

STATEWIDE MANAGEMENT, ACCOUNTING AND REPORTING TOOL

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# Training Guide – Travel & Expenses Bank Acct Update

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State of Kansas

# Travel & Expenses – Bank Acct Update Training Guide

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## Travel & Expenses

### Bank Acct Update

#### Procedure

An agency **Travel & Expenses Maintainer** will sometimes need to update certain elements of an employee's profile. These may be the employee's supervisor, the default ChartField funding string values which pay for the employee's travel and expense, (i.e. **Department, Fund, Budget Unit, and Program Code**), employee's "default profile," and the employee's bank account to which the travel and expenses funds should be paid.

Step	Action
1.	The <b>TE Maintainer</b> will update an employee's bank account if either: <ul style="list-style-type: none"><li>• The employee wants travel and expense payments deposited to an account not already on file, or</li><li>• The employee was hired after July 1, 2010 and no bank account information is on file in SMART.</li></ul>
2.	Before beginning the process of updating the bank accounts for an employee, you must know both: <ul style="list-style-type: none"><li>• The employee's State of Kansas ID Number, and</li><li>• The bank routing and account numbers for the account in which the employee wants the funds deposited. The agency should obtain a completed DA-184 with a voided check attached from the employee.</li></ul>

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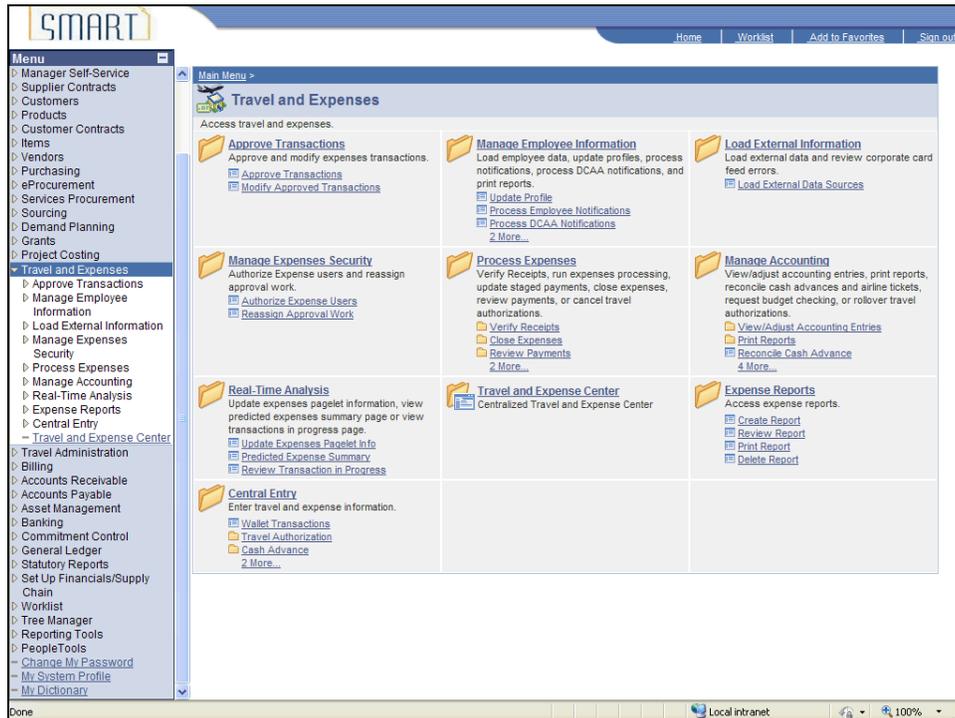
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Step	Action
3.	Once you have all the information you need, start in the Travel & Expenses module.  Click the <b>Travel and Expenses</b> link. <b>Travel and Expenses</b>

