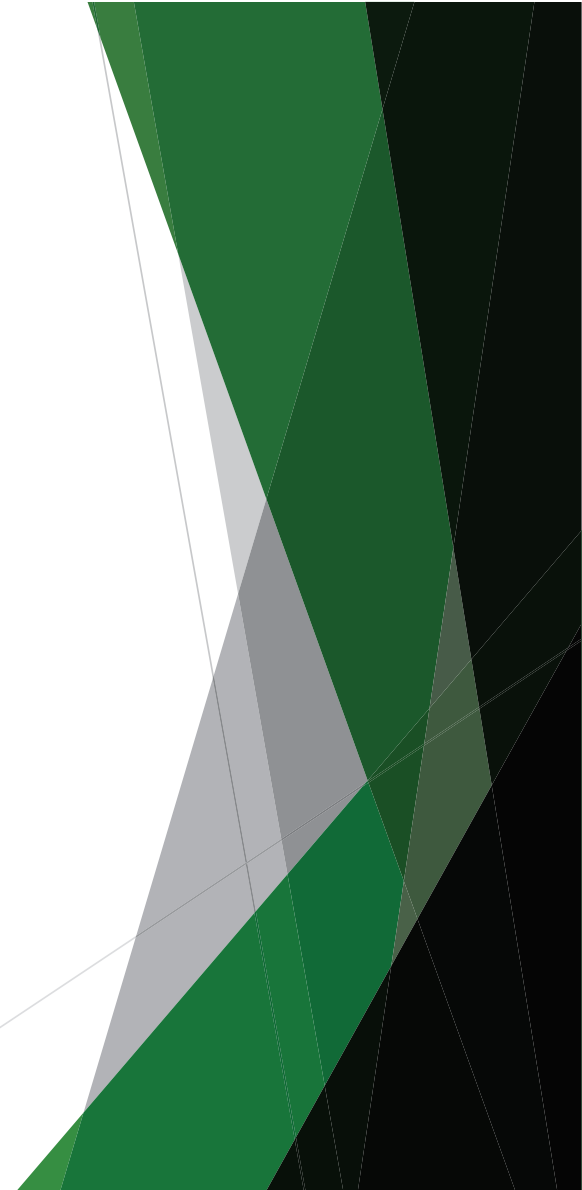# SMART Finance

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

SMART Finance is changing...

Thank you!!!

We heard you last year!!

