to tell you that you may (1) inspect and copy our records related to your debt; (2) request a review of our determination that you owe this debt; (3) enter into an acceptable written repayment agreement; [*only if authorized or required by law, add:* and (4) request a waiver of all or a part of the debt].

TO AVOID OFFSET, you must do one of the following by [DATE – 60 days from date of letter]:

- **REPAY YOUR DEBT:** To repay your debt, send a check or money order payable to [Agency or Payee] for the full amount that you owe to: [Payment Address]
- **AGREE TO A REPAYMENT PLAN:** If you are unable to pay your debt in full, you must contact [Name and Telephone Number of Agency Contact], agree to a repayment plan acceptable to us, and make payments required in the repayment plan.
- **REQUEST A REVIEW IF YOU BELIEVE THE DEBT IS NOT OWED:** If you believe that all or part of the debt is not past due or legally enforceable, you must send evidence to support your position to: [Request for View Address]. We will inform you of our decision about your debt.

BANKRUPTCY: If you filed for bankruptcy and the automatic bankruptcy stay is in effect, you are not subject to offset while the stay is in effect. Please notify us of the stay by sending evidence that you have filed a petition for bankruptcy.

If you make or provide any knowingly false or frivolous statements, representations, or evidence, you may be liable for penalties under the False Claims Act (31 U.S.C. §§ 3729-3731), or other applicable statutes, and/or criminal penalties under 18 U.S.C. §§ 286, 287, 1001, and 1002, or other applicable statutes.

If you have any questions about this letter or your rights, you should contact [Name and Telephone Number of Agency Contact] immediately.

Sincerely,

[Agency]



### LETTERS SENT TO DEBTORS BY KTOP

Following is an example of the notice KTOP will send to the debtor when a state payment made to them is intercepted and sent to the U.S. Treasury to be applied to a federal debt they owe. This notice will always be printed on tan paper.

STATE OF KANSAS

Kansas Treasury Offset Program  
PO Box 2484  
Topeka, KS 66601-2484

[Debtor Name] [Date of Letter]  
[Debtor Address Line 1]  
[Debtor Address Line 2]  
[Debtor City, State Zip] [Last 2 Digits of TIN]

**\*\*\*KEEP THIS NOTICE FOR YOUR RECORDS\*\*\***

A state payment(s) that was made to you has been intercepted and sent to the U.S. Department of the Treasury Bureau of the Fiscal Service to be applied to a delinquent federal debt you owe. This process is authorized by the Debt Collection Improvement Act of 1996, the Deficit Reduction Act of 1984, K.S.A. 75-6216, and other applicable laws.

If you have questions concerning your debt(s) or the offset taken, please contact:

<b><u>Federal Creditor Agency Name</u></b> [Federal Creditor Agency 1 Name] [Federal Creditor Agency 2 Name]	<b><u>Federal Creditor Agency Phone</u></b> [Federal Creditor Agency 1 Phone] [Federal Creditor Agency 2 Phone]
--------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------

**INTERCEPTED PAYMENTS** – The payor agency(s) listed below have made the following payment(s) and shall receive full credit for the transaction:

<b><u>Payor Agency</u></b>	<b><u>Payor Phone</u></b>	<b><u>Payment Amount</u></b>	<b><u>KTOP Fee</u></b>
[Payor Agency 1 Name]	[Payor Agency 1 Phone]	[Payment 1 Amount]	\$20.00
[Payor Agency 2 Name]	[Payor Agency 2 Phone]	[Payment 2 Amount]	\$20.00
<b>Total Payment Amount Offset:</b>			[Amount]
<b>Total KTOP Fees:</b>			[Amount]
<b>Paid to U.S. Treasury:</b>			[Amount]
<b>Balance Paid to Debtor:</b>			[Amount]

Following is an example of the receipt KTOP will send to the debtor when a federal payment is received and credited to a debt they owe to the State of Kansas. This notice will always be printed on green paper.

STATE OF KANSAS

Kansas Treasury Offset Program  
PO Box 2484  
Topeka, KS 66601-2484

[Debtor Name] [Date of Letter]  
[Debtor Address Line 1]  
[Debtor Address Line 2]  
[Debtor City, State Zip] [Last 2 Digits of TIN]

**\*\*\*KEEP THIS RECEIPT FOR YOUR RECORDS\*\*\***

This is a receipt for a federal payment that has been received and credited to a debt you owe to the State of Kansas. This process is authorized by the Debt Collection Improvement Act of 1996, the Deficit Reduction Act of 1984, and other laws. The description of the debt owed and the amount of payment applied is shown below:

**Creditor Agency Name:** [Creditor Agency Name]  
**Debt Account Number:** [Debt Account Number]  
**Debt Description:** [Debt Description]  
**Gross Collection Amount:** [Gross Collection Amount]  
**TOP Fee Amount:** [TOP Fee Amount]  
**Net Collection Amount:** [Amount – Gross LESS Fee]  
**Amount Applied to Debt:** [Amount Applied to Debt]

If you have questions concerning the status of your account, please contact:

[Notification Contact Name] [Notification Contact Phone]  
[Notification Contact Address Line 1]  
[Notification Contact Address Line 2]  
[Notification Contact City, State Zip]  
[Notification Contact Email]

### SYSTEM INSTRUCTIONS AND FUNCTIONS

#### SYSTEM SECURITY AND REQUIREMENTS

The KTOP system has dual-layer security which requires the entry of two sets of operator IDs and passwords for entry. The first set is used by the entire community of system users while the second set defines an individual user's permissions in the system.

A valid email address is required for all users. Therefore, an email validation process must be followed before a user is allowed to login. Refer to the "System User Validation" user manual for more information.

The use of Internet Explorer version 6.0 or higher is recommended, though the KTOP system has been tested with most widely used browsers including Firefox and Chrome.

The User Help Main Menu contains several short "how to" documents that can assist users in navigating the system. To view the linked files, Adobe Reader is required. This program can be downloaded for free at <http://get.adobe.com/reader/>.

#### BASIC OPERATIONS AND TERMS

The following describes a variety of basic operations and terms used in KTOP:

- To "click" means to position the tip of the mouse pointer over the specified item, and then press and release the left mouse button one time.
- Drop-down boxes are used throughout the system. Click on the down pointing arrow to reveal a list of choices.
- To move the cursor either click in the entry field or use the Tab key to move to next field (hold the Shift key while pressing the Tab key to move to the previous field). Do **NOT** use the back space key or enter key to move between entry fields.
- To go back to a previous screen, do one of the following:
  - Click on the desired page link in the Path located in the top left corner of each screen.
  - Click on the "Return to the menu page" located at the bottom of each screen.
  - Click on the "Return to the system home page" located at the bottom of each screen.
  - **DO NOT USE THE BROWSER'S BACK BUTTON TO RETURN TO THE PREVIOUS PAGE.**
- Radio buttons are used throughout the system. Only one option can be selected within a group of radio buttons. To select an option, click in the radio button.
- When more information is available than can fit in a table, page numbers will appear above and/or below the table. Click on the page number, i.e. [2], to view the information.

- Click on [**Mod**] to modify the record information in the search result list.
- Click on [**modify your profile**] to modify the current user's profile information.
- Click on [**Adjust**] to make an adjustment to the record.
- Click on [**?**] to view details of the record.
- In any search result list, the list can be sorted by clicking the column header of the item the user wishes to sort by. After clicking the column header, it will be highlighted in yellow to indicate that it is the column currently being sorted.
- Moving the cursor over a record will highlight it in yellow. The user can then click on the record to drill-down to the next level of information. This will allow the user to see a history of information specific to the record.
- To print the screen being viewed:
  - Click the right mouse button anywhere on the page.
  - Select Print.
  - Complete all applicable information.
  - Click Print.

### MENU BAR

The following options are located on the menu bars across both the top and the bottom of each screen:

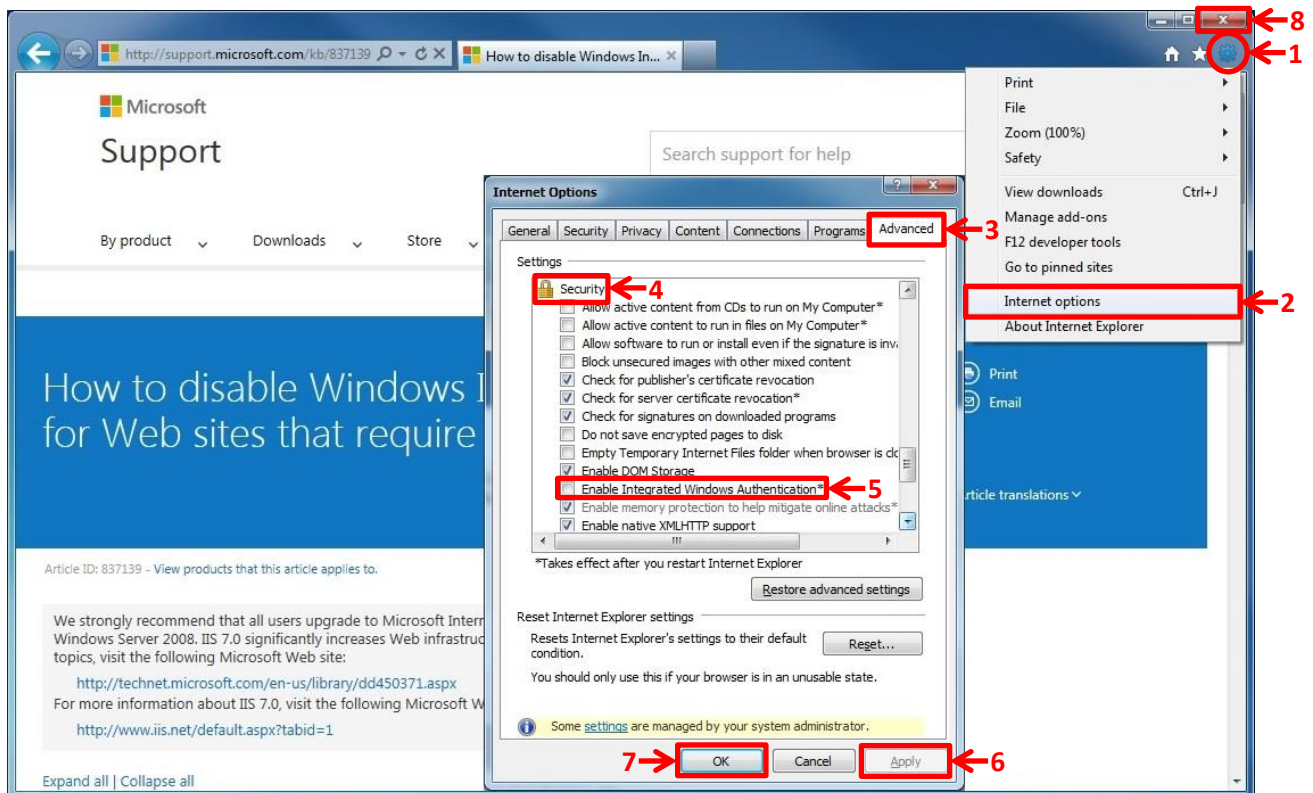
<b>Home</b>	Takes the user to the Home Page of the KTOP system
<b>Logoff</b>	Logs the user out of the KTOP system
<b>Creditors</b>	Takes the user to the Creditor Agencies Main Menu, which contains options for information and maintenance of creditor agencies and contacts
<b>Debtors</b>	Takes the user to the Debtors Main Menu, which contains options for information and maintenance of recorded debtors and debts
<b>User Manual</b>	Takes the user to the User Help Main Menu, which contains user manuals utilized for operating/navigating in KTOP

### SYSTEM RESPONSE TIME

Some users accessing the system via Internet Explorer experience poor system response time. Completing the following step may speed system usage:

1. Click on Tools or the gear in the top right corner.
2. Click on Internet Options.
3. Click on the Advanced tab.
4. Scroll down to "Security."
5. Remove the check mark from "Enable Integrated Windows Authentication."
6. Click Apply.
7. Click OK.
8. Close all open browsers.
9. Open a new browser.

**USERS SHOULD CONSULT WITH THEIR ENTITY'S COMPUTER STAFF BEFORE CHANGING ANY BROWSER SETTINGS AS CHANGES COULD ADVERSELY AFFECT COMPUTER SECURITY.**



### SYSTEM USER VALIDATION

The KTOP system requires a valid email address for all users. Therefore, an email validation process must be followed before a user is allowed to login.

When a new user account is created or a user requests to reset their password from the System Login Page, KTOP generates a message and sends it to the email address connected to the account. This email includes instructions for successful completion of the validation process as well as links to follow.

#### TO CREATE A NEW ACCOUNT:

Existing KDRS user accounts have been auto-populated into KTOP. Therefore, those who are current users of KDRS should enter the same information to login to KTOP that is used to login to KDRS.

Those who are **NOT** current users of KDRS will need to follow the steps below to be set up as a user.

1. Contact KTOP staff at [ktop@da.ks.gov](mailto:ktop@da.ks.gov) or (785) 296-4500 to request a new user account.

Once the account has been established, KTOP staff will contact the new user with the temporary password associated to their account. The new user will also receive an email notification that they were given access to the State of Kansas Treasury Offset Program System.

**From:** ktop@treasuer.state.ks.us  
**Sent:** Tuesday, December 09, 2014 9:50 AM  
**To:** [USER EMAIL ADDRESS]  
**Cc:** [KTOP STAFF]  
**Subject:** KTOP: Welcome to KTOP Kansas Treasury Offset Program

12/09/2014 9:50:28

At the above date and time you were given access to the State of Kansas Treasurer Offset Program System (KTOP) under the name [FULL NAME].

Please read the full text of this e-mail or print this page. It covers most concerns that you may have during the validation process.

At your convenience contact [KTOP STAFF] at [PHONE NUMBER] for the temporary password associated with your account. You will then need to complete the sign on process before using the system to update your debts.

You must follow these steps in order to validate your access:

1. Follow the link (after reading the full text of this email):

[https://online.treasurer.state.ks.us/ktop/new\\_user\\_validate.php?cntrl=\[CONTROL NUMBER\]](https://online.treasurer.state.ks.us/ktop/new_user_validate.php?cntrl=[CONTROL NUMBER])

You will be presented with a gray window/box asking you to log in to the site. Enter "ktop" as the User Name and "anrktop" as the Password. The User Name & Password are case sensitive. If you are asked to enter Domain, leave this field blank. Please keep this information for future reference.

