



SMART Finance

SMART Systems Development
Krista Kutzman

1

Today's Agenda

- Ordering
- Direct Payments
- SMART Messaging
- Fabulous Finds
- Coming Soon...
- Questions

2

Ordering in SMART eR

3

Ordering - Order Requisition Entry

Requisition is created by employee in SMART eR

Requisition is electronically routed & approved in eR

Approved requisition is transferred into a Purchase Order

Purchase Order is generated from SMART Finance

Order Requisition Entry

Current Requisitions | Past Requisitions

Previously saved requisitions with a Not Routed status are automatically deleted by the system after 30 days. Fields with a colored background need to be entered before saving.

Save | Close | Delete

Status: Not Routed

Date: 03/04/2022

Comments: [Text Field]

Vendor Code: SCHOLASTIC BOOK FAIRS - 01135

Alt Address: PO - SCHOLASTIC BOOK FAIRS

PO Category: [Dropdown]

Add/Maintain Notes

Vendor Name: SCHOLASTIC BOOK FAIRS
123 Sunny Street
Somewhere, FL 12345

Order Requisition Entry

Current Requisitions | Past Requisitions

Previously saved requisitions with a Not Routed status are automatically deleted by the system after 30 days. Fields with a colored background need to be entered before saving.

Close

Date: 03/04/2022

Enter pertinent data to be printed on the purchase order form.

Comments: [Text Field]

Vendor Notes: [Text Field]

Vendor Code: [Dropdown]

Buyer: [Dropdown]

Alt Address: [Dropdown]

PO Category: [Dropdown]

Save and Enter Items

Vendor Name: [Text Field]

Vendor Phone#: [Text Field]

Vendor Fax#: [Text Field]

Vendor Email: [Text Field]

4

Ordering-Approvals

Ordering Reqs

Routed
Approved
Denied

Filter Options

Approval Filter: Mine

Created By: All Required From Date: 12/04/2021

Vendor Name: All Required Through Date: 09/04/2022

Already Viewed: ■

Req Last Viewed: ■

Approval Details	View	Approve	Deny	Req No	Vendor Name	Required	Type	Total Cost	Created By	Comments	Routed To	Status
		Clear All Approve All	Clear All Deny All	32600	A & B BUSINESS EQUIPMENT	03/04/2022	R	455.22	Brenda a458 Paul		Randy a2836 Hays	Validated

Route Name	Status	Approver Name	Appr Date	Total Cost	Comment
JEANNIE 178 WISE	Routed			455.22	
PERRY 2381 BENTLEY	Routed			455.22	

You are required to view this req before saving changes.

5

Ordering Notifications

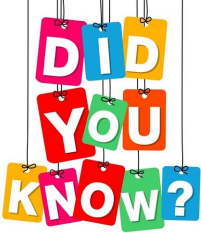
- Requisitions were entered and need to be approved. Please log into SMART eR to Responsibilities | Approvals to process them.
- A purchase order was created for your Requisition(s)

Notification

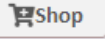
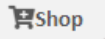

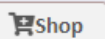
The following items were added to purchase order #24173

Req No	Description	Quantity	Unit Type	Unit Price	Discount	Total
35251	Onitama by Arcane Wonders Board Game	2.760000	EA	29.990000	0.000000	82.77
Total Cost						\$82.77

6



Employees can shop online with a cart?

	Vendor Name
	AMAZON.COM
	INNOVATIVE OFFICE SOLUTIONS
	MSC EXPRESS
	SCHOOL SPECIALTY, LLC

7



And if more options are needed...



Questions about using Express? Contact express@purchasingconnection.org, send a chat from the lower, right hand corner of the page, or call 888.739.3289 to talk to a Cooperative Purchasing Connection representative.

Looking for your Express shopping lists? They moved to the drop-down menu underneath the shopping cart in the top-right corner.

Looking for more information on all of our vendors? Click on the categories on the left to learn about all of our vendors.

Featured Suppliers

8



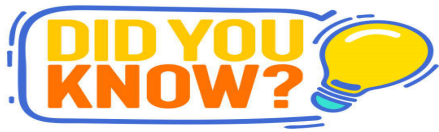
How to not have a detail line print on the PO?

- On the requisition check the 'Do not pay' or use zero units
- To type a message to the vendor, enter in 1.00 unit at 0.00 rate to denote these for shipping or promotional items in the description field.

9

Direct Payment

10



AP ACH Processing saves time & costs!

- Reduce paper and printing costs.
- Decrease employee time processing paper checks.
- Eliminate the cost of mailing the paper checks.

Voucher for Direct
Payment type

Process with
Payment
Generation

Create a file for
the Bank

11

Enter a voucher to be paid

Use the payment type of Direct Pymt

Voucher	Additional Information	Payment Information
Batch	Company	Voucher No
Type	Status	PO No
Group	Vendor	Invoice No
Terms	Inv Date	Due Date
Currency	Loc	Remit To
Comment		W9-Date:
1099 Key	Payment Type	Vendor Acct
Separate Check ?	PO Comment	
	PO Vendor	

12

Payment Generation of Direct Payments

Once the vouchers have been entered with the direct payment type, payment generation can be processed.

Selection Criteria			
Voucher Company	<input type="text"/>	Vendor Group	% <input type="text"/>
Voucher No.	% <input type="text"/>	Vendor	% <input type="text"/>
Voucher Batch	% <input type="text"/>	Category	% <input type="text"/>
		Payment Group	% <input type="text"/>
		Payment Type	Direct Pyr <input type="text"/>
Start Disc Date	<input type="text"/>	End Disc Date	<input type="text"/>
Start Due Date	<input type="text"/>	End Due Date	<input type="text"/>

13

Direct Payment File Generation

Finance - Accounts Payable
▶ Accounts Payable
▲ Direct Payment Process
▲ Windows
Direct Pmt File Generation
Direct Pmt Status Update
▲ Reports
Direct Payment Information
Vendor Direct Payment Audit

- Generate the direct payment file in SMART Finance.
- Securely submit the file for ACH processing at the bank

14

Notification of Direct Payment

We have scheduled \$2,156.46 to be deposited into your account on 3/15/2024. Please confirm receipt of this deposit with your bank, as posting cut-off times are bank dependent and the actual date of fund availability to you may vary.

