

STATEWIDE MANAGEMENT, ACCOUNTING AND REPORTING TOOL

Training Guide – Travel & Expenses

Default ChartField Values

State of Kansas

Travel & Expenses – Default ChartField Values Training Guide

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Default ChartField Values

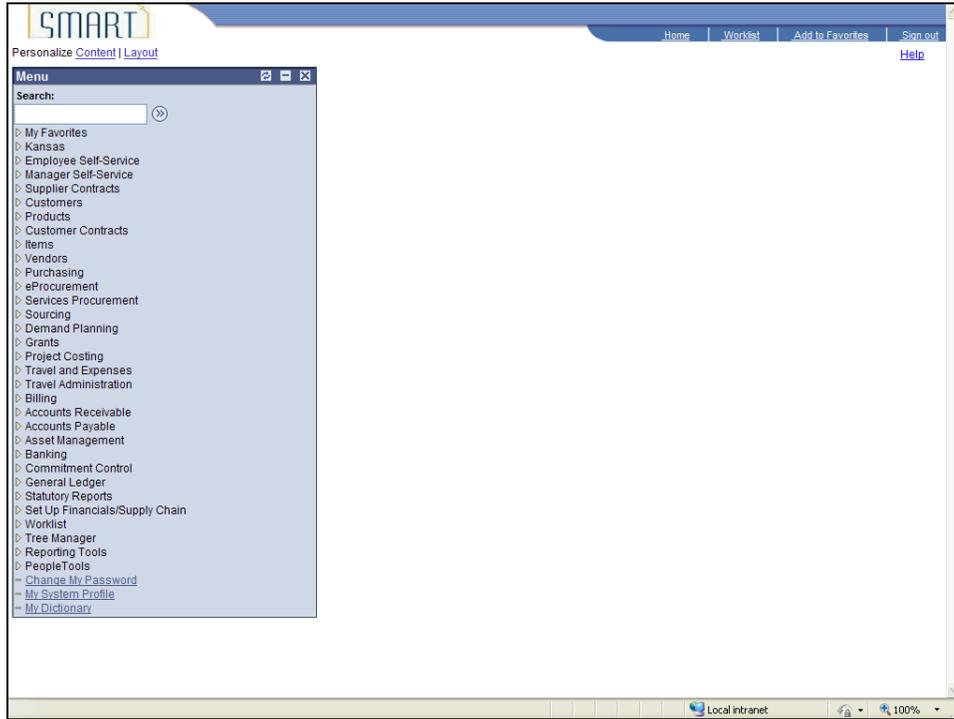
Procedure

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.	<p>The TE Maintainer will update an employee's default ChartField values if the employee's fund, budget unit, or program changes.</p> <p>IMPORTANT: For an employee to receive Cash Advances, default ChartField values must exist in that employee's profile.</p>
2.	<p>Before beginning the process, the TE Maintainer must know:</p> <ul style="list-style-type: none">• The State of Kansas Employee ID Number of the employee whose ChartField values you are adjusting, and• The correct ChartField values you want to change the default to, including: Fund, Budget Unit, Program, and Department.

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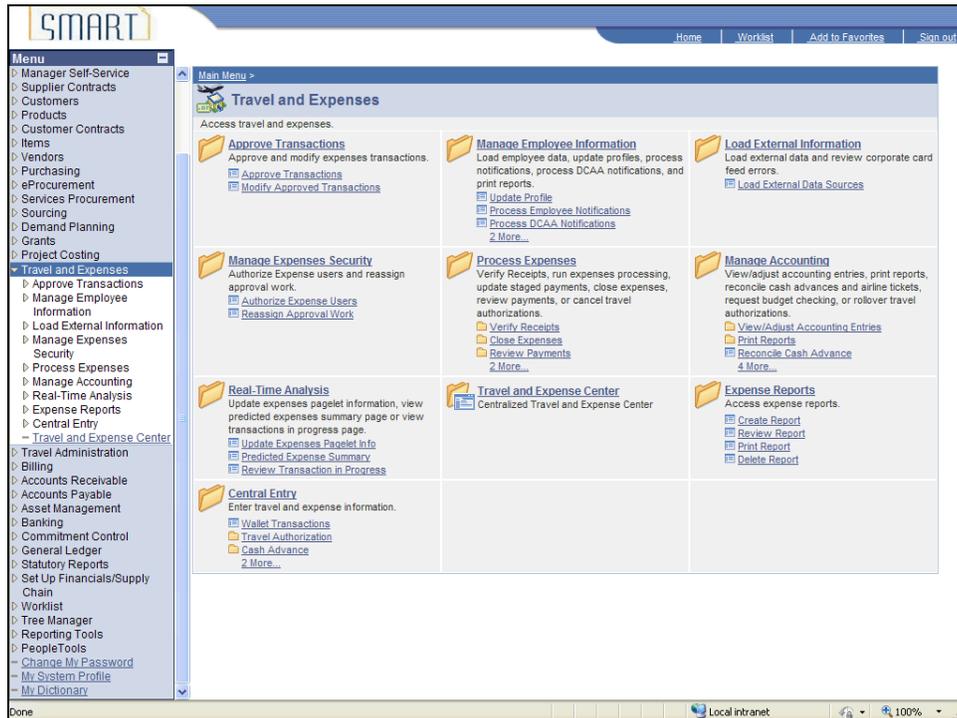
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Step	Action
3.	From SMART's home page, click the Travel and Expenses link. 