By clicking on the link you will be directed to a validation page in KTOP.

Note: If you have problems linking to the long address above please visit

[https://online.treasurer.state.ks.us/ktop/new\\_user\\_validate.php](https://online.treasurer.state.ks.us/ktop/new_user_validate.php)

and copy & paste the control number [CONTROL NUMBER] in the field provided.

2. You will be asked to enter the control number from this e-mail, the temporary password given to you by [KTOP STAFF] over the phone and a new password of your choice for your account. When you click VALIDATE YOUR ACCOUNT, if you did everything correctly, you will be taken to the main KTOP login page.

3. Enter the Personal Operator ID (for non-Department of Administration users, most often this is your e-mail address) and the new password you just chose for your account.

You are now logged on to KTOP. For future reference you may visit the login page directly by visiting

<https://online.treasurer.state.ks.us/ktop>.

If you have any suggestions or questions regarding KTOP please contact us at (785) 296-4500.

Thank You,

[KTOP STAFF]

User help documents are also attached to the email to assist with user validation and logging in.

2. **READ** the entire email before taking any action.
3. Click on the first link in step 1 of the email. This link includes a control number that is used by the system for validation.

Depending on the user's email client, only part of the control number may be included in the hyperlink. If this is the case, the second link that does not contain the control number should be used.

4. A pop-up box will appear. Enter "ktop" in the user name field and "anrktop" in the password field.
5. Click [Log In](#) or [OK](#) (depending on the browser).

### 6. The KTOP User Account Validation screen will appear:

#### KTOP User Account Validation

When you see an entry field marked with an \* the corresponding field is mandatory entry.

* Enter the Control Number From the Welcoming E-Mail We Sent:	<input type="text"/>	the easiest way to ensure accuracy is to highlight the number in the email, copy it, then paste it in this field
* Enter the password connected to your account:	<input type="password"/>	Passwords are case sensitive! You should have received this password from the individual that added your account or on the page after you chose to reset your password.
* Please enter a new password of your choice:	<input type="password"/>	Passwords are case sensitive! This can be any password the meets our security requirements, below, and should be one you can easily remember.
* Please enter the new password again:	<input type="password"/>	Your password is case sensitive and must be between 8 and 30 characters in length, inclusive, may contain spaces and must utilize <b>at least 3</b> of the following 5 criteria: <ul style="list-style-type: none"><li>• At least one letter upper case</li><li>• At least one letter lower case</li><li>• At least one number</li><li>• At least one of special characters ~!@#\$%^&amp;*?+=</li><li>• At least 15 characters in length</li></ul>

- If the user was able to use the first link in the email, the control number will already be filled in. If not, highlight and copy the control number from the email and paste it into the first field.
  - Enter the temporary password given to the user by KTOP staff.
  - Enter a new password that meets at least three of the criteria listed on the screen.
  - Reenter the new password.
  - Click [Validate Your Account](#).
7. If the information in step 6 was entered correctly, a pop-up box will appear that says, “Record successfully validated!” Click [OK](#).
8. The KTOP System Login Page will appear. Refer to the “Logging Into the KTOP System” user manual for more information on how [To ACCESS KTOP](#).

#### TO RESET A PASSWORD:

Users that forgotten their passwords can reset them from the System Login Page. KTOP will generate a message and send it to the email address connected to the account. This email will include instructions and links for revalidating the account.

Passwords are case sensitive and must be between eight and 30 characters in length. The password must contain at least three of the following criteria:



- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character, i.e. ~!@#%&\*?+=
- At least 15 characters in length

It is highly recommended to use a combination of uppercase letters, lowercase letters, and numbers when setting up a password.

1. Go to <https://online.treasurer.state.ks.us/ktop/>.
2. A pop-up box will appear. Enter “ktop” in the user name field and “anrktop” in the password field.
3. Click [Log In](#) or [OK](#) (depending on the browser).
4. The System Login Page will appear:

KTOP System Login Page

This site requires that you identify yourself prior to admittance. In order to do so, please enter your email address or operator ID and password to the right.

Once logged on, you will be able to perform ONLY the functions to which you have been given access. Please keep in mind that all actions will be timestamped with your operator ID.

Should you have any questions or comments, you may [send a note to the webmaster](#).

E-Mail or Op ID:

Password:   
Passwords are case sensitive!

Remember eMail / Op ID:

~OR~

**If you have forgotten your password:**  
Enter your eMail Address  and  your password to allow entry

- a. Under **If you have forgotten your password**, put the user’s email address in the [Enter your eMail Address](#) field.
- b. Click [Reset](#).

5. The Security Password Reset screen will be displayed:

---

**SECURITY PASSWORD RESET**

---

**!!! PLEASE READ ENTIRE PAGE !!!**

Your system password was successfully reset! System security policy dictates that you must revalidate your user account!

**IMPORTANT:** The system has changed the password connected to your account. In order to re-validate your user account, you will have to use the following password:

██████████

You should get further instructions via e-mail quite soon.

- a. **READ** the entire page before taking any action.
  - b. **WRITE DOWN THE NEW PASSWORD** and then close the browser.
6. KTOP will send a message to the email address entered in step 4. **READ** the entire email before taking any action.

**From:** ktop@treasurer.state.ks.us  
**Sent:** Tuesday, December 23, 2014 8:53 AM  
**To:** [USER EMAIL ADDRESS]  
**Cc:** [KTOP STAFF]  
**Subject:** KTOP: Requested System Message

12/23/2014 8.52:57

At the above date and time you requested a reset of your security password. For your privacy, no users of KTOP are able to view another user password. All passwords are stored using the industry standard SHA encryption algorithm and are therefore not accessible even by the KTOP system.

Please read the full text of this e-mail or print this page. It covers most concerns that you may have during the validation process.

You must follow these steps in order to validate your access:

1. Follow the link (after reading the full text of this email):

[https://online.treasurer.state.ks.us/ktop/new\\_user\\_validate.php?cntrl=\[CONTROL NUMBER\]](https://online.treasurer.state.ks.us/ktop/new_user_validate.php?cntrl=[CONTROL NUMBER])

By clicking on the link you will be directed to a validation page in KTOP.

Note: If you have problems linking to the long address above please visit

[https://online.treasurer.state.ks.us/ktop/new\\_user\\_validate.php](https://online.treasurer.state.ks.us/ktop/new_user_validate.php)

and copy & paste the control number [CONTROL NUMBER] in the field provided.

2. You will be presented with a gray window/box asking you to log in to the site. Enter "ktop" as the User Name and "anrktop" as the Password. The User Name & Password are case sensitive. If you are asked to enter Domain, leave this field blank.

3. You will be asked to enter the control number from this e-mail, the temporary password assigned to you during the password reset process and a new password of your choice for your account. When you click VALIDATE YOUR ACCOUNT, if you did everything correctly, you will be taken to the main KTOP login page.

**\*\* IMPORTANT NOTE \*\*** If you closed the page containing the temporary password, you may run the reset process again to get another one but discard the first validation email you received and use the new one each time.

4. Enter your Personal Operator ID (for non-Department of Administration users, most often this is your e-mail address) and the new password you just chose for your account.

User help documents are also attached to the email to assist with user validation and logging in.

7. Click on the first link in step 1 of the email. This link includes a control number that is used by the system for validation.

Depending on the user's email client, only part of the control number may be included in the hyperlink. If this is the case, the second link that does not contain the control number should be used.

8. A pop-up box will appear. Enter "ktop" in the user name field and "anrktop" in the password field.
9. Click [Log In](#) or [OK](#) (depending on the browser).
10. The KTOP User Account Validation screen will appear:

### KTOP User Account Validation

When you see an entry field marked with an \* the corresponding field is mandatory entry.

<b>* Enter the Control Number From the Welcoming E-Mail We Sent:</b>	<input type="text"/> <i>the easiest way to ensure accuracy is to highlight the number in the email, copy it, then paste it in this field</i>
<b>* Enter the password connected to your account:</b>	<input type="text"/> <i>Passwords are case sensitive! You should have received this password from the individual that added your account or on the page after you chose to reset your password.</i>
<b>* Please enter a new password of your choice:</b>	<input type="text"/> <i>Passwords are case sensitive! This can be any password the meets our security requirements, below, and should be one you can easily remember.</i>
<b>* Please enter the new password again:</b>	<input type="text"/> <i>Your password is case sensitive and must be between 8 and 30 characters in length, inclusive, may contain spaces and must utilize at least 3 of the following 5 criteria:</i> <ul style="list-style-type: none"><li>• At least one letter upper case</li><li>• At least one letter lower case</li><li>• At least one number</li><li>• At least one of special characters ~!@#\$%^&amp;*?+=</li><li>• At least 15 characters in length</li></ul>

- a. If the user was able to use the first link in the email, the control number will already be filled in. If not, highlight and copy the control number from the email and paste it into the first field.
  - b. Enter the temporary password assigned in step 4.
  - c. Enter a new password that meets at least three of the criteria listed on the screen.
  - d. Reenter the new password.
  - e. Click [Validate Your Account](#).
11. If the information in step 10 was entered correctly, a pop-up box will appear that says, "Record successfully validated!" Click [OK](#).
12. The KTOP System Login Page will appear. Refer to the "Logging Into the KTOP System" user manual for more information on how [To ACCESS KTOP](#).

### LOGIN TO KTOP SYSTEM

The KTOP system requires a valid email address for all users. Therefore, an email validation process must be followed before a user is allowed to login. Refer to the "System User Validation" user manual for more information.

#### To ACCESS KTOP:

1. Go to <https://online.treasurer.state.ks.us/ktop/>.
2. A pop-up box will appear. Enter "ktop" in the user name field and "anrktop" in the password field.
3. Click [Log In](#) or [OK](#) (depending on the browser).
4. The System Login Page will appear:

**Kansas** *AD ASTRA PER ASPERA* **K.T.O.P.** *Version 1.0*  
**State of Kansas Treasury Offset Program**

[\[Home\]](#) Path: System Login System Status: Normal Business Day Wednesday, Dec 17, 2014 Topeka, KS Time: 11:50am  
KTOP System Login Page

This site requires that you identify yourself prior to admittance. In order to do so, please enter your email address or operator ID and password to the right.

Once logged on, you will be able to perform ONLY the functions to which you have been given access. Please keep in mind that all actions will be timestamped with your operator ID.

Should you have any questions or comments, you may [send a note to the webmaster](#).

E-Mail or Op ID:

Password:   
passwords are case sensitive!

Remember eMail / Op ID:

~OR~

**If you have forgotten your password:**  
Enter your eMail Address  and  your password to allow entry

[\[Home\]](#)

This site was constructed to allow the State of Kansas to participate in the Federal Treasury Offset Program, matching various State debts against Federal payments and various State payments against Federal debts. We do not guarantee response to entries or system availability beyond normal Kansas Department of Administration office hours of 8:00am to 5:00pm Monday - Friday Topeka, KS time.

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- a. Those who are current users of KDRS should enter the same information in the E-Mail or Op ID and Password fields that is used to login to KDRS.
  - b. Those who are **NOT** current users of KDRS will need to contact KTOP at [ktop@da.ks.gov](mailto:ktop@da.ks.gov) or (785) 296-4500 to be set up as a user. Refer to the “System User Validation” user manual and follow the steps [TO CREATE A NEW ACCOUNT](#).
5. Click [Log Me On](#).
  6. If the login information was entered correctly, a pop-up box will appear that says, “Successful Login!” Click [OK](#).

Users that forgotten their passwords should refer to the “System User Validation” user manual and follow the steps [TO RESET A PASSWORD](#).

### PERSONAL PROFILE UPDATING

Each user in KTOP has a personal profile. Any time a user has a change to their name, title, address, email, phone, and/or fax, the user can make modifications as necessary. Users can also change their password as desired.

#### TO MODIFY A PROFILE:

1. At the bottom of each screen, the user's full name is displayed. (The words will read **You Are: Full Name**). Click on [modify your profile](#).

#### 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. Change the information in any or all of the fields.

**MODIFY YOUR SYSTEM USER PROFILE**

---

When you see an entry field marked with an \* the corresponding field is mandatory entry.

* Full Name:	KANSAS TREASURY OFFSET PROGRAM
* Title:	KTOP
New Password:	<input type="text"/>
If changing Password, New Password Again:	<input type="text"/> <small>Your password is case sensitive and must be between 8 and 30 characters in length, inclusive, may contain spaces and must utilize at least 3 of the following 5 criteria:</small> <ul style="list-style-type: none"><li>• At least one letter upper case</li><li>• At least one letter lower case</li><li>• At least one number</li><li>• At least one of special characters ~!@#%&amp;^*?+=</li><li>• At least 15 characters in length</li></ul>
* All changes require entry of existing password:	<input type="text"/>
* Address:	PO BOX 2484 <input type="text"/>
* City/State/Zip:	TOPEKA, KS 66601-2484
* Operator ID:	KTOP. <small>if you are not a member of the KTOP staff and change your email address, your operator ID will be set to your new email address</small>
* E-Mail:	ktop@da.ks.gov
* Phone:	(785) 296-4500 Extension: <input type="text"/>
Fax:	<input type="text"/>

[Modify Profile](#)

If the email address is changed, the operator ID will be set to the new email address.

- a. All changes require entry of the user's existing password.
  - b. Click [Modify Profile](#).
3. A pop-up box will appear that says, "User profile successfully modified!" Click [OK](#).



**Path:** Home Page > Creditor Agencies > Search for Creditor Agencies > [enter Creditor Agency Number] Search Agencies > Request modification of the creditor agency record > [modify information] Request Modify

### CREDITOR AGENCY PROFILE UPDATING

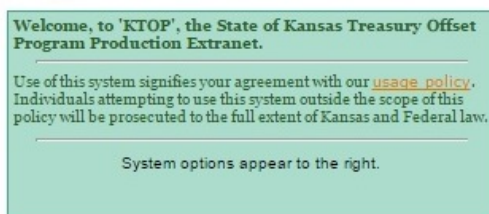
Each creditor agency has detailed record information in KTOP. Any time a creditor agency has a change to their name, sub-department, website, general contact information, notification contact information, and/or transfer contact information, a user with permission to view the agency can request a modification. Below is a description of what each contact is used for. Agencies can use the same person for two or all three contacts, or different people for each.

