

**SMART Finance Bulletin FY 2016-01**  
**August 12, 2015**

**SMART Version 15.2 and Server Update**

**RDP DISTRICTS**

If you are a district using the RDP system, the upgrade will be completed for your database at 9:30 AM on Saturday, August 15. **You must be off SMART and RDP by 9:30 AM.** We are hoping to be available again by 7:00 PM.

The TimeClock Plus databases will be moved to new servers, but it shouldn't be a long process. We are hoping there is little to no interruption, but there could be some based on when people punch in and out.

**IN-HOUSE DISTRICTS**

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

**Version 15.2 SMART Finance and SMARTeR**

This is a technology upgrade. There are no software changes from the current version.

**OTHER REMINDERS**

**Ability to E-mail Purchase Orders – December Release**

With the December release, districts will have the ability to e-mail their purchase orders to vendors directly from SMART Finance. Some set-up will be needed before districts can utilize this feature.

If you are interested in using this option, the district will need to have the vendor's e-mail address entered into SMART Finance. To review which vendors have e-mail addresses already entered in SMART, please follow these steps.

- Go to SMARTFinance → Purchase Orders or Accounts Payable → Vendor Setup → Vendor.
- Click on "Find".
- Go to File.
- Select "Save As..."
- Find the location you would like to save the document.
- Enter in a File Name.
- Click on Save.
- Open the Excel file.
- Column CA will show if an e-mail address is entered in SMART Finance. If you want, you can delete all the columns in the Excel file that you don't need to see, so the file is not so large.

To enter in a vendor's e-mail address:

- Go to SMARTFinance → Purchase Orders or Accounts Payable → Vendor Setup → Vendor.
- Bring up the vendor.
- Click on the "Payment Information" tab.
- Enter in the e-mail address.
- Click on "Save".

Region V will provide additional information in the future.

### **Unaudited UFARS Financial Data Submission Deadline – September 15<sup>th</sup>**

An unaudited UFARS file is due to MDE on Tuesday, September 15<sup>th</sup>. Please submit to Region V the "UFARS Data Release Authorization" form to allow us to upload your UFARS file to MDE by **Friday, September 11<sup>th</sup> at 3:00 PM**. Submitting by this date will give you time to correct anything that would prevent your file from loading. Remember, you need to post all entries and perform a fiscal year-end close so that we may create the file. The file can be sent "unaudited" so you do not need to have all audit entries entered to send a file.

The release form can be found on our website under Downloads → SMART Finance → UFARS Data Release Authorization. <http://www.regionv.k12.mn.us/pages/downloads.html>.

Please indicate whether the file is "audited" or "unaudited". The form can be sent via fax to (507) 388-5978 or e-mailed to [sfsupport@regionv.k12.mn.us](mailto:sfsupport@regionv.k12.mn.us).

### **Levy Certification Update**

The Levy Information System is now available for 2015 Payable 2016. MDE would like all initial data changes completed by **Friday, August 28<sup>th</sup>**. This will allow MDE to process the preliminary levy limitations for early September. The system will remain open until September 30<sup>th</sup> to make changes.

[See the Levy Certification Process page](#) for specific information on the Levy Information System and general information on the levy certification process for 2015 Payable 2016.

### **FY '16 New UFARS Object Codes – Coming**

This is an FYI that MDE will be creating new UFARS Object codes for FY '16. These are due to reporting requirements MDE has to make to the Federal government. MDE wants to release these as soon as possible. Region V will keep you updated as we learn more.

### **OPEB Investment Reporting**

The Office of the State Auditor recently sent out a reminder that starting in 2015, administrators of OPEB trusts created by local governments are required to annually report information to them by October 25. The information is based on fiscal year-end of June 30. The OPEB reporting form will be available on the State Auditor's Form Entry System next month. If you have questions, please contact them at [OPEB@osa.state.mn.us](mailto:OPEB@osa.state.mn.us).

### **Region V Holidays:**

Monday, September 7, 2015

**SMART HR Bulletin FY2016-01**  
**August 12, 2015**

**SMART Version 15.2 and Server Update**

**RDP DISTRICTS**

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**Version 15.2 SMART Finance and SMARTeR**

This is a technology upgrade. There are no software changes from the current version.

**Region V Holidays:**

Monday, September 7, 2015

**Federal Holidays:**

Monday, September 7, 2015

Monday, October 12, 2015

**SMART Finance Bulletin FY 2016-02  
September 15, 2015**

**SMART Version 15.2.1 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, September 17. **You must be off SMART by 4:00 PM.**

**IN-HOUSE DISTRICT**

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

**Version 15.2.1 Enhancements**

Most of the changes relating to this release are for ACA purposes.

