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Crystal Report Classes

Grow your skills this year by learning how to customize and create SDS reports.

Happy New Year! It's the time of year where many of us put our **New Year's resolutions** into action. If one of yours is to learn something new, we have just the class that will help you to fulfill that resolution. We have added two new SDS Crystal Report Training dates. You can register today. With this training you will learn how to customize your SDS reports and create new ones. You will learn something new to add onto your job skills, and can also share what you learn by helping others at your district by creating custom reports specifically to meet their needs. **It's a win, win...** you meet your resolution by learning something new and your colleagues will be happy to have someone on staff that knows how to customize reports on demand!

To read more about this training and register today, click below:

<http://schooloffice.com/sdsservices/sdsreporttraining/>

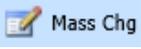
I hope you join us and please feel free to email me with any questions about this training.

jennifer@schooloffice.com



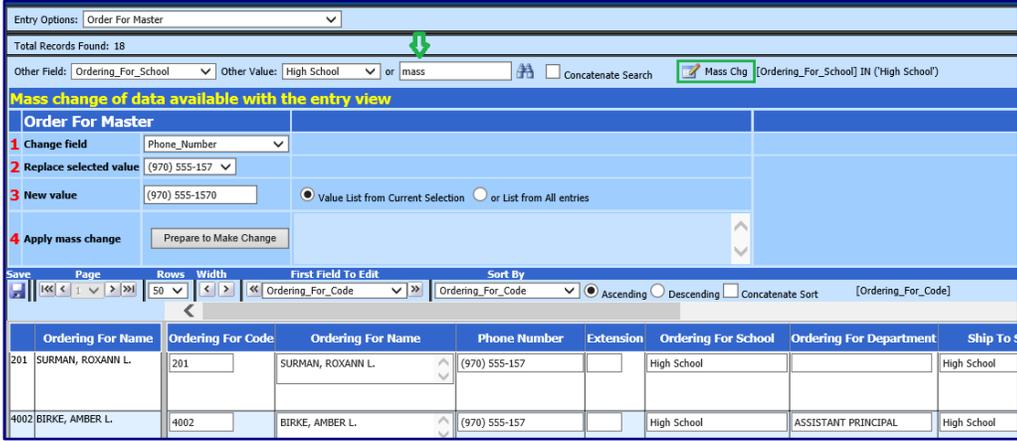
Mass Change While Using the Master File Horizontal View

*Have you found, you need to update a field for multiple line entries within the Master File Horizontal view?
Did you know there is a mass change process in the Master File, like there is in the Employee Horizontal entry view?*

In the Master File Horizontal Entry View, type in “mass” in the search box then select search/or hit your enter key. Select the newly displayed option to the right . Then follow the red numbers to complete the mass change needed.

Example: Using the “Order For Master” table; the Phone number is incorrect for the High School.

- Using the Other Field option, search out just the High School
- Select the Phone Number field; incorrect number; enter in the correct number; select Prepare to Make Change



Entry Options: Order For Master

Total Records Found: 18

Other Field: Ordering_For_School Other Value: High School or mass  [Ordering_For_School] IN ('High School')

Mass change of data available with the entry view

Order For Master

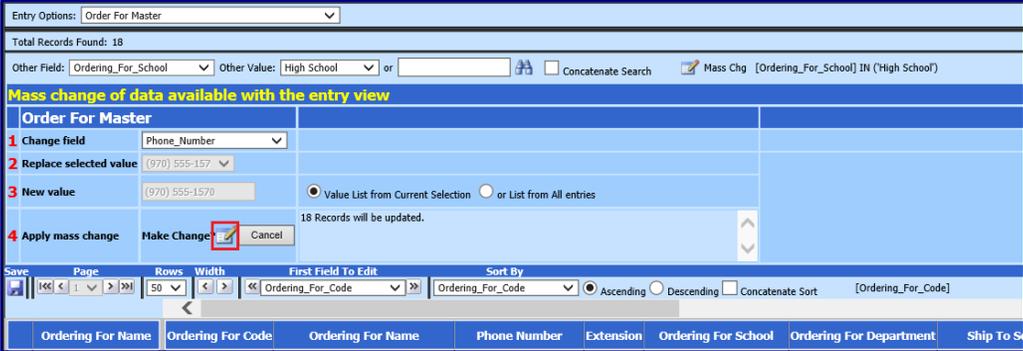
- 1 Change field Phone_Number
- 2 Replace selected value (970) 555-157
- 3 New value (970) 555-1570 Value List from Current Selection or List from All entries
- 4 Apply mass change Prepare to Make Change