- |                             |                                                                                                                                                                                             |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Contact</b>      | Will be used as primary contact information and will receive basic correspondence sent out by KTOP                                                                                          |
| <b>Notification Contact</b> | Will be printed on letters to debtors sent by KTOP<br><b>IT IS RECOMMENDED THAT AGENCIES USE SOMETHING GENERIC SUCH AS “Business Office”, AS THIS INFORMATION WILL BE GIVEN TO DEBTORS.</b> |
| <b>Transfer Contact</b>     | Will receive information regarding payments intercepted and sent to the creditor agency for debts                                                                                           |

#### TO MODIFY A CREDITOR AGENCY PROFILE:

1. On the Home Page, click on [Creditor Agencies](#).

Home Page



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

2. Click on [Search for Creditor Agencies](#).

---






**CREDITOR AGENCIES MAIN MENU**

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The KTOP system is responsible for returning monies owed them to governmental entities termed Creditor Agencies. From this menu processes can be performed against these agency records. To the right are links to these functions.

---

System options appear to the right.

-  **Search for Creditor Agencies**  
... find creditor agency records using various criteria ...
-  **Input New Debts**  
... add new debts to the database ...
-  **Uncertified Debt Entries**  
... find currently uncertified debts using various criteria ...
-  **Uncertified Adjustments List**  
... list all adjustments that have not yet been applied ...
-  **Transfers Table**  
... transfers table access ...

3. The Creditor Agency Search Criteria screen will appear:

---

**CREDITOR AGENCY SEARCH CRITERIA**

---

The KTOP system database includes a table containing a record for every creditor agency. Shown below are several criteria for searching the table. You may enter information in any or all of the fields for searching.

I want to create a  list of records  downloadable file

<b>Creditor Agency Number:</b>	<input type="text"/>
<b>Creditor Agency Name:</b>	<input type="text"/>
	Search <input checked="" type="radio"/> from start of name field <input type="radio"/> anywhere in name field
<b>State Agency Number:</b>	... Do not search based on agency number ... ▼
<b>General Contact Name:</b>	<input type="text"/>
	<i>will locate entry anywhere in the name field</i>
<b>General Contact eMail:</b>	<input type="text"/>
	<i>will locate entry anywhere in the email field</i>
<b>Notification Contact Name:</b>	<input type="text"/>
	<i>will locate entry anywhere in the name field</i>
<b>Notification Contact eMail:</b>	<input type="text"/>
	<i>will locate entry anywhere in the email field</i>
<b>Transfer Contact eMail:</b>	<input type="text"/>
	<i>will locate entry anywhere in the email field</i>

**Include agencies that are:**

Active Only  Non-Active Only  Both  
 State Agencies Only  Non-State Agencies Only  Both

**Search Agencies**

- a. Enter the Creditor Agency Number of the agency to be updated.
- b. Click [Search Agencies](#).

- Moving the cursor over a record will highlight it in yellow. Click on the desired agency in the Creditor Agency Search Result List.
- Click on [Request modification of the creditor agency record](#).

### CREDITOR AGENCY # 12345678901 DETAILS

General Information		Downloadable Supporting Documents			
Agency Number:	12345678901	Type	File Description	Size	Date
SMART Vendor Set ID:	SOKID	Record Modification Information			
SMART Vendor ID:	17300	Original Entry:			
SMART Vendor Location:	001	Last Updated:			
SMART Address Seq Num:	1	Status:	Active		
State Agency Number:		Current User Accesses			
Name:	Kansas Treasury Offset Program	Active Not Validated InActive			
Sub-Department:		[?] Kansas Treasury Offset Program (785) 296-4500 <a href="mailto:ktop@da.ks.gov">ktop@da.ks.gov</a>			
Regular Fee:	0%	Available Options			
Researched Item Fee:	0%	<a href="#">Request modification of the creditor agency record</a> <a href="#">Send an email to KTOP staff about this creditor</a> <a href="#">Turn on outstanding debt viewing</a> <a href="#">Request a new system user</a> <a href="#">Request the inactivation of a current user</a>			
Set Amount Fee:	\$0.00				
Default Fee To Charge:	Use the percentage fee				
Pass Fees to Debtors?	No				
Allow Due Diligence Requests?	No				
Transfer Frequency:	Semi-Monthly				
Transfer Type:	Warrant				
Report Writeoff Collections?	No				
Agency URL:					
General Contact					
Contact Name:	Ktop				
Address:	Po Box 2484 Topeka, KS 66601-2484				
Phone Number:	(785) 296-4500				
Fax:					
eMail:	<a href="mailto:ktop@da.ks.gov">ktop@da.ks.gov</a>				
Notification Contact					
Contact Name:	Ktop				
Address:	Po Box 2484 Topeka, KS 66601-2484				
Phone Number:	(785) 296-4500				
Fax:					
eMail:	<a href="mailto:ktop@da.ks.gov">ktop@da.ks.gov</a>				
Transfer Contact					
Short Agency Name:	Ktop				
Attention Name:	Ktop				
Address:	Po Box 2484 Topeka, KS 66601-2484				
eMail:	<a href="mailto:ktop@da.ks.gov">ktop@da.ks.gov</a>				
Type(s) of Debts Reported:	<ul style="list-style-type: none"> <li>29 - Kansas Other</li> </ul>				

6. The Request Modify of Creditor Agency Details screen will appear:

### REQUEST MODIFY OF CREDITOR AGENCY #12345678901 DETAILS

When you see an entry field marked with an \* the corresponding field is mandatory entry.

<b>* Creditor Name:</b>	Kansas Treasury Offset Program		
<b>Sub-Department:</b>	<input type="text"/>		
<b>SMART Vendor Set ID:</b>	<input type="text"/>		
<b>SMART Vendor ID:</b>	<input type="text"/>		
<b>SMART Vendor Location:</b>	<input type="text"/>		
<b>SMART Vendor Address Sequence:</b>	<input type="text"/>		
<b>Agency Website URL:</b>	<input type="text"/>		
<i>General Contact Information</i>			
<b>* Contact Name:</b>	Ktop		
<b>* Address:</b>	Po Box 2484		
<b>* City, State Zip:</b>	Topeka	KS	66601-2484
<b>* Phone Number:</b>	(785) 296-4500		
<b>Phone Extension:</b>	<input type="text"/>		
<b>Fax:</b>	<input type="text"/>		
<b>eMail:</b>	ktop@da.ks.gov		
<i>Notification Contact Information</i>			
<b>* Contact Name:</b>	Ktop		
<b>* Address:</b>	Po Box 2484		
<b>* City, State Zip:</b>	Topeka	KS	66601-2484
<b>* Phone Number:</b>	(785) 296-4500		
<b>Phone Extension:</b>	<input type="text"/>		
<b>Fax:</b>	<input type="text"/>		
<b>eMail:</b>	ktop@da.ks.gov		
<i>Transfer Contact Information</i>			
<b>* Attention Name:</b>	Ktop		
<b>* Address:</b>	Po Box 2484		
<b>* City, State Zip:</b>	Topeka	KS	66601-2484
<b>* eMail:</b>	ktop@da.ks.gov		
<b>Comments Regarding Changes:</b>	<input type="text"/>		

[Request Modify](#)

- a. Change the information in any or all of the fields.
  - b. Click *Request Modify*.
7. A pop-up box will appear that says, "Creditor information modification successfully requested!"  
Click *OK*.

### DOWNLOADABLE FILES

Various data stored in KTOP can be searched and downloaded by users:

**Creditor Agencies:** Search for Creditor Agencies  
Uncertified Debt Entries  
Transfers Table

**Debtors:** Search for a Debtor  
Search for Debtor Aliases  
Search for Debts  
Find Accounting Transactions

Each of these search criteria can be retrieved in a downloadable file. A downloadable file is for lists of search results the user would like to obtain in a spreadsheet format. Depending upon the search criteria, long lists of data could be better manipulated and utilized if the data was delivered in a spreadsheet format. Selecting the downloadable file will give the user this option.

#### TO DOWNLOAD A FILE:

1. Navigate to the appropriate search criteria screen using one of the paths above.

#### *KTOP TRANSFERS SEARCH CRITERIA*

The KTOP system database includes a table containing a record for every transfer of funds made to a creditor agency. Shown below are several criteria for searching the table. You may enter information in any or all of the fields for searching. You may also:

I want to create a  list of records  downloadable file

<b>Transfers Table Key:</b>	<input type="text"/>
<b>Entry Date Range:</b>	<input type="text"/> through <input type="text"/>
<b>Action Date Range:</b>	<input type="text"/> through <input type="text"/>
<b>Status of Transfer:</b>	... Do not search by status of transfer ... ▼
<b>Fiscal Year:</b>	<input type="text"/>
<b>Creditor Agency Number:</b>	<input type="text"/>
<b>Voucher ID:</b>	<input type="text"/> <small>you may include the letter and leading zeros or not</small>

**Include transfers that are:**

- a. Following the words "I want to create a", select the **downloadable file** radio button.

- b. Enter information in any or all of the fields.
  - c. Click [Search](#).
2. You will see the search result file screen:

---

**TRANSFERS TABLE SEARCH RESULT FILE**

---

You have successfully created a downloadable file. You may [Right click here to download the file.](#)

- a. Right click on the link and select [Save link as](#) or [Save target as](#) (depending on the browser).
  - b. Navigate to the folder on your computer in which you wish to save the file.
  - c. Change the File name, if desired.
  - d. Click [Save](#).
3. The file can be opened in Microsoft Excel.

**Searches do not affect the data and a user can manipulate as many searches as they wish.**

### SEARCH CRITERIA SCREENS

KTOP contains various search criteria tables in which creditor, debtor, and debt records are stored. Each of the search criteria tables function essentially in the same manner. By utilizing the various selections in the search criteria tables, the user will become acquainted with the functions available in the system. Each search will produce a result list. Searches do not affect the data and a user can manipulate as many searches as they wish.

In the Debtors Search Criteria screen shown below, there are many search criteria options to choose from to produce a result list of records.

#### DEBTORS SEARCH CRITERIA

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

I want to create a  list of records  downloadable file

<b>Debtor Tax ID:</b>	<input type="text"/>	<i>Search</i> <input checked="" type="radio"/> from start of tax id <input type="radio"/> from end of tax id <input type="radio"/> anywhere in tax id
<b>KTOP System Debtor Num:</b>	<input type="text"/>	
<b>Type of Debtor:</b>	... Do not search by type of debtor ... ▼	
<b>Debtor Last Name:</b>	<input type="text"/>	<i>Search</i> <input checked="" type="radio"/> from start of last name field <input type="radio"/> anywhere in last name field
<b>Debtor First Name:</b>	<input type="text"/>	<i>Search</i> <input checked="" type="radio"/> from start of first name field <input type="radio"/> anywhere in first name field
<b>Debtor Middle Name:</b>	<input type="text"/>	<i>Search</i> <input checked="" type="radio"/> from start of middle name field <input type="radio"/> anywhere in middle name field
<b>Address:</b>	<input type="text"/>	<i>entry will be found anywhere in any address field</i>
<b>Creditor Agency Number:</b>	<input type="text"/>	
<b>Type of Debt:</b>	... Do not search by type of debt ... ▼	
<b>Creditor Account Number:</b>	<input type="text"/>	<i>Search</i> <input checked="" type="radio"/> from start of acct <input type="radio"/> from end of acct <input type="radio"/> anywhere in acct
<b>Debt Description:</b>	<input type="text"/>	<i>will locate entry anywhere in the description field</i>
<b>Debt Original Amount Range:</b>	<input type="text"/> through <input type="text"/>	
<b>Debt Current Amount Range:</b>	<input type="text"/> through <input type="text"/>	
<b>Bankruptcy Date Range:</b>	<input type="text"/> / <input type="text"/> / <input type="text"/> through <input type="text"/> / <input type="text"/> / <input type="text"/>	
<b>Include debtors that:</b>		
<input type="radio"/> Current Debtors Only <input type="radio"/> Non-Current Debtors Only <input checked="" type="radio"/> Both		
<input type="radio"/> Employees Only <input type="radio"/> Non-Employees Only <input checked="" type="radio"/> Both		
<input type="radio"/> Bankrupt Debtors Only <input type="radio"/> Non-Bankrupt Debtors Only <input checked="" type="radio"/> Both		



A user can search for specific or broad results. For example, immediately below the Debtor Tax ID field are three Search radio buttons: from start of tax id, from end of tax id, and anywhere in tax id. If the only information available is the last two digits of the Debtor Tax ID, the user would click on the “from end of tax id” radio button and then click the Search Debtors button located at the bottom of the screen. This process will search for all debtors with a tax ID that has the same last two digits that the user entered. Adding the Debtor Last Name to this search would produce a more narrow result list.

Below is an example of the Debtors Search Result List for debts with a tax ID that contains “88”.

---

***DEBTORS SEARCH RESULT LIST***

---

<b><i>Tax ID</i></b>	<b><i>Type</i></b>	<b><i>Debtor Name</i></b>	<b><i>Address</i></b>	<b><i>City, State Zip</i></b>	<b><i>Curr Balance</i></b>
123456788	2	Smith, John Q	1234 Main St	Somewhere, KS 66601	1,499.00
887654321	1	Smith Company	1234 Main St	Somewhere, KS 66601	12,000.00

Moving the mouse cursor over a record will highlight it in yellow. With any Search Result List, a user can view more information pertaining to a record by clicking on it.

### 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	
Tax ID:	88-7654321-1
Kansas DL/ID Number:	
First Name:	
Middle Name:	
Last Name:	Smith Company
Aliases:	
Address:	1234 Main St Somewhere, KS 66601
Employee Number / Agency:	/
Match Exceptions:	

Record Modification Information	
Original Entry:	12/31/2014 10:54AM by: Kansas Treasury Offset Program [?] <a href="mailto:ktop@da.ks.gov">ktop@da.ks.gov</a> (785) 298-4500
Last Updated:	
Available Options	
<a href="#">Request modification of debtor information</a> <a href="#">Send an email to KTOP staff about this debtor</a>	

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!							

