State of Kansas

Role Mapping Handbook

Sunflower Project
Kansas Financial Management System

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accenture

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1.0 Introduction to Role Mapping

Role mapping (Task ID 68) is the assignment of user security roles and other user-specific settings to the employees within your agency that will use SMART. These assignments define the functions, screens, and data available to each user when working in SMART.

Role mapping is a critical and required step toward gaining access to SMART. Section 1.0 of this Role Mapping Handbook is intended to provide an overview of the role mapping task and help you understand its general implications.

1.1 Scope of Role Mapping

Role mapping applies to all functions available in SMART, the Data Warehouse, and the Time & Labor module in SHARP, including viewing data. The role mapping task defines whether and how your agency will be able to complete the following activities in SMART:

- View or enter information in SMART
- Approve documents in SMART that utilize workflow (journals, purchase requisitions, vouchers, travel/expense authorizations, travel/expense reports, and cash advances)
- Utilize the following types of transactions using user-specific default funding (even if entered by the Service Center or as a centralized agency function): travel/expense reimbursement, cash advance, purchase requisition
- View or build reports in the Data Warehouse
- View or enter information in the Time & Labor module in SHARP

If your agency will do any of these activities, the role mapping task is required.

1.2 Overview of the Role Mapping Task

In order for users to gain access to SMART, your agency must complete the following steps:

1. Assign a SMART Security Liaison
2. Complete the Role Mapping Task
3. Successfully Complete Required Training

Additional explanation of each step is provided below.

1.2.1 Assign a SMART Security Liaison

As the owner of the fiscal data for your agency, the Chief Financial Officer (or agency designee) must assign a SMART Security Liaison as your agency's single point of contact for security related issues (you may also designate a back-up SMART Security Liaison if desired). As a security measure, the Sunflower Project will only accept role mapping results from your agency's designated SMART Security Liaison or their backup. Additionally, after SMART go-live the Sunflower Project will accept security requests only from your agency's designated SMART Security Liaison or their backup.

To designate your agency's SMART Security Liaison, send an email that includes the following elements:

- The email must be from the agency CFO (or agency designee) to sunflowerfms@da.ks.gov

- The email must state the first and last name of the person being designated as the SMART Security Liaison and (if applicable) the first and last name of the person being designated as the back-up SMART Security Liaison
- The SMART Security Liaison and (if applicable) the back-up SMART Security Liaison must be copied on the email

1.2.2 Complete the Role Mapping Task

Each agency is responsible to ensure its users are assigned to the appropriate roles to carry out the agency's critical business functions in SMART. This is accomplished by completing the role mapping task.

Role mapping results will be used to configure security for all users of SMART, the Data Warehouse, and the Time & Labor module in SHARP. At SMART go-live, each user can only have access to the functions, screens, and data defined in the agency's completed role mapping task.

The Sunflower Project will begin security configuration immediately after the role mapping activity is completed. Users cannot access SMART until their individual security roles are configured, so it is important to complete the role mapping activity by the due date.

1.2.3 Successfully Complete Required Training

Role mapping results will be used to load users into the Learning Management System (LMS) in preparation for training registration in March, 2010. Seats in training sessions are limited and registration is first come, first served. Agencies will benefit from completing the role mapping activity by the due date.

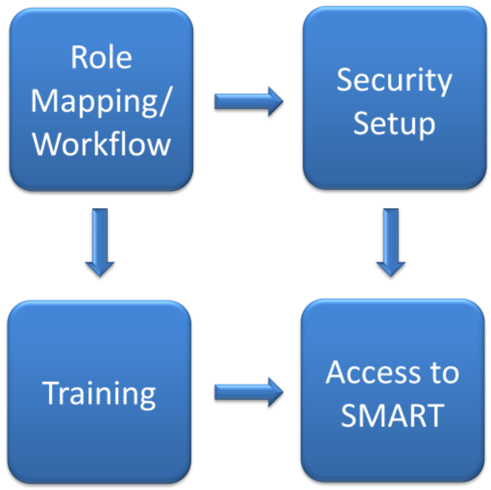
The minimum training requirement for each user role is described in the SMART Course Catalog published on the SMART website. In addition, the User Role Workbook contains a training calculator, which shows the total amount of training for each user based on the roles selected. Each agency should consider the time commitment of training when assigning roles to users.

The Sunflower Project and the Department of Administration, Division of Accounts & Reports, require each SMART user to complete the required minimum training before gaining access to SMART.

Each user's SMART sign-on will be activated only when the required training has been completed.

1.2.4 In Summary

The figure below illustrates the importance of role mapping in the process of defining your agency's access to SMART. Each user's access to SMART will only be granted after their security is configured and the user's required training is completed. Role mapping is an input to both of those critical processes.



1.3 About this Handbook

This Role Mapping Handbook is designed to assist you in completing the role mapping task for your agency. It contains detailed instructions to help you understand the roles and settings you can assign. Please review this section for information about the handbook that will help you complete the role mapping task more efficiently.

1.3.1 Order is Intentional

Starting in Section 2.0: How to Begin the Role Mapping Task, this handbook provides detailed instructions for completing the role mapping task. Each section describes a step in the role mapping process. The ordering of sections is intentional, since some steps depend on the results of previous steps. For this reason, it is helpful to start at the beginning of the handbook and work through the sections in order.

1.3.2 Skipping Sections

Most agencies will not complete all steps in the role mapping process. Starting with Section 3.0: Asset Management User Roles, each section of the Role Mapping Handbook contains information about a specific SMART module. These sections begin with a subsection entitled "Who Should Complete this Section?". Based on your agency's planned usage of the module, you should consider whether you need to complete that step in the role mapping task. "Who Should Complete this Section?" provides criteria to help you decide which steps in the role mapping task you should complete.

For agencies using SMART on a limited basis, these subsections will quickly guide you through the role mapping task to the sections that are important for your agency. If you are considering skipping a section, first read “Who Should Complete this Section?” to confirm that there is no action required for your agency.

1.3.3 User Role Naming Convention

User role names begin with one of the following terms: Agency, Central, or Kansas. These terms define which users are intended to be mapped to the role:

- Agency – The role is intended for agency users
- Central – The role is intended for Central users completing financial functions on behalf of a Central organization such as the Division of Accounts & Reports, the Division of Purchasing, or the Division of Personnel Services
- Kansas – The role is intended for both agency and Central users

1.3.4 Role Mapping versus Post Go-Live Security Requests

The instructions provided in this handbook pertain to the pre-implementation role mapping task. At SMART go-live, a formalized security request process will be established. Any requirements identified in the post go-live security request process supersede instructions given in this Role Mapping Handbook.

2.0 How to Begin the Role Mapping Task

You will receive your agency's User Role Workbook as described in this handbook, Section 2.1: Receive the User Role Workbook.

When you receive the User Role Workbook, follow these steps to complete the role mapping task:

1. ***Review the User Role Workbook.*** Instructions are provided in this handbook, Section 2.2: Review the User Role Workbook
2. ***Map users to roles.*** In this handbook, proceed to Section 3.0: Asset Management User Roles. Starting here, each section will help you determine which steps in the role mapping process your agency needs to complete. Continue working through the handbook until you reach the end
3. ***Submit the User Role Workbook.*** Instructions are provided in this handbook, Section 2.3: Submit the User Role Workbook. It is important to follow the procedure described in this handbook when submitting the User Role Workbook
4. ***Maintain the User Role Workbook.*** Your agency is responsible for communicating to the Sunflower Project any updates during the role mapping maintenance period. For details, refer to Section 2.4 of this handbook: Maintain the User Role Workbook

If you do not receive your User Role Workbook before your registered Role Mapping Workshop session, notify a Sunflower Project team member at the workshop.

2.1 Receive the User Role Workbook

The Sunflower Project will send an agency-specific User Role Workbook to each agency's designated SMART Security Liaison (if known) and the Primary Contact. You will receive it prior to attending the Role Mapping Workshop sessions in which you have a confirmed registration.

The User Role Workbook contains sensitive information, including the names and employee IDs of agency employees. For this reason, it will be sent using Tumbleweed (a secure process). Your Role Mapping Workshop confirmation contains instructions for using Tumbleweed. For additional information about Tumbleweed, refer to this handbook, Appendix B: Sending and Receiving Documents Securely.

2.2 Review the User Role Workbook

The User Role Workbook contains a list of your agency's employees. You may make changes if needed – refer to Section 2.2.1 of this handbook: Review and Update the User List.

There are other details of the User Role Workbook which will help you complete the role mapping task more efficiently and effectively. Before beginning to map users to roles, review Section 2.2.2 of this handbook: About the User Role Workbook.

2.2.1 Review and Update the User List

The User Role Workbook contains a list of your agency's employees extracted from SHARP. However, you may need to update the list. You can make the following changes to the list of users in your User Role Workbook:

- Update Employee Information
- Remove an Employee
- Add a User

The following sections provide guidance on each of these changes.

2.2.1.1 Update Employee Information

The User Role Workbook contains employee information downloaded from SHARP, including name, email address, and employee ID. You may change the information if needed. For example, you may enter a different email address or an alternate spelling of an employee's name. However, note that changes will not be updated in SHARP. Any changes you wish to make in SHARP must be submitted to your agency's Human Resource office or to the Division of Personnel Services (DPS) using existing processes.

2.2.1.2 Remove an Employee

Most agencies will not map all of their employees to SMART user roles. By default, all employees listed will be marked as not mapped to a role.

If employees are listed in your agency's User Role Workbook who will not be mapped to a role, leave them as-is – do not delete employees from the workbook. As long as you do not map these employees to roles, they will continue to be marked for removal from role mapping.

* Required data for every SMART, Data Warehouse, or Time & Labor user							
* Last Name	* First Name	M.I.	* Employee ID	* Email Address	*Business Unit (BU)	Error in Personal Data?	User mapped to roles?
Smith	Joe	M	K0000000001	joe.smith@da.ks.gov	33300	OK	Yes
Henry	Jeff	M	K0000000011	jeff.henry@da.ks.gov	33300	OK	No

When determining whether a user should be removed from role mapping, consider the following:

- Is the person a Requestor?
    - Requestors can be selected on a requisition as the person requesting the good/service – the selection of a Requestor determines the workflow, default funding, and "Ship To" location

- This role requires user information such as default funding, a default “Ship To” location, and workflow configuration, even if the Requestor does not enter requisitions in SMART
    - The Requestor role does not provide the user with any authority to view or enter transactions in SMART
    - Requestors cannot be removed from role mapping
- Is the person an Expense Payee?
    - Expense Payees can be reimbursed for expenses and travel costs and can receive cash advances (if your agency uses cash advances)
    - This role requires user information such as default funding and workflow details, even if a proxy enters the transaction in SMART
    - The Expense Payee role does not provide the user with any authority to view or enter transactions in SMART
    - Expense Payees cannot be removed from role mapping
- Does the person need to view data in SMART?
    - Viewer roles in each module allow users to search and view transactions in SMART
    - Persons with viewer roles cannot be removed from role mapping
- Does the person need to view data in the Data Warehouse?
    - Data Warehouse user roles allow users to run pre-configured reports – Power Users can create reports and grant access to users within the agency
    - Persons who need access to the Data Warehouse cannot be removed from role mapping

If you answered “Yes” to any of the questions listed above, the employee should not be marked for removal from role mapping. No action needs to be taken to mark an employee for removal. By default, all employees are marked for removal until they have been mapped to a role.

Important: Do not delete rows from the document as this will not allow the Sunflower Project to track changes made by the agency.

