

**SMART Finance Bulletin FY2014-01**  
**July 12, 2013**

**SMART Version 13.1.1 (Patch 1)**

**RDP Districts**

If you are a district using the RDP system, the upgrade will be completed for your database at 3:00 PM on Friday, July 12. **You must be off SMART by 3:00 PM.**

**In-House Districts**

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

**Version 13.1.1 (Patch 1) SMART Finance Items**

**General Ledger**

- ◆ The new copy journal entry feature was not correcting the period to the updated period, so you could see the detail. The balance was correct. This patch will correct this issue and identify those journal entries that were copied prior to the patch, so we can correct those.

**Updated FY '13 UFARS Grid Loaded**

An updated FY '13 UFARS grid was loaded to each database. The only thing that was affected was Finance code 868/968 – Title X, Part C – Sub B: Education for Homeless Children and Youths (Fund 01). Since it is year end, you will want to run the following reports to identify any issues to submit your UFARS file.

1. Please run the following report to identify any account code segments for 2013 that are not allowed for FY '13. 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 run first before the report in item #2 below can be run.
  - 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 201313 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 2013 that are not allowed for FY '13. 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 201313 open and then you can enter that. Never enter in 201314 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](mailto:sfsupport@regionv.k12.mn.us) identifying the error(s) you are receiving.

### **FY ‘14 UFARS Grid**

The current FY ‘14 UFARS grid in SMART Finance is FY ‘13’s UFARS grid. We have not received an official first publication of the FY ‘14 UFARS grid. Once we receive this, it will be imported and you will be notified.

### **Accounts Payable Process for FY ‘13**

Districts are able to use SMART Finance to aid in establishing the Accounts Payable amounts as of June 30, 2013 without the need for manual journal entries. All you do is create the voucher in period 201312 and generate payment in 201401 or later. The steps to allow the system to do these entries automatically are as follows:

1. Create Batch V3APXX for voucher accounts payable transactions if you wish to keep those transactions in a separate batch.
2. Set Session Defaults to 201312 to enter FY ‘13 vouchers.
3. Create vouchers using batch V3APXX in Period 201312 for bills that belong in Accounts Payable at June 30, 2013, but will be paid with a check date of July 1, 2013 or later.
4. When the batch is complete, generate the Accounts Payable Voucher Journal Entry in period 201312. **REMEMBER, no changes for amount or period 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 2014XX.
6. Generate Payment selecting batch V3APXX but using a payment date of July 1, 2013 or later. The generation period should be 201401 or later.

Note: If you want to generate payments for vendors that have vouchers in both periods 201312 and 201401 (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 201401 or later. 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 FY ‘13 paid in FY ‘14.

Remember to use the Period Balance Report found in General → Report Selection → Accounts Payable to show the amounts due using period 201312 to run the report.

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*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 201401. DO NOT go back to period 201312 or use a June date to generate payment!

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### **Accounts Receivable Process for FY '13**

SMART Finance can also be used to aid districts in establishing the Accounts Receivable amounts as of June 30, 2013 without the need for manual journal entries. The steps to allow the system to do these entries automatically are as follows:

- 1) Create Batch I3ARXX for invoice accounts receivable transactions if you wish to keep those transactions in a separate batch.
- 2) Set Session Defaults to 201312 to enter FY '13 invoices for amounts owed to your district.
- 3) Create new invoices using batch I3ARXX in Period 201312 for invoices that belong in Accounts Receivable at June 30, 2013.
- 4) When the batch is complete, generate the Accounts Receivable Invoice Journal Entry in period 201312. 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, 2013 or later when the money is received. The deposit/receipt period should be 201401 or later.
- 6) When deposits and receipts all look OK, generate the Accounts Receivable Receipt Journal Entry in period 201401 or later. 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 FY '13 paid in FY '14.

Remember to use the Period Balance Report found in General → Report Selection → Accounts Receivable to show the amounts owed from customers using period 201312 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 FY '14 budget, only FY '14 Year-To-Date amounts regardless if a close has been performed or not for the prior year, and FY '14 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 completed by 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* and the last closing journal entry completed.

The "UFARS Data Release Authorization" form or subsequent requests can be e-mailed to [sfsupport@regionv.k12.mn.us](mailto:sfsupport@regionv.k12.mn.us) or faxed to 507-388-5978. Please try to have these sent by 3:00 PM.

### **Fiscal Year End Session Follow-up – Food Service**

During our fiscal year end session, we talked about employees receiving lunches and if they can be coded to Food Service (Fund 2). Then, it was asked if these meals are taxable or not to the employee. We have done further research on this and below is some additional information.

MDE has specific guidance on who may receive free meals and have it charged directly to Food Service (Fund 2), known as "program adults". Then, it talks about those that are considered "non-program adults". The guidance about if the employee is a "program adult" or "non-program adult" can be located on the MDE website at the following link: <http://education.state.mn.us/MDE/SchSup/FNS/SNP/FinanMgmt/048947>. Also, we have it in the fiscal year end binder starting on page 245.

