



SMART Finance

SMART Systems Development
Stefanie Sylte

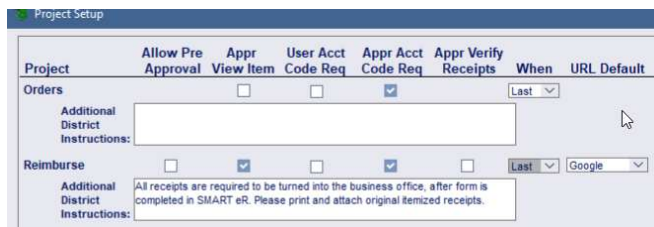
Recording of this presentation on a device with AI is NOT allowed!
Copies of slides will be available from the Region after the presentation.

Today's Agenda

- Ordering Changes
- Random Reminders
- Coming Soon...
- Questions

Ordering Changes

Permissions | Project Setup - Orders



The screenshot shows a web form titled "Project Setup" with a tab for "Orders". The form contains several sections with checkboxes and dropdown menus. The "Orders" section has a table with columns: Project, Allow Pre Approval, Appr View Item, User Acct Code Req, Appr Acct Code Req, Appr Verify Receipts, When, and URL Default. The "Reimburse" section has a table with columns: Project, Allow Pre Approval, Appr View Item, User Acct Code Req, Appr Acct Code Req, Appr Verify Receipts, When, and URL Default. The "Additional District Instructions" field is a text area. The "Additional District Instructions" field contains the text: "All receipts are required to be turned into the business office, after form is completed in SMART eR. Please print and attach original itemized receipts."

Project	Allow Pre Approval	Appr View Item	User Acct Code Req	Appr Acct Code Req	Appr Verify Receipts	When	URL Default
Orders	☐	☐	☒	☒	☒	Last	

Project	Allow Pre Approval	Appr View Item	User Acct Code Req	Appr Acct Code Req	Appr Verify Receipts	When	URL Default
Reimburse	☐	☒	☐	☒	☐	Last	Google

Additional District Instructions:

Additional District Instructions: All receipts are required to be turned into the business office, after form is completed in SMART eR. Please print and attach original itemized receipts.

These settings can change, but really should not be adjusted often.



How do I proof what an employee sees when they route an Order?

Permissions | Setup Approvers

Setup Approvers

*Contract Year: 2026 *Approval Process: PO

Copy Into Year: Process: Copy

Routing Guide Emp Roles without Approval Expand

Account Code	ID	Name
01-005-110-000-000-170	3008	MCLAUGHLIN, BLAKE 3008
1)	3008	MCLAUGHLIN, BLAKE 3008
2)	2891	MORALES, ANN 2891

Setup Approvers Setup Overrides Employee Proofing

Show Overrides ☐ Approver ID ☒ Emp ID 3418 Filter Show All

Employee	Emp Count	Approver 1	Approver 2	Approver 3	Approver 4
3418 ALLEN, ELUAH 3	1	BOONE, MONIQUE 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3418 ALLEN, ELUAH 3	1	BOONE, MONIQUE 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3418 ALLEN, ELUAH 3	1	BOONE, MONIQUE 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3418 ALLEN, ELUAH 3	1	BOONE, MONIQUE 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2



How do I proof approvers setup?

Permissions | Setup Approvers

Setup Approvers

*Contract Year: 2026 *Approval Process: PO

Copy Into Year: Process: Copy

Routing Guide Emp Roles without Approval Expand

Account Code	ID	Name
01-005-110-000-000-170	3008	MCLAUGHLIN, BLAKE 3008
1)	3008	MCLAUGHLIN, BLAKE 3008
2)	2891	MORALES, ANN 2891

Setup Approvers Setup Overrides Employee Proofing

Show Overrides ☒ Approver ID ☐ Emp ID 3008 Filter Show All

Employee	Emp Count	Approver 1	Approver 2	Approver 3	Approver 4
2995 BOWERS, NICOLE 2	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3707 BUCHANAN, RAY 3	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
2402 CANNON, CHARLENE 2	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3306 DAUGHERTY, MAX 3	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
2003 DEJESUS, ANDRE 2	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3777 HOLLOWAY, ENRIQUE 3	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
2277 JENNINGS, BEVERLY 2	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
2948 LEWIS, CORA 2	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3780 LUCAS, VERONICA 3	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3008 MCLAUGHLIN, BLAKE 3	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
2359 MORALES, DOLORES 2	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
2032 ROSA, TERRELL 2	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
2083 WEBER, JACKIE 2	13	BENNETT, TREVOR 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
2339 ACOSTA, GRANT 2	96	BOONE, MONIQUE 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3525 ALBERT, MAXINE 3	96	BOONE, MONIQUE 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3418 ALLEN, ELUAH 3	96	BOONE, MONIQUE 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3418 ALLEN, ELUAH 3	96	BOONE, MONIQUE 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2
3418 ALLEN, ELUAH 3	96	BOONE, MONIQUE 3	3008	MCLAUGHLIN, BLAKE 3	2891 MORALES, ANN 2



Approvers are setup correctly, but still cannot see anything in eR?

