

**State of Kansas**  
**Using the KS\_ACCT\_REGISTER Report**  
**(Kansas Account Register Report for Outstanding Checks)**

<b>Date Created:</b>	11/18/2013
<b>Version:</b>	1.0
<b>Last Updated Date:</b>	11/18/2013
<b>Purpose of the Report:</b>	<p>The purpose of this report is to <b>identify outstanding or unreconciled checks.</b></p> <p>This report provides results of all outstanding checks issued within the date range requested that haven't yet been escheated. A check is escheated when it is 12 months old (or more) and has not cleared the State Treasurer's Office for payment.</p> <p>The report results include: Check Number, Transaction Amount, Issue Date, Payment Status, Payment Detail, Reconciliation Method, Status</p>
<b>Report parameters:</b>	<p>The report parameters are:</p> <ul style="list-style-type: none"> <li>• <b>Bank ID:</b> (Use Look-up to find 'STATE OF KANSAS BANK')</li> <li>• <b>Bank Account #:</b> (Use Look-up to find 'ST BANK')</li> <li>• <b>Business Unit:</b> (Enter Agency Business Unit)</li> <li>• <b>Reconciliation Status:</b> 'Unreconciled'</li> <li>• <b>Payment Status:</b> 'Paid'</li> <li>• <b>Payment Method:</b> 'System Check'</li> <li>• <b>Reconcile From Date:</b> (Leave Blank)</li> <li>• <b>Reconcile Thru Date:</b> (Leave Blank)</li> <li>• <b>Issue From Date:</b> (Enter the Beginning Date)</li> <li>• <b>Issue To Date:</b> (Enter the End Date)</li> </ul>
<b>Prompt Values:</b>	<p><u>Required Prompt Values:</u></p> <ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Issue From Date</li> <li>• Issue To Date</li> </ul>
<b>Result Sorts:</b>	<p><u>The Report results are displayed, sorted in the following order:</u></p> <ul style="list-style-type: none"> <li>• Check Number</li> </ul>

**Security:**

**Security Role Access:** Only those individuals assigned the following security access roles will receive results from this report:

- KS\_AGY\_AP\_PROCESSOR

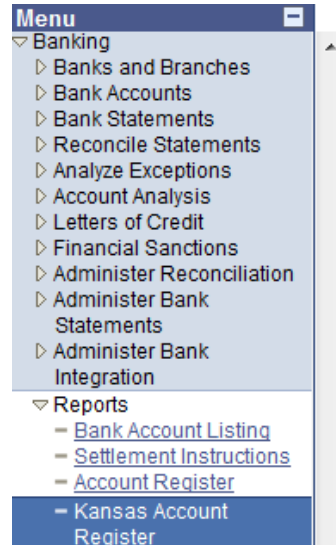
**Business Unit Access:** Business Unit Security is applied

1. **Navigation:**

From the **Home** page in SMART, on the left navigation menu, click on **'Banking'**, then click on **'Reports'**, and then click on **'Kansas Account Register'**.

Add a **'Run Control ID'**.

Click the **'Add'** button.



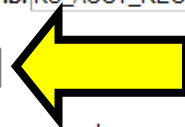
**Custom Account Register Report**

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

**Add**

[Find an Existing Value](#) [Add a New Value](#)