Then, are these lunches taxable to the employee or not? We did find some guidance in the IRS's Employer's Tax Guide to Fringe Benefits, Publication 15-B. Attached to this e-mail is the part of that document relating to meals. The Food Service staff can probably be considered non-taxable because the meals are probably considered for convenience purposes that they eat at the district. There is an example about food service employees in the attachment. As for other staff, you'll need to review the guidance in the attached document. It talks about highly compensated employees, convenience issues, etc. The answer could be different based on the employee. We hope this additional guidance helps.

**Region V Holiday Reminder**

Monday, September 2 for Labor Day

**SMART HR Bulletin FY2014-01**  
**July 12, 2013**

**SMART Version 13.1.1 (Patch 1) Update**

**RDP DISTRICTS**

If you are a district using the RDP system, the upgrade will be completed for your database at 3:00 PM on Friday, July 12. **You must be off SMART by 3:00 PM.**

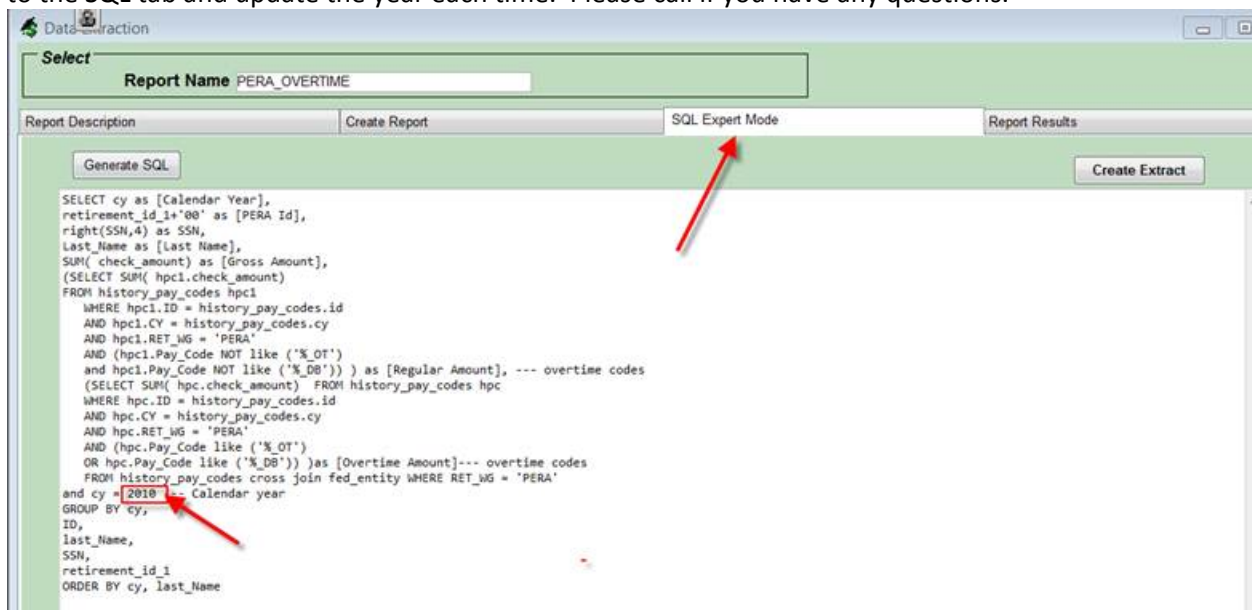
**IN-HOUSE DISTRICTS**

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

**Version 13.1.1 SMART HR (Patch 1) Changes**

**Vendor Extracts:** Changes have been made so the Select Account file saves with only one plan type.

**PERA Overtime Study:** We have added a new report for the PERA Overtime survey under Payroll Utilities | Data Extraction called PERA\_OVERTIME. It only runs one year at a time so you will need to go to the SQL tab and update the year each time. Please call if you have any questions.



**MN Withholding Rates:** The new MN Withholding rates have been updated.

**Region V Holidays:**

Monday, September 2

**Federal Holidays:**

Monday, September 2

Monday, October 14

**SMART HR Bulletin FY2014-02**  
**September 27, 2013**

**SMART Version 13.1.2 (Patch 2) 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, September 30 . **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 13.1.2 SMART HR (Patch 2) Changes**

**COBRA Election Notice:** The COBRA election notice has been revised to inform qualified beneficiaries of coverage options available through government-run health care exchanges under the Patient Protection and Affordable Care Act.

**STAR Reporting:** The STAR tables have been updated to include all new codes and remove any obsolete ones.

**MN FROI:** A new mn\_froi2013.pdf template is included with this release. Please add this file to your smarthr/client/FROI folder. If you want your insurance information hard coded into the template please email SHRSsupport with the information and we will send you an updated file. Do not delete the current mn\_froi template that is currently in the folder. You will need this to view any saved froi files that you may have from previous years.

**Region V Holidays:**

Thursday, November 28

Friday, November 29

**Federal Holidays:**

Monday, October 14

Monday, November 11

Thursday, November 28

**SMART Finance Bulletin FY 2014-02  
December 13, 2013**

**SMART Version 13.2 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, December 17. **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 13.2 SMART Finance Enhancements**

**Accounts Payable**

- ◆ The description for the MU 1099 Key has been updated to 'Settlement paid to Attny'.
- ◆ Tax forms [ST3, W9 and MISC 1099] have been updated for 2013 changes.
- ◆ Added Payer Name, Address and TIN to the 1099 Summary and 1099 Detail reports.