Permissions | Setup Approvers

Setup Approvers

*Contract Year: 2026 *Approval Process: PO

Copy Into Year: Process: Copy

Routing Guide: Emp Roles without Approval Expand

Account Code	ID	Name
01-005-110-000-000-170	3008	MCLAUGHLIN, BLAKE 3008
1) 3008		MCLAUGHLIN, BLAKE 3008
2) 2891		MORALES, ANN 2891

Setup Approvers Setup Overrides Employee Proofing

Show Overrides Approver ID Emp ID 3008 Filter Show All

Setup Approvers

*Contract Year: 2026 *Approval Process: PO

Copy Into Year: Process: Copy

Routing Guide: Emp Roles without Approval

ID	Name	Role	Status
2812	KOCH, LOREN 2812	PO	AC
3419	MERCADO, GAIL 3419	PO	AC
3697	DRAKE, MONA 3697	PO	AC

Setup Approvers Setup Overrides Employee Proofing

Reminder: Setup Approvers

Approver changes will automatically resync any outstanding items at the time of the change

Setup Approvers Setup Overrides Employee Proofing

Start	Stop	Fd	Org	Pro	Crs	Fin	O/S
07/01/2022	00/00/0000						
Approvers: 1	3008		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	DURAN, MARGIE 3090	3
Pre Approvers: 1				2			
Changed By: Date:							
07/01/2022	00/00/0000	11	11 Interdistrict Coor				
Approvers: 1	868		CUNNINGHAM, EARNEST 868	2	3090	DURAN, MARGIE 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	DURAN, MARGIE 3090	3
Pre Approvers: 1				2			
Changed By: Date:							
07/01/2022	00/00/0000	13	Grants and Entitlem				110 Administration
Approvers: 1	1880		CLARKE, KRISTEN 1880	2	3090	DURAN, MARGIE 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	DURAN, MARGIE 3090	3
Pre Approvers: 1				2			
Changed By: Date:							



My approvers do not approve orders even with the initial email, what can I do? Approval Reminder emails

SMART eR Notification Setup

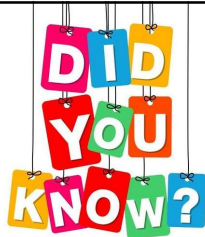
Code Filter Show All

Notifications Custom Notifications

Code	Description	Days if 0 will not run	Max Notifications	Notifications				What to send
				Date 1	Date 2	Date 3	Date 4	
DistrictFormSign	This is for determining how often to notify employees they have district forms to sign.	4	5					
DistrictFormView	This is for determining how often to notify employees they have district forms to view.	4	5					
email_remind_reimb	Reminder dates to send emails for Reimbursements that haven't been approved. They will send on the days setup; if not setup for all date options,	0	0					
email_remind_reqs	Reminder dates to send emails for Order Requisitions that haven't been approved. They will send on the days setup; if not setup for all date options,	0	0					
TEmpHrsApprv	Weekly reminder dates for TimeTracker for Employees to approve their hours. Enter 0 in day drop down to turn off.	1		5	20			
TTimeOffApprv	Weekly reminder dates for TimeTracker for Supervisors to approve their timeoff requests. Enter 0 in day drop down to turn off.	1		5	20			

Avoid altering text between parentheses. The system will replace with real data.

Subject	Page Action	Disabled	Subject Line	Message
Reminder dates to send emails for Order Requisitions that haven't been approved.	Order Requisitions Approval Reminder	☐	Order Requisitions need approval.	There are Order Requisitions assigned to you that need approval so they can be processed. Please login to SMART eR Approvals Ordering Reqs tab to approve them.



Employees can see the PO number for their order after is it transferred...

Home My Payroll My Requests About Me Approval Responsibilities

Order Requisition Entry

Current Requisitions Past Requisitions

Filter-Optional

Vendor: ALL Buyer: ALL Start: mm/dd/yyyy Stop: mm/dd/yyyy

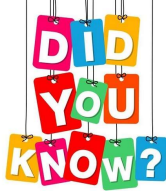
Comment: Employee: ALL Emp Location: ALL PO Category: ALL

Filter

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Req #	PO #	Vendor Name	Required	Buyer	Comment	Notes	Final Appr Status
4167		AMAZON CAPITAL SERVICES	2/16/2026	DO			Denied
4158	12063	AMPLIFY	2/12/2026	DO			Approved
4156		MARCO, INC.	2/11/2026	DO			Denied
4155	12065	CDW GOVERNMENT, INC.	2/11/2026	DO			Approved
4154	12069	GOPHER SPORT	2/11/2026	DO			Approved
4153	12075	THROWS PRO	2/11/2026	DO			Approved
4151	12066	CDW GOVERNMENT, INC.	2/11/2026	DO			Approved
4150			2/10/2026	DO		Need Check	Denied

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last



An Approver or PO Admin person can close Approved orders no longer needed

Home My Payroll My Requests About Me **Approval** Responsibilities

Approvals

Ordering Reqs Reimbursements

Routed **Approved** Denied

Filter Options

Created By: All Required From Date: 12/17/2025
 Vendor Name: All Required Through Date: 09/17/2026
 Ship To Location: All Search By Date Range

Req Last Viewed: ✔

Approval Details	View	Req No	Vendor Name	Ship To Location	Required	Type	Total Cost	Created By	Comments	Approver Name	Appr Date	Close Req
		4178	AMAZON CAPITAL SERVICES	ty Education	02/18/2026	W	283.17				02/18/2026	Close
		4175	AMAZON CAPITAL SERVICES	Senior High School	02/18/2026	R	50.92				02/18/2026	Close
		4174	CONCORD THEATRICALS CORP	Senior High School	02/18/2026	R	10.99				02/18/2026	Close
		4173	DRAMATIC PUBLISHING	Senior High School	02/18/2026	R	9.95				02/18/2026	Close
		4171	AMAZON CAPITAL SERVICES	Senior High School	02/17/2026	W	597.00				02/18/2026	Close
		4170	AMAZON CAPITAL SERVICES	Senior High School	02/17/2026	W	34.98				02/18/2026	Close



How do I set teachers to only use their account code?

