



# SMART Finance

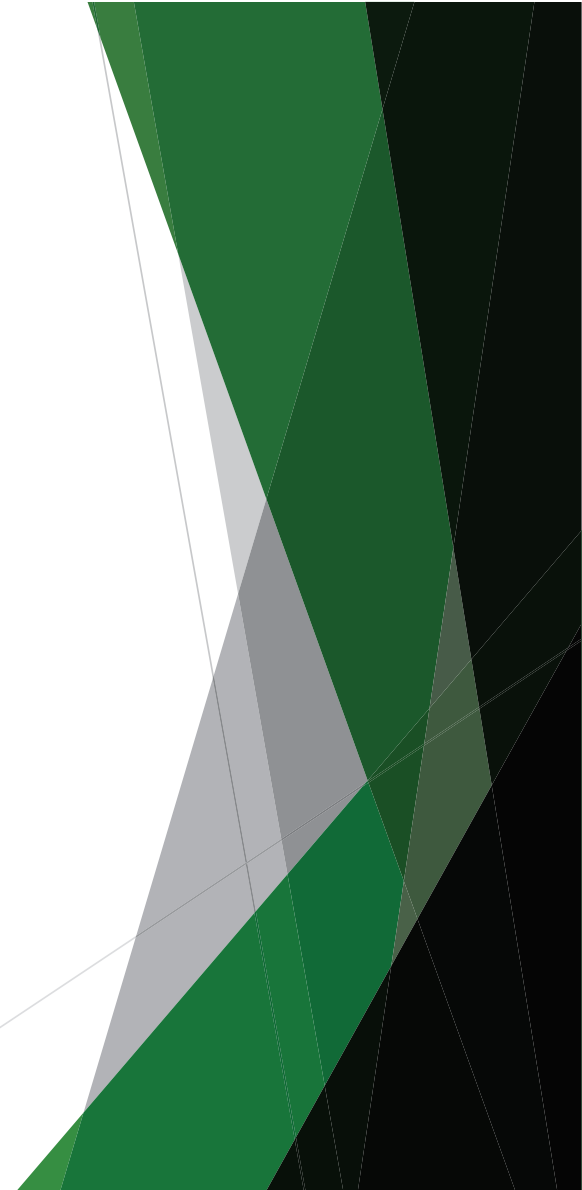
SMART Systems Development  
Stefanie Sylte

Recording of this presentation on a device with AI is NOT allowed!  
Copies of slides will be available from the Region after the presentation.



# Today's Agenda

- SMART Finance is changing
  - Random Reminders
  - Coming Soon...
  - Questions





The background features a large, light green trapezoidal shape on the left side, which transitions into a series of overlapping, darker green and black geometric shapes on the right. These shapes include triangles and polygons, some of which are semi-transparent, creating a layered effect. The overall composition is modern and abstract.

**SMART Finance is changing...**



# Thank you!!!

We heard you last year!!

We really appreciate your feedback,  
emails, videos, suggestions and follow-up  
responses to the regions!





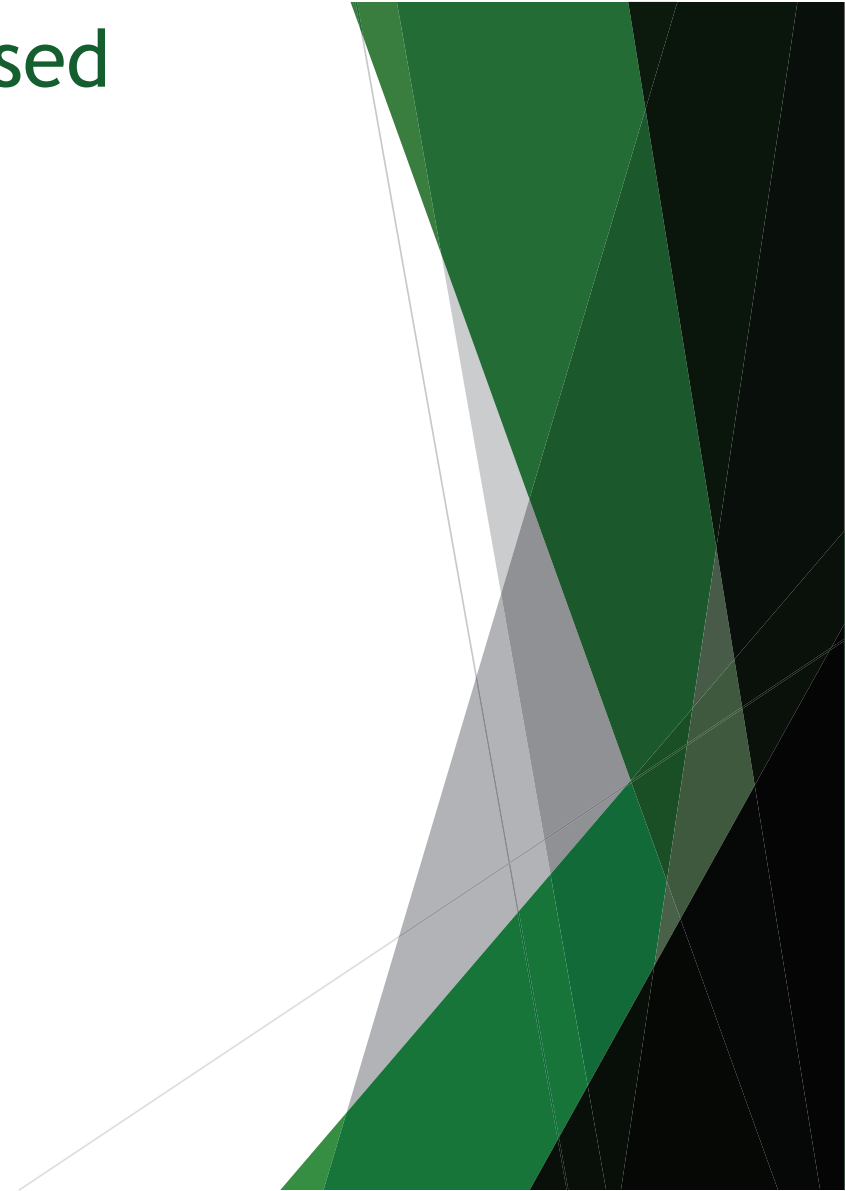
# Standardizing Reports

District # 0					ISD #		Page 7 of 143		
					Detail Payment Register By Check		3/24/2025 4:47 PM		
Check Number: 0-2147483647					Payment Date: 7/1/2024-3/31/2025		Period: 202501-202509		
							Void Status: N		
Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
1	52042	97500		NORTHERN MN DENTAL				Check	
			B 01	215 235				\$4,470.90	
PO#:	Voucher #:	38892	Invoice	Invoice No: JULY2024		7/17/2024		Paid Amt:	\$4,470.90
								Check Amount:	\$4,470.90
1	52043	1127		OFFICE DEPOT				Check	
			E 01	005 110 000 000 401				\$7.29	
PO#:	Voucher #:	38877	Invoice	Invoice No: 370216614002		7/17/2024		Paid Amt:	\$7.29
								Check Amount:	\$7.29
1	52044	1218		PIONEER				Check	
			E 01	005 810 000 000 410				\$762.00	
			E 01	005 810 000 000 410				\$35.90	
			E 01	005 810 000 000 410				\$34.25	
PO#: 1632	Voucher #:	38876	Invoice	Invoice No: INV928325		7/17/2024		Paid Amt:	\$832.15
								Check Amount:	\$832.15
1	52045	3250		PROJECT LEAD THE WAY INC				Check	
			E 01	300 371 000 830 406				\$3,200.00	
			E 01	300 371 000 830 406				\$950.00	
			E 01	100 371 000 000 406				\$950.00	
PO#:	Voucher #:	38897	Invoice	Invoice No: FY2025		7/17/2024		Paid Amt:	\$5,100.00
								Check Amount:	\$5,100.00



# Removing columns not needed or used

- Windows
- Reports
- Report Retrieval Arguments





# Required fields will be easier to identify

Voucher 03/24/2025 202509 - New Mode

Voucher

Additional Information

Payment Information

Batch

Status

Open

Voucher No

999999999

Not Posted

No Route

✓

Notes

\* Type

Invoice

\* Vendor

PO No

\* Group

1

\* Inv Date

03/24/2025

\* Invoice No

Terms

Loc

BUSGAR

Due Date

00/00/0000

W9-Date:

00/00/0000

Remit To

Comment

Copy Comment to Description

1099 Key

Payment Type

Vendor Acc

Separate Check ?

