CHARTER INSTITUTE at ERSKINE

SmartFusion

Charter Institute at Erskine
Users Guide

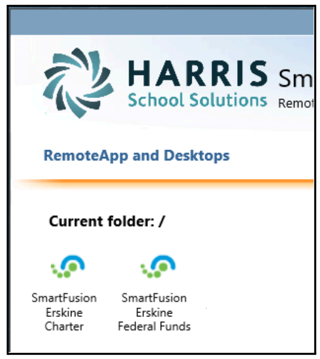
Table of Contents

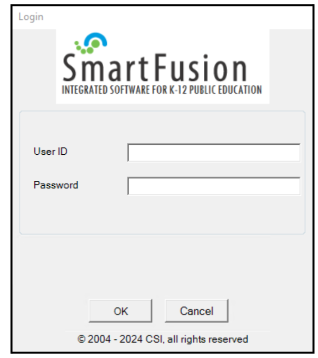
This document is designed to provide a working knowledge of how the Charter Institute at Erskine utilizes SmartFusion, an accounting software. Within are screenshots of the platform and step by step guides on how to perform the regular actions required by the Charter Institute at Erskine in relation to school funding.

Logging In

SmartFusion is accessed through a hosting agreement, requiring a two step login process.

- The first login is for the host, provided by Harris, and can be accessed through Microsoft Edge.
    - The host username will start with “ersk.”
- Select the “Federal Funds” database.
- The second login is for SmartFusion itself.
    - This username does <u>not</u> start with “ersk.”

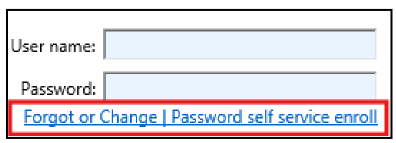


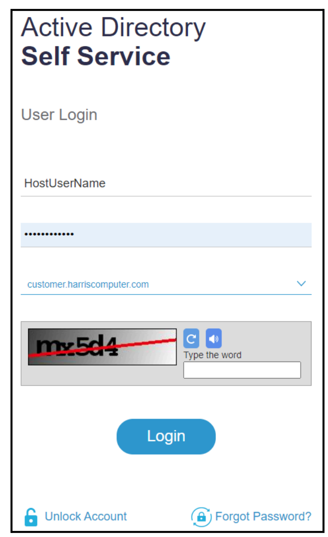


Each school is given one login in their first year of operations. External vendors may be provided a separate login depending on availability within the system. Direct all inquiries regarding this to the current Chief Financial Officer.

<u>Resetting the Harris Host Password</u>

The host platform password will change every few months. When it is time to change, the platform will prompt the change during your regular log in by telling you the password has expired.

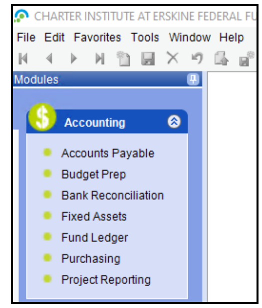




Select Password Self Service Enroll and follow the prompts to enter your current (expired) password and confirm the new password.

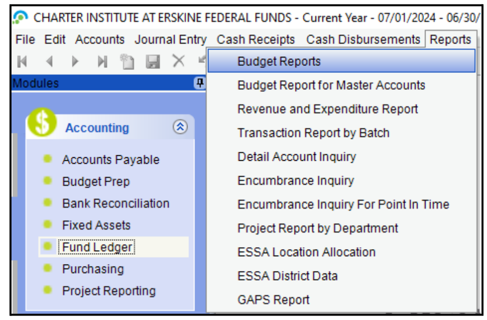
If problems arise during this process, reach out to the current Chief Financial Officer (CFO) at the Institute.

Navigation



The platform is set up into modules, sub-modules, and tools. Module navigation can be found in the blue pane on the left side of the screen. Modules are topical. For the purpose of school use, the only module needed is ***Accounting***, with the sub modules of ***Fund Ledger*** and ***Purchasing***.

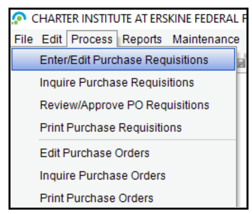
- Fund Ledger is only used to view reports.
- Purchasing is used to create and submit requests for federal reimbursement.

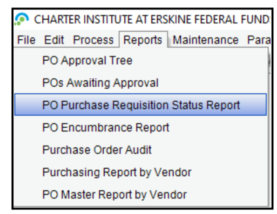


By selecting a module, the navigation at the top of the screen (gray menu bar) will change.

When working under Fund Ledger, select Reporting, then Budget Reports to view budget totals, expenses against them, and processed reimbursements.

Details on how to run Budget Reports are listed on page 10.





