

SMART Finance Bulletin FY2012-01
July 8, 2011

Accounts Payable Process for FY2011

Districts are able to use SMART Finance to aid in establishing the Accounts Payable amounts as of June 30, 2011 without the need for manual journal entries. All you do is create the voucher in period 201112 and generate payment in 201201 or later. The steps to allow the system to do these entries automatically are as follows:

- 1) Create Batch V1APXX for voucher accounts payable transactions if you wish to keep those transactions in a separate batch.
- 2) Set Session Defaults to 201112 to enter FY2011 vouchers.
- 3) Create vouchers using batch V1APXX in Period 201112 for bills that belong in Accounts Payable at June 30, 2011 but will be paid with a check date of July 01, 2011 or later.
- 4) When the batch is complete, generate the Accounts Payable Voucher Journal Entry in period 201112. **REMEMBER, no changes for amount or period or vendor can be made to these vouchers once this step is done.** This journal entry debits the account codes listed on the vouchers and credits balance sheet 206 or designated payable account.
- 5) Change Sessions Defaults to 201201.
- 6) Generate Payment selecting batch V1APXX but using a payment date of July 1, 2011 or later. The generation period should be 201201 or later.

Note: If you want to generate payments for vendors that have vouchers in both periods 201112 and 201201 (or later), do **not** input a batch number on this screen. Not indicating a batch number will allow the system to generate payment on *all* open vouchers. One check will be created for two or more vouchers to the same vendor regardless of what period the voucher was done. If there are other vouchers that are open, but you do NOT want them to have payment generated, change the Status of those vouchers to either Hold or In Process. Payment will not be generated on those items. Be sure to change the Status field back to Open when you are ready for Payment Generation on those vouchers.

- 7) When checks are printed and everything looks good, generate the Accounts Payable Payment Journal Entry in period 201201. This journal entry debits the balance sheet 206 or designated payable account and credits cash.

These are suggested batch numbers. You may use whatever you would like to assist you in determining which batches are payables for FY2011 paid in FY2012.

Remember to use the Period Balance Report found in General > Report Selection > Accounts Payable to show the amounts due using period 201112 to run the report.

Note: Please make sure you are using a payment *date* that corresponds with the payment *period*. If you are paying the bill in July, then date the check July and the period should be 201201. DO NOT go back to period 201112 or use a June date to generate payment!

Accounts Receivable Process for FY2011

SMART Finance can also be used to aid districts in establishing the Accounts Receivable amounts as of June 30, 2011 without the need for manual journal entries. The steps to allow the system to do these entries automatically are as follows:

- 1) Create Batch I1ARXX for invoice accounts receivable transactions if you wish to keep those transactions in a separate batch.
- 2) Set Session Defaults to 201112 to enter FY2011 invoices for amounts owed to your district.
- 3) Create new invoices using batch I1ARXX in Period 201112 for invoices that belong in Accounts Receivable at June 30, 2011.
- 4) When the batch is complete, generate the Accounts Receivable Invoice Journal Entry in period 201112. This journal entry credits the account codes listed on the invoice and debits balance sheet 115 or designated receivable account.

- 5) Create deposits with a date of July 1, 2011 or later when the money is received. The deposit / receipt period should be 201201 or later.
- 6) When deposits and receipts all look OK, Generate the Accounts Receivable Receipt Journal Entry in period 201201. This journal entry debits cash and credits balance sheet 115 or designated receivable account.

These are suggested batch numbers. You may use whatever you would like to assist you in determining which batches are receivables for FY2011 paid in FY2012.

Remember to use the Period Balance Report found in General > Report Selection > Accounts Receivable to show the amounts owed from customers using period 201112 to run the report.

Budget Guideline

The Budget Guideline Report is located in General > Report Selection > Custom Ledger Reports. This report can be used to show only FY2012 budget, only FY2012 Year-To-Date amounts regardless if a close has been performed or not for the prior year, and FY2012 only encumbrances.

UFARS File Submission

When you are ready to submit the first Fiscal Year-End UFARS file to the Minnesota Department of Education, please complete and sign the "UFARS Data Release Authorization" form. The form can be found on our website at <http://regionv.k12.mn.us>. Click on the Downloads button on the left of the screen and look under the SMART Finance category.

Region V must have one signed authorization form on file from each district. Subsequent file submissions can be authorized by calling or emailing us with the request. Regardless of the method used to request a file submission, please always indicate if the file is *Audited* or *Unaudited*.

Dianna's New Baby

We are happy to pass along the great news that Dianna had a baby boy!

Riley Lon Groskreutz was born July 1, 2011 at 10:39 a.m. He weighed 7 pounds 1.1 ounces and was 19.5 inches long. Mom, Dad, and baby are all doing fine.

Holiday Reminder

Region V will be closed Monday, September 5 for Labor Day.

**SMART Finance Bulletin FY2012-02
November 10, 2011**

UFARS Reporting

November 30, 2011 is the MDE deadline for submitting your final audited UFARS file and also the deadline for submitting your audited compliance information to the MDE. Please have your audited UFARS file to Region V by **Monday, November 21 at 12:00 PM** so any errors can be corrected before the November 30th deadline. Review the Compliance Table and UFARS Turnaround Reports on the MDE website to make sure your compliance submission matches your UFARS information. As of November 9, the Compliance Table for entry is not available. Please watch for an email from Region V when it becomes available.

Late UFARS Submissions

After November 30th, the MDE Website link will be deactivated. After November 30th and until the close of the UFARS submission process on January 3, 2012, districts must contact the MDE for a late submission approval.

FY2011 Audit Reports

Send one hard copy of your FY2011 Audit Reports to MDE and one electronic copy of the audit to the State Auditor's Office no later than January 3, 2012. The electronic address uses single audit, but it is for all ISD audits. Please send them to:

Minnesota Department of Education
Financial Management Team
Attention David Day
Room I-14
1500 Highway 36 West
Roseville, MN 55113

Office of the State Auditor
SingleAudit@osa.state.mn.us

Budget Reminder

You should have your original or adopted budget for FY2012 on SMART as soon as the board has approved it. A suggested budget code is 12ADP. A copy of this budget can be saved on SMART as your revised version (12REV) at the same time the adopted is imported. The revised budget can be used for changes throughout the year while the adopted should be at a "Locked" status. Please let us know if you need assistance with this. It is necessary to verify the amount of the original budget for FY2012 on SMART is the same as the amount the board approved as of June 30, 2011. These amounts must match for auditing purposes. If you find the amount approved by the board is different from that on SMART, please contact Region V for assistance.

Change Your Passwords

Each user in SMART and SMARTeR is assigned their own password when initially set up by Region V. However, a user can change that password. We strongly suggest you do this on a periodic basis for security reasons.

To change your **SMART** password, follow the steps below.

1. On the SMART Login screen, input your password
2. Before hitting the Enter key or clicking OK, click the Password button
3. In the field that says "Old Password", enter in the password used in Step 1
4. In the field "New Password" input your new password
5. Enter the new password again in "Confirm Password" (Note: The password field is case sensitive.)
6. Click OK

To change your **SMARTeR** password, follow the steps below.

1. On the SMARTeR Login screen input your user id and password, click Login or hit the Enter key
2. Under Pay and Personal Information select My Profile > Change Password
3. In the field that says "Current Password", enter the password used in Step 1
4. In the field "New Password" input your new password
5. Enter the new password again in "Re-Type New Password" (Note the password field is case sensitive)
6. Click Save

If you cannot remember a password you have created for SMART or SMARTeR, please let us know. We will not be able to tell you what it is, but we can change the password back to the first one we assigned and allow you to change it again.

1099 Information

It's that time of year again to start reviewing and verifying your 1099 amounts. Attached to this bulletin is a handout with information to assist users in reporting 1099 data. The handout instructs how to look up current activity, review past activity, adjust activity, and verify tax identification numbers. Instructions regarding setting up an alternate 1099 vendor name and address are also included. Please be sure to review this information and give copies to those individuals in your district that are responsible for the 1099 data.

