



SMART Finance Bulletin FY 2023-01
July 11, 2022

SMART Version 22.1.1 Update

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database **Tuesday, July 12 at 4:00 PM. You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

Please contact your Technology person for details. Your district tech person will be receiving notice of this release directly.

Version 22.1.1 SMART Finance Overview

There are no new updates to SMART Finance with this release.

OTHER REMINDERS

Fixed Assets Fiscal Year

To set the working fiscal year for Fixed Assets, use the setting via the Finance Defaults window. This will set defaults for processing within the Fixed Assets menu

1. From the SMART Dashboard with the Finance Defaults window, click on the drop down arrow next to the “FA Fiscal Yr”.
2. Select a fiscal year value, so it populates the field.
3. Click Save to set the “FA Fiscal Yr” value.

The screenshot shows a window titled "Finance Defaults" with various fields. The "FA Fiscal Yr" field is highlighted with a red box and contains the value "2022". Other fields include Company, Date (03/14/2022), Location (L1), Period - GL (202209), Vendor Group (1), Period - AP (202209), Customer Group (1), Period - AR (202209), AR Image (DFLT), and PO Image (DFLT). A "Save" button is at the bottom.

Fixed Asset Processing

Fixed assets can be created in SMART Finance in a number of ways. They can be flagged as you key in the Voucher or after the Voucher is completed, paid, and posted. The flagged Vouchers can then be transferred into the Fixed Asset module after the Voucher has been posted. Fixed assets can also be created by manually entering the data right into the Fixed Asset module. Please refer to the Help icon on the various windows to help locate documentation on the process.

Watch those Fixed Asset Dates

Please note that if you are flagging Vouchers that are entered in FY '22 with a period of 202212, but have a July 1, 2022 date or later, you will need to do some maintenance. The fixed asset module uses the *date, not the period*, on the Voucher to indicate the Beginning Depreciation Period and Year. If your intent is to have the asset begin depreciation in FY '22, you will need to change the date to 6/30/2022 or prior.

There are two places to change this field. It can be done on the Voucher Invoice Date field as you key in the Voucher. The other option is to change the field on the Process AP Asset Transfer Information screen using the Update Component Info tab. The field Placed in Service can be changed to show a 6/30/2022 date or prior. This will ensure that the asset's Beginning Depreciation Period and Year will reflect FY '22.

Accounting Calendars

Make sure all Accounting Calendars are closed, especially if your bank reconciliation is complete. This will ensure nothing else is posted to those months. To identify the Accounting Calendars that are open:

1. Go to Finance → Administration → Data Extraction.
2. For Report Name, type in "PERIOD STATUS".
3. Click Find/Retrieve.
4. Click Create Report tab.
5. Click Create Extract. This will identify all of the Accounting Calendars that are Open.

Budgets in SMART

Your adopted budget that was approved by your Board prior to July 1, 2021 needs to match what is in SMART for your adopted budget. All approved budgets need to agree to your Board meeting minutes for auditor purposes. Please review prior to the auditors arriving.

Federal Grant Course Codes

Please ensure the correct Course code is used with each grant Finance code based on the fiscal year. Below is a chart showing the Course codes that should be used with some of the COVID grants.

Fiscal Year (FY)	FIN 140/640 141/641 142 143/643 144/644 159	FIN 150 162/662 163/663 165	FIN 151 152 153	FIN 155 156 157 164	FIN 158 160 161	FIN 166/665 170	FIN 167 171 710	FIN 168	FIN 169
2022	Course 000	Course 011	Course 012	Course 011	Course 011	Course 000	Course 000	Course 011	Course 000
2023	Course 011	Course 012	Course 013	Course 012	Course 012	N/A	Course 011	N/A	Course 011
2024	Course 012	Possibly Course 013	N/A	Course 013	Course 013	N/A	N/A	N/A	Course 012
2025	N/A	N/A	N/A	N/A	Course 014	N/A	N/A	N/A	Course 013

FY '22 and '23 UFARS Review

Please complete the following steps to help with the FY '22 and '23 process when it comes to properly coding your transactions.

1. Please run the following report to identify any account code segments for FY '22 or '23 that are not allowed. For any items that appear, review and make the necessary adjustments to correct so when we submit files at year-end, they should be cleaned up. This process can be run at any time with the current month. Usually, the account code segment code needs to be stopped. This report needs to be run first with no errors before the report in item #2 below can be run.
 - Go to General Ledger.
 - Under Reports, select “1-Acct Segment Descriptions Validation”.
 - In the Ending Period Number, enter in the current period, unless you have 20xx13 open and then you can enter that.
 - Click Create Report. If you receive any errors, these will need to be corrected before running the report in #2 below. If you have no errors, you'll receive “Congratulations! Your Data has passed ALL of the Descriptions Edits. NO Errors were found.”

2. The report in #1 above must be run with no errors before this report can be completed. Please run the following report to identify any account codes for FY '22 or '23 that are not allowed. For any account codes that appear, review and make the necessary adjustments to correct, so when we submit files at year-end, they should be cleaned up. For example, the error may be an account code that is not allowed in the restricted grid, a segment is not set-up in SMART, or a code that is inactive. This process can be run at any time with the current month.
 - Go to General Ledger.
 - Under Reports, select “2-Acct Code Edits and MDE Year End Extract”.
 - In the Ending Period Number, enter in the current period, unless you have 20xx13 open and then you can enter that. Never enter in 20xx14 in this field, unless you are on your own server as the database will lock up.
 - Click Create Report. If you receive any errors, these will need to be corrected before a UFARS file can be submitted at the end of the year. If you have no errors, you'll receive a comment stating “ATTENTION! A Balancing Problem exists for this Fund...” This means you are OK.
 - Click on the Print icon. Then, check the “Error Report” and “Warning Report” to print. The “Error Report” will identify those account codes that have activity and/or will prevent a UFARS file from being created. The “Warning Report” will identify those account codes that have not been used in the current year, but would error out if there was activity. You will want to correct/fix these account codes.

If you receive any errors and need help correcting them, please send an email to fsupport@regionv.k12.mn.us identifying the error(s) you are receiving.

Unaudited UFARS Financial Data Submission Deadline – September 15th

The UFARS file can now be uploaded to MDE. An unaudited UFARS file is due to MDE on Thursday, September 15th. Please submit to Region V the “UFARS Data Release

Authorization” form to allow us to upload your UFARS file to MDE by **Tuesday, September 13th at noon**. Submitting by this date will give you time to correct anything that would prevent your file from loading by the 15th. Remember, you need to post all entries and perform a fiscal year-end close, so that we may create the file. The file can be sent “unaudited”, so you do not need to have all audit entries entered to send a file.

The release form can be found on our website under Support → SMART Finance → Downloads → UFARS Data Release Authorization. <http://www.regionv.k12.mn.us/support/smart-finance/>

Please indicate whether the UFARS file is “audited” or “unaudited”. The form can be emailed to sfsupport@regionv.k12.mn.us.

Region V Holiday:

Monday, September 5, 2022



SMART HR Bulletin FY 2022-07
July 11, 2022

SMART Version 22.1.1 Release

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database **Tuesday, July 12 at 4:00 PM. You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

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SMART HR

Payroll

941 and W2

- **Form 941 Calculate and Print** – updated with the new June 2022 941 form from the IRS.

Payroll Utilities

- **Reserved Word Regen** – Reduced the time of regening reserved words after saves.
- **Data Extraction** - new Data Extractions 'Frontline_Demo', 'WEX', and 'Freedom_InfoAct' are available to use.

Agency Reporting

- **Vendor Extracts-Pre-Tax Deducts** – Added an option for WEX file generation if district only has HSAs.

Employee Management

SMART Communication

- **SMART eR Notifications Setup** – Updated Permissions so users can change settings in Notifications and Custom Settings Tab

SMART eR

Browsers Supported:

- **Firefox** – Support versions 91+
- **Google Chrome** - Support versions 99+
warn v98 that they should upgrade their browser
- **Edge** - Support Edge v97+
warn v96 that they should upgrade

- **Safari** - Support versions 15+
-

Recommended resolution for SMART: 1280 x800

Other Items

Wage Statements

Reminder: Wage statements must be issued at the start of employment and anytime there is a change to the information in the original notice before the date the changes take effect. Instructions can be found on our website under Support | SMART HR | Downloads | Wage Statement Instructions. You will need to setup Pay Detail for 2023 for it to pull the new information in.

July Renewal

If you have a July health plan renewal remember to insert your new rows for ACA reporting.

Help Icon

Reminder: If you click on the help icon in SMART it will give you detailed information on the window or report you are working on.

Region V Holiday

Monday, September 5

Federal Holiday

Monday, September 5



**SMART Finance Bulletin FY 2023-02
September 30, 2022**

SMART Version 22.1.2 Update

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database **Monday, October 3 at 4:00 PM. You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

Please contact your Technology person for details. Your district tech person will be receiving notice of this release directly.

Version 22.1.2 SMART Finance Overview

Accounts Payable

- ◆ Added a field for the Vendor's Remit To address to the Direct Payment Information window.
- ◆ Modified the Payment Generation process to recognize the Direct Payment Remit To code, if used in a Direct Payment Voucher.

Custom Reports

- ◆ Under the AP Report section, the Direct Payment Information report will list the Remit To code, if applicable.

OTHER REMINDERS

Federal Grant Course Codes

Please ensure the correct Course code is used with each grant Finance code based on the fiscal year. Below is a chart showing the Course codes that should be used with some of the COVID grants.

	FIN 140/640	FIN 150	FIN 151	FIN 155	FIN 158	FIN 166/665	FIN 167	FIN 168	FIN 169
Fiscal Year (FY)	141/641	162/662	152	156	160	170	171		
	142	163/663	153	157	161		710		
	143/643	165		164					
	144/644								
	159								
2022	Course 000	Course 011	Course 012	Course 011	Course 011	Course 000	Course 000	Course 011	Course 000
2023	Course 011	Course 012	Course 013	Course 012	Course 012	N/A	Course 011	N/A	Course 011

2024	Course 012	Possibly Course 013	N/A	Course 013	Course 013	N/A	N/A	N/A	Course 012
2025	N/A	N/A	N/A	N/A	Course 014	N/A	N/A	N/A	Course 013

Audited UFARS Financial Data Submission Deadline – November 30th

An audited UFARS file is due to MDE on Wednesday, November 30th. Please submit to Region V your audited request by Monday, November 28th at noon. This will ensure a clean audited file is submitted by the November 30th deadline. An email can be sent to sfsupport@regionv.k12.mn.us.

Fiscal Compliance Table

The deadline to enter in your FY '22 audited information into the Fiscal Compliance Table is November 30th.

Budget Publication Report Deadline – November 30th

MDE’s “District Revenues and Expenditures Budget for FY2022 and FY 2023” shall be published by each school district “within one week of the acceptance of the final audit by the board, or November 30, whichever is earlier.” The “Budget Publication Spreadsheet” can be found on our website (www.regionv.k12.mn.us) under Support → UFARS/Finance → Downloads. We are happy to review these as time allows.

