

Finance & Administration

Manage financial requests, budgets, procurement, and vendors with a centralized platform for higher education institutions.

Specification

SKU	BUS-HED-FIN
Solution area	Business Operations
Works with	Faculty & Staff Management, Research & Grants Management, Operational Resilience
Updated	Sep 26, 2026
Datasheet	v1.0

What it is

Finance & Administration Management is the process of managing financial workflows, budgets, procurement, vendor relationships, and expense tracking across an organization. It ensures that financial activities are controlled, compliant, and aligned with institutional goals.

SmartSuite’s Finance & Administration solution provides a unified, institution-wide platform to manage financial requests, budgets, procurement workflows, vendor management, and reconciliation activities. It replaces fragmented processes typically spread across email, spreadsheets, PDFs, procurement portals, and ERP exports.

Into a single, relational system of record, ensuring consistency, transparency, and accountability across all financial operations.

Core capabilities

Workflow Request Intake & Routing

Capture travel, procurement, reimbursement, and budget requests through structured forms.

Budget Management & Tracking

Manage allocations, balances, encumbrances, and utilization across departments.

Expense & Ledger Integration

Track actual expenses and map them to institutional ledger structures.

Procurement & Approval Workflows

Automate multi-level approval routing across departments and finance teams.

Vendor Management & Compliance

Maintain vendor profiles, documentation, and spend tracking.

Reconciliation & Financial Oversight

Enable real-time reconciliation and variance monitoring.

Policy & Compliance Enforcement

Apply validation rules, exception flags, and documentation requirements.

Role-Based Dashboards & Insights

Provide tailored views for finance, procurement, and leadership.

Audit Trails & Documentation Management

Ensure traceability and compliance across all financial activities.

The Finance & Administration Lifecycle

Step 1 Submit Financial Requests Capture structured requests for purchases, travel, or budget changes.	Step 2 Review & Approve Route requests through department and finance approval workflows.	Step 3 Execute Procurement & Spending Process purchases, payments, and financial actions.	Step 4 Track Expenses & Budgets Monitor actual spend against allocated budgets.	Step 5 Reconcile & Analyze Ensure financial accuracy and evaluate performance.
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Who it is for

Department Administrators & Coordinators Submit and track financial requests and manage departmental budgets.	Finance Manager Oversee budget health, compliance, and financial governance.	Procurement & Finance Analysts Manage vendor validation, procurement workflows, and spend analysis.
Senior Approvers (Deans, VPs, Leadership) Review and approve financial decisions with full context.	Request Submitters (Faculty, Staff, Students) Submit financial requests through structured workflows.	Finance Operations Leadership Monitor institutional financial performance and trends.

Works with

Faculty & Staff Management Align staffing decisions with financial planning.	Research & Grants Management Track grant funding and expenditures.
Operational Resilience Manage approvals and compliance processes.	

Built differently. Finance & Administration runs on the same relational platform as every other SmartSuite product, so its records link to the risks, controls, issues and evidence they affect, and every report reflects the current state rather than a copy.

See it working with your data

Ask your SmartSuite account team for a demo of Finance & Administration configured for your organization, or read the full product entry at smartsuite.com/products/finance-administration.

Schedule a demo