- 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

the Mary Parate				1850/91-1-A585-A45A-982	204E3F4A85E463		💌 🛗 😁 😁	K 🕺 💦 Live Search	
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al		860865-00	CENTRAL STORES - FI	scal Year 10 - 11					
ິ 🔶		Cost Center -	28-437370-3R10 Chi	irge Campus - 28370					
unt Balance	Type of expense	Allocation	Expended	Encumbered	Balance	5	Pending Alo		
Summary	PSR - Instructional	0	0.00	0.00	0.00		0.00		
PO's	Non - Instructional	0	0.00	0.00	0.00		0.00		
ction Criteria	Overtime	0	0.00	0.00	0.00		0.00		
ction Detail	Other S&W	0	0.00	0.00	0.00		0.00		
204	Salary Savinga	0	0.00	0.00	0.00		0.00		
	Total PSR	0.00	0.00	0.00	0.00		0.00		
lownload	T/S instructional	0	0.00	0.00	0.00		0.00		
	T/S Non Instructional	0	0.00	0.00	0.00		0.00		
t Account:	Students	0	0.00	0.00	0.00		0.00		
	Other T/S	0	0.00	0.00	0.00		0.00		
scal Year:	Total TS	0.00	0.00	0.00	0.00		0.00		
10-11	UTPS - Supplies	0.00	140.004.00	21.307.03	-101,911,59	100	0.00		
Go	Other DBE		107 110 20	0.00	107 110 30	100	0.00		
	Other Equipment		0.00	0.00	0.00	100	0.00		
	Total OTPS	0.00	-26.613.82	21 107 01	5 206 79	100	0.00		
	DECUGE England	0.00	0.00	0.00	0,200,79	100	0.00		
	Dunio		0.00	0.00	0.00		0.00		
	Stores		0.00	0.00	0.00		0.00		
	Telephone		0.00	0.00	0.00		0.00		
	Auto	0	0.00	0.00	0.00		0.00		
	Other Recharges	0	0.00	0.00	0.00		0.00		
	Total Recharges	0.00	0.00	0.00	0.00		0.00		
	Account Total	0.00	26 642 82	21 207 03	6 306 76	100	0.00		

Figure 2 State Purpose Account

SMRT Viewing Instructions

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NY Management R	esource Tool					👌 • 📾 • 📾 • 📾	jage + Safety + Tools + 😧
JNY anagement esource	THE STATE UNI Horria Portal	VERSITY of NE 1 Hulp 1 C 24376 SURY COBLESS 980115 of CAM	W YORK	ash Balance			
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101570.000	Description		Cash Basis YTD	Pending	Available YT0		
ourt Balance Cash Page	Beginning Cash Balance		5-17,608.58		S- 17,608.58		
DESUTITION NO.	Prior Yr DisbiExp		910 81		910.81		
acton Criteria	Prior Yr Encumbered	-	0.00		0.00		
sacton Datal	Adjusted beg cash		-10,019.30		-10,012.30		
	YTD Program Revenue		12 691 48		12 891 48		
E Download	YTD Revenue Transfera	_	18,519,39		18,519.39		
ext Account:	Total Revenue		31,210.67		31,210.87		
	Gross Cash Available		12,691.48		12,891.48		
Fiscal Year:	Affected By:						
Go	Fringe Benefits (48,43%) Administrative O/H (5,60%)		-748.75	-15.42	-765.17		
	Maint O/H (8.70%)	1.1	.1.152.20	-25.51	-1,188.77		
	Net Available for Operations		10,779.47	-41.93	10,737.54		
	Current Year:	Allocation	Expense	Encumbered	Total Committed	Alto Balance	
	PDH TS	16.000.00	10,906,76	0.00	10,906.76	5,093.24	
	OTPS	45.700.00	10.096.42	2,901.91	19,798.34	25,901.66	
	Total	61,700.00	27,803.19	2,901.91	30,705.10	30,994,90	
	Ending Cash Balance		\$- 17,023.72	5-2,943.84	S- 19,967.56		
	IFR Reserve Accounts: 910137 - 00 Equipment Replacement and Repair 910138 - 00 Facility Repovation and Rehab 910110 - 00 Factors Evaluation		0.00				
	910139 - DD Budget Stabilization		0.00				