**Accounts Receivable**

- ◆ The AR>Invoice Printing and General>Rpt Selection>AR>Invoice Printing forms have been modified to print the invoice total ONLY on the last page of multi-page invoices.

**General Ledger**

- ◆ Added two columns to the Chart of Accounts Summary window to display the Closing Org and the Closing Pro fields
- ◆ Added the ability to post a JE from the Journal Entry window. This button is only available to the Business Manager Security profile. Please contact your Regional Support Center if other access is needed.
- ◆ Chart of Account windows has been modified for the budget notifications when ending an account code. An informational message will appear to notify the user of remaining budget monies prior to ending the account code.

**Purchase Order**

- ◆ Modified the detail of the PO Entry window so the user is able to double click on the Req No field and bring up the Requisition entry window filtered by the specific req no.
- ◆ Updated the Unbilled Receipts Report to include the Vendor Name. this will appear to the right of 'Status' on the report

**Sales Order**

- ◆ Added Autocomments functionality to the Shipment Packing Slip. The comment detail from the Shipping window will print at the top or bottom of the Packing Slip form based on the radio button chosen.

**Administration**

- ◆ Added a Payment Register data extraction that can be requested by Start and End Payment Number, modeled after the Detail Payment Register by Check No. This can be found under Administration>Data Extraction and search by the extract name of 'PmtReg'.

- ◆ Administration>Application Setup>Transportation Setup>Vehicle Setup: Added a checkbox for ‘Viewable on SeR’ for a vehicle that is not available for all district use. By unchecking this ‘Viewable on SeR’ checkbox, the vehicle will not be available for check out via the SeR Transportation calendar.

## **Reports**

- ◆ Two new reports were added. These reports will exclude closing JE data. One report is under Custom Ledger Reports> Posted Activity Audit-Exclude CLS JE's. The other is under General>Admin Reports> Budget Activity Audit with Payroll- W/O CLS JE's. The Budget Activity Audit with Payroll- W/O CLS JE's Report is only available to the Business Manager Security profile. Please contact your Regional Support Center if other access is needed.

## **Version 13.2 SMARTeR Overview**

**Password Change:** SMARTeR has been enhanced to provide additional security measures to safeguard your data. Users will be required to change to a stronger password and setup three security questions. The security question will provide an additional step in the login process making it harder for a computer program to try to gain access to your data. The new password must contain at least one lower case letter, one upper case letter, one number and one symbol (i.e.:John1deere\$ or Smart#1234). Please see attachment for more details.

## **Supported Web Browsers:**

**Firefox** – v21-v23 warn that they should upgrade their browser.

Support versions 24-26

**Google Chrome** – v27 – 28 warn that they should upgrade their browser.

Support versions 29-32

**Safari** – v5.1 warn that they should upgrade their browser.

Support versions 6 and 7

**IE**

– Support versions 7, 8, 9, 10 and 11

## **OTHER REMINDERS**

### **Viewing/Adding/Changing Purchasing Buyers**

A district does not need to wait on support to view, add, or change the purchasing buyers. You are able to do this yourself.

**Note:** If you do receiving within SMART Finance, you'll want to be careful before making any changes. If there is an open purchase order (PO) and the Buyer Code tied to the open PO is deleted, receiving will be affected because it won't appear on the Receiving screen. If there is a Buyer Code to be deleted and there are open POs, inactive the buyer until all the POs have been received.

### **Viewing/Adding/Changing Buyers**

1. Purchase Orders > Purchasing Buyers.
2. The Purchasing Buyers screen appears. Click Find to display the current list of buyers.



Buyer	Description	Status	Inactive Dt	User
B1	District	Active		
AD	Athl Dir 320-123-4567	Active		
CE	Community Ed	Active		
ELEM	Elementary	Active		
MAINT	Maintenance	Active		

Only Active Data

3. To add a buyer:
  - a) Click the New button. An additional row appears on the screen with “Active” in the Status column.
  - b) In the first field, enter a code for the buyer. The code may be alphabetic or numeric and can be up to ten characters long.
  - c) Tab to the next field and enter a description for the buyer. This description prints on the PO.
  - d) Click the Save button.
4. To make a buyer inactive:
  - a) Click on the Status column for the buyer you are making inactive.
  - b) Click on the term Inactive. The date of the change appears in the Inactive Dt column.
  - c) Click the Save button.
5. Exit the screen by clicking on the X in the upper right-hand corner of the screen.

### **FY ‘13 Audit Reports**

Send your FY ‘13 Audit Reports to MDE and to the State Auditor’s Office no later than December 31, 2013. For FY ‘13 audits, MDE will allow files to be submitted electronically or via mail. If sent electronically, the same file format can be sent to the State Auditor’s Office.

### ***Electronic Submission Process:***

The files must be in PDF format.

- Each management letter (or “COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE”) must be transmitted in a separate PDF file.
- Naming Conventions – Audit reports may be submitted using the MDE e-mail address provided below and must use the following naming convention:
  - A separate file for each of these reports (see examples below):
    1. Audited District Financial Statements      convention: FinStm.District
    2. District Management Letters                convention: MgtLltr.District
    3. Student Activity Audits                        convention: FinStmt.Student

- 4. Student Activity Management Letter      convention: MgtLt.Student
  - 5. Other Reports                                      convention: Other
- “Other reports” may be conveyance letters, letters indicating a management letter was not issued, additional files, etc.