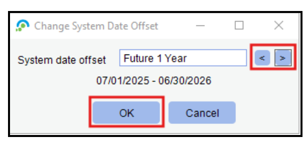
When working under Purchasing, select Process to enter, edit, approve, and inquire requisitions. Select Reports to view the status of requisitions in different methods and levels of detail.

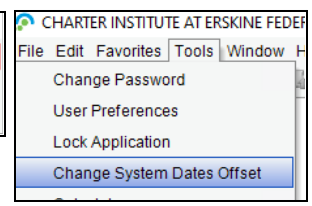
Details on how to run Requisition Reports are listed on page 13.

Throughout this guide, navigation through the platform will be listed at the top of each section in this order:

Module, Sub module, Gray Menu Bar, and Dropdown action

<u>Changing the Year</u>

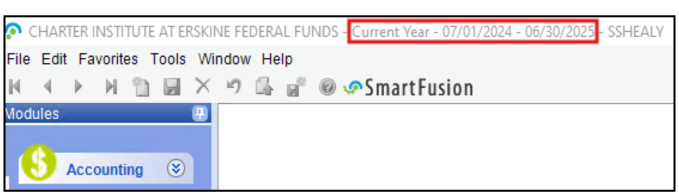




SmartFusion is set up into fiscal years. To change fiscal years, select *Tools* from the gray menu, then *Change System Dates Offset* from the dropdown. From the pop up, use the arrows to select the year needed.

Fiscal years run 7/1 to 6/30. The "current year," or "blue screen," in SmartFusion will remain open past 6/30 until all requisitions have been submitted and approved. When submitting requisitions in July and August it is important to enter them into the fiscal year they occurred. The Federal Programs team will send an email in the last week of June as a reminder with instructions and guidance.

Fiscal Year	Expense Deadline	Salary Deadline	All Claims Complete
7/1/25 - 6/30/26	July 2026	August 2026	8/16/24
FY26 stays on "blue screen"			Blue screen rolls to FY27



Understanding Account Codes

Depending on the expense, funds are assigned to different account codes. There are five parts to an account code:

_ _ _ - _ _ _ - _ _ _ - 0000 - _ _

Fund Function Object Modifier Location

Fund - 3-digit code that identifies the source of the funding (1XX is General, 2XX is Federal, 3XX is State)
Function - 3-digit code that designates the action taking place or the purpose for which a thing exists or is used
Object - 3-digit code that designates the service or commodity as the result of a specific expense
Modifier - This 4-digit code should be "0000;" currently modifiers are not used for school federal budgets.
Location - This 2-digit code is the unique identifier for each school

Function and Object are determined by the definitions outlined in the most current South Carolina Department of Education (SCDE) Financial Accounting Handbook. Budgets are created with specific account codes underneath the umbrella codes listed below:

Function	Purpose
110	General Instruction
120	Exceptional Programs
160	Other Exceptional Programs
170	Summer School Programs
180	Adult/Continuing Education
190	Instructional Pupil Activity
210	Support Services - Students
220	Support Services - Instructional Staff
260	Support Services - Central

Object	Purpose
110	Regular Salaries
115	Paraprofessional/TA/Clerical Salaries
120	Substitute/Temporary Salaries
130	Overtime Salaries
200	Employee Benefits
310	Professional & Technical Services
325	Rentals
330	Transportation Services
345	Technology
410	Supplies
445	Technology and Software Supplies

Entering Requisitions

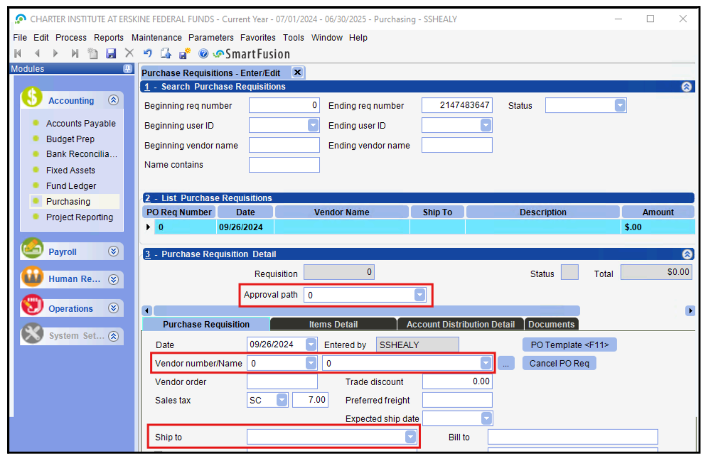
Accounting > Purchasing > Process > Enter/Edit Purchase Requisitions

When a school is notified it will receive federal funding, they are told their allocation, or budget total. The school decides how it will spend the funding based on student and staff needs by writing activities and assigning each a dollar amount. These records are housed in a shared Google Sheet. Documentation for these expenses occurs through the regular fiscal practices of the school as they are completed. This documentation is then uploaded into SmartFusion as a ***Requisition***.