HR | Permissions | Account Code Permissions - One Emp

OR

Create Account Code Permissions and Maintain Account Code Permissions

Account Code Permissions - One Emp

Select

Employee ID: 3094 EBONY 3094 AYALA AC: SACC
 Orig Hire Date 3/8/2018 Adj Hire Date 1/3/2022

Start Date	Stop Date	L	Fd	Org	Pro	Crs	Fin	O/S	Default	Status	Application
03/18/2026	00/00/0000	E		100						Active	eR

Ship to Loc/Default: Buyer/Default: Access Type: Grant **SKU/Default:**

Maintain Account Code Permissions

Maintain Account Code Permissions

Selection

Payroll Information

Primary Status

AC	Active Employee
LV	On Leave
TR	Terminated

Secondary Status

01	Active 12 month Full Time
02	Active 10 month Full Time
03	Active 12 month Part Time
04	Active 10 month Part Time
05	Active 9 month Full Time
06	Active 9 month Part Time

Location

005	Location-005
100	Location-100
300	Location-300
700	Location-700
900	Location-900

Department

005	District Wide
100	Elementary
300	Secondary
700	Substitutes
900	District Wide

Union

56	Terminated
ADMIN	Admin
BOARD	School Board
BUSMGR	Business Mgr
COACH	Coaches
COMMED	Community Education

Retrieve By

Range ☒ Start Date ☐ Stop Date ☐

Contract Start Date: 07/01/2025 Stop Date: 00/00/0000

Assignment Information

Employee Type

ADMNASST	Admin Assistant
BUSMGR	Business Manager
DIR	Director
EMP	Employee
HRDIR	HR Director
MGR	Manager

Organization

005	District Wide
100	Elementary Services
118	Due from Others
199	Ele Summer School
200	Ele Sec Services
205	Due to others funds

Program

010	Board of Education
020	Superintendent
030	Instructional Admin
050	Principal
105	General Admin Support
107	Other Admin Support

Assignment Group

01	Barg Unit 01
02	Barg Unit 02
03	Barg Unit 03

Permissions

Sort Employees by ☐ Name ☐ ID

Show only active employees ☒ Employee Filter

ID	Name	AC	05	300	300	TCHR
3051	ALFORD, CASEY 3051	AC	05	300	300	TCHR
735	AVILA, CECILIA 735	AC	05	100	100	TCHR
3094	AYALA, EBONY 3094	AC	03	005	005	SACC
995	BALLARD, EVERETT 995	AC	07	005	005	
3145	BLACK, ELSA 3145	AC	03	005	005	TECH
1010	BLAKE, SHARON 1010	AC	05	005	005	
960	BLANCHARD, LORRAINE 960	AC	03	005	005	
3047	BOLTON, EMILY 3047	AC	05	005	005	TCHR
900	BOOKER, REBECCA 900	AC	07	005	005	STUDI
965	BOOTH, DARYL 965	AC	03	005	005	
SHARCLA	BOWEN, MOLLY SHARCLA	AC				
3064	BREWER, JERALD 3064	AC	07	005	005	BOAR
343	BURCH, SANTIAGO 343	AC	04	100	100	PARA
1001	BURKS, RAY 1001	AC	05	005	005	TCHR
85	CAREY, VANESSA 85	AC	07	005	005	COAC
917	CARR, EVELYN 917	AC	12	005	005	STUDI
3118	CARTER, JOSE 3118	AC	03	005	005	SACC
540	CERVANTES, RYAN 540	AC	05	300	300	TCHR
964	CHANEY, TRACEY 964	AC	06	005	005	
980	CHRISTENSEN, LORRAINE 980	AC	03	005	005	
816	CLEMENTS, DARRON 816	AC	01	005	005	NONE
942	COHEN, HOLLY 942	AC	02	100	100	TCHR
783	COLON, EUGENE 783	AC	12	300	300	COAC
977	COOK, AMELIA 977	AC	12	005	005	
3147	COOK, ORLANDO 3147	AC	02	300	300	TCHR
3007	CROSS, FRED 3007	AC	01	100	100	TCHR
1009	DAVIS, CLARE 1009	AC	11	005	005	
888	DILLARD, JESUS 888	AC	12	005	005	STUDI
3103	DILLON, MARIAN 3103	AC	01	005	005	FOOD
3031	DUDLEY, TERRY 3031	AC	06	005	005	TRAN



How do I cleanup old Vendors?

