

**SMART Finance Bulletin FY 2017-01
July 13, 2016**

SMART Version 16.2.1.01 Update

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database between 8:00 – 10:00 PM on Thursday, July 14. **You must be off SMART at 8:00 PM.**

IN-HOUSE DISTRICTS

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

Version 16.2.1.01 Enhancements

Most of the changes relating to this release are related to SMARTHR.

Version 16.2.1.01 SMART Finance Enhancements

There are no SMART Finance items to be aware of.

OTHER REMINDERS

2016 Calendar Year 1099-MISC Deadline

The IRS has changed the filing date for the 2016 Calendar Year 1099-MISC when you are reporting nonemployee compensation payments in box 7. They will need to be filed with the IRS on or before January 31, 2017. The previous date was March 31 when filing electronically.

Districts may want to start reviewing to ensure FEIN/SSN numbers are entered in SMART for those receiving 1099-MISC. Region V will be sending out additional information in the future.

Long-Term Facilities Maintenance (LTFM) Information

MDE has posted several documents on their website relating to what is needed to receive the Long-Term Facilities Maintenance (LTFM) revenue. Those documents can be located at www.education.state.mn.us → School Support → School Finance → Facilities and Technology → Long-Term Facilities Maintenance.

Region V Holidays:

Monday, September 5, 2016

SMART HR Bulletin FY 2017-01
July 13, 2016

SMART Version 16.2.1.01 Update

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database between 8:00 – 10:00 PM on Thursday, July 14. **You must be off SMART at 8:00 PM.**

IN-HOUSE DISTRICTS

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

SMART HR/SMART eR

Everything in this update deals with the correction process needed for the ACA 1094/1095 Forms. We will be contacting each district that received an **Accepted with Errors** status to setup a time to work through this process beginning the week of July 18th.

ACA New User Training

ACA New User Training is scheduled for Tuesday, August 16 and Wednesday, August 17 at Region V from 9:00 – 12:00. We will be contacting all new users to see which day works best for your schedule.

ACA Monthly Checklist

Remember to do the following steps at the end of the month.

7/31/2016		<p>ACA Administration ACA Import – Import hours if you have Pay Codes with ACA Calc Method “Import” – Select Import button, Select File and Apply ACA Month & Save</p> <p>ACA Administration Maintain Hrs Worked & ALE Determination select 2016 ACA Year – Retrieve the window, Click on Create Summary, Create Report & Save</p> <p>ACA Reports ACA Measurement Analysis – Select 2015, Check the New Hire Measurement Analysis radio button, August, NOPLANS</p>	<p><input type="checkbox"/> <i>Import hours per timesheet for hourly employees paid by contract or standard hours</i></p> <p><input type="checkbox"/> New Hire Admin period July/August</p> <p><input type="checkbox"/> New Hires August 2015 measurement start year</p>
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Region V Holidays

Monday, September 5

Federal Holidays

Monday, September 5

**SMART Finance Bulletin FY 2017-02
August 18, 2016**

SMART Version 16.2.2 Update

RDS DISTRICTS

If you are a district using the RDS system, the upgrade will be completed for your database between 9:00 – 11:00 PM on Thursday, August 18 (today). **You must be off SMART at 9:00 PM.**

IN-HOUSE DISTRICTS

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

Version 16.2.2 Enhancements

Most of the changes relating to this release are related to SMARTHR.

Version 16.2.2 SMART Finance Enhancements

There are no SMART Finance items to be aware of.

OTHER REMINDERS

Unaudited UFARS Financial Data Submission Deadline – September 15th

An unaudited UFARS file is due to MDE on Thursday, September 15th. Please submit to Region V the “UFARS Data Release Authorization” form to allow us to upload your UFARS file to MDE by **Monday, September 12th at 3:00 PM**. Submitting by this date will give you time to correct anything that would prevent your file from loading by the 15th. 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 Support → SMART Finance → Downloads → UFARS Data Release Authorization. <http://www.regionv.k12.mn.us/support/smart-finance/>

Please indicate whether the file is “audited” or “unaudited”. The form can be sent via fax to (507) 388-5978 or emailed to sfsupport@regionv.k12.mn.us.

Levy Certification Update

The Levy Information System is now available for 2016 Payable 2017. MDE would like all initial data changes completed by **Monday, August 29th**. This will allow MDE to process the preliminary levy limitations for early September. The system will remain open until September 30th 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 2016 Payable 2017.

Budget Publication Report

MDE's "District Revenues and Expenditures Budget for FY 2016 and FY 2017" shall be published by each school district "within one week of the acceptance of the final audit by the board, or November 30, whichever is earlier." Region V is in the process of updating the "Budget Publication Spreadsheet" and related SMART reports. Once completed, Region V will send an email through the Business Manager listserv with more information. We are happy to review these, if needed.

1099 Information

Due to the 2016 1099-MISC electronic filing date being changed to January 30th, we strongly recommend districts start reviewing their information to make sure correct TINs are entered for all vendors to receive a 1099-MISC. We recommend reviewing the following.

1. Go to SMARTFinance → General → AP Reports → Vendor 1099 Summary.
2. Year = 2016.
3. Click Create Report.
4. For the vendors listed, review the TIN to make sure a TIN is entered and correct.

Finance Fall Session Dates

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

- Wednesday, October 26 – Southeast Service Cooperative, Rochester
- Thursday, October 27 – South Central Service Cooperative, North Mankato

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](#).

Region V Holiday:

Monday, September 5, 2016