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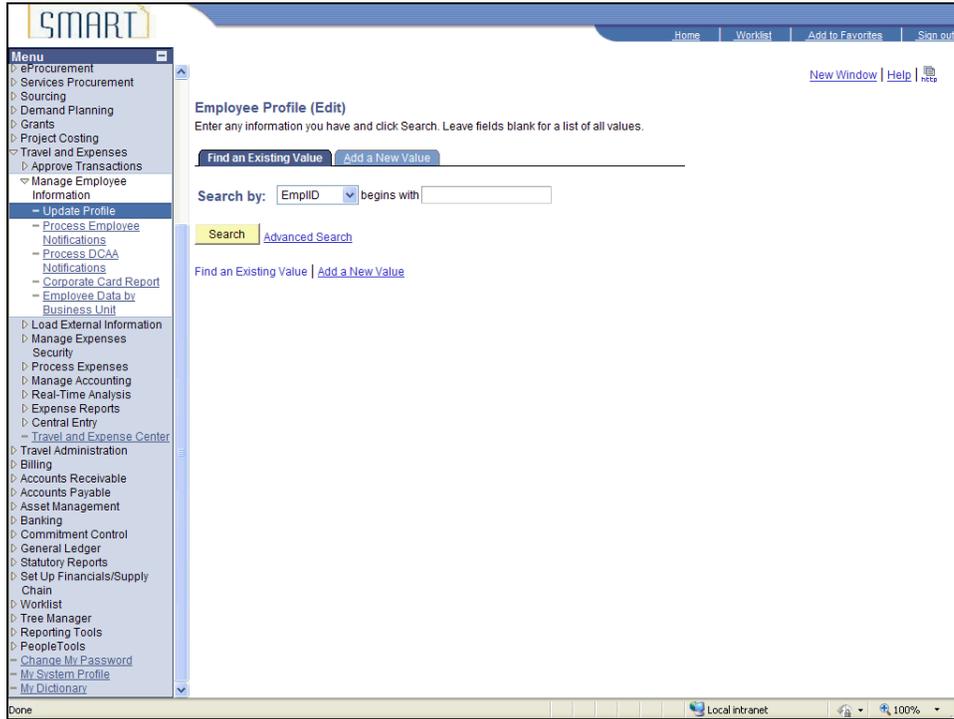
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Step	Action
4.	SMART opens the <b>Travel and Expenses Main Menu</b> page.  Click the <b>Manage Employee Information</b> link. <a href="#">Manage Employee Information</a>
5.	SMART opens the <b>Manage Employee Information</b> menu page.  Click the <b>Update Profile</b> link. <a href="#">Update Profile</a>
6.	SMART opens the <b>Employee Profile (Edit)</b> page. Make sure the " <b>Find an Existing Value tab</b> " is highlighted.

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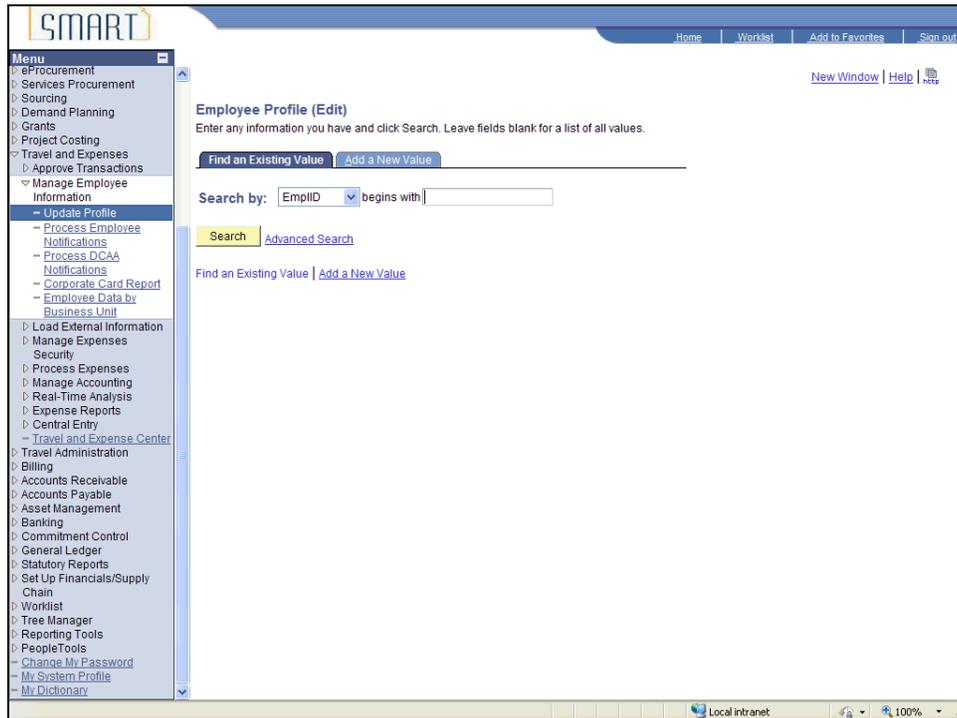
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Step	Action
7.	Enter the employee's ID number on this page.  Click in the <b>"begins with"</b> field. <input data-bbox="305 1199 584 1241" type="text"/>