Vendor Account# A2Q58LJFH9MX3 Transaction Details:

Invoice Date	Invoice Number	Comments	Amount
02/29/2024	11DW-CXPL-FFFL	Acct #A2Q58LJFH9MX3	\$6.99
02/29/2024	11DW-CXPL-FFFL	Acct #A2Q58LJFH9MX3	\$29.99
02/29/2024	11RQ-1R44-MFWH	Acct #A2Q58LJFH9MX3	\$9.99
02/29/2024	11RQ-1R44-MFWH	Acct #A2Q58LJFH9MX3	\$11.99
02/29/2024	11RQ-1R44-MFWH	Acct #A2Q58LJFH9MX3	\$2.32
02/29/2024	11RQ-1R44-MFWH	Acct #A2Q58LJFH9MX3	\$5.16
02/29/2024	11RQ-1R44-MFWH	Acct #A2Q58LJFH9MX3	\$7.97
02/29/2024	11RQ-1R44-MFWH	Acct #A2Q58LJFH9MX3	\$7.99
02/29/2024	11RQ-1R44-MFWH	Acct #A2Q58LJFH9MX3	\$14.26

An automatic email is sent to the vendor with notice of the direct payment along with the payment details.

15

YES!
Sign me up!

- ★ This AP ACH process was created with Bremer Bank.
- ★ This process will work for districts that do or do not have a bank account with Bremer Bank.
- ★ For more detailed information, please contact your Regional Center.

16

SMART Messaging

17

Need a method to transfer data to someone in the district in a secure way?

Payment Summary 03/17/2024 202409 - Edit Mode

Batch	Pay#	Bank	Check #	Pay Date	Pay Type	Reference	Group	Vendor	Rcd	Vendor Name	Alt Name	Amount	Printed
	74367			09/07/2023	Wire		1	05876		AMERICAN EXPRESS		13,520.02	No
	74171			08/03/2023	Wire		1	05876		AMERICAN EXPRESS		12,503.28	No
	74135			07/11/2023	Wire	74135	1	05876		AMERICAN EXPRESS		8,083.63	No
	73899			05/15/2023	Wire	73899	1	05876		AMERICAN EXPRESS		13,078.31	No
	73898			04/13/2023	Wire	73898	1	05876		AMERICAN EXPRESS		27,250.61	No
	73894			06/13/2023	Wire	73894	1	05876		AMERICAN EXPRESS		7,000.53	No
	73368			03/14/2023	Wire	73368	1	05876		AMERICAN EXPRESS		10,749.61	No
Total												763,664.15	

Reset Sort Webpage Route Workflow Messages Detail

18

Setup of the Workflow message with attached window

Workflow New Message

To: 100 - Adams, Amy A

Action: Review/Comment | Reply By: 10/01/2023 | Attach Window:

Summary: Payment to American Express

Review for budgetary analysis for the upcoming year

Buttons: Remove File, Attach File, Send, Cancel

19

New Message on the Dashboard

YOU'VE GOT MAIL!

Messaging - Inbox | New

From	Summary	Sent	Reply By	Priority
Aadams, Aaron A	Summary	American 03/04 11:59 AM	03/31/2022	No

Workflow Message

From: Aadams, Aaron A | Sent: 03/04/2022 11:59 AM | **Open Attached Window**

Summary: Summary payment to American Express | Open Attached File

Reply By: 03/31/2022 | Action: Review/Comment

Review for budgetary analysis for next year.

Batch	Pay#	Bank	Check #	Pay Date	Pay Type	Reference	Group	Vendor	Rcd	Vendor Name	Alt Name	Amount	Printed
	74367			09/07/2023	Wire		1	05876		AMERICAN EXPRESS		13,520.02	No
	74171			08/03/2023	Wire		1	05876		AMERICAN EXPRESS		12,503.28	No
	74135			07/11/2023	Wire	74135	1	05876		AMERICAN EXPRESS		8,083.63	No
	73899			05/15/2023	Wire	73899	1	05876		AMERICAN EXPRESS		13,078.31	No
	73898			04/13/2023	Wire	73898	1	05876		AMERICAN EXPRESS		27,250.61	No
	73894			06/13/2023	Wire	73894	1	05876		AMERICAN EXPRESS		7,000.53	No
	73368			03/14/2023	Wire	73368	1	05876		AMERICAN EXPRESS		10,749.61	No
Total:												763,664.15	

20

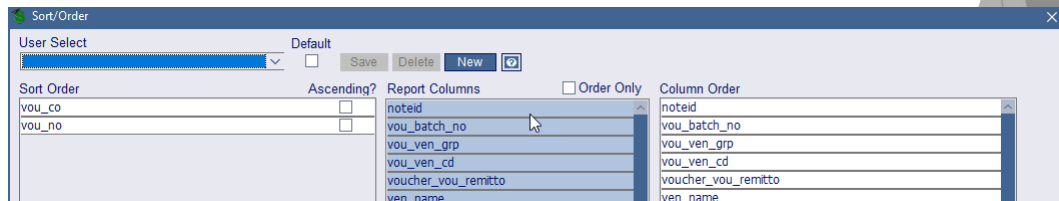
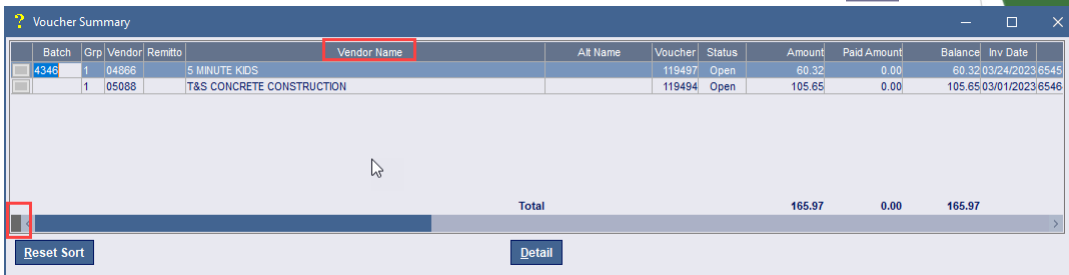
To many messages?



Use the CTRL or Shift keys to select the messages; right click to access the Delete function on the menu.