Region V Holidays:

- Thursday, November 24, 2022
- Friday, November 25, 2022
- Monday, December 26, 2022
- Monday, January 2, 2023



SMART HR Bulletin FY 2023-01
September 30, 2022

SMART Version 22.1.2 Release

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database **Monday, October 3 at 4:00 PM. You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

Please contact your Technology person for details. Your district tech person will be receiving notice of this release directly.

SMART HR

Payroll

Employee Information

- **Employee Info/New Hire/Rehire Employee** – Increased email field sizes for email and work email.
- **Terminate Employee** – Enhanced Termination reasons for tracking additional categories. New changes are in bold below.
 - **ACACLEANUP – ACA Cleanup**
 - RETIRE – Retirement (**COBRA**)
 - **RETIRENCOB** – Retirement (Non-Cobra) retiree
 - **NONRENEW – Non-Renewal**
 - *FIRE* changed to **MISCONDUCT – Fire-Gross Misconduct / termination for cause**
 - *JOB* changed to **INFIELDOPP – New Job in Field**
 - **OUTFIELDOP – New Job out of Field**
 - **MOVED – Moving out of area**
 - **ATTSCHOOL – Attending school**
 - **ENDCONTRCT – Contract ended**
 - **PROBTERM – Term in probationary period**
 - **ATTENDANCE – Lack of attendance**
 - **MUTUALRESG – Mutual resignation**
 - **MELEAVENOR – Medical leave- did not return**
 - **OTHER – Other**
 - **ACACLEANUP – ACA Cleanup**
 - **DEATH – Death**
 - **LAYOFF – Layoff**

Payroll Processing

- Added Pennsylvania (PA) and Connecticut (CT) option D to the tax states supported for 2022.

Payroll Setup

- **Change Deductions** – added new code for DUES%G to be used to track the new 2% of gross dues requirement. EBENONW2 is excluded per MSEA as it is a reimbursement and not in Box1 on a W2. It will need to be built on Paycheck Data for the employees with a limit and DUES%GRATE rate table.

Double Click Rate Table Box for Rate Information

DUES%G 07/01/2022 00/00/0000 0.000 600.00 none

Rate Table: DUES%GRATE 2.00 FULLRATE * * * * No

Agency Reporting

- **Vendor Extracts-Pre-Tax Deducts** –
 - Aviben - added condition to grab SEVER_TSA codes.
 - WEX
 - Will no longer save a blank VEBA file to client folders.
 - Changed the FSA file to say Limited Medical FSA per WEX's request if it applies.
 - Added in the ability to break WEX by Payee.
 - Added HRA layout and file creation.
 - Added new code FSACOMB23, FSACOMB24, FSACOMB25 to track employees that are in a Combination FSA plan with WEX. The new code will need to be turned on and proofed, then added to the employees that need it.

TimeTracker

TimeTracker Setup

- **Setup Employee Group Details**
 - **TimeOff tab** - added a new column Limit TO Requests. It will limit the number of requests for that specific Emp Display Description in SMART eR to that number. 0 is unlimited requests.
 - Added override plan settings per group/TimeOff reason combination.
 - **Pay codes tab** - Add a column Default Pay Code. Only one is allowed per group/emp override combination.
- **Setup Hours to Units Conversion** - Added a 2nd tab TimeOff Days. It will allow specific employee display descriptions for Days to be converted by TimeTracker into hours based on the conversion factors setup. It will only show the active TimeTracker TimeOff Codes that are currently set to a day unit.
- **Setup TimeTracker Locations**
 - undo gray out of supervisor ids – if more supervisors than level, don't require both.
 - Allow more approvers to be chosen than the level required.
 - Increased TT Notification email field size.
 - Added a 2nd editor per each location/group combination and as a filter/adjust option at the top.
 - When Supervisors or editors are added, the window will automatically resync any open unprocessed hours in SMART eR. It will only do employees that match the location/group combination and are not overridden in Employee TimeTracker Settings.
- **Setup TimeTracker Pay Codes** – split filter for x codes into two options: unit and contract x codes. Added multiple as a pay code filter/adjust option at the top.

TimeTracker Processing

- **Employee TimeTracker Settings**
 - **Locations tab**
 - If the only row an employee has is locations, let them delete it if it hasn't been used in SMART eR for that id yet. *This allows them to delete a person from TimeTracker if they were accidentally setup.*
 - When Supervisors or editors are added, the window will automatically resync any open unprocessed hours for that employee in SMART eR.
 - **Emp Group/TimeTracker Settings tab** - Fixed the rounding dropdown list.
 - **Pay codes tab** - Added a column Default Pay Code. Only one is allowed per group/emp override combination. Added ability to add subs to employee override rows. Then you can choose a sub also.
 - **TimeOff tab**- Added override plan settings per group/TimeOff reason combination.
- **TimeOff Import** – updated to convert TimeTracker hours back into days if units conversion is being done. Added the layout button to easily see layout file definition. Added an export template option that will export a spreadsheet with the correct column headings.

Reports

- **Employee Setup Errors** – added a new retrieval for no employee group, to look for errors in overridden employees only. Added new error messages to the report:
 - TimeOff code setup as MGR Only, but not built on Emp. 'W'
If you have a code set to manager only, we are now requiring it to be built on the emp to be used. It would need to be set to a group to find that it might be missing for someone with that group.
 - Gen TC and Multiple on Setup TimeOff Codes, but not valid pay code on emp row. 'S'
Due to spacing restrictions, it will provide the invalid ref_id. It is the first field on the Setup TimeTracker TimeOff Codes window for reference.
- **New report: TimeOff Conversion days-Emp Overrides** – Report shows employee settings and if the *Setup Hours to Units Conversion -TimeOff Days* tab was used or not.

SMART eR

Browsers Supported:

- **Firefox** – Support versions 91+
- **Google Chrome** - Support versions 99+
warn v98 that they should upgrade their browser
- **Edge** - Support Edge v97+
warn v96 that they should upgrade
- **Safari** - Support versions 15+

Dashboard tiles

- **TimeTracker Hours** - Added a default pay code to be chosen if one is setup. This code will be used first if schedules are not setup. Added a link to Timesheets if available to the emp.
- **My Timeoff**– added an option to convert a days TimeOff plan into hours for requests and display correctly in the balances.

My Requests

- **Timeoff Request**
 - Added an option to convert a days TimeOff plan into hours for requests and display correctly in the balances.
 - Added an optional limit of people that can request a specific TimeOff code if the district requires it.
 - Added in a supervisor note that will display if a supervisor enters one to the employee.
 - If more than one supervisor, send notifications to all, not just first in the list unless approving in order is chosen.

Approval

- **Approvals –Reimbursements-** If a request is denied, the status is set to denied so that the window in HR has a cleaner explanation of what happened.
- **View TimeOff Request – Supervisor**
 - Added a new column Limit TO Requests. It will limit the number of requests for that specific Emp Display Description in SMART eR to that number. 0 is unlimited requests.
 - Added in the ability to have multiple approvers, but all do not need to approve.
 - Supervisor notes will now show to employees if the box is checked (default). Uncheck the box to hide from employee. Old rows have not been updated to show to the employees.
 - Added in a second editor ID option. Will show the people they have rights to see and based on their role.
 - Fixed a problem that was tracking Multiple to the pay code field on employees instead of the override on their row.
 - added an option to convert a days TimeOff plan into hours for requests and display correctly in the balances.
 - If process period has run and partially processed rows, show the lock on each row. The next time OT will be processed, but the hours are already done.
- **View Hours – Supervisor**
 - Added in the ability to have multiple approvers, but all do not need to approve.
 - Add a default Pay Code to be indicated if one is setup that will show at the top of the list. But, it does not automatically select as it dynamically changes based on criteria above.
 - Added in a second editor ID option. Will show the people they have rights to see and based on their role.
 - If employee approval is on and a supervisor unchecks it for the employee to reapprove, change the overall status so the row doesn't get stuck in process period.
 - If process period has run and partially processed rows, show the lock on each row. The next time OT will be processed, but the hours are already done.
- **Mass Add Hours** - Add a Timeoff option with edits. Created a way to delete rows on the second tab that were created in error. Fixed a problem that was created with holiday pay in some cases.
- **Process Period** - added an option to convert a days TimeOff plan back into hours for TimeOff Import window to use in SMART HR. Added a serious error if How to Calc OT is blank.
- **Setup Proxies** – add new TimeTracker roles to page: TT_approver_Hrs, TT_Approver_TO, V_TT_Hours, V_TimeTrack
- **Complete Hours** – Added an approver signature line if using the page break by emp retrieval argument. Added a date of when the batch was processed for easy reference. Added a location retrieval argument and column on the report.
- **Schedule Differences** – fixed the report if using schedules and schedule exceptions so that the schedule time more closely aligns with the real time worked.

Reports-TimeOff

- **New report: TimeTracker Attendance**- new report to show information based on data entered in TimeTracker. It is available to the roles of Payroll, and any roles that access TimeOff.

Recommended resolution for SMART: 1280 x800

Region V Holidays

Thursday, November 24

Friday, November 25

Federal Holidays

Monday, October 10

Friday, November 11

Thursday, November 24



**SMART Finance Bulletin FY 2023-03
December 28, 2022**

SMART Version 22.2 Update

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database **Thursday, December 29 at 3:00 PM. You must be off SMART by 3:00 PM.**


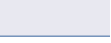
IN-HOUSE DISTRICTS

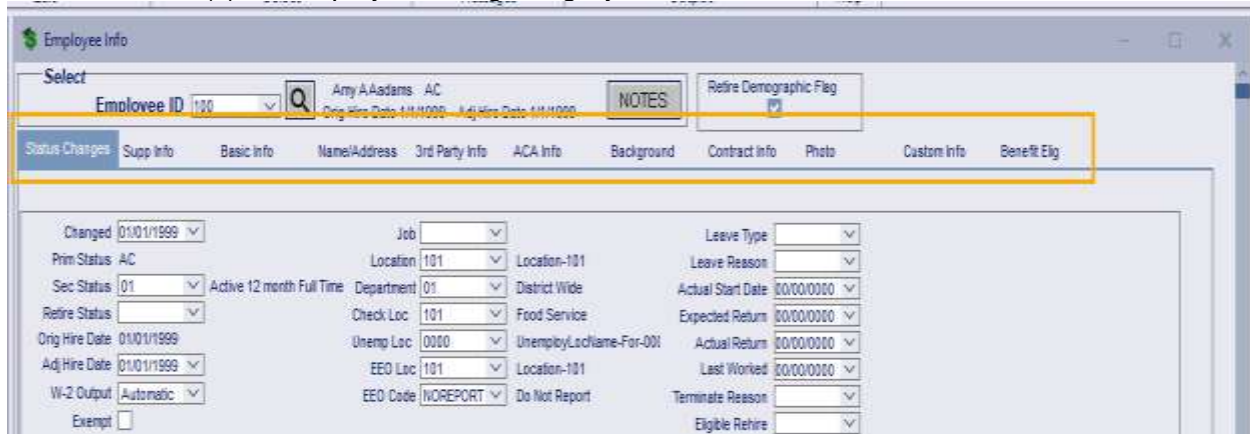
Please contact your Technology person for details. Your district tech person will be receiving notice of this release directly.

