



On-Line Budget Inquiry Manual

SmarteFinance

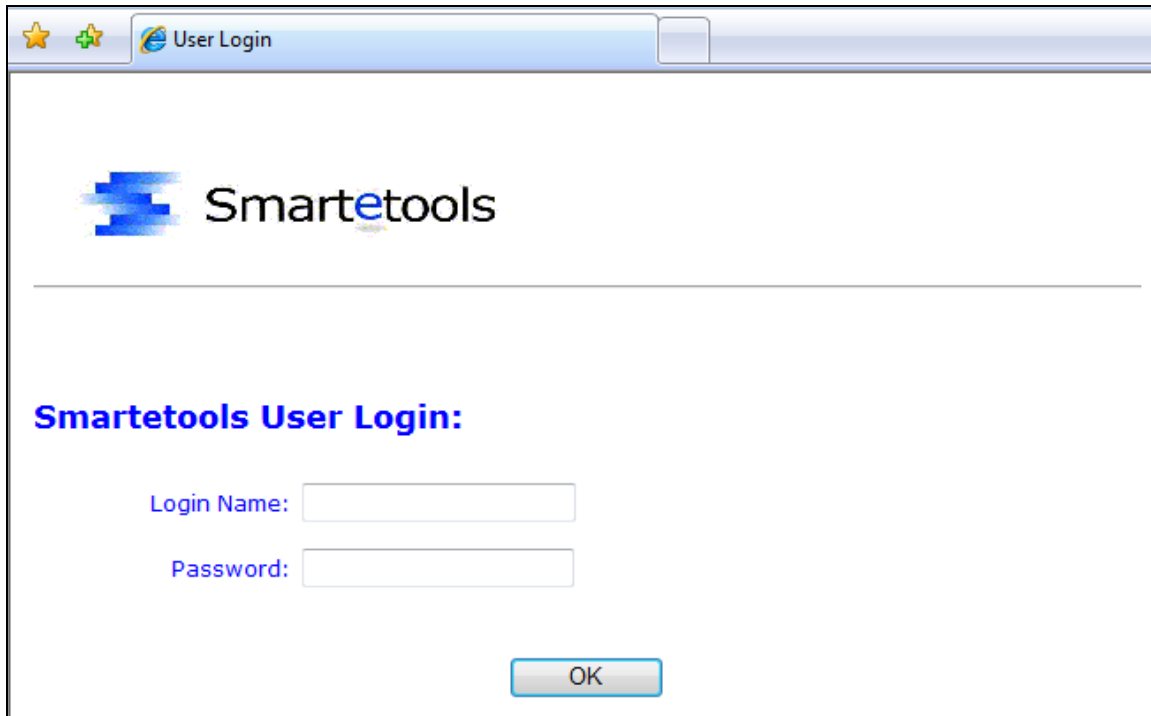
User's Guide

Login

To login to Smartetools, set your web browser to the address designated by your district network administrator.

The address for your district is: _____.

The Smartetools login page will appear.

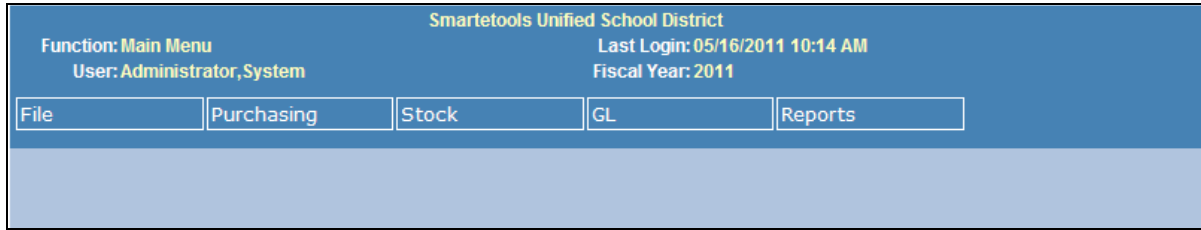


The screenshot shows a web browser window with a single tab titled "User Login". The page content includes the Smartetools logo at the top left, followed by a horizontal line. Below the line, the text "Smartetools User Login:" is displayed in blue. Underneath, there are two input fields: "Login Name:" followed by a text box, and "Password:" followed by a text box. At the bottom center of the page is a button labeled "OK".