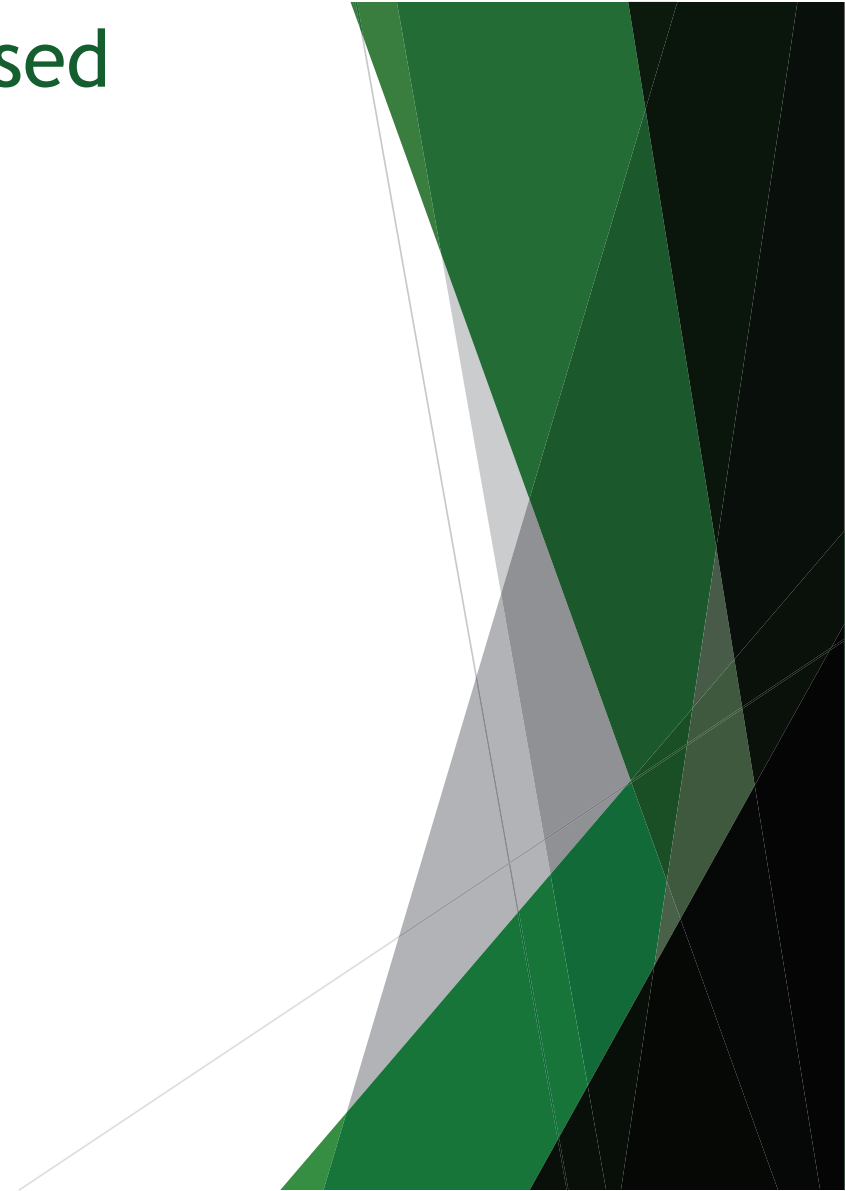We really appreciate your feedback, emails, videos, suggestions and follow-up responses to the regions!

Standardizing Reports

Detail Payment Register By Check

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: INV923325	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

Enhanced Search Boxes

Autosizing on windows

Reducing clicks and steps to do processes

Copy icon replaced the buttons

Extra Copy options are still available
Example: Journal Entry
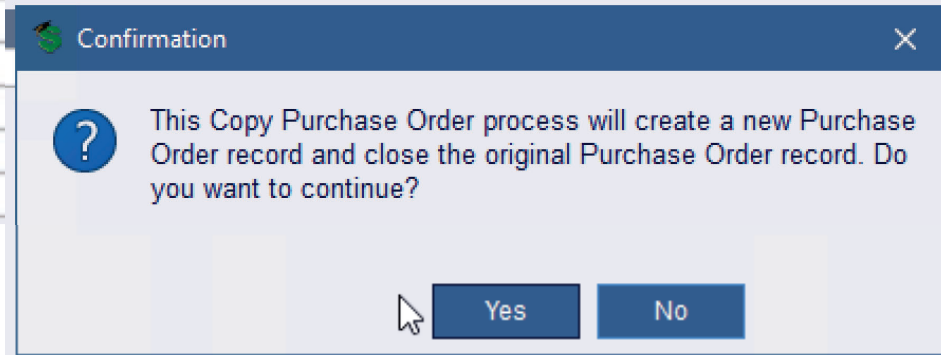
Purchase Order - Copy icon

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

Not allowing bad data in the first place
Example: Phone numbers

Not allowing bad data in the first place
Example: Voucher Adjustments

Validation

Imports

SMART Finance Help

New:

Fixed:
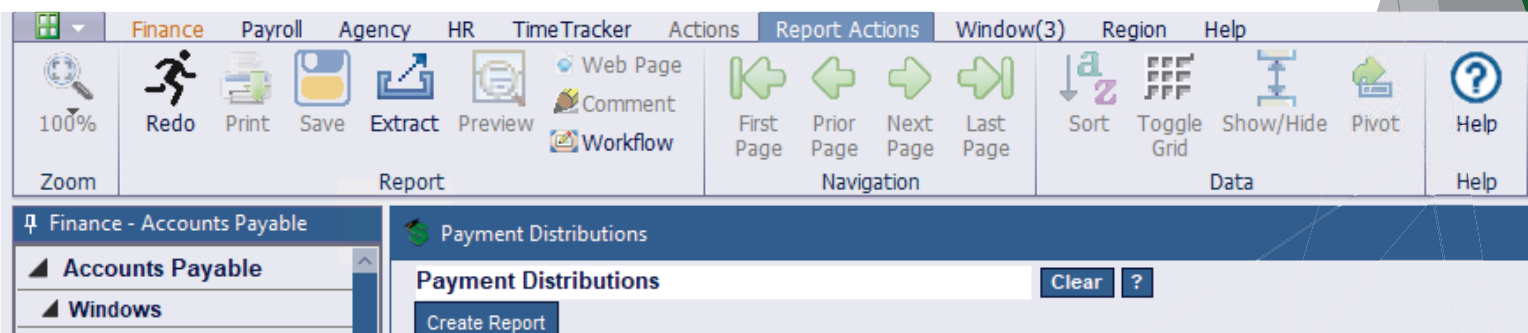
Today's Agenda

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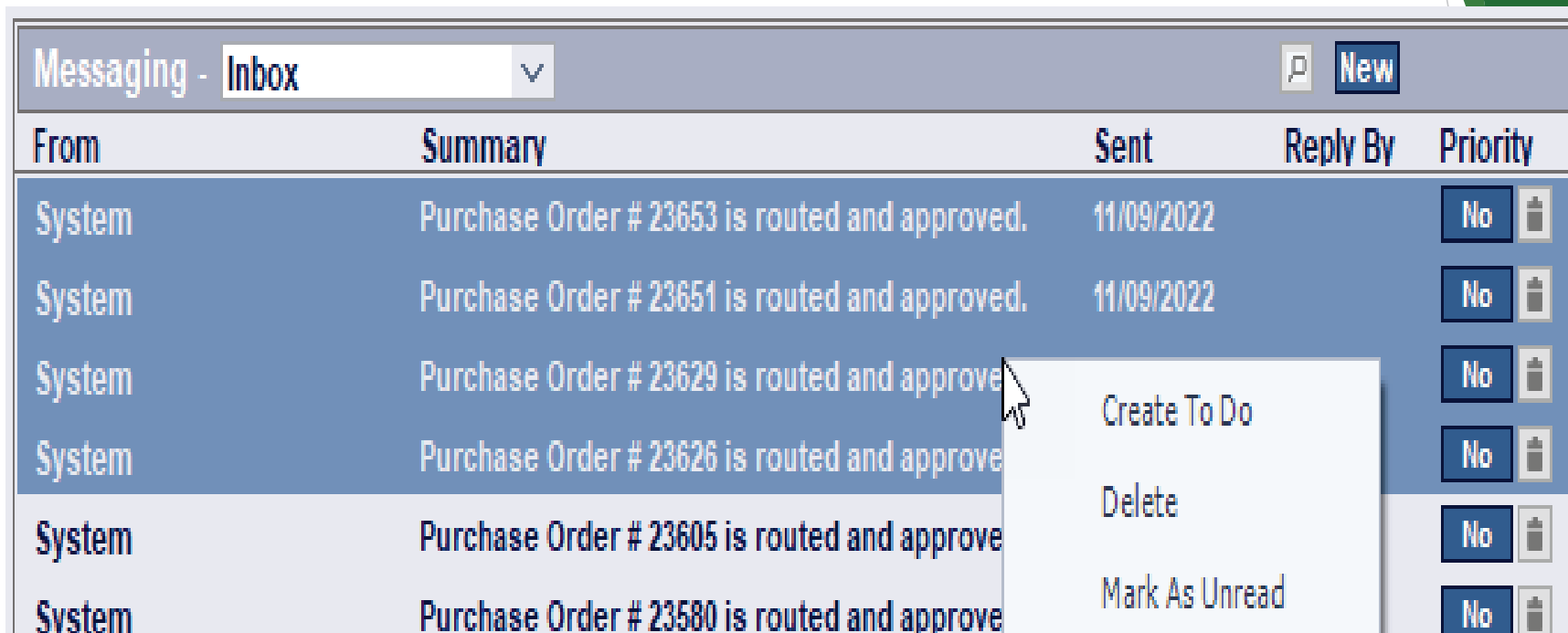
Random Reminders...