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Step	Action
8.	Enter the desired information into the <b>begins with</b> field. For this simulation, enter <b>"K000220288"</b> .
9.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

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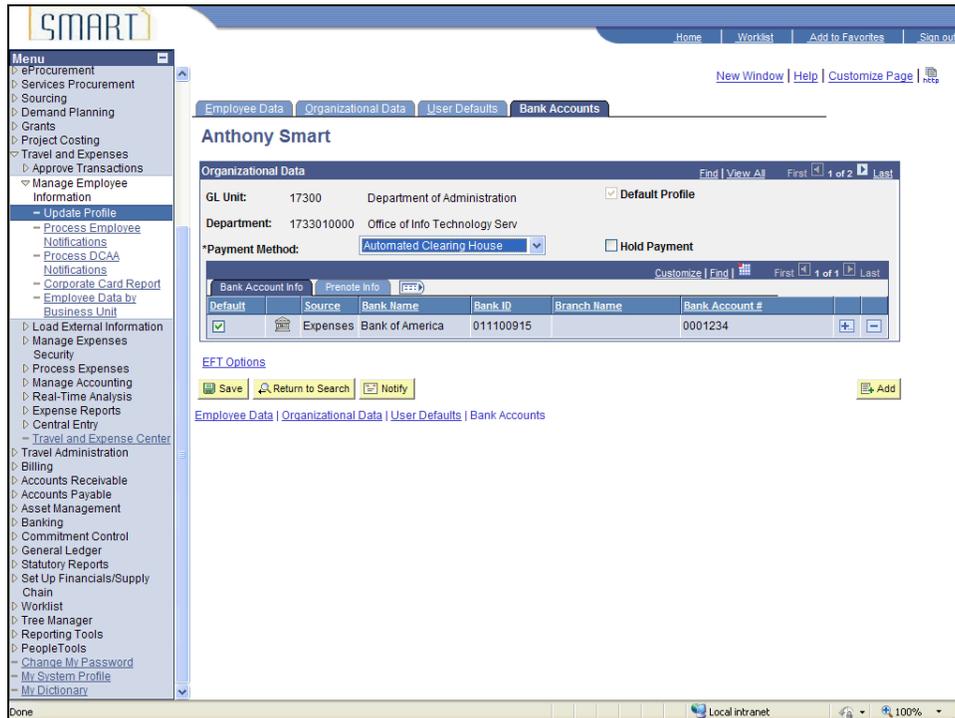
The screenshot shows the SMART system interface. The main menu on the left includes options like eProcurement, Services Procurement, Sourcing, Demand Planning, Grants, Project Costing, Travel and Expenses, and Manage Employee Information. The 'Employee Data' tab is active, and the 'Bank Accounts' sub-tab is selected. The form displays the following information for 'Anthony Smart':

- Employee Information:**
  - Last Name: Smart
  - First Name: Anthony
  - Telephone: [Empty]
  - Employee Base:  Home,  Office
  - Personnel Status: Employee
  - Payments Sent To:  Home Address,  Mailing Address
- Home Address:**
  - Country: USA
  - Address 1: 3519 SW 29th
  - Address 2: [Empty]
  - Address 3: [Empty]
  - City: Lawrence
  - County: Douglas
  - State: KS
  - Postal: 66253
- Mailing Address:**
  - Country: [Empty]
  - Address 1: [Empty]
  - Address 2: [Empty]
  - Address 3: [Empty]
  - City: [Empty]
  - County: [Empty]
  - Postal: [Empty]

Step	Action
10.	<p>SMART opens the <b>Employee Data</b> tab. A series of tabs are across the top of the page.</p> <p>Click the <b>Bank Accounts</b> tab.</p> <p><b>Bank Accounts</b></p>
11.	<p>Begin by looking at the <b>GL Unit</b> field. Be certain that it shows the correct agency.</p> <p><b>IMPORTANT:</b> If the employee has multiple employee records, make sure that you are updating the correct record. An employee could have multiple records because they are on a commission or board of another State agency. Therefore, they would have a profile for a different GL Unit than the State agency they work for.</p>