- A requisition is a request for reimbursement against a school's Federal budget.
- To know what expenses can be reimbursed, refer to the activities listed in the school's Google sheet.
- A requisition should request reimbursement against 1 activity or 1 cost objective (salary and benefits).

Navigate to the *Enter/Edit Purchase Requisitions* tool using the pathway at the start of this section.
Start a new requisition by selecting from the gray menu bar.

Begin by selecting the ***Approval Path*** from the first drop down. Approval Paths should match the grant the request is being made against.



Purchase Requisition Tab

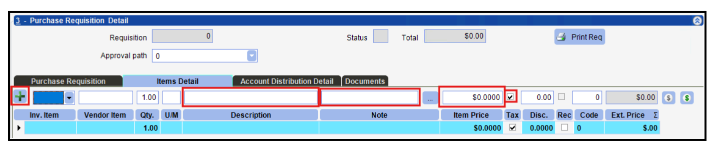
Select the ***Vendor*** (school) making the request.
This determines who receives the reimbursement.

Next, set the ***Ship To*** to the Vendor (school) making the request.

Items Details Tab

Start a new row of details by selecting the green plus sign:

Under the ***Description*** enter 2-3 words related to the expense matching the activity narrative. If needed, add extra details in the ***Note***.



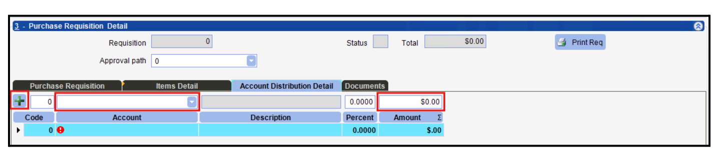
Next, enter the ***Price*** on the narrative, and ***un-check*** the tax button. The dollar amounts listed here are narrative only, and do not affect the budget. They will auto populate in the next step though.

Add as many lines of Description as needed to efficiently document the expense.

Account Distribution Detail Tab

Start a new row of details by selecting the green plus sign:

Enter in the ***Account*** code the expense was made against. If needed, refer to the school's budget for a list of account codes and the school's Google sheet.



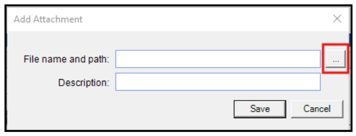
Amounts entered under the Items Detail tab will auto populate on this tab. Check each line to ensure they have populated correctly. The dollar amounts listed here directly affect the school's budget.

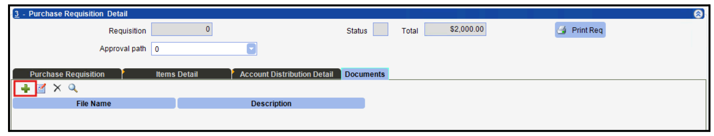
Add as many Account lines as needed to accurately document the expense.

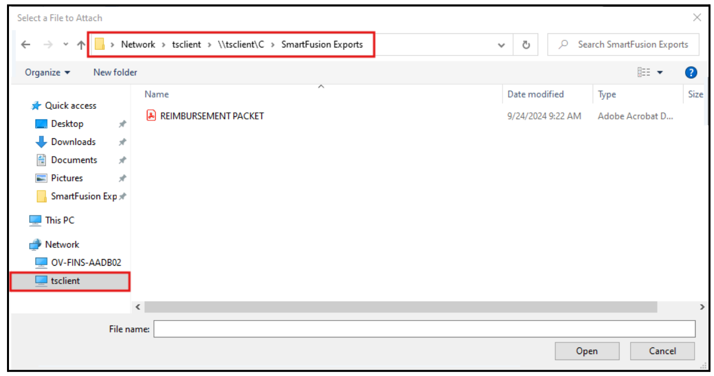
Documents Tab

Add a document packet by selecting the green plus sign: 

A small pop up will appear prompting your document selection. From the pop up, select the **small button** on the right to navigate through the file explorer and select the needed packet(s).







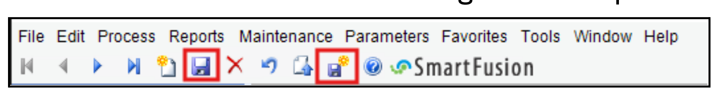
Remember: you are working inside of a host computer. You will need to navigate to your own computer's **Local Disk (C:).** It is helpful to set up a dedicated folder in this location for uploading reimbursement packets and downloading reports.

Once you have selected the needed packet, select "Open." The pop up will reappear; name the file succinctly in the **Description**. Files can be uploaded as one whole packet, or multiples can be uploaded depending on how large or complicated the expense is. PDF uploads are best, the system can sometimes refuse to open excel or other document types.

