



State of Kansas

Financial Manager SMART Roles
& Training Recommendations

Statewide Management, Accounting and Reporting Tool

Date Created:	10/08/2021
Last Updated Date:	N/A
Version:	1.0
Overview:	<p>This guide is intended to assist new agency financial managers with getting started in SMART. It includes the recommended SMART security roles and training materials that a new financial manager should review. It is organized by SMART module and includes sections on reporting and security.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Table of Contents</p> <p>SMART Introduction2</p> <p>Accounts Payable (AP)2</p> <p>Accounts Receivable (AR)2</p> <p>Asset Management (AM)3</p> <p>Expenses (EX)3</p> <p>General Ledger (GL) & Commitment Control (KK)3</p> <p>Projects & Grants (PC)3</p> <p>Purchasing (PO)4</p> <p>Reporting4</p> <p>Security4</p> </div>

Introduction to SMART - <https://www.smartweb.ks.gov/training/new-users/new-users---smart-job-aids>

SMART Security Roles	Training Materials
	<ul style="list-style-type: none"> • Introduction to SMART • Introduction to Navigating in SMART • Introduction to Reporting in SMART • Understanding WorkCenters • WorkCenters Training Guides • WorkCenters Job Aids

Accounts Payable - <https://smartweb.ks.gov/training/accounts-payable>

SMART Security Roles	Training Materials
Kansas Vendor Viewer Kansas AP Viewer	<ul style="list-style-type: none"> • Accounts_Payable_End_to_End_Business_Process_Flow • Voucher Styles • Setoff_Offset_Impact on Vouchers and Suppliers • Modifying 1099 Information on a Voucher • Template Vouchers • Create a Single Payment Voucher • Creating a Journal Voucher • Creating a Journal Voucher for a Single Payment Voucher • Copy a Purchase Order or Receipt into a Voucher • AP Tool 2 - When to use the 'Finalize' Button on a Voucher • Voucher Build Error Detail • Budget Exceptions on Vouchers • Match Exceptions on Vouchers • Wire Transfer Vouchers • INF50 Excel Voucher Upload • Troubleshooting Unprocessed Vouchers • Reviewing Historical Payment Data for Accounts Payable Vouchers • Imprest Fund and Petty Cash Fund: Replenish Fund by Creating a Voucher • Using Imprest and Petty Cash Inquiry • Vendor Payment Self-Service Job Aid

Accounts Receivable - <https://smartweb.ks.gov/training/accountsreceivable>

SMART Security Roles	Training Materials
Kansas AR Viewer Kansas Billing Viewer	General Ledger & Journals Overview Training Guide

Asset Management - https://smartweb.ks.gov/training/asset-management	
SMART Security Roles	Training Materials
Kansas Asset Viewer	Introduction to Reporting in SMART

Expenses - https://www.smartweb.ks.gov/training/expenses	
SMART Security Roles	Training Materials
Agency Expense Proxy Agency Expense Processor	<ul style="list-style-type: none"> • Cash Advances - Create/Modify, View, Withdraw, Delete, Modify Approved, Reconcile, Mark Close, Apply toward an Expense Report • Creating Expense Reports January 1, 2016, or later • Creating Travel Authorizations • How to Find an Expense Report Number or an Employee ID • Withdraw a Submitted Expense Report • Expense Types and Payment Types & Account 140300 Balances • Canceling Travel Authorizations • Attachments - Add, View, Delete • Default Chartfield Values

General Ledger - https://www.smartweb.ks.gov/training/General_Ledger	
Commitment Control - https://www.smartweb.ks.gov/training/commitment-control-kk	
SMART Security Roles	Training Materials
Kansas GL Viewer Agency Query Viewer	General Ledger & Journals Overview Training Guide

Projects & Grants - https://www.smartweb.ks.gov/training/projects-grants	
SMART Security Roles	Training Materials
Kansas Grants Viewer Kansas Customer Contracts Viewer Kansas Projects Viewer	<ul style="list-style-type: none"> • Projects & Grants Reports • Managing Customer Contracts Training Guide • Managing Grants Training Guide • Managing Projects Training Guide

Purchasing - <https://www.smartweb.ks.gov/training/purchasing>

SMART Security Roles	Training Materials
Agency Purchasing Viewer	<ul style="list-style-type: none"> • Purchasing End to End Business Process Flow • Encumbrance Required Ref Chart • Creating Requisitions Summarization • Requisition Status Definitions - Cheat Sheet • Entering Supplier Contracts Training Guide • Procurement Queries/Reports • How to Run and Format KPO00008 (KS Budgetary Activity Report) • Using the Current Obligations Report in SMART - 11-20-13 • Using the KPO00009 - KS Req Appr Workflow Rpt - 01-09-14 • Using the KS_PO_ACTIVE_PO_CHARTFIELDS Query - 12-10-13 • Using the KS_PO_CLOSED_POS Query 04-10-12 • Using the KS_PO_CNTRCT_SPEND Query - 12-24-13 • Using the KS_PO_MAY_CLOSE Query 04-10-12 • Using the KS_PO_NEGATIVE_PO_LINES Query 05-02-13 • Using the KS_PO_PCARD_STATUS query - 02-18-14 • Using the KS_PO_POWPCARD_NO_VCHR Query 04-01-13

Reporting - <https://www.smartweb.ks.gov/home/reporting>

SMART Security Roles	Training Materials
Agency Query Viewer	<ul style="list-style-type: none"> • Converting a .dat file to Excel • Downloading Query Results • Downloading Reports Results • How to Distribute Reports to Multiple Users • Running an Existing Query Using Query Viewer • Running Reports • Schedule Production Reports • Scheduling a Query - 12-01-2015 • SMART Reporting Workshop Handout • Catalog of SMART Reports, Queries, and Inquiries

Security - <https://www.smartweb.ks.gov/policy-forms/security-access-forms>

SMART Security Roles	Training Materials
	<ul style="list-style-type: none"> • SMART Security Handbook - 7-30-2021 • SMART Security Access Form 7-30-2021 • User Role to Training Mapping Spreadsheet - 06-17-2019 • SMART Security Liaison Training Guide - Revised 10-25-2017