- The naming convention for each file. Each element must be separated by a “.” (period).

Fiscal Year	District Number	District Type	District Name	Report Name
4 characters	4 characters	2 characters	Up to 12 characters in length	<ul style="list-style-type: none"> <li>– FinStm.District</li> <li>– MgtLltr.District</li> <li>– FinStmt.Student</li> <li>– MgtLt.Student</li> <li>– Other</li> </ul>

**Example:**

- 2013.0999.01.ABCDistrict.FinStm.District
- 2013.0999.01.ABCDistrict.FinStm.Student
- 2013.0999.01.ABCDistrict.MgtLtr.District
- 2013.0999.01.ABCDistrict.MgtLtr.Student
- 2013.0999.01.ABCDistrict.Other

The e-mail addresses for electronic submissions are:

Minnesota Department of Education      [MDE.FinMgt@state.mn.us](mailto:MDE.FinMgt@state.mn.us)  
Office of the State Auditor                      [SingleAudit@osa.state.mn.us](mailto:SingleAudit@osa.state.mn.us)

***Paper Submission:***

Submit one printed (hard) copy of the audit and other required documents to:

Minnesota Department of Education  
Division of School Finance  
Attn: David Day (I-12)  
1500 Highway 36 West  
Roseville, MN 55113-4266

**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. Also, we will 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. Also, you will 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 Tami. Or, you may e-mail

your authorization as an attachment to [SFSupport.@regionv.k12.mn.us](mailto:SFSupport.@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 22 2014**. 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, 2014; the electronic filing deadline is March 31, 2014. Region V will take care of electronically filing on your behalf. You will receive an e-mail towards the end of March letting you know your file was accepted by the IRS. The recipients' copies are still due by January 31, 2014. We encourage you to continue to report your district's 1099 information electronically this year. Region V sent all district files to the IRS electronically last year!

### **Mileage Rate**

Beginning on January 1, 2014, the standard mileage rates will be:

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

### **Winter Finance Sessions – January & February**

We will be offering our annual Winter Finance Sessions in January and February. Information will be sent out in a separate e-mail to Business Managers regarding the topics to be covered. All sessions will run from 9:00-3:00. The session dates are below:

- Tuesday, January 28 – Rochester (Rochester Public Schools)
- Thursday, January 30 – Mankato (South Central Service Cooperative)
- Wednesday, February 12 – Rochester (Rochester Public Schools)
- Thursday, February 13 – Mankato (South Central Service Cooperative)

### **Region V Holidays:**

Tuesday, December 24, 2013

Wednesday, December 25, 2013

Wednesday, January 1, 2014

**SMART HR Bulletin FY2014-03**  
**December 13, 2013**

**SMART Version 13.2**

**RDP DISTRICTS**

If you are a district using the RDP system, the upgrade will be completed for your database at 4:00 PM on December 17<sup>th</sup>. **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 13.2 Release Overview**

**New Menu Groups:** Employee Setup Reports and Payroll Setup Reports have been added to the groups window. Many of the reports found under Additional Reports have been moved to these groups. We have also added 941 and W2 to the groups window.

**HLTHVALUE Input: 941 & W-2|Adjust Hlthvalue.** This new window gives you the ability to update Hlthvalue amounts for everyone on one screen. This does need to be done on a Z adjustment calendar.

**Timecard/Earning Schedule:** Earning schedules can now be added from all timecard screens by clicking on the add earnings schedule button in the upper right hand corner.

**Prenote File:** When creating a prenote file it will only include active employees.

**Frequencies:** A new active column has been added to Payroll Setup| Setup Frequencies screen so inactive frequencies can be filtered out.

**Worker Comp Wage Tally:** The workers comp code has been added as a retrieval item on this report.

**Deduction Fiscal & Flex YTD Reports:** A variance and # of checks left column have been added to these reports. You will need to be using limits for this feature to work properly.

**Deduction History:** This new report gives you the ability to track lifetime max on codes.

**Payroll Calc Warning:** A warning has been added to the payroll calculation that results in a negative dollar amount on any TSA or FSA deduction.

**Budget Client Folder:** Districts must add a 'Budget' folder to the SMART HR | Client folder in order for the "Budget File for Finance" window to run. *SMART HR / Client / Budget.*

**Budget Database:** Districts will now have two choices to move the budget into SMART Finance

- A. **BUDGET DATABASE** | Budgeting | Budget – Modify Data | **Budget File for Finance.** This is the current window in the budget database which creates a file for import into the Budget Import window in SMART Finance. The window has changed with the v13.2 release. Users will no longer use the 'Save to File' icon to create the budget file. The window will now automatically create the budget file and place it in the SMART HR | Client | Budget folder. The user will then use the Budget Import window in SMART Finance in order to import the budget data. Use this window if the district wants to modify the file before importing into SMART Finance.
- B. **PRODUCTION DATABASE** | Budgeting | Budget – Modify Data | **Budget Transfer to Finance.** This is a new window in the production database. It will automatically create the budget file and place it in the *SMART Finance / General Ledger / Budgets / Budget Import* window. The purpose of this feature is to auto transfer the SMART HR budget data into Finance. The process gives the user the ability auto create a new budget, in-process budget or modify an existing budget record within the Finance application.

