

### Training Guide – Travel & Expenses Default ChartField Values

State of Kansas

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Statewide Management, Accounting and Reporting Tool

#### **Travel & Expenses**

#### **Default ChartField Values**

#### Procedure

An agency Travel and Expenses Maintainer sometimes will need to update certain elements of an employee's profile. One such element is the ChartField funding string values that describe which program funds pay for the employee's travel and expenses.

Step	Action
1.	The TE Maintainer will update an employee's default ChartField values if the employee's fund, budget unit, or program changes.
	<b>IMPORTANT:</b> For an employee to receive Cash Advances, default ChartField values must exist in that employee's profile.
2.	<ul> <li>Before beginning the process, the <b>TE Maintainer</b> must know:</li> <li>The State of Kansas Employee ID Number of the employee whose ChartField values you are adjusting, and</li> </ul>
	<ul> <li>The correct ChartField values you want to change the default to, including: Fund, Budget Unit, Program, and Department.</li> </ul>

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Step	Action
3.	From SMART's home page, click the <b>Travel and Expenses</b> link.
	Travel and Expenses

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Step	Action
4.	SMART opens the Travel and Expenses Main Menu page.
	Click the Manage Employee Information link.
	Manage Employee Information
5.	SMART opens the Manage Employee Information menu.
	Click the Update Profile link.
	Update Profile

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Step	Action
6.	SMART opens the <b>Employee Profile (Edit)</b> page. Make sure the <b>Search by</b> : drop-down menu is set to " <b>EmpIID</b> ".
	In this simulation, the <b>Search by</b> : option is correct.
	Click in the <b>begins with</b> field.
7.	Enter the State of Kansas Employee ID Number for the employee default profile you will adjust.
	Enter the desired information into the <b>begins with</b> field. For this simulation, enter "K0000220288".
8.	Click the <b>Search</b> button.

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Step	Action
9.	SMART opens the Employee Information page, Employee Data tab (first tab at top left of page).
	Click the <b>Organizational Data</b> tab. Organizational Data
10.	SMART opens the <b>Organizational Data</b> Tab. This displays the employee's expense processing profile. If this is the employee's default profile, the " <b>Default Profile</b> " box will be checked.
	<b>NOTE:</b> An employee may have more than one profile. Make sure the <b>GL Unit</b> is the correct agency profile you are wanting to pay the employee from and the " <b>Default Profile</b> " box is checked. If the " <b>Default Profile</b> " box is not checked for the correct <b>GL Unit</b> , payment will be made from the incorrect funding.
11.	On this page, also confirm that the <b>Employee Status</b> shows "Active" and that the values in <b>GL Unit</b> and <b>Department</b> fields are correct.

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Step	Action
12.	<ul> <li>Review the ChartField Values in the "Default ChartField Values" section. Make changes to any that do not reflect the correct Fund, Budget Unit, Program, or Department.</li> <li>Remember: These values must be populated if the employee is to receive cash advances for travel.</li> <li>In this simulation, the GL Unit is correct, but there is no information provided for Fund, Budget Unit, or Program. You will enter values for those ChartField strings.</li> <li>Click the Look Up Fund button.</li> </ul>

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Step	Action
13.	SMART opens the <b>Look Up Fund</b> page. This page will show the various Funds available for this GL Unit (17300, in this case). Find the fund that should be assigned to this employee on this list. (You may need to use the scroll bar or the arrows at the top of the Search Results to see more funds.)
	For this simulation, assume the employee's default ChartField Fund Value should be the State General Fund (Fund 1000). The link in the <b>Fund Code</b> column will populate that field on the employee's profile, once you select it.
	Click the <b>1000</b> link.
14.	Click the Look Up Bud Unit button.
15.	Click the <b>0500</b> link.
16.	Click the Look Up Program button.

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Central Entry		01510	Office Human Resources
- Travel and Expense Center		01551	Office Bus Process Improvement
Travel Administration		01751	Office of Inspector General
Billing		01810	Office Mgmt Analysis & Stnds
Accounts Receivable		01851	Office Facilities & Prop Mgmt
Accounts Payable		01911	Long-Term Care Ombudsman
Asset Management		01921	Public Broadcasting
Commitment Control		01931	Office of Systems Management
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Step	Action
17.	Click the <b>01031</b> link.
18.	The <b>Department</b> field is on the far right-hand side of the Default ChartField Values section. It may be off-screen, in which case you will need to scroll to the right to see it.
19.	The <b>Department</b> field functions in the same fashion as the the <b>Fund</b> , <b>Budget Unit</b> , and <b>Program</b> fields. The <b>Department</b> field populates or changes the department value listed in the HR information section. Click the <b>Look Up Dept</b> button.
20.	Select the <b>Department</b> code from the menu. Click the <b>1733010000</b> link. <u>1733010000</u>
21.	Next, save the default ChartField default values you entered. Click the <b>Save</b> button.

Step	Action
22.	Before leaving this employee's profile, double-check to be certain the " <b>Default Profile</b> " box is checked. If a " <b>Default Profile</b> " box is not selected, payment will not be processed for the employee.
23.	Congratulations!
	You have successfully updated the <b>Default ChartField Values</b> . End of Procedure.