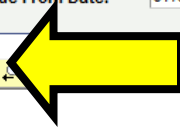
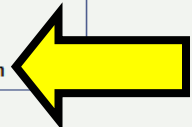
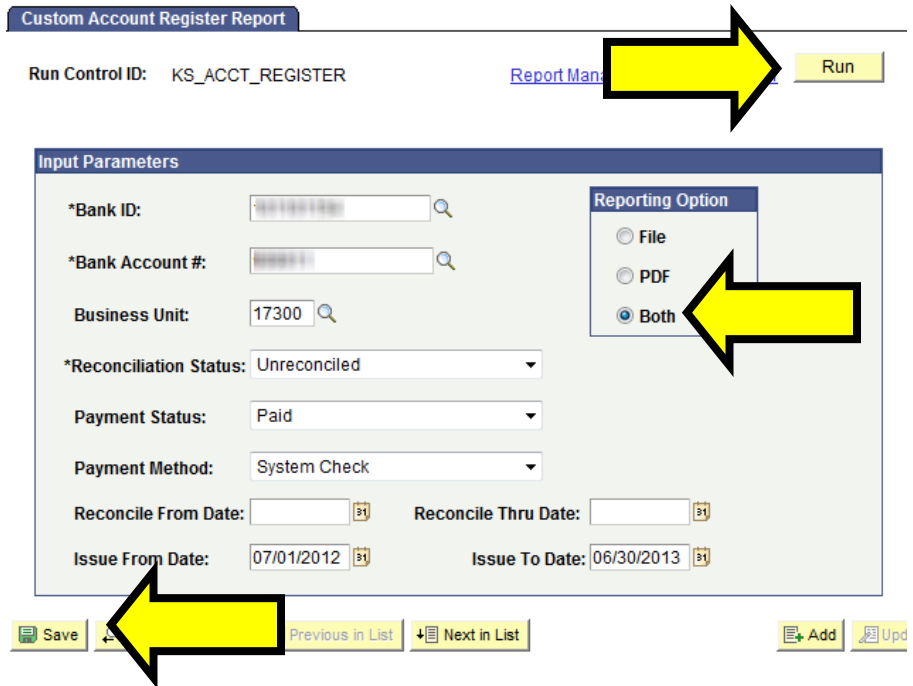
2. Clicking the **'Add'** button opens the **'Custom Account Register Report'** page in a new window.

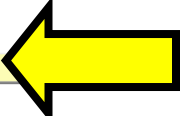
Enter the desired **Input Parameters:**

**Bank ID:** (Use Look-up to find **'STATE OF KANSAS BANK'**)

**Bank Account #:** (Use Look-up to find **'ST BANK'**)

**Business Unit:** Enter your Business Unit number



	<p><b>Reconciliation Status:</b> Unreconciled</p> <p><b>Payment Status:</b> Paid</p> <p><b>Payment Method:</b> System Check</p> <p><b>Reconcile From Date:</b> (leave blank)</p> <p><b>Reconcile Thru Date:</b> (leave blank)</p> <p><b>Issue From Date:</b> Enter Beginning Date</p> <p><b>Issue To Date:</b> Enter Ending Date</p> <p>Now select the <b>'Both'</b> radio button under the <b>'Reporting Option'</b> box. Next click the <b>'Save'</b> button, and then click the <b>'Run'</b> button.</p>													
3.	<p>Clicking the <b>'Run' button</b> opens the Process Scheduler Request page in a new window. Since the Account Register Report defaults in as selected, click the <b>'OK'</b> button.</p>	<p><b>Process Scheduler Request</b></p> <p>User ID: <input type="text"/> Run Control ID: KS_ACCT_REGISTER</p> <hr/> <p>Server Name: <input type="text"/> Run Date: <input type="text" value="09/27/2013"/> <input type="button" value="B1"/></p> <p>Recurrence: <input type="text"/> Run Time: 10:20:33AM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/> <input type="button" value="Q"/></p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Account Register Report</td> <td>KAP00002</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> </p>	Select	Description	Process Name	Process Type	*Type	*Format	<input checked="" type="checkbox"/>	Account Register Report	KAP00002	SQR Report	Web	PDF
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<input checked="" type="checkbox"/>	Account Register Report	KAP00002	SQR Report	Web	PDF									

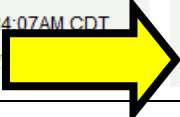
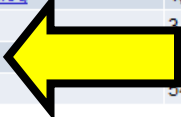
4. This takes you back to the 'Custom Account Register Report' page.

Click the "Process Monitor" link.