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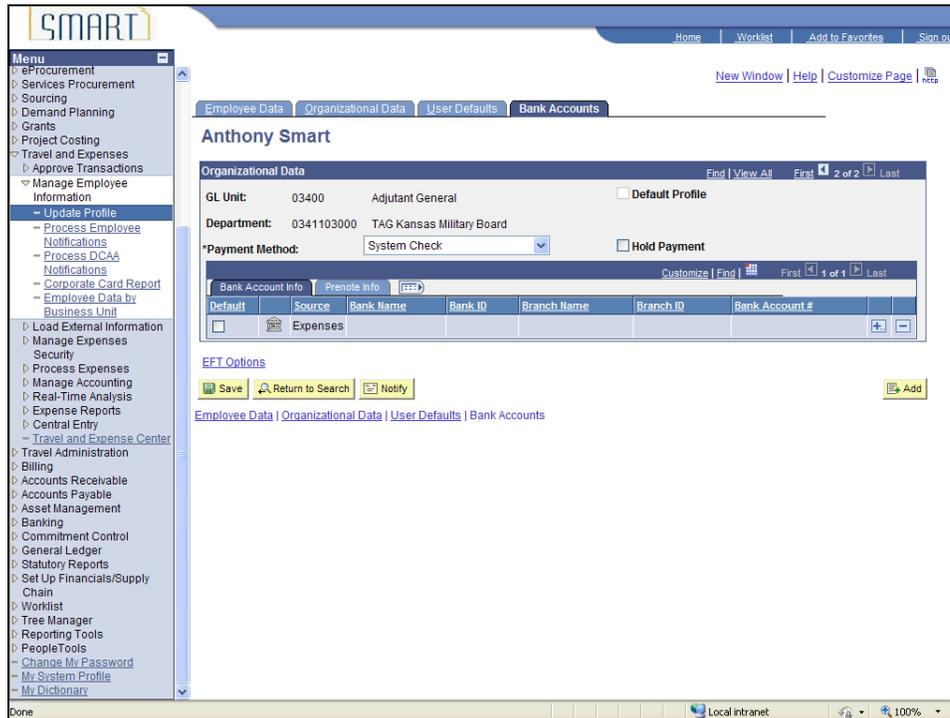
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Step	Action
12.	<p>This employee has two records. (In some cases, you may have to scroll to the right to see this section of the screen.)</p> <p>Click the <b>Show next record</b> button.</p> 
13.	<p>When there are several pages, such as in this example, there may also be several business units. Choose the page with the correct <b>GL Unit (Business Unit)</b> for the employee travel expenses you are working on.</p> <p>In this case, the employee also has a profile with Adjutant General's department.</p>

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Step	Action
14.	<p>For this simulation, assume you are adding a new bank account for this employee's travel expenses with the Department of Administration. Return to that profile.</p> <p>Click the <b>Show previous row</b> button.</p> 
15.	<p>Double-check to be certain the <b>Default Profile</b> check box is selected for the correct profile. In this simulation, you will add a bank account for reimbursing travel expenses the employee incurs for the Department of Administration, <b>GL Unit 17300</b>. Leave the check box for this record checked.</p>
16.	<p><b>Per A&amp;R Information Circular 11-P-005</b>, all travel and expenses must be reimbursed using <b>ACH (Automated Clearing House)</b> direct deposit to an employee's bank account. If the <b>ACH</b> option is not selected, use the <b>Payment Method</b> drop-down list to select the <b>ACH</b> option.</p> <p>For this simulation, the correct <b>Payment Method</b> of <b>ACH</b> has been selected.</p>
17.	<p>Review the Bank Account information under the "<b>Bank Account Info</b>" tab.</p> <p>In this simulation, there is a bank account record on this profile. However, the employee wants the reimbursement to go to a different bank account. You need to add the bank account provided by the employee on the DA-184 form.</p>

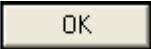
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Step	Action
18.	<p>Since you will add a new bank account to this profile, click on the "+" button. (You may need to scroll to the right in some instances until you find the "+" and "-" buttons.)</p> <p>Click the <b>Add multiple new rows</b> button.</p> 