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.

### 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:	88-7054321-1 - Smith Company [?]	Type	File Description	Size	Date
Referenced Creditor Agency:	# 12345678901 - Kansas Treasury Offset Program [?]	<b>Status Information</b>			
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	<b>Record Modification Information</b>			
Creditor Account Number:	1234KTOP	Original Entry:	12/31/2014 10:31AM by: Kansas Treasury Offset Program [?] <a href="mailto:ktop@da.ks.gov">ktop@da.ks.gov</a> (785) 296-4500		
Type of Debt:	29 - Kansas Other	Last Updated:	[REDACTED]		
Writeoff or Offset?	Offset	Status Date:	[REDACTED]		
Default Percentage Collection Fee:	0%	<b>Available Options</b>			
Special Fee to Use Instead of Default:	Use default fee	<a href="#">Request an adjustment to this debt</a> <a href="#">Request modification of debt information</a> <a href="#">Send an email to KTOP staff about this debt</a>			
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
There are no comments regarding this debt.

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.

### DEFINITIONS

**Administrative Offset:** The process of withholding all or part of funds paid by the government to a person or entity who owes delinquent non-tax debt to the government and applying the funds to reduce or satisfy the that debt.

**Bureau of the Fiscal Service (BFS):** A bureau of the U.S. Treasury that serves as the federal government's financial manager, central disbursing agent, and collections agent, as well as its accountant, reporter of financial information, and collector of delinquent federal debt.

**Certify:** To verify as true and accurate.

**Collection:** The process of receiving amounts owed to the government, such as payment on a debt.

**Creditor:** A person or company to whom money is owed.

**Creditor Agency:** An agency or state that requests BFS services in collecting its delinquent debt by inclusion in TOP for administrative offset. State agencies that submit their debts to TOP for collection are considered creditor agencies. TOP collects debts by reducing federal and state payments and subsequently transferring collected amounts back to the creditor agency to which the debt is owed.

**Debt:** An amount of money that has been determined by an appropriate official to be owed to the government from any person, organization, or entity other than another government agency.

**Debt Collection:** The recovery of amounts due to the government by a delinquent debtor via TOP.

**Debtor:** Any person, organization, or entity that is in debt or under financial obligation to another; one who owes a debt.

**Delinquency Date:** The date on which a debt becomes delinquent.

**Delinquent:** A debt that has not been paid by the date specified in the agency's initial written demand for payment; the same meaning as past due.

**Delinquent Debtor:** Any person, organization, or entity certified as being delinquent.

**Due Diligence:** Appropriate notification to a debtor informing them their debt is past due and will be submitted to TOP if action to repay the debt is not taken in a specified time frame (60 days from date of notice).

**Due Diligence Date:** This is the date the creditor agency performed due diligence for the debt according to federal statutes and regulations.

**Due Process:** The legal rights of a debtor to be informed of the proposed action and to be given the opportunity to review related records.

**Employer Identification Number (EIN):** A nine digit TIN assigned by the IRS to businesses that file tax returns in the United States.

**Kansas Debt Recovery System (KDRS):** A program that allows the State of Kansas to setoff monies owed to vendors and individuals against debts those entities owe to the State of Kansas.

**Kansas Treasury Offset Program (KTOP):** A State of Kansas program that provides for the collection of delinquent state debt by offset of federal non-tax payments, as well as for the collection of delinquent federal non-tax debt by offset of state payments.

**Legally Enforceable:** Refers to a characteristic of a debt and means there has been a final agency determination that the debt, in the amount stated, is due.

**Match:** The TIN and name of the payee on a payment record are the same as the TIN and name of a debtor on a delinquent debt record.

**Notice of Intent to Offset:** A notification or warning letter sent to the debtor or payee informing the debtor or payee that the U.S. Treasury intends to reduce or withhold future benefit payments to satisfy a delinquent debt owed to the creditor agency.

**Offset:** The process of reducing funds paid by the government to a person or entity who owes a delinquent debt or debts to the government and applying the funds toward the balance of the delinquent debt.

**Past Due:** A debt that has not been paid by the date specified in the agency's initial written demand for payment; the same meaning as delinquent.

**Payment Agency:** An agency or state that submits payment records for matching and offset.

**Social Security Number:** A nine digit personal identification number assigned by the Social Security Administration.

**State Reciprocal Program (SRP):** A reciprocity program within TOP whereby the participating states offset state payments to satisfy federal non-tax debts, and the federal government offsets federal non-tax payments to satisfy state debts.

**Taxpayer Identification Number (TIN):** A nine digit unique identifier assigned to all individuals and businesses that file tax returns in the United States. For individuals, the SSN serves as the TIN. For businesses, organizations, and non-profit entities, the EIN serves as the TIN. The TIN is the primary debtor or payee identification method for debt matching in TOP.

**Treasury Offset Program (TOP):** A federal program, which is administered by BFS, for debt matching and payment offset. TOP uses payment and debt data received from federal and state agencies to collect delinquent debt from payments disbursed by the U.S. Treasury and other disbursing agencies.



### ACRONYMS

<b>BFS</b>	Bureau of the Fiscal Service
<b>CFR</b>	Code of Federal Regulations
<b>DA</b>	State of Kansas Department of Administration
<b>DCIA</b>	Debt Collection Improvement Act of 1996
<b>EIN</b>	Employer Identification Number
<b>IRS</b>	Internal Revenue Service
<b>KDRS</b>	Kansas Debt Recovery System
<b>K.S.A.</b>	Kansas Statutes Annotated
<b>KTOP</b>	Kansas Treasury Offset Program
<b>SRP</b>	State Reciprocal Program
<b>SSN</b>	Social Security Number
<b>TIN</b>	Taxpayer Identification Number
<b>TOP</b>	Treasury Offset Program
<b>U.S.C.</b>	United States Code
<b>U.S. Treasury</b>	United States Department of the Treasury

**Path:** Home Page > Creditor Agencies > Input New Debts > [Manual Entry is default] Continue > [select Creditor Agency, if applicable] Continue > [Enter Debts] Input Debts > Work the Entered Debts

### MANUAL CERTIFICATION OF DEBTS

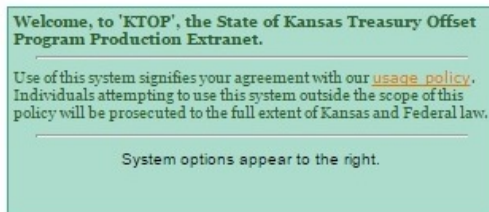
Due to confidentiality restrictions, KTOP is designed to log users out after 15 minutes of inactivity. If the system times out during manual entry, all the data entered will be lost and it will need to be re-entered.

It is recommended for users to only enter from one to four debts utilizing manual entry. When entering more than four debts, it is recommended for users to utilize the "Paste Lines from the DA-56 Spreadsheet" option.

#### TO MANUALLY ENTER NEW DEBTS:

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

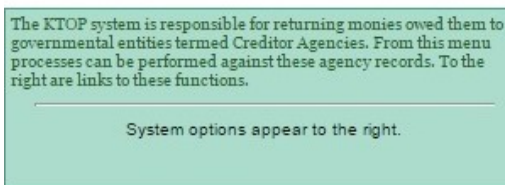
Home Page



You Are: Kansas Treasury Offset Program [modify your profile]

2. Click on [Input New Debts](#).

### *CREDITOR AGENCIES MAIN MENU*



- A series of pop-up dialog boxes will appear. **READ** each box before clicking OK.
- The Input New Debts Step 1 screen will appear:

---

**INPUT NEW DEBTS STEP 1**

---

When you see an entry field marked with an \* the corresponding field is mandatory entry.

**\* What type of process do you want to use to input debts?**

Manual Entry  
 Paste Lines From the [DA-56 Spreadsheet](#)  
 Upload a File in [KTOP Upload Format](#)

Continue

- Select "Manual Entry".
  - Click [Continue](#).
- Users with access to only one creditor agency should skip to step 6. Users with access to more than one creditor agency will see the following screen:

---

**INPUT NEW DEBTS STEP 2**

---

When you see an entry field marked with an \* the corresponding field is mandatory entry.

**\* For which creditor agency would you like to input debts?**

... A creditor agency MUST be selected ... ▼

Continue

- Select the appropriate creditor agency from the drop-down list.
  - Click [Continue](#).
- On the Input New Debts Step 3 screen, complete the appropriate fields (one line per debt). Use the tab key or click with the mouse to move between cells in the table. A description of each field is provided below.

### INPUT NEW DEBTS STEP 3

Entering Debt Items for [REDACTED]

This form is for entry of new debts only! If the debt account number has already been entered before, even if the debt balance has gone to zero, the balance must be changed using an adjustment!

<p>SSN or FEIN: SSN for Individuals or FEIN for Businesses (No Other Numbers Please)                  ID: Debtor Type Code, 1 for Business or 2 for Individual                  First Name: Individual First Name or Leave Blank for Business                  Middle: Individual Middle Initial for Individual or Blank for Businesses                  Last or Company Name: Individual Last Name or Company Name for Businesses                  Acct #: Your Account Number Associated with the Debtor/Debt                  Code: Debt Type (31 Municipalities, 23 Court Child Support, 29 State Agencies)                  Description: Description of Debt                  Amount: Debt Current Balance                  KS DL: Kansas Drivers License Number if possible</p> <p>If you are NOT entering an SSN or FEIN, enter a Drivers License Number if possible, Debtor Address, etc. An explanation for this is also become available for entering things like Date of Birth to assist us in researching for the SSN/FEIN</p>	<p>To TOP?: Set to Y if you want the debt to be submitted to the Federal TOP Program                  Debt Type: Set to B if this is a business debt and I if this is an individual debt                  Multi-Debtor Connect: If multiple entities owe this debt, enter the same value for each debtor (must be unique across all your debts)                  Request DD?: Set to Y if you want to request that we perform your due diligence for you                  Delinquency Dt: Date debt first became delinquent                  Over 10?: Set to Y if this debt can LEGALLY be collected beyond the standard 10 years according to Federal TOP regulations                  Due Dil Dt: Date due diligence was performed according to Federal TOP regulations                  Address: Current address for the debtor if available                  Country: Country code for debtor address</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SSN or FEIN	ID	First Name	Middle	Last or Company Name	Acct #	Code	Description	Amount	KS DL	To TOP?	Request DD?
	2										
	2										

KS DL	To TOP?	Debt Type	Multi-Debtor Connect	Req DD?	Delinquency Dt	Over 10?	Due Dil. Dt	Address	Country
								L1: <input type="text"/> L2: <input type="text"/> C: <input type="text"/> S: <input type="text"/> Z: <input type="text"/>	USA
								L1: <input type="text"/> L2: <input type="text"/> C: <input type="text"/> S: <input type="text"/> Z: <input type="text"/>	USA

a. **SSN or FEIN:** Enter the social security number or federal employer identification number for the debtor.

If no SSN or FEIN is entered, the following box will appear. Enter any available information (i.e. date of birth, etc.) to assist KTOP in researching the debtor.

SSN or FEIN	ID	First Name	Middle	Last or Company Name	Acct #	Code	Description
	2						

**IMPORTANT:** For us to research your entry, you must provide us with additional information:

b. **ID:** Enter "1" if the debtor is a business, or "2" if the debtor is an individual. This field defaults to "2" (individual).

c. **First Name:** If the debtor is an individual, enter his or her first name. If the debtor is a business, leave this field blank.

- d. **Middle:** If the Debtor is an individual, enter his or her middle name or initial. If the debtor is a business, leave this field blank.
- e. **Last or Company Name:** If the debtor is an individual, enter his or her last name. If the debtor is a business, enter the company name.
- f. **Acct #:** Enter the account number associated to the debt.
- g. **Code:** Enter "29" for State Agencies.
- h. **Description:** Enter a description for the debt.
- i. **Amount:** Enter the current debt balance.
- j. **KS DL:** Enter the Kansas Driver's License Number, if known.
- k. **To TOP?** Enter "Y" to send the debt to TOP.
- l. **Debt Type:** Enter "B" if the debt is for a business, or "I" if the debt is for an individual. This may differ from the debtor ID (see 5b above). For example, the debtor may be an individual although the debt is for his or her business.
- m. **Multi-Debtor Connect:** If multiple debtors owe this debt, enter a value in this field that is the same for each debtor's debt record. The value must be unique across all your debts. **IF IT IS NOT A MULTI-DEBTOR DEBT, LEAVE THIS FIELD BLANK!**
- n. **Req DD?** Enter "Y" if you want KTOP to send the due diligence letter required for debt submission to TOP. Be aware that the debt will not be submitted to TOP until 60 days after due diligence has been completed. **IF SELECTING YES, LEAVE THE DUE DILIGENCE DATE FIELD (see 5q below) BLANK!**
- o. **Delinquency Dt (mm/dd/yyyy):** This is the date on which the debt became delinquent. Most debts will only be offset by TOP for 10 years after this date and the date cannot be changed once the debt has been submitted to TOP.
- p. **Over 10?** Enter "Y" if this debt can LEGALLY be collected beyond the standard 10 years. Be aware that by entering yes, the user is certifying that this debt may be collected against past 10 years according to TOP regulations.
- q. **Due Dil. Dt (mm/dd/yyyy):** This is the date the creditor agency performed due diligence for the debt according to TOP regulations. By entering a date, the user is indicating that the creditor agency sent a due diligence letter to the debtor on this date informing them that their debt will be sent to TOP. The debt will not be submitted to TOP until 60 days after this date. **IF DUE DILIGENCE IS REQUESTED (see 5n above), LEAVE THIS FIELD BLANK!**

- r. **Address:** Enter a current mailing address for the debtor.
  - s. **Country:** Enter the country code for the address. This field defaults to "USA."
7. Once all of the required fields for each debt have been completed, click [Input Debts](#).
8. If there are problems with the batch, the system will suggest returning to the previous page to fix the error(s). If the system check approves of the debts entered, the following screen will appear:

---

### INPUT NEW DEBTS STEP 3

---

You have successfully added the following to the uncertified debts table:

- **Batch Number:** NEW BATCH 201412310001
- **Debt Lines:** 2
- **Total Amount:** \$1,500.00

[Enter more debts in the same batch](#)

[Work the Entered Debts](#)

[Start a new input batch](#)

[Return to the creditor agencies menu](#)

[Return to the system home page](#)

Click on [Work the Entered Debts](#).