MDE School Finance Award

The MDE School Finance Award criteria and application form for the 2012 award for FY2011 is now located on the MDE website. It can be located by going to www.education.state.mn.us. Go to Accountability Programs > Program Finance and it is located under "Current Topics". The application form must be postmarked or emailed by 4:30 PM on February 29, 2012.

Business Forms and Accounting Systems

Benny Helgeson from Business Forms and Accounting Systems asked us to pass along the following information since he has no website or access to everyone's email address. Starting January 1, 2012, Business Forms and Accounting Systems can now be contacted in the following methods:

Phone (800) 383-1696
(507) 346-1930
Fax (507) 346-7823
Email helgesn@rconnect.com
Mail PO Box 166, Spring Valley, MN 55975

Region V Holiday Reminder

Thanksgiving – Thursday, November 24 and Friday, November 25, 2011
Christmas – Friday, December 23 and Monday, December 26, 2011
New Years – Monday, January 2, 2012

**SMART Finance Bulletin FY 2012-03
December 15, 2011**

SMART Version 11.3 Update

RDP DISTRICTS

If you are a district using the RDP system, the upgrade will be completed for your database at 4:00 PM on Monday, December 19. **You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

YOU WILL NEED TO BE ON VERSION 11.3 BEFORE W-2'S CAN BE PROCESSED.

The download and installation instructions can be found by going to our website and clicking on Downloads. Scroll down to the category of SMART Systems Installation Instructions and click on "SMART Release Install Instructions". *Please read and follow the instructions carefully.* When you have completed the download of the new version; *call*, do not email Mike (507) 386-4805, Lou Anne (507) 386-4814, or John (507) 386-4815. A database procedure needs to be done.

If your district has indicated they want to receive "Tech" emails from Region V, your district tech person will be receiving notice of this release in a separate email addressed directly to them.

Version 11.3 SMART Finance Enhancements

Accounts Payable

- ◆ The View Payments button on the Voucher Entry → Payment Information tab will now bring up the Payment Detail Summary window filtered by the associated payment detail.
- ◆ The voucher type of debit has been removed. The current choices are invoice or credit type vouchers.
- ◆ The ability to set unique wire payment types has been added. This is to assist with control pay, like Commerce Bank. This has made the process much easier as everything is done completely within the software. If you are interested in using this feature, please contact Region V. For those districts currently using control pay, please let Region V know when the switch to the new process will occur. An attachment on this process has been attached to the e-mail.
- ◆ For ease of selection, the 'Separate Check?' option has been moved to the main tab of Voucher Entry.
- ◆ The ST3 & W9 form utilized through Vendor Entry have been updated to the most recent version.
- ◆ The 1099 Form and Electronic process has been updated to 2011 standards.

Accounts Receivable

- ◆ The Payment Type selection found under Customer Setup → Customer → Additional Information tab is selectable for default on the Receipt Entry window. This allows you to select a Payment Type on the Customer set up, which then defaults in automatically when you select the Customer on the Receipt Entry window. For example, you can set up Minnesota Department of Education (MDE) to have a "Wire" payment type. When you enter in a MDE receipt, the Payment Type will have "Wire" appear automatically.
- ◆ A print selection button has been added to the Receipt Entry window.

Budget

- ◆ The Budget Transfers and Change windows will highlight the whole row when a selection is made.

General Ledger

- ◆ Based on the users' security level, Account Analysis and UFARS Account Analysis has the added feature of being able to drill down to an employees' information based on imported JE's from SHR. This will provide similar information as the "Budget Activity with Payroll Detail" report. If you need access to this, please have the Business Manager send an e-mail request to sfsupport@regionv.k12.mn.us to have it added.

- ◆ There is a new window called UFARS Account Analysis. This window is a duplicate of the Account Analysis window with the addition of the UFARS account code. This window allows you to look up account codes by either UFARS or district account code. Therefore, you'll be able to see how your district account code cross-walks to UFARS. This should be handy at audit time.
- ◆ The Journal Entry window will allow users to change the date and period fields if the JE status is in unposted or unbalanced status.

Purchase Order

- ◆ The Requisition Detail and Purchase Order Detail both have the addition of 'ID' and 'Requestor Name'. A user will be able to lookup a user ID from a list in query mode. This identifies the originator of the requisition or purchase order.
- ◆ The display of the vendor W9 Date has been added to the Requisition Entry window.
- ◆ For ease of the display, the vendor phone and fax numbers will be labeled on the Requisition and PO entry windows.

Reports

- ◆ The Multi-Year Guideline has default budget and period selections based on the session default period.
- ◆ A new report called 'Budgetary Comparison Report' has been added to the Custom Ledger Report list. This will provide the same information as the 'UFARS Budgetary Comparison Report', except that it will be by district account codes.
- ◆ The UFARS Expenditure/Revenue Guideline and the Balance Sheet Accounts by UFARS have the addition of UFARS segments to the Report run window. This is to assist in filtering the report by specific UFARS segments.
- ◆ Within the Custom Ledger reports, the users are given the ability to change the sort and total values of a report. This is identified by the "Expressions" button shown on the reports. If you are interested in how this works, please contact Region V. Additional information and training will be provided in the future on how to use this feature.
- ◆ The Custom Ledger reports are able to sort, total, include and exclude by the reference codes.
- ◆ The Revenue Classification Report is now located under Customer Ledger reports.

Version 11.3 SMARTeR Enhancements

On-line Ordering

- ◆ Additional School Specialty vendors can be added for on-line ordering. If you are interested in adding any of the following, please send an e-mail to sfsupport@regionv.k12.mn.us.
 - Broadhead Garrett
 - Classroom Direct
 - Closeout Corner
 - Hammond & Stephens
- ◆ When using the "Order Request Form", you will need to click on "Start Cart" to begin a new order.
- ◆ Once the "Order Request Form" is open, you will see the area to add a Comment. If you put your cursor over the word "Comment", you will have a note offering possible information to add here.
- ◆ Once you add a line of detail in the "Order Request Form", you will need to click on "Save" to save the line. After you select "Save", the "Add New" button appears. If you want to add another line of detail, click on "Add New". Once you click on "Add New", a new line of detail will appear and your old line(s) will disappear. Once you select "Save" again, all your lines of detail will appear. Since you are saving after each line of detail, you should no longer lose the detail as long as it has been saved.

An attachment is with this e-mail for the "Online Ordering Manual 2011". This includes the new items identified plus others. Changes have been identified in red. Please pass this along to online ordering users.

FY 2011 Audit Reports

Send one hard copy of your FY 2011 Audit Reports to MDE and one electronic copy of the audit to the State Auditor's Office no later than January 3, 2012. The electronic address uses single audit, but it is for all ISD audits.

Please send them to:

Minnesota Department of Education
Financial Management Team
Attention David Day
Room I-14
1500 Highway 36 West
Roseville, MN 55113

Office of the State Auditor
SingleAudit@osa.state.mn.us

1099 Information

It's time to start reviewing and verifying your 1099 amounts. Attached to this bulletin is a handout with information to assist users in reporting 1099 data. The handout instructs how to look up current activity, review past activity, adjust activity, and verify tax identification numbers. Instructions regarding setting up an alternate 1099 vendor name and address are also included. Please be sure to review this information and give copies to those individuals in your district that are responsible for the 1099 data.

1099 MISC Form Printing

Region V will print the 1099 Forms for all SMART Finance districts. We will also provide the district with Form 1096, Annual Summary and Transmittal of US Information Returns. If you choose to file electronically, you will not receive Copy A of the 1099 Misc. Form or the Form 1096 since you will not need to submit these to the IRS. We will also provide double window envelopes for mailing to recipients.