Vendor Cleanup

Tab Selection

☒ Inactivate ☐ SeR Flag

As of Date * 03/18/2024

Inactivate **SeR Flag**

☐ Group ☐ Start Date ☐ Last Payment Date

Filter

Inactivate All **Sort by Last Payment Date**

Do Not Save All ☐

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



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 End Period for Account Codes Selected
 0 % % % % % % 202610

Select account codes with no recent activity? ☒ Start account code period: 202401

Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Type	Description	Class	Sub-Class	Start Period	End Period	
☒	0	E	01	005	020	000	000	320	F	Superintendent Phone	422	00	202001	202610
☒	0	E	01	005	107	000	000	305	F	Other Admin Prof Services	422	00	202001	202610
☒	0	E	01	005	400	000	372	295	F	3rd Party Billing Benefits	472	00	202101	202610
☒	0	E	01	005	400	400	000	195	F	SpEd Admin Salary Chargeback	422	00	201801	202610
☒	0	E	01	005	760	000	720	333	F	Transportation Water & Sewer	422	00	202001	202610
☒	0	E	01	005	760	000	720	334	F	Transportation Natural Gas	422	00	202001	202610

Stop Invalid Account Codes

Select
 Click retrieve to obtain all possible data.

Account Code
 Fd Org Pro Crs Fin O/S

Pay Code

Sort Fix Checked Stop Dates

Select all	ID	Employee	Pay Code	Account Code	Start	Stop	Amount	Percent	Limit	Accounting Stop
☒	65	CAREY, VANESSA 65	BOARD_UNIT	01-005-010-000-000-310	01/01/2000	00/00/0000		100.00%		06/30/2020
☒	480	PEARSON, PATSY 480	BOARD_UNIT	01-005-010-000-000-310	01/01/2000	00/00/0000		100.00%		06/30/2020
☒	480	PEARSON, PATSY 480	XBOARD	01-005-010-000-000-310	12/01/2005	00/00/0000		100.00%		06/30/2020



How do I change my employee account codes for the new school year?

Option 1: Using XAPPROVER as a pay code on assignment rows
(used to not interfere with assignments or for non-emp supervisors)

Assignment Rollup

- Choose the Contract Year
- Select the XAPPROVER pay code only
- Find/Retrieve
- Make any needed changes and save



How do I change my employee account codes for the new school year?

Option 2: Create from Payroll Distribution rows (*not using Employee Management in HR*)

*Create Assignments-Multiple Emps
Create Missing Assignment button*

Reminder: We can keep your routing as is until the next Fiscal year approvers are ready...caution for approvers that are quitting though...

Payroll Utilities - Cleanup Paycheck Data

Cleanup Paycheck Data

Tab Selection
☐ Distribution ☐ Pay Code Stopped Rows ☐ Deduct Stopped Rows ☒ Pay Auth for TR Emps

Note: Reserved Word Regen needs to be run after changes to this window are complete to take effect.

Distribution Pay Code Stopped Rows Deduct Stopped Rows Pay Auth for TR Emps

Set all equal to Term Date ☐ Do Not Save All ☐

ID	Name	Start Date	Stop Date	Term Date	Do Not Save
638817	ACOSTA, DARYL 638817	08/25/2014	00/00/0000	06/05/2019	☐
535449	AGUIRRE, MITCHELL 535449	08/28/1985	00/00/0000	05/29/2020	☐
112315	ATKINS, LORI 112315	01/30/2012	00/00/0000	05/27/2020	☐
193344	AYALA, LAUREN 193344	03/02/1998	00/00/0000	05/29/2020	☐
222737	BAIRD, CLAYTON 222737	09/08/2015	00/00/0000	08/26/2020	☐
838964	BARKER, LUZ 838964	08/28/2000	00/00/0000	01/03/2020	☐
439168	BARRERA, ROBIN 439168	09/03/1991	00/00/0000	01/08/2020	☐
1087	BEACH, AUBREY 1087	08/01/2021	00/00/0000	01/30/2023	☐
1147	BENDER, ESTHER 1147	10/18/2021	00/00/0000	01/30/2023	☐

Today's Agenda

- ✓ Ordering Changes
- Random Reminders
- Coming Soon...
- Questions

Random Reminders

Accounting Calendar

Auto opening on the last day of the month

Accounting Calendar - Edit Mode

Calendar	Period	Start	End	Prior	Next	Description	Fiscal Yr
STD	202609	03/01/2026	03/31/2026	202608	202610	March 2026	2026

Co	Period	Appl	Status
0	202609	AP	Open
0	202609	AR	Open
0	202609	FA	Never Open
0	202609	GL	Open
0	202609	IC	Never Open

Sub	Description	Start	End
1		03/01/2026	03/31/2026

AP Start	AP End	AR Start	AR End	FA Start	FA End	IC Start	IC End
03/01/2026	03/31/2026	03/01/2026	03/31/2026	03/01/2026	03/31/2026	03/01/2026	03/31/2026

If for some reason we find a problem, the region is notified.

SERVS reports were renamed

Same reports, starting with MEGS

Finance - Reports - Standard Finance

Reports - Standard Finance

- Admin Reports
- Auditor Reports
- Balance Sheet Accounts
- Budget Activity Report
- Budget Activity Summary Report
- Budget Activity with Vendor Report
- Budget Activity-Exclude CLS JE's
- Budget Guideline
- Career Tech Reports
- Expenditure Reports
- Food Service
- MEGS Reports
 - Exp Detail - MEGS
 - Exp Summary - MEGS
 - UFARS Exp Detail - MEGS
 - UFARS Exp Summary - MEGS
- Posted Activity Audit Report
- Posted Activity Audit-Exclude CLS JE
- Revenue Reports
- Spec Ed-FSC Reports
- UFARS Reports

GASB101

What is it? A clearer and more consistent approach to measuring liabilities for compensated absences, including: Vacation leave, Sick leave, Paid time off (PTO), and Other forms of compensated absences.

