



Financials.SMU

Training Guide

Produced by:

Training & Communications

Office of Information Technology

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Getting Started

When using Financials.SMU for the first time or when using a new workstation, there are several settings that you can edit so that every session is customized to your preferences.

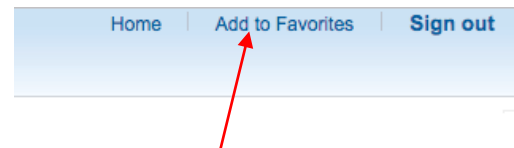
Logging In/Out of Financials.SMU

1. Open a web browser session. Type in **financials.smu.edu** in the address bar.
2. Press **Enter**.
3. Enter your SMU ID number into the **SMU ID** field.
4. Enter your password in the **Password** field.
5. Click **Login**.
6. When you are ready to exit Financials.SMU, click the **Sign out** link in the top right-hand corner of the page.

Creating, Deleting & Editing Favorites

Favorites in Financials.SMU is similar to your favorites in your internet browser. You can set certain areas of Financials.SMU as favorites so you can access them easily on any computer you use.

1. Navigate to the page within Financials.SMU that you would wish to make a favorite.
2. Click the **Add to Favorites** link near the top right-hand corner of the page.
3. A description of the page will be the default entry. Edit if desired.
4. Click **OK**.
5. Click **OK** again.
6. To use your favorites, click on **Favorites** near the top left-hand corner of the page.
7. Pages you have recently used will display under the **Recently Used** section of the menu.
8. To edit existing favorites, click the **Edit Favorites** option.
9. To edit the name of a favorite, simply type a new name under the **Favorite** column.



NOTE: By adding a Sequence number, you can change the display order that a favorite is listed.

10. Click **Save** to store changes.
11. To delete a favorite, click the **Delete** button.
12. Click **OK**.
13. Click **Save**.

Searching for Suppliers, Vouchers, and Payments

Suppliers

Financials.SMU will allow you to search for Suppliers by Name and Supplier ID number.

Suppliers were formerly known as Vendors in previous versions of Financials.SMU.

Suppliers are not limited to outside companies. For example, an SMU employee who needs to receive reimbursement for business expenses would also be listed as a supplier.

If you cannot find a supplier and have completed a thorough search, please contact the Accounts Payable Office for information on the process of working with a new vendor.

1. Click **Main Menu**
2. Click **Suppliers**
3. Click on the **Supplier Information** link.
4. Click on **Add/Update**.
5. Click on **Supplier**.
6. You may search for a supplier by entering the appropriate criteria in the **Supplier ID** or **Name 1** fields.

NOTE: When searching in the Name 1 field, filter the criteria if necessary with “begins with” or “contains” in the provided drop-down menu.

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID:	=	SMETH	🔍
Supplier ID:	begins with		
Persistence:	=		🔍
Short Supplier Name:	begins with		🔍
Our Customer Number:	begins with		🔍
Supplier Name:	begins with		🔍
Financial Sanctions Status:	=		🔍
Name 2:	begins with		

☐ Include History

Search

Clear

Basic Search



Save Search Criteria

7. Enter the desired search information in the **Name 1** field.
8. Click the **Search** button.
9. Review your search results carefully.

NOTE: The Name 2 column may contain a pertinent note regarding inactive vendors, how a company may be currently “doing business as,” or a reference to a specific supplier number you should be using.

10. Once you have reviewed the supplier information, select the appropriate vendor link.
11. The first tab, Identifying Information, displays **Supplier ID**, **Short Name**, and **Supplier Status**.

Financials.SMU

Identifying Information

Address

Contacts

SetID	SMETH
Supplier ID	0000056214
Supplier Short Name	PARKCITIES
Classification	Outside Party
HCM Class	
Persistence	Regular
Supplier Status	Inactive
Empl ID	

Supplier Name	PARK CITIES PASSPORT,LLC
Additional Name	DBA PREMIUM PASSPORT
	<input type="checkbox"/> Withholding
	<input checked="" type="checkbox"/> Open For Ordering
	<input type="checkbox"/> VAT Registration
	Supplier Audit Default
	<input type="checkbox"/> Supplier Audit

12. Click the **Address** tab.
13. Use the arrows to view additional addresses if available.
14. Phone information is displayed at the bottom of the page. You can toggle between numbers by using the arrow buttons on the right or by selecting to view all which will display a scroll area.
15. Once the scroll area appears, use the vertical scroll arrow buttons to see the multiple phone number types.
16. Click the **Contacts** tab.
17. Supplier contacts are displayed if available. Click the **Return to Search** button.

Vouchers

You can search for vouchers using a variety of criteria. The most common methods of searching are by entering criteria in the Supplier ID 1, Supplier ID, and Invoice Date fields.