You will be responsible for running the 1099 reports and verifying 1099 data. You will also need to make any corrections to your 1099 data. When you are ready to have the 1099 forms printed, please send your authorization. The authorization form is titled "1099 Form Printing" and is available on our website under Downloads with the category of SMART Finance. You may fax (507) 388-5978 to the attention of Lori. Or, you may email your authorization as an attachment to Lori at lorid@regionv.k12.mn.us instead of faxing. If you don't use the attachment feature, please provide the following information in your email:

District Name:
District Number:
Indicate if you are filing electronically:
Authorization Name:
Date:

*Submit your 1099 authorization form to Region V by **January 23, 2012**. Time must be allowed to print and mail the forms back to the district.*

The deadline for filing paper copies to the IRS is February 28, 2012; the electronic filing deadline is April 2, 2012. Region V will take care of electronically filing on your behalf. You will receive an email towards the end of March letting you know your file was accepted by the IRS. The recipients' copies are still due by January 31, 2012. We encourage you to think about reporting your district's 1099 information electronically this year. Region V sent 107 district files to the IRS electronically last year!

Mileage Rate

Beginning on Jan. 1, 2012, the standard mileage rates will be:

- 55.5 cents per mile for business miles driven
- 23 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

The rate for business miles driven is unchanged from the mid-year adjustment that became effective on July 1, 2011. The medical and moving rate has been reduced by 0.5 cents per mile.

Region V Holiday Reminder

Christmas – Friday, December 23 and Monday, December 26, 2011

New Years – Monday, January 2, 2012

**SMART HR Bulletin FY2012-01
December 16, 2011**

SMART Version 11.3

RDP DISTRICTS:

If you are a district using the RDP system, the upgrade will be completed for your database at 4:00 p.m. on Monday, December 19. You must be off SMART at 4:00 p.m.

IN-HOUSE DISTRICTS:

YOU WILL NEED TO BE ON VERSION 11.3 BEFORE W-2'S CAN BE PROCESSED

The download and installation instructions can be found by going to our website and clicking on Downloads. Scroll down to the category of SMART Systems Installation Instructions and click on "SMART Release Install Instructions". *Please read and follow the instructions carefully.* When you have completed the download of the new version; *call*, do not email Mike (507)386-4805, Lou Anne (507)386-4814 or John (507) 386-4815. A database procedure needs to be done.

If your district has indicated they want to receive "Tech" emails from Region V, your district tech person will be receiving notice of this release in a separate email addressed directly to them.

V11.3 Release Overview


New Hire Window

Employee Information/New Hire: Three additional tabs have been added to the new hire window to eliminate having to enter data in more than one window.

Employee Tax/Retire Setup

Additional Reports/Employee Tax/Retire Setup: The Employee Tax Detail and Retirement/Tax Rates reports have been replaced with the Employee Tax/Retire Setup report. The SSN can be hidden with Ctrl-F3-click.


COBRA

 *Benefits/Retiree and COBRA Insurance/Maintain Tracking Records:* If a stop date is entered on the Maintain Tracking Records window or changed it will automatically update the corresponding Invoice Authorization rows.

Rate Table Matrix Report

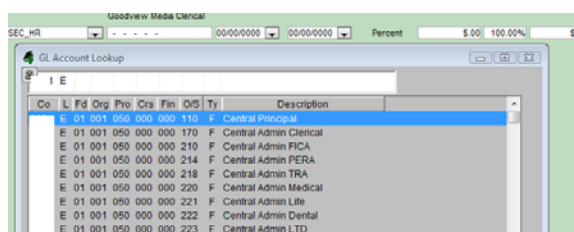
This new report has been added under Additional Reports and can be run for any rate table. It can be copied to Excel and if you click on Pivot the design of the report can be changed.

Report Printing

An option has been added to print without grid lines. By clicking on the following icon  grid lines will be removed from printing on the reports.

Employee Distribution Tab

A new feature has been added to the employee distribution tab, timecard and correct timecard distribution windows. If you move your cursor into the account code field a starburst will appear. If you double click the following lookup window will appear and you can select your code or you can continue to key in the code. If a code is stopped in finance or hasn't been built you will receive an error. A description will also appear on the code once it has been entered.



DEED Reporting

New windows and reports have been added under Agency Reporting for Quarterly Wage Reporting (MN UI Reporting). Check our website under downloads for updated instructions on how to use this window.

Retro Pay for Unit Pay

A new feature with this release is the addition of calculating retro pay for unit paid employees. You will be able to import the timecards and given the option to print the retro calculation per employee. This new feature is located under *Payroll Utilities/ Retro Unit Paid TimeCards*. Check our website under downloads for instructions on how to use this window.

Due Dates for Deposit of Taxes

The IRS released the new table for the Due Dates for Deposit of Taxes for 2011 Under the Semiweekly Rule. The new table is attached or it can be found on the IRS Website. It is Publication 509, Table 2.

Enhancement

You can now arrow up/down when using the binoculars to look up an employee.

Paycode Distribution Worklist

Additional Reports/Paycode Distribution Worklist: A grand total of employee count and projected amounts have been added to this report.

Pay Detail Reports

Additional Reports/Pay Detail by Location: Pay Detail by Location has been added and will subtotal by location. All other Pay Detail reports can be ran by location also.

SMARTeR Pay Information

The employee name will now print on the pay information.

SMARTeR SRA

Only active employees will appear in the ddlb.

Automated Transfer of Data to Aesop – Enhancements

1. For districts that utilize the nightly automated transfer of data from SMART HR to Aesop, the required data for new hires can now be entered in one window using the New Hire window; phone number, email address, union, file folder number, marital status, etc.
2. The “worker” email address will now be included in the file sent to Aesop.

Account Analysis – Employee Information

The Account Analysis window in SMART Finance now lists employee salary or benefit information for the selected salary account code. Access to the employee information is restricted. Only users that have been given special authorization by a district administrator will be given access to the employee information.

2012 IRS Mileage Rates

- 55.5 cents per mile for business miles driven
- 23 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

Region V Holidays:

Friday, December 23, 2011
Monday, December 26, 2011
Monday, January 2, 2012

Federal Holidays:

Monday, December 26, 2011
Monday, January 2, 2012
Monday, January 16, 2012

SMART Finance Bulletin FY 2012-04
January 9, 2012

SMART Version 11.3.1 (Patch1) Update

RDP DISTRICTS

If you are a district using the RDP system, the upgrade will be completed for your database at 4:00 PM on Tuesday, January 10. **You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

The download and installation instructions can be found by going to our website and clicking on Downloads. Scroll down to the category of SMART Systems Installation Instructions and click on “SMART Release Install Instructions”. *Please read and follow the instructions carefully.* When you have completed the download of the new version; *call*, do not email Mike (507) 386-4805, Lou Anne (507) 386-4814, or John (507) 386-4815. A database procedure needs to be done.

If your district has indicated they want to receive “Tech” emails from Region V, your district tech person will be receiving notice of this release in a separate email addressed directly to them.

Version 11.3.1 SMART Patch 1 Changes

Below are the items affecting SMART Finance that will be changed with this patch.

Bank Reconciliation

- ◆ Users will again be able to reconcile their SHR – Payments before AP – Wire Payments. After the version 11.3 came out, the only way to reconcile AP – Wire Payments was to make sure your direct deposit wires for payroll had not been reconciled. This should no longer be an issue.

Vendors

- ◆ If you use control pay, like Commerce Bank, you will now be able to change the vendor’s payment type through Vendor Summary and going to “Detail”. You do not need to go directly to the “Vendor” screen.

Requisitions

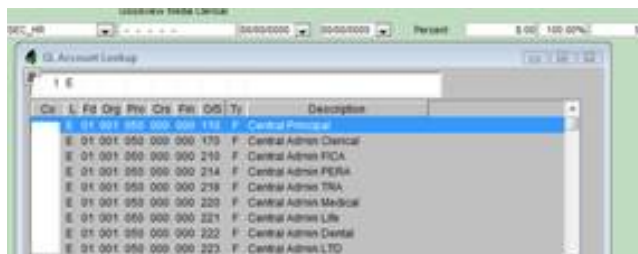
- ◆ The Requisition Entry Screen will again sort by requisition number.