Version 22.2 SMART Systemwide

SMART Systems is getting a makeover! With our December release, users logging into SMART will immediately notice a color change. The color change will match SMART eR for a more unified look of the SMART Systems suite. Beyond the color changes, users will notice an updated look of the tabbed windows, message boxes, highlighting, buttons and consistency of window functions.

Here is an example of the updated look of the Payroll → Employee Information window. The gold box highlights tabs of this window.

- active tab will display in the darker blue color 
- inactive tab(s) will display in the lighter gray 



Our goal is to continue with consistency changes, along with navigation enhancements to make it easier to find windows and reports. Reminder: there is currently a search option and custom user menu available today. Talk to your Region if you need assistance. Systemwide, we will have a more consistent look and feel in the May 2023 release.

Version 22.2 SMART Finance Overview Systemwide

- ◆ The **Workflow** process has been updated to allow users to attach windows/report parameters in more areas.
- ◆ The **Notes** window can be resized to display more sequence lines.

Accounts Payable

- ◆ For the **Direct Payment** process, made the Remit To field visible on the Direct Payment Information window if the Default Remit To field is filled in. Updated Payment Generation to recognize the Remit To for Direct Payments.
- ◆ On the **Vendor** entry window under the Tax Information tab, the TIN number will be edited for other duplicate numbers. A message will appear if there are other active vendors with that duplicate TIN number. Run the Form 1099 Creation to view the specific vendors that have duplicate TIN numbers.
- ◆ The **Pre Payment Listing** report will display multiple alternate vendors correctly when the alternative vendor code is the same.
- ◆ On the **Vendor Search** window, the Alternate Code column is located next to the Alternative Name for ease of noticing the alternate vendor records over the main vendor records.

Accounts Receivable

- ◆ On the **Receipt Entry** window, a copy descriptions checkbox has been added to copy the header description to the Miscellaneous receipt area. This will enter the description instead of the account code description.

The screenshot shows the 'Receipt Entry - New Mode' window. At the top, there are fields for Batch, Receipt # (41028), Type (Credit), Invoice #, Group (1), Customer (M), Deposit (19522), Print Type (Check), Refer # (12345), Amount (100.00), and a Notes button. Below these is a section for 'Desc' (SF Bulletin Example), Status (Applied), Printed? (checkbox), and Applied (100.00). A 'Remaining To Apply' field shows .00. The 'Open Items' section has a sub-section for 'Invoices' with a table:

Apply	Invoice	Seq	Fund	Date	Original	Balance	Apply Amt	Discount Amt	Write-Off Amt	External Inv No	Sales Order	Type	Disc Date
<input type="checkbox"/>	19301		01	09/23/2022	101.65	101.65	0.00		0.00			Invoice	16/23/22

Below the 'Open Items' is a 'Miscellaneous' section with a checkbox 'Copy Description to Detail' (checked) and a table:

Co	L	Fd	Org	Pro	Cr	Fin	O/S	Ty	Amount	Description	Miscellaneous Customer
0751	R	01	000	000	000	099	F		100.00	SF Bulletin Example	Miscellaneous Customer 123 First Street-M Great City 22333 USA P:217-202-8677

- ◆ The receipt area has been updated to keep track of the user ID that is doing the receipt process. A Requester ID field has been added to the Receipt Detail Summary window. Also, this ID can be viewed in the Receipt View window.
- ◆ On the **Customer Search** window, the Alternate Code column was moved next to the Alternate Name for ease of noticing the alternate customer records over the main customer records.
- ◆ On the **Receipt Listing with Detail Deposit** report, a field for starting Deposit number and ending Deposit number has been added.

Purchase Orders

- ◆ The **PO Copy** checkbox has the added feature of using the SHIFT + click to select multiple boxes in a row or use CTRL + click to select non-consecutive boxes.
- ◆ The Vendor Name has been added to the PO Requester notifications.
- ◆ On the **Vendor Search** window, the Alternate Code column was moved next to the Alternative Name for ease of noticing the alternate vendor records over the main vendor records.

Custom Reports

- ◆ The **Budget Workpapers** report was adjusted for a more efficient saving process.

Version 22.2 SMART eR Overview

Users will see an updated logo. Also, a spinning icon was added, so users are aware the window is retrieving information.

Order Requisition Entry & Reimbursement Entry

- ◆ Added the Chart of Accounts description below the account code field. This will display a certain number of characters. If the description is cutoff, the user can hover over the description to see the whole account code description.

Supported Web Browsers:

Edge

- ◆ v103 and under are blocked with a message to upgrade their browser.
- ◆ v104 warn that they should upgrade their browser.
- ◆ Support version 105+.

Firefox

- ◆ v101 and under are blocked with a message to upgrade their browser.
- ◆ Support versions 102+.

Google Chrome

- ◆ v104 and under are blocked with a message to upgrade their browser.
- ◆ v105 warn that they should upgrade their browser.
- ◆ Support versions 105+.

Safari

- ◆ v15.3 and under are blocked with a message to upgrade their browser.
- ◆ v15.4 and v15.5 warn that they should upgrade their browser.
- ◆ Support versions 15.6+.

OTHER REMINDERS

Change Your Password – *Please pass this along to all SMART users in your district!*

Security experts suggest users change their passwords routinely – such as every 90 days. It is also highly recommended that strong passwords are used that have a combination of three

complexity factors. This includes passwords containing at least eight characters that use uppercase letters, lowercase letters, and numbers or specials characters.

Each user in SMART is assigned their own password when initially set up by Region V. When logging into SMART for the first time, the user is forced to change that initial password. It is then up to the user to remember and continue to change their password for greater security.

We strongly suggest you update your password on a periodic basis for security reasons. To change a password, follow the steps below.

1. On the SMART Systems Login screen, input your Emp ID and Password.
2. Click OK or hit Enter.
3. On the SMART Dashboard, click “Change Password”.



4. In the field “Current Password”, input your current password.
5. Click “Verify”.
6. In the field “New Password”, input your new password.
7. Enter the new password again in “Confirm New Password”. (Note: The password field is case sensitive.)
8. Click Update.



If you cannot remember a password you have created for SMART, please let us know. We will not be able to tell you what the old one was, but we can assign a new password and force you to change it.

Closing Accounting Calendars Reminder

Since the fiscal year should be complete, this is a reminder to make sure all of the Accounting Calendars prior to 202301 are Closed, so no transactions are accidentally entered. To review which Accounting Calendars is Open, follow the steps below.


1. Go to Finance → Administration → Data Extraction.
2. In the “Report Name” field, enter Period Status.
3. Click Find/Retrieve.
4. Click on the “Create Report” tab.
5. Click Create Extract.
6. The “Report Results” tab will identify all of the Open periods.

Then, go into Accounting Calendar to close those that are still Open. If you receive a message about unposted items when you are trying to close the period, please contact Region V, so prior years are not affected.

1099 Information

Hopefully, you have taken the time to review and verify your vendor TIN's and 1099 amounts. Attached to this bulletin are some instructions to assist with the 1099 process. The attachments will show how to run reports to look up vendor payment activity, how to check these amounts to what is included for 1099 reporting in SMART, and how to adjust this activity, if required. Please be sure to review this information and give copies to those individuals in your district that are responsible for the 1099 data.

1099-MISC and 1099-NEC Form Printing

Districts will be using the 1099 Form Creation in SMART to create 1099 forms to print in SMART eR. Those with access to print these forms can use the Webpage icon  Webpage to log into SMART eR to print the forms. Instructions are attached to assist with this process. If you have any questions with balancing, creation, or printing your 1099 forms, please do not hesitate to contact sfsupport@regionv.k12.mn.us.

Once you have completed the 1099s, you can submit the authorization form for Region V to electronically submit your file to the IRS. The authorization form is titled "1099 Electronic Submission" and is available on our website under Support → SMART Finance and listed under Downloads. These can be faxed to (507) 388-5978 or you can email the authorization as an attachment to sfsupport@regionv.k12.mn.us. Please submit your "1099 Electronic Submission" to Region V by **Friday, January 27, 2023**. This will ensure that we will be able to contact you in the event that your file is not accepted for electronic filing.

The deadline for filing both electronically and paper copies to the IRS for 1099-NEC (non-employee compensation) is **January 31, 2022**. It is very important to be sure all 1099s have the correct TINs and are reporting the correct amount. Region V will take care of electronically filing on your behalf and districts will be responsible for any paper copies, including the 1096 that need to be filed with the IRS or sent to recipients. You will receive an email letting you know your file was accepted by the IRS.

Federal Grant Course Codes

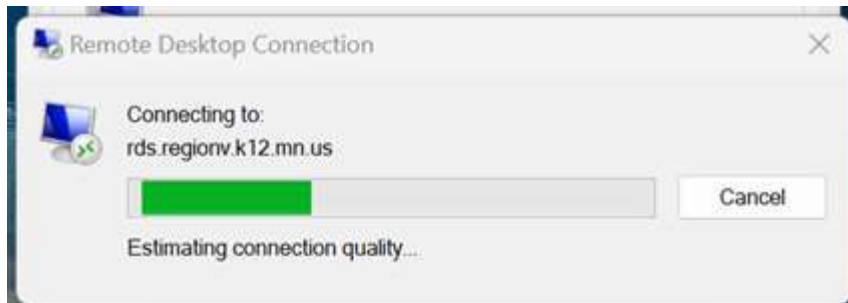
Please ensure the correct Course code is used with each grant Finance code based on the fiscal year. Below is a chart showing the Course codes that should be used with some of the COVID grants.

	FIN	FIN	FIN	FIN	FIN	FIN	FIN	FIN
	140/640	150	151	155	158	170	167	169
Fiscal	141/641	162/662	152	156	160		171	
Year	142	163/663	153	157	161		710	
(FY)	143/643	165		164				
	144/644							
	159							
2023	Course 011	Course 012	Course 013	Course 012	Course 012	Course 000	Course 011	Course 011

2024	Course 012	Possibly Course 013	N/A	Course 013	Course 013	N/A	N/A	Course 012
2025	N/A	N/A	N/A	N/A	Course 014	N/A	N/A	Course 013

A Note from our Tech Department: Windows 11 Connections Issue

If you're SmartSystems Remote Desktop users start to have trouble logging in and are getting stuck on this or similar window they're computer may have been recently updated with 22H2.



Please research and read about this issue to make an informed decision. Web Search (Windows 22H2 Remote Desktop Bug Fix).

Region V 'DOES NOT' implement any of the fixes that are associated with changes to your local workstation. It is up to the user and/or tech department, depending on your policy for workstation maintenance.

We are not promoting one action over the other so you will need make your own decision as to how you want to address this issue.

Here are a couple links that have some suggestions.