Seems like companies are not asking for the same data, but we have a window that may help you get data started for this requirement...

GASB101-Cont.

Choose the TimeOff plans and people as desired and retrieve...

GASB 101 Reporting

Selection Adjustments Finalize

☐ Do Not Save All Sort: ☒ Name ☐ ID Save Data Generate Reports

Do Not Save	ID	Name	Pay Code	Account Code	Start Date	Stop Date	Timeoff Plans	Daily Rate	Hourly Rate	Percentage
☐	3051	ALFORD, CASEY 3051			09/01/2025		PERSONAL-TEACHER,SICKHR-TEACHER			
		☒ TEACHER					Missing Pay Detail			
		☒ 01-300-220-000-000-140					HS English Teacher			
		☐ 01-300-270-000-000-140					HS Social Studies Teacher			
		☐ XSUBTCH_HR			09/01/2023			\$280.00	\$35.00	
☐	735	AVILA, CECILIA 735			09/01/2025		PERSONAL-TEACHER,SICKHR-TEACHER			
		☒ TEACHER					Missing Pay Detail			
		☐ 01-100-201-000-000-140			08/01/2017		Klgn Teacher	\$169.76	\$21.22	100.00%
		☐ XMISC1_HR			09/01/2024					
		☐ XMISCPAY1			09/01/2024		Missing Pay Detail			
		☐ XMISCPAY2			09/01/2024		Missing Pay Detail			
		☐ XOVERLD_HR			09/01/2025			\$456.16	\$57.02	
		☐ XSUBTCH_HR			09/01/2023			\$280.00	\$35.00	
		☐ XSUMMER_HR			07/01/2023			\$200.00	\$25.00	
☐	3145	BLACK, ELSA 3145			07/01/2025	06/30/2026	PERSONAL-TECH,SICKHR-TECH,VACATION-TECH			
		☒ TECH					Missing Pay Detail			
		☐ 01-200-630-000-302-170					IT Tech			100.00%
		☐ XSTIPEND			11/01/2022		Missing Pay Detail			
☐	1010	BLAKE, SHARON 1010			12/15/2025		SICKHR-PT CLASSIFIED			
		☒ PARA_HR					Missing Pay Detail	\$113.28	\$14.16	
		☐ 01-100-420-000-740-161			12/15/2025		Certified ParaProfessional	\$4.00	\$0.50	
		☐ XMISC1_HR								
☐	3047	BOLTON, EMILY 3047			09/01/2025		PERSONAL-TEACHER,SICKHR-TEACHER			
		☒ TEACHER					Missing Pay Detail			
		☒ 01-100-420-000-740-156					Elem Gen SpEd Social Worker Salary			50.00%
		☐ 01-300-420-000-740-156					HS Gen SpEd Social Worker			50.00%
☐	343	BURCH, SANTIAGO 343			07/01/2025		PERSONAL-CLASSIFIED,SICKHR-PT CLASSIFIED			
		☒ PARA_HR					Missing Pay Detail	\$141.52	\$17.69	
		☐ 01-100-420-000-740-161					Certified ParaProfessional			100.00%

GASB101-Cont.

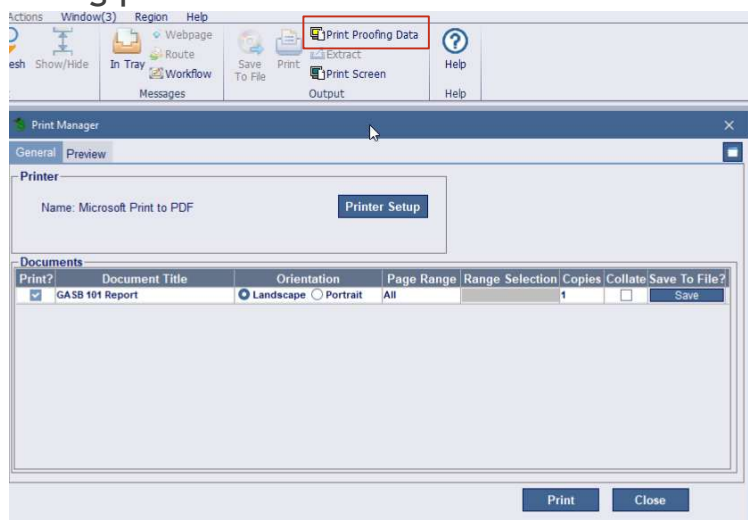
Data can be formatted in one of two ways depending on how it is needed...rows or columns.

The screenshot displays the GASB 101 Reporting application with two side-by-side windows. The left window shows data in a 'Rows' format, listing employees for District #0 with columns for ID, Name, Gender, Plan, Marital Status, and UFARS Code. The right window shows the same data in a 'Columns' format, with columns for ID, Name, Union, Gender, Marital Status, Birth Date, Adj Hire Date, UFARS Code, Pro Series, and Date.