5. Click the 'Refresh' button every two minutes until the report status is 'Success' and 'Posted'.

Next, you want to view the report click the 'Details' link.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution	Details
<input type="checkbox"/>	2349091		SQR Report	KAP00002		09/27/2013 10:20:33AM CDT			<a href="#">Details</a>
<input type="checkbox"/>	2348829		SQR Report	KAP00002		09/27/2013 8:55:39AM CDT	Success	Posted	<a href="#">Details</a>

<p>6.</p>	<p>Clicking the Details link opens the Process Detail page.</p> <p>In the Actions section, click the 'View Log/Trace' :</p>	<p><b>Process Detail</b></p> <p><b>Process</b></p> <p>Instance: 2349091      Type: SQR Report  Name: KAP00002      Description: Account Register Report  Run Status: Success      Distribution Status: Posted</p> <p><b>Run</b>      <b>Update Process</b></p> <p>Run Control ID: KS_ACCT_REGISTER      <input type="radio"/> Hold Request  Location: Server      <input type="radio"/> Queue Request  Server: PSUNX3      <input type="radio"/> Cancel Request  Recurrence:      <input checked="" type="radio"/> Delete Request     <input type="radio"/> Restart Request</p> <p><b>Date/Time</b>      <b>Actions</b></p> <p>Request Created On: 09/27/2013 10:23:52AM CDT      <a href="#">Parameters</a>      Transfer  Run Anytime After: 09/27/2013 10:20:33AM CDT      <a href="#">Message Log</a>  Began Process At: 09/27/2013 10:24:07AM CDT      Batch Timings  Ended Process At: 09/27/2013 10:2      <a href="#">View Log/Trace</a></p> 																																																																																																				
<p>7.</p>	<p>Clicking the 'View Log/Trace' link opens the 'View Log/Trace' page.</p> <p>Next, you need to select the type of output for the report. There are several options presented in the File List.</p> <p><b>Example One:</b>  In the File List section, select the .PDF report.</p> <p>In this example, the 'kap00002.#####.PDF' link is selected.</p>	<p><b>View Log/Trace</b></p> <p><b>Report</b></p> <p>Report ID: 2036508      Process Instance: 2349091      <a href="#">Message Log</a>  Name: KAP00002      Process Type: SQR Report  Run Status: Success</p> <p>Account Register Report</p> <p><b>Distribution Details</b></p> <p>Distribution Node: FTPReport      Expiration Date: 10/04/2013</p> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">SQR_KAP00002_2349091.log</a></td> <td>1,794</td> <td>09/27/2013 10:27:30.000000AM CDT</td> </tr> <tr> <td><a href="#">kap00002.dat</a></td> <td>2,503</td> <td>09/27/2013 10:27:30.000000AM CDT</td> </tr> <tr> <td><a href="#">kap00002_2349091.PDF</a></td> <td>3,935</td> <td>09/27/2013 10:27:30.000000AM CDT</td> </tr> <tr> <td><a href="#">kap00002_2349091.out</a></td> <td>445</td> <td>09/27/2013 10:27:30.000000AM CDT</td> </tr> </tbody> </table> 	Name	File Size (bytes)	Datetime Created	<a href="#">SQR_KAP00002_2349091.log</a>	1,794	09/27/2013 10:27:30.000000AM CDT	<a href="#">kap00002.dat</a>	2,503	09/27/2013 10:27:30.000000AM CDT	<a href="#">kap00002_2349091.PDF</a>	3,935	09/27/2013 10:27:30.000000AM CDT	<a href="#">kap00002_2349091.out</a>	445	09/27/2013 10:27:30.000000AM CDT																																																																																					
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<p>8.</p>	<p>Selecting the PDF file link, opens the report as a PDF document.</p> <p>In this example, the 'Kansas Account Register' Report has been opened as a PDF document.</p>	<p>Report ID: KAP00002.eqr</p> <p><b>SMART</b> ACCOUNT REGISTER</p> <p>Bank Number : #####      Issue From Date: 07/01/2012      Issue to Date: 06/30/2013  Bank Account: #####      Recon From Date:      Recon To Date:</p> <table border="1"> <thead> <tr> <th>Check Number</th> <th>Business Unit</th> <th>Ped Seq Number</th> <th>Transaction Amount</th> <th>Issue Date</th> <th>Payment Status</th> <th>Payment Detail</th> <th>Recon Date</th> <th>Reconciliation Method</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2001436092</td> <td></td> <td></td> <td>522.76</td> <td>07/02/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>2002029728</td> <td></td> <td></td> <td>40.28</td> <td>06/20/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>2001436098</td> <td></td> <td></td> <td>69.00</td> <td>07/02/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>2001436795</td> <td></td> <td></td> <td>86.99</td> <td>07/03/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>2001439813</td> <td></td> <td></td> <td>143.99</td> <td>07/03/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>2001484524</td> <td></td> <td></td> <td>148.51</td> <td>08/02/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>2001494482</td> <td></td> <td></td> <td>0.43</td> <td>08/09/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>2001562322</td> <td></td> <td></td> <td>6.00</td> <td>09/05/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>2001563401</td> <td></td> <td></td> <td>164.91</td> <td>08/06/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> </tbody> </table>	Check Number	Business Unit	Ped Seq Number	Transaction Amount	Issue Date	Payment Status	Payment Detail	Recon Date	Reconciliation Method	Status	2001436092			522.76	07/02/2012	Paid	AP Payment		Automatic	UNR	2002029728			40.28	06/20/2012	Paid	AP Payment		Automatic	UNR	2001436098			69.00	07/02/2012	Paid	AP Payment		Automatic	UNR	2001436795			86.99	07/03/2012	Paid	AP Payment		Automatic	UNR	2001439813			143.99	07/03/2012	Paid	AP Payment		Automatic	UNR	2001484524			148.51	08/02/2012	Paid	AP Payment		Automatic	UNR	2001494482			0.43	08/09/2012	Paid	AP Payment		Automatic	UNR	2001562322			6.00	09/05/2012	Paid	AP Payment		Automatic	UNR	2001563401			164.91	08/06/2012	Paid	AP Payment		Automatic	UNR
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9.