<https://www.xda-developers.com/windows-11-version-22h2-remote-desktop-bug/>

<https://pureinfotech.com/windows-11-22h2-bug-remote-desktop/>

<https://www.bleepingcomputer.com/news/microsoft/microsoft-investigates-windows-11-22h2-remote-desktop-issues/>

Region V Holidays:

Monday, January 2, 2023

Monday, February 20, 2023



SMART HR Bulletin FY 2023-01
December 27, 2022

SMART Version 22.2 Release

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database **Thursday, December 29 at 4:00 PM. You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

Please contact your Technology person for details. Your district tech person will be receiving notice of this release directly.

Enhancements & Mandatory changes

SMART - Systemwide

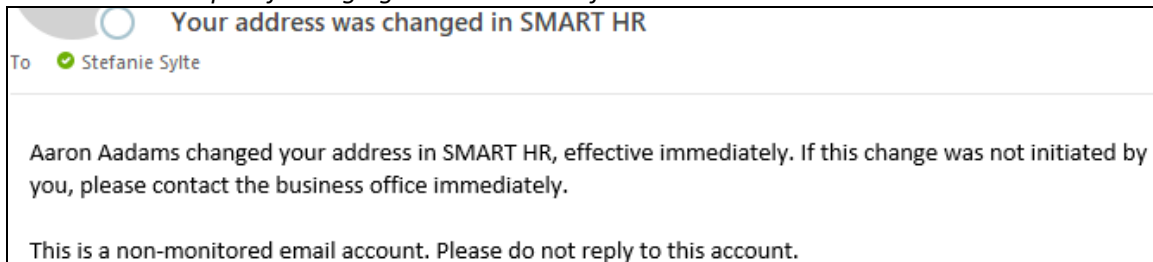
- Updated SMART logos and icons
- Update look for consistency throughout SMART Finance and SMART HR
- Due to increased pressure on district's data insurance policies, there is now an option for MFA for SMART if a district chooses. It will only allow for emailing of codes to users.

Payroll

- In the SMART Messaging section, sent messages should display the contents of what was sent when double clicking on message.

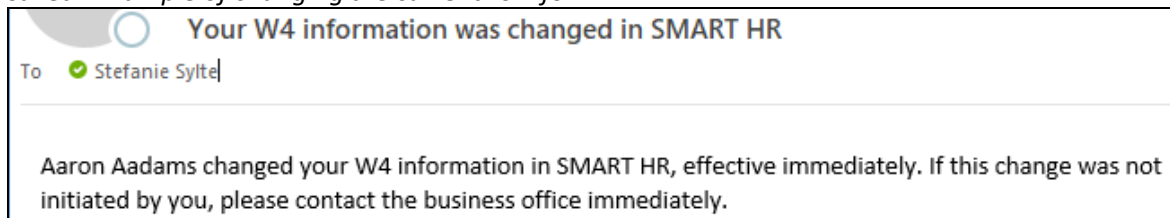
Employee Information

- **Employee Info** – Employee will now get email notifications if their address or email info is changed and saved. *Example of changing the current row for address:*



- **Paycheck Data**

- Employee will now get email notifications if their direct deposit or W4 info is changed and saved. *Example of changing the current row for W4:*



- **Rehire Employee** - Added Name Field to Address Tab. Also, disabled all tabs until the status information is entered as it is used to create the remaining tab dates.

Payroll Setup

- **Change Deduct Codes**- added new deduct codes:
 - **VEBAPOSTR** – for use with WEX post-employment claims
 - **SEVER_TSAM** – for use with Aviben, sets flag to S
 - **LIFE%, LIFE%R**
 - **INSURE%, INSURE%R**
- **Change Pay Codes**- added new pay codes:
 - **BLENDED_OT, XBLEND_OT**
 - **XPARA_HR, XPARA2_HR**
 - **XSHFTDF_HR, XSHFTDIF**
 - **XSTIPND_HR, XSTIPEND2**
 - **XLATCH, XLATCH_HR, XLATCH2_HR**
 - **XSUBLAT_HR, XSUBLA2_HR**

Payroll Processing

- **Timecard Import** – when hours are imported in, sort alpha by last name instead of ID to make it easier to find employees.
- **Calculate Payroll** – temporarily removed the HSA edit if it goes over the max.

Agency Reporting

- **Vender Extracts - Pre-Tax Deducts** –
 - *WEX* – added a new code POSTVEBAR to track information on Paycheck Data – deduct tab. Any dollars in a pay calendar for the VEBAPOSTR code would be in the "Post Employment Claims Eligible" column of the file.
 - *Aviben* – added a new extract for HRA/HRAR to send to them. It will save to the client files window with the title: Aviben-HRAdist#calendar.csv. Added new deduct code **SEVER_TSAM**, sets flag to S

Setup Payroll

- **Setup Payrolls** – added a biweekly option to the semimonthly values for period tracking in SMART eR TimeTracker. Only days or the new biweekly option is available at a point in time.

Payroll Utilities

- **New Pay/Deduct Code** – will now allow codes to be built if the previous same code is stopped.

-
- **Change Hire Date** – is now back and improved. Please see the online documentation for more information on the new functionality.

TimeOff

TimeOff Processing

- **TimeOff Activity-File Import** – when hours are imported in, sort alpha by last name instead of ID to make it easier to find employees. New Sort: name, id, plan, date
- *Moved from TimeOff Exceptions:* **Undo TimeOff Activity**
 - TimeTrack originated reference rows now show, but cannot be undone. It also can be filtered on. It gives a better picture of what happened.

TimeOff Setup

- **Setup TimeOff Plans** – Added a copy function to be similar to TimeTracker.

Benefits

ACA Form 1094/1095 Reports

- **ACA Measurement Analysis**– When a person has two ACA information rows for the measurement timeframe, it will now use the row active as of the end of the measurement.

Employee Management

Assignments-Reports

- **Seniority w/Assignment Info**- Fixed bug to where reports would not print with Licensure info

SMART Communication

- **New report: Emp Notification Overrides** - shows employees that have changed their settings from what the district has.
- **New Window: SMART eR Changes:** This window will allow you to search what changes have been made in SMART eR. Added last date changed and last id changed by to all remaining tables that can be updated in eR for consistency. Also added a field for Verified to all tables (that didn't already have it) and added Verified Comments field if a comment needs to be tracked while using this window.
- **SMART eR Messaging Recipient Setup**
 - Modified the error message for Employees with a terminated or on leave status. The error message will now reference the employees' status.
- **Custom Workflow Notification:**
 - Added FYI Routing to the list. This is the 'InTray Notification' from SMART Finance>Administration area. By default, this is not turned on unless the 'InTray Notification' was on.

TimeTracker

TimeTracker Setup

- **Setup TimeTracker TimeOff Codes**
 - If OT Option changes, it will now resync any open unprocessed TimeOff or Third-Party Import rows.
 - If Generate TC changes, it will now resync any open unprocessed TimeOff or Third-Party Import rows.

-
- Added reminder text above right hand fields: See help doco for settings below.
 - Add default of “N” for “Require Note”. Fixed any existing rows to N if blank.
 - **Setup Supervisors**
 - Now showing who Editor 2 has access to.
 - Allow non-emps (but not regional staff) to show as supervisors in TimeTracker.
 - **Setup Employee Groups** – added option to blank out calendar.
 - **Setup TimeTracker Locations** – added a requirement to have a location=ALL, group = All row to catch employees that may not be routing to a supervisor. It will also use the default values from that row if a better match cannot be found.
 - **Setup Employee Group Details**
 - Update emps not checked warning will now only display on save of rows if needed.
 - **Pay tab**
 - Added ref id to differentiate codes when descriptions are named closely. Also added to dropdown lists.
 - Allow rows to be built on employees, even if they are future dated.
 - Changed by and date change now only change if the row was updated.
 - **TimeOff tab**
 - Error for multiple pay codes was changed to a warning instead of Serious error so that it can be assigned individually on employees if needed.
 - Fixed a problem where update emps would get stuck if stopping and starting a row at the same time for the same employee display description.
 - Added ref id to differentiate codes when descriptions are named closely. Also added to dropdown lists.
 - Allow rows to be built on employees, even if they are future dated.

Reports

- **New report: Supervisor Proof** – new report version of the guide on the right side of the Setup Supervisors window.
- **TimeTracker TimeOff Setup**- Changed out TimeOff Plan retrieval argument for Display Description instead. It offers more flexibility to find a specific item if needed. More than one option can be selected, so an entire TimeOff plan is still available. It also wasn't pulling in the correct restrictions; it is now based on TimeOff plans open as of today.

TimeTracker Processing

- **Employee TimeTracker Settings**
 - **Emp Group/TimeTracker Settings tab:**
 - Added option to blank out calendar. Also, if the row is overridden and holiday information is blank, it will no longer generate a holiday if using the calendar option.
 - If an end date was entered on the group, the window automatically ended all pay and TimeOff rows, even if you are just making a change to that one person's settings. Now it will ask the user if they want to do that yes or no.
 - Pay and TimeOff checkboxes - Allow rows to be built on employees, even if they are future dated.
 - **Location tab:** Editor 2 now shows the ID and name. Fixed a problem where the supervisors being displayed pulled the location/ALL row instead of the ALL/Group row.
 - **Pay tab:**
 - Pay code list will now show the list setup for that employee on Paycheck data. To get all pay codes, double-click.

- Added ref-id for employee display descriptions to make it easier when names are very similar on the window and dropdown list.
 - If a row is active, display the guide information as of today. If it is future or past dated, then show the information as of that date.
 - Fixed an issue with assigning sub.
 - **TimeOff tab:**
 - Pay code guide now shows as of today's date. If the group rows are stopped and the employee rows are not, it looked misleading.
 - Can now delete an employee row as long as it hasn't been used by that employee yet in SMART eR.
 - Emp Display Description list will now show the TimeOff Plans setup for that employee on Maintain Employee TimeOff Plans. To get all display descriptions, double-click.
 - Added ref-id for employee display descriptions to make it easier when names are very similar on the window and dropdown list.
 - Changed out the checkboxes to be more consistent with the Setup Employee Group Detail window.
- **Mass Assign Auto Breaks** – added a serious error if trying to save a row with both current and new break blank.
- **Third Party Import**
 - Enhanced checks for Multiple to look back at employee group, then original TimeTracker TimeOff setup.
 - File will not import because it said it already was. Enhanced the process to see if there are rows entered in SMART eR that match that time. If so, it will provide a warning list to cleanup if desired, and allow you to exit the process without saving.

Reports

- **Employee Group-Pay Code Overrides** – added Ref id to emp display descriptions in retrieval arguments and on report for employee display description.
- **Employee Group-TimeOff Code Overrides**
 - Rename “Allow Increment” to “Require Increment” to match the field name in windows.
 - Increment Length & Minimum Length do not display on the report even though the group is set.
 - Retrieve report by Pay Code, did not work as expected.
 - Added Ref id to emp display descriptions in retrieval arguments and on report for employee display description.
- **New report: Employees not Setup for TT** – this report will provide a list of employees that are not setup for TimeTracker to proof against. In some cases, there was not an easy way to see if someone was missed.