Journal Entries

- ◆ Imported journal entries can have the date and period changed, if the JE status is in unposted or unbalanced status.

SMART HR Budget Database – Distribution Codes/Account Codes Lookup

A new feature has been added to the employee distribution tab, timecard and correct timecard distribution windows in the SMART HR Budget Database. If you move your cursor into the account code field a starburst will appear. If you double click the following lookup window will appear and you can select your code or you can continue to key in the code. A description will also appear on the code once it has been entered. If a code is stopped in finance or hasn’t been built, you will receive a “Warning”.



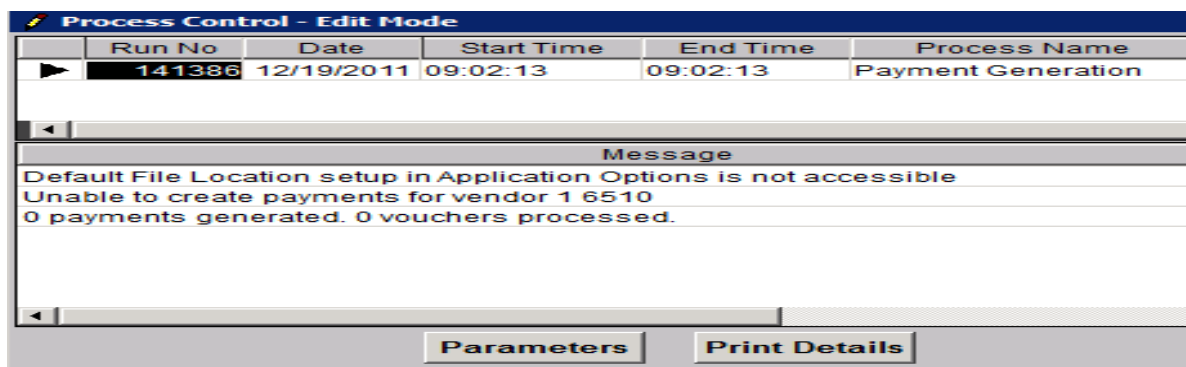
Keep in mind that the “GL Account Lookup” in the Budget Database is only as current as the day the database was populated from the production database. You will receive warnings for new codes built in SMART Finance that were created after the budget database was populated. In this event, click OK to the Warning message. The validation will continue to be done when GL’s are created.

Contact Region V if you’ve stopped account codes or built several new codes in SMART Finance that you want brought across into the budget database after it was populated. We can transfer the table that contains the updated account codes without re-populating the budget database.

Below are additional messages to be shared with users.

Error Message on Payment Generation

If you receive the following message when you run “Payment Generation”, please complete the following steps.



1. Exit out of this screen.
2. Click on the “Start” button at the bottom of the screen.
3. Click on “All Programs”.
4. Click on “Map RDP Drives”.
5. Click on “Run”.
6. Click on the “Start” button at the bottom of the screen.
7. Click on “Computer”.
8. The H: drive should appear as green and not with a red “x”. If that is correct, go back and run “Payment Generation.” You should now be OK.

1099 MISC Form Printing

Remember to submit your 1099 authorization form to Region V by January 23, 2012. We need to allow time to print and mail back the forms to your district.

Region V Finance Winter Sessions

The Finance Winter Sessions will be held on February 13 and 23 in Rochester and February 17 and 21 in Mankato. Usually, these sessions are spent on budget related items and to allow districts to work on their budgets. Please watch for an e-mail to be sent out this week with additional information.

Region V Spring Conference

Mark your calendars! The 22nd Annual Region V Spring Conference will be held at The Kahler in Rochester on March 29-30, 2012. Details for the conference will follow at a later date.

SMART HR Bulletin FY2012-02
January 23, 2012

SMART Version 11.3.2 (Patch2) Update

RDP DISTRICTS

If you are a district using the RDP system, the upgrade will be completed for your database at 4:00 PM on Monday, January 23. **You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

The download and installation instructions can be found by going to our website and clicking on Downloads. Scroll down to the category of SMART Systems Installation Instructions and click on "SMART Release Install Instructions". *Please read and follow the instructions carefully.* When you have completed the download of the new version; *call*, do not email Mike (507) 386-4805, Lou Anne (507) 386-4814, or John (507) 386-4815. A database procedure needs to be done.

If your district has indicated they want to receive "Tech" emails from Region V, your district tech person will be receiving notice of this release in a separate email addressed directly to them.

Version 11.3.2 SMART HR(Patch 2) Changes

MN UI File Creation & Summary Report

You are now clear to upload your MN UI file to the state. Remember to check back after a couple of days to make sure there are no errors in the file. Also all employees should be appearing on the MN Quarterly UI Summary Report.

Correct Timecard Distribution

Corrections made using the Correct Timecard Distribution window will no longer produce gl warning errors on valid codes.

Region V Spring Conference

Mark your calendars! The 22nd Annual Region V Spring Conference will be held at The Kahler in Rochester on March 29-30, 2012. Details for the conference will follow at a later date.

**SMART Finance Bulletin FY 2012-05
January 23, 2012**

SMART Version 11.3.2 (Patch2) Update

RDP DISTRICTS

If you are a district using the RDP system, the upgrade will be completed for your database at 4:00 PM on Monday, January 23. **You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

The download and installation instructions can be found by going to our website and clicking on Downloads. Scroll down to the category of SMART Systems Installation Instructions and click on "SMART Release Install Instructions". *Please read and follow the instructions carefully.* When you have completed the download of the new version; *call*, do not email Mike (507) 386-4805, Lou Anne (507) 386-4814, or John (507) 386-4815. A database procedure needs to be done.

If your district has indicated they want to receive "Tech" emails from Region V, your district tech person will be receiving notice of this release in a separate email addressed directly to them.

Version 11.3.2 SMART Patch 2 Change

The majority of the changes relating to this patch are SMART HR/Payroll related. Below is the item affecting SMART Finance that will be changed with this patch.

Accounts Payable

- ◆ Users will be able to change the separate check option on the voucher screen after a voucher has been posted, but before it's been paid.

OTHER REMINDERS

1099 MISC Form Printing

Remember to submit your 1099 authorization form to Region V by today, **Monday, January 23, 2012**. We need to allow time to print and mail back the forms to your district.

Budgets in SMART

Please make sure the budget(s) adopted by your Board matches what is in SMART. These need to agree for auditor purposes. For example, your adopted budget that was approved by your Board prior to July 1, 2011 needs to match what is in SMART for your adopted budget.

Reconcile 215 Accounts

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

Region V Finance Winter Sessions

The Finance Winter Sessions will be held on February 13 and 23 in Rochester and February 17 and 21 in Mankato. Usually, these sessions are spent on budget related items and to allow districts to work on their budgets. An e-mail was sent out on January 10th with the details of the sessions. If you need this information, please contact Jill Guhlke at jillg@regionv.k12.mn.us or (507) 386-4811 or Dianna Groskreutz at diannag@regionv.k12.mn.us or (507) 386-4804. The deadline to register for a session is **Friday, February 3**.

Region V Spring Conference

Mark your calendars! The 22nd Annual Region V Spring Conference will be held at The Kahler in Rochester on March 29-30, 2012. Details for the conference will follow at a later date.

SMART Finance Bulletin FY2012-06
April 10, 2012

This SMART Finance Bulletin is mostly used to identify items relating to year end items that can be worked on.

Requisition and Purchase Order Clean Up

You may want to start looking at your open Requisitions and/or Purchase Orders. Verify if those items should stay open or if they can be manually closed to free up more budget dollars. The Requisition Detail Summary and Purchase Order Detail Summary screens are helpful for this purpose. Input Period <=201210 with a status of Open to see what items are still at an Open status and perhaps can be set to Closed. To manually close a requisition or purchase order, change the Status field on the top of the screen to Closed. Then, Save.