21

Customize the summary window



22

Summary Window Notes and sort

Voucher Summary

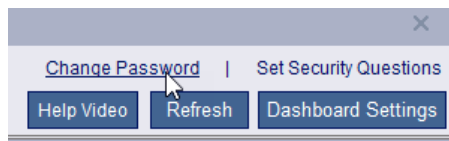
Batch	Grp	Vendor	Remitto	Voucher	Status	Amount	Paid Amount	Balance	Inv Date
	1	6795	REMIT	A 96395	Open	50.22	0.00	50.22	03/19/2024
	1	6795		96398	Open	500.21	0.00	500.21	03/19/2024
	1	6795	REMIT	A 96399	Open	99.00	0.00	99.00	03/19/2024
	1	6795		96397	Open	500.21	0.00	500.21	03/19/2024
	1	7675	REMIT	7 96396	Open	50.22	0.00	50.22	03/19/2024
	1	6795	REMIT	A 96393	Paid	4,871.53	4,871.53	0.00	03/14/2024
	1	6795	REMIT	A 96394	Paid	4,871.53	4,871.53	0.00	03/14/2024
	1	7358		96392	Open	102.22	0.00	102.22	03/06/2024
	1	7358		96391	Open	102.22	0.00	102.22	03/05/2024
	1	6490		96390	Open	20,440.35	0.00	20,440.35	03/05/2024
	1	7063		96389	Open	105.33	0.00	105.33	03/01/2024
P9	1	6057		96371	Paid	2,380.56	2,380.56	0.00	01/31/2024
P9	1	7471		96382	Paid	882.52	882.52	0.00	01/31/2024
P9	1	6763		96381	Paid	1,505.39	1,505.39	0.00	01/31/2024
P9	1	8136		96370	Paid	33,253.49	33,253.49	0.00	01/31/2024
P9	1	3803		96375	Paid	2,835.28	2,835.28	0.00	01/31/2024

23

Fabulous Finds...

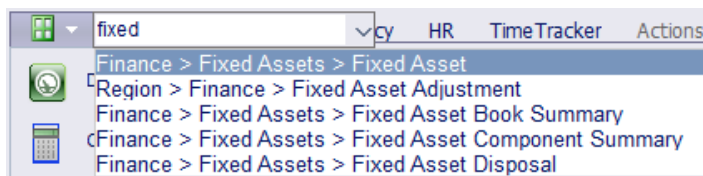
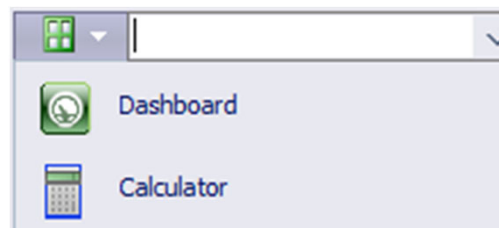
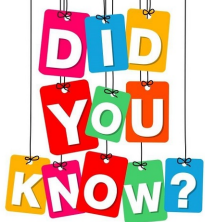
24

Want to change your password?