2.2.1.3 Add a User

During the role mapping task, you may identify users that are not listed in your agency’s User Role Workbook. Examples include employees of another agency who process financial transactions on behalf of your agency, new hires not listed as employees in SHARP when the User Role Workbook was created, and Federal auditors.

To add a SMART user to the User Role Workbook, enter the following required information in the first available blank row in the User Roles tab:

- Last Name
- First Name
- Middle Initial
- Employee ID
    a. If the user does not have an employee ID, enter “No ID 1” (then “No ID 2”, “No ID 3”, etc. to create unique values)
    b. The addition of non-employees is subject to approval by the Sunflower Project

- Email Address
    a. Email address is required for employees mapped to roles. It is not required for employees who are not mapped to any user roles
- Business Unit (BU)
    a. This field determines the data to which the user has access
    b. Enter your agency's BU to give the user access to your agency's data, even if the user works for another agency

Important: Enter new users in blank rows – do not insert rows into the document as this will disable some of the document's features.

After entering this required information in the User Roles tab of the User Role Workbook, you may map the user to roles.

2.2.2 About the User Role Workbook

This section describes helpful features of the User Role Workbook.

2.2.2.1 Tabs in the User Role Workbook

There are 11 tabs in the User Role Workbook. The tabs correspond to the workflow, roles and settings you will configure for your agency's users. This Role Mapping Handbook will guide you through completion of each tab. Explanations of each tab are provided below:

Security Liaison Identifies your agency's SMART Security Liaison and provides instructions for submitting your completed User Role Workbook

User Roles Identifies the user roles mapped to each of your agency's users

GL Workflow Defines your agency's General Ledger workflow configuration. Use this tab as a visual representation of the workflow configuration before mapping the required user roles

AP Workflow Defines your agency's Accounts Payable workflow configuration

AP Settings Defines specific user settings for users mapped to certain AP user roles

Special Accounts Identifies the Imprest and Petty Cash accounts that each of your agency's users are authorized to transact from

T&E Workflow Defines your agency's Travel & Expense workflow configuration, including each Expense Payee's designated supervisor

T&E Settings Defines specific user settings for users mapped to the Expense Payee role

PO Workflow Defines your agency's Purchasing workflow configuration

PO Settings Defines specific user settings for users mapped to certain Purchasing user roles

Training Calculator Calculates total length of each user's training based on the selected user roles. Each agency should consider the time commitment of training when assigning user roles

2.2.2.2 Agency, Central, and Kansas User Roles

The Role Mapping Handbook contains all the user roles and descriptions for SMART, the Data Warehouse, and the Time and Labor module in SHARP. The naming convention of the roles helps identify the key user groups.

- Role names containing "Agency" are intended for agency users
- Role names containing "Central" are intended for central users (for example, Accounts & Reports, Division of Purchasing, Division of Personnel Services)
- Role names containing "Kansas" are intended for both agency and central users

2.2.2.3 Copy and Paste User Personal Information

Some of the settings you will enter in the role mapping task require you to identify a person (for example, a user's specified approver or proxy). In the User Role Workbook, people are identified by last name, first name, middle initial (optional), and employee ID. The User Role Workbook is formatted to allow you to copy these four fields from the User Roles tab and paste into the destination cells.

Throughout this handbook, you will be instructed to copy and paste a user's personal information, but step-by-step instructions will not be given. Follow these steps to copy and paste personal information:

1. Open the User Role Workbook and go to the User Roles tab
2. Identify the personal information you wish to copy and select the last name, first name, middle initial (optional), and employee ID cells
3. Copy the personal information you selected in step 2
4. Go to the destination where the personal information will be pasted. Highlight the blank last name, first name, middle initial (optional), and employee ID cells
5. Paste the personal information you copied in step 3

It is highly recommended that you copy and paste rather than typing each value into the User Role Workbook. Copying and pasting will reduce the risk of data entry errors.

2.2.2.4 Built-In Validation

The User Role Workbook is designed to help you by identifying errors that must be corrected.

The image below displays an example of built-in validation. In this example, the first column entitled "Error in GL User Roles?" displays the word "Error" for each row that is incorrect. When the error is corrected, the word "Error" will be replaced by "OK".

FIGURE 1: VALIDATION WITH ERROR

* Required data for every SMART, Data Warehouse, or Time & Labor				General Ledger													
* Last Name	* First Name	M.I.	* Employee ID	Agency Budget Processor	Agency Budget Approver	Kansas GL Processor	Kansas GL Approver – Level 1	Kansas GL Approver – Level 2	Kansas GL Approver – Level 3	Kansas Reporting Ledger Processor	Kansas Reporting Ledger Approver	Agency ChartField Maintainer	Kansas GL Viewer	Agency Combination Edit Maintainer KDWP	Agency Restricted ChartField Maintainer KDOT & KHPA	Error in GL Roles?	Error in Other Tab?
Wilson	Jennifer	M	K0000000008			x	x			x			x			OK	OK
Moore	Sam	M	K0000000009		x			x			x	x	x			Error	OK
Johnson	Mary	M	K0000000010	x		x			x				x			OK	OK

FIGURE 2: VALIDATION WITHOUT ERROR

* Required data for every SMART, Data Warehouse, or Time & Labor				General Ledger													
* Last Name	* First Name	M.I.	* Employee ID	Agency Budget Processor	Agency Budget Approver	Kansas GL Processor	Kansas GL Approver – Level 1	Kansas GL Approver – Level 2	Kansas GL Approver – Level 3	Kansas Reporting Ledger Processor	Kansas Reporting Ledger Approver	Agency ChartField Maintainer	Kansas GL Viewer	Agency Combination Edit Maintainer KDWP	Agency Restricted ChartField Maintainer KDOT & KHPA	Error in GL Roles?	Error in Other Tab?
Wilson	Jennifer	M	K0000000008			x	x			x			x			OK	OK
Moore	Sam	M	K0000000009		x	x		x			x	x	x			OK	OK
Johnson	Mary	M	K0000000010	x		x			x				x			OK	OK

All of the built-in validation is described in this handbook. For information about the validation applied to a particular user role, setting, or workflow step, turn to the applicable section of this handbook.

Important: Anywhere a user must be identified, the built-in validation requires a last name, first name, and employee ID (middle initial is optional). This validation is repeated throughout the User Role Workbook, but this explanation is not repeated throughout this handbook.

Important: For information about validation of the Email Address field, refer to Section 2.2.1.3 of this handbook: Add a User.

2.2.2.5 Training Calculator

The Training Calculator tab in the User Role Workbook lists all the employees in the User Roles tab, lists their training based on the user roles selected, and displays a total amount of training for each user.

Users must complete all their required training before their user IDs will be activated. Agencies are encouraged to consider the commitment of training when mapping users to roles.

2.3 Submit the User Role Workbook

Complete the User Role Workbook as described in this handbook. When it is complete, you must submit it to the Sunflower Project. Carefully follow the instructions in this section to submit your User Role Workbook.

2.3.1 Review and Approve

It is the responsibility of each agency's SMART Security Liaison to ensure the accuracy of the agency's completed User Role Workbook. It is recommended that the SMART Security Liaison conduct a thorough review of the User Role Workbook before submitting it.

At a minimum, any errors indicated by the built-in validation must be corrected.

In addition, the SMART Security Liaison must indicate approval by entering his or her personal information where indicated in the User Role Workbook.

2.3.2 Submit

As a security measure, the Sunflower Project will only accept User Role Workbooks submitted by the agency's designated SMART Security Liaison. To submit the User Role Workbook:

- Save the User Role Workbook using this file naming convention: *### Agency Name YYYY-MM-DD.xls*
- Email the User Role Workbook to sunflowerfms@da.ks.gov
- Use Tumbleweed to maintain the security of sensitive data contained in the User Role Workbook. Refer to Appendix B: Sending and Receiving Documents Securely
- Submit your User Role Workbook by the deadline: ***February 5, 2010***

2.3.3 Next Steps

Each completed User Role Workbook will be reviewed and validated by the Sunflower Project. If there is any feedback or if any corrections are necessary, this will be communicated to the SMART Security Liaison. If corrections are required, it is important that an updated User Role Workbook be submitted as soon as possible. Any delay can affect the project's ability to add your agency's users to the Learning Management System (LMS) for training registration.

2.4 Maintain the User Role Workbook

Your User Role Workbook may need to be updated after it is submitted if you hire new staff or identify any other changes. Each agency must maintain their User Role Workbook and is responsible for submitting updates to the Sunflower Project.

Updates should be submitted as soon as they are identified so that the affected users' training curricula can be updated. Please note the following regarding the submittal of updated User Role Workbooks:

- Updates can be submitted until ***May 14, 2010***. Any updates identified or submitted after this date must be processed after go-live via the post go-live security request process
- All submitted updates must adhere to the instructions given in this handbook, Section 2.3: Submit the User Role Workbook

- Updating your User Role Workbook by the due date of May 14, 2010, does not guarantee the affected users will have their new security assignments activated at go-live. Each user must also complete the required training for their assigned user roles

2.5 Next Steps

To begin mapping users to roles, proceed to Section 3.0 of this handbook: Asset Management User Roles.

3.0 Asset Management User Roles

3.1 Who Should Complete this Section?

Consider the following:

- Does your agency plan to enter transactions in the Asset Management module?
- Do users entering your agency's transactions in other modules need to view your agency's Asset Management data?
- Do any other users in your agency need to view Asset Management data?

If your agency's users will either enter or view Asset Management data in SMART:

- Proceed to Section 3.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook, do not complete the Asset Management section of the User Roles tab
- Proceed to Section 4.0 of this handbook: Project Costing User Roles

3.2 How to Complete this Section

1. Open the User Role Workbook and go to the Asset Management section of the User Roles tab
2. Select roles for each user by entering an X in the appropriate row and column
    - Refer to the descriptions of each role in the User Roles & Descriptions table below

3.2.1 Built-In Validation in the User Role Workbook

3.2.1.1 AM User Roles

- Users mapped to any Asset Management role must also have the Kansas Assets Viewer role

3.2.1.2 Other Tabs

- None

3.2.2 User Roles & Descriptions

User Role	Users have the ability to:
Agency Asset Processor	• Enter and update an asset • Enter Capital Lease Asset and Operating Leases • View asset information including basic information, acquisition details, cost/book information, and depreciation information • Establish, view, and update Parent/Child relationships • Copy assets • Print an asset • View and process asset information that originated in the Accounts Payable and Purchasing modules • Consolidate and unitize asset information that originated in the Accounts Payable and Purchasing modules • Review Transaction Loader Process • Run Transaction Loader Process (AMIF1000) Users with this role must also have the following role: • Kansas Assets Viewer
Agency Depreciation Processor	• Run and view depreciation Users with this role must also have the following role: • Kansas Assets Viewer
Agency Adjuster, Transfer, Retirement Processor	• Adjust asset cost information • Perform cost addition • Perform IntraUnit transfer • Perform asset recategorizations • Retire an asset • Process a Disposal Worksheet • Reinstate assets Users with this role must also have the following role: • Kansas Assets Viewer
Agency Asset Maintainer	• Update location and custodian information • Add and update asset insurance, maintenance, warranties, and repairs Users with this role must also have the following role: • Kansas Assets Viewer

User Role	Users have the ability to:
Agency Configuration Maintainer	• Update and maintain Agency configuration values ◦ Standard Warranty and Warranty Templates ◦ Maintenance Types ◦ Financing Codes ◦ Insurance Types Users with this role must also have the following role: • Kansas Assets Viewer
Kansas Assets Viewer	• View all physical and financial asset data

3.3 Next Step

Proceed to Section 4.0 of this handbook: Project Costing User Roles

4.0 Project Costing User Roles

4.1 Who Should Complete this Section?

Consider the following:

- Does your agency plan to complete work in the Project Costing, Grants, and/or Customer Contracts modules?
- Do users entering your agency's transactions in other modules need to view your agency's projects/grants data?
- Do any other users in your agency need to view projects/grants data?