**Example Two:**

To choose a report to import into Excel, right click on the '.dat' link.

In this example, the 'kap00002.dat' link was clicked.

**View Log/Trace**

**Report**

Report ID: 2036508      Process Instance: 2349091      [Message Log](#)  
Name: KAP00002      Process Type: SQR Report  
Run Status: Success

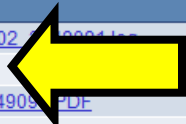
Account Register Report

**Distribution Details**

Distribution Node: FTPReport      Expiration Date: 10/04/2013

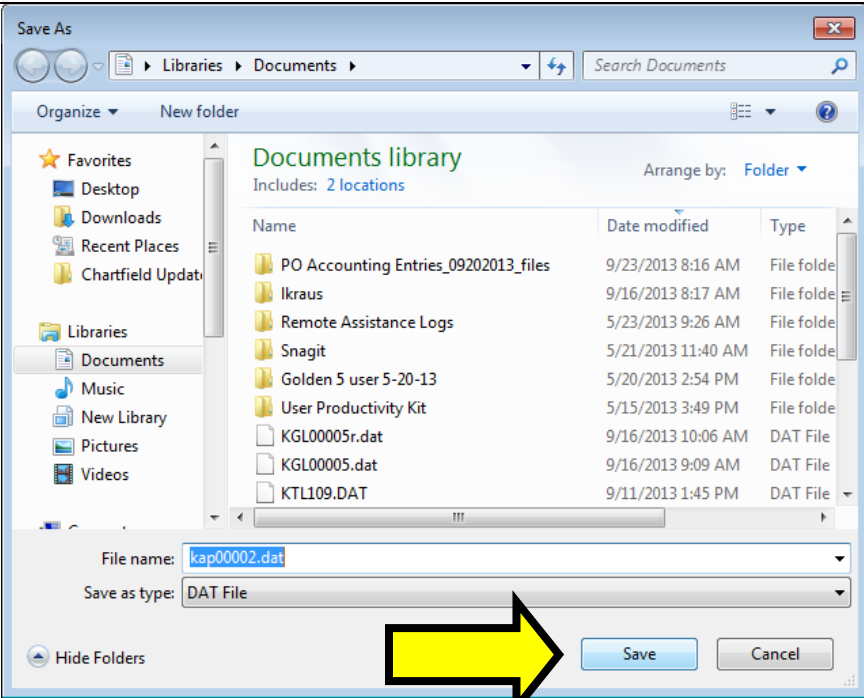
**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_KAP00002_20130927102730000000AM.CDT</a>	1,794	09/27/2013 10:27:30.000000AM CDT
<a href="#">kap00002.dat</a>	3,503	09/27/2013 10:27:30.000000AM CDT
<a href="#">kap00002_2349091.PDF</a>	38,935	09/27/2013 10:27:30.000000AM CDT
<a href="#">kap00002_2349091.out</a>	545	09/27/2013 10:27:30.000000AM CDT