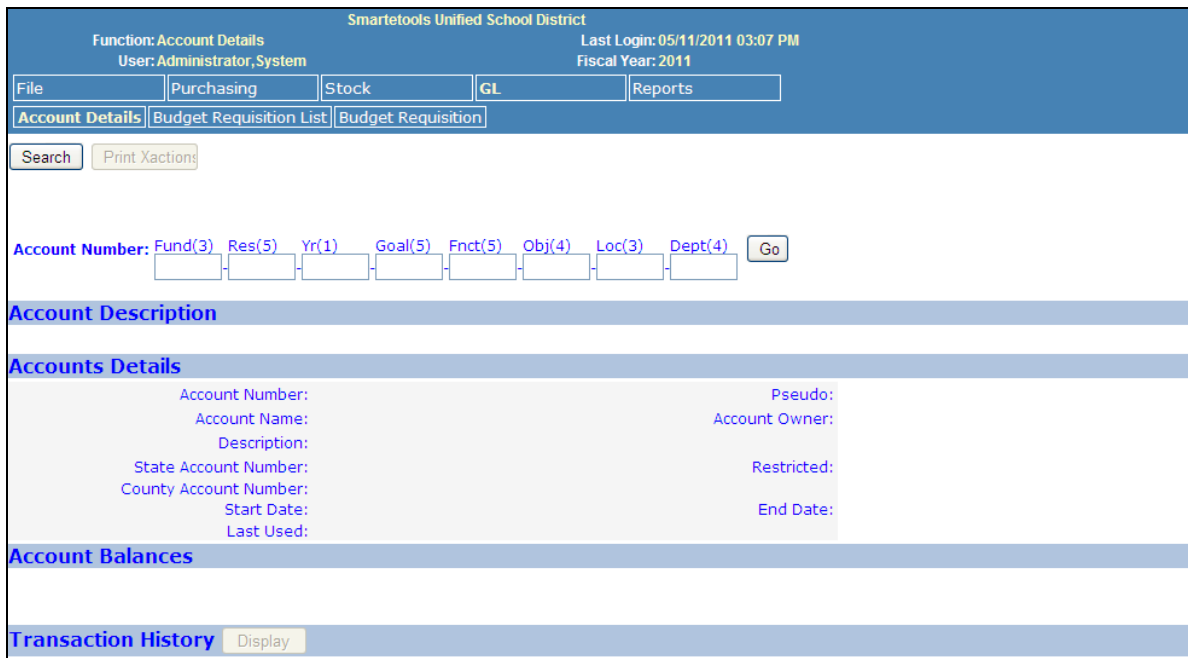
Enter your username and password. The password is case sensitive which requires that you enter the password using the correct lower and upper case characters. Once you successfully login you will be presented with the Main Menu.

My Login Name is: _____

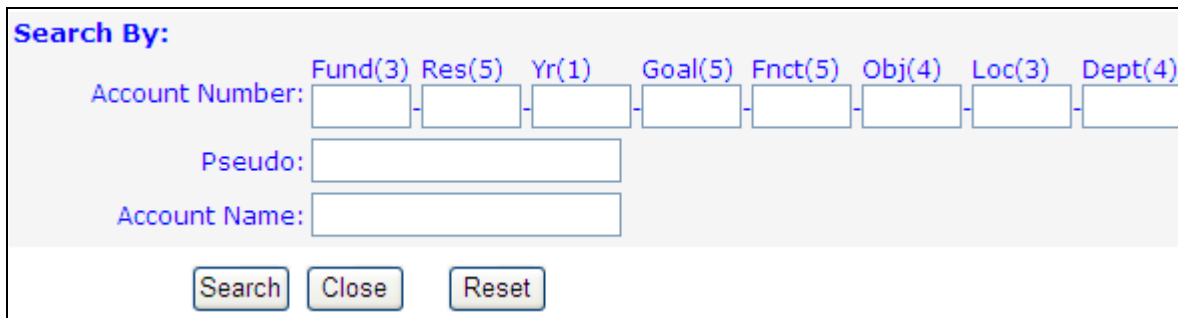
The Main Menu displays the functional areas for which you are authorized. The menu bar below shows Purchasing, Stock, GL, and Reports. To access the items within each of these areas, click on the desired area.



Click the **GL** menu then click on the **Accounts** button. This will display a screen that appears like the following:



From this screen, you can search for accounts, lookup a specific account and view the financial transactions for accounts. To search for an account or to get a list of accounts, click the **Search** button. This will display the Account Number Search page as shown below.



Enter the values for each account component as your search criteria. You can leave any component blank or enter the first character(s) of a component. Blank spaces are treated as wild card characters. For example, to search for all accounts with Fund 010 and Resource 30100 and Objects beginning with a 43 and Location 101, the search criteria and search results would appear as follows:

Search By:

Account Number: Fund(3) Res(5) Yr(1) Goal(5) Fnct(5) Obj(4) Loc(3) Dept(4)
 010 30100 [] [] [] [] [] 43 101 []

Pseudo: []

Account Name: []

[Search] [Close] [Reset]

10 accounts found.