If your agency's users will either work in the Project Costing, Grants, or Contracts modules or view projects/grants data in SMART:

- Proceed to Section 4.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook, do not complete the Project Costing section of the User Roles tab
- Proceed to Section 5.0 of this handbook: General Ledger Workflow

4.2 How to Complete this Section

1. Open the User Role Workbook and go to the Project Costing section of the User Roles tab
2. Select roles for each user by entering an X in the appropriate row and column
    - Refer to the descriptions of each role in the User Roles & Descriptions table below

4.2.1 Built-In Validation in the User Role Workbook

4.2.1.1 PC User Roles

- Users mapped to the Agency Grants Approver role must also have the Kansas Grants Viewer role

4.2.1.2 Other Tabs

- None

4.2.2 User Roles & Descriptions

User Role	Users have the ability to:
Agency Grants Manager	• Create proposals and awards • Create and manage grants • Close grants • Analyzes proposals and awards Users with this role must also have the following roles: • Kansas Projects Viewer • Kansas Customer Contracts Viewer

User Role	Users have the ability to:
Agency Grants Approver	• Approve proposals Users with this role must also have the following role: • Kansas Grants Viewer
Agency Grants Maintainer	• Maintain configurations to agency-maintained grants tables
Kansas Grants Viewer	• View all grants proposals and grant awards
Agency Projects Manager	• Create projects • Enter, view, and analyze projects Users with this role must also have the following roles: • Kansas Grants Viewer • Kansas Customer Contracts Viewer
Agency Projects Maintainer	• Maintain configurations to agency-maintained projects tables
Kansas Projects Viewer	• View all projects
Agency Projects/Grants Reporter	• Run reports in Project Costing, Grants Management, and Customer Contracts (PC/GM/CA)
Agency Customer Contracts Manager	• Create and maintain customer contracts • Enter, view, and analyze customer contracts • Manage customer contracts, revenue, and billing • Process prepaid amounts • Work with billing and revenue recognition plans Users with this role must also have the following roles: • Kansas Grants Viewer • Kansas Projects Viewer
Agency Customer Contracts Maintainer	• Maintain configurations to agency-maintained customer contracts tables
Kansas Customer Contracts Viewer	• View reimbursable customer contracts
Agency Tree Manager	• Create and update trees in Tree Manager

Agency Custom Projects Maintainer KDWP	• Access and update pages to relate:
	  • Source Type/Category
	  • Category/Subcategory
	
	This role may only be selected by employees of the following agencies:
	• Kansas Department of Wildlife & Parks

4.3 Next Step

- Proceed to Section 5.0 of this handbook: General Ledger Workflow

5.0 General Ledger Workflow

5.1 Who Should Complete this Section?

If your agency's users will enter General Ledger transactions in SMART:

- Proceed to Section 5.2 of this handbook: About General Ledger Workflow

Otherwise:

- In the User Role Workbook, do not complete the GL Workflow tab
- Proceed to Section 6.0 of this handbook: General Ledger User Roles

5.2 About General Ledger Workflow

Workflow is an automated process that takes a SMART transaction and routes it to the next approver level to approve or deny. GL Workflow governs the journal entry approval (and denial) process.

Kansas GL Processor				
This is the person within the agency that has authority to create the journal entries, edits, and budget checks the journals.				Error In Other Tab?
* Last Name	* First Name	M.I.	* Employee ID	
Brown	Elizabeth	M	K0000000006	OK
Miller	Michael	M	K0000000007	OK
Wilson	Jennifer	M	K0000000008	OK
Moore	Sam	M	K0000000009	OK
Johnson	Mary	M	K0000000010	OK

➔

Kansas GL Approver - Level 1				
This is the first level of agency general ledger approval. Does not have final agency approval authority. Level 1 approval is pooled.				Error In Other Tab?
* Last Name	* First Name	M.I.	* Employee ID	
Wilson	Jennifer	M	K0000000008	OK
				OK
				OK
				OK
				OK

➔

Kansas GL Approver - Level 2				
This is the second level of agency general ledger approval. Does not have final agency approval authority. Level 2 approval is pooled.				Error In Other Tab?
* Last Name	* First Name	M.I.	* Employee ID	
Moore	Sam	M	K0000000009	OK
				OK
				OK
				OK
				OK

➔

Kansas GL Approver - Level 3			
This is the third level of agency general ledger approval. Has final agency approval authority. Level 3 approval is pooled.			
* Last Name	* First Name	M.I.	* Employee ID
Johnson	Mary	M	K0000000010

GL Workflow has a maximum of three levels of approval at the agency level. After the final level of agency approval all journals will be routed to Accounts and Reports for approval before the journal will be approved.

Your agency may select one, two or three levels of agency approval.

- Kansas GL Approver Level 1 is the first level of approval in the agency and is a pooled list of approvers. All users listed in the GL Level 1 Approval pool will receive any journals created by any Kansas GL Processor within their agency. Only one user in the pool needs to approve to move the journal to the next approval level.
- Kansas GL Approver Level 2 is the second level of approval in the agency and is a pooled list of approvers. All users listed in the GL Level 2 Approval pool will receive any journals approved by a Kansas GL Approver Level 1 within their agency. Only one user in the pool needs to approve to move the journal to the next approval level.
- Kansas GL Approver Level 3 is the last level of approval in the agency and is a pooled list of approvers. All users listed in the GL Level 3 Approval pool will receive any journals approved by a Kansas GL Approver Level 2 within their agency. Only one user in the pool needs to approve to move the journal to Accounts and Report for approval.

5.3 How to Complete this Section

1. Open the User Role Workbook and go to the GL Workflow tab
2. Determine how many levels of approval your agency needs for GL Workflow

3. Identify the users for each step in the GL Workflow process by copying each user's personal information from the User Roles tab and pasting it into the assigned workflow level in the GL Workflow tab
    - Identify users who will be Kansas GL Processors
    - Identify users who will be Kansas GL Approver Level 1 (if applicable)
    - Identify users who will be Kansas GL Approver Level 2 (if applicable)
    - Identify users who will be Kansas GL Approver Level 3 (required – must have at least one level of agency approval)

A user can be listed in multiple levels of approval. Workflow approval is based on a user's highest approval level. An approver in Level 3 creates the final agency approval even if the approver is also included in the Level 1 approval pool.

5.3.1 Built-In Validation in the User Role Workbook

5.3.1.1 GL Workflow

- None

5.3.1.2 Other Tabs

- Users listed in any of the following GL Workflow steps must be mapped to the corresponding role in the General Ledger section of the User Roles tab, as described in Section 6.0 of this handbook: General Ledger User Roles
    - Kansas GL Processor
    - Kansas GL Approver – Level 1
    - Kansas GL Approver – Level 2
    - Kansas GL Approver – Level 3

5.4 Next Step

Proceed to Section 6.0 of this handbook: General Ledger User Roles

6.0 General Ledger User Roles

6.1 Who Should Complete this Section?

Consider the following:

- In the User Role Workbook did you complete the GL Workflow tab, as described in the previous section of this handbook?
- Do users entering your agency's transactions in other modules need to view General Ledger data?
- Do any other users in your agency need to view General Ledger data?

If your agency's users will either enter or view General Ledger data in SMART:

- Proceed to Section 6.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook, do not complete the General Ledger section of the User Roles tab
- Proceed to Section 7.0 of this handbook: Accounts Receivable User Roles

6.2 How to Complete this Section

1. Open the User Role Workbook and go to the General Ledger section of the User Roles tab
2. Select roles for each user by entering an X in the appropriate row and column
    - Refer to the descriptions of each role in the User Roles & Descriptions table below

6.2.1 Built-In Validation in the User Role Workbook

6.2.1.1 GL User Roles

- Users mapped to any General Ledger role must also have the Kansas GL Viewer role
- Users mapped to the Kansas GL Approver – Level 1, Level 2, or Level 3 roles must also have the Kansas GL Processor role

6.2.1.2 Other Tabs

- Users mapped to any of the following roles must be listed in the corresponding GL Workflow step on the GL Workflow tab, as described in Section 5.0 of this handbook: General Ledger Workflow
    - Kansas GL Processor
    - Kansas GL Approver – Level 1
    - Kansas GL Approver – Level 2
    - Kansas GL Approver – Level 3

6.2.2 User Roles & Descriptions

User Role	Users have the ability to:
Agency Budget Processor	• Maintain agency budgets from IBARS • Enter agency budget journals Users with this role must also have the following role: • Kansas GL Viewer
Agency Budget Approver	• Approve, post, and delete agency-level budget journals Users with this role must also have the following role: • Kansas GL Viewer
Kansas GL Processor	• Create online journals • Copy journals • Define and create standard journals • View standard journals • Import spreadsheet journals • Edit journals • Budget check journals Users with this role must also have the following role: • Kansas GL Viewer
Kansas GL Approver – Level 1	• Create, copy, and approve online journals • Define and create standard journals • View standard journals • Import spreadsheet journals • Edit journals • Budget check journals This user is part of the first pool of agency approvers. This user approves or denies journal vouchers and does not have final approval authority. Users with this role must also have the following roles: • Kansas GL Viewer • Kansas GL Processor

User Role	Users have the ability to:
Kansas GL Approver – Level 2	• Create, copy, and approve online journals • Define and create standard journals • View standard journals • Import spreadsheet journals • Edit journals • Budget check journals This user is part of the second pool of agency approvers. This user approves or denies journal vouchers and does not have final approval authority. Users with this role must also have the following roles: • Kansas GL Viewer • Kansas GL Processor
Kansas GL Approver – Level 3	• Create, copy, and approve online journals • Define and create standard journals • View standard journals • Import spreadsheet journals • Edit journals • Budget check journals This user is part of the third pool of agency approvers. This user approves or denies journal vouchers and has final approval authority. Users with this role must also have the following roles: • Kansas GL Viewer • Kansas GL Processor
Kansas Reporting Ledger Processor	• Create online journals • Copy journals • Define and create standard journals • View standard journals • Import spreadsheet journals • Edit journals Users with this role must also have the following role: • Kansas GL Viewer
Kansas Reporting Ledger Approver	• Post journals • Run open period update and open period mass update for reporting ledgers Users with this role must also have the following roles: • Kansas GL Viewer • Kansas Reporting Ledger Processor

User Role	Users have the ability to:
Agency ChartField Maintainer	• Update ChartField1 (Agency Use) • Update Class Field (Service Location) • Run ChartField1 (Agency Use) crystal report Users with this role must also have the following role: • Kansas GL Viewer
Kansas GL Viewer	• Run GL reports and inquiries • View Budgets Overview, Activity Log, Ledger Activity Log, and budget check exceptions
Agency Combination Edit Maintainer KDWP	• Maintain agency-specific combination edits Users with this role must also have the following role: • Kansas GL Viewer This role may only be selected by employees of the following agencies: • Kansas Wildlife & Parks
Agency Restricted ChartField Maintainer KDOT & KHPA	• Create and update ChartField values and status for ChartField 2 Users with this role must also have the following role: • Kansas GL Viewer This role may only be selected by employees of the following agencies: • Kansas Department of Transportation • Kansas Health Policy Authority

6.3 Next Step

Proceed to Section 7.0 of this handbook: Accounts Receivable User Roles

7.0 Accounts Receivable User Roles

7.1 Who Should Complete this Section?

Consider the following:

- Does your agency plan to enter transactions in the Accounts Receivable or Billing modules?
- Do users entering your agency's transactions in other modules need to view your agency's Accounts Receivable or Billing data?
- Do any other users in your agency need to view Accounts Receivable or Billing data?

