

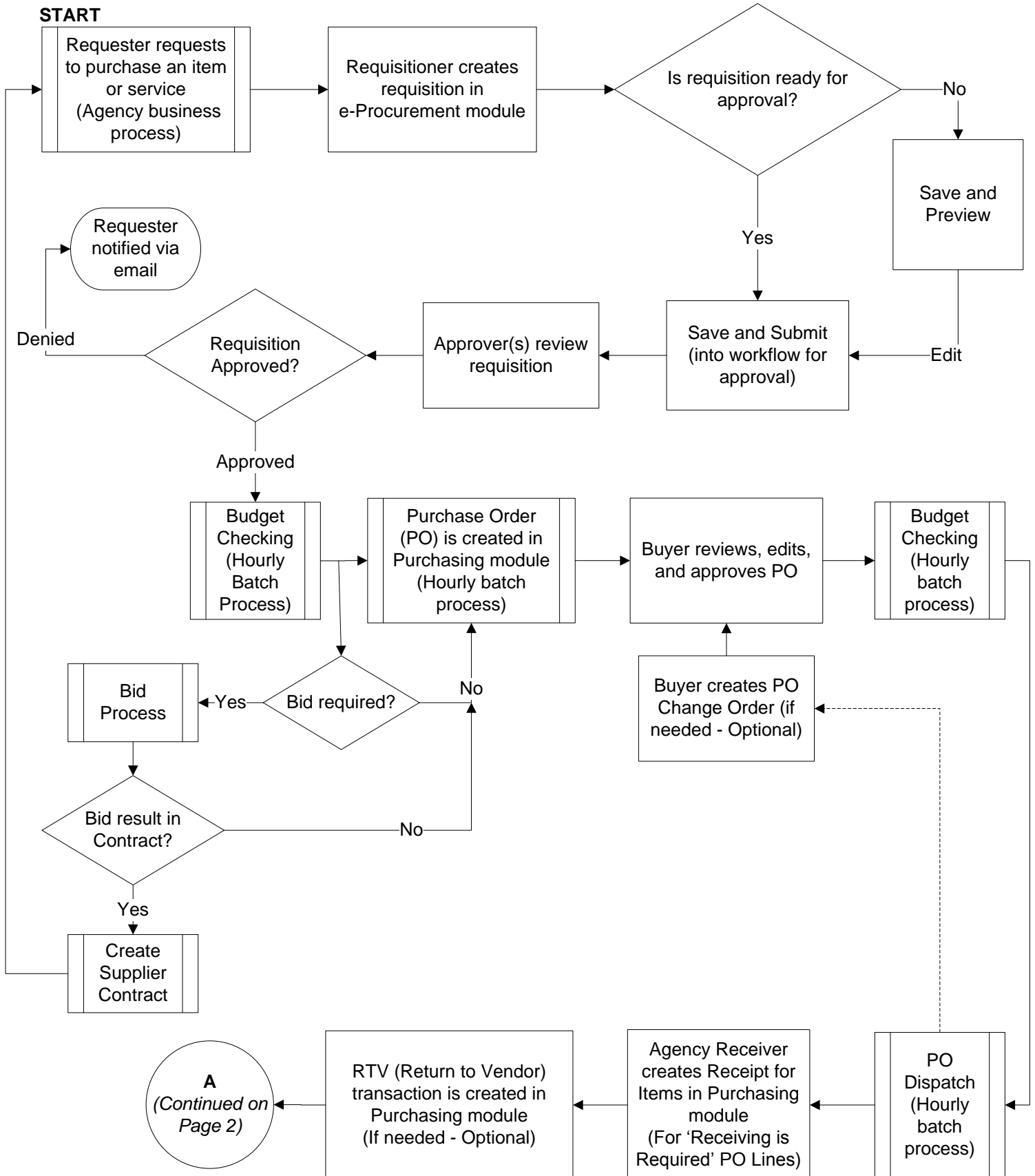


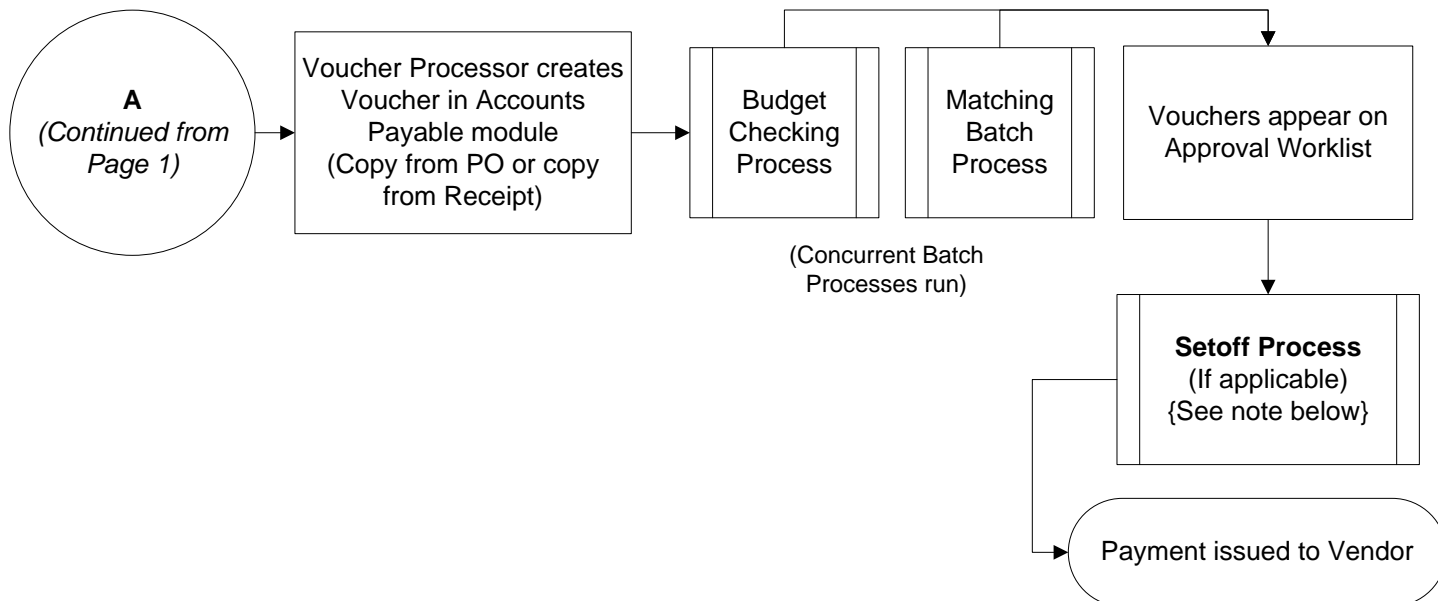
GEN Tool 1 – Requisition to Check Process in SMART

V.1.5.

08-16-12

Tool 1.4 provides a high level overview of the Requisition (Req) to Check (payment) process within SMART





Asset Management Information in SMART

There are four potential integration points (or data entry points) for Asset Management information in SMART.

Please ask your agency: At which point is our agency entering our Asset Management information in SMART?

- Requisitions
- Purchase Orders
- Vouchers
- Directly into the Asset Management module in SMART



Project Costing Information in SMART

There are four potential integration points (or data entry points) for Project Costing information in SMART.

Please ask your agency: At which point is our agency entering our Project Costing information in SMART?

- Requisitions
- Purchase Orders
- Vouchers
- Directly into the Project Costing module in SMART



What is Setoff?

The purpose of the Setoff Program is to withhold monies from State payments issued to vendors/payment recipients and apply (setoff) the payment to a debt the vendor/payment recipient owes to the State, a municipality, a district court, and/or a foreign state which has entered into a reciprocal agreement with Kansas.

Vendor payments are monitored by the Department of Administration Setoff Program through the Setoff process in SMART. This Setoff process compares the vendor's/payment recipient's Taxpayer Identification Number (TIN number) to the TIN numbers kept within the Setoff program's debtor file.

Setoff website: <http://www.da.ks.gov/ar/setoff/>

Setoff Customer Support Phone number: 1-785-296-4628

Setoff email address: KSSetoff@da.ks.gov

Article 62. - SETOFF AGAINST DEBTORS OF THE STATE, MUNICIPALITIES AND CERTAIN FOREIGN STATES

For additional information about the Setoff Program, please refer to: '**AP Tool 3 – Setoff Program Information**'.