ID	Name	Union	Gender	Marital Status	Birth Date	Adj Hire Date	UFARS Code	Pro Series	Date
3051	ALFORD, CASEY 3051	LOEA	Male	Married	07/10/1968	08/29/2016	01-300-220-000-140	200	
735	AVILA, CECILIA 735	LOEA	Female	N/A	07/10/1974	11/25/2008	01-100-201-000-000-140	200	
3145	BLACK, ELSA 3145	Technology	Male	Married	07/14/1999	10/11/2019	01-200-630-000-302-170	600	
1010	BLAKE, SHARON 1010		Female	N/A	03/20/1995	12/15/2025	01-100-420-000-740-161	400	113
3047	BOLTON, EMLY 3047	LOEA	Female	Married	03/30/1989	08/29/2016	01-100-420-000-740-161	400	
343	BURCH, SANTIAGO 343	MSEA Paraprofessional	Female	N/A	12/16/1957	01/03/2025	01-100-420-000-740-161	400	141
1001	BURKS, RAY 1001	LOEA	Female	N/A	12/14/1988	08/25/2025	01-100-203-000-000-140	200	
640	CERVANTES, RYAN 640	LOEA	Female	N/A	03/07/1982	01/01/2005	01-300-270-000-000-140	200	
942	COHEN, HOLLY 942	LOEA	Female	N/A	11/11/1978	09/01/2022	01-100-203-000-000-140	200	
3147	COOK, ORLANDO 3147	LOEA	Female	Married	08/15/1985	09/23/2019	01-100-203-000-000-140	200	207
3007	CROSS, FRED 3007	LOEA	Female	Married	05/05/1981	08/25/2014	01-100-203-000-000-140	200	
1009	DAVIS, CLARE 1009		Male	N/A	05/19/2009	10/15/2025	01-005-810-000-000-170	800	91.2
3103	DILLON, MARIAN 3103	MSEA Food Service	Female	Married	09/28/1978	09/01/2018	02-005-770-000-701-110	700	183
3031	DUDLEY, TERRY 3031	MSEA Transportation	Male	Married	10/31/1972	10/21/2015	01-005-760-000-720-170	700	
966	EATON, ROMAN 966	Business Mgr	Female	N/A	05/23/1965	11/01/2023	01-005-110-000-000-170	100	
42	ESPINOZA, TOBY 42	LOEA	Female	N/A	11/30/1959	09/01/2017	01-100-216-000-401-140	200	
3081	FLOWERS, DELORES 3081	LOEA	Female	Single	08/17/1961	06/14/2017	01-300-256-000-000-140	200	
963	FOLEY, SANDY 963	MSEA Paraprofessional	Female	N/A	08/13/1993	08/29/2023	01-100-216-000-514-161	200	124
187	FOX, CHERYL 187	LOEA	Female	N/A	09/16/1974	08/11/1998	01-300-256-000-000-140	200	
882	GOOD, DANIEL 882	LOEA	Male	N/A	09/16/1994	09/01/2021	01-300-260-000-000-140	200	
1000	HENDRICKS, ELMER 1000	LOEA	Female	N/A	03/22/1990	08/25/2025	01-100-203-000-000-140	200	
952	HOLLOWAY, ERMIA 952	MSEA Paraprofessional	Female	N/A	11/11/1995	09/01/2024	01-100-420-000-740-161	400	121
916	HUFFMAN, DWIGHT 916	LOEA	Female	N/A	11/17/1980	06/21/2021	04-005-580-000-325-140	500	168
3063	JACOBSON, DOYLE 3063	Coaches	Female	Married	01/03/1989	12/01/2016	01-100-203-000-000-140	200	
999	KAUFMAN, TABITHA 999		Female	N/A	07/21/2004	08/25/2025	01-100-410-000-740-140	400	
3048	KEITH, DOUG 3048	MSEA Paraprofessional	Female	Married	12/04/1981	08/29/2016	04-005-570-101-321-144	500	145
554	KINNEY, ALMA 554	LOEA	Female	Married	11/28/1977	08/31/2017	01-300-220-000-000-140	200	
552	LAWSON, GEORGIA 552	MSEA Food Service	Female	N/A	10/02/1965	08/28/2001	02-005-770-000-701-170	700	149
983	LAWSON, WINIFRED 983	LOEA	Male	N/A	05/23/1995	08/28/2024	01-300-410-000-740-140	400	

GASB101-Cont.

Either format can be printed or Saved to Excel as a starting place...



Large Find Filtering-cont.

Some windows are excluded because they may have been setup many years ago - like Vendor.

If interested, let the region know... There is no risk to try it as it can be turned off...

assuming all the district's finance people agree...

Bank Reconciliation - changing Bank Account

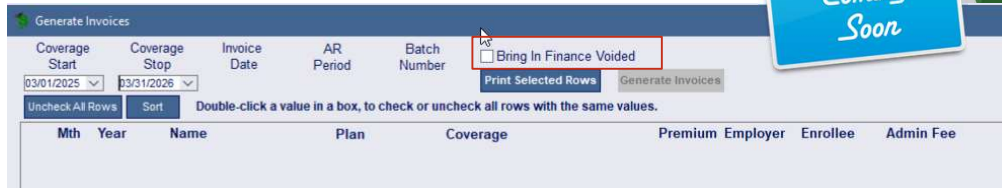
- ▶ Bremer/Old National Bank conversion
- ▶ Timing between Payroll and Finance matters
- ▶ If an account just needs a space removed in the HR direct deposit file - it will no longer require a bank account change. *Payroll can now just check a flag and not disconnect Finance.*



Please check with your region if you are unsure...