9. The Uncertified Debts Search Result List will display the debts listed in the suspense file currently waiting to be processed.

---

### UNCERTIFIED DEBTS SEARCH RESULT LIST

---

Tax ID	Agency	Debtor Name	Account	Type - Descript	Amt	Err	Fee	Error	Options
123456788-2	12345678901	Smith, John Q	KTOP1234	29 - Description Of Debt	500.00	No	L		[Mod] [Del]
887654321-1	12345678901	Smith Company	1234KTOP	29 - Debt Description	1,000.00	No	L		[Mod] [Del]

**Total for Entire List --> \$1,500.00**

If the system detects an error for a debt record, a red **Yes** will appear in the Err column and an error code will be listed in the Error column. Hover over the record for the explanation of the error. Error examples include (but are not limited to):

**Alias** An alias will appear if the name in KTOP is different than the one being requested.

**Bankruptcy** No debt will be allowed if the debtor has been flagged as being in a bankruptcy.

**Duplicate Debt** If the account number and description fields match character for character between a debt currently in KTOP and one being requested, a duplicate debt error will occur.

If the error is due to a duplicate debt, verify with agency records whether or not the debt is actually a duplicate. If it is **NOT** a duplicate, skip to step 10. (Either the account number or the description field will need to be changed.) If the debt **IS** a duplicate:

- a. Delete the entry by clicking on [**Del**] in the Options column.
- b. Process the needed adjustment on the original debt record. Refer to the “Posting a Debt Adjustment” user manual for more information.

**Once a debt has been established in KTOP and the balance reaches zero, any future debt needs to be processed as an adjustment. A new debt record should NOT be entered.**

10. To correct an error other than a duplicate debt, click on [**Mod**] in the Options column.

11. The Modify Uncertified Debt Details screen will appear:

---

**MODIFY UNCERTIFIED DEBT # 124 DETAILS**

---

When you see an entry field marked with an \* the corresponding field is mandatory entry.

<b>* Debtor Tax ID:</b>	<input type="text" value="887654321"/>
<b>Kansas DL/ID Number:</b>	<input type="text"/>
<b>* Debtor Type:</b>	1 (Business) ▼
<b>Debtor First Name:</b>	<input type="text"/>
<b>Debtor Middle Name:</b>	<input type="text"/>
<b>* Debtor Last Name:</b>	Smith Company
<b>Address:</b>	4321 1st St <input type="text"/>
<b>City, State Zip:</b>	Nowhere, OK 12345
<b>Country:</b>	USA (United States Of America) ▼
<b>Account Number:</b>	1234KTOP
<b>* Debt Type:</b>	29 (Kansas Other) ▼
<b>* Description:</b>	Debt Description
<b>* Amount:</b>	1000.00
<b>Send to Federal Top Program?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>TOP Debt Type:</b>	<input checked="" type="radio"/> Business Debt <input type="radio"/> Individual Debt
<b>Multi-Debtor Connector:</b>	<input type="text"/>
<b>Request Due Diligence Processing?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Delinquency Date:</b>	12 / 01 / 2014
<b>Valid Over 10 Years?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Due Diligence Performed Date:</b>	12 / 01 / 2014
<b>Uncertified Debt Notes</b>	<input type="text"/>

**Modify Debt**

a. Correct the necessary information, as needed. Required fields are marked with a red asterisk (\*).



- b. Click [Modify Debt](#).
12. A pop-up box will appear that says, "Uncertified debt information successfully modified!" Click [OK](#).
13. Once KTOP staff has certified the debts, the following email will be sent to the General Contact for the creditor agency.

**From:** ktop@treasurer.state.ks.us  
**Sent:** Wednesday, December 31, 2014 11:01 AM  
**To:** [USER EMAIL ADDRESS]  
**Cc:** KTOP  
**Subject:** KTOP: Debts Successfully Certified

12/31/2014 11.01:27

At the above date and time, [KTOP STAFF], of the State KTOP Division completed processing the entry and certification of debts for [CREDITOR AGENCY NUMBER] - [CREDITOR AGENCY NAME], a creditor agency for which you are recorded as a contact. The debts entered are listed below:

- Tax ID: [TAX ID] - Acct: [ACCT] - [DEBTOR NAME] Amt: [AMT]
- Tax ID: [TAX ID] - Acct: [ACCT] - [DEBTOR NAME] Amt: [AMT]

Total number of debts: 2  
Total amount of debts: [TOTAL AMOUNT OF DEBTS]  
Thank you.

**Path:** Home Page > Creditor Agencies > Input New Debts > [select Paste Lines From the DA-56 Spreadsheet] Continue > [select Creditor Agency, if applicable] Continue > [Paste Debts] Input Debts > Work the Entered Debts

### PASTE CERTIFICATION OF DEBTS

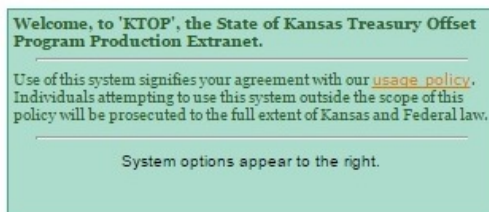
Due to confidentiality restrictions, KTOP is designed to log users out after 15 minutes of inactivity. If the system times out during entry, all the data entered will be lost and it will need to be re-entered.

It is recommended for users to utilize the “Paste Lines from the DA-56 Spreadsheet” option when entering more than four debts.

#### TO PASTE NEW DEBTS:

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

#### 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.

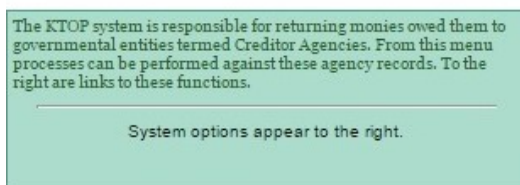


- Creditor Agencies**  
... info & maintenance for creditor agencies and contacts ...
- Debtors**  
... info & maintenance of recorded debtors and debts ...
- User Manuals and FAQ's**  
... system feature directions and frequently asked questions ...

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

2. Click on [Input New Debts](#).

### *CREDITOR AGENCIES MAIN MENU*



The KTOP system is responsible for returning monies owed them to governmental entities termed Creditor Agencies. From this menu processes can be performed against these agency records. To the right are links to these functions.

System options appear to the right.



- Search for Creditor Agencies**  
... find creditor agency records using various criteria ...
- Input New Debts**  
... add new debts to the database ...
- Uncertified Debt Entries**  
... find currently uncertified debts using various criteria ...
- Uncertified Adjustments List**  
... list all adjustments that have not yet been applied ...
- Transfers Table**  
... transfers table access ...

3. A series of pop-up dialog boxes will appear. **READ** each box before clicking OK.
4. The Input New Debts Step 1 screen will appear:

---

**INPUT NEW DEBTS STEP 1**

---

When you see an entry field marked with an \* the corresponding field is mandatory entry.

**\* What type of process do you want to use to input debts?**

Manual Entry

Paste Lines From the [DA-56 Spreadsheet](#)

Upload a File in [KTOP Upload Format](#)

[Continue](#)

Users that do not have the DA-56 Spreadsheet can click on the link to download a copy. Instructions for completing the DA-56 are included in the spreadsheet.

- a. Select "Paste Lines From the DA-56 Spreadsheet" (the default selection is "Manual Entry").
  - b. Click [Continue](#).
5. Users with access to only one creditor agency should skip to step 6. Users with access to more than one creditor agency will see the following screen:

---

**INPUT NEW DEBTS STEP 2**

---

When you see an entry field marked with an \* the corresponding field is mandatory entry.

**\* For which creditor agency would you like to input debts?**

... A creditor agency MUST be selected ... ▼

[Continue](#)

- a. Select the appropriate creditor agency from the drop-down list.
- b. Click [Continue](#).

- In the DA-56 Spreadsheet, highlight the debt records and copy them.

LIST OF DELINQUENT ACCOUNTS (Main Fields)												
SSN or FEIN	ID Code	Agency Number	First Name	MI	Last Name	Account ID Number	Debt Code	Debt Description	Amount	Kansas DL/ID Number	Submit to Federal TOP?	
123456789	2	1234567	John	Q	Smith	20141201	29	Debt Description	1000.00	K12345678	Y	
987654321	1	1234567			Smith Company	A1234567	29	Description of Debt	10000.00		Y	

**DO NOT COPY THE HEADINGS OR TOTALS. COPY ONLY THE DEBT INFORMATION.**

- On the Input New Debts Step 3 screen in KTOP, paste the debts and then click [Input Debts](#).

**INPUT NEW DEBTS STEP 3**

Entering Debt Items for [REDACTED]

**Paste Your Spreadsheet Lines Below:**

**Input Debts**

- The Input New Debts Step 3 screen will appear:

**INPUT NEW DEBTS STEP 3**

In the list below, you will see the debts you just pasted. The header for each column contains a drop-down box that defines what the system thinks is in each column of your upload. Please CHECK THESE to make sure that what the system thinks is in the column accurately represents the value where necessary. Data Types Are:

TAX ID	DTYPE	ADV	FIRST	MIDDLE	LAST	ACCT	CODE	DESCR	AMT	KSID	TOTOP	DEBTYP	REGDO	DELT	10YEAR	DUEDIL	ADDR1	ADDR2	CITY	STATE	ZIP	
123456789	2	12345678901	John	Q	Smith	20141201	29	Debt Description	1000.00	A12345678	Y	B	N	12/1/2014	N	12/1/2014	1234 Main St	Someplace	Ks	66601.00	Use	
987654321	1	12345678901			Smith Company	A1234567	29	Description of Debt	10000.00													Use

**Input Debts**

**INPUT NEW DEBTS: PASTE CERTIFICATION OF DEBTS**

- a. Verify the heading is correct for the data listed in each column. If a heading is incorrect, click on the drop-down arrow next to it and select the appropriate heading for the column.

Example: If a middle initial is not entered, the column heading will be listed as last name. By clicking on the drop-down arrow, the heading can be changed to middle initial. The heading for every column to the right of the middle initial will need to be changed as well.

- b. Click [Input Debts](#).
9. If there are problems with the batch, the system will suggest returning to the previous page to fix the error(s). If the system check approves of the debts entered, the following screen will appear:

---

### INPUT NEW DEBTS STEP 3

---

You have successfully added the following to the uncertified debts table:

- **Batch Number:** NEW BATCH 201412310003
- **Debt Lines:** 2
- **Total Amount:** \$11,000.00

[Enter more debts in the same batch](#)

[Work the Entered Debts](#)

[Start a new input batch](#)

[Return to the creditor agencies menu](#)

[Return to the system home page](#)

Click on [Work the Entered Debts](#).

10. The Uncertified Debts Search Result List will display the debts listed in the suspense file currently waiting to be processed.

---

### UNCERTIFIED DEBTS SEARCH RESULT LIST

---

Tax ID	Agency	Debtor Name	Account	Type - Descript	Amt	Err	Fee	Error	Options
123456788-2	12345678901	Smith, John Q	20141201	29 - Debt Description	1,000.00	No	L		[Mod] [Del]
887654321-1	12345678901	Smith Company	A1234567	29 - Description Of Debt	10,000.00	No	L		[Mod] [Del]

**Total for Entire List ---> \$11,000.00**

If the system detects an error for a debt record, a red **Yes** will appear in the Err column and an error code will be listed in the Error column. Hover over the record for the explanation of the error. Error examples include (but are not limited to):

---

<b>Alias</b>	An alias will appear if the name in KTOP is different than the one being requested.
<b>Bankruptcy</b>	No debt will be allowed if the debtor has been flagged as being in a bankruptcy.
<b>Duplicate Debt</b>	If the account number and description fields match character for character between a debt currently in KTOP and one being requested, a duplicate debt error will occur.

If the error is due to a duplicate debt, verify with agency records whether or not the debt is actually a duplicate. If it is **NOT** a duplicate, skip to step 14. (Either the account number or the description field will need to be changed.) If the debt **IS** a duplicate:

- a. Delete the entry by clicking on [Del] in the Options column.
- b. Process the needed adjustment on the original debt record. Refer to the "Posting a Debt Adjustment" user manual for more information.

**Once a debt has been established in KTOP and the balance reaches zero, any future debt needs to be processed as an adjustment. A new debt record should NOT be entered.**

11. To correct an error other than a duplicate debt, click on [Mod] in the Options column.

12. The Modify Uncertified Debt Details screen will appear:

---

**MODIFY UNCERTIFIED DEBT # 127 DETAILS**

---

When you see an entry field marked with an \* the corresponding field is mandatory entry.

<b>* Debtor Tax ID:</b>	<input type="text" value="123456788"/>
<b>Kansas DL/ID Number:</b>	<input type="text" value="K12345678"/>
<b>* Debtor Type:</b>	2 (Individual) ▼
<b>Debtor First Name:</b>	<input type="text" value="John"/>
<b>Debtor Middle Name:</b>	<input type="text" value="Q"/>
<b>* Debtor Last Name:</b>	<input type="text" value="Smith"/>
<b>Address:</b>	<input type="text" value="1234 Main St"/>
<b>City, State Zip:</b>	<input type="text" value="Somewhere"/> , <input type="text" value="KS"/> <input type="text" value="66601.00"/>
<b>Country:</b>	USA (United States Of America) ▼
<b>Account Number:</b>	<input type="text" value="20141201"/>
<b>* Debt Type:</b>	29 (Kansas Other) ▼
<b>* Description:</b>	<input type="text" value="Debt Description"/>
<b>* Amount:</b>	<input type="text" value="1000.00"/>
<b>Send to Federal Top Program?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>TOP Debt Type:</b>	<input type="radio"/> Business Debt <input checked="" type="radio"/> Individual Debt
<b>Multi-Debtor Connector:</b>	<input type="text"/>
<b>Request Due Diligence Processing?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Delinquency Date:</b>	<input type="text" value="12"/> / <input type="text" value="01"/> / <input type="text" value="2014"/>
<b>Valid Over 10 Years?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Due Diligence Performed Date:</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Uncertified Debt Notes</b>	<div style="border: 1px solid gray; height: 40px;"></div>

a. Correct the necessary information, as needed. Required fields are marked with a red asterisk (\*).