If your agency's users will either enter or view Accounts Receivable or Billing data in SMART:

- Proceed to Section 7.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook, do not complete the Accounts Receivable section of the User Roles tab
- Proceed to Section 8.0 of this handbook: Accounts Payable Workflow

7.2 How to Complete this Section

1. Open the User Role Workbook and go to the Accounts Receivable section of the User Roles tab
2. Select roles for each user by entering an X in the appropriate row and column
   - Refer to the descriptions of each role in the User Roles & Descriptions table below

7.2.1 Built-In Validation in the User Role Workbook

7.2.1.1 AR User Roles

- Users mapped to the Agency Billing Administrator role must also have the Agency Billing Processor role
- Users mapped to the Agency AR Administrator role must also have the following roles:
  - Agency Deposit Processor
  - Agency Item Processor roles
- Users mapped to the AR Interfund Approver role must also have the Agency Interfund Processor role

7.2.1.2 Other Tabs

- None

7.2.2 User Roles & Descriptions

User Role	Users have the ability to:
Agency Customer Creator	• Create, update customers and customer contact information • Create and update interfund contact information

User Role	Users have the ability to:
Agency Billing Processor	• Create pro formas • Generate installment and recurring bills • Create consolidated headers and attach/detach invoices • Enter bills online using Standard or Express Billing and correct minor billing interface errors • Research bills, adjust bills, preprint bills, and copy bills • Run bill status change to update the status of bills
Agency Billing Configurator	• Maintain agency-configured values for Billing such as bill types, charge codes, distribution codes, and bill inquiry phone for invoices
Agency Billing Administrator	• Enter and maintain bills • Finalize and Print consolidated and non-consolidated invoices • Enter and maintain customer and customer contact information • Review and update billing interface transactions • Correct billing accounting errors Users with this role must also have the following role: • Agency Billing Processor
Kansas Billing Viewer	• View all billing and interface transactions
Agency Pending Item Processor	• Create and update Pending Items, credit, and debit memos • Review online and external pending items • Change pending group action for online and external items • Create and update maintenance and transfer worksheets • Create Aging Summary by Business Unit report • Review Unit History • Correct posting errors for online and external pending items, worksheets, and transfers • Unpost online, external, maintenance, and transfer groups
Agency Deposit Processor	• Enter and update deposits • View item activity from a payment and item activity summary on customer account • Create payment worksheets • Correct interfaced deposits • Create accounting entries for direct journal deposits • Review payments • View and update customer conversations on a customer account

User Role	Users have the ability to:
Agency AR Administrator	• Approve deposits • Create and update customer and customer contact information • Modify accounting entries for direct journal deposits • View all information on customer accounts • Generate customer statements, dunning letters, and follow-up letters Users with this role must also have the following roles: • Agency Deposit Processor • Agency Pending Item Processor • Agency AR Maintainer
Agency AR Maintainer	• View pending items, and payment information • View all information on customer account • Generate customer statements, dunning letters, and follow-up letters • Enter and maintain customer conversation on customer account • Create and update maintenance and transfer worksheets • Correct posting errors for items, payments, and worksheets

Agency AR Configurator	• Setup and maintain agency configuration values such as:
	  • Reason codes
	  • Dunning methods
	  • Speedcharts
	  • Standard notes
	  • Note types
	  • AR Specialist

Agency AR Interfund Processor	• Create the deposit side of Interfunds • View interfund payments and deposit information
Agency AR Interfund Approver	• Approve the deposit side of Interfunds Users with this role must also have the following role: • Agency Interfund Processor
Kansas AR Viewer	• View pending items, deposits, worksheets, and customer accounts
Agency Refund Processor SRS	• Process refunds This role may only be selected by employees of the following agencies: • Kansas Department of Social & Rehabilitation Services

7.3 Next Step

Proceed to Section 8.0 of this handbook: Accounts Payable Workflow

8.0 Accounts Payable Workflow

8.1 Who Should Complete this Section?

If your agency's users will enter Accounts Payable transactions in SMART:

- Proceed to Section 8.2 of this handbook: About Accounts Payable Workflow

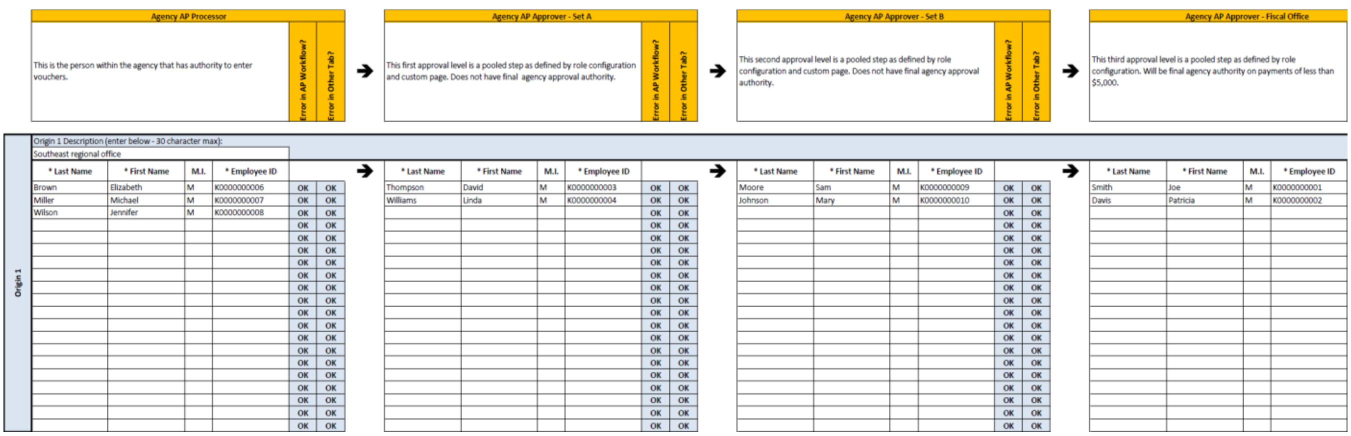
Otherwise:

- In the User Role Workbook, do not complete the AP Workflow tab
- Proceed to Section 9.0 of this handbook: Accounts Payable User Roles

8.2 About Accounts Payable Workflow

Workflow is an automated process that takes a SMART transaction and routes it to the next approver level to approve or deny. AP Workflow governs the voucher approval (and denial) process.

AP Workflow routes vouchers through workflow based on the Agency AP Processor's origin code and the users defined in the AP Approval pools designated to that origin. Additionally, vouchers are routed based on your agency's delegated audit authority.



AP Workflow has a maximum of three levels of approval at the agency level. After the final level of agency approval, vouchers over your agency's delegated audit authority will be routed to Accounts and Reports for approval before the voucher will be approved.

Each defined origin represents a different approval stream. Agencies can choose to have one origin or can define multiple origins. Multiple origins provide agencies an opportunity to define different workflow approval routes for vouchers based on regions or divisions within an agency. Each origin must include AP Processors and at least one level of approval.

Your agency may select one, two or three levels of agency approval for each origin.

- Agency AP Approver Set A is the first level of approval in the agency and is a pooled list of approvers. All users listed in the AP Set A Approval pool will receive any vouchers created by any Agency AP Processor within their agency and specified origin. Only one user in the pool needs to approve to move the voucher to the next approval level.

- Agency AP Approver Set B is the second level of approval in the agency and is a pooled list of approvers. All users listed in the AP Set B Approval pool will receive any vouchers approved by AP Set A Approver pool within their agency and specified origin. Only one user in the pool needs to approve to move the voucher to the next approval level.
- Agency AP Approver Fiscal Office is the last level of approval in the agency and is a pooled list of approvers. All users listed in the AP Fiscal Office Approval pool will receive any vouchers approved by AP Set B Approver pool within their agency and specified origin. Only one user in the pool needs to approve. Vouchers under delegated audit authority will reach final approval by approvers in the Fiscal Office approver pool. Vouchers over delegated audit authority will be routed to Accounts and Reports upon approval by a user in the Fiscal Office approver pool.

An Agency AP Processor can be assigned to only one origin. Agency AP Approvers can be assigned as approvers in multiple origins and multiple approval pools.

8.3 How to Complete this Section

1. Open the User Role Workbook and go to the AP Workflow tab
2. Determine how many origins your agency needs for AP Workflow
3. Determine how many levels of approval each origin needs
4. For each origin your agency will use:
    - Enter a description in the Origin Description field. The origin description can be a maximum of 30 characters
    - Identify the users for each step in the AP Workflow process by copying each user's personal information from the User Roles tab and pasting it into the assigned workflow level in the AP Workflow tab
        - Identify users who will be Agency AP Processors
        - Identify users who will be Agency AP Approver Set A (if applicable)
        - Identify users who will be Agency AP Approver Set B (if applicable)
        - Identify users who will be Agency AP Approver Fiscal Office (required – must have at least one level of agency approval)

A user can be listed in multiple levels of approval. Workflow approval is based on a user's highest approval level. An approver in Fiscal Office creates the final agency approval even if the approver is also included in the Set A approval pool.

8.3.1 Built-In Validation in the User Role Workbook

8.3.1.1 AP Workflow

- None

8.3.1.2 Other Tabs

- Users listed in any of the following AP Workflow steps must be mapped to the corresponding role in the Accounts Payable section of the User Roles tab, as described in Section 9.0 of this handbook: Accounts Payable User Roles
  - Agency AP Processor
  - Agency AP Approver – Set A
  - Agency AP Approver – Set B
  - Agency AP Approver – Fiscal Office

8.4 Next Step

Proceed to Section 9.0 of this handbook: Accounts Payable User Roles

9.0 Accounts Payable User Roles

9.1 Who Should Complete this Section?

Consider the following:

- In the User Role Workbook did you complete the AP Workflow tab, as described in the previous section of this handbook?
- Do users entering your agency's transactions in other modules need to view your agency's Accounts Payable data?
- Do any other users in your agency need to view Accounts Payable data?

If your agency's users will either enter or view Accounts Payable data in SMART:

- Proceed to Section 9.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook:
  - Do not complete the Accounts Payable section of the User Roles tab
  - Do not complete the AP Settings tab
- Proceed to Section 11.0 of this handbook: Special Accounts

9.2 How to Complete this Section

1. Open the User Role Workbook and go to the Accounts Payable section of the User Roles tab
2. Select roles for each user by entering an X in the appropriate row and column
   - Refer to the descriptions of each role in the User Roles & Descriptions table below

9.2.1 Built-In Validation in the User Role Workbook

9.2.1.1 AP User Roles

- None

9.2.1.2 Other Tabs

- Users mapped to any of the following roles must be listed in the corresponding AP Workflow step on the AP Workflow tab, as described in Section 8.0 of this handbook: Accounts Payable Workflow
  - Agency AP Processor
  - Agency AP Approver – Set A
  - Agency AP Approver – Set B
  - Agency AP Approver – Fiscal Office
- Users mapped to any of the following roles must be listed in the AP Settings tab, as described in Section 10.0 of this handbook: Accounts Payable Settings
  - Agency AP Processor
  - Agency AP Supervisor

9.2.2 User Roles & Descriptions

User Role	Users have the ability to:	Requires these additional settings:
Agency Vendor Processor	• Create vendor • Maintain vendor conversations (used to record conversations with vendors when resolving disputes) • Search for a vendor	
Agency AP Processor	• Create and update vouchers • View vouchers • Run matching for vouchers • Run budget check • View budget check exceptions • Utilize control groups	Select whether user has the ability to: • Enter Control Groups • Change Voucher Due Date • Record Manual Payments • Process Adjustment Vouchers • Process Journal Vouchers • Process Regular Vouchers • Process Template Vouchers • Process Reversal Vouchers • Process Single Payment Vouchers • Change Accounting Date
Agency AP Supervisor	• Post and unpost vouchers • Close vouchers • Delete vouchers • Process 1099 adjustments • Place and release payment hold status	Select whether user has the ability to: • Override Match Errors
Agency AP Approver Set A	• View, approve, and deny vouchers in Workflow. Set A This user is part of the first pool of approvers. This user approves or denies vouchers and does not have final approval authority.	
Agency AP Approver Set B	• View, approve, and deny vouchers in Workflow. Set B This user is part of the second pool of approvers. This user approves or denies vouchers and does not have final approval authority.	