Budgeting

Budget-Modify Data

- **New Pay/Deduct Code** – When stopping an old pay/deduct code and starting a new code for the next day, you will no longer get duplicate code error

SMART eR

- 1) Added spinning icon so users are aware the window is retrieving information

2) Transportation Notifications were changed

3) **Browsers Supported:**

- **Firefox –**
Support versions 102+
- **Google Chrome**
105 warn to upgrade browser
Support versions 105+
- **Edge**
104 warn to upgrade browser
Support Edge 105+
- **Safari**
15.4 and 15.5 warn to upgrade browser
Support versions 15.6 and up

My Requests

Order Requisition Entry & Reimbursement Entry

- Added the Chart of Accounts Description below the account code field. This will display a certain number of characters. If the characters are cut off, the user can hover over the description to see the whole account code description.

Responsibilities

Tax forms

- **Form 1095C–** added an option to print by location; similar to what the W2s currently do. Added a retrieval that is force to paper that uses the same one as the w2.
- Added the new 2022 ACA Transmittal page

Approvals

TimeTracker

- **View Hours-Supervisor**
 - Added the hourglass to the grid when employee approval is needed so the supervisor knows why they can't check the box.
 - Allow all roles to see the location field in the grid, not just payroll role.
 - Moved Approve All button on list tab out of the filter box so it isn't confused with apply filter as often.
 - Added a darker gray to checkboxes to make it clearer if it is disabled (*i.e.: can't approve leave requests in the View Hours-Supervisor page, it has to be on the View TimeOff Request Supervisor page*)
 - Disabled imported TimeOff rows from being edited here. *They would need to be approved in the View TimeOff Requests-Supervisor page.*
 - Added the hourglass so approvers know if they are waiting on someone before them (processing in order option) and that is why it isn't enabled yet.
 - Added an option for semimonthly payrolls that track time on a biweekly basis, so last period will pull the correct timeframe for them.
 - Allow Employee Approval to be checked if Payroll role.
- **View TimeOff Request-Supervisor**
 - Moved Approve All button on list tab out of the filter box so it isn't confused with apply filter as often.
 - Delete from calendar deleted the row even if cancel was clicked.

-
- Allow Imported TimeOff rows to be approved.
 - Allow the payroll role the ability to change a processed TimeOff Request in case it needs to be changed to match what really happened in payroll.
 - If a supervisor edits a note and disables it from the employee, do not send them an email telling them it was updated. They are confused as to what changed.
 - Added an option for semimonthly payrolls that track time on a biweekly basis, so last period will pull the correct timeframe for them.
 - **Mass Add Hours**
 - Fixed a bug where rows were inserted as Approved and the status wasn't getting set correctly and then the Process Period errored.
 - Holiday Pay will now always set as midnight so that if someone works during the day and is on a schedule it will allow them to clock in during that holiday if needed.
 - Will now flag the codes that need to generate pay.
 - Will no longer show TimeOff options in days if they are not setup correctly as they would process wrong.
 - Fixed the list of TimeOff codes to only display active TT options.
 - **Process Period**
 - Always defaults to last period now as we had issues with people not noticing it was something different.
 - Added pay cycle filtering if a district has multiple payrolls, multiple group selections and an option for No Emp Group.
 - Added an Unprocessed Emps button - it would show the people left for the timeframe that have approved info, but not processed.
 - Added an option for semimonthly payrolls that track time on a biweekly basis, so last period will pull the correct timeframe for them.
 - Added more information about who has a status that isn't approved. On the View Hours Supervisor page, added a resync option so that users do not need to call the region to get it unstuck. Only if it finds a bigger setup issue. See the online help doco for more information.

Hours reports

Added a no emp group option to all reports that have an employee group retrieval argument.

Added an option for semimonthly payrolls that track time on a biweekly basis, so last period will pull the correct timeframe for them.

- **Complete Hours** – Fixed a bug with Counts toward OT option when it landed on the last day of the week. Fixed a bug that OT summaries went onto two lines.
- **Substitute Work List** – added retrieval arguments for Start and stop dates and period.
- **New Report: Import Hours Summary** – Report for proofing time in TimeTracker to what will be imported in the Timecard Import window in SMART. This will take into account overtime, which will add to an overtime pay code and reduce the regular hours for the normal pay code(s). It will also list a computed Day and week overtime value compared to the history of what was actually processed. *Available only to the Payroll role.*
- **Missing Timesheets** – added a retrieval argument for pending.
- **New Report: IP Address** – report that will list all IP addresses per person for a timeframe chosen. *Available to all hours TimeTracker roles: Payroll, TT_Admin, TT_approver, TT_Approver_hrs, tt_edit_hours, V_timetrack, V_tt_hours.*
- **Required Approvals** – renamed conflicting hours to say overlapping hrs for consistency.

TimeOff reports

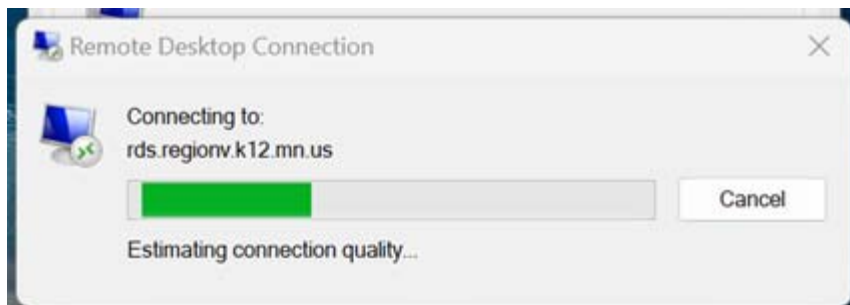
-
- **Requested TimeOff** – added location as a retrieval argument.

Webclock – fixed a bug with split schedule if an employee clocks in late for their shift.

Recommended resolution for SMART: 1280 x800

Windows 11 Connections Issue.

If you're SmartSystems Remote Desktop users start to have trouble logging in and are getting stuck on this or similar window they're computer may have been recently updated with 22H2.



Please research and read about this issue to make an informed decision.

Web Search (Windows 22H2 Remote Desktop Bug Fix).

Region V 'DOES NOT' implement any of the fixes that are associated with changes to your local workstation.

It is up to the user and/or tech department, depending on your policy for workstation maintenance.

We are not promoting one action over the other so you will need make your own decision as to how you want to address this issue.

Here are a couple links that have some suggestions.

<https://www.xda-developers.com/windows-11-version-22h2-remote-desktop-bug/>

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<https://www.bleepingcomputer.com/news/microsoft/microsoft-investigates-windows-11-22h2-remote-desktop-issues/>



**SMART Finance Bulletin FY 2023-04
March 21, 2023**

SMART Version 22.2.1 Update

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database **Tuesday, March 21 at 8:00 PM. You must be off SMART by 8:00 PM.**

IN-HOUSE DISTRICTS

Please contact your Technology person for details. Your district tech person will be receiving notice of this release directly.

Version 22.2.1 SMART Systemwide

- ◆ The tabs have changed to be a slightly darker gray color, so they are identified as tabs. The current tab chosen will still highlight in a blue color.
- ◆ Print manager will now save to a file.
- ◆ A mass delete option is available on the dashboard for messages. Select a group of messages by holding down the CTRL or SHIFT key. After the messages are selected, right click to bring up the selection list. Select Delete from the list to delete all of the highlighted messages. See the Quick Access document for detailed instructions.
- ◆ More than one attachment can be added to a Dashboard Message. Multiples can be highlighted and saved at once.

**Version 22.2.1 SMART Finance Overview
Administration**

- ◆ The **Data Extraction** window has the addition of “Vendor 1099 DupTaxID” to assist in finding duplicate tax ID values.
- ◆ The **Data Extraction** window has the addition of “YE Seg Crosswalk” to assist in reviewing segment crosswalks.

**Version 22.2. SMART eR Overview
Supported Web Browsers:**

Edge

- ◆ v103 and under are blocked with a message to upgrade their browser.
- ◆ v104 warn that they should upgrade their browser.
- ◆ Support version 105+.

Firefox

- ◆ v101 and under are blocked with a message to upgrade their browser.
- ◆ Support versions 102+.

Google Chrome

- ◆ v104 and under are blocked with a message to upgrade their browser.
- ◆ v105 warn that they should upgrade their browser.
- ◆ Support versions 105+.

Safari

- ◆ v15.3 and under are blocked with a message to upgrade their browser.
- ◆ v15.4 and v15.5 warn that they should upgrade their browser.
- ◆ Support versions 15.6+.

OTHER REMINDERS

Requisition and Purchase Order Clean Up


You may want to start looking at your open Requisitions and/or Purchase Orders. Verify if those items should stay open or if they can be manually closed to free up budget dollars. The Requisition Detail Summary or Purchase Order Detail Summary screens are helpful for this purpose. Input Period <=2023xx with a status of Open to see what items are still at an Open status and perhaps can be set to Closed.

Please remember you have the option to copy open or closed purchase order detail lines into a new purchase order for the next fiscal year. The instructions are in the Help documentation,



which can be located by clicking on the “Help” button . Please call or email, if you need assistance.

If you would like to save the information created above in Excel, so you can work with the file and/or email it to others to review, please complete the following steps.

1. Run Requisition Detail Summary or Purchase Order Detail Summary as stated above.
2. While in Query mode, select the Status to be “Open”.
3. Click “Find/Retrieve”.
4. Click the “Extract”  button at the top of the window.
5. Click “Restore Default Values”.
6. Click “Save settings and Generate Excel Spreadsheet”.
7. Take note of the file location that appears on the screen, so you can locate the Excel file.
8. Open up the Excel file and resave it to a different location, so it is not overwritten. Then, you can work with the file to send it to the people you need to.

FY '24 Requisitions and Purchase Orders

If you are ready to begin entering in requisitions or purchase orders for FY '24, you will first need to create a budget code for FY '24, if one doesn't already exist. You do not need to have actual budget amounts on the system. You just need to have a budget code that the system can look to when determining if the transactions are over-budget or not. To create a new budget code:

1. Go to Finance → General Ledger → Budgets → Budget Import.
2. Click New.
3. Input the Budget Code (Example: 24ADP).

4. Input the Type, Description, Start Period (202401), End Period (202412), and Status.
5. Click Save.

The new budget code for FY '24 needs to be entered into the Fiscal Year Maintenance screen, so the system knows which budget code to check when saving transactions. Complete the following:

1. Go to Finance → General Ledger → Budgets → Fiscal Year Maintenance.
2. Click Find/Retrieve.
3. Click in the Budget Code field next to Fiscal Year 2024.
4. Find the correct budget code by using the dropdown box.
5. Highlight the proper code.
6. Click Save.

You will also need to open the Accounting Calendars to period 202401. The quickest way to do this is:

1. Go to Finance → Administration → Application Setup → Accounting Calendar.
2. Click Find/Retrieve. All accounting calendars appear.
3. Go to the first accounting calendar that hasn't been opened (like period 202310, for example).
4. Click Open for the GL module. Click Save. Select Closed. Click Save.
5. Go to the next period (like period 202311, for example). Click Open for the GL module. Click Save. Select Closed. Click Save.
6. Repeat through period 202401, except leave the GL module at an Open status in period 202401.
7. Click Open for the AP module in period 202401. Click Save.