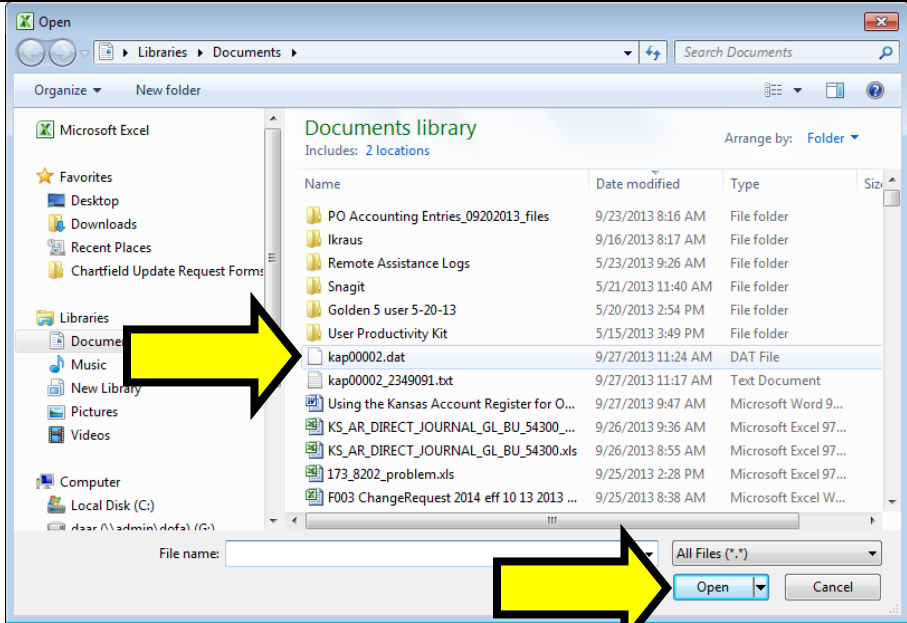


10.

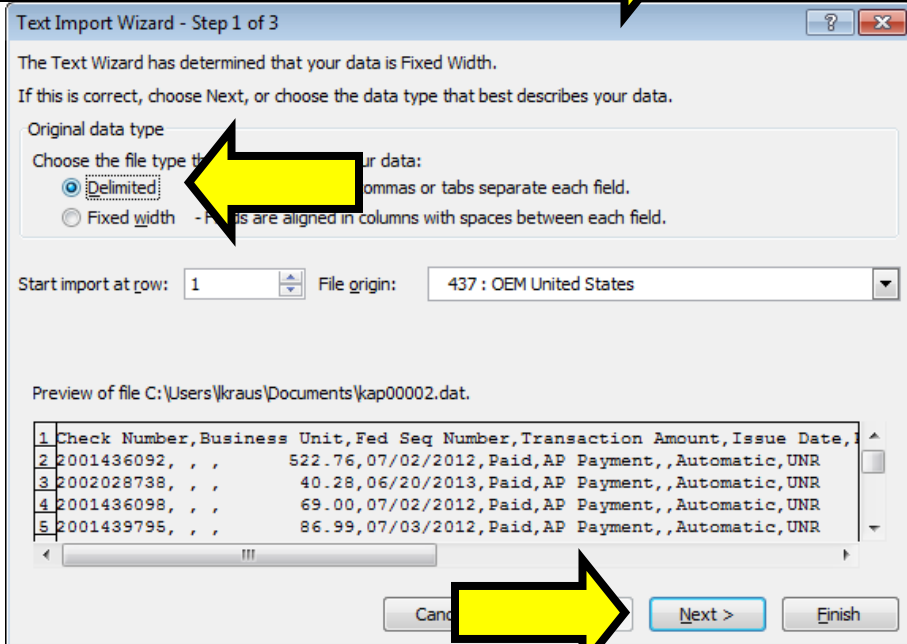
Save the 'kap00002.dat' file by clicking on the 'Save' button.