**Seniority with Lic by Adj Hire Date Report:** You now have the option to select more than one license code as part of the retrieval arguments.

**Continuing Ed – Lane Change Report:** Lane credits are now sorting correctly.

**Automate process for Stop Dates on TimeOff:** **TimeOff Setup | Setup TimeOff Plans.** An enhancement was made to allow the end-user to put a stop date on a TimeOff Plan that directly affects and stops all employee rows. You have three options when working with this window.

1. Ability to stop a plan with no additional changes.
2. Ability to stop a plan and insert a new row for the same plan with different values (e.g. accrual rates and limits) without inserting stop dates on employee rows.
3. Ability to stop a plan and update the plan at the employee level by auto populating the stop date on the employee plan with the same stop date entered on the master plan.

Please see attachment for more details.

**Create Employee TimeOff Plans:** **TimeOff Utilities|Create Employee TimeOff Plans.** An enhancement was made to allow the end-user to stop a current plan on a select group of employees and insert a new row for the same plan with different values, e.g. accrual rates, limits, etc.

You have two options when working with this window.

1. Ability to setup (create) new employee TimeOff plans based on plans they are currently assigned to. This option does not insert stop dates.
2. Ability to stop a current plan on a select group of employees and insert a new row for the same plan with different values, e.g. accrual rates, limits, etc. This option inserts stop dates on the old row.

Please see attachment for more details.

## **SMARTeR Release Overview**

**Password Change:** SMARTeR has been enhanced to provide additional security measures to safeguard your data. Users will be required to change to a stronger password and setup three security questions. The security question will provide an additional step in the login process making it harder for a computer program to try to gain access to your data. The new password must contain at least one lower case letter, one upper case letter, one number and one symbol (i.e.:John1deere\$ or Smart#1234). Please see attachment for more details.

**Property Assignments:** The Property Assignment window is now available in eR. This will allow district personnel to track property such as keys, credit cards, laptops, iPads that have been assigned to employees.

**Custom Setting:** A new custom setting has been added for those wanting to disallow address changes but continue to allow employee contact changes online. Please email SHRSsupport if you would like this setting turned on.

### **Supported Web Browsers:**

**Firefox** – v21-v23 warn that they should upgrade their browser.

Support versions 24-26

**Google Chrome** – v27 – 28 warn that they should upgrade their browser.

Support versions 29-32

**Safari** – v5.1 warn that they should upgrade their browser.

Support versions 6 and 7

**IE** – Support versions 7, 8, 9, 10 and 11

### **Region V Holidays:**

Tuesday, December 24

Wednesday, December 25

Wednesday, January 1

### **Federal Holidays:**

Wednesday, December 25

Wednesday, January 1

Monday, January 20

Monday, February 17

**SMART Finance Bulletin FY 2014-03  
February 24, 2014**

**SMART Version 13.2.1 (Patch) 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 Wednesday, February 26. **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 13.2.1 (Patch) SMART Finance Items**

**Accounts Payable/Purchase Orders**

- ◆ With the 13.2 release, the W-9 form created in SMART Finance was creating the W-9 with errors or too much information. Below are the items that will be corrected with this release:
  - The federal tax classification field will not be auto checked.
  - The Employer ID field will not auto populate.
  - If '&' is used in the Vendor Name field or Requester's Name field, the error will no longer appear.

**Reports**

- ◆ The following two reports can now be saved to Excel:
  - Budget Activity Audit with Payroll – W/O CLS JE's
  - Posted Activity Audit – Exclude CLS JE's

**Version 13.2.1 SMARTeR Items**

**Supported Browser Versions**

All browsers supported in SMARTeR will now appear on the login page.

**Other Information**

**Mileage Rate**

Beginning on January 1, 2014, the standard mileage rates will be:

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

**FY '14 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, 2013 needs to match what is in SMART for your adopted budget. If you find the amount approved by the Board does not equal the amount in SMART Finance, please contact Region V for assistance.

**FY '15 Budgets**

As you begin work on your FY '15 budget, please be reminded there are multiple ways to generate your budget using SMART Finance. There is a new feature called "Budget Workpapers". It was presented at the Finance Winter Sessions. Also, it will be shown at the Spring Conference during the "Budget Modifications and Accounting Treatments in SMART" session. Region V can continue to create an Excel spreadsheet based on either a Guideline

Report or Multi-Year Guideline report where you can enter in your FY '15 budget. Then, we can import this budget into SMART Finance for you. If you have any questions or need help, please send an e-mail to [sfsupport@regionv.k12.mn.us](mailto:sfsupport@regionv.k12.mn.us).

**Reconcile 215 Accounts**

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

**Spring Conference**

We are back in Austin! The 24<sup>th</sup> Annual Spring Conference will be held at the Holiday Inn and Conference Center in Austin on Thursday, April 3 & Friday, April 4, 2014. All Spring Conference information including session descriptions and schedules has been posted to our website at <http://regionv.k12.mn.us> . Please register on-line no later than **Wednesday, March 26, 2014**. We are looking forward to seeing you at the conference!