Voiding COBRA Invoices

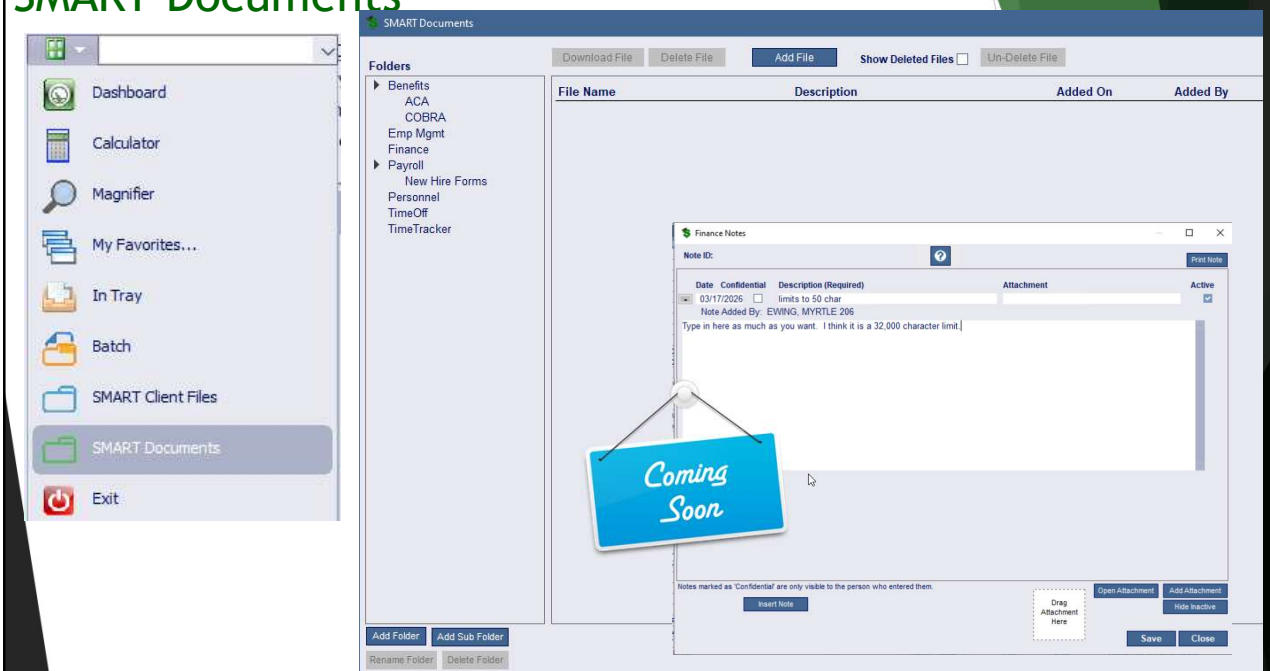
Finance has been able to VOID COBRA invoices, but then they get stuck if they need to be recreated with new information.



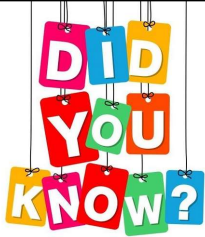
The screenshot shows a software window titled "Generate Invoices". It contains several input fields: "Coverage Start" (03/01/2025), "Coverage Stop" (03/31/2026), "Invoice Date", "AR Period", and "Batch Number". A checkbox labeled "Bring In Finance Voided" is highlighted with a red box. Below these fields are buttons for "Uncheck All Rows", "Sort", "Print Selected Rows", and "Generate Invoices". A blue "Coming Soon" sign is pinned to the top right of the window.

Also, COBRA is now date effective so people can be on multiple times if they are rehired and terminate again and again.

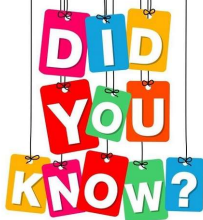
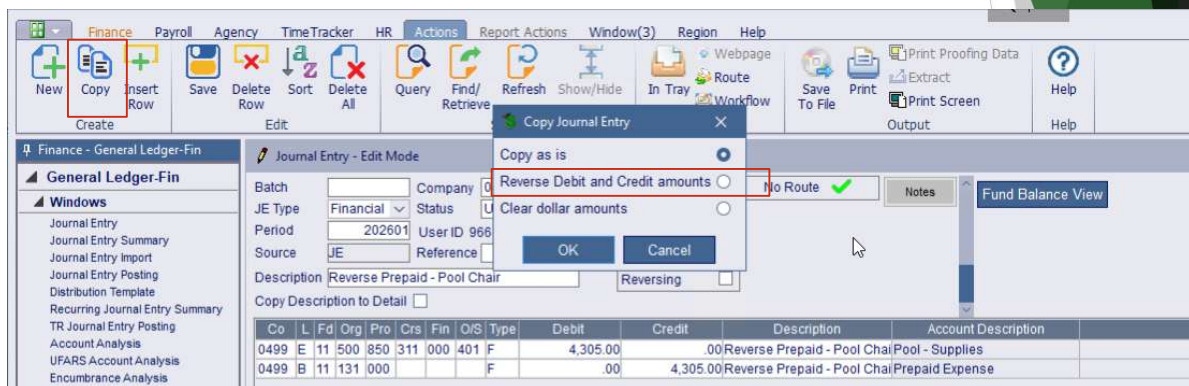
SMART Documents