Please remember you now have the option to copy open or closed purchase order detail lines into a new purchase order for the next fiscal year. The instructions are in the SMART Finance manual. Please call or email if you need assistance.

FY '13 Requisitions and Purchase Orders

If you are ready to begin entering in requisitions or purchase orders for FY 2013, you will first need to create a budget code for FY 2013. You do not need to have actual budget figures on the system. You just need to have a budget code that the system can look to when determining if the transactions are over budget or not. To create a new budget code:

1. SMARTFinance → General Ledger → Budgets → Budget Import
2. Click New.
3. Input the Budget Code (Example 13ADP).
4. Input the Type, Description, Start Period (201301) and End Period (201312).
5. Click Save.

The new budget code for FY 2013 needs to be entered into the Fiscal Year Maintenance screen, so the system knows which budget code to check when saving transactions. Complete the following:

1. SMARTFinance → Administration → Application Setup → Fiscal Year Maintenance
2. Click Find.
3. Click in the Budget Code field next to Fiscal Year 2013.
4. Find the correct budget code by using the dropdown box scroll bar.
5. Highlight the proper code.
6. Click Save.

You will also need to open the Accounting Calendars to period 201301. The quickest way to do this is:

1. SMARTFinance → Administration → Application Setup → Accounting Calendar
2. Click Find. All accounting calendars appear.
3. Go to the first account calendar that hasn't been opened (like period 201211, for example).
4. Click Open for the GL module. Click Save. Choose Closed. Click Save.
5. Go to the next period (201212). Click Open for the GL module. Click Save. Choose Closed. Click Save.
6. Repeat through period 201301 except leave the GL module at an Open status in period 201301.
7. Click Open for the AP module in period 201301. Click Save.

That's it! By closing the GL module in the periods between the current period you are processing and period 201301, an entry will not be made in error in those periods.

Remember, when creating the requisition or purchase orders for the new fiscal year; change your session default screen to period 201301. This will show the transaction with the current date but a period of 201301. The encumbered amounts will show for the new fiscal year only.

FY '12 UFARS Info

Please complete the following steps to help with the FY '12 process when it comes to properly coding your transactions.

1. Please run the following report to identify any account code segments for 2012 that are not allowed for FY '12. For any items that appear, review and make the necessary adjustments to correct, so when we submit files at year end, they should be cleaned up. This process can be run at any time with the current month. Usually, the account code segment code needs to be stopped. This report needs to be ran 1st before the report in item #2 below can be ran.
 - Go to SMARTFinance → General → Report Selection.
 - Under the “General Ledger” reports, select “Account Segment Descriptions Validation”.
 - In the “Ending Period Number”, enter in the current period, unless you have 201214 open and then you can enter that.
 - Click “Create Report”. If you receive any errors, these will need to be corrected before running the next report. If you have no errors, you’ll receive “Congratulations! Your Data has passed ALL of the Descriptions Edits. NO Errors were found.”

2. The report in #1 must be run before this report can be completed. Please run the following report to identify any account codes for 2012 that are not allowed for FY '12. For any codes that appear, review and make the necessary adjustments to correct, so when we submit files at year end, they should be cleaned up. For example, the error may be an account code that is not allowed in the restricted grid, a segment is not set-up in SMART, or a code that is inactive. This process can be run at any time with the current month.
 - Go to SMARTFinance → General → Report Selection.
 - Under the “General Ledger” reports, select “Account Code Edits and MDE Year End Extract”.
 - In the “Ending Period Number”, enter in the current period, unless you have 201213 open and then you can enter that. Never enter in 201214 in this field, unless you are on your own server as the database will lock up.
 - Click “Create Report”. If you receive any errors, these will need to be corrected before a UFARS file can be submitted at the end of the year. If you have no errors, you’ll receive a comment stating “ATTENTION! A Balancing Problem exists for this Fund....” This means you are OK.
 - Click on the “Print” icon. Then, check the “Error Report” and “Warning Report” to print. The “Error Report” will identify those account codes that have activity and/or will prevent a UFARS file from being created. The “Warning Report” will identify those account codes that have not been used in the current year, but would error out if there was activity. You will want to correct/fix these account codes.

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

Cross-walk Review

Districts will want to review their cross-walks to make sure they are correct. Be aware of course codes 011 and 012 and any AYP related course codes, if you are in AYP. A report can be created that will identify all the district segment codes that do not equal the UFARS code. To create the report:

1. Go to SMARTFinance → Administration → Data Extraction.
2. Then, in the “Extract Name” enter “Seg Crosswalk Excptrn”.

3. Click Find.
4. Click on View Extract.
5. Click on Save Extract and save it.
6. Click Close to exit the screen.

SMARTeR Finance Roles

There is a Data Extraction available that will identify everyone with purchase order entry capabilities within SMARTeR. Districts will want to review this report to make sure everyone should have the ability to enter purchase orders. If not, then they should be removed. Remember, when an employee leaves, this should be removed. An e-mail can be sent to sfsupport@regionv.k12.mn.us to remove people from having purchase order entry capabilities.

To locate the report in SMART Finance go to:

1. SMARTFinance → Administration → Data Extraction.
2. Then, in the “Extract Name” enter “eR_finance_Roles”.
3. Click Find.
4. Click on View Extract.
5. Click on Save Extract and save it.
6. Click Close to exit the screen.

To locate the report in SMART HR go to:

1. SMART HR → Payroll Utilities → Data Extraction.
2. Select the “Report Name” of “eR_finance_Roles”.
3. Click on the Retrieve icon.
4. Click on the “Create Report” tab.
5. Click on “Create Export”.
6. To print out the report, click on “Print”.

Fiscal Year End Finance Session Reminders

Mark your calendars! The Fiscal Year End Finance Sessions have been scheduled. The sessions will run from 9:00-12:30. Below are the dates of the sessions:

- Wednesday, June 13, 2012 at South Central Service Cooperative in Mankato
- Thursday, June 14, 2012 at Southeast Service Cooperative in Rochester
- Wednesday, June 20, 2012 at South Central Service Cooperative in Mankato
- Thursday, June 21, 2012 at Southeast Service Cooperative in Rochester

An e-mail will be sent out in May with all the details and your scheduled time. We hope you are able to attend.

Spring Conference Thank You

We would like to take this time to thank everyone who attended the 22nd Annual Spring Conference March 29-30. We hope you were able to gain something and had a great time. Without you, the conference wouldn't be possible. Thank you for another successful conference!

Region V Holidays

Monday, May 28

SMART Finance Bulletin FY 2012-07
May 14, 2012

SMART Version 12.1

RDP DISTRICTS

If you are a district using the RDP system, the upgrade will be completed for your database at 4:00 PM on Wednesday, May 16. **You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

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

Version 12.1 SMART Finance Enhancements

Accounts Payable

- ◆ The PO lookup functionality within Voucher Entry has been modified to only obtain a list of open status purchase orders.
- ◆ Address line 1 from the Vendor Entry screen has been added to the Vendor Summary window.
- ◆ There is a new data extraction to assist with obtaining active vendors with a Tax ID, default 1099 Key, or W9 Date filled in. The data extraction is named "Vendor 1099 Tax Info".
- ◆ There is a new data extraction to assist with providing a listing of all voucher adjustment transactions for a specified period of time. The data extraction is named "Voucher Adjustments".
- ◆ The Create Voucher process on SHR will auto create voucher(s) within SMART Finance. Vouchers will be automatically imported upon creation with a batch designation done up front.