Too many messages?

Use CTRL or Shift key to select messages; right click to access the Delete function
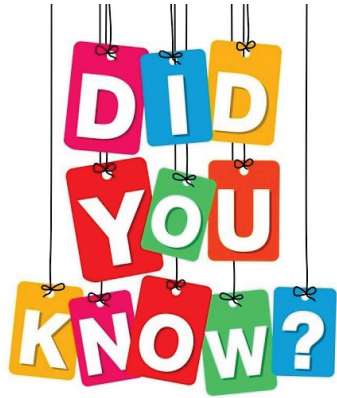
Vouchers entered now have a Source of AP?

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

AP Reports| Voucher Detail by Vendor Address

Relatively recent report added

| District # | | | Whizbang Public Schools | | | | Page 1 of 1 11/20/2024 10:51 AM |

UFARS Account Analysis

Relatively new: Reports-Standard Finance | UFARS Posted Activity Audit

Summary Window reminders

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. *Example: = 1000.*
> *(Greater than)*	This function includes any item in the search criteria greater than the stated values. *Example: > 100.*
< *(Less than)*	This function includes any item in the search criteria less than the stated values. *Example: < 100.*
<> *(Not equal to)*	This function includes all items in the search criteria other than the stated value. *Example: <> 100. This includes all amounts above or below 100.*
> = *(Greater than or Equal to)*	This function includes all items greater than or equal to the stated search criteria. *Example: >= 100 would include all amounts equal 100 and greater than 100.*
< = *(Less than or Equal to)*	This function includes all items less than or equal to the stated search criteria. *Example: <= 100 would include all amounts less than 100 and equal to 100.*

You can search for a window or report?

SMART Documents

An Invoice had a specific detail comment...how do I find it?

Rate	Total	Invoice Date	Type	Status	Period	JE Code	Seq	Multi	Dist Seq	Dist Pct	Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Requester ID	Requester Name	Co	Order No	Category	Detail Comments