**Version 15.2.1 SMART Finance Enhancements  
Reports**

- ◆ The Special Education reports have been updated for coding changes.

**OTHER REMINDERS**

**Ability to E-mail Purchase Orders – December Release**

With the December release, districts will have the ability to e-mail their purchase orders to vendors directly from SMART Finance. Some set-up will be needed before districts can utilize this feature.

If you are interested in using this option, the district will need to have the vendor's e-mail address entered into SMART Finance. To review which vendors have e-mail addresses already entered in SMART, please follow these steps.

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- Bring up the vendor.
- Click on the "Payment Information" tab.
- Enter in the e-mail address.
- Click on "Save".

Region V will provide additional information in the future.

### **Levy Certification Update**

The Levy Information System is available for 2015 Payable 2016. The system will remain open until September 30<sup>th</sup> to make changes.

The Board must certify the proposed levy and send it to the County Auditor by September 30<sup>th</sup>. MDE expects the Levy Certification System to be up mid- to late-September.

[See the Levy Certification Process page](#) for specific information on the Levy Information System and general information on the levy certification process for 2015 Payable 2016.

### **FY '16 New UFARS Object Codes – Coming**

This is an FYI that MDE will be creating new UFARS Object codes for FY '16. These are due to reporting requirements MDE has to make to the Federal government. MDE wants to release these as soon as possible. Region V will keep you updated as we learn more.

### **Finance Session Dates**

Region V has set the dates for the Fall Sessions, Winter Sessions, and Fiscal Year End Sessions. The Fall Session dates are:

- Tuesday, October 27 – South Central Service Cooperative, Mankato
- Thursday, October 29 – Southeast Service Cooperative, Rochester

To locate the dates for the other sessions, please go to the Region V website and look under "Calendar". You can also use this [link](#).

**SMART HR Bulletin FY2016-02**  
**September 14, 2015**

**SMART Version 15.2.1**

**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, September 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.

**ACA Sessions:**

Phase 2 of ACA training will begin in November. Attending one of these sessions is mandatory because we will be covering how reporting for the 1094/1095 forms will be handled. We will be sending out more information in October. Please mark these days on your calendar.

Mankato – Tuesday, November 3  
Rochester – Thursday, November 5  
Rochester - Wednesday, November 11  
Mankato – Thursday, November 12

**Version 15.2.1 Release Overview**

**Benefits**

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➤ **ACA Administration**

○ **Create/Maintain ACA Info – One Emp**

- *A new column, MEC, was added to this window as a display only field.*
- *The new hire date will now show in this window when the New Hire and Rehire windows are used.*
- *Serious errors were added to this window when:*
  - 1) *The End Coverage date cannot be before the Insurance Available date.*
  - 2) *The ACA Term date is before the Date Changed. Either Change the field or delete the row.*
  - 3) *The Ins Date Enrolled date must not be after the End Coverage date.*
  - 4) *The Insurance Available date needs a date entered if there is an End Coverage date.*
  - 5) *The Insurance Available date needs a date entered if there is a Waive date.*
  - 6) *The Waive date cannot be before the Insurance Available date.*
  - 7) *The Insurance Available date needs a date entered if there is a Date Enrolled.*
  - 8) *The Ins Date Enrolled date must not be the same as the Waive date.*
  - 9) *ACA Plan should not be null.*

- A warning was added when a Pay Code is selected in the Days section: If a pay code is chosen for a person that does not have that pay code (set to a Calc Method of Days) built on the Paycheck Data window in Payroll.
    - On the Pay Code tab, the default days will now be updated when the Start Date is changed.
  - **Create ACA Info – Multiple Employees**
    - New sort options were added on the last tab for Employee Data and Employee Pay Codes.
    - New filter options were added on the last tab for Employee Data.
    - Terminated employees will no longer be copied from one year to the next when using the copy button.
    - Serious errors were added to this window. Same as Create/Maintain ACA Info – One Employee.
  - **Maintain ACA Info – Multiple Employees**
    - A new column, MEC, was added to this window as a display only field.
    - New sort options were added on the last tab.
    - New filter options were added on the last tab for Employee Data.
    - Serious errors were added to this window. Same as Create/Maintain ACA Info – One Employee.
  - **Maintain Hrs Worked & ALE Determination**
    - S and Z calendars will appear in this window and should be included in monthly totals.
    - Employee Yearly Totals were added onto the Summary Tab.
- **ACA Reports**
  - **New Report: ACA New Hires/Terms vs Payroll Status Chg**
    - The purpose of this report is to compare ACA Emp Data rows to Emp Status Chg rows to determine if employees are missing from ACA.
  - **New Report: Possible Errors on ACA Emp Data**
    - The purpose of this report is to show the errors on ACA Emp Data rows, their severity, and the description of the error to be fixed.