The screenshot shows the SMART system interface for employee Anthony Smart. A 'Script Prompt' dialog box is open, asking for the number of rows to add, with '1' entered. The background shows the 'Bank Accounts' tab with the following data:

Default	Source	Bank Name	Bank ID	Branch Name	Bank Account #
<input checked="" type="checkbox"/>	Expenses	Bank of America	011100915		0001234

Step	Action
19.	<p>SMART shows a pop-up box asking how many rows you want to add. In this case, you want to add only one bank account. The <b>Rows to Add</b> field defaults to 1, so you won't need to change anything. If you needed to add 2 lines, you would change the 1 to 2.</p> <p>Click the <b>OK</b> button.</p> 
20.	<p>SMART adds a row in the <b>Bank Account Info</b> tab. The new line in SMART will show "Expenses".</p> <p><b>IMPORTANT:</b> A payroll field may have been imported to the employee's profile from SHARP if the employee worked for the State on SMART's go-live date (07-01-2010). If the employee started employment after 07-01-2010, then the new line for the employee's profile may not reflect a bank account.</p>

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The screenshot shows the SMART system interface for 'Anthony Smart'. The 'Bank Accounts' tab is selected, displaying a table with the following data:

Default	Source	Bank Name	Bank ID	Branch Name	Branch ID	Bank Account #
<input checked="" type="checkbox"/>	Expenses	Bank of America	011100915			0001234
<input type="checkbox"/>	Expenses					

Step	Action
21.	<p>Enter the employee's bank account information.</p> <p>Click the <b>Bank Account</b> button.</p> 

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The screenshot shows the SMART system interface. On the left is a navigation menu with categories like Procurement, Grants, Project Costing, Travel and Expenses, and Manage Employee Information. The 'Update Profile' option is selected. The main area is titled 'Pay to Bank Accounts' and contains a form for entering bank information. The form includes fields for Country (USA), Bank Name, Branch Name, Bank ID Qualifier, Account Type, Bank ID, Bank Account Number, DFI Qualifier, IBAN, Branch ID, and Check Digit. There are 'OK' and 'Cancel' buttons at the bottom of the form.

Step	Action
22.	<p>SMART opens the <b>Pay to Bank Accounts</b> data entry page.</p> <p>Enter the name of the bank.</p> <p>Click in the <b>Bank Name</b> field.</p> 
23.	<p>Enter the desired information into the <b>Bank Name</b> field. For this simulation, enter <b>"Columbia Savings &amp; Loan"</b>.</p>
24.	<p>Click the <b>Look up Bank ID Qualifier</b> button.</p> 
25.	<p>The <b>Bank ID Qualifier</b> will always be "001".</p> <p>Click the <b>001</b> link.</p> 
26.	<p>Choose the <b>Account Type</b> from SMART's drop-down menu.</p> <p>Click the <b>Account Type</b> drop-down list.</p> 

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Step	Action
27.	<p>For this simulation, assume the employee's account is a checking account.</p> <p><b>NOTE:</b> If the bank account is a savings account, use the "<b>Savings</b>" option.</p> <p>For this simulation, use the <b>Account Type: Check Acct.</b></p> <p>Click the <b>Check Acct</b> item from the drop-down list.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Check Acct</div>

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The screenshot shows the 'Pay to Bank Accounts' form in the SMART system. The form is titled 'Pay to Bank Accounts' and includes the following fields and values:

- Smart,Anthony ID: K0000220288
- Country: USA (United States)
- Bank Name: Columbia Savings & Loan
- Branch Name: [Empty]
- Bank ID Qualifier: 001 (US Bank)
- Account Type: Check Acc
- Bank ID: [Empty]
- Bank Account Number: [Empty]
- DFI Qualifier: [Empty]
- IBAN: [Empty]

The 'Bank ID' field is highlighted with a red box, indicating it is the focus of the current step in the training guide.