User Role	Users have the ability to:	Requires these additional settings:
Agency AP Approver Fiscal Office	• View, approve, and deny vouchers. Fiscal Officer This user is part of the third pool of approvers. This user approver\s or denies vouchers and has final approval if the voucher is within the agency's delegated audit authority.	
Agency AP Control Group Maintainer	• Establish control group • Update control group status	
Agency AP Maintainer	• Establish control group • Update control group status • Delete control group • Post control group • Manage the matching process • Run budget checking • Manage budget check exceptions • Correct voucher build errors • Post a voucher • Monitor errors (posting, budget checking, matching) • Generate AP journals • Run match/error reports, check budget error reports, and maintain tables	
Agency AP Workflow Maintainer	• Maintain voucher workflow • Maintain voucher workflow errors • Maintain voucher approval assignments	
Agency AP Interfund Processor	• Create and update interfund vouchers • View interfund vouchers	
Agency AP Interfund Approver	• Approve interfund vouchers • View interfund vouchers	
Kansas Vendor Viewer	• View vendor name, address, withholding, and bank information	
Kansas AP Viewer	• View vouchers and payments	

User Role	Users have the ability to:	Requires these additional settings:
Agency Treasurer (TR) Payroll Viewer SHARP Core	• View payroll checks only on the external transaction pages This role may only be selected by employees of the following: • Core SHARP users	
Agency TR Revenue Viewer KDOR	• outside of SMART on the external transaction pages This role may only be selected by employees of the following agencies: • Kansas Department of Revenue	

9.3 Next Step

If you assigned the Agency AP Processor or Agency AP Supervisor role to any users:

- Proceed to Section 10.0 of this handbook: Accounts Payable Settings

Otherwise:

- In the User Role Workbook, do not complete the AP Settings tab
- Proceed to Section 11.0 of this handbook: Special Accounts

10.0 Accounts Payable Settings

10.1 Who Should Complete this Section?

If you assigned the Agency AP Processor or Agency AP Supervisor role to any of your agency's users:

- Proceed to Section 10.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook, do not complete the AP Settings tab
- Proceed to Section 11.0 of this handbook: Special Accounts

10.2 How to Complete this Section

1. Open the User Role Workbook and go to the AP Settings tab
2. List all users mapped to the Agency AP Processor or Agency AP Supervisor role by copying each user's personal information from the User Roles tab and pasting it into the AP Settings tab
3. For each user mapped to the Agency AP Processor role, enter settings in the AP Settings tab
    - The settings associated with the Agency AP Processor role are listed in Section 9.2.2 of this handbook: User Roles & Descriptions
    - Refer to the descriptions of each setting in the AP Settings table below
4. For each user mapped to the Agency AP Supervisor role, enter settings in the AP Settings tab
    - The settings associated with the Agency AP Supervisor role are listed in Section 9.2.2 of this handbook: User Roles & Descriptions
    - Refer to the descriptions of each setting in the AP Settings table below

10.2.1 Built-In Validation in the User Role Workbook

10.2.1.1 AP Settings

- The following settings are required for users mapped to the Agency AP Processor role:
    - "Ship to" Location Code
    - Enter Control Groups
    - Change Voucher Due Date
    - Record Manual Payments
    - Process Adjustment Vouchers
    - Process Journal Vouchers
    - Process Regular Vouchers
    - Process Template Vouchers
    - Process Reversal Vouchers
    - Process Single Payment Vouchers
    - Change Accounting Date
- The following settings are required for users mapped to the Agency AP Supervisor role:
    - Override Match Errors

10.2.1.2 Other Tabs

- Users listed in the AP Settings tab must be mapped to one of the following roles, as described in Section 9.0 of this handbook: Accounts Payable User Roles
    - Agency AP Processor
    - Agency AP Supervisor

10.2.2 AP Settings

Data Element	Definition	Context
Enter Control Groups	Selecting Y (for "Yes") requires that the user enter vouchers in a control group. Selecting N (for "No") allows the user to either enter vouchers in a control group or not. This setting is required for Agency AP Processors.	Only applicable if your agency is using Control Groups. Control groups are a means of grouping vouchers in order to maintain control over them.
Change Voucher Due Date	Selecting Y (for "Yes") gives the user the ability to change the voucher due date. This setting is required for Agency AP Processors.	Provides the user the authority to manually schedule a payment by overriding the calculated voucher due date.
Record Manual Payments	Selecting Y (for "Yes") gives the user the ability to record manual payments. This setting is required for Agency AP Processors.	Provides user the authority to record manual payments. When you create a manual payment, you create a voucher in SMART, but apply it to a payment made outside of SMART rather than creating a payment in SMART. An example of a manual payment is petty cash payment.
Process Adjustment Vouchers	Selecting Y (for "Yes") gives the user the ability to create adjustment vouchers. This setting is required for Agency AP Processors.	Adjustment vouchers are one of six available voucher types. They are used to adjust existing non-purchase order vouchers or to relate two vouchers to each other.
Process Journal Vouchers	Selecting Y (for "Yes") gives the user the ability to process journal vouchers. This setting is required for Agency AP Processors.	Provides user the authority to create journal vouchers. Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid and for vouchers whose payments have also been posted.

Data Element	Definition	Context
Process Regular Vouchers	Selecting Y (for "Yes") gives the user the ability to process regular vouchers. This setting is required for Agency AP Processors.	Provides user the authority to create regular vouchers. Regular vouchers are the standard voucher type.
Process Template Vouchers	Selecting Y (for "Yes") gives the user the ability to process template vouchers. This setting is required for Agency AP Processors.	Provides user the authority to create template vouchers. Template vouchers are used to improve data entry efficiency if you receive multiple similar invoices from the same vendor.
Process Reversal Vouchers	Selecting Y (for "Yes") gives the user the ability to process reversal vouchers. This setting is required for Agency AP Processors.	Provides user the authority to create reversal vouchers. Reversal vouchers allow you to back out incorrect vouchers that have or have not been posted as well as restore the encumbrance and reduce the PO.
Process Single Payment Vouchers	Selecting Y (for "Yes") gives the user the ability to process single payment vouchers. This setting is required for Agency AP Processors.	Provides user the authority to create single payment vouchers. Single payment vouchers are used to make a payment to a one-time vendor without having to add them to the Vendor Master List.
Change Accounting Date	Selecting Y (for "Yes") gives the user the ability to change the accounting date. This setting is required for Agency AP Processors.	Provides user the authority to override the default accounting date.
Override Match Errors	Selecting Y (for "Yes") gives the user the ability to override match errors. This setting is required for Agency AP Supervisors.	Provides user the authority to override match errors. Match errors result when the PO, voucher, and receiver do not agree.

10.3 Next step

Proceed to Section 11.0 of this handbook: Special Accounts

11.0 Special Accounts

11.1 Who Should Complete this Section?

If any of your agency's users will process transactions for Imprest or Petty Cash accounts, or process tax refund payments (applies only to Kansas Department of Revenue):

- Proceed to Section 11.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook, do not complete the Special Accounts tab
- Proceed to Section 12.0 of this handbook: Travel & Expense Workflow

11.2 How to Complete this Section

1. Open the User Role Workbook and go to the Special Accounts tab
2. List users who will process any of the following transaction types by copying each user's personal information from the User Roles tab and pasting it into the Special Accounts tab
   - Imprest
   - Petty Cash
   - Tax Refund (applies only to Kansas Department of Revenue)
3. For each user, select the appropriate account
   - If a user will have access to multiple special accounts, enter the user multiple times – there should be one row for each special account

* Last Name	* First Name	M.I.	* Employee ID	Special Account
Brown	Elizabeth	M	K0000000006	0000 56587030 658 Bank of America
Miller	Michael	M	K0000000007	6879 63 98798106 Core First
Wilson	Jennifer	M	K0000000008	9876 68798 Cap Federal Savins

11.2.1 Built-In Validation in the User Role Workbook

11.2.1.1 Special Accounts

- None

11.2.1.2 Other Tabs

- None

11.3 Next step

Proceed to Section 12.0 of this handbook: Travel & Expense Workflow

12.0 Travel & Expense Workflow

12.1 Who Should Complete this Section?

Consider the following:

- Will your agency's employees be reimbursed for travel or expenses via expense reports in SMART?
- Will your agency's employees receive cash advances processed in SMART?

If your agency's employees will be reimbursed for travel or expenses via expense reports in SMART, or if your agency's employees will receive cash advances:

- Proceed to Section 12.2 of this handbook: About Travel & Expense Workflow

Otherwise:

- In the User Role Workbook:
    - Do not complete the T&E Workflow tab
    - Do not complete the T&E section of the User Roles tab
    - Do not complete the T&E Settings tab
- Proceed to Section 15.0 of this handbook: Purchasing Workflow

12.2 About Travel & Expense Workflow

Workflow is an automated process that takes a SMART transaction and routes it to the next approver level to approve or deny. T&E Workflow governs the travel authorization and expense report approval (and denial) processes.

T&E Workflow routes travel authorizations and expense reports through workflow based on the Expense Payee's defined approvers and Department ID ChartField.

Expense Payee

This role provides no access to functions in SMART. Employees must have this role to be selected as an Expense Payee for travel authorizations, expense reports, or cash advances. The Expense Processor enter the expense document and submits to workflow.

* Last Name	* First Name	M.I.	* Employee ID	Expense Payee?
Smith	Joe	M	K0000000001	
Davis	Patricia	M	K0000000002	
Thompson	David	M	K0000000003	
Williams	Linda	M	K0000000004	

→

Agency T&E Approver - Supervisor

The employee's supervisor as defined in the Reports To field in SHaRP. This designation may be overriden. Does not have final approval authority.

* Last Name	* First Name	M.I.	* Employee ID	Error in T&E Workflow?	Error in Other Tab?
Johnson	Mary	M	K0000000010	OK	OK
Wilson	Jennifer	M	K0000000008	OK	OK
Brown	Elizabeth	M	K0000000006	OK	OK
Jones	David	M	K0000000005	OK	OK

→

Agency T&E Approver - Department Manager

The Department Manager of the Department ID ChartField associated with each employee expense. Does not have final approval authority.

* Last Name	* First Name	M.I.	* Employee ID	Department Range FROM:	Department Range TO:	Error in T&E Workflow?	Error in Other Tab
Wilson	Jennifer	M	K0000000008	55555555	55555556	OK	OK
Moore	Sam	M	K0000000009	22222222	22222223	OK	OK
Johnson	Mary	M	K0000000010	11111111	11111112	OK	OK
						OK	OK

→

Agency T&E Approver - Fiscal Office

This approval level is a pooled step as defined by role configuration. Will be final approval authority for: all travel authorizations; cash advances of less than $5,000; expense reports of less than $5,000 that are not matched for setoff processing.