1. Click **Main Menu**.
2. Click **Accounts Payable**.
3. Click **Review Accounts Payable**.
4. Click **Vouchers**.
5. Click **Voucher**.
6. Verify "SMETH" is present in the **Business Unit** and **Supplier SetID** fields. Enter "SMETH" in those two fields if not present.
7. Click the **Look up Supplier Name 1** button.
8. Enter the desired information into the begins with field.
9. Click **Look Up**.
10. Select the desired Supplier link.
11. If available, you can narrow down your search criteria by entering an **Invoice Date**.
12. The value "Any" is the default for the **Amount Rule** field. Leaving this value will retrieve "any" amount. To search for a specific amount, select Equal to from the **Amount** drop-down menu.

NOTE: If you are changing the value of "Any" you must enter "USD" in the **Currency** field.

13. Enter the desired information in the **Amount** field.
14. Enter "USD" into the **Currency** field.
15. Click the **Search** button.

16. On the result you wish to view, click the **Actions** link.

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Actions	SMETH	00551241	5340	09/20/2007	0000056214	Postable	<input type="checkbox"/>	Not Applicable	PARKCITIES-010

17. Click **Review Accounting Entries**.

18. A new window will open and display more information. Click the **Chartfields** tab to display Account-Fund-ORG information.

19. The **Journal** tab provides information on the **Journal ID**, **Journal Data**, and the date the transaction posted to the general ledger (**Accounting Date** field).

20. Information for all tabs can be expanded into one view. Click the Show all columns button.

21. Click the **Close (X)** button to close the additional window.

22. Click on the **Payment Information** icon.

23. Payment information is available. You can navigate to the **Payment Inquiry** page by selecting the **Payment Reference ID** link. The **Payment Status** will be displayed for you.

Payments

Payments can be found using a variety of criteria in Financials.SMU. The easiest way to locate payments is to identify the Supplier Name or Supplier ID and use date ranges (or amounts) to narrow down your search results.

Locating Payment information from Financials.SMU will identify the reconciliation and posting status of that payment.

1. Click **Main Menu**.
2. Click **Accounts Payable**.
3. Click **Review Accounts Payable Info** menu.
4. Click the **Payments** link.
5. Click **Payment**.
6. Notice the **Payment Inquiry** page has "SMETH" populated in the **Bank SetID** and **Remit SetID** fields

NOTE: Should you press the **Clear** button at any point in your search, you will need to repopulate these fields with "SMETH" to return results. **These are required fields.**

7. You can narrow down your search by entering a specific amount. However, if you are working with a supplier who may also be doing business with another office on campus,

it is possible that your payment may have been combined with another department's payment. If desired, enter an amount into the **Amount** field.

NOTE: The amount field will search for the total amount of payment. This may include multiple payments to one vendor. Accounts Payable generates checks twice a week. When two areas on campus submit a payment voucher to the same supplier, they will be combined into one check. To view the Check Run Calendar, visit the Accounts Payable website at http://www.smu.edu/controller/dept_ap.

8. Enter the desired information into the **Payment Start Date** field.
9. Enter desired information into the **Payment End Date** field.
10. To search for a supplier, click the **Look up Remit Supplier** button.
11. Click the **Search by** drop-down menu and select **Name 1**.
12. Enter the **Supplier Name** into the **begins with** field.
13. Click **Look Up**.
14. Click the **Supplier Name 1** link.
15. Click the **Search** button.
16. If more than one result displays, select the appropriate **Payment Reference ID** link. Note the **Payment Date**, **Payment Status**, **Reconciliation Status** and **Reconcile Date** fields.
17. For more information on a voucher, click the **Voucher ID** link.
18. You have now navigated to the **Voucher Inquiry** page. Should you desire further accounting entry information, click the **Accounting Entries** button.

Journal Entries

Preparation: Hiding Columns

This topic will demonstrate how to personalize your page columns to adjust your Journal Entry Page View to allow for less scrolling.

1. Click **Main Menu**.
2. Click **General Ledger**.
3. Click **Journals**.
4. Click **Journal Entry**.
5. Click **Create/Update Journal Entries**.
6. Click the **Add** button.
7. Click the **Lines** tab.
8. Click the **Customize** link.
9. Click the ***Unit** list item.
10. Check the **Hidden** option.
11. Repeat steps 8 and 9 for the ***Ledger**, **SpeedType**, and **Base Currency** list items.

12. Click the **Preview** button to ensure you do not need to remove any additional columns.
13. If needed, hide additional columns as described in the previous steps.
14. Click **OK** to save.