PO Comment

PO Vendor

Seq	Adj	Multi	SKU	Description	Units	U. Type	Rate	Discount %	Total Cost	L	Fd	Org	Pro	Crs	Fin	O/S	Type	Location	Period	Tax	Tax Type	Tax Line	Pay Disc	JE Code	ID
1	No				1.00		0.00	0.00%	0.00								F	BUSGAR	202509	No		No	Yes		206
2	No				1.00		0.00	0.00%	0.00								F	BUSGAR	202509	No		No	Yes		206
3	No				1.00		0.00	0.00%	0.00								F	BUSGAR	202509	No		No	Yes		206
4	No				1.00		0.00	0.00%	0.00								F	BUSGAR	202509	No		No	Yes		206

0.00

Transfer...

Distribution

Adjustments

Account Analysis



# Enhanced Search Boxes

Vendor Search

Name	Alt Name	Alt Code	City	State	Code	Group	Vend
2ND GEAR			COSTA MESA	CA	2994	1	N
2ND WIND EXERCISE EQUIPMENT	DBA Johnson Fitness & Wellness		COTTAGE GROVE	MN	3335	1	N
321 ART STUDIO	AMY M. LUCAS		CHISHOLM	MN	2563	1	N
A-1 REFRIGERATION			HIBBING	MN	2198	1	N
A-1 SERVICES, INC			EVELETH	MN	00210	1	N
AARON DONAIS			ELY	MN	2692	1	N
AARON JAMNICK			HIBBING	MN	3438	1	N

<

>

Clear All

New

Select

Cancel



# Autosizing on windows

EditSelectMessagesOutputHelp

Voucher 03/24/2025 202509 - New Mode

Voucher

Additional Information

Payment Information

Batch

Status

Open

Voucher No

999999999

Not Posted

No Route

✓

Notes

\* Type

Invoice

\* Vendor

PO No

\* Group

1

\* Inv Date

03/24/2025

\* Invoice No

Terms

Loc

BUSGAR

Due Date

00/00/0000

W9-Date:

00/00/0000

Remit To

Comment

Copy Comment to Description

1099 Key

Payment Type

Vendor Acc

Separate Check ?

PO Comment

PO Vendor

Seq	Adj	Multi	SKU	Description	Units	U. Type	Rate	Discount %	Total Cost	L	Fd	Org	Pro	Crs	Fin	O/S	Type	Location	Period	Tax	Tax Type	Tax Line	Pay Disc	JE Code	ID	Requester Name	FA Category	FA N	
1	No				1.00		0.00	0.00%	0.00								F	BUSGAR	202509	No		No	Yes		206	SERRANO, STACEY			
2	No				1.00		0.00	0.00%	0.00								F	BUSGAR	202509	No		No	Yes		206	SERRANO, STACEY			
3	No				1.00		0.00	0.00%	0.00								F	BUSGAR	202509	No		No	Yes		206	SERRANO, STACEY			
0.00																													

Transfer...

Distribution

Adjustments

Account Analysis



# Reducing clicks and steps to do processes

edit

select

messages

Output

help

Voucher 03/24/2025 202509 - Edit Mode

Voucher

Additional Information

Payment Information

Voucher Number

39862

Payment Date

03/04/2025

Amount To Be Paid

.00

Discount Date

03/04/2025

Paid Amount

1,574.08

Discount Basis

1,574.08

Discount Lost

0.00

Discount Taken

0.00

Pay No	Bank	Check No	Date Paid	Pay Type	Amount	Disc Taken
31603	1	52763	03/04/2025	Check	1,574.08	0.00
Total					1,574.08	0.00

Detail

Seq	Adj	Multi	SKU	Description	Units	U. Type	Rate	Discount %	Total Cost	L	Fd	Org	Pro	Crs	Fin	O/S	Type	Location	Period	Tax	Tax Type	Tax Line	Pa	
1	No			Custodial Supplies	1.00	▼	1,574.08	0.00%	1,574.08	E	01	005	810	000	000	410	F	L1	202509	No	▼	No	▼	Ye

1,574.08

Transfer...

Distribution

Adjustments

Account Analysis



# Copy icon replaced the buttons

Finance

Payroll

Agency

HR

TimeTracker

Actions

Report Actions

Window(2)

Region

Help

New

Copy

Insert Row

Save

Delete Row

Sort

Delete All

Query

Find/Retrieve

Refresh

Show/Hide

In Tray

Webpage

Route

Workflow

Save To File

Print

Print Proofing Data

Extract

Print Screen

Help

Help

Create

Edit

Select

Messages

Output

Help

Finance - Accounts Payable

Accounts Payable

Windows

Voucher

Voucher Summary

Voucher Detail Summary

Voucher Overbudget Summary

Voucher Void

Voucher Status Change

Import Vouchers

Recurring Voucher

Recurring Voucher Generation

Recurring Voucher Summary

Prepay Voucher

Prepay Voucher Detail Summary

Payment Approval

Payment Generation

Payment Summary

Payment Detail Summary

Payment Void

Payment Print Status Update

Manual Payment

AP Journal Entry Posting

Prepay AP JE Posting

Reports

Cash Past Due

Cash Past Due with Detail

Check Printing

Check Register by Bank and Check

Check Register by Vendor

Check Remittance Printing

Voucher 03/24/2025 202509 - Edit Mode

Voucher

Additional Information

Payment Information

Batch

250901

Status

Paid

Voucher No

39862

Not Posted

No Route

Notes

\*Type

Invoice

\*Vendor

2287

PO No

\*Group

1

\*Inv Date

03/04/2025

\*Invoice No

FEB 2025

DALCO

PO BOX 64777

ST. PAUL MN 55164-0777

Terms

RECEIPT

Loc

L1

Due Date

03/04/2025

Remit To

W9-Date:

00/00/0000

Comment

Copy Comment to Description

1099 Key

Payment Type

Check

Vendor Acc

Separate Check ?

PO Comment

PO Vendor

Seq	Adj	Multi	SKU	Description	Units	U. Type	Rate	Discount %	Total Cost	L	Fd	Org	Pro	Crs	Fin	O/S	Type	Location	Peri
1	No			Custodial Supplies	1.00		1,574.08	0.00%	1,574.08	E	01	005	810	000	000	410	F	L1	202

Transfer...

Copy


Voucher was copied

OK




# Extra Copy options are still available


## *Example: Journal Entry*

 Journal Entry - Edit Mode

Batch  Company   
JE Type  Status   
Period  User ID   
Source  Reference   
Description   
Copy Description to Detail ☐

No Route ☒ 

Rev Period   
Rev Code

 Copy Journal Entry

Copy as is ☒  
Reverse Debit and Credit amounts ☐  
Clear dollar amounts ☐

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Type	Debit	Credit	Description	Account Description
0	B	01	121	000				F	77,000.00	.00		Due From Mn Dept of Ed
0	R	01	005	000	000	000	211	F	.00	77,000.00		General EducAid