**Region V Holiday:**

Friday, April 18, 2014

## **SMART HR Bulletin FY2014-04**

**December 19, 2013**

**HLTHVALUE:** The HLTHVALUE instructions given out a calendar year end have changed with the new release. If you are using the new HLTHVALUE window located under 941 and W2 the changes can be made **after** your December payroll is complete. If you have COBRA people who need to have HLTHVALUE added this can be done on the HLTHVALUE window also. It's beneficial to wait until after the last payroll is ran if using this window so you have the final number that will be reported on the W-2.

**W2 Address Verification:** Please remember to run the W-2 Federal and State Information report located under 941 and W2 to verify that your address is correct for W-2 reporting. If any changes need to be made please email SHRSupport.

**Region V Holidays:**

Tuesday, December 24

Wednesday, December 25

Wednesday, January 1

**Federal Holidays:**

Wednesday, December 25

Wednesday, January 1

Monday, January 20

Monday, February 17



### **SMART Version 13.2.1 (Patch) 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 Wednesday, February 26. **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 13.2.1 SMART HR (Patch ) Changes**

**IRS Form 941 for 2014:** Attached is the PDF file for the new Form 941 for 2014. You will need to save the attached files in SMART HR > Client > IRS folder.

**Budget Client Folder:** Districts must add a 'Budget' folder to the SMART HR | Client folder in order for the "Budget File for Finance" window to run. *SMART HR | Client | Budget.*

**Budget Database:** Districts will now have two choices to move the budget into SMART Finance

- A. BUDGET DATABASE | Budgeting | Budget – Modify Data | Budget File for Finance.** This is the current window in the budget database which creates a file for import into the Budget Import window in SMART Finance. The window has changed with the v13.2 release. Users will no longer use the 'Save to File' icon to create the budget file. The window will now automatically create the budget file and place it in the SMART HR | Client | Budget folder. The user will then use the Budget Import window in SMART Finance in order to import the budget data. Use this window if the district wants to modify the file before importing into SMART Finance.
  
- B. PRODUCTION DATABASE | Budgeting | Budget – Modify Data | Budget Transfer to Finance.** This is a new window in the production database. **Please email SHRSupport for access to this window.** It will automatically create the budget file and place it in the *SMART Finance | General Ledger | Budgets | Budget Import* window. The purpose of this feature is to auto transfer the SMART HR budget data into Finance. The process gives the user the ability auto create a new budget, in-process budget or modify an existing budget record within the Finance application.

### **Version 13.2.1 SMARTeR Items**

**Supported Browser Versions:** All browsers supported in SMARTeR will now appear on the login page.

#### **Other Items**

**Spring Conference:** We are back in Austin! The 24<sup>th</sup> Annual Spring Conference will be held at the Holiday Inn and Conference Center in Austin on Thursday, April 3 & Friday, April 4, 2014. All Spring Conference information including session descriptions and schedules has been posted to our website at <http://regionv.k12.mn.us>. Please register on-line no later than **Wednesday, March 26, 2014**. We are looking forward to seeing you at the conference!

**HR/Payroll Fiscal Year End Meeting Schedule:** The Fiscal Year End meetings have been scheduled for Tuesday, April 22 in Mankato and Thursday, April 24 in Rochester. A notice will be coming out at the beginning of March.

#### **Region V Holidays:**

Friday, April 18

**SMART Finance Bulletin FY 2014-04  
May 20, 2014**

**SMART Version 14.1 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, May 22. **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 14.1 SMART Finance Overview**

**Accounts Payable**

- ◆ The manual payment window now has a field for payment batch number.
- ◆ The Voucher adjustment process will include the ID of the person doing the adjustment.
- ◆ The Voucher void process will include the ID of the person creating the void.
- ◆ The Voucher base amount has a total at the bottom of the Voucher Detail Summary window.

**Purchase Order**

- ◆ On the Purchase Order Detail Summary window, the status column has the addition of "Backorder".
- ◆ The PO forms, r\_pur\_print & r\_pur\_print\_sku, have the addition of the period.

**Internal Warehousing/Inventory**

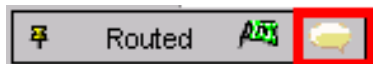
- ◆ This process has been updated to be able to handle fund accounting. Previously, the journal entry could only include one fund.

**Reports**

- ◆ The new report titled "Budget Activity - W/O CLS JE's" has been added to the Custom Ledger Reports area. This allows the report to be run between fiscal years.
- ◆ The Budget Workpapers have been updated with Mass change functionality. You can do a change by dollar amount or percentage. Also, you can change it to YTD or budget amounts.
- ◆ The "Revenue Classification Detail" report will only look at those account codes that are reported to MDE via the UFARS file upload. For example, if your student activity accounts are not under board control, these account codes will no longer appear on this report.
- ◆ The New Hire Reporting process will now re-report all employees who have had a break in service for more than 60 days. It used to be 90 days.

**System Wide**

- ◆ The approval system will display a graphic to indicate if a route slip contains comments. This will appear for vendors, requisitions, purchase orders, vouchers, customers, and journal entries, if the routing process is used.