	Pseudo	Account Number	Account Name	Budget	Balance	PreBalance	
<input type="button" value="Select"/>	431735	010-30100-0-11100-10000-4310-101-0000	Materials and Supplies	\$42,965.00	\$25,565.95	\$24,602.73	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	431964	010-30100-0-11100-10000-4320-101-0000	Subscriptions/ Periodicals	\$1,000.00	\$875.04	\$875.04	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	432030	010-30100-0-11100-10000-4340-101-0000	Computer Software & Relat Exp	\$200.00	\$5.00	\$5.00	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	432178	010-30100-0-11100-10000-4350-101-0000	Office Supplies	\$1,500.00	\$1,088.01	\$1,088.01	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	432367	010-30100-0-11100-10000-4390-101-0000	Other Supplies	\$1,000.00	\$1,000.00	\$1,000.00	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	431746	010-30100-0-11100-27000-4310-101-0000	Materials and Supplies	\$500.00	\$500.00	\$500.00	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	432185	010-30100-0-11100-27000-4350-101-0000	Office Supplies	\$1,000.00	\$769.44	\$769.44	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	432301	010-30100-0-11100-27000-4370-101-0000	Custodial/Operation Supplies	\$37.00	\$10.66	\$10.66	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	431750	010-30100-0-81000-24950-4310-101-0000	Materials and Supplies	\$1,200.00	\$785.22	\$785.22	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	432377	010-30100-0-81000-24950-4390-101-0000	Other Supplies	\$985.00	\$930.12	\$930.12	<input type="button" value="Xactions"/>

From here, you can click the **Xactions** button to view the financial transactions for each account. If you click the **Select** button next to the desired account, the search screen will close and the details of the account will be displayed.

Smartetools Unified School District

Function: Administrator, System Last Login: 05/11/2011 03:07 PM
Fiscal Year: 2011

File Purchasing Stock **GL** Reports

Account Details Budget Requisition List Budget Requisition

Search Print Actions

Account Number: Fund(3) Res(5) Yr(1) Goal(5) Fnct(5) Obj(4) Loc(3) Dept(4)

010 -30100 -0 -11100 -10000 -4310 -101 -0000

Account Description

General Fund
IASA:Title I Part A
Regular Education K-12
Instruction
Materials and Supplies
Baxter Elementary
Undesignated
Undesignated

Accounts Details

Account Number: 010-30100-0-11100-10000-4310-101-0000 Pseudo:
Account Name: Materials and Supplies Account Owner:
Description:
State Account Number: 01-3010-0-1110-1000-4300 Restricted: Yes
County Account Number:
Start Date: End Date:
Last Used: 04/14/2011

Account Balances

Approved Budget	\$42,965.00
Current Budget	\$38,965.00
Budget Revisions	-\$4,000.00
Pre-Encumbrance	\$963.22
Encumbrance	\$1,996.87
Expenditure	\$11,402.18
Pre-Balance	\$24,602.73
Balance	\$25,565.95

Transaction History

The Account Details screen shows information about the account number, the current account activity amounts and balances, and provides a button to view the financial transaction history of the account. To view the financial transaction history, click the **Display** button at the bottom of the screen.

In order to find a specific account number, you can bypass the account search screen and enter the account number on the Account Details screen and click the **Go** button. This will display the desired account number immediately as shown above. If wild cards are used, then the first account number found will be displayed.

Your user profile may be set up in a way that limits the accounts which you may be able to view. Contact your system administrator to modify your user profile if you cannot view accounts to which you require access.

Reports

To run Account Activity reports, click on the **Reports** menu item on the main menu. This will display different report options. Locate the **Account Activity** report menu item and click on it. This will display the Account Activity report selection screen.

Smartetools Unified School District

Function: Administrator, System Last Login: 05/12/2011 01:25 PM
 User: Administrator, System Fiscal Year: 2011

File Purchasing Stock GL Reports

Account Activity General Reports Query/Export

Print Preview

Report Selection:

View Report as: PDF Report

Report Name: Expenditure Report 2-Expenditure Report by Fund, Site, Resosource, Major Obj
 - None -
 Expenditure Report 1-Expenditure Report by Fund, Resource, Major Object
 Expenditure Report 2-Expenditure Report by Fund, Site, Resosource, Major Objec

Account Details Options:

Suppress Account Details: Perform Date Filtering: From Date: 05/12/2011
 Show Transaction Details: Begin with zero amounts: To Date: 05/12/2011

Account Selection Criteria:

Use Account Group Account Group: - None -

Use Account Ranges

	From Account	To Account
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

Use the **Report Name** dropdown list to select a report. The **View Report As** list allows you to output the report to different formats. The default is a PDF report which will use your web browser's PDF view, usually Acrobat, to display the report.