Take care when uploading documentation packets. Requisitions will be returned if documents are missing or if miscellaneous pages are included. Organizing packets chronologically can help your internal team catch any procurement or fiscal errors. It will also expedite the Institute's review and approval process.

Saving and Approving

Periodically, **Save** your progress on the requisition. A pop up will appear when selecting save prompting you to submit the requisitions. Select "No." Once all sections are complete, Save and then select **Finish.** Selecting **Finish** completes the requisition and submits it to the next layer of approval.



Once it has been submitted by the school level user, it moves up the approval tree to a designated Federal Programs Department team member. They will review the requisition to ensure the following;

- The expense is approved in the school's spending plan.
- Required documentation is present and clearly shows State and Federal regulations were followed.
- Account codes match the expense type and apply it to the correct school and grant.
- The amount requested matches / is supported by the documentation.
- Vendor set matches the account codes and the documentation.

After their review, the Federal Programs team member will approve, send back, or deny the requisition.

- Approve - The expense is in the plan, and all documentation follows State and Federal regulations. The requisition will be processed for reimbursement.
- Sent Back - Something about the requisition is incorrect but is believed to be fixable. The reviewer will write a short note as to how it might be corrected and will return it back down the approval tree to the school.
- Deny - The expense is not approved of in the plan or it is clear in the documentation that State and Federal regulations were not followed. Denying the requisition cancels it and frees the funding back up in the budget. The reviewer will write a short note as to why it was canceled.

<u>**Correcting or Canceling Requisitions**</u>

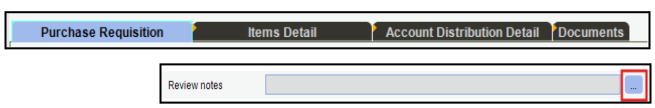
Accounting > Purchasing > Process > Review/Approve PO Requisitions

There will be times that a requisition cannot be approved as submitted. This may be due to;

- Missing documentation
- Unclear or inconsistent documentation
- Inadequate documentation to support the amount requested
- Incorrect account codes
- Incorrect Vendor Name entered

In these cases, the requisition is Sent Back by the reviewer with notes about why it was returned. To access them, the creator will need to navigate to "Review/Approve Purchase Requisitions." This window looks exactly like the Enter/Edit window where the requisition was created. From here, the creator can edit the requisition and resubmit it to the Institute.

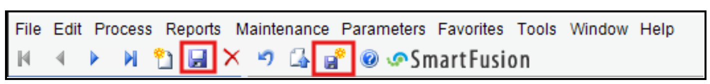
First, read the notes left by the reviewer. These can be found at the bottom of the Purchase Requisition tab. The notes are limited to 150 characters. The reviewer may send an email to provide a more detailed explanation of the documentation or account code issues.



Once the action steps to correct the requisition are clear, follow the steps needed to resubmit the requisition. This could be:

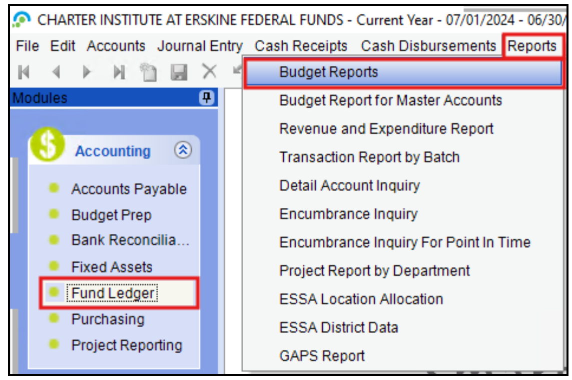
- Uploading adequate documentation under *Documents*
- Increasing, decreasing, and changing accounts or amounts under *Account Distribution Details*
- Changing the Vendor to match the account codes and documentation under *Purchase Requisition*

After the requisition has been corrected, select Save and Finish. A pop up will appear when you select Finish prompting you to approve the requisition to the next level (to the Institute). If everything is correct and all documentation has been uploaded, select **Submit for Approval**.



Running Reports

Accounting > Sub Module > Reports > Report Needed

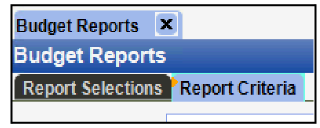


The SmartFusion platform offers numerous reporting features. Reports are used by the Charter Institute at Erskine, schools, and vendors alike to determine the status of budgets and requisitions against them.

Viewing, Printing, or Saving Reports

At the top of a report, there will be two tabs that control the details within the report:

- Selections - selects how the report is organized and what parts of it run.
- Criteria - selects the grant, schools, account codes, and levels of detail.