**Version 14.1 SMARTeR Overview**

**Online Ordering**

- ◆ EqualLevel (MSC Express) was added as an online vendor. This is the option provided by the Service Cooperatives. This site contains multiple vendors and the order will go out to them. If

you are interested in adding this vendor through SMART, please send an e-mail to [sfsupport@regionv.k12.mn.us](mailto:sfsupport@regionv.k12.mn.us).

- ◆ On the Order Request Form, the alternate address, fax number, and name will display correctly.

### Employee Lockout Message

- ◆ An additional comment was added to the message received on the logon screen when a user gets locked out of their account. The new message will read (new portion is in BLUE font) "User account has been locked! [Please click on the forgot password link to continue.](#)"

Forgot Password?

User account has been locked! Please click on the Forgot Password button to continue.

### Who's Viewed Announcements Report

- ◆ A new report has been added to allow the user to see who has read an announcement (or has viewed it). This report can be found under Requests & Approvals > Responsibilities.

### Supported Web Browsers

- ◆ These will now appear on the login page of eR.
- ◆ Current web browsers supported:
  - **Firefox** – Support versions 24-28
  - **Google Chrome** – Versions 32-33 warn that they should upgrade their browser. Support version 34.
  - **Safari** – Support versions 5.1, 6, and 7.
  - **Internet Explorer** – Version 7 warn that they should upgrade their browser. Support versions 8, 9, 10, and 11.

## OTHER REMINDERS

### SMART Finance User's Manual

There is an updated SMART Finance User's Manual through the December 2013 release. It is located at [www.regionv.k12.mn.us](http://www.regionv.k12.mn.us) under "Downloads" and "SMART Finance".

### Region V Invoice – If Using Operating Capital to Fund


On the Region V invoice, you will find a percentage that can be paid with Operating Capital revenue. Due to the recent changes to the Chapter 10 grid, the proper coding for this amount is E-01-005-xxx-000-302-316. This is effective for FY '14.

### 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 <=201411 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 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 e-mail, if you need assistance.

If you would like to save the information created above in Excel, so you can work with the file and/or e-mail it to others to review, please complete the following steps.

1. Run Requisition Detail Summary or Purchase Order Detail Summary as stated above.
2. While in Query mode, select the Status to be "Open".
3. Click on "Find".
4. Click on the "Extract"  button at the top of the window.
5. Click on the "Restore Default Values" because this provides good information when saved to Excel.
6. Click on "Save settings and Generate Excel Spreadsheet".
7. Take note of the file location that appears on the screen, so you can locate the Excel file.
8. Open up the Excel file and then you can work with the file to send it to the people you need to.

### **FY '15 Requisitions and Purchase Orders**

If you are ready to begin entering in requisitions or purchase orders for FY 2015, you will first need to create a budget code for FY 2015. 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. Go to SMARTFinance → General Ledger → Budgets → Budget Import.
2. Click "New".
3. Input the Budget Code (Example 15ADP).
4. Input the Type, Description, Start Period (201501) and End Period (201512).
5. Click "Save".

The new budget code for FY 2015 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. Go to SMARTFinance → Administration → Application Setup → Fiscal Year Maintenance.
2. Click "Find".
3. Click in the Budget Code field next to Fiscal Year 2015.
4. Find the correct budget code by using the dropdown box.
5. Highlight the proper code.
6. Click "Save".

You will also need to open the Accounting Calendars to period 201501. The quickest way to do this is:

1. Go to SMARTFinance → Administration → Application Setup → Accounting Calendar.
2. Click "Find". All accounting calendars appear.
3. Go to the first accounting calendar that hasn't been opened (like period 201411, for example).
4. Click "Open" for the GL module. Click "Save". Choose "Closed". Click "Save".
5. Go to the next period (201412). Click "Open" for the GL module. Click "Save". Choose "Closed". Click "Save".
6. Repeat through period 201501, except leave the GL module at an "Open" status in period 201501.
7. Click "Open" for the AP module in period 201501. Click "Save".

That's it! By closing the GL module in the periods between the current period you are processing and period 201501, 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 201501. This will show the transaction with the current date but a period of 201501. 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, 2013 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 '14 with a period of 201412, but have a July 1, 2014 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 '14, you will need to change the date to 6/30/2014 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 6/30/2014 date or prior. This will ensure that the asset's Beginning Depreciation Period and Year will reflect FY '14.

### **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 '14 UFARS Review**

Please complete the following steps to help with the FY '14 process when it comes to properly coding your transactions.

1. Please run the following report to identify any account code segments for 2014 that are not allowed for FY '14. 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 run first before the report in item #2 below can be run. Do not run with a period of 201414!
  - 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 201413 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 2014 that are not allowed for FY '14. For any account 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. Do not run with a period of 201414!

- 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 201413 open and then you can enter that. Never enter in 201414 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 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](mailto: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. 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”. You can also scroll through the list and look for the Extract Name.
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 Sessions – June**

Mark your calendars! The Fiscal Year End Finance Sessions have been scheduled. Everyone must register this year as we have half day and full day sessions. The deadline is Friday, May 30, 2014. Below are the dates of the sessions.