By closing the GL module in the periods between the current period you are processing and period 202401, an entry will not be made in error in those periods.

If you start at the requisition level, Region V will need to assist to get your database set-up for FY '24 ordering as set-up is needed yearly. Please email sfsupport@regionv.k12.mn.us before you are ready to start ordering, so the necessary set-up can be completed.

If you start at the purchase order level and the order is entered in SMART eR, make sure the "Date Required" field is July 1, 2023 or later. This will place the order in the correct FY '24 periods. If the order is entered in SMART Finance, change your Session Default screen to period 202401. This will show the transaction with the current date but a period of 202401. The encumbered amounts will show for the new fiscal year only.

Fixed Assets Fiscal Year

To set the working fiscal year for Fixed Assets, use the setting via the Finance Defaults window. This will set defaults for processing within the Fixed Assets menu.

1. From the SMART Dashboard with the Finance Defaults window, click on the drop down arrow next to the "FA Fiscal Yr".
2. Select a fiscal year value, so it populates the field.
3. Click Save to set the "FA Fiscal Yr" value.

Finance Defaults	
Company	Currency Code USD
Date 03/21/2023	Location L1
Period - GL 202309	Vendor Group 1
Period - AP 202309	Customer Group 1
Period - AR 202309	FAFiscal Yr 2023
AR Image DFLT	PO Image DFLT

Accounting Calendars

Make sure all Accounting Calendars are closed, especially if your bank reconciliation is complete. This will ensure nothing else is posted to those months. To identify the Accounting Calendars that are open:

1. Go to Finance → Administration → Data Extraction.
2. For Report Name, type in “PERIOD STATUS”.
3. Click Find/Retrieve.
4. Click Create Report tab.
5. Click Create Extract. This will identify all of the Accounting Calendars that are Open.

Budgets in SMART

Your adopted budget that was approved by your Board prior to July 1, 2022 needs to match what is in SMART for your adopted budget. All approved budgets need to agree to your Board meeting minutes for auditor purposes. Please review prior to the auditors arriving.

Reconcile 215 Accounts

This is a friendly reminder that you should be reconciling your 215 payroll accrual accounts throughout the fiscal year. Do not wait until year end as it will be harder to reconcile any differences.

Finance Fiscal Year-End Sessions

We will be holding two full-day in-person sessions and one half-day online session for the Finance Fiscal Year-End sessions. Below are the scheduled dates, so please plan to attend.

- Wednesday, June 14 – Half-day Session – Online Zoom Session
- Monday, June 19 – Full-day Session – SSC, Rochester
- Tuesday, June 20 – Full-day Session – SCSC, North Mankato

The session announcement and registration information will be emailed in May to the Superintendent, Business Manager, and Auditor listservs.

More information, including the registration link, will be included in the “Calendar” on the Region V website.

Region V Holidays:

- Friday, April 7, 2023
- Monday, April 10, 2023



SMART HR Bulletin FY 2023-04
March 21, 2023

SMART Version 22.2.1 Update

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database **Tuesday, March 21 at 8:00 PM. You must be off SMART by 8:00 PM.**

IN-HOUSE DISTRICTS

Please contact your Technology person for details. Your district tech person will be receiving notice of this release directly.

SMART - Systemwide

- The tabs have changed to be a slightly darker gray color, so they are identified as tabs. The current tab chosen will still highlight in a blue color.
- Print manager will now save to a file.
- A mass delete option is available on the dashboard for messages. Select a group of messages by holding down the CTRL or SHIFT key. After the messages are selected, right click to bring up the selection list. Select Delete from the list to delete all of the highlighted messages. See the Quick Access document for detailed instructions.
- More than one attachment can be added to a Dashboard Message. Multiples can be highlighted and saved at once.

Payroll

Payroll Setup

- **Change Deduct Codes-** Added last date changed and id to the rows.
- **Change Pay Codes-** Added last date changed and id to the rows.

941 and W2

- **Form 941 Calculate and Print** – Added new 941 form for 2023 changes.

TimeOff

TimeOff Processing

- Reworked TimeOff so that the window doesn't save the rows as soon as the window opened. This was causing duplicate data in many places. **TimeOff Activity – One Emp** – The TimeOff plan drop down list will only show the active TimeOff plan at the current date.
- **TimeOff Activity-File Import** – Added a new option for TimeTracker to import in comp overtime accruals if using.
- **Undo TimeOff Activity** – Added a new type of TT-Accrual to display when accruals are processed from TimeTracker.

Employee Management

SMART Communications

- **SMART eR Changes** – Added Not Verified and Verified options to search, defaulting on Not Verified. Added counts to each list in case retrievals are used to narrow down the changes.
- **Setup Workflows-Notifications** will now be based on the setting eR_Editor_TO_only. It has been enhanced so that more than one person can be assigned to it, a SMART eR role can be setup and used instead, or a group email can be used instead of the first two options. Any editor email addresses in Setup TimeTracker Locations will automatically be converted to the new process.

TimeTracker

- **Holiday job** – fixed a problem where all override rows were getting a holiday even if the person had a stop date on their row. *Also, it was reported that people were getting a holiday and their group was not setup. **Reminder:** if a person is overridden, and holiday information is entered...it will generate all holidays and the ones not needed will have to be managed by the approver in SMART eR. If the person should not be getting holidays, then clear out the holiday information on their active row.*

TimeTracker Setup

- **Setup Hours to Units Conversion – TimeOff tab** - added an Employee Group column. Any existing rows will default to ALL. If employee groups have different values, then the specific employee group will need to be defined. If there are still remaining people or groups that need a conversion factor, or they are the same – then an ALL row can be also created for the leftovers.
- **Setup TimeTracker Locations**
 - Removed the TimeOff Request only email and automatically setup any email entered there in the Setup Workflows window. Notifications will now be based on the setting eR_Editor_TO_only. It has been enhanced so that more than one person can be assigned to it, a SMART eR role can be setup and used instead, or a group email can be used instead of the first two options. The emails have also been enhanced to seen on an original entry, editing an existing request and deleting it from the calendar.
 - If override row is checked and trying to blank out the editor id, it wasn't resyncing to null for any unprocessed segments from SMART eR.
- **Setup Employee Groups**
 - Added a Timesheet Rounding option. If the timesheets checkbox is checked, the Round Timesheets heading should look enabled. Default should save a N.

Reports

- **Employee Groups**
- Added a Timesheet Rounding option. Added an OT Comp column.
 -

TimeTracker Processing

- **Employee TimeTracker Settings**
 - **Locations**
 - Resync on SMART eR rows will now happen if you remove a supervisor or editor. Before it wasn't clearing the field(s).
 - **Emp Group/TimeTracker Settings tab:**
 - Added a Timesheet Rounding option. If you override the row, it should be able to be clicked. If the timesheets checkbox is checked, the Round Timesheets heading should look enabled.
 - Allow future dated rows to be deleted since they haven't been used yet.
- **TimeOff Activity-File Import** – Added a new option for TimeTracker to import in comp overtime accruals if using.

Reports

- **Employee Group Overrides** – Added a Timesheet Rounding option. It will be bold if overridden on the employee. Added an OT Comp column.

New menu group: SMART Communication

Same group and options from Employee Management, but more convenient.

Reports

- **Added: SMART eR Roles Report**- will show which employees have a TT% role.
- **Added: SMART HR User Classes**-will show which employees can access TimeTracker in HR.

<h2>SMART eR</h2>

- 1) **Homepage – TimeTracker Approvals tile-overlapping hours counter** –fixed a bug that showed numbers when the rows errored, but weren't actually assigned to that editor/supervisor.
- 2) **Webclock**
 - Fixed a bug with Split Schedule when the first segment of the schedule rounded to 0. It didn't know how to set the start time on the next segment.
 - Fixed a bug where automatic breaks were being deducted twice if segments were long enough in both segments.
 - Fixed a problem if a person clocked in while they currently had an active TimeOff Request. It would zero out the hours.
 - Fixed a problem if a person is able to sub for two employee groups. It was only showing the employees to choose from for the one they were in, not both they were setup to see.

Browsers Supported:

- **Firefox** –
Support versions 102+
- **Google Chrome**
105 warn to upgrade browser
Support versions 105+
- **Edge**
104 warn to upgrade browser
Support Edge 105+
- **Safari**
Support versions 15 and up

My Payroll

- **View Hours** –Added a Timesheet Rounding option on employee groups and overrides that is used here. Added a print option for the Hours and Timesheet tab.
- **W-4** - add new Federal and State W-4 Forms to 2023.

My Requests

- **TimeOff Request**
 - A request was entered by an employee and denied by the supervisor. The employee then tried to enter a new request with different TimeOff Plan and it said duplicate entry. It will now allow another request to be added as long as the existing entry for the same time was denied so that there isn't duplicating of time.

Responsibilities

Tax Forms

- **2023 W4** – Added new form for 2023.

Approvals

TimeTracker

- **View Hours-Supervisor**
 - For a note entered (yellow highlight), if you click on the note it will display under the row like the View Hours page.
 - If more than one location and each location has a different editor/supervisor – they should only see the rows they are responsible for and not all.
 - Fixed a bug if a supervisor added a new row on the ALL tab that included a break.
 - If a row was no longer active on the employee, but was at the point it was entered – do not clear it out if the pay code is no longer active. It still needs to process unless the supervisor changes it to something else.
- **View TimeOff Request-Supervisor**
 - For a note entered (yellow highlight), if you click on the note it will display under the row like the View Hours page.
 - A request was entered by an employee and denied by the supervisor. The employee then tried to enter a new request with different TimeOff Plan and it said duplicate entry. It will now allow another request to be added as long as the existing entry for the same time was denied so that there isn't duplicating of time.
 - Fixed a bug: If a note is entered and "Show Note to Employee" is checked when a request is Denied, neither the supervisor nor the employee can see if after it's denied.
- **Mass Add Hours**
 - **Location** retrieval– can there be an ALL group. It will now retrieve anyone that falls into the ALL on the Setup TimeTracker Locations window.
- **Process Period**
 - TimeOff days conversion: If employee groups have different values, then the specific employee group will need to be defined. If there are still remaining people or groups that need a conversion factor, or they are the same – then an ALL row will be used for the leftovers.
 - If a comp TimeOff plan is setup and active for employees, it will create the overtime to be accrued automatically in the **TimeOff Activity-File Import** window.

Hours reports

- **Complete Hours** –Add a Date range at the top of the report for reference. Added a pay cycle retrieval argument.
- **Import Hours Summary** –
 - Added a retrieval argument default for Generate TC= Y. This should pull any segments that will be paid as timecards. Added columns back for the processed information. This will be controlled by a retrieval argument – show processed. If yes, the columns will appear on the report to show what happened versus what was predicted to happen. *In some cases, partially processed overtime will not show until the next period is processed.*
 - Add a Date range at the top of the report for reference.
- **Schedule Differences** – Fixed a problem where data that matched was still showing as a difference. In some cases, the actual break wasn't being subtracted from the comparison.