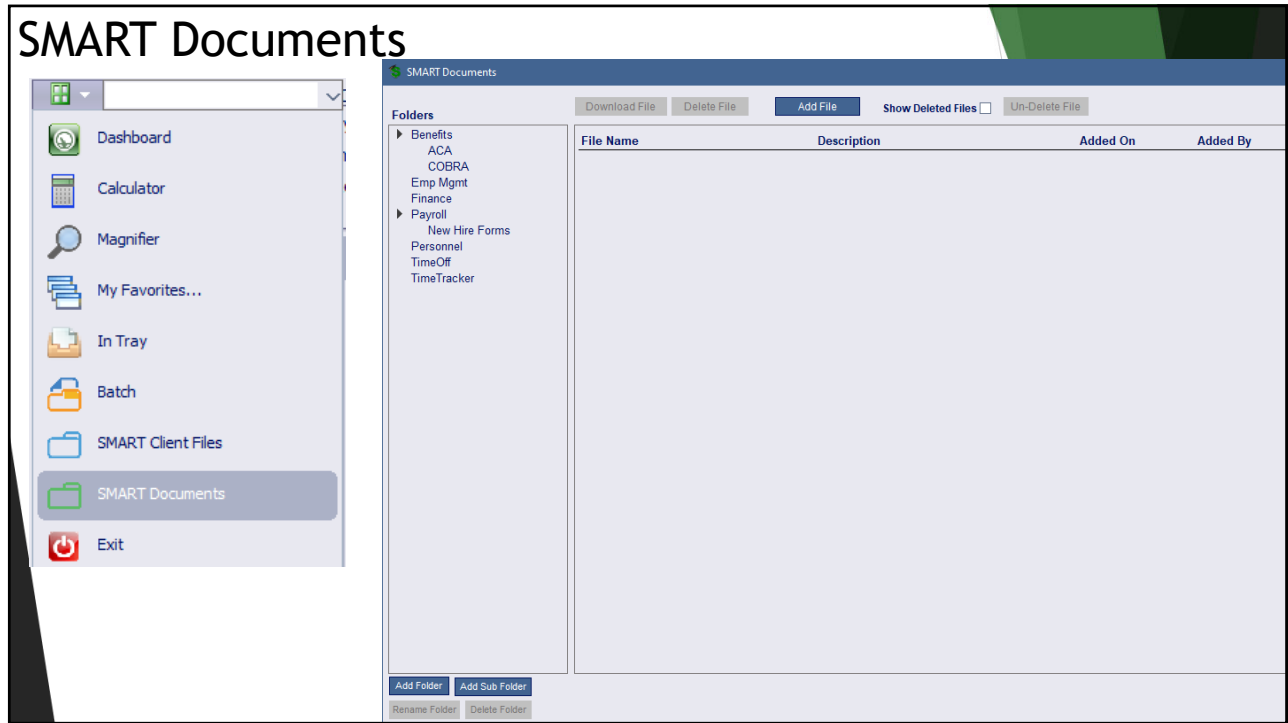
25

Search for a window/report



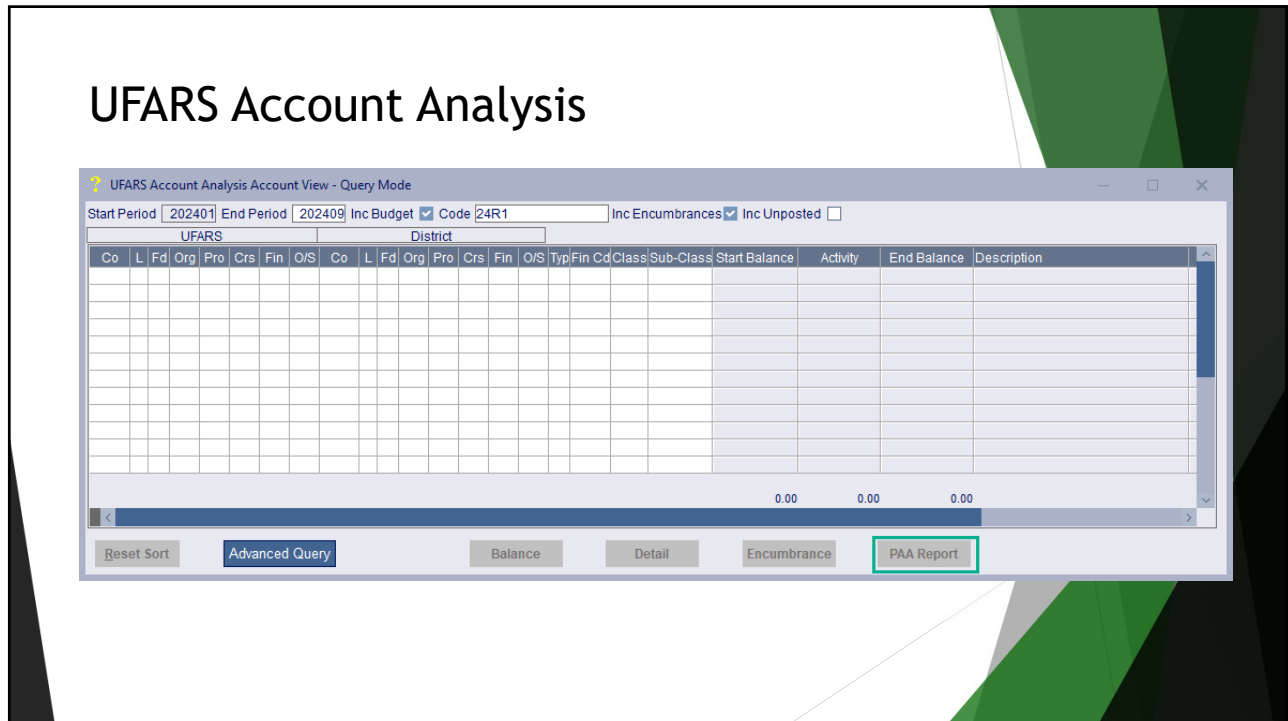
26

SMART Documents

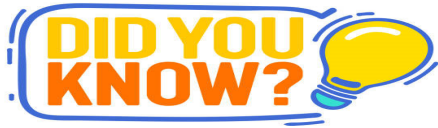


27

UFARS Account Analysis



28



Account Segment Setup

Account Segment Setup

Comp	L	Fd	Org	Pro	Crs	Fin	O/S	
Company	L	Pro	Description			UFARS Cd	Start Pd	End Pd
		010						

29

Stop Account Codes

Stop Account Codes - Edit Mode

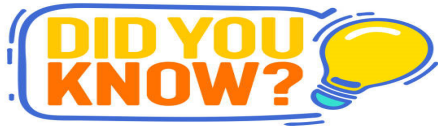
Comp L Fd Org Pro Crs Fin O/S End Period for Account Codes Selected
 6004 % 11 % 850 % % % 202414

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

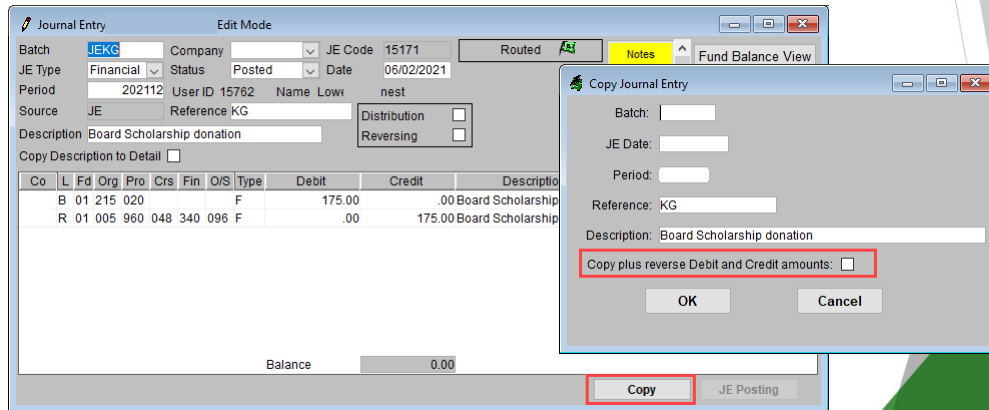
Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Type	Description	Class	Sub-Class	Start Period	End Period	
<input type="checkbox"/>	6004	E	11	005	850	000	000	570	F	Facility Leases (Assess Manual)	422	00	202201	202414
<input type="checkbox"/>	6004	E	11	005	850	000	000	896	F	TAXES, SPECIAL ASSMITS & INTERE	422	00	201201	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

30



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



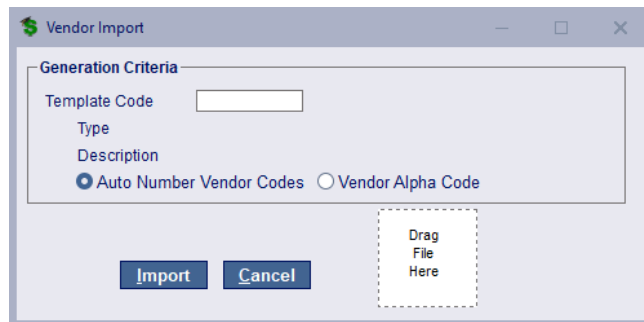
31

Vendor Import

F
a
s
t

W
o
r
k

- Be able to setup groups of vendors quickly; such as lunch reimbursements or event judges.
- This function is similar to the other import option on Finance.



32

H
e
l
p
f
u
l

MDE Food Service Reporting

Voucher Detail by Vendor

Voucher Detail by Vendor

Create Report

Report Control Number: 215207

Retrieval Argument	Value
Batch	like
Company	like
Starting Voucher Number	>= 0
Ending Voucher Number	<= 999999999
Vendor Group	like
Vendor Code	like
Voucher Status	like
L	like
Fd	like 02
Org	like
Pro	like

- Voucher Detail by Vendor report

33


PO Copy Checkbox

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	Manager IT Services	1.00	EA	2,600.00	0.000%	2,600.00	L1	E	01	005	257	000	305	000	F	20	
7		<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	
8		<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	
9		<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	
10		<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	

30,600.00

Print Email Det Comment Distribution Acct Analysis SKU Analysis Xfr History Rec'd History Copy PO