Figure 3 IFR Account

W Management Re	source Tool - Windows Internet Explorer								للم
🕑 💌 🙋 https://v	ww2.sysadm. sury.edu (smrt).drpmain.cfm?CFID=15199578	CFTOREN=125	c1f6ebca074	2d-748ED9F4-	A585-A45A	98276D4E3F4	ABSE46(sessionid 💌 🧯	📔 😫 🤸 🗶 🌌 Live Search	
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anagement	28370 SUNY COBLESKILL - A	ccount Trans	action Deta	il by Type					
source	050745-00 DUSINESS		cal Year 10						
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	Amount Description	Doc Num	TCode	Date	SON	PO	Req		
unt Balance									
<u>E Summery</u>	*** In-Process Expenditures ***								
POTE	401.86 HUMMELS OFFICE PLUS		VCHR	15-Feb-11	7222	P102729			
action Criteria	139.54 AJCPA AJCPA		VCHR	23-Peb-11	5006	P102878			
action Detail	114.60 REDISTRIBUTION OF EXPENDITURES T		JT	18-Feb-11	3001				
CRCM	656.00 *** In-Process Total ***								
Developer	15.68 STAPLS7069039944000002	×800009	JT	02/14/11	3001				
ACCOUNTER ON THE OWNER	72.49 SHRED-IT UTICA, INC.	1001742	VCHR	02/08/11	7212	051021	030020		
at Associate	79.04 SHRED-IT UTICA, INC.	1001483	VCHR	01/06/11	7212	051031	030020		
	29/69 STAPLS/06/945931000001	XL00041		12/23/10	3001				
Incal Years	36.3H STAPLS/06/62660600001	XL00041		12/23/10	3001				
10-11	122.06 STAPLS/06/62660600002	AL00041	LICHR.	12/23/10	3001	051031	030030		
Gol	A 99 NOVEMBED COLLEGE BOOKSTORE BULL	0003202	T I	12/07/10	0000	WE TRUE	030020		
	71.43 SHDEDUT UTICA INC.	1001162	VCHR	11/30/10	7212	051031	030020		
	620.00 NAEP	1001105	VCHR	11/22/10	1005	-	030043		
	286.97 STAPI 57054954428000001	20600006		11/19/10	3001				
	115.32 STAPLS7085985135000001	XXX00002	17	11/09/10	3001				
	16.00 BIRON L.	1000793	VCHR	10/15/10	4002		032754		
	70.85 SHRED-IT UTICA, INC.	1000771	VCHR	10/08/10	7212	051021	030020		
	13.45 SEPTEMBER BOOKSTORE	0003823	37	10/07/10	5885				
	334.40 STAPLS7065049943000001	XI00035	JT	09/22/10	3001				
	95.25 AICPA "AICPA	X000035	JT	09/22/10	5008				
	90.00 SUNY FREDONIA	1000639	VCHR	09/21/10	5006		030026		
	900.00 SUBCA	1000640	VCHR	09/21/10	5006		030027		
	6.39 BOOKSTORE AUGUST	0003770	11	09/20/10	5885				
	403.92 SHRED-IT UTICA, INC.	1000498	VCHR	09/09/10	7212	051031	030020		
	347.67 SHRED-IT UTICA, INC.	1000429	VCHR	08/31/10	7212	051031	030020		
	3.23 BOOKSTORE JULY	0003733	31	08/30/10	5665				
	398.42 STAPLS/064058156000001	XH00051		08/25/10	3001				
	140.00 VOSATKA C A	1000289	VICHE	08/16/10	4002		032715		
	190.00 VOSATKA C. A	1000209	VCHR	00/10/10	4701		032715		
	1.005.00 FOUNDATION ACCOUNTING	XH00021	JT	08/13/10	5006				
	270.00 AICPA *AICPA	XH00021		08/13/10	5006				
	48.00 BIRON L.	1000190	VCHR	08/02/10	4002		032710		
	5.00 BIRON L.	1000190	VCHR	08/02/10	4200		032710		
	185.00 BRON	1000190	VCHR	08/02/10	4701		032710		

Figure 4 OTPS (drill down)

- "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

2/23/2011