

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

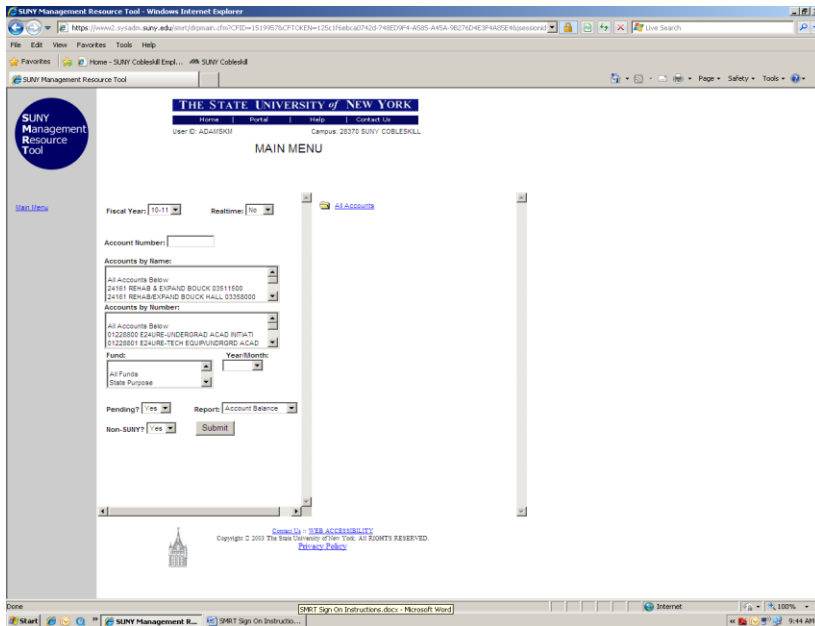


Figure 1 MAIN MENU

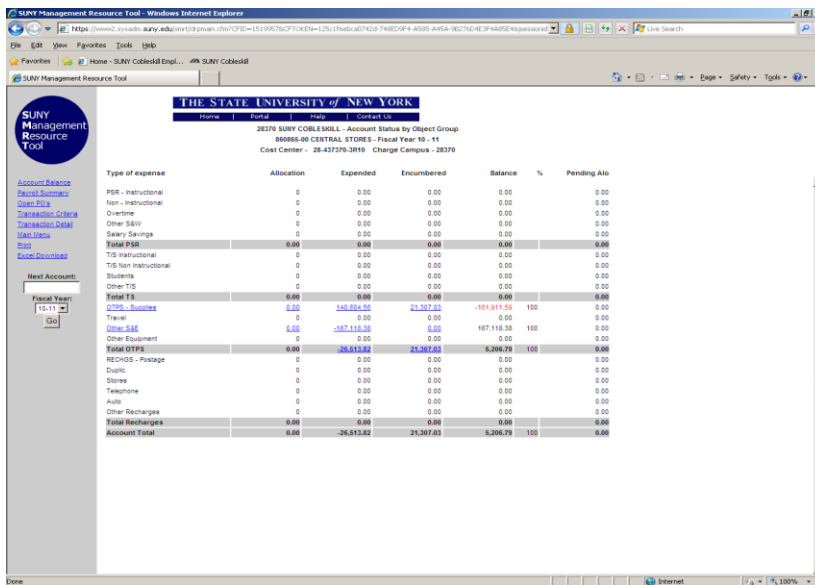


Figure 2 State Purpose Account

SMRT Viewing Instructions

2010 SUNY COBLESKILL - IFR Year to Date Cash Balance
80115-01 CAMPUS FARM - Fiscal Year 10 - 11

| Description | Cash Basis YTD | Pending | Available YTD |
|------------------------------|----------------|-----------|---------------|
| Beginning Cash Balance | \$-17,605.58 | | \$-17,605.58 |
| Pror Yr Chg/Exp | 910.41 | | 910.41 |
| Pror Yr Encumbered | 0.00 | | 0.00 |
| Adjusted Beg Cash | -16,695.17 | | -16,695.17 |
| Revenue | 12,691.45 | | 12,691.45 |
| YTD Program Revenue | 16,519.39 | | 16,519.39 |
| YTD Revenue Transfers | 3,143.47 | | 3,143.47 |
| Total Revenue | 19,662.86 | | 19,662.86 |
| Gross Cash Available | 12,691.45 | | 12,691.45 |
| Affected By: | | | |
| Fringe Benefits (4.25%) | 0.00 | 0.00 | 0.00 |
| Administrative OH (5.50%) | -708.71 | -708.71 | -708.71 |
| State OH (8.70%) | -1,433.26 | -1,433.26 | -1,433.26 |
| Net Available for Operations | 10,549.48 | -1,142.97 | 9,406.51 |

| Current Year: | Allocation | Expense | Encumbered | Total Committed | Avl Balance |
|---------------|------------|-----------|------------|-----------------|-------------|
| FRS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TS | 16,000.00 | 16,000.00 | 0.00 | 16,000.00 | 5,000.24 |
| OTPS | 61,700.00 | 61,700.00 | 2,951.91 | 18,768.34 | 21,951.66 |
| Total | 61,700.00 | 77,700.00 | 2,951.91 | 30,768.34 | 26,951.90 |

| Ending Cash Balance | Cash Basis YTD | Pending | Available YTD |
|---------------------|----------------|-------------|---------------|
| | \$-17,602.72 | \$-2,842.84 | \$-19,987.66 |