Invoice Detail Summary 03/24/2025 202509 - Query Mode
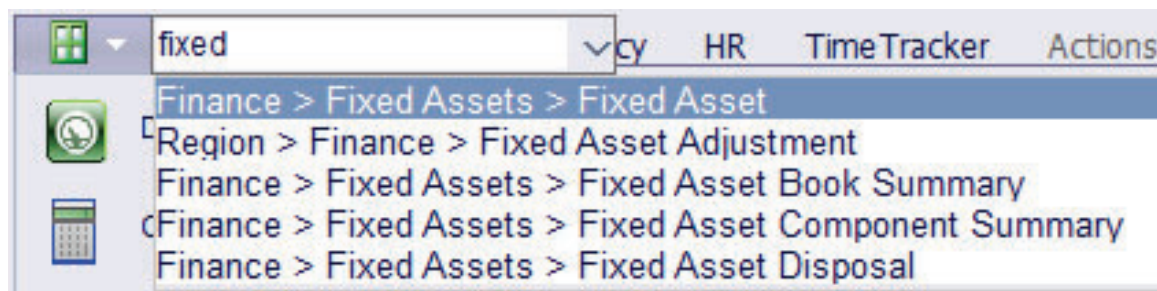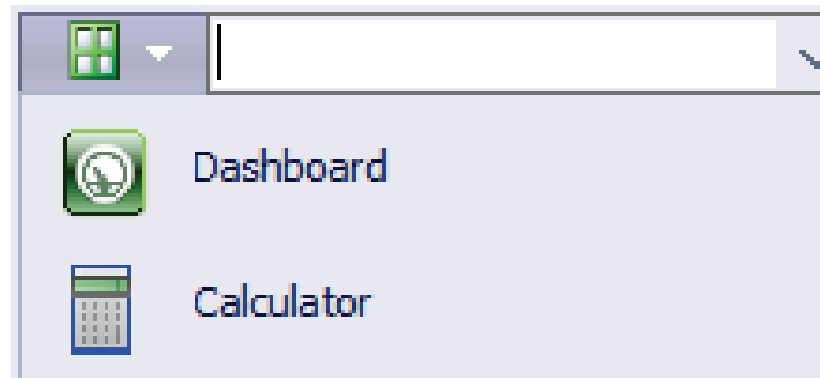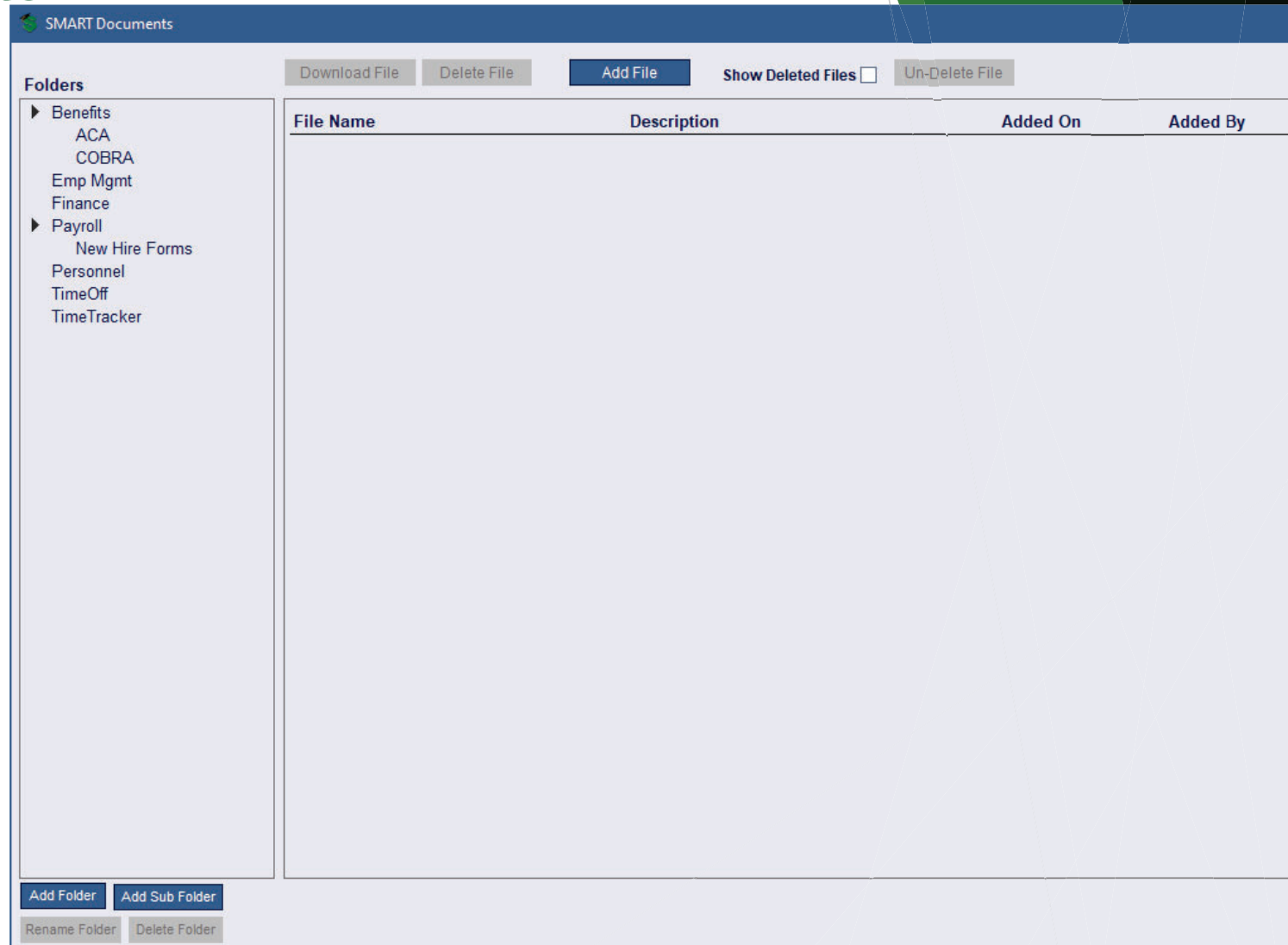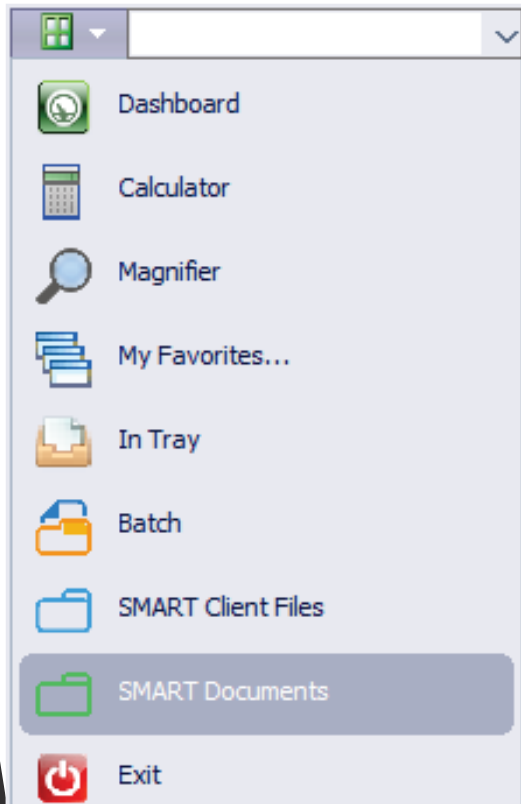
Detail Comments column was recently added...click on the column heading to sort