34



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

35

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





36



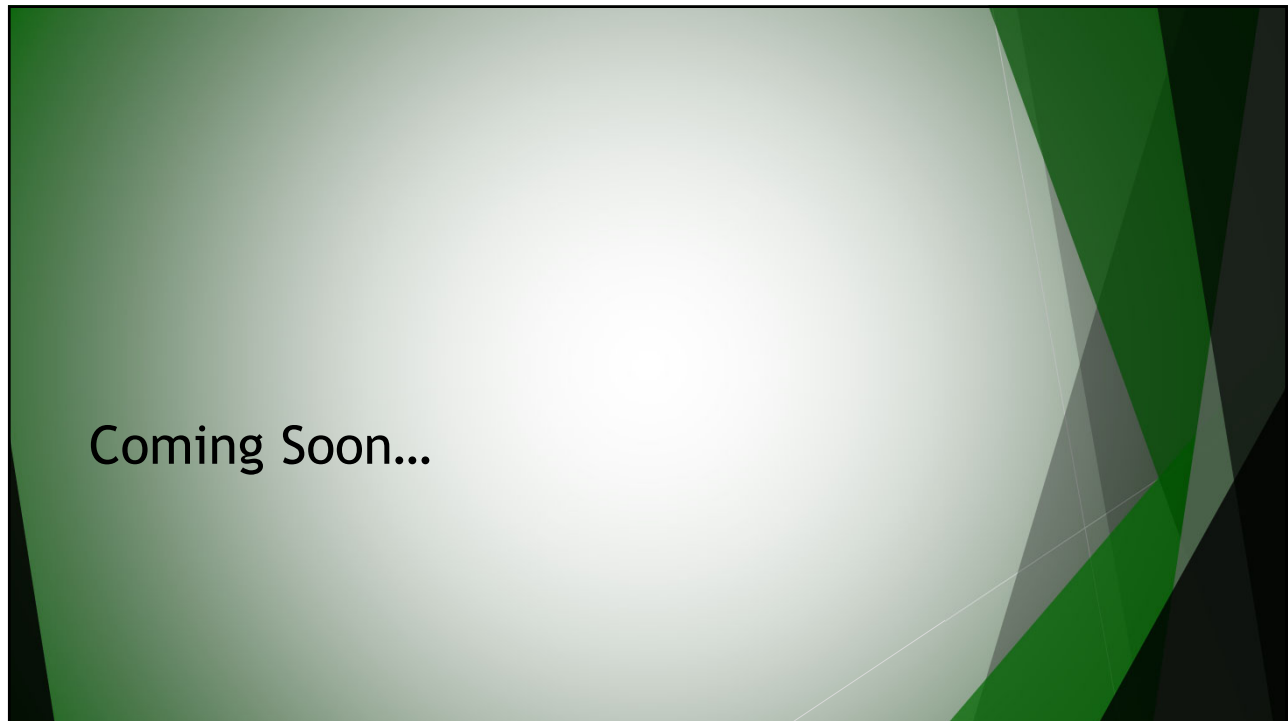
NEW

Menu - Reports

- Reports - Standard Finance
- Reports - District Custom

The slide features a red banner with the word 'NEW' in white, slanted text. Below it, the title 'Menu - Reports' is displayed in a black sans-serif font. Two menu items are listed, each preceded by a yellow chevron icon pointing right. The first item is 'Reports - Standard Finance' and the second is 'Reports - District Custom'. The background is white with a decorative green and black geometric pattern on the right side.

37



Coming Soon...

The slide has a light gray background with a decorative green and black geometric pattern on the right side. The text 'Coming Soon...' is centered on the left side in a black sans-serif font.

38

S
O
H
E
L
P
F
U
L

Vendor Cleanup

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

39

Prepay Voucher



40



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

41



PO Receiving Access via SMARTer

Current Receiving Past Receiving

Purchase Orders

Click on an order below to view its details

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

Batch	PO No	Status	Buyer	PO Date	Received	Closed	Group	Vendor	Vendor Name
	22624	O	COM ED	02/27/2023			1	05094	ELK RIVER DODGE
	22623	O	AD	02/27/2023			1	04945	VACI
	22622	O	0400	07/14/2022			1	01056	TREX
	22621	O	0400	07/14/2022			1	04820	TEAL
	22620	O	0300	07/14/2022			1	06997	RIDC
	22619	O	0300	07/14/2022			1	00474	RAM
	22618	O	0777	07/14/2022			1	05000	MIS
	22617	O	0400	07/14/2022			1	02035	LAK

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

Receiving Detail

Status	SKU	Description	Location	Units to Receive	U/M	Bin	Units Received	Shipper	Rec Date	Vendor SKU	Received Units	Required	Requester	Seq	Comment	Hold
<input checked="" type="checkbox"/> Edit	Open	REC	Desc	005	1.000000	EA	1.000000	+	03/02/2023		0.000000		2836	1	No	<input type="checkbox"/>

42

NEW

Fixed Asset Changes!

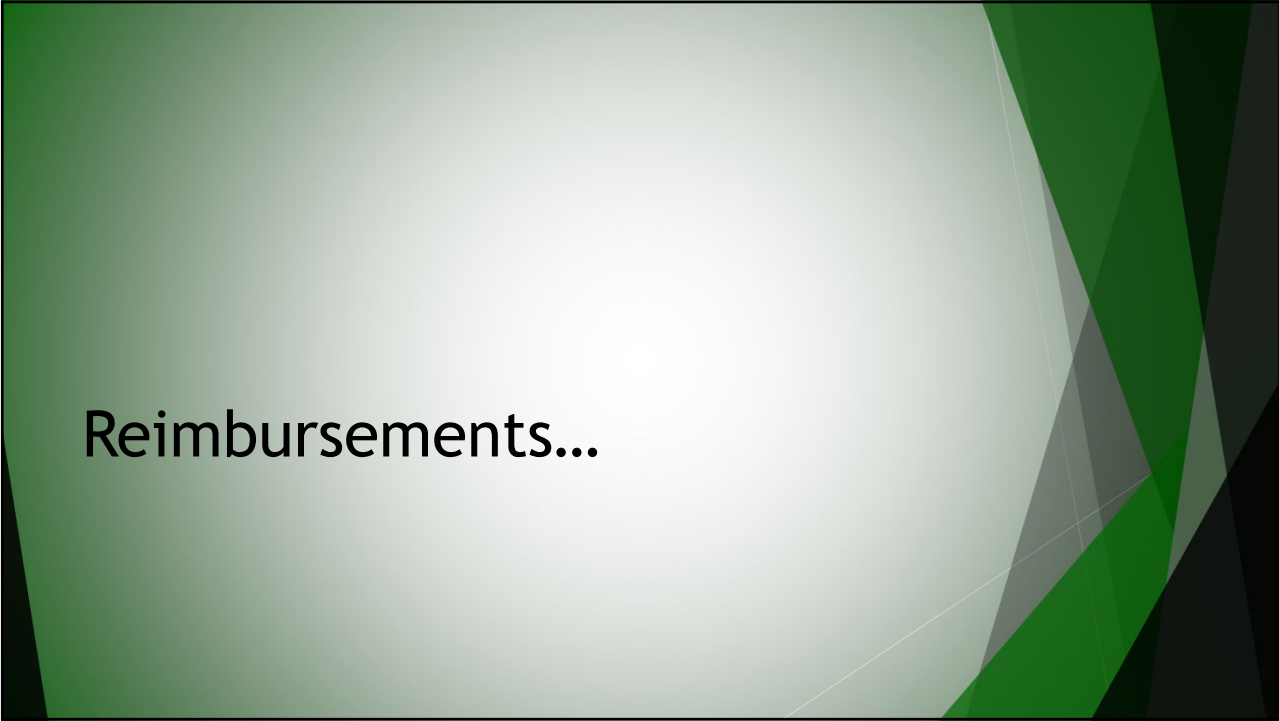
- Room Inventory changes can be made on the Fixed Asset window.
- This allows the Room Inventory records to be changed or deleted
- Added the asset description to Asset Disposal to assist with verifying
- New window to adjust unposted disposal and placed in service date