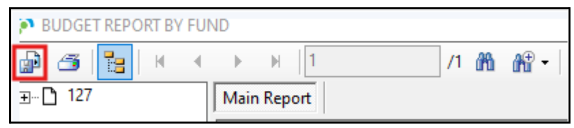


At the bottom of a report, there will be two buttons for viewing and printing.

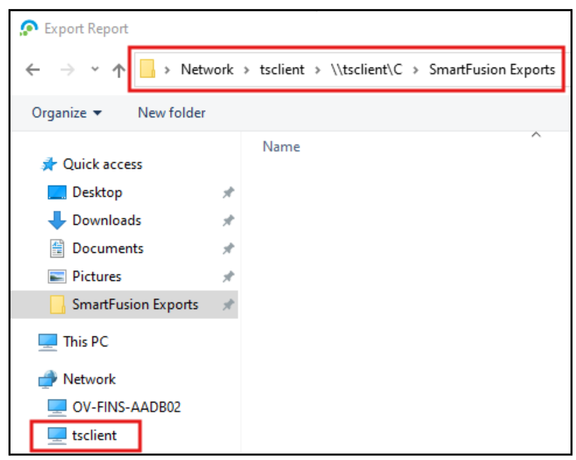
- Print Preview - Runs the report and shows the completed document.
- Print - Runs the report and prints it.

From within Print Preview the report can be printed or exported.

- Print using the Print Report icon.
- Save the report using the Export Report icon.



Remember: you are working inside of a host computer.
You will need to navigate to your own computer's **Local Disk (C:)** to save the document to your computer. It is helpful to set up a dedicated folder in this location for uploading reimbursement packets and downloading reports.



<u>Budget Reports</u>

Accounting > Fund Ledger > Reports > Budget Report

Budget reports are used to show how much a school can spend in a given grant, what it can be spent on, and quickly show how much they have encumbered and been reimbursed against said grant.

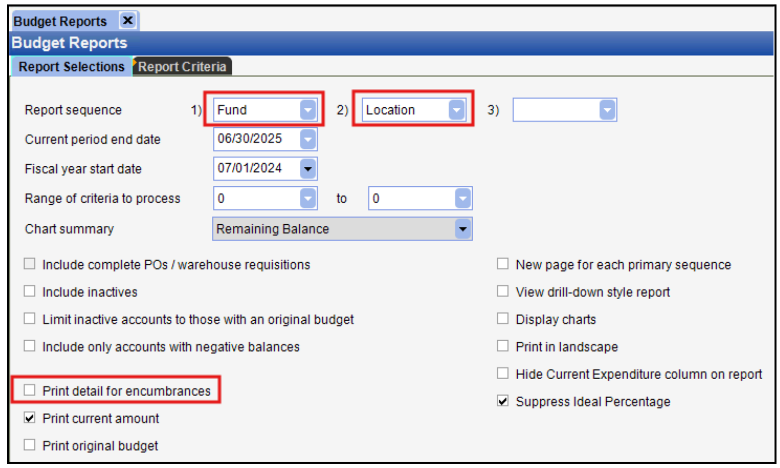
Report Selections Tab

Report Sequence options control how the report is organized.

- Account (account code)
- Function (account code, by function)
- Fund (grant)
- Location (school)
- Object (account code, by object)

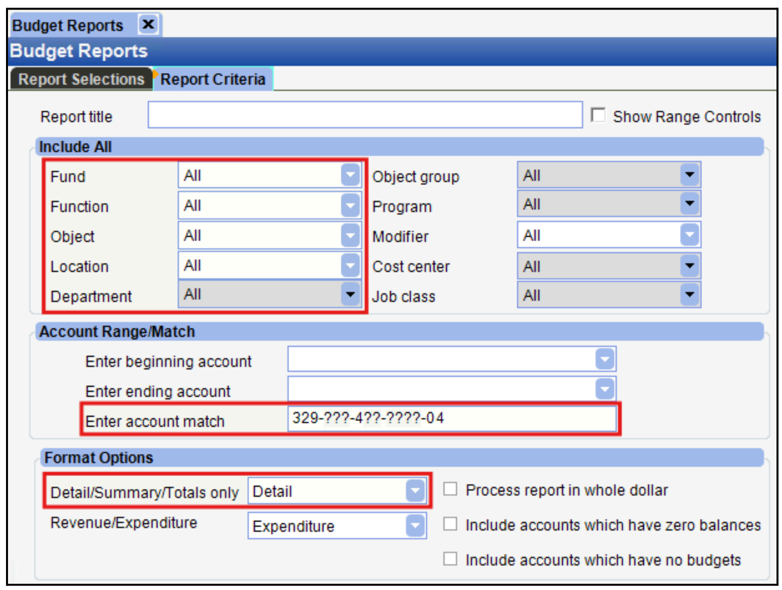
Using more than one sequence is not required.