OR

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

AR-Reports | Invoice printing

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

Account Codes with no activity?

Expenditure Projection Report

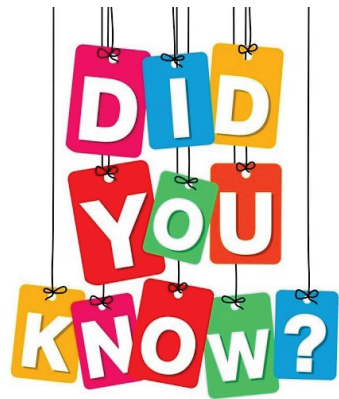|			
⊞ Finance - Budgets			
Budgets			
◢ **Windows**			
Budget Import			
Budget Viewer			
Budget Changes			
Budget Transfers			
Expenditure Projection Template			
Expenditure Projection Scenario			
Fiscal Year Maintenance			
HR Bud Create Account Codes			
HR Bud Transfer to Finance			
◢ **Reports**			
#1-Fund Summary Budget Publication			
#2-Restricted Fund Bal – No Deficit			
#3-Restricted Fund Bal – Deficit Allowed			
#4-Total Operating Expenditures			
Budget Notes Detail			
Budget Workpapers			
Budgetary Comparison Report			
Expenditure Projection			
Expenditure Projection Comparison by FIN Series			
Expenditure Projection Comparison by OBJ Series			
Expenditure Projection Comparison by PRO Series			
Expenditure Projection Notes Detail			

Object Code	Object Description	Year 1	Year 2	Year 3	Year 4
1%	Salaries & Wages	1.00%	0.75%	0.75%	1.00%
2%	Employee Benefits	1.00%	0.75%	0.75%	1.00%
3%	Purchased Services	1.00%	0.75%	0.75%	1.00%
4%	Supplies & Materials	1.00%	0.75%	0.75%	1.00%
5%	Capital Expenditures	0.25%	0.25%	0.25%	0.25%
7%	Debt Services	0.25%	0.25%	0.25%	0.25%
8%	Other Expenditures	0.50%	0.50%	0.50%	0.50%
9%	Other Financing Uses	0.50%	0.50%	0.50%	0.50%

Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00

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

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

- Be able to inactivate a number of selected vendors

- Uncheck the SeR flag on a number of selected vendors

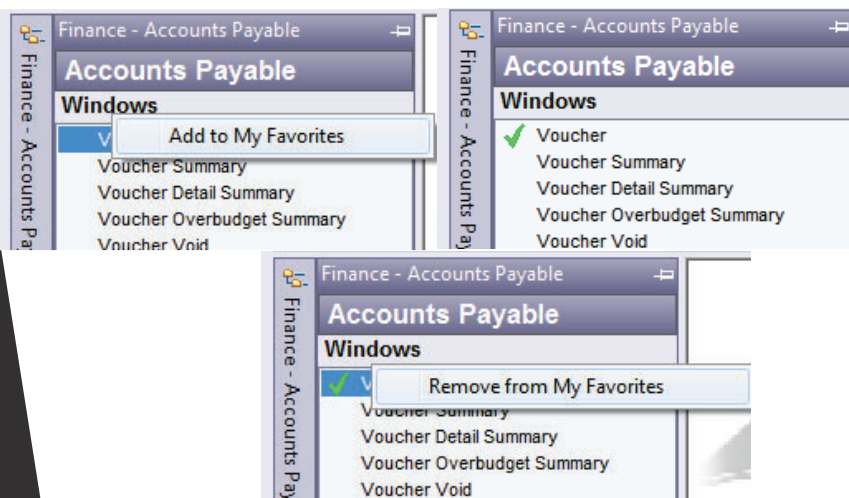You can easily change the month/ year by clicking on the calendar icon?
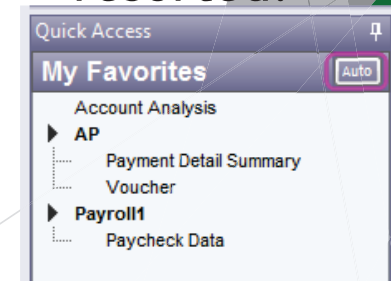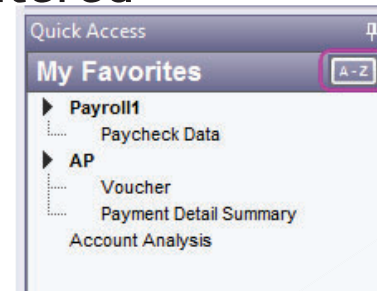
You can create your own menu?
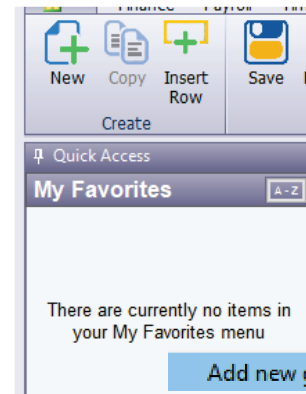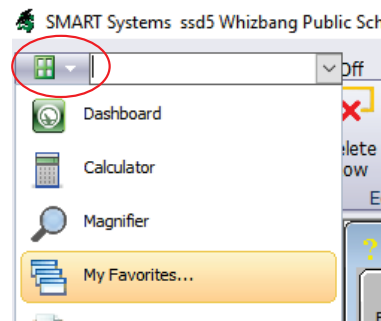
Right-click to add a new group
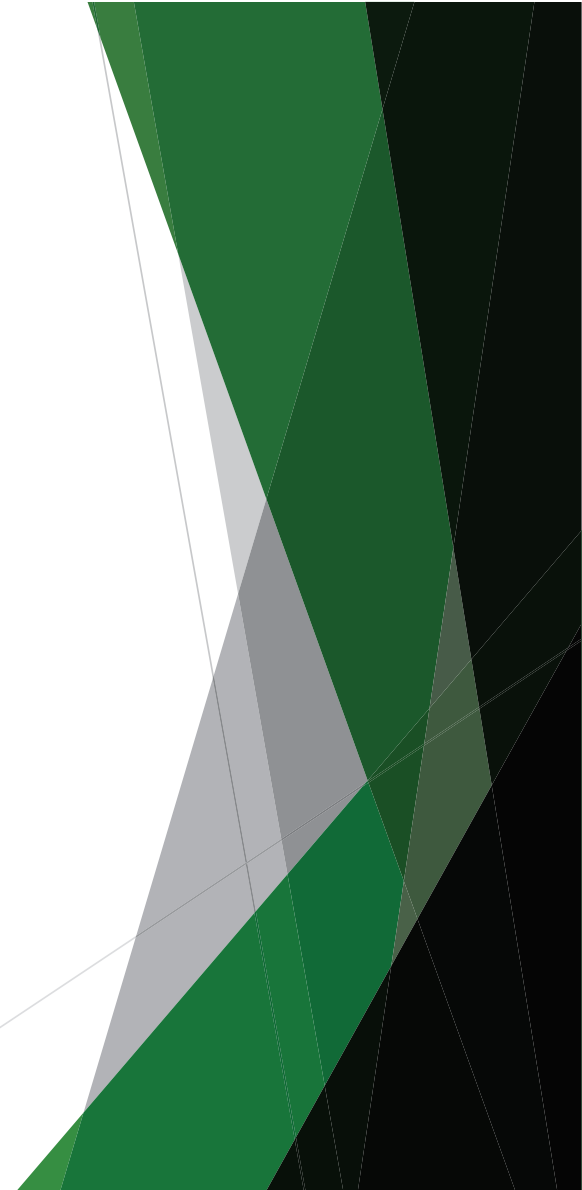
Items are saved in the order they are entered