Once you select a report, check the appropriate box in the **Account Details Options** section. You can suppress the account details, which will just show the report sub-totals and totals, or you can show the transaction details, which will show all of the financial transactions for each account that appears in the report. If you leave both check boxes unchecked (and do not enter date filters), then the report will show the account number and current balances, one account number per line on the report.

You can also run a report using date filtering by checking the **Date Filtering** box. When this box is checked, the **From Date** and **To Date** fields and the **Begin with Zero Amounts** box will be enabled. Select the dates for which you want to see account activity. The beginning balance will always reflect the balance from the day before the **From Date** you have entered. If you check the **Begin with Zero Amounts** box, then your report will NOT display beginning amounts.

You can also limit the accounts that appear in the report. This is done in the **Account Selection Criteria** section of the screen.

To use an Account Group, click the **Use Account Group** button and then select an account group from the **Account Group** drop down list. Account groups are groups of account ranges grouped together and given a name.

To use an account range that is not found in an account group, click the **Use Account Ranges** button. You can then enter up to five account ranges. An account range is a range of values for each account component. Spaces are wildcard characters. For example, to run a report using only accounts within fund 010 and object range 4000 through 4999, enter a range in line 1 of the ranges as follows:

Your report will be limited to accounts within fund 010 and objects 4000 – 4999. To report on all accounts to which you have access, do not select an Account Group and do not enter any Account Ranges.

Once you have selected all of your report options, click the **Print Preview** button at the top of the screen to produce the report. From there you can use the browser or report viewer print function to send the report to your printer.

Report Date: May 12, 2011 2:05 pm		Smartetools Unified School District				Page 1 of 36	
Fiscal Year: 2011		Expenditure Report 1					
Expenditure Report by Fund, Resource, Major Object							
Fund 010 General Fund							
Pseudo) Account Number	Description	Adopted Budget	Current Budget	Encumbrances	Expend/Income	Balance	
431914) 010-00000-0-00000-72000-4320-801-0000	Subscriptions/ Periodicals	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	
432117) 010-00000-0-00000-72000-4350-801-0000	Office Supplies	\$3,200.00	\$3,200.00	\$109.75	\$1,386.26	\$1,703.99	
432244) 010-00000-0-00000-72000-4361-801-0000	Fuel and Gas	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	
432309) 010-00000-0-00000-72000-4390-801-0000	Other Supplies	\$200.00	\$200.00	\$0.00	\$0.00	\$200.00	
440331) 010-00000-0-00000-72000-4400-801-0000	Non-Capitalized Equipment	\$4,800.00	\$4,800.00	\$0.00	\$1,681.65	\$3,118.35	
432118) 010-00000-0-00000-73000-4350-802-0000	Office Supplies	\$2,500.00	\$2,800.00	\$59.25	\$2,601.89	\$138.86	
432310) 010-00000-0-00000-73000-4390-802-0000	Other Supplies	\$100.00	\$100.00	\$0.00	\$98.43	\$1.57	
440332) 010-00000-0-00000-73000-4400-802-0000	Non-Capitalized Equipment	\$8,500.00	\$8,200.00	\$0.00	\$923.70	\$7,276.30	
432119) 010-00000-0-00000-73500-4350-804-0000	Office Supplies	\$1,500.00	\$2,300.00	\$200.00	\$2,082.80	\$17.20	
432311) 010-00000-0-00000-73500-4390-804-0000	Other Supplies	\$500.00	\$500.00	\$0.00	\$152.56	\$347.44	
440333) 010-00000-0-00000-73500-4400-804-0000	Non-Capitalized Equipment	\$4,000.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	
431915) 010-00000-0-00000-74000-4320-901-0000	Subscriptions/ Periodicals	\$200.00	\$200.00	\$0.00	\$0.00	\$200.00	
432120) 010-00000-0-00000-74000-4350-901-0000	Office Supplies	\$4,000.00	\$4,000.00	\$0.00	\$2,916.22	\$1,083.78	
432121) 010-00000-0-00000-74000-4350-902-0000	Office Supplies	\$6,230.00	\$6,230.00	\$0.00	\$1,590.20	\$4,639.80	

The above print preview is a report limited to accounts within Fund 010 and Objects 4000-4999. No date filtering was chosen, so the report shows current balances of each account within the given range.