SMRT Viewing Instructions

- Open Internet Explorer and go to: www.SUNY.edu; Click on: “Faculty, Staff & Employment”
- Click on: “Sign On”. Select the correct campus and login using your network user ID and password
- Click on the tab: “Business Systems Applications” and then click on “SMRT-SUNY Management Resource Tool”
- Type in Account Number and click on SUBMIT

Figure 1 MAIN MENU

Figure 2 State Purpose Account
“Drill down” available when colored numbers are underlined

“In process” payments with a PO number beginning with a “P” are actually credit card purchases (uncertified)

Credit card purchase (certified) have a document number that begins with an “X”

Voucher payments (check) have an 8 digit document number that begins with an “0” for 09/10 and will begin with a “1” for 10/11

Journal transfers (manual changes or corrections made in the Business Office) have a 4 digit document number

Click on “portal” at the top of the page to exit; green “sign off” button is in the top right corner