- ***Sequence 1*** acts as the primary organization of the report, in this case by Fund.
- ***Sequence 2*** acts as the secondary organization of the report, in this case sorting the report by Location.



Report Criteria Tab

The information shown in the report is controlled by the settings on this tab. High level choices can be made from the ***drop downs*** at the top of the screen. High level and exact choices can be made by entering exact lines of account codes in ***Enter Account Match***. The ***Detail/Summary/Totals only*** dropdown will set the level of detail based on the sequences chosen on the Report Sequence tab.



Regardless of how the report is organized, it will show the same information:

- Account Lines - The descriptors of what can be spent in this grant.
- Budgeted Expenditure - How much can be spent in this grant.
- Expenditure - How much funding has been reimbursed..
- Encumbrance - How much funding is sitting in requisitions.
- Remaining balance - How much finding is yet to be spent/entered into requisitions. Includes the final column "PCT" detailing the percentage of funds yet to be spent in comparison to the budget line total.

FY 2024-2025 — CHARTER INSTITUTE AT ERSKINE FEDERAL FUNDS
BUDGET REPORT BY FUND
CURRENT PERIOD: 06/01/2025 TO 06/30/2025

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
329 CAREER & TECHNOLOGY EDUCATION						
04 ROYAL LIVE OAKS ACADEMY						
329-115-410-0000-04 SUPPLIES AND MATERIALS	10,914.20	0.00	0.00	201.96	10,712.24	98
329-115-445-0000-04 TECHNOLOGY	65,792.02	0.00	0.00	0.00	65,792.02	100
04 ROYAL LIVE OAKS ACADEMY TOTALS:	76,706.22	0.00	0.00	201.96	76,504.26	100
329 CAREER & TECHNOLOGY EDUCATION TOTALS:	76,706.22	0.00	0.00	201.96	76,504.26	100
	76,706.22	0.00	0.00	201.96	76,504.26	100

If ***Print Detail for Encumbrances*** is selected on the Report Sequence tab, the report will show which requisitions are hitting which account lines.

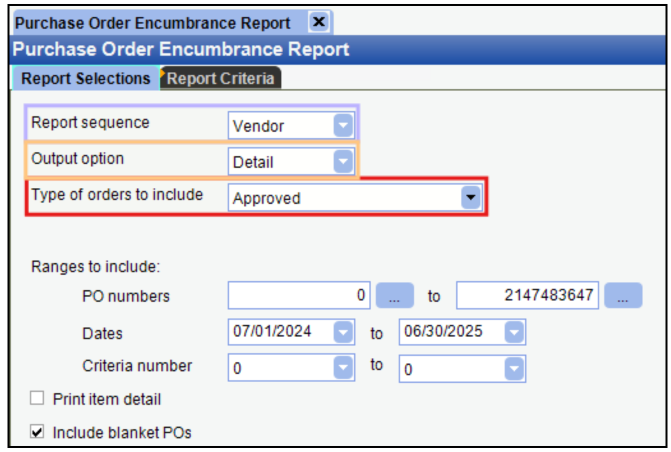
FY 2024-2025 — CHARTER INSTITUTE AT ERSKINE FEDERAL FUNDS
BUDGET REPORT BY FUND
CURRENT PERIOD: 06/01/2025 TO 06/30/2025

ACCOUNT	BUDGETED EXPENDITURE	CURRENT EXPENDITURE	YEAR TO DATE EXPENDITURE	ENCUMBRANCE	REMAINING BALANCE	PCT
329 CAREER & TECHNOLOGY EDUCATION						
04 ROYAL LIVE OAKS ACADEMY						
329-115-410-0000-04 SUPPLIES AND MATERIALS	10,914.20	0.00	0.00	201.96	10,712.24	98
REQ: 6997 PO: 201017111 VENDOR: Royal Live Oaks Academy				201.96		
329-115-445-0000-04 TECHNOLOGY	65,792.02	0.00	0.00	0.00	65,792.02	100
04 ROYAL LIVE OAKS ACADEMY TOTALS:	76,706.22	0.00	0.00	201.96	76,504.26	100
329 CAREER & TECHNOLOGY EDUCATION TOTALS:	76,706.22	0.00	0.00	201.96	76,504.26	100
	76,706.22	0.00	0.00	201.96	76,504.26	100

Note: Once a requisition has been reimbursed it will not show when this setting is selected.