Figure 3 IFR Account

2010 SUNY COBLESKILL - Account Transaction Detail by Type
80115-00 BUSINESS AFFAIRS - Fiscal Year 10 - 11

| Amount | Description | Doc Num | TCode | Date | SO# | PO | Req |
|----------|----------------------------------|---------|-------|-----------|------|---------|-------|
| 491.88 | HUBBELL'S OFFICE PAPER | | VCHR | 16-Feb-11 | 7222 | P102729 | |
| 130.54 | ACPA-ACPA | | VCHR | 25-Feb-11 | 5008 | P102870 | |
| 114.60 | REDISTRIBUTION OF EXPENDITURES T | | JT | 16-Feb-11 | 3001 | | |
| 666.00 | OTPS (Business Affairs) | | | | | | |
| 15.86 | STAR,ST07820904000002 | X000009 | JT | 02/14/11 | 3001 | | |
| 72.49 | SHRELF,UTCA, INC. | 1001142 | VCHR | 02/09/11 | 7212 | 010101 | 00020 |
| 79.84 | SHRELF,UTCA, INC. | 1001483 | VCHR | 01/09/11 | 7212 | 010101 | 00020 |
| 28.89 | STAR,ST078749591000001 | XL00041 | JT | 12/23/10 | 3001 | | |
| 26.94 | STAR,ST07820904000001 | XL00041 | JT | 12/23/10 | 3001 | | |
| 122.86 | STAR,ST07820904000002 | XL00041 | JT | 12/23/10 | 3001 | | |
| 74.32 | SHRELF,UTCA, INC. | 1001291 | VCHR | 12/19/10 | 7212 | 010101 | 00020 |
| 4.80 | NOVEMBER COLLEGE BOOKSTORE BLDG | 0002862 | JT | 12/07/10 | 5008 | | |
| 74.43 | SHRELF,UTCA, INC. | 1001162 | VCHR | 11/20/10 | 7212 | 010101 | 00020 |
| 626.80 | HAEP | 1001165 | VCHR | 11/20/10 | 5008 | | 00043 |
| 206.87 | STAR,ST07848642000001 | X000006 | JT | 11/19/10 | 3001 | | |
| 111.32 | STAR,ST07848642000001 | X000002 | JT | 11/09/10 | 3001 | | |
| 16.80 | BRODL | 0000763 | VCHR | 10/19/10 | 4002 | | 03274 |
| 79.85 | SHRELF,UTCA, INC. | 1000771 | VCHR | 10/09/10 | 7212 | 010101 | 00020 |
| 13.45 | SEPTIMBER BOOKSTORE | 0000263 | JT | 09/21/10 | 5008 | | |
| 324.40 | STAR,ST07848642000001 | X000035 | JT | 09/21/10 | 3001 | | |
| 98.25 | ACPA-ACPA | X000035 | JT | 09/21/10 | 5008 | | |
| 90.80 | SUNY-FREEDONA | 1000028 | VCHR | 09/21/10 | 5008 | | 00026 |
| 90.80 | SUNY-DUBCA | 1000040 | VCHR | 09/21/10 | 5008 | | 00027 |
| 4.39 | BOOKSTORE AUGUST | 0000770 | JT | 09/20/10 | 5008 | | |
| 403.32 | SHRELF,UTCA, INC. | 1000496 | VCHR | 09/09/10 | 7212 | 010101 | 00020 |
| 347.87 | SHRELF,UTCA, INC. | 1000429 | VCHR | 08/31/10 | 7212 | 010101 | 00020 |
| 3.22 | BOOKSTORE JULY | 0000733 | JT | 08/09/10 | 5008 | | |
| 306.42 | STAR,ST07848642000001 | X000051 | JT | 08/20/10 | 3001 | | |
| 578.44 | ADVANTAGE LASER PRODUC | X000051 | JT | 08/20/10 | 3001 | | |
| 146.80 | VOSATKA C. A. | 0000239 | VCHR | 08/19/10 | 4002 | | 03275 |
| 190.80 | VOSATKA C. A. | 1000289 | VCHR | 08/16/10 | 4001 | | 03275 |
| 1,000.00 | FOUNDATION ACCOUNTING | X000021 | JT | 08/15/10 | 5008 | | |
| 270.80 | ACPA-ACPA | X000021 | JT | 08/15/10 | 5008 | | |
| 48.80 | BRODL | 1000190 | VCHR | 08/02/10 | 4002 | | 03276 |
| 5.80 | BRODL | 0000190 | VCHR | 08/02/10 | 4000 | | 03276 |
| 158.08 | BRODL | 1000190 | VCHR | 08/02/10 | 4001 | | 03276 |

Figure 4 OTFS (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