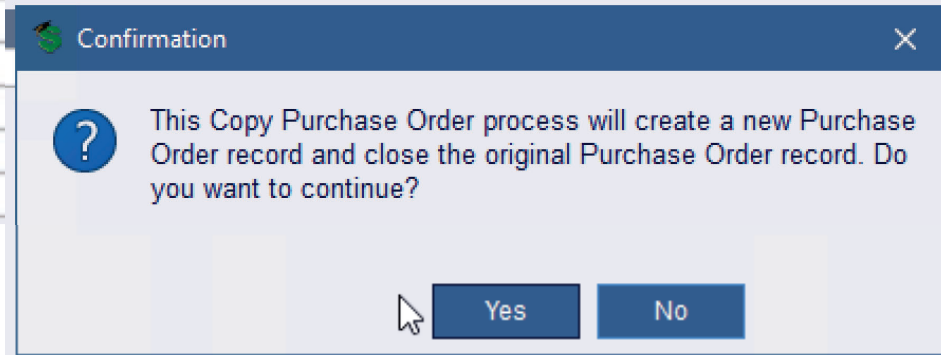


*Coming  
Soon*

## Purchase Order - Copy icon

No, we didn't forget...coming in May

Seq	No	Prt	Multi	Bdgt	Copy	Status	SKU	Description	Units	U.Type	Rate	Discount %	Total Cost	Loc	Co	L	Fd	Org	Pro	Fin	O/S	Crs	Type	Pe
1	<input type="checkbox"/>				<input type="checkbox"/>	Closed	M1	Manager IT Services	1.00	EA	2,000.00	0.000%	2,000.00	L1		E	01	005	257	000	305	000	F	20
2	<input type="checkbox"/>				<input type="checkbox"/>	Closed	M1	Manager IT Services	1.00	EA	2,600.00	0.000%	2,600.00	L1		E	01	005	257	000	305	000	F	20
3	<input type="checkbox"/>				<input type="checkbox"/>	Closed	M1	Manager IT Services	1.00	EA	2,600.00	0.000%	2,600.00	L1		E	01	005	257	000	305	000	F	20
4	<input type="checkbox"/>				<input type="checkbox"/>	Closed	M1	Manager IT Services	1.00	EA	2,600.00	0.000%	2,600.00	L1		E	01	005	257	000	305	000	F	20
5	<input type="checkbox"/>				<input checked="" type="checkbox"/>	Open	M1	Manager IT Services	1.00	EA	2,600.00	0.000%	2,600.00	L1		E	01	005	257	000	305	000	F	20
6	<input type="checkbox"/>				<input checked="" type="checkbox"/>	Open	M1										01	005	257	000	305	000	F	20
7	<input type="checkbox"/>				<input checked="" type="checkbox"/>	Open	M1										01	005	257	000	305	000	F	20
8	<input type="checkbox"/>				<input checked="" type="checkbox"/>	Open	M1										01	005	257	000	305	000	F	20
9	<input type="checkbox"/>				<input checked="" type="checkbox"/>	Open	M1										01	005	257	000	305	000	F	20
10	<input type="checkbox"/>				<input checked="" type="checkbox"/>	Open	M1										01	005	257	000	305	000	F	20



Confirmation

?

This Copy Purchase Order process will create a new Purchase Order record and close the original Purchase Order record. Do you want to continue?

Yes No



# Not allowing bad data in the first place

## *Example: Phone numbers*

Vendor 03/24/2025 202509 - New Mode

Vendor   Payment Information   Tax Information   Summary

Group  Vendor Code

Name

Terms Code

Category  Payment Group

Classification  Payment Type

Separate Check ?   Vendor Marker Code

Vendor Account

Comments

Contact/Phone/Fax

Email

Co L Fd Org Pro Crs Fin O/S Type

Default Account

W-9   ST3   Address   1099   Direct Pmt   Direct Pmt Info

☒ Only Active Data



# Not allowing bad data in the first place

## Example: Voucher Adjustments

Voucher 03/24/2025 202509 - Edit Mode

Voucher Additional Information Payment Information

Batch: 250802 Status: Paid Voucher No: 39804 Posted: No Route ✓ Notes

\* Type: Invoice \* Vendor: 61915 PO No: 1821

\* Group: 1 \* Inv Date: 02/20/2025 \* Invoice No: SO-092516

Terms: RECEIPT Loc: L1 Due Date: 02/20/2025

W9-Date: 00/00/0000 Remit To: HARDWOODS INC

Comment: Copy Comment to Description

1099 Key: Payment Type: Check Vendor Acc:

Separate Check ? PO Comment: Attn: Matt Door #11 218-735-8271

PO Vendor: 61915 HARDWOODS INC

Seq	Adj	Multi	SKU	Description	Units	U. Type	Rate	Discount %	Total Cost	L	Fd	Org	Pro	Crs	Fin	O/S	Type	Location	Period	Tax	Tax Type	Tax Line	Pay Disc	JE Code	ID
1	No		M	White Ash 3/4"	155.00	EA	4.30	0.00%	666.50	E	01	300	399	908	833	430	F	HS	202508	No		No	Yes	12525	890
2	No		M	Pine 3/4"	77.00	EA	5.15	0.00%	396.55	E	01	300	399	908	833	430	F	HS	202508	No		No	Yes	12525	890
3	No		M	Shipping	1.00	EA	50.00	0.00%	50.00	E	01	300	399	908	833	430	F	HS	202508	No		No	Yes	12525	890

1,113.05

Transfer... Distribution Adjustments Account Analysis



# Validation

Validation Messages

District # 0

ISD #  
Messages

Page 1 of 1  
03/25/2025  
5:00 PM

Serious Errors Description	Column	Seq/Row	Message
Invalid Entry	Account	1	Detail: Invalid GL Account 0712 NULL NULL NULL NULL NULL NULL NULL F
Required Field	Invoice No		Invoice No is missing
Required Field	Vendor		Vendor is missing

Return

Print



# Imports

Import Receipts 03/24/2025 202509

Generation Criteria

Batch

Deposit Control

Description

Period

Date

Receipt Description

Layout Type

Default

A

B

C

D

import

View Layout

Export Template

Drag File Here

To Import the file click on the import button, or drag the file into the box to the left.

Receipts Default File Layout		
Column Number	Column Name	Column
1	rct_type	char(1)
2	rct_cus_cd	char(10)
3	rct_pmt_type	char(1)
4	rct_check_no	char(10)
5	rctd_cr_seg	char(1)
6	rctdet_rctd_amt	dec(12,2)
7	rctdet_rctd_desc	char(10)

Creating an Import File

To import receipt information into Finance, use the file format in the table below:

	Description	Field name (within SMART Finance>Import Setup)	Notes
Column A*	Type	rct_type	C=Credit; D=Debt
Column B*	Customer Group/Code	rct_cus_cd	Customer Group is a single Any character. Customer Code is an Any character with a

NOTICE All rights are reserved. This documentation was compiled under a cooperative effort of ESV Regions 1-5 and is meant to assist districts in successfully using the software. This material may not be reproduced or disseminated to any nonmember entity without the express written permission of a Region 1-5 director. If you have questions regarding the interpretation of information contained within this documentation, or discover a discrepancy in the documentation or in the Software, please let us know in the Help|Give Feedback option in the software or contact your Regional support staff.

This documentation was prepared based upon the intended functionality of the software, and in no way represents a warranty or representation, either express or implied, with respect to the software, its quality, performance, or fitness for a particular purpose. This documentation is to be used as reference material regarding the intended functionality of the software, and as such, ESV Regions 1-5 are not responsible for incorrect user interpretations of the documentation or resulting bad data within the software that may be a result of incorrect interpretation of this documentation.

Page 3

SMART Systems

v24.3.1 -2/5/25

			max of 10 characters. The format must be GroupCode. (i.e. 1654321 with '1' as the group and '654321' as the code. Must be a valid/active Customer Group/Code combination on SMART Finance.
Column C*	Pmt Type	rct_pmt_type	AC=Direct Payment; CA=Cash; CC=Credit Card; CH=Check; WX=Wire
Column D*	Refer #	rct_check_no	Alphanumeric field with a max of 20 characters. This must be a unique value otherwise an error on import will occur.
Column E*	Account Code	rctd_cr_seg	Contains the 18 digit account code with without any separating characters. (Example - R01300292000050000) Must be a valid/active Account Code.
Column F*	Amount	rctd_amt	12,2-Twelve numbers are allowed before the

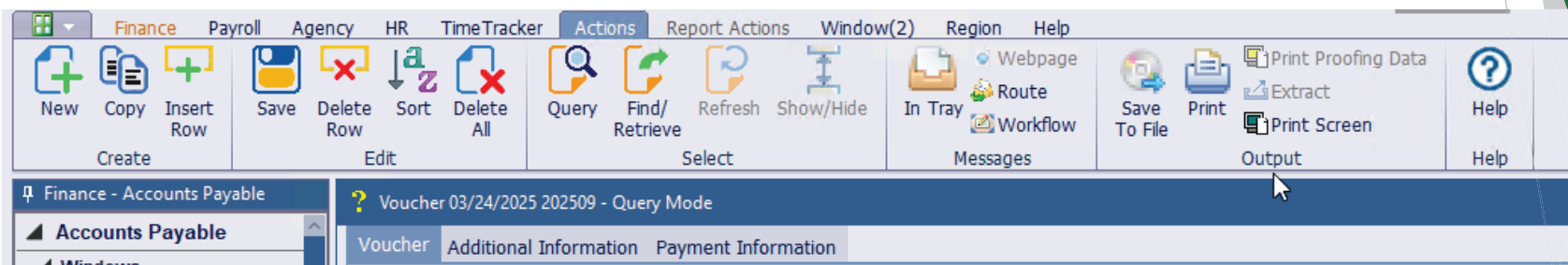
File Home Insert Draw Page Layout Formulas Data Review View Help			
Clipboard Font Alignment			
C4			
1	Type C=Credit D=Debit	Customer Group/Code	Pmt Type CS=Cash CH=Check W=Wire
2			
3			
4			