...but can be resorted.

Today's Agenda

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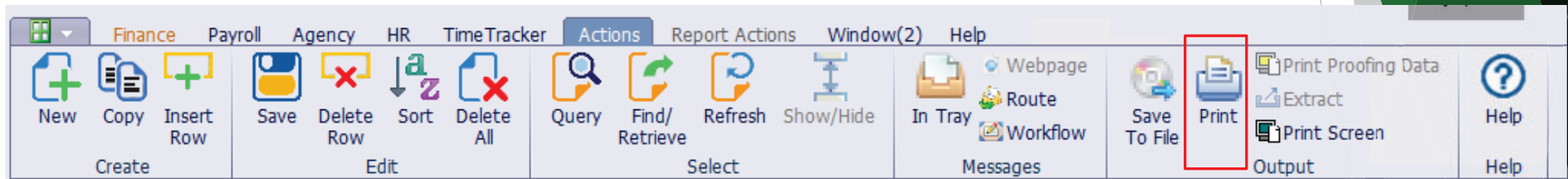- Random Reminders
- Coming Soon...
- Questions

Coming Soon…

Print button in menus

Refresh button in menus
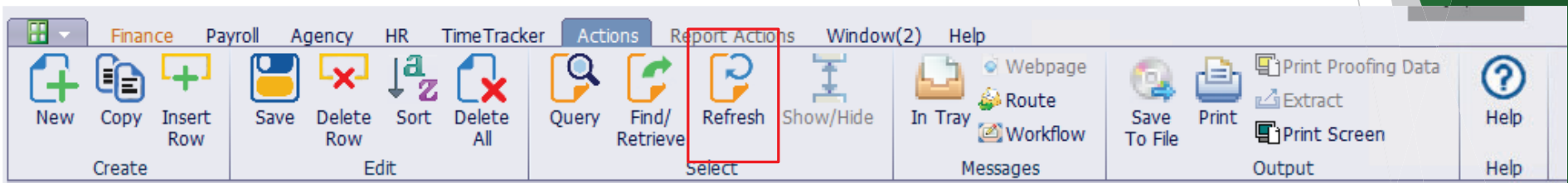
Sort options on reports...we simplified!

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.

Approver changes will automatically resync

Timeline…

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

AR | Copy Invoice Generation

Questions