Accounts Receivable

- ◆ A receipt adjustment can be done on a miscellaneous receipt to adjust the account code. Once you are in the receipt detail and if an adjustment is allowed, the "Adjustment" button will be available to be used. This will work similarly to the voucher adjustment feature.
- ◆ The "Receipt Adjustment" option has been renamed to "Receipt Void/NSF".
- ◆ There is a new data extraction to assist with providing a listing of all receipt adjustment transactions for a specified period of time. The data extraction is named "Receipt Adjustments".
- ◆ A new report called "Receipt Statement" has been added to assist with providing a summarization of the total amount of receipts for a customer within a specific time frame. This will become handy at calendar year end for those that want to print out statements for their day care programs to give to parents for tax purposes.

General Ledger

- ◆ The Create GL (General Ledger) process on SMART HR will auto create an unposted journal entry within SMART Finance. This means upon creation of the payroll GL file that used to be created and saved in the 'FINGL' Client folder for later manual importing is now automatically uploaded to Finance.

Fixed Asset

- ◆ The Fixed Asset Book Summary has been modified to allow the selection of category in query mode.

Purchase Order

- ◆ The PO Category field will now appear on the PO forms.
- ◆ Online Ordering records from SMARTeR that have the printable comment field filled in will auto fill the Requisition or Purchase Order Comment tab area. This comment will print on the purchase order.

- ◆ Online Ordering records from SMARTeR that have the account code field filled in will appear in the account code field on the “Online Order Request Transfer” and “Online Order Transfer” windows within SMART Finance.

Version 12.1 SMARTeR Enhancements

- ◆ All SMARTeR users will be required to change their password the first time they log in after the upgrade. The new password will need to be at least 8 characters and it can’t be the same as your old password. Also, you’ll be asked to provide an answer to a security question. Below is the process to follow to change the password.

1. Log into SMARTeR with your user ID and password.
2. After step #1, you’ll see the following screen where you have to change your password.

Your password has expired. Your new password must be at least 8 characters in length and cannot be the same as your old password.

Current Password	<input type="password"/>
New Password	<input type="password"/>
Re-Type New Password	<input type="password"/>
Security Question	What is your favorite vacation spot? <input type="text"/>
<input type="button" value="✔ Save"/>	

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

3. Enter in your current password.
 4. Enter in a new password. Must be at least 8 characters.
 5. Re-type the new password from step #4.
 6. Create an answer to the security question.
 7. Click on “Save”.
- ◆ Districts will be allowed to attach forms within SMARTeR for employees to access. Examples could be 403(b) change forms, insurance change forms, employee manuals, etc.
 - ◆ An account code can now be entered when an online order is entered. Only the 17 digits of the UFARS account code should be entered, without dashes. The account code will not be compared to what is in SMART Finance. The account code will appear on the “Online Order Request Transfer” and “Online Order Transfer” windows within SMART Finance. The account code will still need to be entered on the header section of the transfer windows.
 - ◆ A printable comment can now be entered when an online order is entered. The printable comment will auto fill in the Requisition or Purchase Order Comment tab area. This comment will print on the purchase order.
 - ◆ Various online ordering features have changed in appearance and operation. Please see the attached online ordering guide.

OTHER REMINDERS

New SMART Finance Manual

An updated version of the SMART Finance manual is available on our website <http://www.regionv.k12.mn.us>. Choose Downloads on the left side of the screen. Scroll down to the Category of SMART Finance to find the SMART Finance User Manual. You may print the entire manual or individual chapters as needed.

Requisition and Purchase Order Clean Up

You may want to start looking at your open Requisitions and/or Purchase Orders. Verify if those items should stay open or if they can be manually closed to free up more budget dollars. The Requisition Detail Summary and

Purchase Order Detail Summary screens are helpful for this purpose. Input Period <=201211 with a status of Open to see what items are still at an Open status and perhaps can be set to Closed. To manually close a requisition or purchase order, change the Status field on the top of the screen to Closed. Then, Save.

Please remember you now have the option to copy open or closed purchase order detail lines into a new purchase order for the next fiscal year. The instructions are in the SMART Finance manual. Please call or email if you need assistance.

FY '13 Requisitions and Purchase Orders

If you are ready to begin entering in requisitions or purchase orders for FY '13, you will first need to create a budget code for FY '13. You do not need to have actual budget figures on the system. You just need to have a budget code that the system can look to when determining if the transactions are over budget or not. To create a new budget code:

1. SMARTFinance → General Ledger → Budgets → Budget Import
2. Click New.
3. Input the Budget Code (Example 13ADP).
4. Input the Type, Description, Start Period (201301) and End Period (201312).
5. Click Save.

The new budget code for FY '13 needs to be entered into the Fiscal Year Maintenance screen, so the system knows which budget code to check when saving transactions. Complete the following:

1. SMARTFinance → Administration → Application Setup → Fiscal Year Maintenance
2. Click Find.
3. Click in the Budget Code field next to Fiscal Year 2013.
4. Find the correct budget code by using the dropdown box scroll bar.
5. Highlight the proper code.
6. Click Save.

You will also need to open the Accounting Calendars to period 201301. The quickest way to do this is:

1. SMARTFinance → Administration → Application Setup → Accounting Calendar
2. Click Find. All accounting calendars appear.
3. Go to the first account calendar that hasn't been opened (like period 201212, for example).
4. Click Open for the GL module. Click Save. Choose Closed. Click Save.
5. Go to the next period (201213). Click Open for the GL module. Click Save. Choose Closed. Click Save.
6. Repeat through period 201301 except leave the GL module at an Open status in period 201301.
7. Click Open for the AP module in period 201301. Click Save.

That's it! By closing the GL module in the periods between the current period you are processing and period 201301, an entry will not be made in error in those periods.

Remember, when creating the requisition or purchase orders for the new fiscal year; change your session default screen to period 201301. This will show the transaction with the current date but a period of 201301. The encumbered amounts will show for the new fiscal year only.

Budgets in SMART

Please make sure the budget(s) adopted by your Board matches what is in SMART. These need to agree for auditor purposes. For example, your adopted budget that was approved by your Board prior to July 1, 2011 needs to match what is in SMART for your adopted budget.

Fixed Asset Processing

Fixed assets can be created on SMART Finance in a number of ways. They can be flagged as you key in voucher information. They can be flagged after the voucher is completed, paid, and posted. The flagged vouchers can then be transferred into the Fixed Asset module after the voucher has been posted. Fixed assets can also be created by manually entering the data right into the Fixed Asset module. Please refer to the Fixed Asset Chapter of the SMART Finance manual for processing instructions.

Watch those Fixed Asset Dates

Please note that if you are flagging vouchers that are entered in FY '12 with a period of 201212, but have a July 1, 2012 date or later, you will need to do some maintenance. The fixed asset module uses the *date, not the period*, on the voucher to indicate the Beginning Depreciation Period and Year. If your intent is to have the asset begin depreciation in FY '12, you will need to change the date to 6/30/2012 or prior.

There are two places to change this field. It can be done on the voucher invoice date field as you key in the voucher. The other option is to change the field on the Process AP Asset Transfer Information screen using the Update Component Info tab. The field Placed in Service can be changed to show a 6/30/2012 date or prior. This will ensure that the asset's Beginning Depreciation Period and Year will reflect FY '12.

Reconcile 215 Accounts

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

FY '12 UFARS Info

Please complete the following steps to help with the FY '12 process when it comes to properly coding your transactions.