A warning will be received if people have an insurance available date, but not an enrolled or waived date.

The following serious errors will be received:

    - If date enrolled and date waive are the same
    - End coverage date cannot be before insurance available date.
    - If no Ins Available date, waive cannot have a date.
    - Term Date is before the date changed; either correct the row to be in the current ACA year selected or delete the bad row as they are not currently an employee.
    - If no Ins Available date, enrolled cannot have a date.
    - ACA Plan cannot be blank
    - Waive date cannot be before the insurance available date.
    - End coverage date cannot be before the Enrolled date.
    - End coverage date is entered and the insurance available date is blank.
  - **New Report: Employee Days Proof**
    - The purpose of this report is to proof the days overrides on individual employees.
  - **New Report: Pay Codes Not Allowed w/Pay**
    - This report may be helpful for identifying people who may have had summary rows built in the Maintain Hrs Worked & ALE Determination window, but were marked not Allowed on the Setup ACA Paycodes window. This would help look for inconsistencies before we resynced the pay codes.

- *If this report is run and does not return any results for the ACA year, this is not an issue in your data.*
  - **New Report: ACA Info Setup – Date Range**
    - *The purpose of this report will be to proof hours per ACA Year.*
    - *Dates have been added for Enroll and Waive*
    - *The notes have been moved to allow for more detailed information.*
  - **New Window/Report: ACA Measurement Analysis**
    - *The new Measurement Analysis has a combination of the Measurement Analysis and the New Hire Measurement Analysis.*
    - *The New Hire report will now only display the months as choices to select if there is an ACA new hire date in that month for an employee.*
    - *New sorts and filters have been added to the report results*
    - *Print icon will print the report based on what is showing*
  - **Hours Worked by Pay Code**
    - *This report will now show pay amounts on imported pay codes.*
  - **Hours Worked with YTD**
    - *This report will now show pay amounts on imported pay codes.*
  - **ACA Info Setup History**
    - *Dates have been added for Enroll and Waive*
    - *The notes have been moved to allow for more detailed information.*
  - **ACA Info Setup – As of Date**
    - *Dates have been added for Enroll and Waive*
    - *The notes have been moved to allow for more detailed information.*
- **ACA Setup**
  - **Setup ACA Plans/Measurement Periods**
    - *A new column, MEC, was added to this window to mark if this plan meets the minimum essential coverage requirements for ACA.*
    - *A new column, Insurance, was added to this window to mark if this plan is fully insured, self-insured, or None.*
    - *A new column, Coverage Type, was added to this window to mark who can be covered by this plan. Options to choose from are: E- Employee only; ED- Employee and dependent only; EDS-Employee and dependent and spouse.*
- **Benefit Utilities**
  - **Data Extraction**
    - *A new report called PAYCODE\_HIST\_MO\_DATA was added; if you change to the pay code and date range desired this can become a spreadsheet that can be imported into the ACA Import window.*

## **TimeOff**

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- **TimeOff Exceptions**
  - **Undo TimeOff Activity**
    - *Fixed a bug that was preventing Activity options to show in this window. FILEIMPORT should now show as an undo option.*

### **Federal Holidays:**

Monday, October 12, 2015

Wednesday, November 11, 2015



**SMART Finance Bulletin FY 2016-03  
November 6, 2015**

**SMART Version 15.2.2 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, November 10. **You must be off SMART by 4:00 PM.**

**IN-HOUSE DISTRICT**

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

**Version 15.2.2 Enhancements**

Most of the changes relating to this release are for ACA or SMART HR purposes. There is nothing in SMART Finance you should be aware of.

**Technology Update**

New look coming soon. Region V has upgraded to a new Remote Desktop Services (RDS) platform.

Any new users will be setup on the new system going forward. Not to worry, your district can use both the original system (RDP) and the new system (RDS) at the same time until everyone is switched over.

Your technology person will need to install some software on your computers and you will be ready to go.

Please have your Technology Department give Michael Galler a call to schedule your move to the new system.

**Region V Holidays**

Thursday, November 26, 2015  
Friday, November 27, 2015  
Thursday, December 24, 2015  
Friday, December 25, 2015  
Friday, January 1, 2016