Encumbrance Reports

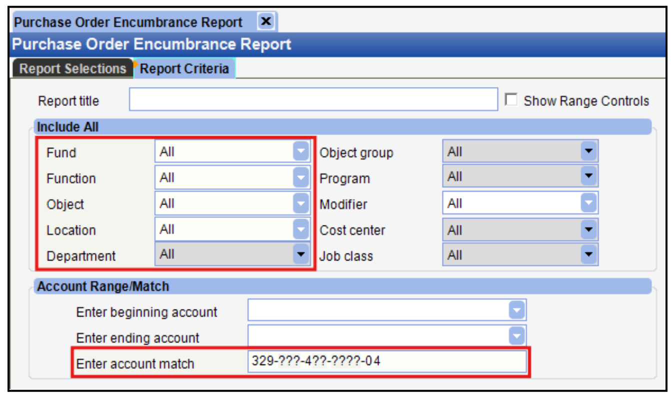
Accounting > Purchasing > Reports > PO Encumbrance Report



A PO Encumbrance Report can show how much funding has been encumbered by the school and if it has been approved or not. Approved encumbrances are pending reimbursement.

Report Selections

- **Report sequence** sets how the report is organized.
- **Output option** sets the level of detail.
- **Types of orders to include** sets the approval range.

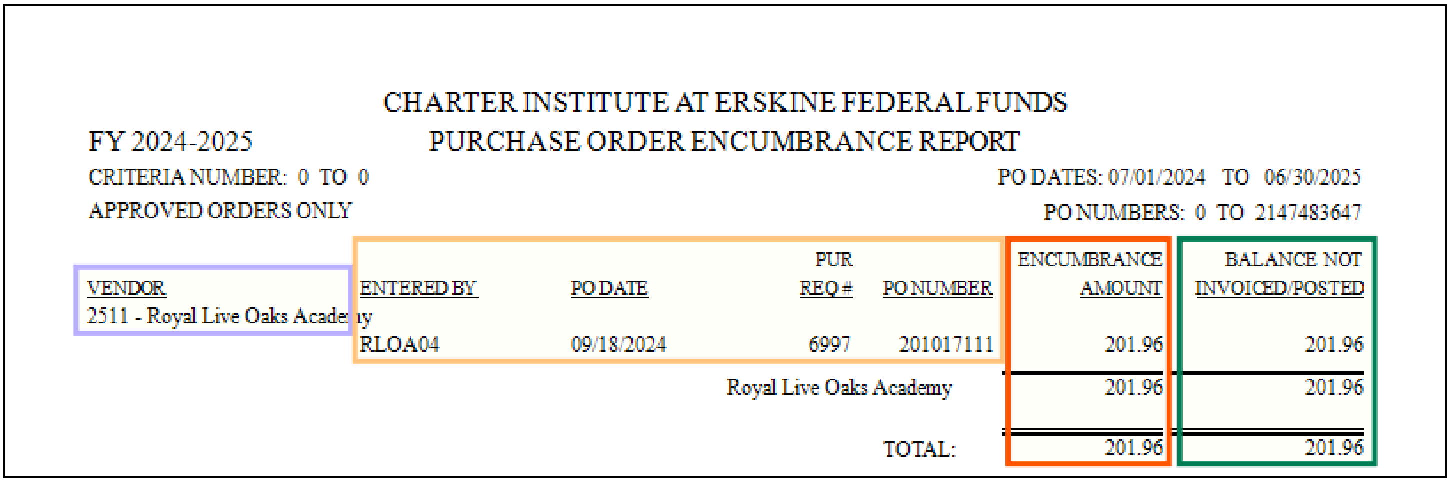


The details shown in the report are controlled under the **Report Criteria** Tab. Use the dropdowns to quickly select high level information. For high level or detailed information, use the ***Enter Account match*** line and type in parts of account code lines.

A simple version of this report is run when the Institute is processing reimbursement requests to the SCDE and emailed to schools when their reimbursement is processed.

This sample report shows the Vendor Royal Live Oaks (school 04) searching for approved requisitions in the CTE State (329) grant, specifically supplies (objects beginning in 4). Since detail was selected, the report shows a large range of information:

- Entered By - the user that created the requisition.
- PO Date - The date the requisition was created OR the date manually set when the requisition was created.
- Pur Req # - The number automatically assigned to the requisition when it was created.
- PO Number - the number automatically assigned to the requisition when it was approved.
- Encumbrance Amount - the dollar amount listed in the requisition or hitting against the account line.
- Balance Not Invoiced/Posted - the dollar amount that will be processed for reimbursement at the time of the report being run.