1. Please run the following report to identify any account code segments for 2012 that are not allowed for FY '12. For any items that appear, review and make the necessary adjustments to correct, so when we submit files at year end, they should be cleaned up. This process can be run at any time with the current month. Usually, the account code segment code needs to be stopped. This report needs to be ran 1st before the report in item #2 below can be ran.
 - Go to SMARTFinance → General → Report Selection.
 - Under the "General Ledger" reports, select "Account Segment Descriptions Validation".
 - In the "Ending Period Number", enter in the current period, unless you have 201214 open and then you can enter that.
 - Click "Create Report". If you receive any errors, these will need to be corrected before running the next report. If you have no errors, you'll receive "Congratulations! Your Data has passed ALL of the Descriptions Edits. NO Errors were found."
2. The report in #1 must be run before this report can be completed. Please run the following report to identify any account codes for 2012 that are not allowed for FY '12. For any codes that appear, review and make the necessary adjustments to correct, so when we submit files at year end, they should be cleaned up. For example, the error may be an account code that is not allowed in the restricted grid, a segment is not set-up in SMART, or a code that is inactive. This process can be run at any time with the current month.
 - Go to SMARTFinance → General → Report Selection.
 - Under the "General Ledger" reports, select "Account Code Edits and MDE Year End Extract".
 - In the "Ending Period Number", enter in the current period, unless you have 201213 open and then you can enter that. Never enter in 201214 in this field, unless you are on your own server as the database will lock up.

- Click “Create Report”. If you receive any errors, these will need to be corrected before a UFARS file can be submitted at the end of the year. If you have no errors, you’ll receive a comment stating “ATTENTION! A Balancing Problem exists for this Fund....” This means you are OK.
- Click on the “Print” icon. Then, check the “Error Report” and “Warning Report” to print. The “Error Report” will identify those account codes that have activity and/or will prevent a UFARS file from being created. The “Warning Report” will identify those account codes that have not been used in the current year, but would error out if there was activity. You will want to correct/fix these account codes.

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

Cross-walk Review

Districts will want to review their cross-walks to make sure they are correct. Be aware of course codes 011 and 012 and any AYP related course codes, if you are in AYP. A report can be created that will identify all the district segment codes that do not equal the UFARS code. To create the report:

1. Go to SMARTFinance → Administration → Data Extraction.
2. Then, in the “Extract Name” enter “Seg Crosswalk Excpn”.
3. Click Find.
4. Click on View Extract.
5. Click on Save Extract and save it.
6. Click Close to exit the screen.

Fiscal Year End Finance Session Reminders

Mark your calendars! The Fiscal Year End Finance Sessions have been scheduled. The sessions will run from 9:00-12:30. Below are the dates of the sessions:

- Wednesday, June 13, 2012 at South Central Service Cooperative in Mankato
- Thursday, June 14, 2012 at Southeast Service Cooperative in Rochester
- Wednesday, June 20, 2012 at South Central Service Cooperative in Mankato
- Thursday, June 21, 2012 at Southeast Service Cooperative in Rochester

Information was sent via e-mail on May 8, 2012.

Region V Holidays

Monday, May 28

Wednesday, July 4

SMART HR Bulletin FY2012-03
March 27, 2012

SMART Version 11.3.3 (Patch3) Update

RDP DISTRICTS

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

IN-HOUSE DISTRICTS

The download and installation instructions can be found by going to our website and clicking on Downloads. Scroll down to the category of SMART Systems Installation Instructions and click on "SMART Release Install Instructions". *Please read and follow the instructions carefully.* When you have completed the download of the new version; *call*, do not email Mike (507) 386-4805, Lou Anne (507) 386-4814, or John (507) 386-4815. A database procedure needs to be done.

If your district has indicated they want to receive "Tech" emails from Region V, your district tech person will be receiving notice of this release in a separate email addressed directly to them.

Version 11.3.3 SMART HR(Patch 3) Changes

IRS Form 941 for 2012

Attached is the PDF file for the new Form 941 for 2012. You will need to save the attached files in SMART HR > Client > IRS folder.

HR/Payroll Fiscal Year End Meeting Schedule

The Fiscal Year End meetings have been scheduled for Thursday, April 19th in Rochester and Wednesday, April 25th in Mankato. A notice will be coming out at the beginning of April.

STAR Reporting

The deadline for the second STAR Reporting is April 16, 2012. The snapshot date for this is March 1, 2012.

Region V Holidays:

Friday, April 6, 2012
Monday, May 28, 2012

Federal Holidays:

Monday, May 28, 2012

SMART HR Bulletin FY2012-04
May 14th, 2012

SMART Version 12.1

RDP DISTRICTS:

If you are a district using the RDP system, the upgrade will be completed for your database at 4:00 p.m. on Wednesday, May 16th. You must be off SMART at 4:00 p.m.

IN-HOUSE DISTRICTS:

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

V12.1 Release Overview

Setup Pay Calendar Window

Each Region was instructed to choose approximately 2 to 3 Districts they felt would give the new windows a good “test drive” in the first few weeks after upgrade to see if they come across any bugs. Those elected pilots are instructed to report back to us any findings so that they can be reviewed/resolved and fixed before the first software patch is released in early June. Once this is completed, then ALL Districts will be switched to the new windows format prior to the 12.2 release in December

Pay & Benefits in 1 Extraction(Payroll Utilities > Data Extraction window- REPORT name: Pay_Ben_by_Emp)

This report will display Pay & Benefits for a selected Union, based on an ‘as of date’ and selected Paycode. When saved to Excel the data can be converted into a Pivot Table to report one row per employee. Contact Region V for assistance with the Pivot Table, if needed.

Earnings Register ID parameter selection enhancement

Use the binoculars to select one or more IDs or type multiple entries separated with comma’s.

Employee Status Report

End of report now notes Employee count based on ID.

Create Direct Deposit File

Upon entering “Create Direct Deposit File” screen the calendar highlighted is the one that will be created.

Edit Warning when changing SSN on Emp Basic Tab

Automatic warning message when the SSN is attempted to be changed due to the impact it may cause with already processed W2’s and the possible need for a W2C to be filed.

ESS/eR

Allow Districts to attach their own “District” specific forms for easier employee accessibility.

Employee Announcements via ESS/eR can now be directed to specific individuals based on a deduction code also.

Automate SHR JE’s/Vouchers

Upon creation of the payroll GL’s the file that used to be created and saved in the ‘FINGL’ Client folder for later manual importing is now automatically uploaded to Finance! Vouchers too will be automatically imported upon creation with batch designation done up front.

Budget Database > Create General Ledger Entries

SMART HR now auto creates a JE record in SMART Finance. To avoid error messages in the Budget Database, before clicking on “Create GL” button, change the selection to “**Generic Text File**”. This will bypass edits used for the JE import process and allow you to continue with the GL creation. This file is not auto imported into finance.

TimeOff Processing > TimeOff Activity – File Import

The TimeOff Import window now provides a warning message if you import an absence reason that has been inactivated.

Payroll > Payroll Setup > Setup Locations

A new status field has been added to the Setup Locations window which allows the user to mark the location as “Active” or “Inactive”. An inactive location will sort to the bottom of the list in the location drop down list box on the Employee Info window.

Smart eR > Pay and Personal Information > My Pay > Pay Stub > Benefits

The “Benefits” section of the pay stub now displays Medicare and OASDI employer share.

Smart eR > Reports > Employee Credential > Continuing Education – Lane Change

The report sorts and subtotals by Lane and provides a grand total for Lane Credits.

Aesop > Addresses

Employee addresses will now be sent to Aesop as part of the auto transfer of data for those districts utilizing this feature.

Aesop > School (Location)

Aesop provides the option of “replacing” or “modifying” the school when SMART HR sends Aesop a building change for an employee. “Replace” will overwrite the current “school” location with the new location being sent by SMART HR, resulting in one school location per employee. “Modify” will add to the current “school” location in Aesop, resulting in multiple school locations per employee. Contact Cindy Seifert for assistance in setting up this feature.

Reconcile 215 Accounts

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

Spring Conference 2012/FYE Session follow-ups

An employee requests their lunch fees be deducted from their payroll check. Do-able?

No employer can make any deduction from an employee's wages without voluntary written authorization to do so, signed by the employee after the particular debt or loss occurs.