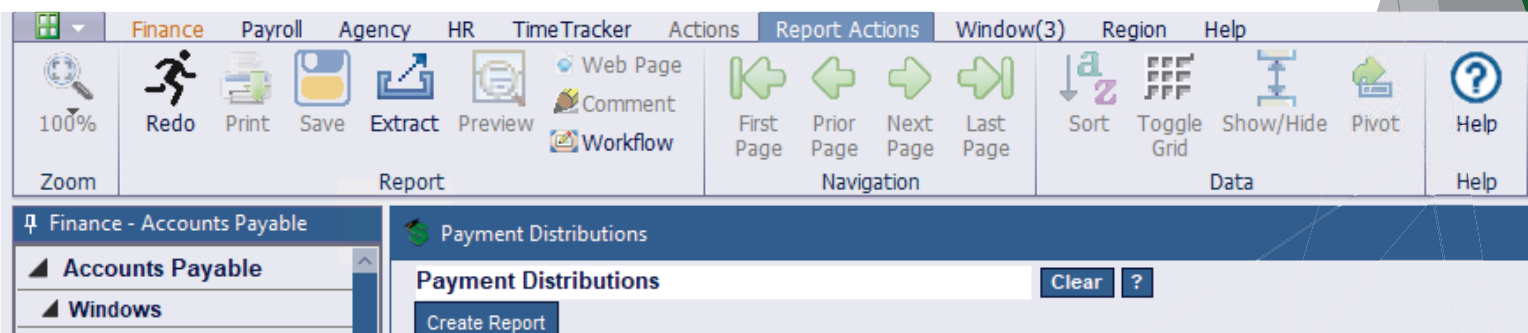
# SMART Finance Help



New:



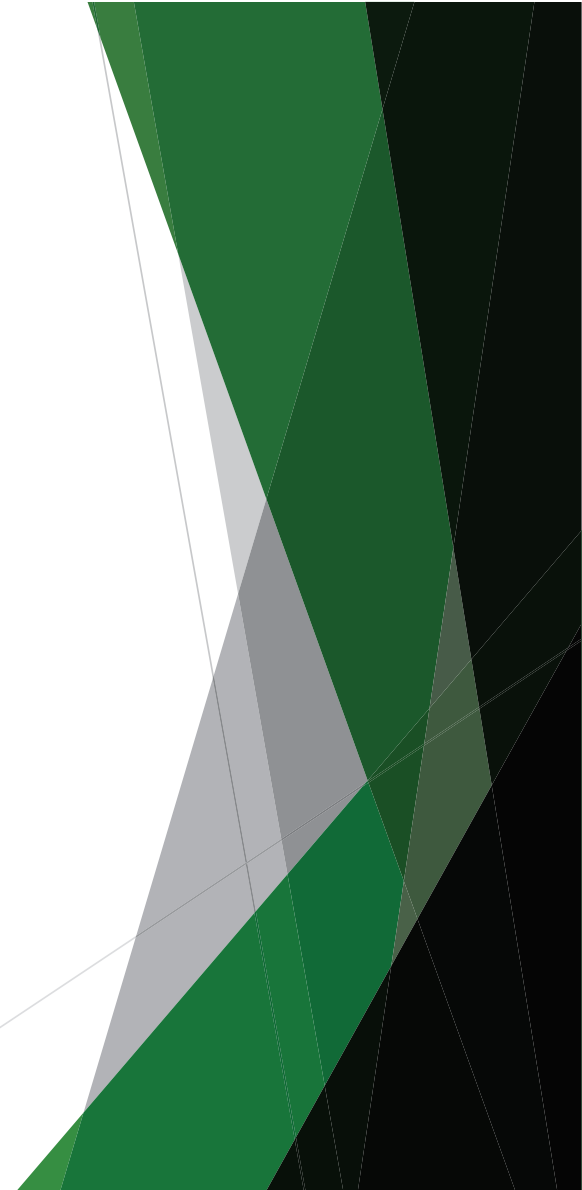
Fixed:





# Today's Agenda

- SMART Finance is changing
  - Random Reminders
- Coming Soon...
- Questions



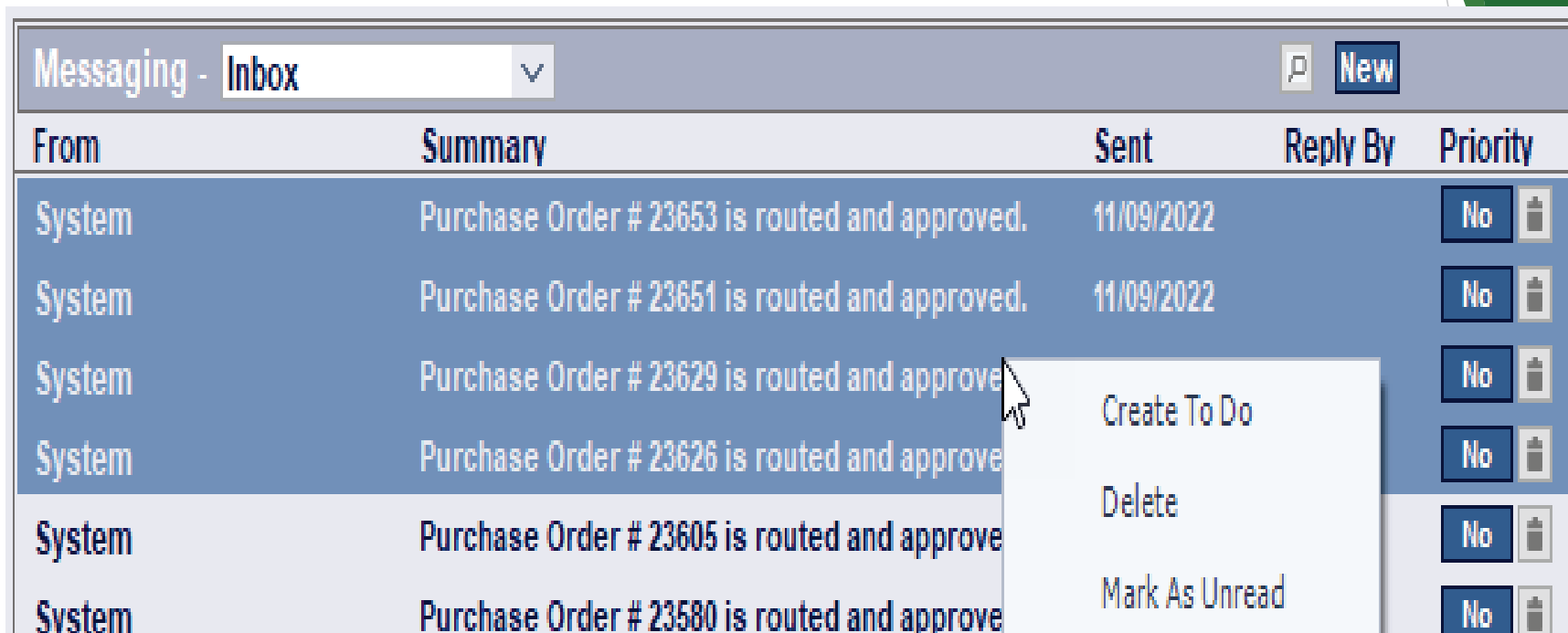


The background is a gradient of green, transitioning from a darker shade on the left to a lighter, almost white glow in the center. On the right side, there are several overlapping, semi-transparent geometric shapes in various shades of green and black, creating a layered, abstract effect. A bright, circular light source is positioned in the upper-middle part of the image, casting a soft glow across the green gradient.

Random Reminders...