Step	Action
28.	<p>Enter the <b>Bank ID</b> (bank's routing number). You will get this information from the DA-184 form the employee completed.</p> <p>Click in the <b>Bank ID</b> field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>

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Step	Action
29.	Enter the desired information into the <b>Bank ID</b> field. For this simulation, enter " <b>123308825</b> ".
30.	Enter the employee's <b>Bank Account Number</b> . You will get this number from the DA-184 form the employee completed.  Click in the <b>Bank Account Number</b> field. <input type="text"/>
31.	Enter the desired information into the <b>Bank Account Number</b> field. For this simulation, enter " <b>1231234</b> ".
32.	Enter the <b>DFI Qualifier</b> .  Click the <b>Look up DFI Qualifier</b> button. 
33.	Always choose " <b>01: Transit Number</b> " for the <b>DFI Qualifier</b> .  Click the <b>01</b> link. 

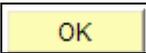
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The screenshot shows the 'Pay to Bank Accounts' form in the SMART system. The form is titled 'Pay to Bank Accounts' and includes the following fields and values:

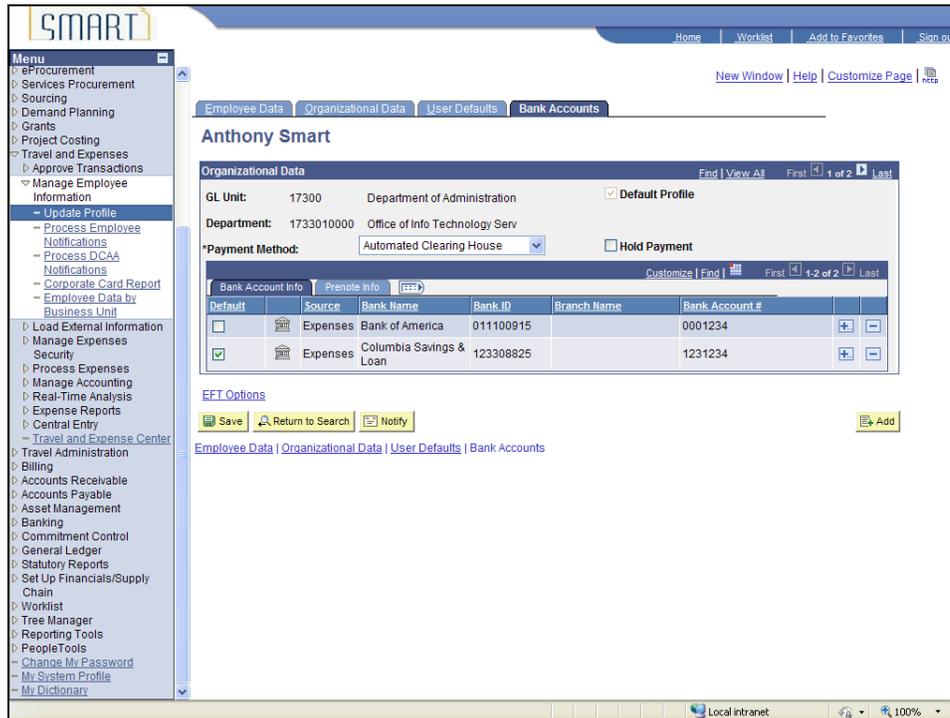
- Country: USA (United States)
- Bank Name: Columbia Savings & Loan
- Branch Name: (empty)
- Bank ID Qualifier: 001 (US Bank)
- Account Type: Check Acct
- Bank ID: 123308825
- Bank Account Number: 1231234
- DFI Qualifier: 01 (Transit Number)
- DFI ID: 123308825
- IBAN: (empty)

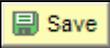
Buttons for 'OK' and 'Cancel' are located at the bottom of the form.

Step	Action
34.	Click the <b>OK</b> button. 
35.	SMART shows the new line with the new account number. To pay travel and expense reimbursements with this account, make it the default bank account.  Click the <b>Default</b> checkbox. 
36.	SMART updates the default bank account for this employee's <b>Travel and Expenses</b> to the bank account selected.

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Step	Action
37.	<p>Complete the update of the employee's bank account information by saving it.</p> <p>Click the <b>Save</b> button.</p> 
38.	<p><b>IMPORTANT:</b> SMART will not send the bank account information you just entered to SHARP. This information will exist only in SMART's <b>Travel &amp; Expense</b> module.</p>
39.	<p><b>CONGRATULATIONS!</b></p> <p>You have just updated an employee's bank account in the <b>Travel and Expenses</b> module! End of Procedure. <b>End of Procedure.</b></p>