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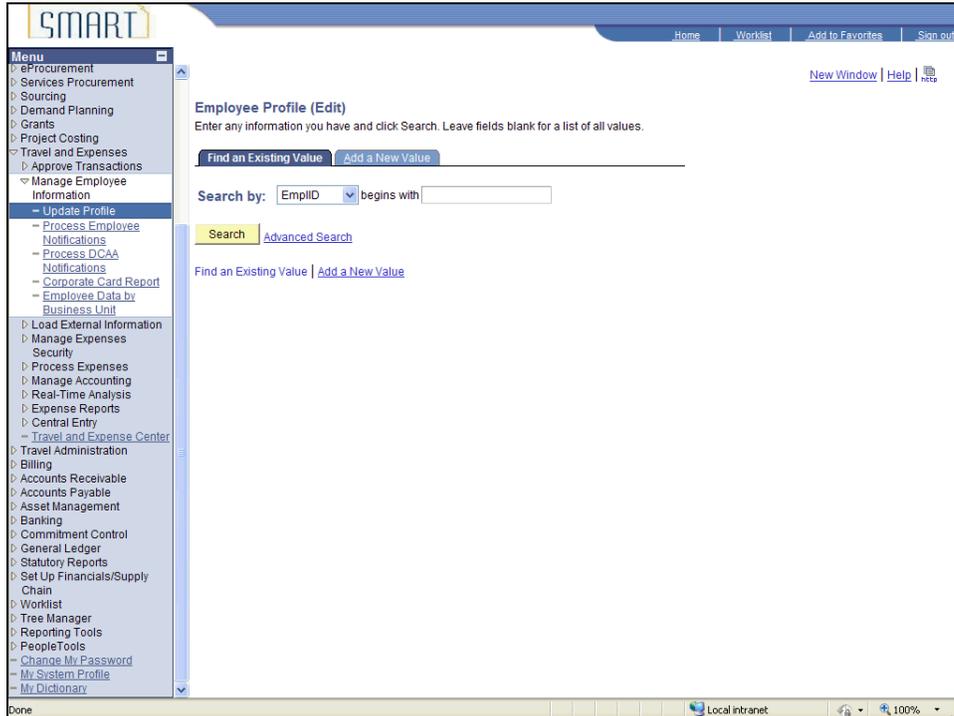
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Step	Action
4.	<p>SMART opens the Travel and Expenses Main Menu page.</p> <p>Click the Manage Employee Information link.</p> <p>Manage Employee Information</p>
5.	<p>SMART opens the Manage Employee Information menu.</p> <p>Click the Update Profile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

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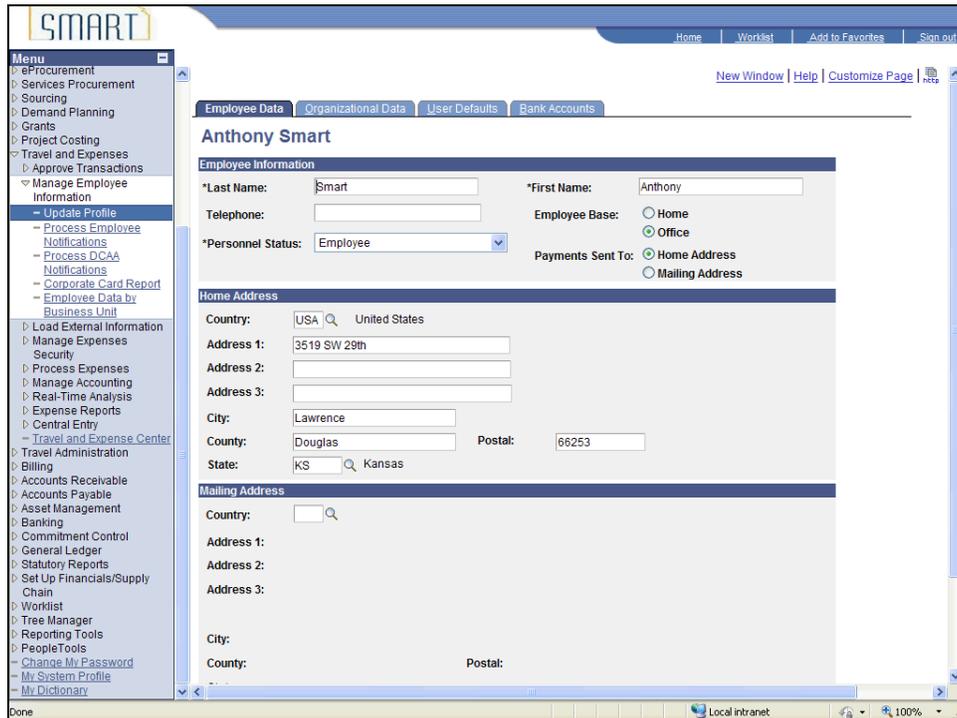
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Step	Action
6.	<p>SMART opens the Employee Profile (Edit) page. Make sure the Search by: drop-down menu is set to "EmpID".</p> <p>In this simulation, the Search by: option is correct.</p> <p>Click in the begins with field.</p> <input type="text"/>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