# Too many messages?



Messaging - **Inbox** New

From	Summary	Sent	Reply By	Priority
System	Purchase Order # 23653 is routed and approved.	11/09/2022	No	
System	Purchase Order # 23651 is routed and approved.	11/09/2022	No	
System	Purchase Order # 23629 is routed and approved.		No	
System	Purchase Order # 23626 is routed and approved.		No	
System	Purchase Order # 23605 is routed and approved.		No	
System	Purchase Order # 23580 is routed and approved.		No	

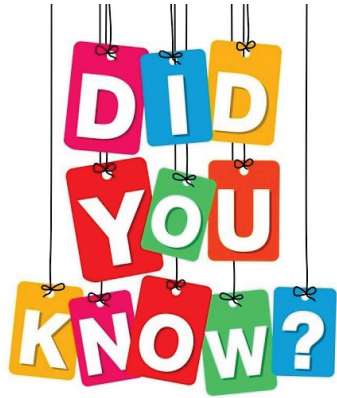
Create To Do

Delete

Mark As Unread

Use CTRL or Shift key to select messages; right click to access the Delete function





## Vouchers entered now have a Source of AP?

? Voucher Summary 03/24/2025 202509 - Query Mode

Batch	Grp	Vendor	Remitto	Vendor Name	Alt Name	Voucher	Status	Amount	Paid Amount	Balance	Inv Date	Invoice No	PO No	Comment	Source
															AP
															IMP
															PO
															REC
															SHR

AP = Accounts Payable

IMP = Imported Vouchers

PO = Created from a PO

REC = Recurring Voucher

SHR = Created from SMART HR



# Batch window now retrieves by the function

Voucher 03/25/2025 202509 - New Mode

Voucher Additional Information Payment Information

Batch  Status Open  Voucher No 999999999 Not Posted

\*Type Invoice  \*Vendor  PO No

\*Group 1  \*Inv Date 03/25/2025  \*Invoice No

Terms  Loc 005  Due Date 00/00/0000

W9-Date: 00/00/0000 Remit To

Comment

1099 Key

Separate Check ☐

PO Vendor

Batch Search

Employee	Date	BatchNo	Description
6907	03/11/25	2509JH	MARCH 2025 PAYMEN
6907	02/14/25	2508JH	FEBRUARY 2025 PAYM
6907	01/15/25	2507JH	JANUARY 2025 PAYME
6907	12/13/24	2506JH	DECEMBER 2024 PAY
6907	11/05/24	2505JH	NOVEMBER PAYMENT
6907	10/15/24	2504JH	OCTOBER 2024 PAYM
6907	09/13/24	2503JH	SEPTEMBER 2024 PA

New

Purchase Order 03/25/2025 202509 - New Mode

Purchase Order PO Comments

Batch No.  Company 6079  PO No. 999999999

Status  PO Date 03/25/2025

Vendor

Date

Date

Ship

Comm

Ven C

Seq M

1

Batch Search

Employee	Date	BatchNo	Description
----------	------	---------	-------------

New

Select

Cancel



# AP Reports | Voucher Detail by Vendor Address

*Relatively recent report added*

District #

Whizbang Public Schools

Page 1 of 1

Voucher Detail by Vendor Address

11/20/2024

10:51 AM

Starting Voucher Number: 0

Ending Voucher Number: 999999999

Account Type: F

Start Period: 202505

End Period: 202505

Batch	Vo	St Ty Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Fin	O/S	Crs	Prd	Dist %	Units	Rate	Disc %	Amount	
1	8698	33 & WEST		123 Sunny Street				Somewhere					CA	12345					
	94828	Testing 1				11/12/2024		TEST 1											
		O I Testing 1			AG	B	01	101	000				202505	100.00%	1.00	0.00	100.00%	0.00	
																		Voucher Total	0.00
	94829	Testing 2				11/12/2024		Testing 2											
		O I Testin 2			AG	B	01	101	000				202505	100.00%	1.00	0.00	100.00%	0.00	
																		Voucher Total	0.00
ME	94832					10/30/2024		1234											
		O I Gear			AG	E	01	005	760	720	402	000	202505	100.00%	1.00	100.00	100.00%	100.00	
																		Voucher Total	100.00
	94833					11/20/2024		8888											
		O I Gear			AG	E	01	005	760	720	402	000	202505	100.00%	1.00	100.00	100.00%	100.00	
																		Voucher Total	100.00
																		Vendor Total	200.00













# Summary Window reminders

## Additional Query functions


In summary and most entry windows, when in **Query Mode**, clicking the **Find/Retrieve**  icon will retrieve all available data. Caution that can be many, many rows of information. The data returned can be limited by entering parameters in various field(s) before clicking on **Find/Retrieve**. **Example:** Enter 202301 in the *Period* field of the *Journal Entry Summary* screen and only July 2023 journal entries will be retrieved.


1. Most windows open in Query Mode (see top of window), if not, click on the **Query**  icon.
2. Enter the information to search by in the appropriate field(s).

**NOTE:** For example, if the exact name of a vendor is not known, use the “like %” statement. The percent sign % is a wildcard that encompasses all possibilities. Example: The query Like %American% would result in a find of all vendors with the name American in it.





Listed below are other query statements.

% (Wildcard)	This function includes everything
Like xx%	The like function can only be used with alphanumeric fields and will list all first words starting with xx.
= (Equal to)	This function includes any values equal to the search criteria. <b>Example:</b> = 1000.
> (Greater than)	This function includes any item in the search criteria greater than the stated values. <b>Example:</b> > 100.
< (Less than)	This function includes any item in the search criteria less than the stated values. <b>Example:</b> < 100.
<> (Not equal to)	This function includes all items in the search criteria other than the stated value. <b>Example:</b> <> 100. <i>This includes all amounts above or below 100.</i>
>= (Greater than or Equal to)	This function includes all items greater than or equal to the stated search criteria. <b>Example:</b> >= 100 <i>would include all amounts equal 100 and greater than 100.</i>
<= (Less than or Equal to)	This function includes all items less than or equal to the stated search criteria. <b>Example:</b> <= 100 <i>would include all amounts less than 100 and equal to 100.</i>






 Voucher Summary

 Help

Help

	Batch	Grp	Vendor	Invoice No	PO No	Comment
		1	7063			
	V40110	1	1993			
	V40125	1	1078			
	V40110	1	1993			

Voucher Summary 03/28/2025 202509 - Query Mode

	Batch	Grp	Vendor	Invoice No	PO No	Comment
	V50110	1	8217	2561319		
		1	6454	25rdtyfuihj		
		1	7150	25rtyuolkjhg		
	V50124	1	6256	250506590591-0000		UTILITIES- GAS BILL / ST
	V50124	1	6256	250617324566-00001		UTILITIES- GAS BILL / ST

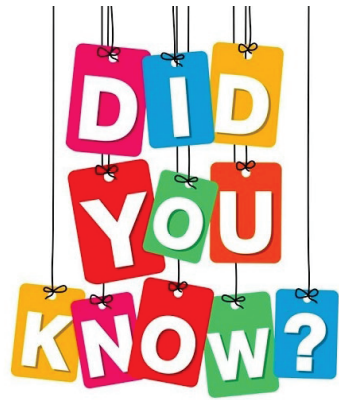
<

>

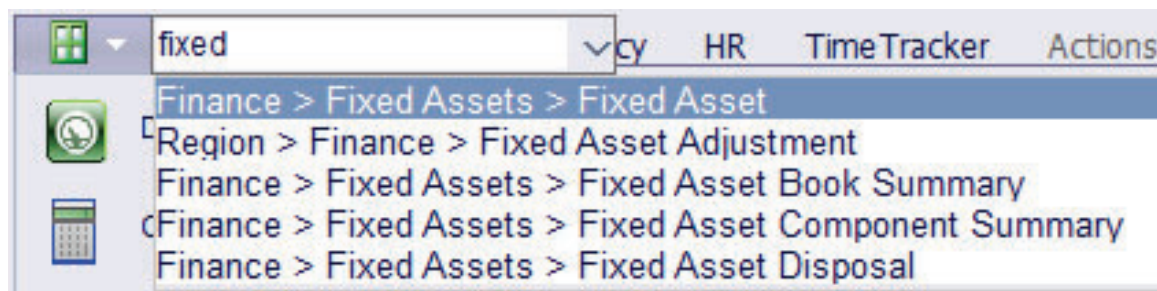
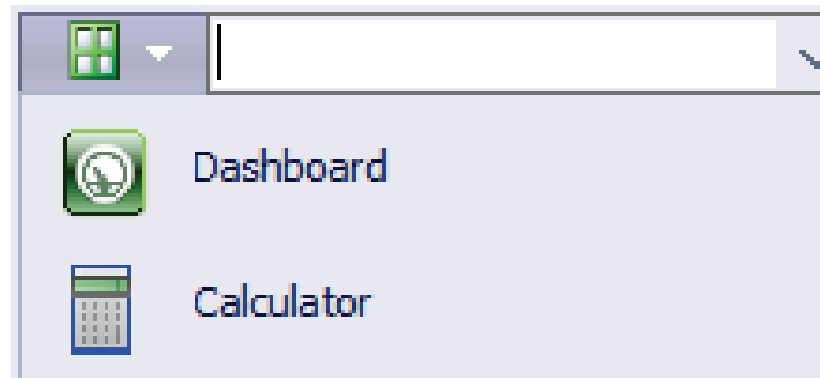
<

