SPECIALIZED DATA SYSTEMS

Finance Newsletter
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Custom Refresher Training Webinars
Is there a part of the program you want to know better?

If so please email Janie@schooloffice.com to plan an agenda and book a training today! Just think there are no travel expense, no unused portion of the day – just you, your computer and the SDS trainer. The Refresher Webinar can be as short or as long as needed.

Contact Janie Rinella, Janie@schooloffice.com if you have any questions.

Implementing the Salary Schedule and Cost Projection Process

With the start of the new Fiscal Year just around the corner, the time has arrived to start thinking about the cost of new contracts for your school.

Review the link below to learn how to setup the salary schedule. This process will use the current contracts in your system and show the amount of new money needed for the next fiscal years budget based on various parameters that you use.

Please select the link below to learn more about this process:
http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=salary_schedule_and_employee_cost_projection

Aesop Posting Options

If you are utilizing Aesop, a third party software for recording attendance and substitute information, there are 3 selection options that will allow you to determine the information that will be posted into SDS. You may select to bring in only attendance information, only create timecards for the substitute employees, or you may select to bring in both Attendance Entries and to create Timecards for Sub Payment, all in one step. The Aesop Integration screen (shown below) shows the options for the information that should be brought into SDS from Aesop.

The Red Numbers at the left side of the screen will lead you through the integration process.
One exception to the normal 1-5 Step Process is as follows:
If you plan to select "Only Payroll" or "Only Attendance" in Step 5 of the Integration Process, follow the steps below:

1. Select #1 "Select a Payroll Date"
2. Select "Only Payroll" or "Only Attendance" in Step 5
3. Select the "Apple" icon in Step #2 to Download Sub and Attendance to SDS Staging Area
4. Select #3 to select the Aesop Import Date and load the data
5. Verify the information that will be displayed in the Staging Area
6. Select the Icon in Step 5 to Transfer the Aesop Data into SDS.

For more information on Aesop and importing Aesop information, please see the link below:
http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=aesop_processing&SearchHighlight=aesop

Colorado League of Charter School Conference

Come See Us, February 23rd or 24th at the Colorado League of Charter School Conference! We can't wait to share with you additional features in Web Financial Office you may not be taking advantage of that will save you time and streamline your tasks. If you know other schools that are interested in SDS please tell them to drop on by. We'd be happy to chat with them too. See you soon!
For more information on the conference please click the following link:
http://coloradoleague.org/page/17CACHome

Printing Multiple Checks for One Vendor during a Check Run
Read all about it!

Have you ever wondered, "How would I print multiple checks for one vendor, during a check run? If so, wonder no more! Read all about it right here!

1. Enter Accounts Payable | Disbursement/Accounts Payable
2. Enter your bill items as normal except for the extra step below
3. Select the "Other Fields" box and in the Claim Number, put in a unique Claim Number on each entry for this vendor. (I.e. if you have 3 invoice entries for one vendor and you want to print 3 separate checks, you would enter a different Claim Number on each of these 3 entries).

   When you go to print checks, 3 separate checks will be printed for this one vendor.

Amount:	Invoice Date:	Invoice #:	Description: ☐		Batch #:	Due Date:	Expense On:	Item Type:		Fixed Asset? ☐
3	11/22/2013				22	11/22/2013	11/1/2013	Accounts Payable ▾	Pay	Other Fields ☑
Check Date:	Check #:	1099 Y/N:	Appropriation #:		Claim #:	Manual PO #:	G.S.Tax	Special Internal Notes:	Activity:	
					00007					

   The check register will reflect all 3 checks because they will have 3 different check numbers.

Select the link below to read more about this option:
http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=printing_multiple_checks_for_one_vendor

Zesty Slow-cooker Barbecue Chicken
A simple & delicious game-day recipe!

Ingredients:
☐ 6 frozen boneless chicken breasts
☐ 1 12 ounce bottle of your favorite barbecue sauce
☐ ½ cup Italian salad dressing
☐ ¼ cup brown sugar
☐ 2 tablespoon Worcestershire sauce

Directions:
1. Place chicken in slow cooker.
2. In a bowl, mix together the barbecue sauce, Italian dressing, brown sugar and Worcestershire sauce. Pour over chicken.
3. Cover and cook on high for 3 to 4 hours, or on low 6 to 8 hours.

Courtesy of AllRecipes.com

Deduction and Benefit Description Changes
Step by Step Instructions

Follow the steps below to change the descriptions for deductions and benefits:

1. Click on Master File and Code Entry Options
2. Master File Vertical Data Entry & Changes
3. Select the Entry Options: Deductions/Benefits Master
4. Select the Deduction/Benefit Code to update
5. Update the Description field
6. Save your change

After adjusting your description, you will need to run the Update for your Individual Employee's Records and Employee Year to Date Detail by opening;

1. Click on Administrative Utilities
2. Control Center
3. Finance System Adjustments
4. Select Other Operations on the top selection bar

5. Update Year-to-Date-Detail Descriptions From Deduction/Benefit Descriptions. Select Run.
6. Update Year-to-Date Detail History Descriptions From Deduction/Benefit Descriptions. Select Run.

For more information, check out this link:
http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=how_to_change_deduction-benefits_description