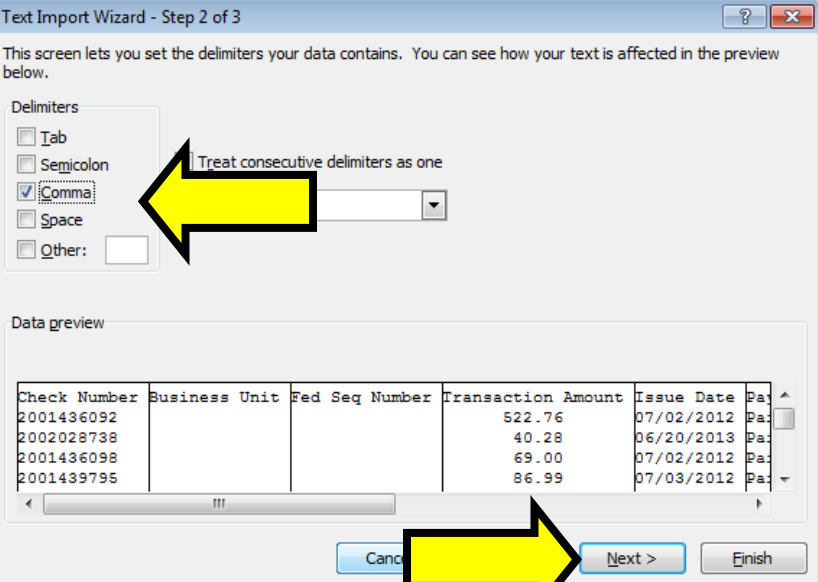
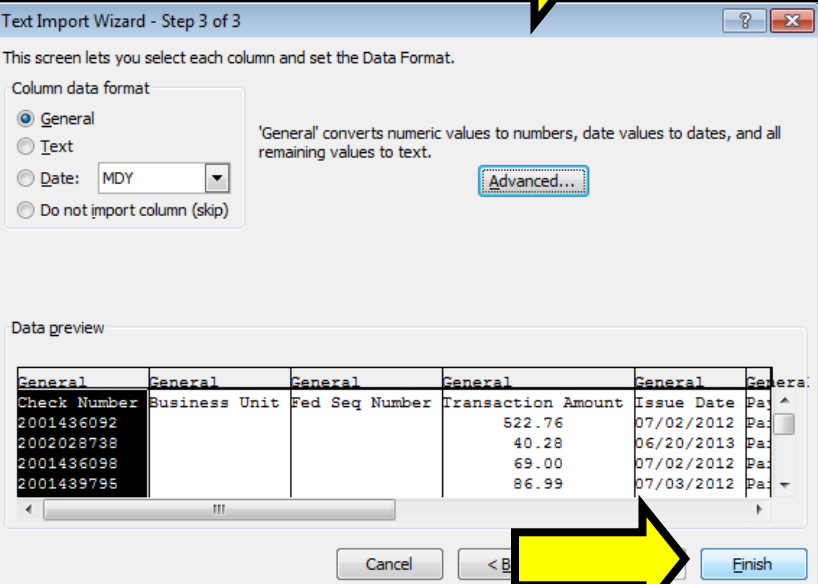
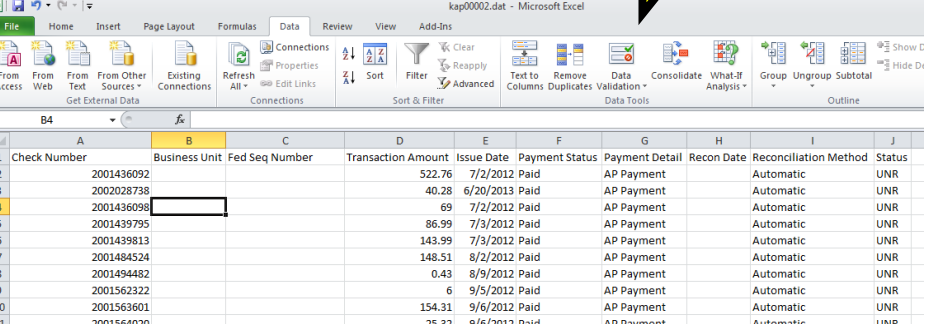


