



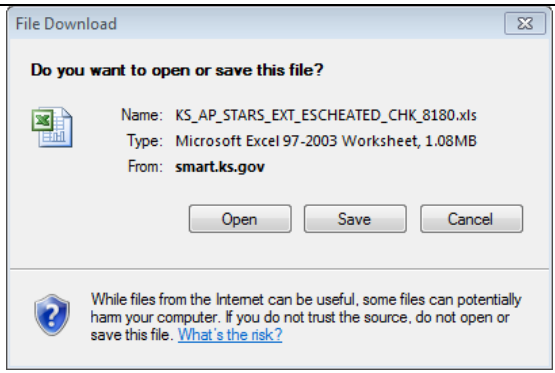
State of Kansas

Using the KS_AP_STARS_EXT_ESCHEATED_CHK Query Statewide Management, Accounting and Reporting Tool

Date Created:	02/21/2014
Version:	V.1.0.
Last Updated Date:	02/21/2014
Purpose of the Query:	This query is designed to identify STARS checks that have been escheated since we transitioned to SMART.
Query Parameters:	The query results include STARS checks escheated on July 15, 2011 with payment dates between June 1, 2009 and June 30, 2010.
Result Sorts:	1. Transaction Reference Id 2. Line #
Security:	<ul style="list-style-type: none"> • Role Security: Only those individuals with one of the following security access roles will receive results from this query: <ul style="list-style-type: none"> ○ KGL_KS_GL_VIEWER • BU Security: Business Unit Security is applied. Agencies will only have access to those vouchers associated to their agency's business unit(s).
<p>1. Navigation: From the Home page in SMART, on the left navigation menu, click on 'Reporting Tools', then click on 'Query', then click on 'Query Viewer'. This will open the Query Viewer page.</p> <p>On the Query Viewer page:</p> <ol style="list-style-type: none"> 1. *Search By field = 'Query Name' option 2. Begins with field = Enter the name of the query. In this case, enter: 'KS_AP_STARS_EXT_ESCHEATED_CHK' 3. Click the "Search" button. 4. Click the "Excel" link. 	<p>The screenshot shows the 'Query Viewer' interface. At the top, it says 'Query Viewer' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with '*Search By:' set to 'Query Name' and 'begins with' set to 'KS_AP_STARS_EXT_ESCHEATED_CHK'. There are 'Search' and 'Advanced Search' buttons. Below the search form is the 'Search Results' section, which includes a 'Folder View' dropdown set to '-- All Folders --'. A table of results is displayed with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Schedule, and Add to Favorites. The first row shows 'KS_AP_STARS_EXT_ESCHEATED_CHK STARS Esch Chk - date range' with 'Public' as the owner and folder. The 'Run to Excel' link is highlighted with a red arrow.</p>

2. A file download message appears.

Click the “Open” button:



3. The query results are displayed in Excel

Note: Only a portion of the query results are shown in the screenshot at right.

Check Number	Check Amt	Payee Name	Check Issue Date	Line #	GL Unit	Dept	Fund	Bud Unit	Program	Line Amount
22109078	270.000	UNKNOWN	6/1/2009	1	CONV	2107	CONV	CONV		270.000
22109417	18.180	UNKNOWN	6/1/2009	1	CONV	3141	CONV	CONV		18.180
22109541	474.720	UNKNOWN	6/1/2009	1	CONV	6170	CONV	CONV		474.720
22109731	40.040	UNKNOWN	6/1/2009	1	CONV	9107	CONV	CONV		40.040
22109945	50.960	UNKNOWN	6/1/2009	1	CONV	9122	CONV	CONV		50.960
22110250	50.000	UNKNOWN	6/1/2009	1	CONV	1000	CONV	CONV		10.650
22110250	50.000	UNKNOWN	6/1/2009	2	CONV	3315	CONV	CONV		39.350
22110370	206.400	UNKNOWN	6/1/2009	1	CONV	1000	CONV	CONV		43.960
22110370	206.400	UNKNOWN	6/1/2009	2	CONV	3315	CONV	CONV		162.440
22110485	10.000	UNKNOWN	6/1/2009	1	CONV	7758	CONV	CONV		10.000

4. **Note:** When using this report, please be aware that there are **two amount columns**. The ‘Check Amt’ is the total amount of the check. The ‘Line Amount’ is the amount associated with the funding line.

If there are checks that have **more than one funding line**, and you are interested in the total dollar value of the checks on your spreadsheet, **you must total the ‘Line Amount’ column**. Summing the ‘Check Amt.’ will result in an overstatement of the total value of the checks, since the check amount is repeated on each funding line.

Check Number	Check Amt	Payee Name	Check Issue Date
22109078	270.000	UNKNOWN	6/1/2009
22109417	18.180	UNKNOWN	6/1/2009
22109541	474.720	UNKNOWN	6/1/2009
22109731	40.040	UNKNOWN	6/1/2009
22109945	50.960	UNKNOWN	6/1/2009
22110250	50.000	UNKNOWN	6/1/2009
22110250	50.000	UNKNOWN	6/1/2009
22110370	206.400	UNKNOWN	6/1/2009
22110370	206.400	UNKNOWN	6/1/2009
22110485	10.000	UNKNOWN	6/1/2009

Fund	Bud Unit	Program	Line Amount
CONV	2107	CONV	270.000
CONV	3141	CONV	18.180
CONV	6170	CONV	474.720
CONV	9107	CONV	40.040
CONV	9122	CONV	50.960
CONV	1000	CONV	10.650
CONV	3315	CONV	39.350
CONV	1000	CONV	43.960
CONV	3315	CONV	162.440
CONV	7758	CONV	10.000

NOTE:

If desired, you can also select the “HTML” link on the Query Viewer page. This will display the query results online directly in SMART. You can then select the “Excel” link from that page to export the query results in to an Excel worksheet.