- b. Click [Modify Debt](#).
13. A pop-up box will appear that says, "Uncertified debt information successfully modified!" Click [OK](#).
14. Once KTOP staff has certified the debts, the following email will be sent to the General Contact for the creditor agency.

**From:** ktop@treasuer.state.ks.us  
**Sent:** Wednesday, December 31, 2014 11:01 AM  
**To:** [USER EMAIL ADDRESS]  
**Cc:** KTOP  
**Subject:** KTOP: Debts Successfully Certified

12/31/2014 11.01:27

At the above date and time, [KTOP STAFF], of the State KTOP Division completed processing the entry and certification of debts for [CREDITOR AGENCY NUMBER] - [CREDITOR AGENCY NAME], a creditor agency for which you are recorded as a contact. The debts entered are listed below:

- Tax ID: [TAX ID] - Acct: [ACCT] - [DEBTOR NAME] Amt: [AMT]
- Tax ID: [TAX ID] - Acct: [ACCT] - [DEBTOR NAME] Amt: [AMT]

Total number of debts: 2  
Total amount of debts: [TOTAL AMOUNT OF DEBTS]  
Thank you.



**Path:** Home Page > Creditor Agencies > Input New Debts > [select Upload a File in KTOP Upload Format] Continue > [select Creditor Agency, if applicable] Continue > [Browse / Choose File] Input Debts > Work the Entered Debts

### UPLOAD CERTIFICATION OF DEBTS

Due to confidentiality restrictions, KTOP is designed to log users out after 15 minutes of inactivity. If the system times out during entry, all the data entered will be lost and it will need to be re-entered.

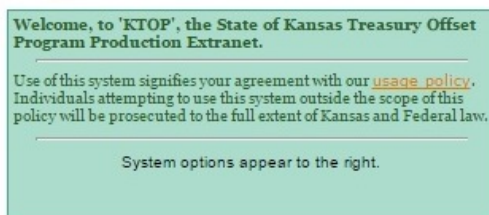
KTOP allows creditor agencies to input new debt via file upload. These files are only used for the creation of new debts. The files must be in the format outlined on the KTOP Upload Format table. Any deviation from the upload format will cause the file to not be accepted. Required fields are marked with an asterisk (\*). The records are all to be 324 characters in length (not including CRLF) and should be stored in a non-field-delimited, fixed-length, ASCII formatted file with records delimited by Carriage Return/Line Feeds (CRLF), prior to uploading.

For additional guidance on the upload file format, please contact the Office of the Kansas State Treasurer, Director of Business Innovation, Applications Developer.

#### TO UPLOAD NEW DEBTS:

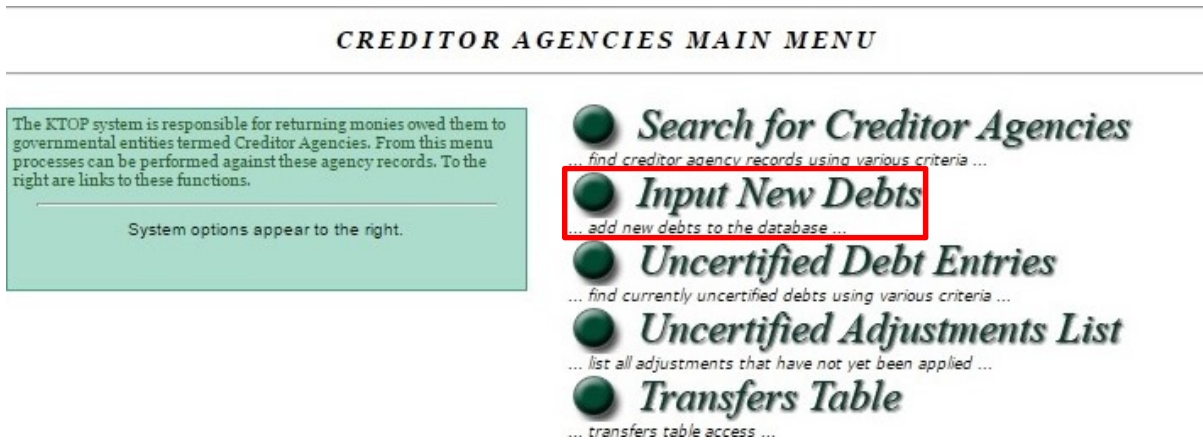
1. From the Home page, click on [Creditor Agencies](#).

Home Page



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

2. Click on [Input New Debts](#).



3. A series of pop-up dialog boxes will appear. **READ** each box before clicking OK.
4. The Input New Debts Step 1 screen will appear:



To view the acceptable file format, click on the KTOP Upload Format link. Refer to the “New Debt File Upload Format” user manual for more information on the KTOP Upload format.

- a. Select “Upload a File in KTOP Upload Format” (the default selection is “Manual Entry”).
- b. Click [Continue](#).

5. Users with access to only one creditor agency should skip to step 6. Users with access to more than one creditor agency will see the following screen:

---

**INPUT NEW DEBTS STEP 2**

---

When you see an entry field marked with an \* the corresponding field is mandatory entry.

**\* For which creditor agency would you like to input debts?**

- a. Select the appropriate creditor agency from the drop-down list.
  - b. Click [Continue](#).
6. The Input New Debts Step 3 screen will appear:

---

**INPUT NEW DEBTS STEP 3**

---

Entering Debt Items for [REDACTED]

**Select the File to Upload:**  No file chosen

- a. Click [Browse / Choose File](#) (depending on the browser)
- b. Navigate to and select the appropriate file.
- c. Click [Open](#).
- d. Click [Input Debts](#).

7. If there are problems with the file, the system will not accept it. If the system check approves of the debts entered, the following screen will appear:

---

### INPUT NEW DEBTS STEP 3

---

You have successfully added the following to the uncertified debts table:

- **Batch Number:** NEW BATCH 201412310003
- **Debt Lines:** 2
- **Total Amount:** \$11,000.00

[Enter more debts in the same batch](#)

[Work the Entered Debts](#)

[Start a new input batch](#)

[Return to the creditor agencies menu](#)

[Return to the system home page](#)

Click on [Work the Entered Debts](#).

8. The Uncertified Debts Search Result List will display the debts listed in the suspense file currently waiting to be processed.

---

### UNCERTIFIED DEBTS SEARCH RESULT LIST

---

Tax ID	Agency	Debtor Name	Account	Type - Descript	Amt	Err	Fee	Error	Options
123456788-2	12345678901	Smith, John Q	20141201	29 - Debt Description	1,000.00	No	L		[Mod] [Del]
887654321-1	12345678901	Smith Company	A1234567	29 - Description Of Debt	10,000.00	No	L		[Mod] [Del]

**Total for Entire List ---> \$11,000.00**

To make changes to a debt, click on **[Mod]** in the Options column.

9. The Modify Uncertified Debt Details screen will appear:

---

**MODIFY UNCERTIFIED DEBT # 127 DETAILS**

---

When you see an entry field marked with an \* the corresponding field is mandatory entry.

<b>* Debtor Tax ID:</b>	<input type="text" value="123456788"/>
<b>Kansas DL/ID Number:</b>	<input type="text" value="K12345678"/>
<b>* Debtor Type:</b>	2 (Individual) ▼
<b>Debtor First Name:</b>	<input type="text" value="John"/>
<b>Debtor Middle Name:</b>	<input type="text" value="Q"/>
<b>* Debtor Last Name:</b>	<input type="text" value="Smith"/>
<b>Address:</b>	<input type="text" value="1234 Main St"/>
<b>City, State Zip:</b>	<input type="text" value="Somewhere"/> , <input type="text" value="KS"/> <input type="text" value="66601.00"/>
<b>Country:</b>	USA (United States Of America) ▼
<b>Account Number:</b>	<input type="text" value="20141201"/>
<b>* Debt Type:</b>	29 (Kansas Other) ▼
<b>* Description:</b>	<input type="text" value="Debt Description"/>
<b>* Amount:</b>	<input type="text" value="1000.00"/>
<b>Send to Federal Top Program?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>TOP Debt Type:</b>	<input type="radio"/> Business Debt <input checked="" type="radio"/> Individual Debt
<b>Multi-Debtor Connector:</b>	<input type="text"/>
<b>Request Due Diligence Processing?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Delinquency Date:</b>	<input type="text" value="12"/> / <input type="text" value="01"/> / <input type="text" value="2014"/>
<b>Valid Over 10 Years?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Due Diligence Performed Date:</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Uncertified Debt Notes</b>	<div style="border: 1px solid gray; height: 40px;"></div>

**Modify Debt**

- a. Enter the desired changes. Required fields are marked with a red asterisk (\*).

- b. Click [Modify Debt](#).
10. A pop-up box will appear that says, "Uncertified debt information successfully modified!" Click [OK](#).
11. Once KTOP staff has certified the debts, the following email will be sent to the General Contact for the creditor agency.

**From:** ktop@treasurer.state.ks.us  
**Sent:** Wednesday, December 31, 2014 11:01 AM  
**To:** [USER EMAIL ADDRESS]  
**Cc:** KTOP  
**Subject:** KTOP: Debts Successfully Certified

12/31/2014 11.01:27

At the above date and time, [KTOP STAFF], of the State KTOP Division completed processing the entry and certification of debts for [CREDITOR AGENCY NUMBER] - [CREDITOR AGENCY NAME], a creditor agency for which you are recorded as a contact. The debts entered are listed below:

- Tax ID: [TAX ID] - Acct: [ACCT] - [DEBTOR NAME] Amt: [AMT]
- Tax ID: [TAX ID] - Acct: [ACCT] - [DEBTOR NAME] Amt: [AMT]

Total number of debts: 2  
Total amount of debts: [TOTAL AMOUNT OF DEBTS]  
Thank you.

### NEW DEBT FILE UPLOAD FORMAT

Field Name	Length	Start	End	Description
* SSN / EIN	9	1	9	Must be FEIN if debtor type is '1' or SSN if debtor type is '2'
* Debtor Type	1	10	10	Must be '1' for a business or '2' for an individual
First Name	35	11	45	Required for debtor type '2', blank fill for debtor type '1'
Middle Initial	1	46	46	Optional for debtor type '2' or blank fill
* Last Name	35	47	81	Last name for debtor type '2', company name for debtor type '1'
Account Number	18	82	99	Optional or blank fill
* Debt Type Code	2	100	101	<ul style="list-style-type: none"> <li>'10' - Sales Tax</li> <li>'11' - Tax</li> <li>'21' - Child Support</li> <li>'23' - Court Ordered Child Support</li> <li>'29' - Kansas Other</li> </ul>
* Description	30	102	131	Description of debt, right fill with blanks
* Amount	14	132	145	Balance of debt, no commas, leave decimal in place, left pad with spaces
Kansas DL/ID Number	15	146	160	Left justified, right padded with spaces
* Submit to Federal TOP Flag	1	161	161	The letter "Y" to submit to TOP
* Debt Type	1	162	162	"B" if the debt is a business debt and "A" if the debt is an individual debt
Multi_Debtor Connector Field	40	163	202	Alpha-Numeric field used to designate that multiple submitted debts are actually the same debt. If the debt is owed jointly by multiple entities submit the identical debt multiple times, once for each distinct debtor and enter the same value for each of the debts in this field.
Request Due Diligence Processing Flag	1	203	203	"Y" if you want the setoff staff to perform the due diligence for the debt (leave due diligence performed date blank)
* Delinquency Date	10	204	213	Date debt went delinquent formatted like "ccyy-mm-dd"
Over 10 Year Eligibility Flag	1	214	214	"Y" if this debt is legally eligible, under Federal TOP guidelines, for collection beyond 10 years.
Due Diligence Performed Date	10	215	224	The date due diligence was performed formatted like "ccyy-mm-dd"
* Debtor Address Line 1	30	225	254	Mailing address for debtor line 1
Debtor Address Line 2	30	255	284	Mailing address for debtor line 2
* Debtor City	25	285	309	Mailing city for debtor
* Debtor State	2	310	311	Mailing state for debtor
* Debtor Address Zip	10	312	321	Mailing zip for debtor 99999 or 99999-9999
* Debtor Country Code	3	322	324	Mailing country code for debtor

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

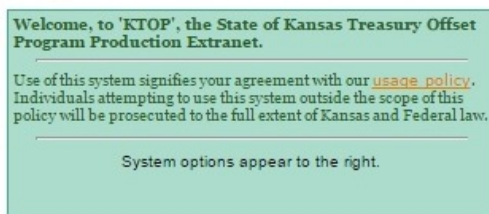
### MASTER LISTING OF DEBTS

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.

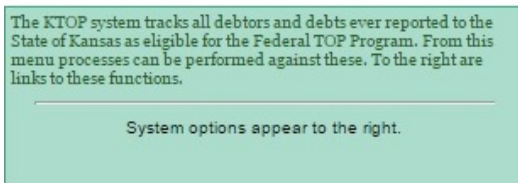


- [Creditor Agencies](#)  
... info & maintenance for creditor agencies and contacts ...
- [Debtors](#)  
... info & maintenance of recorded debtors and debts ...
- [User Manuals and FAQ's](#)  
... system feature directions and frequently asked questions ...

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

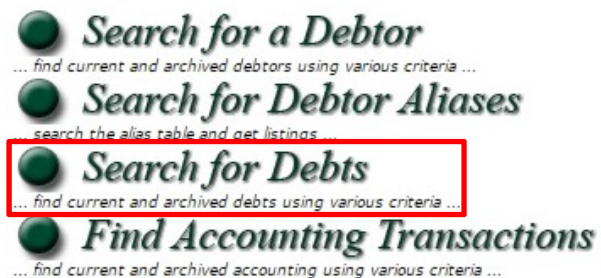
2. Click on [Search for Debts](#).

### *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 ...



### 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

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

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.

