This document contains a guide to the icons used in the SMART Training Materials

Types of Training Materials

This section contains a guide to the icons that are used within the different types of training materials on the SMART Web website (listed in alphabetical order)

- **Checklist:** The checklist icon indicates this document contains a summary list of Foundation information, Tools, Scenarios, Examples, and Job Aids that can be used to aid you in the resolution of a specific issue.

- **Example:** The example (e) icon indicates this document contains an Example (case study) of an issue, a resolution, or a scenario.

- **Foundation:** The brick wall icon indicates this document provides important background information regarding SMART’s basic functionality, or information pertaining to a specific module area or business process(es).

- **General Information:** The clipboard icon indicates this document has general information that pertains to the specific module.

- **Job Aid:** The job aid (i) icon indicates a document exists that contains step-by-step instructions and/or information regarding specific task(s) in SMART. Job Aids are primarily used as trouble shooting and issue resolution devices.

- **Note:** The note icon indicates additional information has been provided within the document that is pertinent to the issue, resolution, or scenario.

- **Queries:** The queries icon indicates that there is a job aid which gives an overview to the query, including search criteria that can be entered, and results displayed after the query has been run.

- **Reports:** The green check mark icon indicates this document contains Reporting information pertaining to the specific module in SMART (under which it is stored).

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## Types of Training Materials (continued...)

This section contains a guide to the icons that are used within the different types of training materials on the SMART Web website (listed in alphabetical order)

**Scenario:** The puzzle piece icon indicates this document contains business process flow and decision point information regarding the resolution of specific issues encountered within SMART.

**Tool:** The Tools icon indicates this document contains information regarding key pages or components within SMART that can be used to research and view additional information.

**Training Guide:** The compass icon indicates that this document is a Training Guide. Training Guides provide a comprehensive overview to the specific modules within SMART. Agency trainers use the Training Guide documents to facilitate on-the-job training for new users in SMART.

## SMART Module Icons

This section contains a guide to the icons that represent the different modules and components within the Training Section of the SMART Web website (listed in alphabetical order)

### Accounts Payable (AP)

The ‘PAID’ rubber stamp icon represents information pertaining to the Accounts Payable components within SMART: Vendors and Vouchers.

### Accounts Receivable (AR) and Billing

The Dollar Sign icon represents information pertaining to the Accounts Receivable and Billing components within SMART: Billing, Customers, Deposits, and Receivables.

### Asset Management (AM)

The buildings icon represents information that pertains to the Asset Management module within SMART.

### Commitment Control (KK)

The calculator icon represents information that pertains to the Commitment Control (Budget) module within SMART.

### General Ledger (GL)

The open book with calculator icon represents information that pertains to the General Ledger module within SMART.

Continued on Page 3...
This section contains a guide to the icons that represent the different modules and components within the Training Section of the SMART Web website (listed in alphabetical order).

**Integration Icon**: The yellow hub icon represents information that pertains to integration between the different modules and components within SMART.

**Interfunds (IF)**: The dollar bill with two arrows icon represents information that pertains to the State of Kansas custom built Interfunds (inter agency payments) module within SMART.

**Projects, Grants, and Customer Contracts (PC)**: The Money Bag icon represents information pertaining to the Projects, Grants, and Customer Contracts components within SMART.

**E-Procurement, Purchasing, and Supplier Contracts (PO)**: The Shopping Cart icon represents information pertaining to the procurement components within SMART:
- Requisitions (e-Procurement)
- Purchase Orders (Purchasing)
- Return to Vendor – RTV (Purchasing)
- Receipts (Purchasing)
- Supplier Contracts (Supplier Contracts)
- Procurement Cards – P-Cards (Purchasing)

**Travel & Expenses (TE)**: The Suitcase icon represents information pertaining to the Travel and Expenses components within SMART.