Creating Journal Entries

1. Click **Main Menu**.
2. Click **General Ledger**.
3. Click **Journals**.
4. Click **Journal Entry**.
5. Click the **Create/Update Journal Entries** link.
6. The **Journal Date**: will default to the date when you are creating the JE. This is the only field that can be edited on this screen.
7. Click the **Add** button.
8. Enter the desired information into the **Long Description** field.
9. Attachments may be added to your journal entry. See the [Adding Attachments](#) topic for more information.
10. Click the **Lines** tab.
11. At any time, you can use the **Look Up** button to search for the **Account, Fund, Dept (ORG), Project** or **Class** fields. To search, select the desired field and click the **Look Up** button.
12. You can use the available fields to narrow your search. In addition, the first 300 search results are displayed and can be selected.
13. Once you have entered the desired criteria, click the **Look Up** button.
14. Click the desired search result.
15. The field you selected will automatically be populated.

NOTE: The minimum required fields for each JE transaction are Account, Fund, Dept, and Amount. Other fields such as the Project or Class codes may be needed. Check with your Financial Officer if there are project codes or subclass codes that are used for your department only.

For further information on subclasses visit <http://smu.edu/controller> and click on Quick Links.

16. Enter the desired information into the **Fund** and **Dept** fields.
17. Enter information into the **Project** and **Class** fields if needed.
18. Enter the amount of the transaction into the **Amount** field.
 - a. To increase **Revenue** accounts, enter '-' (minus) before the amount.
 - b. To increase **Expense** accounts, enter the amount without plus/minus symbols.
19. Type any relevant information into the **Reference** field. This is an FYI field only and is not required.
20. You can use the **Journal Line Description** field to provide more detail on your transaction. If you choose not to enter a description, the system will populate the account code description automatically. Enter the desired information into the **Journal Line Description** field.
21. You can add additional rows by entering the number of rows to be added and clicking the "+" button. To delete a row, check the desired row and click the "-" button.
22. Click the **Add Row** "+" button as needed.
23. Be sure to verify your values. Change as needed.

NOTE: When entering the second line the Fund and Dept fields populated from the previously selected values. Also, the system entered the appropriate amount to keep this journal in balance.

24. Enter the desired information into the **Account** field for line 2.
25. Verify the **Fund** displayed.
26. Verify the **Dept** field. Change as needed.
27. Enter the desired information into the **Dept** field.
28. Adjust the **Amount** field if necessary.
29. Enter the desired information into the **Journal Line Description** field.

30. At any time during the journal entry process, you can calculate if your debits and credits are in balance. To do so, click the **Calculate Amounts** button.
31. Click **Save**.
32. Your journal is saved and a **Journal ID** has been assigned. Click **OK**.
33. Verify that **Edit Journal** is selected. Click the **Process** button.
34. The **Journal Status** should change from “T” (temporary) to “V” (valid). Once your Journal Status indicates “V,” you have completed the process. A nightly process will be run by Financial Accounting to further process your journals into the system.

NOTE: Should the Journal Status indicate “E,” see the [Resolving Journal Edit Errors](#) topic of this training guide.

The date of the journal entry must be a valid date for the period to which it will be posted. At times, your journal entry may need to be backdated. A journal will not post to an accounting period that has been closed, but you can enter and edit a journal with a future date. It will not be posted until the accounting period in which the date falls becomes the current period. The system will assign a Journal ID when the journal is saved.

Financial Systems Support (FSS) typically announces month-end dates and schedules in an e-mail to the fsuser mailing list approximately 5-7 business days before the end of the month. To subscribe to the list, send an e-mail to join-fsuser@list.smu.edu. Leave all other fields blank or your request will not process.

Adding Attachments to Journal Entries

When creating a journal entry, you may upload an attachment as reference material.

1. Click **Main Menu**.
2. Click **General Ledger**.
3. Click the **Journals** menu.
4. Click the **Journal Entry** link.
5. Click **Create/Update Journal Entries** link.
6. Click the **Add** button.
7. When adding an attachment, it is recommended to put a note in the **Long Description** field that an attachment has been included. This will indicate to other users that an attachment has been added to this journal entry. For instructions on how to view an attachment, see the [Viewing Attachments and Printing Journal Entries](#) topic in this training guide.

8. Click the **Attachments** link.

Journal Entry Attachments

Unit: SMETH Journal ID: NEXT Date: 09/22/2016

Details

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

9. Click the **Add Attachment** button.
10. Click **Browse** and then search and select your desired attachment.
11. Click **Open**.
12. Click **Upload**.
13. A description may be added to provide further information about a document. If necessary, enter a description into the **Description** field.
14. Additional attachments may be added by selecting the **Add Attachment** button and repeating the above process. To remove an attachment, press **Delete** on the row of the attachment you wish to remove.
15. Upon completion, click **OK** to return to the Header Tab of the Journal Entry page.

NOTE: The number on the right side of the Attachments link will indicate how many attachments are being included in this journal entry.