Recommended resolution for SMART: 1280 x800

Fiscal Year End Sessions

Fiscal Year End Sessions are scheduled for Thursday, April 27 at Southeast Service Cooperative in Rochester from 9:00 – 12:00 and Monday, May 1 at South Central Service Cooperative in Mankato from 1:00 – 3:00. You will be receiving an email closer to the dates with more details.

Region V Holidays:

Friday, April 7, 2023

Monday, April 10, 2023



SMART Finance Bulletin FY 2023-05
May 18, 2023

SMART Version 23.1 Update

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database **Monday, May 22nd at 4:00 PM. You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

Please contact your Technology person for details. Your district tech person will be receiving notice of this release directly.

Version 23.1 SMART Systemwide

- ◆ The minimum screen resolution has been updated to 1366 x 766.
- ◆ The report argument page will display the name of the report.
- ◆ When SMART MFA is set to Yes, the security questions will not appear.

Version 23.1 SMART Finance Overview

Accounts Payable

- ◆ The **Vendor Summary** window was displaying active and inactive vendors at all times. The window will now recognize the “Only Active Data” setting at the bottom right of the window.
- ◆ **Vendor Search** will now allow the user to search on the Alternate Name field.
- ◆ On SHR type vouchers, the vendor group and vendor code fields will be locked. Users are encouraged to enter a new voucher or copy the existing voucher to update the vendor.

Administration

- ◆ The **Data Extraction** named “Mandatory – 1099” has been renamed “Vendor 1099-Mndtry”.

Purchase Orders

- ◆ The “**Receiving Past Due PO Report**” and “**Unpaid Received PO**” report have been updated for displaying the correct purchase order data.

Reports

- ◆ **Spec Ed-FSC** reports have been updated to the most current information.

Systemwide

- ◆ The Finance windows with tabs have been updated to the most current display.
- ◆ The Finance entry windows with date fields now have the option of a dropdown calendar.

Version 23.1 SMART eR Overview

Supported Web Browsers:

Edge

- ◆ v109 and under are blocked with a message to upgrade their browser.
- ◆ Support version 110+.

Firefox

- ◆ v101 and under are blocked with a message to upgrade their browser.
- ◆ Support versions 102+.

Google Chrome

- ◆ v109 and under are blocked with a message to upgrade their browser.
- ◆ v110 warn that they should upgrade their browser.
- ◆ Support versions 111+.

Safari

- ◆ v14 and under are blocked with a message to upgrade their browser.
- ◆ v15 warn that they should upgrade their browser.
- ◆ Support versions 15.0+.

Reimbursements

- ◆ Denied reimbursement requests can now be copied to a new one to resubmit for approval.

OTHER REMINDERS

Requisition and Purchase Order Clean Up

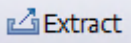
You may want to start looking at your open Requisitions and/or Purchase Orders. Verify if those items should stay open or if they can be manually closed to free up budget dollars. The Requisition Detail Summary or Purchase Order Detail Summary screens are helpful for this purpose. Input Period <=2023xx with a status of Open to see what items are still at an Open status and perhaps can be set to Closed.

Please remember you have the option to copy open or closed purchase order detail lines into a new purchase order for the next fiscal year. The instructions are in the Help documentation,



which can be located by clicking on the “Help” button . Please call or email, if you need assistance.

If you would like to save the information created above in Excel, so you can work with the file and/or email it to others to review, please complete the following steps.

1. Run Requisition Detail Summary or Purchase Order Detail Summary as stated above.
2. While in Query mode, select the Status to be “Open”.
3. Click “Find/Retrieve”.
4. Click the “Extract”  button at the top of the window.
5. Click “Restore Default Values”.

6. Click "Save settings and Generate Excel Spreadsheet".
7. Take note of the file location that appears on the screen, so you can locate the Excel file.
8. Open up the Excel file and resave it to a different location, so it is not overwritten. Then, you can work with the file to send it to the people you need to.

FY '24 Requisitions and Purchase Orders

If you are ready to begin entering in requisitions or purchase orders for FY '24, you will first need to create a budget code for FY '24, if one doesn't already exist. You do not need to have actual budget amounts on the system. You just need to have a budget code that the system can look to when determining if the transactions are over-budget or not. To create a new budget code:

1. Go to Finance → General Ledger → Budgets → Budget Import.
2. Click New.
3. Input the Budget Code (Example: 24ADP).
4. Input the Type, Description, Start Period (202401), End Period (202412), and Status.
5. Click Save.

The new budget code for FY '24 needs to be entered into the Fiscal Year Maintenance screen, so the system knows which budget code to check when saving transactions. Complete the following:

1. Go to Finance → General Ledger → Budgets → Fiscal Year Maintenance.
2. Click Find/Retrieve.
3. Click in the Budget Code field next to Fiscal Year 2024.
4. Find the correct budget code by using the dropdown box.
5. Highlight the proper code.
6. Click Save.

You will also need to open the Accounting Calendars to period 202401. The quickest way to do this is:

1. Go to Finance → Administration → Application Setup → Accounting Calendar.
2. Click Find/Retrieve. All accounting calendars appear.
3. Go to the first accounting calendar that hasn't been opened (like period 202310, for example).
4. Click Open for the GL module. Click Save. Select Closed. Click Save.
5. Go to the next period (like period 202311, for example). Click Open for the GL module. Click Save. Select Closed. Click Save.
6. Repeat through period 202401, except leave the GL module at an Open status in period 202401.
7. Click Open for the AP module in period 202401. Click Save.

By closing the GL module in the periods between the current period you are processing and period 202401, an entry will not be made in error in those periods.

If you start at the requisition level, Region V will need to assist to get your database set-up for FY '24 ordering as set-up is needed yearly. Please email sfsupport@regionv.k12.mn.us before you are ready to start ordering, so the necessary set-up can be completed.

If you start at the purchase order level and the order is entered in SMART eR, make sure the “Date Required” field is July 1, 2023 or later. This will place the order in the correct FY '24 periods. If the order is entered in SMART Finance, change your Session Default screen to period 202401. This will show the transaction with the current date but a period of 202401. The encumbered amounts will show for the new fiscal year only.

Fixed Assets Fiscal Year

To set the working fiscal year for Fixed Assets, use the setting via the Finance Defaults window. This will set defaults for processing within the Fixed Assets menu.

1. From the SMART Dashboard with the Finance Defaults window, click on the drop down arrow next to the “FA Fiscal Yr”.
2. Select a fiscal year value, so it populates the field.
3. Click Save to set the “FA Fiscal Yr” value.



The screenshot shows the "Finance Defaults" window with various fields. The "FA Fiscal Yr" field is highlighted with a red box and shows the value "2023". Other fields include Company, Currency Code (USD), Date (03/21/2023), Location (L1), Period - GL (202309), Vendor Group (1), Period - AP (202309), Customer Group (1), Period - AR (202309), AR Image (DFLT), and PO Image (DFLT). A "Save" button is located at the bottom right.

Fixed Asset Processing

Fixed assets can be created in SMART Finance in a number of ways. They can be flagged as you key in the Voucher or after the Voucher is completed, paid, and posted. The flagged Vouchers can then be transferred into the Fixed Asset module after the Voucher has been posted. Fixed assets can also be created by manually entering the data right into the Fixed Asset module. Please refer to the Help icon on the various windows to help locate documentation on the process.

Watch those Fixed Asset Dates

Please note that if you are flagging Vouchers that are entered in FY '23 with a period of 202312, but have a July 1, 2023 date or later, you will need to do some maintenance. The fixed asset module uses the **date, not the period**, on the Voucher to indicate the Beginning Depreciation Period and Year. If your intent is to have the asset begin depreciation in FY '23, you will need to change the date to 6/30/2023 or prior.

There are two places to change this field. It can be done on the Voucher Invoice Date field as you key in the Voucher. The other option is to change the field on the Process AP Asset Transfer Information screen using the Update Component Info tab. The field Placed in Service can be changed to show a 6/30/2023 date or prior. This will ensure that the asset's Beginning Depreciation Period and Year will reflect FY '23.

Accounting Calendars

Make sure all Accounting Calendars are closed, especially if your bank reconciliation is complete. This will ensure nothing else is posted to those months. To identify the Accounting Calendars that are open:

1. Go to Finance → Administration → Data Extraction.
2. For Report Name, type in “PERIOD STATUS”.
3. Click Find/Retrieve.
4. Click Create Report tab.
5. Click Create Extract. This will identify all of the Accounting Calendars that are Open.

Budgets in SMART

Your adopted budget that was approved by your Board prior to July 1, 2022 needs to match what is in SMART for your adopted budget. All approved budgets need to agree to your Board meeting minutes for auditor purposes. Please review prior to the auditors arriving.

Reconcile 215 Accounts

This is a friendly reminder that you should be reconciling your 215 payroll accrual accounts throughout the fiscal year. Do not wait until year end as it will be harder to reconcile any differences.

FY '23 Federal Grant Course Codes

Please review all FY '23 Federal Grant activity to ensure the correct Course code is used with each Finance code. For the COVID-19 grants, guidance will be provided in the Fiscal Year-End Binder when posted to our website in June. If you need assistance on what the proper Course code should be, please contact Dianna or Jill.

FY '23 UFARS Review

Please complete the following steps to help with the FY '23 process when it comes to properly coding your transactions.

1. Please run the following report to identify any account code segments for FY '23 that are not allowed. For any items that appear, review and make the necessary adjustments to correct so when files are submitted at year-end, they have been cleaned up. This process can be run at any time with the current month. Usually, the account code segment code needs to be stopped. This report needs to be run first with no errors before the report in item #2 below can be run.
 - Go to General Ledger.
 - Under Reports, select “1-Acct Segment Descriptions Validation”.
 - In the Ending Period Number, enter in the current period, unless you have 20xx13 open and then you can enter that.
 - Click Create Report. If you receive any errors, these will need to be corrected before running the report in #2 below. If you have no errors, you'll receive “Congratulations! Your Data has passed ALL of the Descriptions Edits. NO Errors were found.”
2. The report in #1 above must be run with no errors before this report can be completed. Please run the following report to identify any account codes for FY '23 that are not allowed. For any account codes that appear, review and make the necessary adjustments to correct, so when files are submitted at year-end, they have been cleaned up. For example, the error may be an account code that is not allowed in the restricted grid, a segment is not set-up in SMART, or a code that is inactive. This process can be run at any time with the current month.
 - Go to General Ledger.

- Under Reports, select “2-Acct Code Edits and MDE Year End Extract”.
- In the Ending Period Number, enter in the current period, unless you have 20xx13 open and then you can enter that. Never enter in 20xx14 in this field, unless you are on your own server as the database will lock up.
- Click Create Report. If you receive any errors, these will need to be corrected before a UFARS file can be submitted at the end of the year. If you have no errors, you’ll receive a comment stating “ATTENTION! A Balancing Problem exists for this Fund...” This means you are OK.
- Click on the Print icon. Then, check the “Error Report” and “Warning Report” to print. The “Error Report” will identify those account codes that have activity and/or will prevent a UFARS file from being created. The “Warning Report” will identify those account codes that have not been used in the current year, but would error out if there was activity. You will want to correct/fix these account codes.