43

Questions?



44



45

Employee Reimbursements - Pay Stub

Pay Stub

This page provides a summary of your pay information. To see all of the detail and/or print a format that is acceptable for banks, click on the View/Print Entire Pay Stub button

[Preview Entire Pay Stub](#)

[Print Entire Pay Stub](#)

[Federal Withholding Calculator](#)

[Other Pay Stubs](#)

[View Timeoff Detail](#)

[MN Withholding Calculator](#)

Pay Check

Date	Payment Type	Account Type	Financial Institution	Account	Net Pay
Timecards For This Check					
Pay	Check Desc	Hours	Rate	Gross	
EBE Non-W2	58-12/17-Mileage	0.0000	\$170.52	\$170.52	View
EBE Non-W2	58-12/17-MEALSL	0.0000	\$11.00	\$11.00	View
EBE Non-W2	58-12/16-MEALSL	0.0000	\$9.00	\$9.00	View
EBE Non-W2	58-12/16-MEALSD	0.0000	\$17.95	\$17.95	View
EBE Non-W2	58-12/16-MEALSB	0.0000	\$6.94	\$6.94	View

46

Reimbursement Detail Summary

Status	Reimb No	Reimb Date	Created By	Purpose	Timeframe	Type
	Exp Date	Category	Description	Orig Amt	Appr Amt	Account Code
Paid	58	12/18/2019	JERRY 1. CROSBY	Impact Education Conference - Minneapolis	12/15/19-12/17/19	Reimbursement
	12/17/2019	Meals-Lunch	lunch	\$11.00	\$11.00	01-005-640-000-316-366
	Comments:			Changed By: PAULINE 1. ALEXANDER		
	12/17/2019	Mileage	mileage	\$170.52	\$170.52	01-005-640-000-316-366
	Comments:			Changed By: PAULINE 1. ALEXANDER		
	12/16/2019	Meals-Dinner	supper	\$17.95	\$17.95	01-005-640-000-316-366
	Comments:			Changed By: PAULINE 1. ALEXANDER		
	12/16/2019	Meals-Lunch	lunch	\$9.00	\$9.00	01-005-640-000-316-366
	Comments:			Changed By: PAULINE 1. ALEXANDER		
	12/16/2019	Meals-Breakfast	breakfast	\$6.94	\$6.94	01-005-640-000-316-366
	Comments:			Changed By: PAULINE 1. ALEXANDER		
	(* denotes distributed rows)			Reimbursement Total:	\$215.41	\$215.41

I declare under penalty of law that this claim is just and correct and that no part of it has been paid. I understand that my applicable taxes will be withheld from a future payroll check according to IRS regulations.

Signed By: JERRY 1. CROSBY Date Signed: 12/18/2019
 Approved By: PAULINE 1. ALEXANDER Date Signed: 12/18/2019

47

Employee Reimbursements - Overview

Paperless solution to reimburse Business Expenses

```

    graph LR
    A[User creates request in SMART eR form] --> B[Electronically routed & approved in eR]
    B --> C[Approved reimbursement ready to import as a timecard]
    C --> D[Payroll pays Reimbursement & employee is notified]
    D --> E[Finance can reference after GLs are created and transferred]
    
```

- ▶ Similar to the Ordering - but can have different approvers
- ▶ District defines routing criteria and related supervisors/approvers
- ▶ Employee Assignments (payroll distribution) is the basis for routing
- ▶ Receipts can be scanned and attached to each expense
- ▶ Receipts can be verified in eR, HR, or not required
- ▶ Default mapping website can be chosen by district for mileage

48

Reimbursement Entry

Current Reimbursements | Past Reimbursements

Previously saved reimbursements with a Not Routed status are automatically deleted by the system after 60 days.
 Fields with a colored background need to be entered before saving.
 Attach receipt images to the expense form in eR. Please be sure you are attaching itemized receipts, as credit/debit card receipts cannot be reimbursed.

Status: Not Routed
Request Date: 03/10/2020
Fiscal Year: 2020
Type: Reimbursement
Reason:
Purpose: Business Conference Demo
Comments:

Reimb #: 99
Created By: JERRY I. CROSBY - 130
Reimbursement Total: 0.00

New Row to be Added

Expense Date	Expense Type	Limit	Amount	Description	Account Code
03/10/2020	Airfare/Luggage Car Rental Clothing Company Vehicle Gas Dues/Professional/Membership Hotel or Lodging Meals-Breakfast Meals-Dinner Meals-Lunch Mileage Other		100.00	car to drive to conference	

Detail Items
No Items Found

49

Employee Reimbursements - Sign and Route

Reimbursement Entry

Current Reimbursements | Past Reimbursements

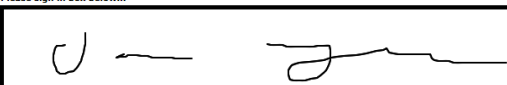
Previously saved reimbursements with a Pending status are automatically deleted by the system after two weeks.