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

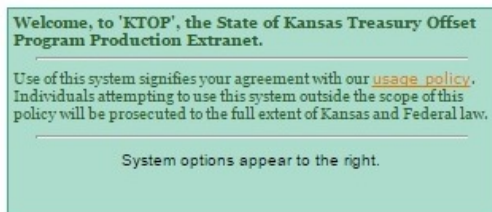
### POSTING A DEBT ADJUSTMENT

If a debt balance in KTOP does not match the creditor agency's records for the debt (i.e. a debtor makes a payment to the creditor agency), the agency should post an adjustment to the debt in KTOP to correct the balance. Debt adjustments should be done timely to reduce over-collection of funds.

#### TO POST A DEBT ADJUSTMENT:

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

#### Home Page



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System options appear to the right.

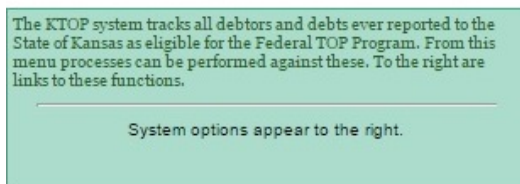


- [Creditor Agencies](#)  
... info & maintenance for creditor agencies and contacts ...
- [Debtors](#)  
... info & maintenance of recorded debtors and debts ...
- [User Manuals and FAQ's](#)  
... system feature directions and frequently asked questions ...

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

2. Click on [Search for a Debtor](#).

#### *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 ...

### 3. The Debtors Search Criteria screen will appear:

---

**DEBTORS SEARCH CRITERIA**

---

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

I want to create a  list of records  downloadable file

<b>Debtor Tax ID:</b>	<input type="text"/>	<i>Search</i> <input checked="" type="radio"/> from start of tax id <input type="radio"/> from end of tax id <input type="radio"/> anywhere in tax id
<b>KTOP System Debtor Num:</b>	<input type="text"/>	
<b>Type of Debtor:</b>	... Do not search by type of debtor ... ▼	
<b>Debtor Last Name:</b>	<input type="text"/>	<i>Search</i> <input checked="" type="radio"/> from start of last name field <input type="radio"/> anywhere in last name field
<b>Debtor First Name:</b>	<input type="text"/>	<i>Search</i> <input checked="" type="radio"/> from start of first name field <input type="radio"/> anywhere in first name field
<b>Debtor Middle Name:</b>	<input type="text"/>	<i>Search</i> <input checked="" type="radio"/> from start of middle name field <input type="radio"/> anywhere in middle name field
<b>Address:</b>	<input type="text"/>	<i>entry will be found anywhere in any address field</i>
<b>Creditor Agency Number:</b>	<input type="text"/>	
<b>Type of Debt:</b>	... Do not search by type of debt ... ▼	
<b>Creditor Account Number:</b>	<input type="text"/>	<i>Search</i> <input checked="" type="radio"/> from start of acct <input type="radio"/> from end of acct <input type="radio"/> anywhere in acct
<b>Debt Description:</b>	<input type="text"/>	<i>will locate entry anywhere in the description field</i>
<b>Debt Original Amount Range:</b>	<input type="text"/> through <input type="text"/>	
<b>Debt Current Amount Range:</b>	<input type="text"/> through <input type="text"/>	
<b>Bankruptcy Date Range:</b>	<input type="text"/> / <input type="text"/> / <input type="text"/> through <input type="text"/> / <input type="text"/> / <input type="text"/>	
<b>Include debtors that:</b> <input type="radio"/> Current Debtors Only <input type="radio"/> Non-Current Debtors Only <input checked="" type="radio"/> Both <input type="radio"/> Employees Only <input type="radio"/> Non-Employees Only <input checked="" type="radio"/> Both <input type="radio"/> Bankrupt Debtors Only <input type="radio"/> Non-Bankrupt Debtors Only <input checked="" type="radio"/> Both		

**Search Debtors**

- a. Enter the Debtor Tax ID or other criteria that will narrow the results down to the correct debtor.
- b. Click [Search Debtors](#).

- Moving the mouse cursor over a record in the Debtors Search Result List will highlight it in yellow. Hovering over the Tax ID will display the Debtor Details Preview.

### DEBTORS SEARCH RESULT LIST

Tax ID	Type	Debtor Name	Address	City, State Zip	Curr Balance
123456788	2	Smith, John Q	1234 Main St	Somewhere, KS 66601	1,499.00
887654321	1	Smith Company	1234 Main St	Somewhere, KS 66601	12,000.00

**Debtor #35 Details Preview**

Tax ID: 123456788-2  
 Debtor Name: Smith, John Q  
 Debtor Address: 1234 Main St  
 City, State Zip: Somewhere, KS 66601

Query: Appro

Creditor	Type	Account	Amount
12345678901 - Kansas Treasury Offset Program	29 - Kansas Other	KTOP1234	\$500.00
12345678901 - Kansas Treasury Offset Program	29 - Kansas Other	20141201	\$999.00

Click on the desired debtor record.

- The Debtor Record Detail screen will appear:

### DEBTOR RECORD # 35 DETAILS

Current Debt Balance: \$1,499.00    
 Pending Debt Balance: \$1,499.00

Comments?	Current Appeals	Exceptions?	Current Debts	Pending Trans	Adjustments
N/A	0	0	2	0	0

General Information		Record Modification Information	
Tax ID:	123-45-6788-2	Original Entry:	12/31/2014 10:54AM
Kansas DLID Number:	K12345678		by: Kansas Treasury Offset Program [?]
First Name:	John		<a href="mailto:ktop@kde.ks.gov">ktop@kde.ks.gov</a>
Middle Name:	Q		(785) 296-4500
Last Name:	Smith	Last Updated:	
Aliases:		[REDACTED]	
Address:	1234 Main St Somewhere, KS 66601	<b>Available Options</b>	
Employee Number / Agency:	/	<a href="#">Request modification of debtor information</a> <a href="#">Send an email to KTOP staff about this debtor</a>	
Match Exceptions:			

Certified Debts								
Sort Order	Entry Timestamp	Agency	Account	Type	Description	Stat	Amount	Options
50	2014-12-31 10:31	12345678901	KTOP1234	29	Description Of Debt	00	500.00	[Adjust]
50	2014-12-31 10:54	12345678901	20141201	29	Debt Description	00	999.00	[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!							

All debts for the debtor will be listed in the Certified Debts section, including any for other creditor agencies. Locate the debt that needs to be adjusted.

Under the Options column on the far right, click [Adjust](#).

6. The Request a Debt Adjustment Against Debt screen will appear:

---

**REQUEST A DEBT ADJUSTMENT AGAINST DEBT # 43**

---

When you see an entry field marked with an \* the corresponding field is mandatory entry.

* Debtor Tax ID:	123-45-6788
* Debtor Type:	2
* Adjustment Type:	... An adjustment type code MUST be selected ...  <i>Select the transaction type that most closely describes what type of adjustment you wish to perform. Examples Are:</i> <ul style="list-style-type: none"><li>• <b>ADDITION:</b> If the debt balance has increased, choose ADDITION. Put the amount of the increase in the "Adjustment Amount" field below.</li><li>• <b>REDUCTION:</b> If the debt balance has decreased, choose REDUCTION. Put the amount of the payment or adjustment in the "Adjustment Amount" field below.</li><li>• <b>BANKRUPTCY:</b> If the debtor has declared bankruptcy, choose BANKRUPTCY. Put the amount of the adjustment in the "Adjustment Amount" field below. Provide the Case Number, Type of Bankruptcy, Filing Date, and Court Jurisdiction in the appropriate fields below. (Ex: Chap 13, Case # 92-4708, Date of Filing 12-18-2010, Jurisdiction Kansas City)</li></ul>
* Creditor Agency Number:	12345678901
Debtor First Name:	John
Debtor Middle Name:	Q
* Debtor Last Name:	Smith
Account Number:	KTOP1234
* Before Balance:	500.00
* Adjustment Amount:	<input type="text"/>  <i>This should be the amount by which you wish to adjust the debt balance. Examples Are:</i> <ul style="list-style-type: none"><li>• <b>To lower the current debt balance by \$100.00:</b> Enter 100.00</li><li>• <b>To decertify the debt:</b> Enter an amount equal to the "Before Balance" above</li><li>• <b>To raise the current debt balance by \$25.00:</b> Enter 25.00</li></ul>
* Reason for Adjustment	<input type="text"/>

- a. Select the Adjustment Type that most closely describes the type of adjustment you wish to perform:

- Addition**      If the debt balance has increased, choose this option.
- Reduction**      If the debt balance has decreased, choose this option.
- Bankruptcy**      If the debtor has declared bankruptcy, choose this option.

If “Bankruptcy” is selected, additional fields will appear on the screen:

2010, Jurisdiction Kansas City)	
<b>* Bankruptcy Fields:</b>	Type: <input type="text"/>
<b>*** ALL ARE REQUIRED ***</b>	Filing Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
	Case Number: <input type="text"/>
	Jurisdiction: <input type="text"/>
<b>* Creditor Agency Number:</b>	12345678901

- i. **Type:** Enter the type of bankruptcy, i.e. “Chapter 13”.
- ii. **Filing Date (mm/dd/yyyy):** Enter the filing date of the bankruptcy, i.e. “12/18/2010”.
- iii. **Case Number:** Enter the case number for the bankruptcy, i.e. “92-4708”.
- iv. **Jurisdiction:** Enter the jurisdiction of the court, i.e. “Kansas City”.
- b. Enter the amount of the adjustment in the Adjustment Amount field. Do not enter brackets, a minus sign, or a dollar sign. Some examples include:
- Addition**      To raise the current debt balance by \$25.00, enter “25.00”.
- Reduction**      To lower the current debt balance by \$100.00, enter “100.00”.
- Decertify**      To decertify the debt, enter an amount equal to the Before Balance.
- c. Enter the Reason for Adjustment, i.e. bankruptcy, charges, returned books, etc.
- d. Click [Request Adjustment](#).

7. The following screen will appear:

### REQUEST A DEBT ADJUSTMENT AGAINST DEBT # 43

Adjustment successfully requested!

[View the details for the new adjustment](#)

8. Click on [View the details for the new adjustment](#) to see the Requested Adjustment Record Details screen.

### REQUESTED ADJUSTMENT RECORD # 1 DETAILS

General Information		Entered Reason for Adjustment	
Referenced Creditor Agency:	# 12345678901 - Kansas Treasury Offset Program [?]	Bankruptcy	
Referenced Debtor:	# 35 - Smith, John Q [?]	Bankruptcy Type: Chapter 13	
Referenced Debt:	CA # 12345678901 Debt # 43 - Description Of Debt [?]	Filing Date: 12/18/2010	
Creditor Agency Num:	12345678901	Case Number: 92-4708	
Debtor Tax ID:	123456788-2	Jurisdiction: Kansas City	
First Name:	John	<b>Record Modification Information</b>	
Middle Name:	Q	Date Adjustment was Requested:	12/31/2014
Last Name:	Smith	Original Entry:	12/31/2014 11:13AM by: Kansas Treasury Offset Program [?] <a href="mailto:ktop@da.ks.gov">ktop@da.ks.gov</a> (785) 298-4500
Creditor Account Number:	KTOP1234	Last Updated:	12/31/2014 11:13AM by: Kansas Treasury Offset Program [?] <a href="mailto:ktop@da.ks.gov">ktop@da.ks.gov</a> (785) 298-4500
Adjustment Type:	BANKRUPTCY - Decertification By Ca Due To Bankruptcy	<b>Available Options</b>	
Debt Description:		<a href="#">Send an email to KTOP staff about this adjustment</a>	
Recorded Before Balance:	\$500.00		
Recorded Adjustment Amount:	\$500.00		
Calculated After Balance:	\$0.00		

9. Once KTOP staff has certified the adjustment, the following email will be sent to the General Contact for the creditor agency.

**From:** ktop@treasuer.state.ks.us  
**Sent:** Wednesday, December 31, 2014 2:34 PM  
**To:** [USER EMAIL ADDRESS]  
**Subject:** KTOP: Debts Balances Successfully Adjusted

12/31/2014 14:33:51

At the above date and time, [KTOP STAFF MEMBER], of the State KTOP Division completed processing the certification and adjustment of debts for [CREDITOR AGENCY NUMBER] - [CREDITOR AGENCY NAME], a creditor agency for which you are recorded as a contact. The debts entered are listed below:



- Tax ID: [TAX ID] - Acct: [ACCT] - [DEBTOR NAME] Original Bal: [ORIGINAL BAL] Current Bal: [CURRENT BAL]

Thank you.

**Path:** Home Page > Debtors > Find Accounting Transactions > [select "WAITTSFR" for Transaction Status] Search Transactions

### VERIFY UPCOMING TRANSFERS

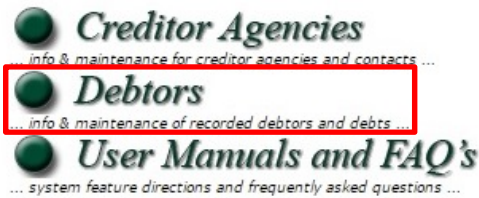
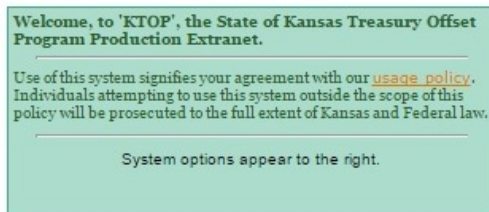
Transfers from KTOP to creditor agencies are scheduled to occur every Friday. If a State-observed holiday falls on a Friday, the transfer will occur on the first business day thereafter.

Prior to the scheduled transfer of collections, a creditor agency must verify that the collections waiting to be transferred are required. Once the transfers are completed in KTOP, any over-collection must be refunded by the creditor agency. KTOP will not refund any fees on amounts transferred.