Half Day Training (9:00-12:00)

- Tuesday, June 10, 2014 at Southeast Service Cooperative in Rochester
- Tuesday, June 17, 2014 at South Central Service Cooperative in Mankato

Full Day Training (9:00-3:00)

- Thursday, June 12, 2014 at South Central Service Cooperative in Mankato
- Wednesday, June 18, 2014 at Southeast Service Cooperative in Rochester

Information was sent via e-mail on May 8, 2014. If you need this information, please contact Dianna Groskreutz at [diannag@regionv.k12.mn.us](mailto:diannag@regionv.k12.mn.us) or Jill Guhlke at [jillg@regionv.k12.mn.us](mailto:jillg@regionv.k12.mn.us).

### **Region V Holidays:**

Monday, May 26, 2014  
Friday, July 4, 2014

## SMART Version 14.1

### 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, May 22. **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 14.1 Release Overview

**Binocular Lookup:** The lookup feature has been changed to pull the most current 'active' row and will no longer display future dated rows.

**TRA Service Credits:** The TRA Service Credit field has been removed from the retirement tab and the timecard screens.

**PERA Exclusion Report:** A new PERA Exclusion report has been added. PERA is requiring this report be filed electronically. Please see page 16 of the Fiscal Year End packet for more details. Instructions will be coming in a separate email in June.

**PERA Job Title:** With the new exclusion report PERA is requiring that a job title be reported. A new field has been added to the Retirement tab in Paycheck Data. Anyone who is excluded from PERA will need to have this field filled. A warning will be given when saving if the field is not filled.

**Timecard Screens:** An 'Autofill Rate' button has been added on the Timecard screens. There will also be a warning if a rate is changed on the Paycheck Data tab after the Autofill Rate has been used. You can then choose to go back to the timecard screen and update the rate to the new rate or leave as is.

**STAR Reporting:** A new sort option has been added to sort the Non- Licensed report alphabetically across all locations.

The screenshot shows the 'STAR Reporting' interface. At the top, there are tabs for 'STAR Reporting' and 'Import Assignment File'. Below the tabs, there is a 'Fiscal Year (Required)' dropdown menu set to '2014'. To the right of the dropdown is a 'Select STAR Report(s) and File(s)' section. This section contains a table with columns for 'Print Report' and 'Create File'. The table lists several reports: 'Licensed Assignment', 'Licensed Employment Data', 'Non-Licensed Staff Data', 'Alphabetical by Location', 'Alphabetical', 'Print Errors Only', and 'Report Additional Entity'. The 'Alphabetical by Location' option is selected with a radio button, and a red arrow points to it. The 'Print Report' column has checkboxes for 'Licensed Assignment', 'Licensed Employment Data', and 'Non-Licensed Staff Data'. The 'Create File' column has checkboxes for '(LB)', '(LA)', and '(NA)'. There are also radio buttons for 'Alphabetical by Location' and 'Alphabetical', and checkboxes for 'Print Errors Only' and 'Report Additional Entity'.

**Email Preference:** Email preference has been added to the Home Phone and Email Directory and the Work Phone and Email Directory reports.

**Employee Skills Report:** Skill, Group and Date Acquired have been added as retrieval arguments on this report located under Education, Training & Licensing Reports in the Personnel Module.

**COBRA:** The COBRA notices have been updated to clarify the availability of coverage through the Health Insurance Marketplace(Exchange) and provide information on special enrollment rights.

**Payoff Payroll Proof Report:** This report has been enhanced to include the sub-totals of calendar/calendar sequences.

**Workers Comp Wage Tally Report by Loc:** A new report has been added under Agency Reporting to allow for retrievals and grouping by location.

**Data Extraction window and Views:** The Payroll\_FTE is now displayed on views for new hires who have a future start date. This is helpful when creating contracts and assignments during the summer months for new hires employed in the fall.

### **Version 14.1 SMARTeR Items**

**Employee Lockout Message:** An additional comment was added to the message received on the logon screen when a user gets locked out of their account. The new message will read (new portion is in BLUE font); "User account has been locked! [Please click on the forgot password button to continue.](#)"

Forgot Password?

User account has been locked! Please click on the Forgot Password button to continue.

**Who's Viewed Announcements Report:** A new report has been added to allow the user to see who has read an announcement (or has viewed it). This report can be found under Requests & Approvals|Responsibilities.

**Online W-4 and Direct Deposit:** The online W-4 and Direct Deposit options are now available on eR. A "Changed By" and "Date Stamp" have been added in the Paycheck Data window for this. If your district is interested in turning these options on for your users or would like more details please email SHRSupport.

**Other Licenses/Certifications:** The character limit was increased to allow more than 6 characters in the license number field..

**Supported Web Browsers:** These will now appear on the login page on eR.

**Firefox** – Support versions 24-28

**Google Chrome** – v32-33 warn that they should upgrade their browser.  
Support version 34

**Safari** – Support versions 5.1, 6 and 7

**IE** – v7 warn that they should upgrade their browser.  
Support versions 8, 9, 10 and 11

### **Region V Holidays:**

Monday, May 26  
Friday, July 4

### **Federal Holidays:**

Monday, May 26  
Friday, July 4