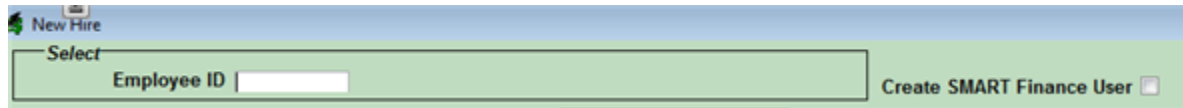
Even with permission, no employer can make any deduction that would bring the employee's gross wages below the minimum wage (see [Minnesota Statutes 181.79](#) and [Minnesota Rules 5200.0090](#)).

Does anyone have written documentation/cheat sheets on the procedure in which to do Workers Comp docks?

Workers compensation represents 2/3 of the employee’s gross wages. Many districts allow the other 1/3 to be deducted and paid from the employee’s sick leave balance.

We recommend that Districts treat the workers comp payment like a dock in pay. The original wage is paid and the workers comp payment is deducted through Timecard entry. This difference is then paid and the number of hours this calculates into is deducted from the Sick leave balance.

On New hire window there is a checkbox for “Create SMART Finance User” what is it for and is it active?



On the SHR New Hire window, if this checkbox is checked, when the record is saved, it will insert a record into the SF user maintenance area [pc_user_def] for a new user. This only does the last name, first name, goes by and pending status. Region V would have to finish setting up the SF user prior to it being able to be utilized for access to SF.

Questions from the FYE Sessions:

Electronic Paystubs:

Electronic Paystubs can be implemented without having employees consent to receive their earnings statement electronically. This became effective on August 1, 2006 under [MN Statute, Chapter 253, Section 181.032](#). The Act amends the law to allow employers to provide an earnings statement either in writing or by electronic means. If the earnings statement is provided electronically the employer must provide the employee access to an employer-owned computer during an employee’s regular working hours to review and print earnings statements. Employers must provide paper statements to those employees who request, in writing, a paper earnings statement and must continue to comply with the request until the employee withdraws it.

Taxable/Nontaxable Meal Reimbursements:

According to the *IRC*, meal reimbursements do not need to be taxed if the expenses are incurred while the employee is temporarily away from home on the employer’s business. To qualify as “away from home,” the employee must be away overnight from his or her regular or principal place of business [\[IRC 162\(a\)\(2\)\]](#). Please check with your Auditor to clarify if meal reimbursements need to be included in the employee’s taxable income.

Reimbursements over 60 Days old:

If reimbursements requests are made that are over 60 days old can they be treated as taxable income? This information is found in [Publication 15 \(Circular E\), Employer’s Tax Guide](#). In the section on “Accountable Plans” (Pg. 12), item #2, states that expenses need to be substantiated within a reasonable period of time. If it is not a reasonable period of time, then the expenses can be treated as if they are reimbursed under a Nonaccountable Plan. An example of a reasonable period of time is given in the definition of an Accountable plan. Please check with your Auditor for further clarification.

Tax Treatment of Cell Phones:

[IR Notice 2011-72](#) and [IR-2011-93](#) provide guidance on the treatment of employer-provided cell phones or in the case of employers reimbursing employees for business use of their personal cell phones. Under this guidance, tax-free treatment is available without burdensome recordkeeping requirements as long as the cell phone use is primarily business related. These notices are available on the IRS Website.

Hire Dates and Seniority Dates:

Because of the changes with TRA and reporting the beginning and ending dates of the school work year, the hire date of the employee should correspond to the actual date the employee begins work. The actual hire date and seniority date can be different so they are tracked separately in SMART.

Orig Hire Date is tracked on the *Employee Information/Employee Info>Status Changes* tab.

The screenshot shows the 'Employee Info' window for BRADFORD 3998 ADKINS. The 'Status Changes' tab is active. The 'Orig Hire Date' and 'Adj Hire Date' fields are highlighted with a red box. Other fields include 'Changed' (01/22/2009), 'Job', 'Location' (050), 'Department' (800), 'Check Loc' (100), 'Unemp Loc' (0800), 'EEO Loc' (050), 'EEO Code', 'W-2 Output' (Automatic), 'Leave Type', 'Leave Reason', 'Actual Start Date', 'Expected Return', 'Actual Return', 'Last Worked', 'Terminate Reason', and 'Eligible Rehire'.

Seniority date is tracked on the *Employee Information/Employee Info>Supp Info* tab

The screenshot shows the 'Employee Info' window for BRADFORD 3998 ADKINS. The 'Supp Info' tab is active. The 'Seniority Date' field is highlighted with a red box. Other fields include 'Date Changed' (01/22/2009), 'Union' (02), 'Teacher', 'Home Phone' ((123)456-7890), 'Mobile Phone' () - , 'Work Phone' ((123)456-7890), 'Work Ext' (123), 'Work Email' (work@email.com), 'Home Email' (home@email.com), 'Email Pref' (Neither), 'Marital Status', 'Maiden Name', 'Spouse Name', 'Veteran Type', 'Vet Disability', 'Steward', 'Officer/Owner', 'Highly Comp', 'Smoker', 'Citizenship', 'Passport Number', 'Passport Expires' (00/00/00), 'Visa Type', 'Visa Expires' (00/00/00), 'Security Code', and 'Location Hired'.

If you are currently using the Hire Date as the Seniority Date Region V can do an extract using either the Hire Date or the Adj Hire Date and populate the Seniority Date field for you. Please let us know if we can help with that.

Additional Questions:

The “Copy Row” on the Timecard Screens/New Hire Windows is not an option at this time.

The New Year Lost and Accrual Lost rows on the TimeOff Reports and also on the Employee ESS cannot be hidden. This is not an option.

Region V Holidays:

Monday, May 28th, 2012
Wednesday, July 4th, 2012

Federal Holidays:

Monday, May 28th, 2012
Wednesday, July 4th, 2012

SMART Finance Bulletin FY 2012-08
June 19, 2012

SMART Version 12.1.1 (Patch 1)

RDP DISTRICTS

If you are a district using the RDP system, the upgrade will be completed for your database at 4:00 PM on Thursday, June 21. **You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

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

Version 12.1.1 (Patch 1) SMART Finance Items

Create Voucher Process on SHR

- ◆ The Create Voucher process on SHR auto creates voucher(s) within SMART Finance. You will now be able to enter in another period rather than the session default period to flow into SMART Finance as the posting period.
- ◆ The voucher report that can be printed when then Create Voucher process occurs will again have the related payroll calendar listed.

Accounts Receivable

- ◆ When doing a receipt void, the negative detail line will now appear.

Region V Holidays

Wednesday, July 4

SMART HR Bulletin FY2012-05
June 20, 2012

SMART Version 12.1.1 (Patch 1) Update

RDP DISTRICTS

If you are a district using the RDP system, the upgrade will be completed for your database at 4:00 PM on Thursday, June 21. **You must be off SMART by 4:00 PM.**

IN-HOUSE DISTRICTS

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

Reminder:

The Journal Entries that are created in SMART HR are automatically imported into finance as long as there are not any errors. Once the JE is imported a message box appears telling you that the import process is complete. DO NOT bring the JE into finance manually since there will be 2 files for the same calendar. Be aware of any warnings that are received when doing the JE Import process.

Version 12.1.1 SMART HR (Patch 1) Changes

United States in US Addresses:

- ◆ United States no longer appears in the address on labels and envelopes.

Import Vouchers:

- ◆ The Calendar ID and reference information once again prints on the voucher report when an Import Voucher is created.
- ◆ If the default period is changed on a Voucher Import file the voucher will now be brought into the specified period in finance (not the default period).

TimeCard Entries:

- ◆ You will no longer receive a serious error when more than one deduction is entered for the same ID and the same deduction code. This has been changed to a warning error.
- ◆ If a TimeCard entry is made for a future payroll, the entry can be saved using the 'Save Without Validation' button.
- ◆ The TimeCard Import window cannot be used to enter timecards for a future calendar since that window does not have a 'Save Without Validation' button.

Region V Holidays:

Wednesday, July 4, 2012

Federal Holidays:

Wednesday, July 4, 2012