11. To view the results of the Excel file: Open Excel, locate the file and open it, by clicking the 'Open' button.



12. Clicking the 'Open' button prompts Excel to open a Text Import Wizard. Follow the prompts within the 'Text Import Wizard'. Step 1 of 3: Select the 'Delimited' radio button, then click the 'Next' button.



13.	Step 2 of 3: Select the 'Comma' checkbox in the 'Delimiters' section. Then, click the 'Next' button.	 <p>Text Import Wizard - Step 2 of 3</p> <p>This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.</p> <p>Delimiters</p> <p><input type="checkbox"/> Tab</p> <p><input type="checkbox"/> Semicolon</p> <p><input checked="" type="checkbox"/> Comma</p> <p><input type="checkbox"/> Space</p> <p><input type="checkbox"/> Other: <input type="text"/></p> <p>Treat consecutive delimiters as one</p> <p>Data preview</p> <table border="1"> <thead> <tr> <th>Check Number</th> <th>Business Unit</th> <th>Fed Seq Number</th> <th>Transaction Amount</th> <th>Issue Date</th> <th>Pa</th> </tr> </thead> <tbody> <tr> <td>2001436092</td> <td></td> <td></td> <td>522.76</td> <td>07/02/2012</td> <td>Pa</td> </tr> <tr> <td>2002028738</td> <td></td> <td></td> <td>40.28</td> <td>06/20/2013</td> <td>Pa</td> </tr> <tr> <td>2001436098</td> <td></td> <td></td> <td>69.00</td> <td>07/02/2012</td> <td>Pa</td> </tr> <tr> <td>2001439795</td> <td></td> <td></td> <td>86.99</td> <td>07/03/2012</td> <td>Pa</td> </tr> </tbody> </table> <p>Buttons: Cancel, Next &gt;, Finish</p>	Check Number	Business Unit	Fed Seq Number	Transaction Amount	Issue Date	Pa	2001436092			522.76	07/02/2012	Pa	2002028738			40.28	06/20/2013	Pa	2001436098			69.00	07/02/2012	Pa	2001439795			86.99	07/03/2012	Pa																																																																																																						
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14.	Step 3 of 3: Click the 'Finish' button.	 <p>Text Import Wizard - Step 3 of 3</p> <p>This screen lets you select each column and set the Data Format.</p> <p>Column data format</p> <p><input checked="" type="radio"/> General</p> <p><input type="radio"/> Text</p> <p><input type="radio"/> Date: MDY</p> <p><input type="radio"/> Do not import column (skip)</p> <p>'General' converts numeric values to numbers, date values to dates, and all remaining values to text.</p> <p>Advanced...</p> <p>Data preview</p> <table border="1"> <thead> <tr> <th>General</th> <th>General</th> <th>General</th> <th>General</th> <th>General</th> <th>General</th> </tr> </thead> <tbody> <tr> <td>Check Number</td> <td>Business Unit</td> <td>Fed Seq Number</td> <td>Transaction Amount</td> <td>Issue Date</td> <td>Pa</td> </tr> <tr> <td>2001436092</td> <td></td> <td></td> <td>522.76</td> <td>07/02/2012</td> <td>Pa</td> </tr> <tr> <td>2002028738</td> <td></td> <td></td> <td>40.28</td> <td>06/20/2013</td> <td>Pa</td> </tr> <tr> <td>2001436098</td> <td></td> <td></td> <td>69.00</td> <td>07/02/2012</td> <td>Pa</td> </tr> <tr> <td>2001439795</td> <td></td> <td></td> <td>86.99</td> <td>07/03/2012</td> <td>Pa</td> </tr> </tbody> </table> <p>Buttons: Cancel, &lt; Back, Finish</p>	General	General	General	General	General	General	Check Number	Business Unit	Fed Seq Number	Transaction Amount	Issue Date	Pa	2001436092			522.76	07/02/2012	Pa	2002028738			40.28	06/20/2013	Pa	2001436098			69.00	07/02/2012	Pa	2001439795			86.99	07/03/2012	Pa																																																																																																