Reset Sort



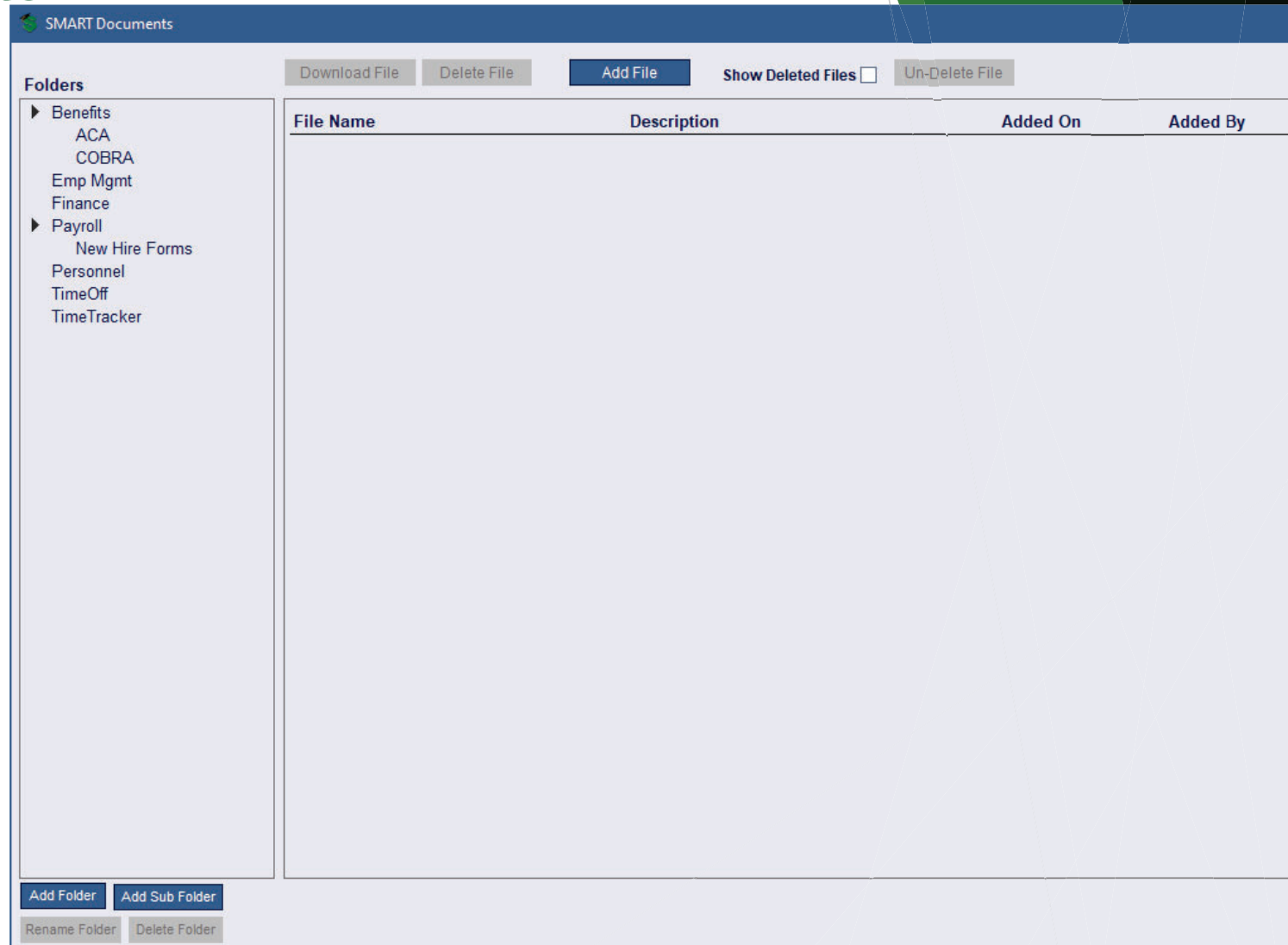
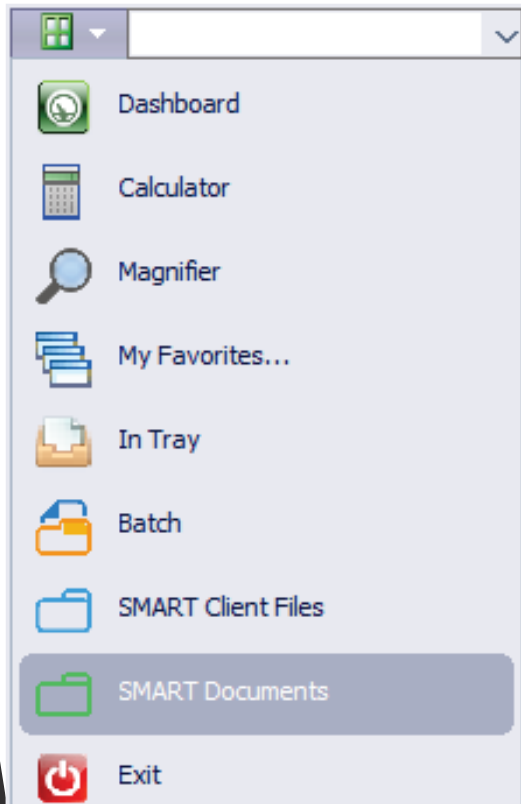


You can search for a window or report?





# SMART Documents



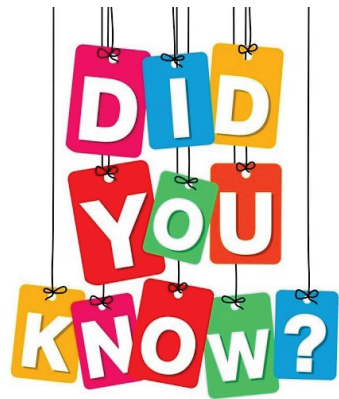




**Detail Comments** column was recently added...click on the column heading to sort

In query mode, use partial description or wildcard (%) to search





## AR-Reports | Invoice printing

### INVOICE

Number	Date	Page
20443	02/03/2025	Pg 1 of 2

Ext Invoice No Ref:

Bill To: ISD  
ATTN: BUSINESS OFFICE  
520 AVE. S.W.  
MN 55101

Ship To: ISD  
ATTN: BUSINESS OFFICE  
520 AVE. S.W.  
MN 55101

Email:  
February 2025 Assessments

Customer	Cus Phone	Cus Fax	Customer PO No	Sales Order No	Terms	Due Date
1-W					Net 30	03/05/2025

Units	Rate	Extended
1.00	3,943.25	3,943.25
1.00	439.38	439.38
1.00	3.00	3.00

SMART Finance Message

?

