

# CITY OF BOSTON

## 'SMARTi' Voucher Retrieval

Frequently Asked Questions

October 2008

### 1. What is SMARTi?

Smarti is a web application which is used to retrieve scanned paid vendor vouchers/invoices (vouchers).

### 2. How do I get access to SMARTi?

Access to SMARTi is currently limited to high volume requesters of original voucher documents. If you have not been identified as one of these users and having access would benefit you in your work, please email Dennis Coughlin or Naveen Chinthakunta in the Auditing Department to request access. The email should provide information about your work and how access to voucher documents will benefit you.

### 3. What vouchers are available in SMARTi?

Fiscal years 2006, 2007 and most of fiscal year 2008 are available. We are beginning to scan the fiscal year 2009 vouchers. Types of vouchers included: Garnishments & Deductions, Workers Compensation, Veterans' Payments and Major Vendor (Nstar, Constellation & National Grid). The details of these payments are available in BAIS FN.

### 4. What is the timeframe for vouchers going forward?

We expect a turnaround of one month from the pay period the vouchers are paid.

### 5. Can I get a copy of vouchers not available in SMARTi?

All Voucher documents prior to fiscal year 2006 are currently available on microfilm. The Auditing Department acts as the 'Keeper of the Records' for voucher documents. You can request a copy of these documents by emailing/calling Julie Tippet in Auditing.

### 6. Can my department get rid of paper copies of paid vouchers?

If your Department is currently holding paper copies of voucher documents for any year prior to fiscal year 2008, you may destroy them.

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*Help make the earth a greener place. If at all possible resist keeping paper records that are available centrally online and join us in saving paper.*