Reimb #	Type	Timeframe	Purpose	Created By	Reimb Date	Status	Reimb Total	Signed
8	Reimbursement	1/1/2019 - 1/10/2019	Business Conference	Forrest T. Witt - 11377	01/30/2019	Pending	708.90	<input type="button" value="Sign"/>

Signatures

If you are not on a mobile device you can use your mouse to sign. If you are on a mobile device you can use your finger to sign.

Please sign in box below...



Please complete the following information and click Verify to validate your identity.

Current Password:
Last four digits of your SSN:

Fields with a colored background need to be entered before saving.

50

Approvals

Approvals

Ordering Reimbursements

Routed Approved Denied

Filter Options

Approval Filter:

Created By: Reimbursement From Date:

Reimbursement Through Date:

Already Viewed

Reimb Last Viewed

Save Decisions

Approval Details	View	Approve Clear All Approve All	Deny Clear All Deny All	Reimb No	Timeframe	Purpose	Reimb Date	Type	Orig Amt	Total Amt	Created By	Comments
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	92	02/07/2020	Mileage / Lunch for College Visit	02/11/2020	R	90.69	90.69	RITA 264 MUELLER	<input type="text"/>

Route Name	Status	Approver Name	Appr Date	Orig Amt	Total Amt	Comment
BESSIE 51 CABRERA	Routed			90.69	90.69	
SHARON 266 GLENN	Routed			90.69	90.69	

51

Employee Reimbursements - Timecard Master

Timecard Master

Calendar/Seq	Begin Date	End Date
S202415 0	1/31/2024	2/15/2024
S202416 0	2/16/2024	2/29/2024
S202417 0	3/1/2024	3/15/2024
S202418 0	3/16/2024	3/30/2024

Buttons: Select, Create, Print, Save without Validation, Add Earnings Schedule, Reset TC Validate Flag, Import Reimbursements

Go to Emp:

Pay | Deduction/Benefit

Save Entries as Text File

ID	Pay Code	Units	Rate	Account Code	Earn Pay Sch Type	Check Description	Check Seq No	ACA Month	ACA Units Override	ACA Conv Unit	Earn Sched Desc
Gill, Duane E 1023	EBETAXABLE		119.99	0112081000000199	0 02	Coverage: 1183-1/20-CLOTHING	0	00/00/0000	.00		
Meyer, Julie A 612714	EBENONW2		55.95	15-210-298-775-301-401	0 02	Coverage: 1155-12/17-OTHER	0	00/00/0000	.00		
Meyer, Julie A 612714	EBENONW2		2.98	15-210-298-775-301-401	0 02	Coverage: 1156-12/20-OTHER	0	00/00/0000	.00		

Notification

Your Reimbursement 8 was approved. It is scheduled to be paid on 1/15/2019. Your original reimbursement is viewable under Requests|Reimbursement Entry page.

52

SF: Account Analysis and UFARS Analysis

Account Analysis - Edit Mode

Account Analysis - Journal Entry Detail View - Edit Mode

Account Analysis - Payroll Detail View

Reimbursement Receipts

Select

Employee ID: 637172 (RACHEL 637172 ALFORD AC FDSERV)
 Reimb Number: 1074 (Orig Hire Date 11/12/2014 Adj Hire Date 11/12/2014)

Reimbursement Information (display only)

Purpose of Expense	Dates	Total Expenses	Total Approved	Status	Final Approver Id	Final Approver Name	Approval Date
clothing reimbursement		\$61.18	\$61.18	Completed	1516	HOUSE, MONA 1516	12/08/2023

Comment: pants

Verify All

Reimbursement Detail

Expense Date	Category Code	Description	Amount		Orig Attach	Overridden Attach	View	Attach	View	Delete
			Requested	Approved						
11/26/2023	CLOTHINGT	Black pants	\$61.18	\$61.18			View	Attach	View	Delete

GL account: 02-130-770-000-701-199

Verified/Verified By: 1516

53

Reimbursements - Troubleshooting

How do we tell if there are missing reimbursements for this calendar, I am not an approver...

Payroll | Payroll Processing

Reimb Status and Verification

Select Value(s): << Sort Filter Clear

Create Report

Retrieval Argument(s)	Value(s)	Wildcards
Fiscal Year	* 2024	
Start Date		
Stop Date		
Calendar		
ID		
Primary Status		<input type="checkbox"/>
Secondary Status		<input type="checkbox"/>
Status	R,V	<input type="checkbox"/>
Verified		<input type="checkbox"/>

Status	Description
A	Approved
C	Completed
D	Denied
P	Paid
R	Routed
V	Validated

54

Reimbursements - Troubleshooting

I got the email telling me my reimbursement was going to be paid, but it didn't show up in my check...

Reimb Status and Verification

Reimb Status and Verification

Retrieval Argument(s) Value(s) Wildcards

Fiscal Year * 2024

Start Date

Stop Date

Calendar

ID

Primary Status

Secondary Status

Status C

Verified

Status	Description
A	Approved
C	Completed
D	Denied
P	Paid
R	Routed
V	Validated

55

Reimbursements - Troubleshooting

Approver thinks a reimbursement was already entered and paid for an employee but can't find it...

Reimb Status and Verification

Reimb Status and Verification

Retrieval Argument(s) Value(s) Wildcards

Fiscal Year * 2024

Start Date

Stop Date

Calendar

ID 1061

Primary Status

Status	Description
A	Approved
C	Completed
D	Denied
P	Paid
R	Routed
V	Validated

Whizbang Public Schools

4/12/2024 3:44 PM

Emp ID	Name	Reimb No	Timeframe	Date Requested	Calendar	Status	Purpose	Total Amount
1061	KELLER, NELLIE 1061	1058		12/01/2023	S202411	PAID	MILEAGE	\$55.63
1061	KELLER, NELLIE 1061	1117		12/20/2023	S202412	PAID	Mileage	\$110.70
1061	KELLER, NELLIE 1061	1126		12/28/2023	S202413	PAID	mileage	\$100.87
1061	KELLER, NELLIE 1061	886		09/29/2023	S202407	PAID	MILEAGE	\$117.25

56

Reimbursements - Troubleshooting

An approver quit, how do I know if something is still out there for them?