Did the invoices print successfully

YesNo





# How do I end many account codes due to MDE UFARS changes?

**Stop Account Codes - Edit Mode**

Comp L Fd Org Pro Crs Fin O/S  
6004 % 11 % 850 % % %

End Period for Account Codes Selected  
202414


Select account codes with no recent activity? ☐ Start account code period:

	Comp L	Fd Org	Pro	Crs	Fin	O/S	Type	Description	Class	Sub-Class	Start Period	End Period	
<input type="checkbox"/>	6004	E	11	005	850	000	000	570 F	Facility Leases (Assess Manual)	422	00	202201	202414
<input type="checkbox"/>	6004	E	11	005	850	000	000	896 F	TAXES, SPECIAL ASSMTS & INTERE	422	00	201201	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	305 F	FACILITY RESERVE CONSULT/SERVICE	461	00	201601	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	320 F	Telephone Systems	461	00	202201	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	335 F	Facility Reserve - Rentals	461	00	202201	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	350 F	REPAIRS AND MAINTENANCE	461	00	202101	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	401 F	FACILITY RESERVE GENERAL SUPPLIE	461	00	202001	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	405 F	NON-INSTRUCTIONAL SOFTWARE	461	00	202101	202414

☐ Select All Edit Update



# Account Codes with no activity?

 Stop Account Codes - Edit Mode

Comp L Fd Org Pro Crs Fin O/S      End Period for Account Codes Selected  
6004 % 11 % 850 % % %      202414

Select account codes with no recent activity? ☐ Start account code period:

	Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Type	Description	Class	Sub-Class	Start Period	End Period
<input type="checkbox"/>	6004	E	11	005	850	000	000	570	F	Facility Leases (Assess Manual)	422	00	202201	202414
<input type="checkbox"/>	6004	E	11	005	850	000	000	896	F	TAXES, SPECIAL ASSMTS & INTERE	422	00	201201	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	305	F	FACILITY RESERVE CONSULT/SERVICE	461	00	201601	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	320	F	Telephone Systems	461	00	202201	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	335	F	Facility Reserve - Rentals	461	00	202201	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	350	F	REPAIRS AND MAINTENANCE	461	00	202101	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	401	F	FACILITY RESERVE GENERAL SUPPLIE	461	00	202001	202414
<input type="checkbox"/>	6004	E	11	005	850	325	000	405	F	NON-INSTRUCTIONAL SOFTWARE	461	00	202101	202414

☐ Select All      Edit      Update



[illegible]





# Where did the Detail Payment Register by Vendor-page go?

**Detail Payment Register by Vendor**

**Detail Payment Register by Vendor** Clear ?

Create Report

**Report Control Number:** 92173

<b>Retrieval Argument</b>		<b>Value</b>	
Payment Batch	like		<span>Find</span>
Vendor Group	like		<span>Find</span>
Vendor Code	like		<span>Find</span>
Starting Check Number	>=	* 0	<span>Find</span>
Ending Check Number	<=	* 2147483647	<span>Find</span>
Start Payment Date	>=	* 7/1/2024	
End Payment Date	<=	* 3/31/2025	
Starting Period	>=	* 202501	<span>Find</span>
Ending Period	<=	* 202509	<span>Find</span>
Void Status	like	* N	
Payment Type	like	CH	<span>Find</span>
Break by Page	none	N	



# Transportation Module

- Management for your transportation vehicles
  - Track usage of vehicles
  - Calculate mileage of each vehicle
  - Create year end Journal Entries related to vehicle use
- Email notifications are available
  - Confirmation of vehicle assignment
  - Confirmation of waiting list for vehicle
  - Notice that the vehicle has been returned and is now available
- Online Reports available
  - Vehicle Assignment, Gas Mileage, Log Sheet, Service History, Service Required
- How to process
  - Users check out the vehicle and enter in the required data
  - Upon return, user checks the vehicle back and inputs required data





# Vendor Cleanup

The screenshot shows the 'Vendor Cleanup' application interface. At the top, there is a 'Tab Selection' section with two radio buttons: 'Inactivate' (selected) and 'SeR Flag'. To the right of these is an 'As of Date' field with a date picker set to '03/18/2024'. Below the 'Inactivate' tab, there are three radio buttons: 'Group', 'Start Date', and 'Last Payment Date'. To the right of these is a 'Filter' button. Below the 'Last Payment Date' radio button is an 'Inactivate All' button. To the right of the 'Inactivate All' button is a 'Sort by Last Payment Date' button. To the right of the 'Sort by Last Payment Date' button is a 'Do Not Save All' checkbox. Below these buttons is a table with the following columns: 'Group', 'Code', 'Name', 'Start Date', 'Last Payment Date', 'Status', and 'Do Not Save'.

Group	Code	Name	Start Date	Last Payment Date	Status	Do Not Save
-------	------	------	------------	-------------------	--------	-------------

- Be able to inactivate a number of selected vendors
- Uncheck the SeR flag on a number of selected vendors



You can easily change the month/  
year by clicking on the calendar icon?

Voucher 03/28/2025 202509 - Query Mode

Voucher Additional Information Payment Information

Batch  Status  Voucher No

\*Type  \*Vendor  PO No

\*Group  \*Inv Date  \*Invoice No

Terms  Loc

W9-Date:

Comment

1099 Key  Payment

Separate Check ? ☐ PO Comment

PO Vendor

Comment to Description ☐

Seq Adj Multi SKU Description Units U. Type Rate

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: 3/31/2025

2020-2029

2019	2020	2021	2022
2023	2024	2025	2026
2027	2028	2029	2030

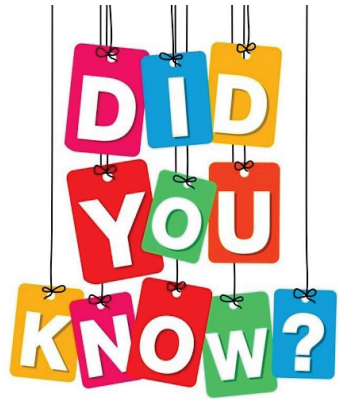
Today: 3/31/2025

2025

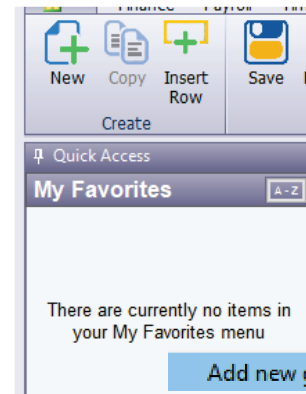
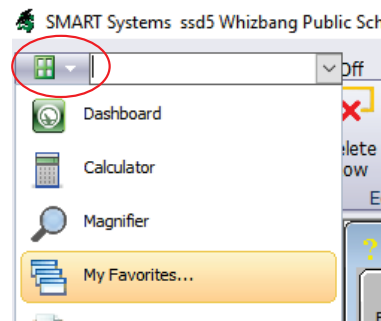
Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Today: 3/31/2025

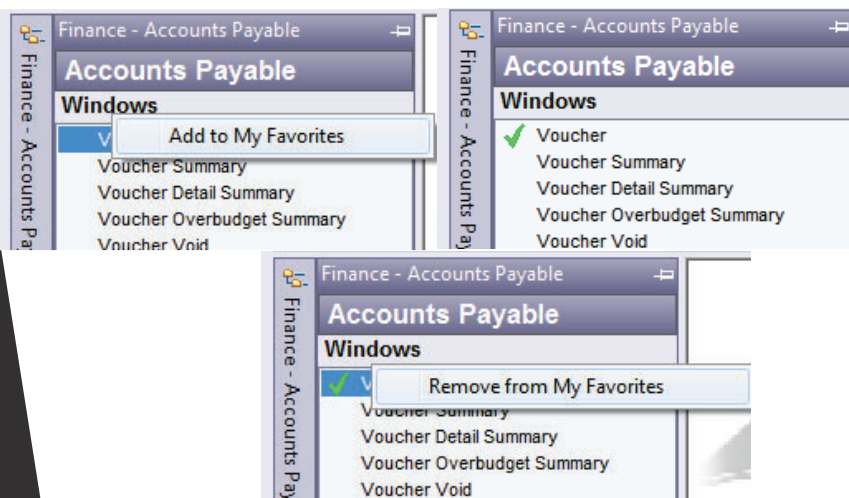




## You can create your own menu?

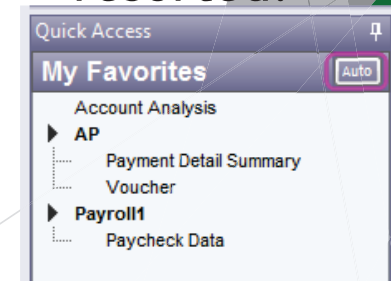
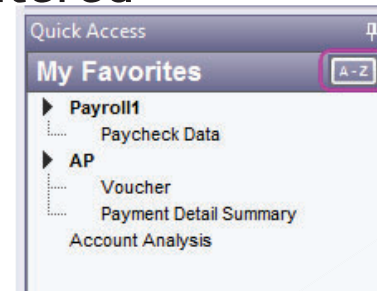