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

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The screenshot displays the SMART system interface for user 'Anthony Smart'. The 'Employee Data' tab is active, showing various fields for HR information and supervisor information. The 'Default ChartField Values' section is highlighted, showing a table with columns for GL Unit, Fund, Bud Unit, Program, Project, Svc Loc, Adv Use, ChartField 2, Fund Affil, and Affiliate. The 'Cash Advance Level' section is also visible, showing 'Business Unit' selected with a value of 1,000.00 USD.

GL Unit	Fund	Bud Unit	Program	Project	Svc Loc	Adv Use	ChartField 2	Fund Affil	Affiliate
17300									

Cash Advance Level

Business Unit 1,000.00 USD
 Specific Amount
 None

Step	Action
12.	<p>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. Remember: These values must be populated if the employee is to receive cash advances for travel.</p> <p>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.</p> <p>Click the Look Up Fund button.</p> 

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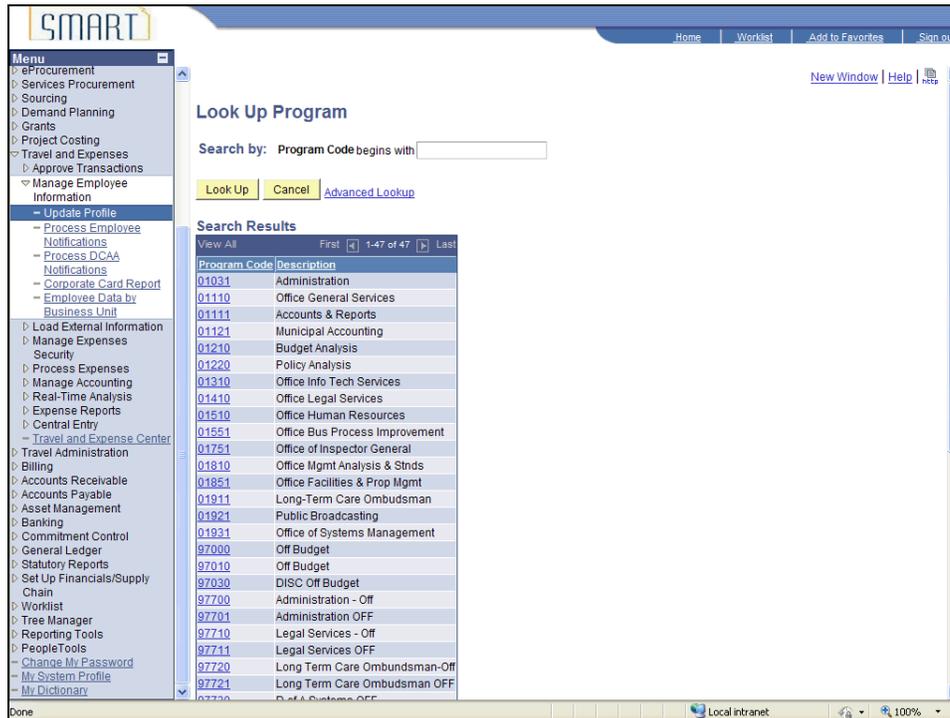
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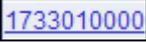
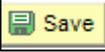


Step	Action
13.	<p>SMART opens the Look Up Fund page. This page will show the various Funds available for this GL Unit (17300, in this case). Find the fund that should be assigned to this employee on this list. (You may need to use the scroll bar or the arrows at the top of the Search Results to see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

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Step	Action
17.	Click the 01031 link. 
18.	The Department 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 Department field functions in the same fashion as the the Fund , Budget Unit , and Program fields. The Department field populates or changes the department value listed in the HR information section. Click the Look Up Dept button. 
20.	Select the Department code from the menu. Click the 1733010000 link. 
21.	Next, save the default ChartField default values you entered. Click the Save button. 

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