**Memo**

**March 18, 2020**

**To: Agency Smart Leads**

**From: Jocelyn Gunter, Director of Accounts and Reports, Department of Administration**

**Subject: SMART Availability & other SMART system activity**

In light of Governor Kelly’s announcement to limit Kansas Government to only those essential functions during the next 2 weeks, agencies are reminded that SMART processing for critical transactions is an essential service that will continue for the Kansas Government during this time.

The SMART system will maintain normal hours of availability:

Monday through Saturday, 7:00 AM to 6:00 PM

Sunday, 1:00 PM through Monday, 6:00 PM

The cutoff for receiving SMART interface files is 5:00 PM Monday through Friday.

SMART daily and nightly batch processing, including interface file processing, will continue as usual. Specifically, the following functions will also continue for transactions deemed essential by state agencies:

* Updating/approving suppliers
* Running daily paycycles
* Performing transfers
* GL journal approvals
* Monitoring ManageEngine Service Desk tickets

The SMART Archive & Purge Project will be temporarily placed on hold as state staff navigate the impacts of COVID-19. When normal business resumes, an updated implementation schedule will be sent to agencies.

The decommissioning of the Vendor Payment Self-Service website will be postponed until May 1st.

The SMART Team wants to reassure agencies that we will continue to be available to assist with the mission critical functions performed in SMART. Specific questions or concerns can be submitted to the team via a ManageEngine Service Desk ticket.

Jocelyn Gunter, Director

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