Right-click to add a new group



Items are saved in the order they are entered

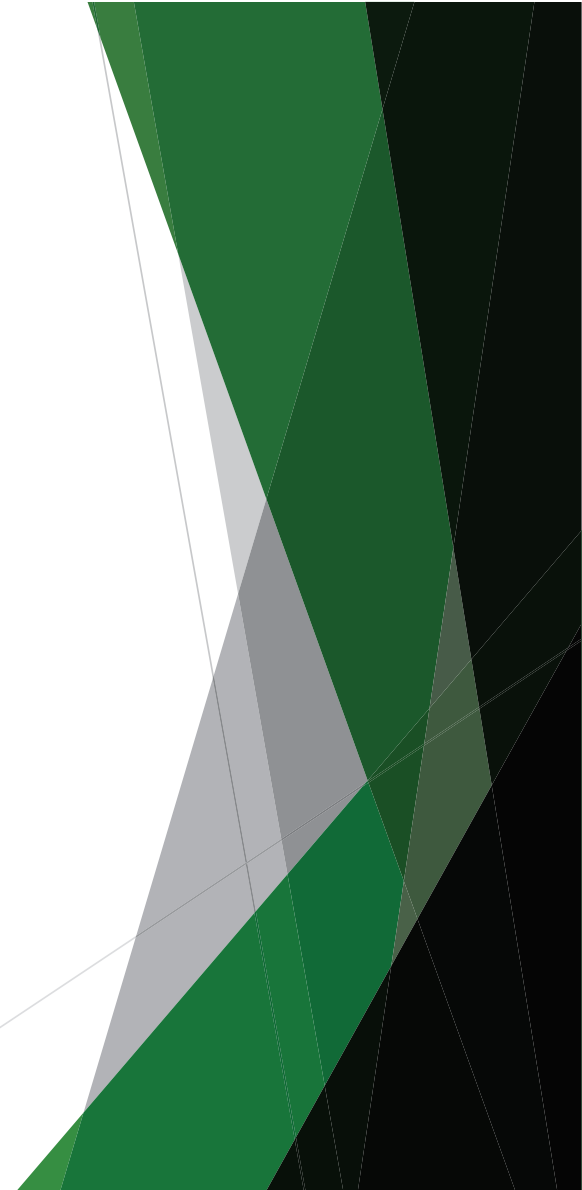
...but can be resorted.





# Today's Agenda

- SMART Finance is changing
- Random Reminders
- Coming Soon...
- Questions





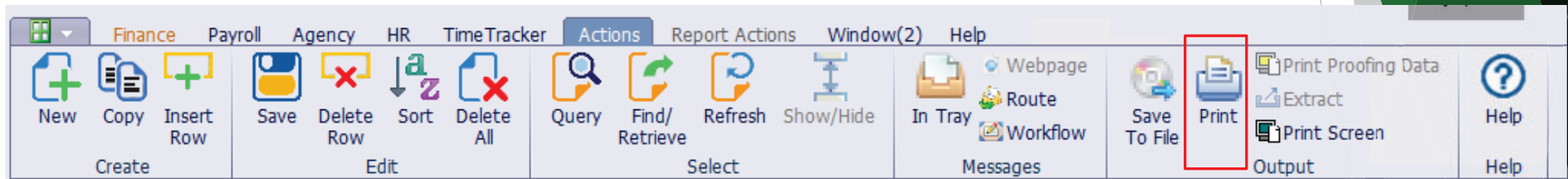
The background is a gradient of green, transitioning from a darker shade on the left to a lighter, almost white glow in the center. On the right side, there are several overlapping, semi-transparent geometric shapes in various shades of green and black, creating a layered, abstract effect. A bright, circular light source is positioned in the center-right, casting a soft glow across the green gradient.

Coming Soon...



*Coming  
Soon*

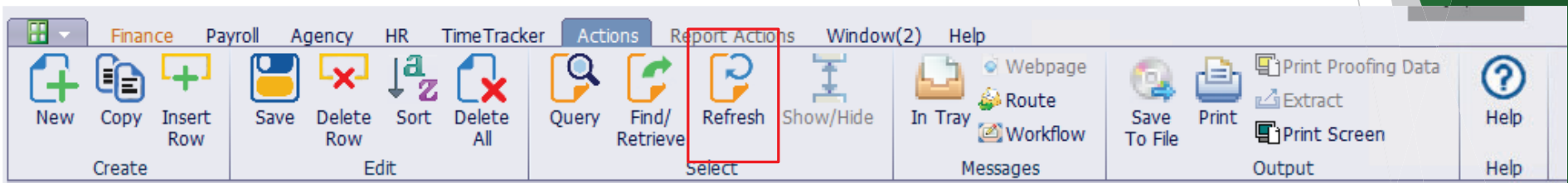
## Print button in menus







# Refresh button in menus





Coming  
Soon

# Sort options on reports...we simplified!

Period Balance Report  
Period: 202509

3/26/2025  
11:54 AM

Grp Code	Rcd	Account/Vendor
		0000 B 01 206 000
1	8212	AMERITAS LIFE INSUR
1	8212	AMERITAS LIFE INSUR
1	8212	AMERITAS LIFE INSUR
1	8212	AMERITAS LIFE INSUR
1	8212	AMERITAS LIFE INSUR
1	8213	DELTA DENTAL OF MI
1	8213	DELTA DENTAL OF MI
1	8213	DELTA DENTAL OF MI
1	8136	EBSO, INC.
1	8136	EBSO, INC.
1	8136	EBSO, INC.
1	8136	EBSO, INC.
1	8136	EBSO, INC.
1	8136	EBSO, INC.
1	8136	EBSO, INC.
1	6057	EDUCATION MINNESO
1	3817	MADISON NATIONAL
1	3817	MADISON NATIONAL
1	3817	MADISON NATIONAL
1	3817	MADISON NATIONAL
1	3817	MADISON NATIONAL
1	3808	MADISON NATIONAL
1	3808	MADISON NATIONAL

Sort

Sort Select

Report Columns

Sort Order

Ascending?

OK Cancel

Account Total: \$42,613.87

Fund 01 Total: \$42,613.87





Coming  
Soon

## Simplified Ordering Approval Setup

Easy option to create one approval row if everything routes to if the same approver(s).

*It will also be the default, if the system cannot find anyone to route to.*

- High approver will just become an override.
- Simplified Routing row - what you see is what you get.
- Resync of routed items

Employees and Approvers in eR should not see a change.



Coming  
Soon

# Approver changes will automatically resync

Start	Stop	Fd	Org	Pro	Crs	Fin	O/S
07/01/2022	00/00/0000						
Approvers: 1		3090	DURAN, MARGIE 3090	2	3		
Pre Approvers: 1				2		Changed By: erdc_nw Date: 5/28/2024	
07/01/2022	00/00/0000						120 ECFE/SR/ABE Ad
Approvers: 1		1880	CLARKE, KRISTEN 1880	2 3090	3		
Pre Approvers: 1				2		Changed By: Date:	
07/01/2022	00/00/0000	11	11 Interdistrict Coop				
Approvers: 1		868	CUNNINGHAM, EARNEST 868	2 3090	3		
Pre Approvers: 1				2		Changed By: Date:	
07/01/2022	00/00/0000	12	Todd County Collab				
Approvers: 1		868	CUNNINGHAM, EARNEST 868	2 3090	3		
Pre Approvers: 1				2		Changed By: Date:	
07/01/2022	00/00/0000	13	Grants and Entitlerr				110 Administration
Approvers: 1		1880	CLARKE, KRISTEN 1880	2 3090	3		
Pre Approvers: 1				2		Changed By: Date:	
07/01/2022	00/00/0000	14	Adult Basic Educat				
Approvers: 1		2676	GUY, ANNE 2676	2 3090	3		
Pre Approvers: 1				2		Changed By: Date:	



## Timeline...

Early Summer-completed before the back-to-school patch, so it ready before the majority of staff is back in the fall...





Coming  
Soon

# AR | Copy Invoice Generation

Copy Invoice Generation 03/28/2025 202509

**Selection Criteria**

Batch No

**Generation Criteria**

Invoice Date

Period

New Batch No

Comment

Process Control - Edit Mode

	Run No	Date	Start Time	End Time	Process Name	User
	224449	03/30/2025	18:48:31	18:48:31	Copy Invoice Generation	206

Message

Copy Invoice Generation created 4 invoice(s).

Process Complete



# Questions