* Last Name	* First Name	M.I.	* Employee ID
Williams	Linda	M	K0000000004
Jones	David	M	K0000000005
Brown	Elizabeth	M	K0000000006

T&E Workflow has three levels of approval at the agency level. After the last agency approval for an Expense Report, those expense documents under your agency's delegated audit authority will be approved. Expense Reports and Cash Advances over your agency's delegated audit authority will be routed to Accounts and Reports for final approval. Travel Authorizations route to the same agency approvers as Expense Reports, however, once approved by the Agency Fiscal Office level no Accounts and Reports approval is required.

Approvers must be defined for each of the levels in T&E Workflow

- The first agency approver defined for a payee is the Supervisor. Each employee's Supervisor – as listed in SHARP – has been provided in the User Role Workbook. You may select a different supervisor for the purpose of Travel & Expense workflow if needed. Each payee can only have one Supervisor Approver.

- The second agency approver is the Department Manager. The Department Manager Approver is defined by the Department Ids (the ChartField) they can approve. This is not specific to a payee. A payee transaction will route for Department Manager approval based on the Department IDs entered on the transaction.
  - Agencies should ensure all possible Department ID ChartFields that could be used in Travel and Expense are mapped to a Department Manager Approver.
- The third agency approver is the Fiscal Office. The Fiscal Office is a pooled list of approvers. All users listed in the AP Fiscal Office Approval pool will receive any expense transactions approved by the Department Manager. Only one user in the pool needs to approve.
  - Expense Reports and Cash Advances under delegated audit authority will reach final approval by approvers in the Fiscal Office approver pool. Expense Reports over delegated audit authority will be routed to Accounts and Reports upon approval by a user in the Fiscal Office approver pool.
  - Travel Authorizations will reach final approval by the agency Fiscal Office Approval pool.

Workflow routes transactions based on the payee's workflow configuration, even if entered by a Proxy.

12.3 How to Complete this Section

1. Open the User Role Workbook and go to the T&E Workflow tab
2. Identify users who will be Expense Payees by selecting "Yes" in the Expense Payee column
   - All employees are listed in order to provide the associated Supervisor from SHARP. Do not delete rows – if you do not select "Yes", the employee will not be added as an Expense Payee
   - An Expense Payee is someone who may receive payment for travel or an expense
   - Expense Payees do not necessarily need a data entry role; listing a person as an Expense Payee does not imply they need access to SMART
3. Review and update each Expense Payee's Agency T&E Approver – Supervisor if needed by copying each user's personal information from the User Roles tab and pasting it into the Agency T&E Approver – Supervisor section of the T&E Workflow tab
   - Each Expense Payee can have only one Agency T&E Approver – Supervisor
   - Expense Payees cannot be their own Agency T&E Approver – Supervisor
4. Identify users who will be Agency T&E Approver – Department Manager by copying each user's personal information from the User Roles tab and pasting it into the Agency T&E Approver – Department Manager section of the T&E Workflow tab
   - Consider all Department ID ChartFields
   - Assign a Department ID range for each user identified as an Agency T&E Approver – Department Manager
   - You can create a pooled approval step by assigning multiple users to the same range of Department ID ChartFields

5. Identify users who will be Agency T&E Approver – Fiscal Office by copying each user's personal information from the User Roles tab and pasting it into the Agency T&E Approver – Fiscal Office section of the T&E Workflow tab
    - The Fiscal Office Approval pool should be the same for AP Workflow and T&E Workflow

A user can be listed in multiple levels of approval: Workflow approval is based on a user's highest approval level. An approver in Fiscal Office creates the final agency approval even if the approver is also included in Supervisor or Department Manager approval roles.

12.3.1 Built-In Validation in the User Role Workbook

12.3.1.1 T&E Workflow

- Each user listed as an Expense Payee must have a Agency T&E Approver – Supervisor listed
- A range of Department ID's must be selected for any user listed as an Agency T&E Approver – Department Manager

12.3.1.2 Other Tabs

- Users listed in any of the following T&E Workflow steps must be assigned the corresponding role in the Travel & Expense section of the User Roles tab, as described in Section 13.0 of this handbook: Travel & Expense User Roles
    - Expense Payee
    - Agency T&E Approver – Supervisor
    - Agency T&E Approver – Department Manager
    - Agency T&E Approver – Fiscal Office

12.4 Next Step

Proceed to Section 13.0 of this handbook: Travel & Expense User Roles

13.0 Travel & Expense User Roles

13.1 Who Should Complete this Section?

Consider the following:

- Will your agency's users enter Travel & Expense transactions in SMART?
- Will your agency's employees be reimbursed for travel or expenses via expense reports in SMART?
- Will your agency's employees receive cash advances processed in SMART?

If your agency's users will enter Travel & Expense transactions in SMART, or if your agency's employees will be reimbursed for travel or expenses via expense reports in SMART, or if your agency's employees will receive cash advances processed in SMART:

- Proceed to Section 13.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook:
  - Do not complete the Travel & Expense section of the User Roles tab
  - Do not complete the T&E Settings tab
- Proceed to Section 15.0 of this handbook: Purchasing Workflow

13.2 How to Complete this Section

1. Open the User Role Workbook and go to the Travel & Expense section of the User Roles tab
2. Select roles for each user by entering an X in the appropriate row and column
   - Refer to the descriptions of each role in the User Roles & Descriptions table below

13.2.1 Built-In Validation in the User Role Workbook

13.2.1.1 T&E User Roles

- None

13.2.1.2 Other Tabs

- Users mapped to any of the following roles must be listed in the corresponding T&E Workflow step on the T&E Workflow tab, as described in Section 12.0 of this handbook: Travel & Expense Workflow
  - Expense Payee
  - Agency T&E Approver – Supervisor
  - Agency T&E Approver – Department Manager
  - Agency T&E Approver – Fiscal Office

13.2.2 User Roles & Descriptions

User Role	Users have the ability to:	Requires these additional settings:
Expense Payee	Employees must have this role to be selected as an Expense Payee for Travel Authorization, Expense Reports, or Cash Advances. This role provides no access to functions in SMART.	• Fund • Budget Unit • Program • Project • Activity • Source Type • Category • Subcategory • Service Location • Agency Use • ChartField 2 KDOT • Expense Processing Role • Proxy
Agency Expense Processor	• Create and update travel & expense reports • Print travel & expense reports • Update user defaults • View travel & expense reports	
Agency Expense Proxy	• Create and update travel & expense reports • Create and update travel & expense reports as a proxy • Print travel & expense reports • Update employee defaults • View travel & expense reports	
Agency T&E Approver Supervisor	• Approve travel & expense reports (Step 1) • Deny travel & expense reports (Step 1) • Modify travel & expense reports (Step 1) This user is listed as a supervisor as defined in the Reports To field in SHARP. This user approves or denies expense reports and cash advances and does not have final approval authority. The SHARP Reports To supervisor can be overridden with a designation by the Agency T&E Maintainer.	

User Role	Users have the ability to:	Requires these additional settings:
Agency T&E Approver – Department Manager	• Approve travel & expense reports (Step 2) • Deny travel & expense reports (Step 2) • Modify travel & expense reports (Step 2) This user is part of the agency departmental pool of approvers. This user approves or denies expense reports and cash advances and does not have final approval authority.	
Agency T&E Approver - Fiscal Office	• Approve travel & expense reports (Step 3) • Deny travel & expense reports (Step 3) • Modify travel & expense reports (Step 3) This user is part of the last agency pool of approvers. This user approvers or denies expense reports and cash advances and has final approval for: • All Travel Authorizations • Cash Advances of less than $5,000 • Expense Reports of less than $5,000 that are not matched for SetOff processing	
Agency T&E Maintainer	• View payments • Stage and unstage payments • Close expenses • Mark travel & expense reports for closure • Transfer expenses payments to paycycle • Cancel travel authorizations • View and adjust accounting entries • Run budget checking • View budget exceptions • Process employee notifications	

User Role	Users have the ability to:	Requires these additional settings:
Agency T&E Workflow Maintainer	• Maintain expense workflow • Maintain expense workflow errors • Maintain expense approval assignments	

13.3 Next Step

If you assigned the Expense Payee role to any users:

- Proceed to Section 14.0 of this handbook: Travel & Expense Settings

Otherwise:

- In the User Role Workbook, do not complete the T&E Settings tab
- Proceed to Section 15.0 of this handbook: Purchasing Workflow

14.0 Travel & Expense Settings

14.1 Who Should Complete this Section?

If you assigned the Expense Payee role to any of your agency's users:

- Proceed to Section 14.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook, do not complete the T&E Settings tab
- Proceed to Section 15.0 of this handbook: Purchasing Workflow

14.2 How to Complete this Section

1. Open the User Role Workbook and go to the T&E Settings tab
2. List all users mapped to the Expense Payee role by copying each user's personal information from the T&E Workflow tab and pasting it into the T&E Settings tab
3. For each user mapped to the Expense Payee role, enter settings in the T&E Settings tab
    - Refer to the descriptions of each data element in the T&E Settings table below

14.2.1 Built-In Validation in the User Role Workbook

14.2.1.1 T&E Settings

- The following settings are required for users mapped to the Expense Payee role:
    - Expense Processing Profile

14.2.1.2 Other Tabs

- Users listed in the Expense Payee section of the T&E Settings tab must be mapped to the Expense Payee role, as described in Section 13.0 of this handbook: Travel & Expense User Roles
- Users listed in the Expense Payee section of the T&E Settings tab must have ***one*** of the following:
    - An assigned proxy in the Proxy section of the T&E Settings tab
    - The Agency Expense Processor role, as described in Section 13.0 of this handbook: Travel & Expense User Roles

14.2.1.3 Proxy Assignment

- Users listed in the Proxy section of the T&E Settings tab must be mapped to the Agency Expense Proxy role, as described in Section 13.0 of this handbook: Travel & Expense User Roles

14.2.2 T&E Settings

Data Element	Definition	Context
Fund	Default ChartFields populated on expense document. One ChartField string per user. Assigning default ChartFields is optional, however, funding must be entered onto a travel authorization or expense report. Default ChartFields are required in order to create a cash advance. Department ID is defaulted from SHARP. Account code is defaulted from the expense type on the expense transaction.	Agency Expense Processor or Proxy must select an Expense Payee on every travel or expense voucher. The default funding is associated with the Expense Payee.
Budget Unit		
Program		
Project	Default ChartFields populated on expense document. These ChartFields are used to capture grant and project transactions. This is an optional ChartField string based on usage of Project Costing module. One ChartField string per user. Assigning default ChartFields is optional, however, funding must be entered onto a travel authorization or expense report. Default ChartFields are required in order to create a cash advance.	Agency Expense Processor or Proxy must select an Expense Payee on every travel or expense voucher. The default funding is associated with the Expense Payee.
Activity		
Source Type		
Category		
Subcategory		
Service Location	Default ChartFields populated on expense document. These ChartFields are used to capture location and fulfill agency-specific reporting requirements. Optional ChartFields. One ChartField string per user. Assigning default ChartFields are optional, however, funding must be entered onto a travel authorization or expense report. Default ChartFields are required in order to create a cash advance. The ChartField 2 KDOT setting only applies to the Kansas Department of Transportation.	Agency Expense Processor or Proxy must select an Expense Payee on every travel or expense voucher. The default funding is associated with the Expense Payee.
Agency Use		
ChartField 2 KDOT		