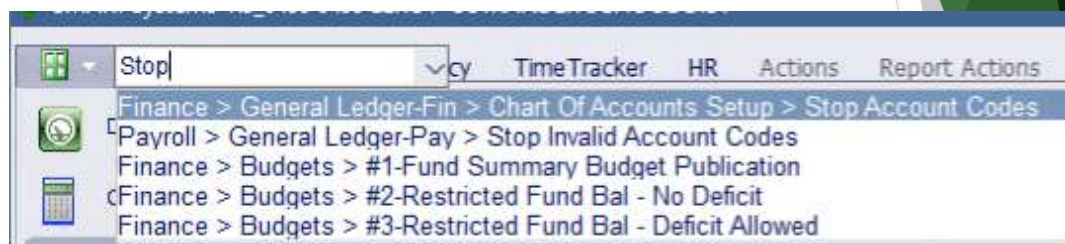
The screenshot shows the "SMART Documents" application. On the left is a sidebar with icons for Dashboard, Calculator, Magnifier, My Favorites..., In Tray, Batch, SMART Client Files, SMART Documents, and Exit. The main area displays a "Folders" list on the left and a table of documents in the center. The table has columns for "File Name", "Description", "Added On", and "Added By". A "Finance Notes" window is open over the table, showing a form with fields for "Date", "Confidential", "Description (Required)", "Attachment", and "Active". A blue "Coming Soon" sign is pinned to the bottom left of the main window.



With the Copy of a Journal Entry, debits and credits can be reversed.



If you know the name of a window, but not where it is, you can search for it...





Are you new to Finance and are approaching your first Fiscal year End?

The following items are a quick list of options or system features that may be helpful.

- ▶ **Summary screens** - All processes in SMART have summary screens. Ex: vouchers, payments, invoices, receipts, journal entries, and fixed assets. Data can be printed, saved to a spreadsheet or text file.
- ▶ **Account Analysis**—Account Analysis allows you to view accounts, the starting balance, activity, ending balance, budget amount, encumbrances, and budget balance. From this screen, you can “drill down” to see detailed activity and encumbrances.
- ▶ **Multi Year Guideline**—this report will assist in viewing your budget and YTD totals for a period of 3 years. Excellent report for budget preparation.
- ▶ **Budget Workpapers** uses the multi-year concept, and offers the opportunity to save changes to a selected budget in real time.
- ▶ **Expenditure/Revenue Guidelines**—reports are offered as standard reports.
- ▶ Reports can be saved to a spreadsheet in the same format as presented on paper, with the Extract icon. The data required to produce the report may be saved to a spreadsheet in raw form with the Save icon.
- ▶ **Chapter X Grids**—Finance allows for multiple Chapter X grids. Therefore, the district may enter audit entries for a past fiscal year-end and begin using the next fiscal year account codes beginning July 1.
- ▶ **Posted & Budget Activity Audit Report**--These reports show detail activity for account codes. To view balance sheet codes at year-end, run the report with a start period of 20XX01 and an end period of 20XX14. Expenditure and revenues should be run through period 20XX13.

Today's Agenda

- ✓ Ordering Changes
- ✓ Random Reminders
- Coming Soon...
- Questions

Coming Soon...

Purchase Order Printing:



- Added Vendor Contact on the landscape formatted versions.
- Formatted phone numbers as (xxx)xxx-xxxx.

AP and AR Period Balance reports



New Custom Settings for each report to determine how many years it should look back. *The default is going to reset to 2 with the upgrade to 25.3.1, but a district can change it.*

You can let your region know if you are going to want it changed now...

Dashboard-SMART Finance Defaults



Tabbing has been adjusted to vertically tab

 A screenshot of a web application window titled "SMART Dashboard". Inside, there is a form titled "Finance Defaults". The form contains several fields with dropdown menus and text boxes. A mouse cursor is pointing at the "Finance Defaults" title bar.

Finance Defaults	
Company	0
Currency Code	USD
Date	03/17/2026
Location	L1
Period - GL	202609
Vendor Group	1
Period - AP	202609
Customer Group	1
Period - AR	202609
FA Fiscal Yr	2025
AR Image	DFLT
PO Image	DFLT
Save	

A way to change vendor groups on existing vendor records



Vendor Merge Process - Edit Mode

New Group Code: Adjust

Group	Vendor	Vendor Name	Vendor Alternate Name	New Group	New Vendor Code	Change Status	End Date
1	1002	1ST QUALITY SCHOOL SUPPLIE	Someone	2	1002	Scheduled	

IRS 1099 FIRE system is retiring



It will be replaced by their new IRIS system.

We are currently working on programming for 2026 1099s.

Watch for more information this fall...we will let you know if there is anything you need to do!

Heads up! New 2026 1099 minimum is changing from \$600 to \$2000.



Import windows will load all data in

Then display errors.

It will make it easier to see what is erroring and fix as error rows will highlight.

Similar to how Payroll/HR import functions today