If you receive any errors and need help correcting them, please send an email to sfsupport@regionv.k12.mn.us identifying the error(s) you are receiving.

Cross-walk Review

Districts will want to review their cross-walks to make sure they are correct. A report can be created that will identify all the district segment codes that do not equal the UFARS code. To create the report:

1. Go to Finance → Administration → Data Extraction.
2. In the “Report Name”, select “YE SEG CROSSWALK”.
3. Click “Find/Retrieve”.
4. Click on the “SQL Expert Mode” tab.
5. Click on “Create Extract”.
6. Either select “Print” to print the items or select “Save Rows” to save it to a file.

Finance Fiscal Year-End Sessions

We will be holding two full-day in-person sessions and one half-day online session for the Finance Fiscal Year-End sessions. Below are the scheduled dates, so please plan to attend.

- Wednesday, June 14 – Half-day Session – Online Session
- Monday, June 19 – Full-day Session – SSC, Rochester
- Tuesday, June 20 – Full-day Session – SCSC, North Mankato

The session announcement and registration information was emailed Tuesday, May 16 to Region V’s Auditors, Business Managers, and Superintendents groups.

More information, including the registration link, can be found on the “Calendar” on the Region V website.

Region V Holidays:

Monday, May 29, 2023
 Monday, July 3, 2023
 Tuesday, July 4, 2023



SMART HR Bulletin FY 2023-05
May 18, 2023

SMART Version 23.1 Update

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database **Monday, May 22 at 4:00 PM. You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

Please contact your Technology person for details. Your district tech person will be receiving notice of this release directly.

SMART - Systemwide

- *Screen resolution has been updated to 1366 x 766.*
- *The report argument page will display the name of the report.*
- *When SMART_MFA is set to Y, the set security questions option will not appear.*

Payroll

Now tracks dates and times payroll processes are done for troubleshooting.

Employee Information

- **New Hire** – Gives warning to manually report New Hires or to rerun the MN New Hire Report if a new hire was entered prior to the start and stop dates on the next open calendar (calc flag=N).
- **Rehire Employee** - Gives warning to manually report New Hires or to rerun the MN New Hire Report if a new hire was entered prior to the start and stop dates on the next open calendar (calc flag=N).
- **Paycheck Data**
 - **Pay and Deduct tabs** - The Rate Table drop down list will only show active rate tables as of the start date on the row. If the row spans more than one rate table date range, it will go to the earliest start date.
 - **Taxes and Check Delivery Tab** – Will now give a message notifying that the user will be notified of changes if anything was changed in these tabs.

Agency Reporting

- **PERA Annual Leave Reporting** – added a note field for each detail line. Also removed TRA people that were accidentally included on this report.
- **Vendor Extracts-Pre-Tax Deducts**- Added VEBA to the list of files created for Aviben. Also fixed the HRA layout as first and last name columns were flipped.

Benefits

ACA Form 1094/1095 Reporting

- **Setup ACA Form Data** – now allows nonemployees to be used in the contact sections. Fixed the Insurance button color coding to highlight measure part-time - blue to easily identify them.
- **Setup ACA Rate** – widened the factor 1 field to display a long factor. Added in the limit value rows for ACA rates in 2023.

Jan renew plan affordability amount = \$103.28 (13590 X 9.12% /12)

*Feb-Dec renew plan affordability amount = \$108.83 before the renew month (13,590 X 9.61% /12)
= \$110.80 after the renew month (14500 X 9.12% /12)*

- **1094B Statistics and 1094C Statistics**– Fixed the form counts to be more accurate and list past employees terminated as the final status during the year, not just during the year.
- **Verify ACA Form Data** – will now allow the window to process using groups. Each group can be saved and then processed at the end. A new error will block final processing until all rows are complete. Added an Emps missing forms button to make sure no one is missed.

Employee Management

Assignments

Reports

- **Seniority w/Assignment Info**- When columns are removed and printed, it will no longer display those columns on print.

Permissions

- **Create/Maintain Non-emp** – When data is modified in this window, it will not reset the eR password for the Nonemployee being updated.

SMART Communication

- **Setup Workflows**-reworked the TimeTracker setting to include location and group filters. Also added in employee ids if they have a SMART eR role to the default list. Double-click on id to get entire list of employees.

Personnel

Employee Personnel Forms

- **New Hire** – Gives warning to manually report New Hires or to rerun the MN New Hire Report if a new hire was entered prior to the start and stop dates on the next open calendar (calc flag=N).
- **Rehire Employee** - Gives warning to manually report New Hires or to rerun the MN New Hire Report if a new hire was entered prior to the start and stop dates on the next open calendar (calc flag=N).

TimeTracker

TimeTracker Setup

- **Setup District Configuration** – now sorts most current row to the top.
- **Setup Employee Group Details**
 - **Pay tab** -Added an “Insert Multiple” button at the top of the tab; similar to the top right box in the Setup TimeTracker Locations window for easy setup. Double-click for entire pay code list is now sorted by pay code, description alphabetically.

-
- **TimeOff tab** -Added an “Insert Multiple” button at the top of the tab; similar to the top right box in the Setup TimeTracker Locations window for easy setup.
 - **Setup TimeTracker Locations** – the resync button will now only be enabled if there are additional locations to setup here. Added a new option to temporarily stop IP restrictions (if there is a snow day, but there are online classes or if the district is having network issues). It will track an audit trail of how long they were temporarily turned off.
 - **Setup Supervisors** – fixed an error that sometimes triggered when clicking in the guide list on the right side. Also, an issue with inactivating a supervisor when the location is set to ALL. Will now show supervisor’s people if they only have overrides.

Reports

- **Employee Setup Errors** – removed some false error messages, because it was setup on the group, just not overridden on the employee.

TimeTracker Processing

- **Employee TimeTracker Settings**
 - **Emp Group/TimeTracker Settings tab:**
 - **Location tab:** Location dropdown is now creating an active list from payroll. In some cases, schools are just using All for Locations and do not need to define them all for TimeTracker. That would cause this dropdown to be blank.
 - **Pay tab:** Double-click for entire pay code list is now sorted by pay code, description alphabetically.
 - **Schedule tab:** fixed a saving issue when trying to override the schedule.
- **Timecard Import** – enabled print proofing icon in this window.
- **TimeOff Activity-File Import** - Add a sort radio button. Default Employee Name (like it currently is), but also give a TimeOff Plan (like it used to be prior to 22.2) option.
- **ACA Import**
 - Disabled the TimeTracker Import button if there are no ACA pay codes set to option import.
- **Third Party Import**
 - Added a scrollbar and distinct employee count to the top.
 - The Import already happened message was misleading in some cases. It really was that the employee had time in TimeTracker and was trying to import a leave request for the same date and time from the other system. It now has its own message: “ID” on “date time” already has an entry in TimeTracker. *It would need to be deleted from the file to continue.*
 - Changed Time display to standard instead of military.
 - If you click on the dropdown list box, the emp display description would change to the ref_id. It now stays.
 - Files with blank rows at the end will automatically be deleted as it was causing files not to import and was hard for districts to find.

Reports

- **Employee Group Overrides**
 - Added employee count to the bottom of the report.
 - Fixed the No Emp Group retrieval to pick people that have a blank emp group row.
 - Added an Override Only retrieval argument. If Y, it will only show overridden rows for easier proofing.
- **Employee Group-Pay Code Overrides**
 - Added employee count to the bottom of the report.
 - Fixed the No Emp Group retrieval to pick people that have a blank emp group row.
 - Added an Override Only retrieval argument. If Y, it will only show overridden rows for easier proofing.

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- If no dates are entered, all history is retrieved. If dates are entered, it will filter by the criteria. To get as of today, enter today's date in the start date field.
 - **Employee Group-TimeOff Code Overrides**
 - Added employee count to the bottom of the report.
 - Fixed the No Emp Group retrieval to pick people that have a blank emp group row.
 - Added an Override Only retrieval argument. If Y, it will only show overridden rows for easier proofing.
 - If no dates are entered, all history is retrieved. If dates are entered, it will filter by the criteria. To get as of today, enter today's date in the start date field.
 - **Employee Location Overrides**
 - Added employee count to the bottom of the report.
 - Fixed the No Emp Group retrieval to pick people that have a blank emp group row.
 - Added an Override Only retrieval argument. If Y, it will only show overridden rows for easier proofing.

SMART eR

1) **Browsers Supported:**

- **Firefox** –
Support versions 102+
- **Google Chrome**
110 warn to upgrade browser
Support versions 111+
- **Edge**
109 and under block
Support Edge 110+
- **Safari**
Under 15 warn to upgrade browser
Support versions 15.0 and up

- 2) **Web clock** – IP Restrictions can now be temporarily stopped in HR. Implemented this functionality into the clock.

My Payroll

-
- **Pay Stub** – always displayed current name, even on past pay stubs. Fixed a problem with Lump sum checks not displaying correctly.
 - **Direct Deposit** – Will now block routing numbers connected to Venmo and PayPal. Added bank description to the routing number listed, when a routing number is not recognized, it will give a warning saying “This routing number does not exist. Are you sure your routing number is correct?” If no, return so they can fix, if yes, ask them for a Bank Name.
 - **View Hours** -Added type legend to window. Added employee name to the Timesheets print option. Added an “All Notes” checkbox at top of grid, default unchecked. If they check it, it would open all notes in yellow on screen.

My Requests

-
- **Reimbursement Entry**
 - Distribution page - account code edit will check the distribution rows.
 - When attaching a file, a message will appear if the file size is too big.
 - Denied reimbursements can now be copied to a new one to fix problems for resubmitting.

Responsibilities

- **Proxy** – The role was not always getting retrieved correctly. This has been corrected.

Approvals

TimeTracker

- **View Hours-Supervisor**
 - Added type & Status legend to window.
 - When a supervisor splits the segment, the break automatically applies to the first segment. Now it is smart enough to follow the break rule.
- **View TimeOff Request-Supervisor**
 - Calendar - Fixed a problem where the second approver wasn't getting an email when supervisors are approving in order.
- **Process Period** - will now display employees that are still clocked in for the time being processed so they can be fixed prior to the process running. Fixed an issue with days not being converted back correctly to import in TimeOff.
- **Mass Add Hours** – if a location is chosen at the top, it now will autofill at the bottom since only one can be chosen at a time.

Hours reports

- **Complete Hours** – Added the day of the week Monday, Tuesday, Wednesday, etc. so, they can easily see what the date refers to. Added a retrieval for only notes – to show only the rows with notes on them.
- **Import Hours Summary** – now takes into account the conversion units.
- **New Report: Complete Hours Summary** – report to show totals for pay code and the different employee display descriptions tied to it.

TimeOff reports

- **New Report: TimeTracker Balance-Date Range** – report to show supervisors negative balances instead of needing to go in one employee at a time. Any TimeOff code with MISC will automatically be removed from this report.

Setup

District Forms – fixed the copy button.

Recommended resolution for SMART: 1366 x 768

Region V Holidays:

Monday, May 29

Monday, July 3

Tuesday, July 4

Federal Holidays:

Monday, May 29

Monday, June 19

Tuesday, July 4