Data Element	Definition	Context
	Defines the user's ability to exceed Statewide travel expense limits (PPM 4307). This setting is required. **Restricted Expense Payee profiles include:**	
	• Employee	Any employee of the State who does not meet the criteria for any other profiles listed
	• Agency Secretary	The Secretary of any State agency
	• Executive Director-Agency	The Executive Director of any State agency
	• Consultant	Any employee of a vendor whose travel is reimbursed by the State
	Unrestricted Expense Payee profiles include:	
Expense Processing Profile	• Legislature	Any member of the Legislature
	• Legislative Branch Employee	Any officer of the legislative branch including the office of Revisor of Statutes or Legislative Research Department
	• Member of State Board of Law Examiners	Any member of the State Board of Law Examiners
	• Commissioner	Any member of the Commission on Judicial Qualifications; Any officer or member of the Interstate Cooperation Commission
	• Governor	Governor of the State of Kansas
	• Governor Designee	Any designated employee of the Governor representing the Governor at an out-of-state official function
	• Judicial Branch Employee	The Judicial Administrator; Clerk of the Supreme Court

Data Element	Definition	Context
	• Judge	Any justice of the Supreme Court; Any judge of the Court of Appeals or District Court
	• Elected State Officer	Any elected state officer
	• Appointed State Officer	Any appointed state officer or employee who is required by an elected state officer to accompany such them on an official trip
Proxy Last Name	The name and Employee ID of the Proxy associated with the Expense Payee. Enter the name exactly as it appears in the User Role Workbook. Multiple proxies can be assigned to an Expense Payee. At least one Proxy is required if the Expense Payee does not have the Agency Expense Processor role.	All Expense Payees must be associated to a Proxy if they will not be creating their own travel and expense transactions.
Proxy First Name		
Proxy M.I.		
Proxy Employee ID		

14.3 Next step

Proceed to Section 15.0 of this handbook: Purchasing Workflow

15.0 Purchasing Workflow

15.1 Who Should Complete this Section?

If your agency's users will enter Purchasing transactions in SMART:

- Proceed to Section 15.2 of this handbook: About Purchasing Workflow

Otherwise:

- In the User Role Workbook, do not complete the PO Workflow tab
- Proceed to Section 16.0 of this handbook: Purchasing User Roles

15.2 About Purchasing Workflow

Workflow is an automated process that takes a SMART transaction and routes it to the next approver level to approve or deny. PO Workflow governs the requisition approval (and denial) process.

PO Workflow routes requisitions through workflow based on the Agency Requestor's defined approvers. Additionally, requisitions are routed based on your agency's delegated purchasing authority.

PO Workflow has a maximum of three levels of approval at the agency level. After the Agency Purchasing Approver – Approver 3 of agency approval for a requisition, those purchases under your agency's delegated purchasing authority will be sourced to a purchase order. Requisitions over your agency's delegated purchasing authority will be routed to Division of Purchases for final approval.

Agency Requestor

This is the person within the agency that is requesting the goods or services.

* Last Name	* First Name	M.I.	* Employee ID	Error in PO Workflow?	Error in Other Tab?
Davis	Patricia	M	K0000000002	OK	OK
Thompson	David	M	K0000000003	OK	OK
Miller	Michael	M	K0000000007	OK	OK
Wilson	Jennifer	M	K0000000008	OK	OK

Agency Purchasing Approver - Approver 1

This is the person within the agency who approves or denies the requisition for a specific Requestor. Does not have final approval authority.

* Last Name	* First Name	M.I.	* Employee ID	Error in PO Workflow?	Error in Other Tab?
Johnson	Mary	M	K0000000010	OK	OK
Moore	Sam	M	K0000000009	OK	OK
Johnson	Mary	M	K0000000010	OK	OK
Moore	Sam	M	K0000000009	OK	OK

Agency Purchasing Approver - Approver 2

This is the person within the agency who approves or denies the requisition for a specific Approver 1. Does not have final approval authority.

* Last Name	* First Name	M.I.	* Employee ID	Error in PO Workflow?	Error in Other Tab?
Smith	Joe	M	K0000000001	OK	OK
Williams	Linda	M	K0000000004	OK	OK
Smith	Joe	M	K0000000001	OK	OK
Williams	Linda	M	K0000000004	OK	OK

Agency Purchasing Approver - Approver 3

This is the person within the agency who validates the requistion for a specific Approver 2. Has final approval if within their delegated purchasing authority or on contract.

* Last Name	* First Name	M.I.	* Employee ID
Jones	David	M	K0000000005
Brown	Elizabeth	M	K0000000006
Jones	David	M	K0000000005
Brown	Elizabeth	M	K0000000006

Each Agency Requestor must have at least one Approver defined. Your agency may select one, two or three levels of agency approval for each Requestor.

- Agency Purchasing Approver – Approver 1 is the first level of approval in the agency for a Requestor. Requisitions for that Requestor are routed to their specified Approver 1.
- Agency Purchasing Approver – Approver 2 is the second level of approval in the agency for Approver 1. Requisitions approved by Approver 1 are routed to their specified Approver 2.
- Agency Purchasing Approver – Approver 3 is the final level of agency approval. Requisitions approved by Approver 2 are routed to their specified Approver 3. Requisition under delegated purchase authority will reach final approval by Agency Purchasing Approver – Approver 3. Requisitions over delegated purchase authority will be routed to Division of Purchases upon approval by the Agency Purchasing Approver – Approver 3. This level of approval is done by users who have the Kansas Buyer role. Each user with the Agency Purchasing Approver – Approver 3 role will also have the Kansas Buyer role.

It is important to understand the difference between the Agency Requestor and the Agency Requisitioner:

- An Agency Requestor is a person who can be selected on a requisition as the person requesting a good or service
- An Agency Requisitioner enters the purchase requisition in SMART and must select an Agency Requestor on each requisition
- The Agency Requestor role does not have access to SMART

Workflow routes requisitions based on the Agency Requestor's defined approvals, not that of the Agency Requisitioner.

15.3 How to Complete this Section

1. Open the User Role Workbook and go to the PO Workflow tab
2. Determine how many levels of approval for each Requestor your agency needs for PO Workflow
3. Identify the users for each step in the PO Workflow process
    - Identify users who will be Agency Requestors by copying each user's personal information from the User Roles tab and pasting it into the Agency Requestors section of the PO Workflow tab
    - Identify users who will be Agency Purchasing Approver – Approver 1 (if applicable) by copying each user's personal information from the User Roles tab and pasting it into the Agency Purchasing Approver – Approver 1 section of the PO Workflow tab
    - Identify users who will be Agency Purchasing Approver – Approver 2 (if applicable) by copying each user's personal information from the User Roles tab and pasting it into the Agency Purchasing Approver – Approver 2 section of the PO Workflow tab
    - Identify users who will be Agency Purchasing Approver – Approver 3 (required – must have at least one level of agency approval) by copying each user's personal information from the User Roles tab and pasting it into the Agency Purchasing Approver – Approver 3 section of the PO Workflow tab

Each user can have one and only one Approver.

- An Agency Requestor can be associated to only one Agency Approver 1, 2, or 3
- An Agency Purchasing Approver 1 can be associated to only one Agency Approver 2 or 3
- An Agency Purchasing Approver 2 can be associated to only one Agency Approver 3

15.3.1 Built-In Validation in the User Role Workbook

15.3.1.1 PO Workflow

- No user can be listed in more than one workflow approval step

15.3.1.2 Other Tabs

- Users listed in any of the following PO Workflow steps must be assigned the corresponding role in the Purchasing section of the User Roles tab, as described in Section 16.0 of this handbook: Purchasing User Roles
    - Agency Requestor
    - Agency Purchasing Approver – Approver 1
    - Agency Purchasing Approver – Approver 2
    - Agency Purchasing Approver – Approver 3

15.4 Next Step

Proceed to Section 16.0 of this handbook: Purchasing User Roles

16.0 Purchasing User Roles

16.1 Who Should Complete this Section?

Consider the following:

- In the User Role Workbook did you complete the PO Workflow tab, as described in the previous section of this handbook?
- Do users entering your agency's transactions in other modules need to view your agency's Purchasing data?
- Do any other users in your agency need to view Purchasing data?

If your agency's users will either enter or view Purchasing data in SMART:

- Proceed to Section 16.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook:
  - Do not complete the Purchasing section of the User Roles tab
  - Do not complete the PO Settings tab
- Proceed to Section 18.0 of this handbook: Data Warehouse User Roles

16.2 How to Complete this Section

1. Open the User Role Workbook and go to the Purchasing section of the User Roles tab
2. Select roles for each user by entering an X in the appropriate row and column
   - Refer to the descriptions of each role in the User Roles & Descriptions table below

16.2.1 Built-In Validation in the User Role Workbook

16.2.1.1 PO User Roles

- Users mapped to any of the following roles must also have the Agency Purchasing Viewer role
  - Agency Requisitioner
  - Agency Purchasing Approver
  - Kansas Ad-Hoc Requestor
  - Kansas Ad-Hoc Approver
  - Agency Receiver
  - Agency Requisition Administrator
  - Agency Buying Administrator
  - Agency Contract Processor
  - Agency P-Card Approver
  - Agency P-Card Reconciler
  - Kansas RFX Processor KDOT
  - Kansas Super Buyer KDOT
- Users mapped to the Kansas Buyer role must also have the Kansas GL Viewer role

- Users mapped to the Agency Purchasing Approver – Approver 3 role must also have the Kansas Buyer role
- Users mapped to the Kansas RFX Processor KDOT role must also have the Kansas Super Buyer KDOT role
- Users mapped to the Kansas Super Buyer KDOT role must also have the Kansas GL Viewer and Kansas Buyer roles

16.2.1.2 Other Tabs

- Users mapped to any of the following roles must be listed in the corresponding PO Workflow step on the PO Workflow tab, as described in Section 15.0 of this handbook: Purchasing Workflow
    - Agency Requestor
    - Agency Purchasing Approver – Approver 1
    - Agency Purchasing Approver – Approver 2
    - Agency Purchasing Approver – Approver 3
- Users mapped to the Agency Requestor or Kansas Buyer roles must have their settings entered in the PO Settings tab, as described in Section 17.0 of this handbook: Purchasing Settings

16.2.2 User Roles & Descriptions

User Role	Users have the ability to:	Requires these additional settings:
Agency Requestor	This role provides no access to functions in SMART. Employees must have this role to be selected as a Requestor on a requisition. Requisitions will be sent back to the Requestor if denied by an approver.	• Department ID • Fund • Budget Unit • Program • Account • Project • Activity • Source Type • Category • Subcategory • Service Location • Agency Use • “Ship to” Location Code • Phone Number • Fax Number
Agency Requisitioner	• Create, edit, and manage requisitions • Use item selection methods and special requests Users with this role must also have the following role: • Agency Purchasing Viewer	

User Role	Users have the ability to:	Requires these additional settings:
Agency Purchasing Approver – Approver 1	• Edit and approve requisitions This user approves or denies requisitions for a specific Requestor in the workflow chain. This user may edit a requisition before approving. This user does not have final approval authority. Users with this role must also have the following role: • Agency Purchasing Viewer	
Agency Purchasing Approver – Approver 2	• Edit and approve requisitions This user approves or denies requisitions for a specific Agency Purchasing Approver – Approver 1 in the workflow chain. This user may edit a requisition before approving. This user does not have final approval authority. Users with this role must also have the following role: • Agency Purchasing Viewer	