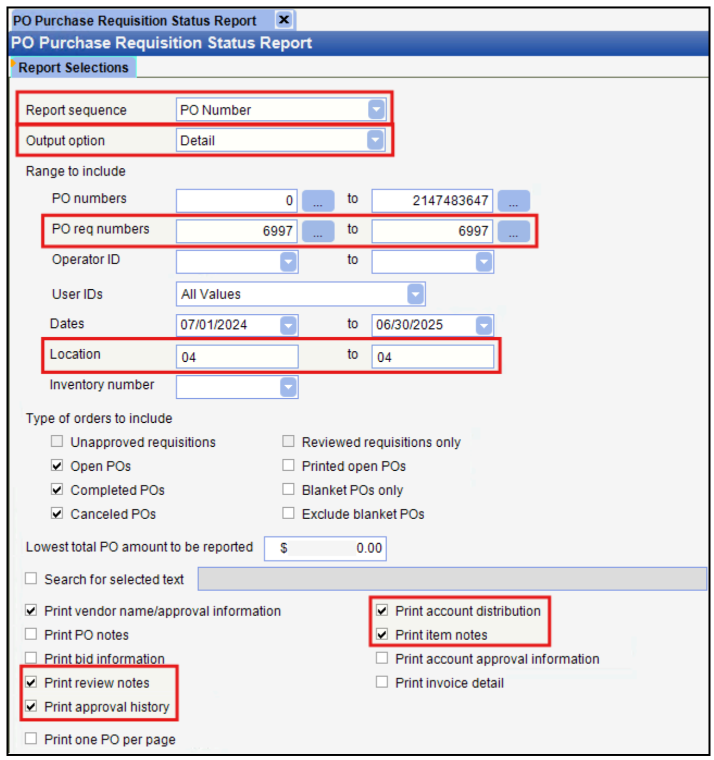

CHARTER INSTITUTE AT ERSKINE FEDERAL FUNDS
FY 2024-2025 PURCHASE ORDER ENCUMBRANCE REPORT
CRITERIA NUMBER: 0 TO 0 PO DATES: 07/01/2024 TO 06/30/2025
APPROVED ORDERS ONLY PO NUMBERS: 0 TO 2147483647

VENDOR	ENTERED BY	PO DATE	PUR REQ #	PO NUMBER	ENCUMBRANCE AMOUNT	BALANCE NOT INVOICED/POSTED
2511 - Royal Live Oaks Academy						
	RLOA04	09/18/2024	6997	201017111	201.96	201.96
		Royal Live Oaks Academy			201.96	201.96
			TOTAL:		201.96	201.96

Note: Difference sequences can influence which details are shown, including account codes.

PO Requisition Status Reports

Often, it is helpful to look up requisitions in a very detailed manner. A PO Requisition Status Report will show every possible part of a requisition without pulling the actual requisition up itself. This report is regularly used when searching for a requisition quickly to see where it is in the approval process and to read the approval history and notes.



- Report Sequence
- Output option - sets the level of detail
- PO req numbers - narrows the search by ranges of requisition numbers
- Location - narrows the search by school
- Detailed Options (only if detail is selected)
    - Print review notes - Notes provided by Institute staff when they review the requisition and have to return or deny it.
      The character limit is short, often emails are sent for further discussion or clarification.
    - Print approval history - Lists the timestamps and users that submit and approve the requisition.
    - Print account distribution - Lists the account codes and amounts entered into the Distribution Detail tab in a requisition.
    - Print item notes - Lists the descriptors from the Item Details tab in a requisition.

CHARTER INSTITUTE AT ERSKINE FEDERAL FUNDS

FY 2024-2025 PO PURCHASE REQUISITION STATUS REPORT

PURCHASE ORDER: 0 TO 2147483647 REQUISITION: 6997 TO 6997 PO DATES : 07/01/2024 TO 06/30/2025

STATUS: OPEN/INVOICED/CANCELED LOCATION : 04 TO 04

PO NUMBER	PUR REQ NUMBER	PO DATE	VENDOR NUMBER	STATUS	ITEMS AMOUNT	DISC	TAX	PO TOTAL	INVOICED	BALANCE	INVOICE STATUS
201017111	6997	09/18/2024	2511	OPEN	201.96	0.00	0.00	201.96	0.00	201.96	

VENDOR: Royal Live Oaks Academy Entered: RLOA04

REQUESTED BY: Karen Wicks Approval complete

VEN ITEM NUMBER	INV ITEM NUMBER	ITEM DESCRIPTION	ORDERED	U/M	ITEM PRICE	ITEM AMT	DISC	TAX	PO AMT	REC'D	BCKORD
		Storage Cabinet Amazon	1.00		201.9600	201.96			201.96		

329-115-410-0000-04 SUPPLIES AND MATERIALS 201.96

RLOA04 RLOA04	Approved	9/18/24	2:54 pm
LACY LUCAS	Approved	9/23/24	3:31 pm

TOTALS: ITEM AMT: 201.96 DISC: .00 TAX: 0.00 PO TOTAL: 201.96 INVOICED: 0.00