Resolving Invalid Chartfield Errors

1. The system highlights a field in red to indicate an invalid value. When this happens, you are prompted that an **Account, Fund, Dept, Project, or Class** code does not exist or has been mistyped.
2. Click **OK** on the prompt.
3. Highlight the invalid data and press **Delete**.
4. Verify the correct value, and type it in the appropriate field.
5. Click **Save**.
6. Click **OK**.

Resolving Journal Edit Errors

1. After running the Edit Journal process, if the Journal Status is “E,” you have errors involving the Combo Edit rules.

NOTE: Combination Edit rules are set up to allow only certain chartfields to be used together. If the combination is outside the range of possibilities, the journal will fail the Edit Journal process. More detailed information may be obtained by contacting the Office of Budget & Finance or visiting their Chart of Accounts at:

<https://www.smu.edu/BusinessFinance/OfficeOfBudgetAndFinance/FinancialSystems/SMUChartofAccounts>

2. Click the **E** link to retrieve more information about the error.
3. You are now on the **Errors** Tab. Review the **Line #** and **Message Text** fields. The message text field indicates that there is a Combination Rule that has been violated.
4. Click the appropriate **Line #** link.
5. Resolve the error by typing in the correct information.
6. Run the Edit Journal by clicking the **Process** button. Correct and remaining errors. Continue running **Edit Journal** until the status appears as “V” or valid.
7. Your journal is now saved with the correct data. Click **OK**.
8. The **Journal Status** now indicates “V” for valid.

Exporting Journal Entry Data to MS Excel

Whenever the spreadsheet icon appears, this indicates that the data below is exportable to Microsoft Excel.



1. Click the **Spreadsheet** button.
2. If you receive a security warning, click the **Click here for options** alert.
3. Select the **Download File** option.
4. Click the **Open** button.
5. If asked to verify that the file is from a trusted source, click **Yes**.
6. The data will now be exported to Excel.

NOTE: Should you desire to save the Excel file change the Save as type to an Excel Workbook.

Searching for Journal Entries

1. Click **Main Menu**.
2. Click **General Ledger**.
3. Click **Journals**.
4. Click the **Journal Entry** link.
5. Click the **Create/Update Journal Entries** link.
6. Click the **Find an Existing Value** tab.
7. Your default source code and User ID (SMU ID) will display. These can be overwritten if you desire to look for a JE by a different author.

NOTE: Should you press the **Clear** button at any time, you will need to repopulate the Business Unit: with SMETH. **This is a required field.**

8. A variety of search criteria can be used when retrieving a journal entry. If known, enter the **Journal ID**.
9. To search for a journal entry based on a date range, click the **Journal Date** drop-down list and select between.
10. Enter the desired information into the **Journal Start Date** field.
11. Enter the desired information into the **Journal End Date** field.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = SMETH

Journal ID begins with

Journal Date begins with

Document Sequence Number begins with

Line Business Unit

Journal Header Status = No Status - Needs to be Edited

Budget Checking Header Status

Source = ZAP

Entered By begins with 42518896

Attachment Exist

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

IMPORTANT NOTE: Clear the Journal Header Status by clicking on the corresponding drop-down list and selecting the empty value.

12. If you know the source code of the author of the JE you want to retrieve, enter it into the **Source** code field. You can search for a source code by clicking the **Look Up** button and entering your desired criteria.
13. You can also search by entering an SMU ID into the **User ID** field.
 - a. Remember that your Source and User ID will default. If you are entering a Source for a different author be sure that you have deleted your ID from the User ID field.
14. Once you have entered the desired criteria, click the **Search** button.
15. Your search results are displayed. You can click on any of the header fields below to search by a journal date, amount, etc. The header also displays information if an Attachment Exists.
16. Select the desired journal.
17. The desired journal entry displays.

Viewing Attachments and Printing Journal Entries

Once you have retrieved a desired JE, you can view the attachments and print journal entries.

Viewing Attachments

1. If the **Attachments** link has a number next to it, there is an attachment available to view.
2. Click the **Attachments** link.
3. Click the **File Name** link.
4. If you receive a security warning, click the **Click here for options** alert.
5. Select the **Download File** menu.
6. Click the **Open** button.
7. Your attachment is now available and can be printed if needed. Click the **Close (X)** button.
8. If an additional window remains open, click the **Close (X)** button.
9. Click **OK** to return to the journal entry.

Printing Journal Entries

1. Click the **Lines** tab.
2. Select the ***Process** drop-down list. Click **Print Journal (Crystal)** from the list.
3. A pop-up window will display. (Make sure your web browser allows pop-ups from Financials.SMU. Call the IT Help Desk if assistance is needed with this setting.)
4. The journal entry is displayed and available to be printed by clicking on the **Print** icon.
5. Upon completion, click **Close (X)**.