User Role	Users have the ability to:	Requires these additional settings:
Kansas Buyer	• Edit requisitions • Update and approve POs from auto-sourced requisitions • View purchase order status and historical data • Create and dispatch Return To Vendors (RTVs: process of recording items sent back to a vendor) This user validates that requisitions contain the necessary elements, such as Contract ID and Vendor ID before the transaction becomes a PO or Bid event. If the Kansas Buyer has been assigned to the last approver within the requisition workflow chain, this user has final approval if within the agency's delegated purchasing authority or on contract. Users with this role must also have the following roles: • Agency Purchasing Viewer • Kansas GL Viewer	• "Ship to" Location Code • Phone Number • Fax Number • Manager
Kansas Ad-Hoc Requestor	• Send requisitions to Ad-Hoc Approvers in workflow including Central Division of Purchasing Approvers Users with this role must also have the following role: • Agency Purchasing Viewer	
Kansas Ad-Hoc Approver	• Approve requisitions from Ad-Hoc workflow This user approves or denies requisitions that were routed to them for Ad-Hoc approval. This user does not have permission to edit the requisition. Users with this role must also have the following role: • Agency Purchasing Viewer	

User Role	Users have the ability to:	Requires these additional settings:
Agency Receiver	• Create and adjust the status of receipts • Create and dispatch Return To Vendors (RTVs: process of recording items sent back to a vendor) • Enter comments, activities, asset tags and asset ID's on receipts Users with this role must also have the following role: • Agency Purchasing Viewer	
Agency Requisition Administrator	• Manage and close agency requisitions Users with this role must also have the following role: • Agency Purchasing Viewer	
Agency Buying Administrator	• Close agency POs • View purchase order status and historical data Users with this role must also have the following role: • Agency Purchasing Viewer	
Agency Contract Processor	• Enters transactional contract data Users with this role must also have the following role: • Agency Purchasing Viewer	
Agency Purchasing Viewer	• View requisitions, purchase orders, contracts, receipts, and RTVs	
Kansas P-Card Administrator	• Add and update Card Holder profile • Assign Card Holder proxies Users with this role must also have the following role: • Agency Purchasing Viewer	

User Role	Users have the ability to:	Requires these additional settings:
Kansas RFX Processor KDOT	• Create, award, and update bid events (bidding and negotiation process) Users with this role must also have the following roles: • Agency Purchasing Viewer • Kansas Super Buyer This role may only be selected by employees of the following agencies: • Kansas Department of Transportation	
Kansas Super Buyer KDOT	• Create and edit POs • View purchase order status and historical data Users with this role must also have the following roles: • Agency Purchasing Viewer • Kansas Buyer • Kansas GL Viewer This role may only be selected by employees of the following agencies: • Kansas Department of Transportation	

16.3 Next Step

If you assigned the Agency Requestor or Kansas Buyer roles to any users:

- Proceed to Section 17.0 of this handbook: Purchasing Settings

Otherwise:

- In the User Role Workbook, do not complete the PO Settings tab
- Proceed to Section 18.0 of this handbook: Data Warehouse User Roles

17.0 Purchasing Settings

17.1 Who Should Complete this Section?

If you assigned the Agency Requestor or Kansas Buyer roles to any of your agency's users:

- Proceed to Section 17.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook, do not complete the PO Settings tab
- Proceed to Section 18.0 of this handbook: Data Warehouse User Roles

17.2 How to Complete this Section

1. Open the User Role Workbook and go to the PO Settings tab
2. List all users mapped to the Agency Requestor or Kansas Buyer role by copying each user's personal information from the User Roles tab and pasting it into the PO Settings tab
3. For each user mapped to the Agency Requestor role, enter settings in the PO Settings tab
   - The settings associated with the Agency Requestor role are listed in Section 16.2.2 of this handbook: User Roles & Descriptions
   - Refer to the descriptions of each setting in the PO Settings table below
4. For each user mapped to the Kansas Buyer role, enter settings in the PO Settings tab
   - The settings associated with the Kansas Buyer role are listed in Section 16.2.2 of this handbook: User Roles & Descriptions
   - Refer to the descriptions of each setting in the PO Settings table below

17.2.1 Built-In Validation in the User Role Workbook

17.2.1.1 PO Settings

- The following settings are required for users mapped to the Agency Requestor role:
  - Department ID
  - Fund
  - Budget Unit
  - Program
  - "Ship to" Location Code
  - Phone Number
  - Fax Number
- The following settings are required for users mapped to the Kansas Buyer role:
  - "Ship to" Location Code
  - Phone Number
  - Fax Number
  - Manager

17.2.1.2 Other Tabs

- Users listed in the PO Settings tab must be mapped to one of the following roles, as described in Section 16.0 of this handbook: Purchasing User Roles
    - Agency Requestor
    - Kansas Buyer

17.2.2 PO Settings

Data Element	Definition	Context
Department ID **Fund** **Budget Unit** **Program** **Account**	Default ChartFields populated on the requisition. One ChartField string per user. The following ChartFields are required: • Department ID • Fund • Budget Unit • Program The following ChartField is optional: • Account	The default funding on the requisition is associated with the Requestor.
Project **Activity** **Source Type** **Category** **Subcategory**	This is an optional ChartField string based on usage of Project Costing module. Default ChartFields populated on the requisitions. These ChartFields are used to capture grant and project transactions. One ChartField string per user.	The default funding on the requisition is associated with the Requestor.
Service Location **Agency Use**	Optional ChartFields. One ChartField string per user. Default ChartFields populated on the requisition. These ChartFields are used to capture location and fulfill agency-specific reporting requirements.	The default funding on the requisition is associated with the Requestor.
“Ship to” Location Code	Default “Ship To” location code populated on the requisition. Default “Ship To” location is required.	The system defaults this value as the “ship to” code on all requisition schedule lines created on behalf of the Requestor purchase order schedule lines created by the Buyer.
Phone Number	The phone number of the Requestor/Buyer associated with the user. Default phone number is required.	Used as contact information for the Requestor for Direct Connect purposes and the Buyer for purchase orders.

Data Element	Definition	Context
Fax Number	The fax number of the Requestor/Buyer associated with the user. Default fax number is required.	Used as contact information for the Requestor for Direct Connect purposes and the Buyer for purchase orders.
Manager Last Name	The name and Employee ID of the Manager associated with the Buyer. Enter the name exactly as it appears in the User Role Workbook. Manager information is required for Kansas Buyer role. * Manager must also have Buyer role. Managers with Buyer role will need to list themselves as their manager.	This relationship allows the Manager to view information about all Buyers that report to them such as: • PO Contract Spend • PO Spend by PO Date • Spend by Category • Spend by Vendor • Total Schedule Spend Additionally, this relationship configures which Buyer's transactional information the Manager can view on their PO dashboard.
Manager First Name		
Manager M.I.		
Manager Employee ID		

17.3 Next step

Proceed to Section 18.0 of this handbook: Data Warehouse User Roles

18.0 Data Warehouse User Roles

18.1 Who Should Complete this Section?

If your agency's users will either view or create reports in the Data Warehouse:

- Proceed to Section 18.2 of this handbook: How to Complete this Section

Otherwise:

- In the User Role Workbook, do not complete the Data Warehouse section of the User Roles tab
- Proceed to Section 18.3 of this handbook: Next Step

18.2 How to Complete this Section

1. Open the User Role Workbook and go to the Data Warehouse section of the User Roles tab
2. Select roles for each user by entering an X in the appropriate row and column
    - Refer to the descriptions of each role in the User Roles & Descriptions table below

18.2.1 Built-In Validation in the User Role Workbook

18.2.1.1 DW User Roles

- None

18.2.1.2 Other Tabs

- None

18.2.2 User Roles & Descriptions

User Role	Users have the ability to:
HR User	• View reports and dashboards containing HR data • Personalize their own Data Warehouse dashboard(s)
Finance User	• View reports containing Finance data • Personalize the Data Warehouse dashboard(s)
HR Power User	• View reports and dashboards containing HR data • Personalize their own Data Warehouse dashboard(s) • Create queries, reports, and dashboards containing HR data • Grant folder access to HR Users
Finance Power User	• View reports and dashboards containing Finance data • Personalize their own Data Warehouse dashboard(s) • Create queries, reports, and dashboards containing Finance data • Grant folder access to Finance Users

18.3 Next step

Proceed to Section 2.3: Submit the User Role Workbook. It is important to follow the procedure described in this handbook when submitting the User Role Workbook.

If your agency is one of the Time & Labor pilot agencies using the Time & Labor module in SHARP at SMART go-live:

- Before submitting your User Role Workbook, complete Appendix A: Time & Labor User Roles

Appendix A: Time & Labor User Roles

A.1 Who Should Complete this Section?

The Time & Labor pilot agencies using the Time & Labor module in SHARP at SMART go-live should complete this section. Other agencies will not see Time & Labor user roles in their User Role Workbooks.

A.2 How to Complete this Section

1. Open the User Role Workbook and go to the Time & Labor section of the User Roles tab
2. Select roles for each user by entering an X in the appropriate row and column
    - Refer to the descriptions of each role in the User Roles & Descriptions table below

A.2.1 Built-In Validation in the User Role Workbook

A.2.1.1 T&L User Roles

- None

A.2.1.2 Other Tabs

- None

A.3 User Roles & Descriptions

User Role	Users have the ability to:
Agency Time & Labor Time Keeper	• Enter and adjust time for non self-service employees • View Shared Leave • Enter Pay Affecting Adjustments, Supplementals & Non-pay Affecting Adjustments for all employees (self-service and non self-service) • Generate TL Reports • Approve reported time
Agency Time & Labor HR	• Perform all functions available to the Agency Time & Labor Time Keeper role • Enroll employees as Time Reporters • Update Time Reporter information • Approve payable time
Agency Time & Labor Task Reporter	• Enter and maintain Task Groups and Task Profiles • Paid Time Adjustments

User Role	Users have the ability to:
Agency Time & Labor Interface HR	• Perform all functions available to the Agency Time and Labor HR role • View and correct errors from Time Entry interface (INF42) • Update the data loaded via interface This role may only be selected by employees of Time & Labor interfacing agencies: • Kansas Department on Aging • Kansas Wildlife & Parks • Kansas Corporation Commission • Citizens Utility Rate Board
Agency Time & Labor KBI Field 1	• Maintain case numbers This role may only be selected by employees of Kansas Bureau of Investigation

Appendix B: Sending and Receiving Documents Securely

User Role Workbooks contain sensitive information, including the names and Employee IDs of agency staff. For this reason, they will be handled using a secure email process called Tumbleweed. Please follow these instructions to help safeguard the security of this sensitive information.

B.1 Receiving User Role Workbook

1. The Sunflower Project will send an email confirming registration for a Role Mapping Workshop. This communication will include specific information regarding Tumbleweed. Agencies should review the specific Tumbleweed instructions
2. Following the confirmation email, the User Role Workbook and Role Mapping Handbook will be sent to agencies using Tumbleweed
3. When you receive the secure email, click the **"View Message"** button in the Tumbleweed display

4. A browser will open to the Tumbleweed site. First time users will be asked to register and create a password. After registering, you can open the email and attachments
5. If your agency has not received the secure email containing the User Role Workbook and Role Mapping Handbook by the date of your confirmed Role Mapping Workshop, contact your Agency Liaison

Do not delete the original email containing the User Role Workbook, as you will be asked to use this email when submitting the completed User Role Workbook back to the Sunflower Project.

B.2 Submitting the User Role Workbook

Submit your User Role Workbook by the deadline: ***February 5, 2010***

1. Once your agency has completed the role mapping task, save the workbook using this file naming convention: *### Agency Name YYYY-MM-DD.xls*
2. Open the original email you received containing the documents and Tumbleweed instructions and click "Reply"
3. Attach your completed User Role Workbook to the email
4. Send the email to sunflowerfms@da.ks.gov