

This document contains a guide to the icons used in the SMART Training Materials

Types of Training Materials

This section contains a guide to the icons that are used within the different types of training materials on the **SMART Web** website (listed in alphabetical order)



Checklist: The **checklist icon** indicates this document contains a summary list of Foundation information, Tools, Scenarios, Examples, and Job Aids that can be used to aid you in the resolution of a specific issue.



Example: The **example (e) icon** indicates this document contains an Example (case study) of an issue, a resolution, or a scenario.



Foundation: The **brick wall icon** indicates this document provides important background information regarding SMART's basic functionality, or information pertaining to a specific module area or business process(es).



General Information: The **clipboard icon** indicates this document has general information that pertains to the specific module.



Job Aid: The **job aid (i) icon** indicates a document exists that contains step-by-step instructions and/or information regarding specific task(s) in SMART. Job Aids are primarily used as trouble shooting and issue resolution devices.



Note: The **note icon** indicates additional information has been provided within the document that is pertinent to the issue, resolution, or scenario.



Queries: The **queries icon** indicates that there is a job aid which gives an overview to the query, including search criteria that can be entered, and results displayed after the query has been run.



Reports: The **green check mark icon** indicates this document contains Reporting information pertaining to the specific module in SMART (under which it is stored).

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Types of Training Materials (continued...)

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Scenario: The **puzzle piece icon** indicates this document contains business process flow and decision point information regarding the resolution of specific issues encountered within SMART.



Tool: The **Tools icon** indicates this document contains information regarding key pages or components within SMART that can be used to research and view additional information.



Training Guide: The **compass icon** indicates that this document is a Training Guide. Training Guides provide a comprehensive overview to the specific modules within SMART. Agency trainers use the Training Guide documents to facilitate on-the-job training for new users in SMART.

SMART Module Icons

This section contains a guide to the icons that represent the different modules and components within the Training Section of the **SMART Web** website (listed in alphabetical order)



Accounts Payable (AP): The '**PAID**' **rubber stamp icon** represents information pertaining to the Accounts Payable components within SMART: **Vendors and Vouchers**.



Accounts Receivable (AR) and Billing: The **Dollar Sign icon** represents information pertaining to the Accounts Receivable and Billing components within SMART: **Billing, Customers, Deposits, and Receivables**.



Asset Management (AM): The **buildings icon** represents information that pertains to the Asset Management module within SMART.



Commitment Control (KK): The **calculator icon** represents information that pertains to the Commitment Control (**Budget**) module within SMART.

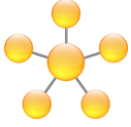


General Ledger (GL): The **open book with calculator icon** represents information that pertains to the General Ledger module within SMART.

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SMART Module Icons (continued...)

This section contains a guide to the icons that represent the different modules and components within the **Training Section** of the **SMART Web** website (listed in alphabetical order)



Integration Icon: The **yellow hub icon** represents information that pertains to integration between the different modules and components within SMART.



Interfunds (IF): The **dollar bill with two arrows icon** represents information that pertains to the State of Kansas custom built Interfunds (inter agency payments) module within SMART.



Projects, Grants, and Customer Contracts (PC): The **Money Bag icon** represents information pertaining to the Projects, Grants, and Customer Contracts components within SMART.



E-Procurement, Purchasing, and Supplier Contracts (PO): The **Shopping Cart icon** represents information pertaining to the procurement components within SMART:

- **Requisitions** (e-Procurement)
- **Purchase Orders** (Purchasing)
- **Return to Vendor – RTV** (Purchasing)
- **Receipts** (Purchasing)
- **Supplier Contracts** (Supplier Contracts)
- **Procurement Cards – P-Cards** (Purchasing)



Travel & Expenses (TE): The **Suitcase icon** represents information pertaining to the Travel and Expenses components within SMART.