#### TO VERIFY COLLECTIONS WAITING TO BE TRANSFERRED TO A CREDITOR AGENCY:

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

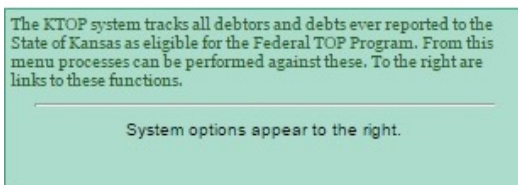
#### Home Page



You Are: Kansas Treasury Offset Program [modify your profile]

2. Click on [Find Accounting Transactions](#).

#### *KTOP DEBTORS MAIN MENU*



### 3. The Debtor Accounting Search Criteria screen will appear:

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**DEBTOR ACCOUNTING SEARCH CRITERIA**

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The KTOP system stores all accounting transactions against existing debts. Shown below are several criteria for searching these accounting transactions. You may enter information in any or all of the fields for searching.

I want to create a  list of records  downloadable file

<b>Debtor Tax ID:</b>	<input type="text"/>
<b>Type of Debtor:</b>	Search <input checked="" type="radio"/> from start of tax id <input type="radio"/> from end of tax id <input type="radio"/> anywhere in tax id ... Do not search by type of debtor ... ▼
<b>Type of Transaction:</b>	... Do not search by type of transaction ... ▼
<b>Transaction Status:</b>	... Do not search by transaction status ... ▼
<b>Creditor Agency:</b>	... Do not search by creditor agency ... ▼
<b>Payor Agency:</b>	... Do not search by payor agency ... ▼
<b>Amount Range:</b>	<input type="text"/> through <input type="text"/>
<b>Entry Date Range:</b>	<input type="text"/> / <input type="text"/> / <input type="text"/> through <input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Action Date Range:</b>	<input type="text"/> / <input type="text"/> / <input type="text"/> through <input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Status Date Range:</b>	<input type="text"/> / <input type="text"/> / <input type="text"/> through <input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Include transactions that are:</b> <input type="radio"/> Pending Only <input type="radio"/> Not Pending Only <input checked="" type="radio"/> Either	

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

- a. Select “WAITTSFR (Waiting For Transfer To Creditor)” from the Transaction Status drop-down list.
- b. If a user has access to multiple creditor agencies but only wishes to view the waiting transfers for a single agency, the appropriate agency should be selected from the Creditor Agency drop-down list.
- c. Click [Search Transactions](#).

- The Accounting Search Result List will contain any transfer that is scheduled to occur. The date the transfer is scheduled to occur is shown in the Status column. The amount to be transferred is shown in the Amount column.

### ACCOUNTING SEARCH RESULT LIST

Tax ID	Debtor	Timestamp	Type	Status	Amount	Options
		2015-02-13 10:02:24	PAYMENT	WAITTSFR 03/08/2015	20.00	

TOTALS: Affect of Records: \$-20.00 Hash of Records: \$20.00

Creditor agencies must review their records and determine if the amount shown is required. If the amount exceeds the debt balance, the creditor agency must send an email to [ktop@da.ks.gov](mailto:ktop@da.ks.gov). In the email, include:

- The creditor agency number
- The creditor agency name
- The debtor name
- The last two digits of the debtor's tax ID
- A statement indicating that the amount to be transferred is greater than what is needed
- The amount that is actually needed
- A contact name, email address, and phone number for the creditor agency in case KTOP has any questions

A sample email is provided below:

<b>From:</b>	[USER EMAIL ADDRESS]
<b>Sent:</b>	[DATE]
<b>To:</b>	ktop@da.ks.gov
<b>Subject:</b>	[CREDITOR AGENCY NUMBER] - Transfer Amount Exceeds Debt Balance
<b>Importance:</b>	High
Creditor Agency Number: [CREDITOR AGENCY NUMBER]	
Creditor Agency Name: [CREDITOR AGENCY NAME]	
Debtor Name: [DEBTOR NAME]	
Last Two Digits of Debtor's Tax ID: [LAST TWO DIGITS OF DEBTOR'S TAX ID]	
The amount waiting to be transferred for the above referenced debtor is greater than what is needed to satisfy the debt. The actual amount needed is [AMOUNT].	

If you have any questions, please contact:

[CONTACT NAME]  
[EMAIL ADDRESS]  
[PHONE NUMBER]

5. Click on a record to view the Accounting Transaction Record Details.

### ACCOUNTING TRANSACTION RECORD # [REDACTED] DETAILS

General Information		Record Modification Information	
Referenced Debtor:	# [REDACTED] [2]	Original Entry:	[REDACTED]
Referenced Debt:	[REDACTED]	Last Updated:	[REDACTED]
Referenced Creditor Agency:	[REDACTED]	Status Date:	[REDACTED]
Referenced Collection:	# 1 - 02/13/2015 \$20.00	<b>Available Options</b>	
Transaction Type:	PAYMENT - Payment Collection To Offset Debt		
Transaction Status:	WAITTSFR - Waiting For Transfer To Creditor		
Action Date:	Action will occur on: 03/06/2015		
Transaction Amount:	\$20.00		
Affect on Debt Balance:	Subtracted From Balance		
Collection Details:	Gross Coll: \$20.00		
	TOP Fee: \$0.00		
	D of A Fee: \$0.00		
	Net Coll: \$20.00		
	Pass Fee to Debtor? No		

#### Comments Regarding This Transaction

*These comments are NOT viewable by external users*

**Path:** Home Page > Creditor Agencies > Transfers Table > [enter Action Date Range]  
Search Transactions

### DOCUMENTATION FOR TRANSFERS

KTOP sends a transfer report via email to the creditor agency transfer contact person every Friday. If a State-observed holiday falls on a Friday, the report will be sent on the first business day thereafter.

The creditor agency should receive this email prior to receiving the interfund in SMART. If the creditor agency does not receive the email, they need to make certain that the transfer contact information and email address in KTOP are accurate. If the email address is correct in KTOP and the agency still does not receive the report, contact [ktop@da.ks.gov](mailto:ktop@da.ks.gov) or (785) 296-4500 to correct the error.

If the transfer report email is not received by the creditor agency, users can still obtain the transfer report in KTOP.

#### TO OBTAIN A TRANSFER REPORT:

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

##### 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 [Transfers Table](#).

#### CREDITOR AGENCIES MAIN MENU

The KTOP system is responsible for returning monies owed them to governmental entities termed Creditor Agencies. From this menu processes can be performed against these agency records. To the right are links to these functions.

System options appear to the right.

- Search for Creditor Agencies**  
... find creditor agency records using various criteria ...
- Input New Debts**  
... add new debts to the database ...
- Uncertified Debt Entries**  
... find currently uncertified debts using various criteria ...
- Uncertified Adjustments List**  
... list all adjustments that have not yet been applied ...
- Transfers Table**  
... transfers table access ...

3. The KTOP Transfers Search Criteria screen will appear:

### KTOP TRANSFERS SEARCH CRITERIA

---

The KTOP system database includes a table containing a record for every transfer of funds made to a creditor agency. Shown below are several criteria for searching the table. You may enter information in any or all of the fields for searching. You may also:

I want to create a  list of records  downloadable file

<b>Transfers Table Key:</b>	<input type="text"/>
<b>Entry Date Range:</b>	<input type="text"/> through <input type="text"/>
<b>Action Date Range:</b>	<input type="text"/> through <input type="text"/>
<b>Status of Transfer:</b>	... Do not search by status of transfer ... ▼
<b>Fiscal Year:</b>	<input type="text"/>
<b>Creditor Agency Number:</b>	<input type="text"/>
<b>Voucher ID:</b>	<input type="text"/> <small>you may include the letter and leading zeros or not</small>
<b>Include transfers that are:</b>	

A downloadable file can be generated by clicking the applicable radio button towards the top of the search criteria screen. Users can also search for a range of transfers, such as transfer for the year.

- a. Based upon the date of the interfund in SMART, enter the applicable date in the Action Date Range fields.
  - b. Click on [Search Transfers](#).
4. The Transfer Table Search Result List will appear:

### TRANSFER TABLE SEARCH RESULT LIST

Tax ID	Action	status	Debtor	Payor	Gross	Fee	Net
333-03-3002	01/12/2015	WAITCONF	Lightyear, Joe A	99900	100.01	15.00	85.01
333-03-3005	01/12/2015	WAITCONF	Coyote, Willie E	99900	200.00	15.00	185.00
333-03-3005	01/16/2015	WAITCONF	Coyote, Willie E	99900	99.99	15.00	84.99
333-03-3103	01/12/2015	WAITCONF	Yosemite, Sam A	99900	299.00	15.00	284.00
333-03-3203	01/12/2015	WAITCONF	Leghorn, Foghorn A	99900	299.00	15.00	284.00
88-8033002	01/12/2015	WAITCONF	Marlboro Man Tobacco Shop	99900	149.00	15.00	134.00

**Total of 6 Records ---> Gross: \$1,147.00 Fee: \$90.00 Net: \$1,057.00**

Click on a record to view the Transfer Table Record Details.

### TRANSFERS TABLE RECORD # 6 DETAILS

General Information		Record Modification Information	
<b>Referred Creditor Agency:</b>		<b>Original Entry:</b>	01/12/2015 12:43PM by: System Control
<b>Referred Debtor:</b>	# 46 - Lightyear, Joe A [?]	<b>Last Updated:</b>	01/12/2015 12:43PM by: System Control
<b>Referred Debt:</b>	# 53 - TP1TS2 700.00 [?]	<b>Available Options</b>	
<b>Referred Accounting Transaction:</b>	#16 - \$100.01 [?]	No available options against this transfer record	
<b>Referred Collection Record:</b>	# 6 - 01/12/2015 \$100.01		
<b>Referred Entry Batch:</b>	Debts - 01/07/2015 - 1		
<b>Transfer Type:</b>	SOKITSFR - Regular Transfer By Interfund		
<b>Transfer Status:</b>	WAITCONF - Waiting For Transfer Confirmation		
<b>Action Date:</b>	01/12/2015		
<b>Recipient Name:</b>			
<b>Description:</b>			
<b>SMART Vendor Set ID:</b>	SOKID		
<b>SMART Vendor ID:</b>			
<b>SMART Vendor Location:</b>	001		
<b>SMART Address Seq Num:</b>	1		
<b>Amounts:</b>			
	Gross:		100.01
	TOP TOP Fee:		15.00
	TOP DoA Fee:		0.00
	Net:		85.01



**Path:** Home Page > Creditor Agencies > Transfers Table > [enter Action Date Range]  
Search Transactions

### RESEARCH PREVIOUS TRANSFERS

Transfers from KTOP to creditor agencies are scheduled to occur every Friday. If a State-observed holiday falls on a Friday, the transfer will occur on the first business day thereafter.

#### TO VIEW PREVIOUS COLLECTION TRANSFER RECORDS:

1. From the Home page, click on Creditor Agencies.

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... 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 Transfers Table.

### *CREDITOR AGENCIES MAIN MENU*

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... find currently uncertified debts using various criteria ...
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... list all adjustments that have not yet been applied ...
- Transfers Table**  
... transfers table access ...

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---

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I want to create a  list of records  downloadable file

<b>Transfers Table Key:</b>	<input type="text"/>
<b>Entry Date Range:</b>	<input type="text"/> through <input type="text"/>
<b>Action Date Range:</b>	<input type="text"/> through <input type="text"/>
<b>Status of Transfer:</b>	... Do not search by status of transfer ... ▼
<b>Fiscal Year:</b>	<input type="text"/>
<b>Creditor Agency Number:</b>	<input type="text"/>
<b>Voucher ID:</b>	<input type="text"/> <small>you may include the letter and leading zeros or not</small>
<b>Include transfers that are:</b>	

A downloadable file can be generated by clicking the applicable radio button towards the top of the search criteria screen. Users can also search for a range of transfers, such as transfer for the year.

- a. Enter the applicable dates in the Action Date Range fields.

Example: Transfers for the last quarter of 2014 would be entered as “10/1/2014 through 12/31/2014” in the Action Date Range fields.

- b. Click on [Search Transfers](#).

4. The Transfer Table Search Result List will appear:

### TRANSFER TABLE SEARCH RESULT LIST

Tax ID	Action	status	Debtor	Payor	Gross	Fee	Net
333-03-3002	01/12/2015	WAITCONF	Lightyear, Joe A	99900	100.01	15.00	85.01
333-03-3005	01/12/2015	WAITCONF	Coyote, Wile E	99900	200.00	15.00	185.00
333-03-3005	01/16/2015	WAITCONF	Coyote, Wile E	99900	99.99	15.00	84.99
333-03-3103	01/12/2015	WAITCONF	Yosemite, Sam A	99900	299.00	15.00	284.00
333-03-3203	01/12/2015	WAITCONF	Leghorn, Foghorn A	99900	299.00	15.00	284.00
88-8033002	01/12/2015	WAITCONF	Marlboro Man Tobacco Shop	99900	149.00	15.00	134.00

**Total of 6 Records ---> Gross: \$1,147.00 Fee: \$90.00 Net: \$1,057.00**

Click on a record to view the Transfer Table Record Details.

### TRANSFERS TABLE RECORD # 6 DETAILS

General Information		Record Modification Information	
<b>Referred Creditor Agency:</b>		<b>Original Entry:</b>	01/12/2015 12:43PM by: System Control
<b>Referred Debtor:</b>	# 46 - Lightyear, Joe A [?]	<b>Last Updated:</b>	01/12/2015 12:43PM by: System Control
<b>Referred Debt:</b>	# 53 - TP1TS2 700.00 [?]	<b>Available Options</b>	
<b>Referred Accounting Transaction:</b>	#16 - \$100.01 [?]	No available options against this transfer record	
<b>Referred Collection Record:</b>	# 6 - 01/12/2015 \$100.01		
<b>Referred Entry Batch:</b>	Debts - 01/07/2015 - 1		
<b>Transfer Type:</b>	SOKITSFR - Regular Transfer By Interfund		
<b>Transfer Status:</b>	WAITCONF - Waiting For Transfer Confirmation		
<b>Action Date:</b>	01/12/2015		
<b>Recipient Name:</b>			
<b>Description:</b>			
<b>SMART Vendor Set ID:</b>	SOKID		
<b>SMART Vendor ID:</b>			
<b>SMART Vendor Location:</b>	001		
<b>SMART Address Seq Num:</b>	1		
<b>Amounts:</b>			
	Gross:		100.01
	TOP TOP Fee:		15.00
	TOP DoA Fee:		0.00
	Net:		85.01