Approvals

Ordering Reqs **Reimbursements**

Routed Approved Denied

Filter Options

Approval Filter Override ▾

Created By: All (dropdown menu open showing: BUCK, MATTHEW 466346; CARSON, STEVE 179591; CASEY, CLAUDIA 437816; DORSEY, TED 1389; DUNCAN, ELLIS 1077; FINLEY, EMILIO 269355; FRANKS, ANN 279326; HANSEN, VIOLA 844493; HIEFFMAN, MII DRFD 475246)

Reimbursement From Date: 01/02/2024

Reimbursement Through Date: 10/02/2024

Search By Date Range

Reimb No	Timeframe	Purpose	Reimb Date	Type	Orig Amt	Total Amt	Created By	Comments	Routed To	Status
1191		Mileage	01/30/2024	R	98.36	98.36	DOMINICK 725475 TERRY		MARCIA 683135 RASMUSSEN	Validated
1190		mileage	01/30/2024	R	46.23	46.23	STEVE 179591 CARSON		MARCIA 683135 RASMUSSEN	Validated

57

Reimbursements - How do I start?

Talk to your region...they will have advice on where to start.

We do have a checklist for you to follow.

SMART Systems - Reimbursement Setup Checklist

v23.3.1-3/4/2024

Cleanup

1. Finance | General Ledger | Chart of Accounts Setup | Account Segment Setup - To cleanup old Finance segment codes that are no longer used.
2. Stop old distribution codes that are no longer being used by employees. Distribution codes are used to create the assignment and define the building and program area an employee works in.
 - a. Payroll | Payroll Utilities | Cleanup Paycheck Data - run the Distribution option.
 - b. Payroll | General Ledger run the Stop Invalid Account Codes or Change to New Accounts window(s).
 - c. Payroll | Employee Information Reports. To preview or print a listing of the distributions setup run the Distribution Worklist-By Emp Name or Distribution Worklist-By Acct Code report. If an employee's distribution codes will change, have old ones been stopped and new ones created?
3. Use the window in Region | All | Setup Software Permissions. Turn on user classes for the employees needing access to Employee Management. Options are ASSIGN, V_ASSIGN, PERMISSION, PERMISSADMIN, POPERMISSION, and V-PERMISSION.

Reimbursement Setup

1. HR | Setup Assignments - Setup of Assignment routing data
 - a. Setup Assignment Control - Make sure the Control row is set to the correct fiscal year (This will help with date defaults). You can choose to keep routing based on default year if desired.

58



Reimbursement Approval Setup is being simplified

- 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.

59

Setup Approver Preview

Setup Approvers

Contract Year: 2024 | Approval Process: REIMBURSE

Routing Guide | Emp Roles without Approval | Expand

Account Code	ID	Name
01-012-038-015-020-120	1880	White, Rudolph 1880
1) 2676	Berger, Maxine 2676	
2) 684	Burnett, Colleen 684	
3) 1880	White, Rudolph 1880	

Setup Approvers | Overrides

Start	Stop	Fd	Org	Pro	Crs	Fin	O/S
07/01/2022	00/00/0000	01	General Fund	400	General Special Ed		
Approvers: 1	1880	White, Rudolph 1880	2		3		
Pre Approvers: 1			2				
07/01/2022	00/00/0000	01	General Fund	012	Budget Learning St	038	Board Of Education
Approvers: 1	1880	White, Rudolph 1880	2	3090	Horne, Tamara 3090	3	2683
Pre Approvers: 1	2676	Berger, Maxine 2676	2	684	Burnett, Colleen 684		Snyder, Janet 2683
07/01/2022	00/00/0000	04	Community Service				
Approvers: 1	3090	Horne, Tamara 3090	2	373	Riddle, Elsie 373	3	
Pre Approvers: 1			2				
07/01/2022	00/00/0000	11	Interdistrict Coop				
Approvers: 1	868	Hodge, Gregory 868	2	3090	Horne, Tamara 3090	3	
Pre Approvers: 1			2				
07/01/2022	00/00/0000	12	General Fund				
Approvers: 1	868	Hodge, Gregory 868	2	3090	Horne, Tamara 3090	3	
Pre Approvers: 1			2				
07/03/2022	00/00/0000	13	Grants and Entitle				110
Approvers: 1	1880	White, Rudolph 1880	2	3090	Horne, Tamara 3090	3	
Pre Approvers: 1			2				

60

Setup Approvers

*Contract Year: 2024 *Approval Process: PO

Routing Guide: Emp Roles without Approval

Account Code	ID	Name
01-xxx-xxx-xxx-xxx	1880	White, Rudolph 1880
1) 01-xxx-xxx-xxx-xxx	1880	White, Rudolph 1880
11-xxx-xxx-xxx-xxx	1880	White, Rudolph 1880

Copy Into Year: Process: Copy

Do Not Save	Approval Level	Pre Approver 1	Pre Approver 2	Approver Id	Name	Next Approver Id	High Org	High Appr	Initial Appr	High Appr Route					
<input type="checkbox"/>	1 (EXDIR)			1880	White, Rudolph 1880		<input type="checkbox"/>	<input type="checkbox"/>							
Start:	07/01/2020	Stop:	00/00/0000	Fd:	01	Org:		Pro:		Crs:		Fin:		O/S:	
<input type="checkbox"/>	5 (SUPER)	868		1880	White, Rudolph 1880		<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Start:	03/29/2021	Stop:	00/00/0000	Fd:	11	Org:		Pro:		Crs:		Fin:		O/S:	
<input type="checkbox"/>	5 (SUPER)			373	Riddle, Elsie 373	2683	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Start:	03/29/2021	Stop:	00/00/0000	Fd:	12	Org:		Pro:		Crs:		Fin:		O/S:	
<input type="checkbox"/>		913		3090	Horne, Tamara 3090		<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Start:	03/29/2021	Stop:	00/00/0000	Fd:	13	Org:		Pro:		Crs:		Fin:		O/S:	
<input type="checkbox"/>				2676	Berger, Maxine 2676		<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Start:	03/29/2021	Stop:	00/00/0000	Fd:	14	Org:		Pro:		Crs:		Fin:		O/S:	
<input type="checkbox"/>				921	Huff, Gretchen 921		<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Start:	03/29/2021	Stop:	00/00/0000	Fd:	21	Org:		Pro:		Crs:		Fin:		O/S:	
<input type="checkbox"/>	5 (SUPER)			373	Riddle, Elsie 373	2683	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Start:	03/29/2021	Stop:	00/00/0000	Fd:	24	Org:		Pro:		Crs:		Fin:		O/S:	
<input type="checkbox"/>	5 (SUPER)			1880	White, Rudolph 1880		<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Start:	07/01/2020	Stop:	00/00/0000	Fd:	31	Org:		Pro:		Crs:		Fin:		O/S:	

61

Timeline...

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

Ordering Approval Setup is next...

62