

State of Kansas Adding an Expense Payee KANSAS Statewide Management, Accounting, and Reporting Tool



Step	Action
1	Navigate to Travel and Expenses>Manage Employee Information>Update Profile -
	search for the employee id that you want to activate.

Step	Action
2	Click on the Organizational Data tab and verify/enter the following information:
	Employee Data Organizational Data User Defaults Bank Accounts Corporate Card Information
	Expenses Processing Data Find View All First I of 1 Last
	Valid for Expenses: Yes - 1 2 Enductrome
	Reason for Status: Passed All Validation Edits
	Employee Status: Active V - 3
	Hire Date: 07/21/1997 1 4
	*GL Unit: 17300 C Department of Administration
	*Department: 1730101010 Administration 5
	Hours Per Period: 🗹 Use Business Unit Default
	Job Title: Human Resource Prof I
	Default ChartField Values
	*GL Unit Fund Bud Unit Program Svc Loc Agy Use ChartField 2 Fund Affil Affiliate *Dept
	1. Des 61. mart he collid for any charter that any chief in the construction
	1. Profile must be valid for expenses before they are eligible to create expense
	documents. See Step 4 for instructions if this value is "No".
	2. Make sure the default profile box is checked for the appropriate record. Most employees will only have one active record. For those employees that have multiple active records, navigate to the appropriate record and check the default profile box
	prome box.
	3. The status for this field should be "Active" if it is the default profile. If the status is anything other than active for the default profile, please contact a representative from the SHaRP system to verify status. Agency staff should not change this field.
	4. Verify that the record that you are accessing is for your business unit. Agency staff should not change this field.
	5. Select the appropriate department for this traveler. This will be the department that populates on the expense documents which drives workflow routing at the department approver level.
	6. Enter the employee ID of the person that is responsible for approving the expense document at the Supervisor level.
	 Default Chartfield Values – enter any default chartfield values that you would like to default into the expense document. Note – Fund, Budget Unit and Program are required if you are creating cash advances through the Travel and Expense module.

Step	Action
3	Click on the Bank Accounts tab
	Employee Data Comprisational Data Clear Defaulte Pank Accounts Comprate Card Information
	Organizational Data <u>Find</u> View All First I of 1 D Last
	GL Unit:
	Department: *Payment Method: Automated Clearing House
	Bank Account Info Terrote Info Terrot
	Default Source Bank Name Bank ID Branch Name Bank Account #
	Payoli 125125123 mm Im □
	□ ²
	Payroll 123123123 3333333 + -
	EFT Options
	1. Verify the Payment method System Check and Automated Clearing House are the
	only valid values for Travel and Expenses
	2 Make sure the default check boy is selected for the desired bank. Expense checks
	cannot be split between multiple accounts.
Δ	Click the Save button If the profile has a status of "No" in the valid for expenses field and a Reason for Status
-	listed as Invalid Department:
	Navigate to the record that with the invalid department.
	Employee Data Organizational Data User Defaults Bank Accounts
	Valid for Expenses: No
	Reason for Status: Invalid Department
	HR Information
	Employee Status: Terminated V
	Hire Date: 02/27/2006
	GL Unit: 1/300 Adjutant General
	Hours Per Period:
	Job Title:
	Official Station:
	1. Click the look up and select the first department value. It is acceptable to change the
	department on records that are not for your agency due to the fact that these will not be
	the default profile records and no transactions will be processed against any record that
	is not marked at the default profile. Click the save button.
	When you have saved the profile a yellow Validate button will appear at the top of the
	profile. Click the validate button to update the Valid for Expenses status.
5	The next step to setting up an Expense Payee is to assign proxies.

Step	Action
6	Navigate to Travel and Expenses>Manage Expenses Security>Authorize Expense Users
	Travel and Expenses
	▷ Approve Transactions
	Information
	▷ Load External Information
	Security
	- Authonze Expense Osers
7	Enter the employee ID for the traveler
	Authorize Users
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Search by: Emplity begins with K000000001
	Search Advanced Search Enter 11 digit
	Find an Existing Value Add a New Value
	Click the second button
0	Click the search button
0	The Authorize User page will display. This is the page where you list all the employees
	that will be able to enter expense transaction on behalf of the traveler. Please note that the
	SMART system auto populates this page with the travelers' user id and name. These
	values should not be deleted or modified.
	Authorize Users
	Entering new UserIDs on this page will give those users the ability to enter
	expense transactions on behalf of the employee.
	*Authorized User ID Name
	DA00XXX Q John Doe + -
	Save
	Return to Search
	2

Step	Action
9	Click the + button to add a new row.
	Authorize Users
	John Doe
	Entering new UserIDs on this page will give those users the ability to enter
	expense transactions on behalf of the employee.
	Authonzed User ID Name DA00XXX Q John Doe
	K000000001 Q John Doe
	Save
	Return to Search EN Notify
10	Enter the user id of the nerson that will be a prove for the traveler *** You can add
10	multiple provies for a single traveler
	Authorize Users
	Entering new UserIDs on this page will give those users the ability to enter
	expense transactions on behalf of the employee.
	DA00XXX Q John Doe +
	k000000001 Q John Doe
	DA00XX1 Q Newly added Proxy + -
	Save
	O Beturn to Search
	Click save and Ok.
	Save Confirmation
	Kristie Herrick
	OK
	Return to Search
44	
11	I ne new expense payee should now be accessible through the Employee Self-Service
	navigation.