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15.	The file is imported into Excel where it can be manipulated with many of Excel's functions.	 <p>kap0002.dat - Microsoft Excel</p> <p>File Home Insert Page Layout Formulas Data Review View Add-Ins</p> <p>From Access From Web From Text From Other Sources Existing Connections Refresh All Edit Links Connections Sort &amp; Filter Filter Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Hide D</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Check Number</td> <td>Business Unit</td> <td>Fed Seq Number</td> <td>Transaction Amount</td> <td>Issue Date</td> <td>Payment Status</td> <td>Payment Detail</td> <td>Recon Date</td> <td>Reconciliation Method</td> <td>Status</td> </tr> <tr> <td>2</td> <td></td> <td>2001436092</td> <td></td> <td>522.76</td> <td>7/2/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>3</td> <td></td> <td>2002028738</td> <td></td> <td>40.28</td> <td>6/20/2013</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>4</td> <td></td> <td>2001436098</td> <td></td> <td>69</td> <td>7/2/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>5</td> <td></td> <td>2001439795</td> <td></td> <td>86.99</td> <td>7/3/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>6</td> <td></td> <td>2001439813</td> <td></td> <td>143.99</td> <td>7/3/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>7</td> <td></td> <td>2001484524</td> <td></td> <td>148.51</td> <td>8/2/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>8</td> <td></td> <td>2001494482</td> <td></td> <td>0.43</td> <td>8/9/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>9</td> <td></td> <td>2001562322</td> <td></td> <td>6</td> <td>9/5/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>10</td> <td></td> <td>2001563601</td> <td></td> <td>154.31</td> <td>9/6/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> <tr> <td>11</td> <td></td> <td>2001564000</td> <td></td> <td>25.22</td> <td>9/6/2012</td> <td>Paid</td> <td>AP Payment</td> <td></td> <td>Automatic</td> <td>UNR</td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	J	1	Check Number	Business Unit	Fed Seq Number	Transaction Amount	Issue Date	Payment Status	Payment Detail	Recon Date	Reconciliation Method	Status	2		2001436092		522.76	7/2/2012	Paid	AP Payment		Automatic	UNR	3		2002028738		40.28	6/20/2013	Paid	AP Payment		Automatic	UNR	4		2001436098		69	7/2/2012	Paid	AP Payment		Automatic	UNR	5		2001439795		86.99	7/3/2012	Paid	AP Payment		Automatic	UNR	6		2001439813		143.99	7/3/2012	Paid	AP Payment		Automatic	UNR	7		2001484524		148.51	8/2/2012	Paid	AP Payment		Automatic	UNR	8		2001494482		0.43	8/9/2012	Paid	AP Payment		Automatic	UNR	9		2001562322		6	9/5/2012	Paid	AP Payment		Automatic	UNR	10		2001563601		154.31	9/6/2012	Paid	AP Payment		Automatic	UNR	11		2001564000		25.22	9/6/2012	Paid	AP Payment		Automatic	UNR
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