Save Page Rows Width First Field To Edit Sort By

Ordering_For_Code Ordering_For_Code Ascending Descending Concatenate Sort [Ordering_For_Code]

Ordering For Name	Ordering For Code	Ordering For Name	Phone Number	Extension	Ordering For School	Ordering For Department	Ship To S
201 SURMAN, ROXANN L.	201	SURMAN, ROXANN L.	(970) 555-157		High School		High School
4002 BIRKE, AMBER L.	4002	BIRKE, AMBER L.	(970) 555-157		High School	ASSISTANT PRINCIPAL	High School

- Once you select the Prepare to Make Change and verify the records to be updated, select  to complete the process.



Entry Options: Order For Master

Total Records Found: 18

Other Field: Ordering_For_School Other Value: High School or []  [Ordering_For_School] IN ('High School')

Mass change of data available with the entry view

Order For Master

- 1 Change field Phone_Number
- 2 Replace selected value (970) 555-157
- 3 New value (970) 555-1570 Value List from Current Selection or List from All entries
- 4 Apply mass change Make Change  Cancel

18 Records will be updated.

Save Page Rows Width First Field To Edit Sort By

Ordering_For_Code Ordering_For_Code Ascending Descending Concatenate Sort [Ordering_For_Code]

Ordering For Name	Ordering For Code	Ordering For Name	Phone Number	Extension	Ordering For School	Ordering For Department	Ship To S
201 SURMAN, ROXANN L.	201	SURMAN, ROXANN L.	(970) 555-157		High School		High School
4002 BIRKE, AMBER L.	4002	BIRKE, AMBER L.	(970) 555-157		High School	ASSISTANT PRINCIPAL	High School

Please see the below link for more information on the Employee Horizontal Entry View:

[http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=master_file_changes_\(horizontal\)](http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=master_file_changes_(horizontal))

Federal Tax Table Update Procedure

Remember when you update the Federal Tax Tables; you will still need to manually update the "Step1 Earnings to "field in the Deduction Benefits Master for their Matching FICA code (FR) to the new 2017 limit of \$127,200.00. Follow the steps below on how to update it.

1. Select Master File and Code Entry Options
2. Select Master File Vertical Data Entry and Changes
3. Select the Entry Option "Deduction Benefit Master"
4. Locate your code for Matching FICA (Could be FR, your District may have a different code)
5. Scroll down to field: Step 1 earnings to: please change from 2016 limit of 118,500.00 to 127,200.00 for 2017
6. Click Save the Change

Employee Account Distribution Adjustment A Step by Step Guide

The SDS program provides a way to reclassify the account distribution after a payroll is complete. There is no need to do a journal entry or correct accounts through a payroll. Using this program does all the work for you. Click below for step by step instructions.

http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=employee_distribution_adjustment_option

Slow Cooker Pork, Sauerkraut, and Apples

Ingredients:

- 6 Thick cut pork chops
- 4 Tart apples, peeled and sliced
- 1 large onion, sliced
- Water to cover
- 1Qt Sauerkraut
- ½ tsp fennel, or to taste



Goes great with mashed potatoes!

1. Heat a large skillet over medium-high heat. Brown pork chops in hot skillet, 2 to 3 minutes per side. Drain.
2. Arrange apples and onion in the bottom of a slow cooker; top with browned pork chops. Pour in enough water to cover bottom of the slow cooker crock.
3. Cook on high for 3 hours (or on Low for 6 hours). Add sauerkraut and fennel seed to pork chop mixture. Cook for 1 more hour.

Courtesy of AllRecipes.com

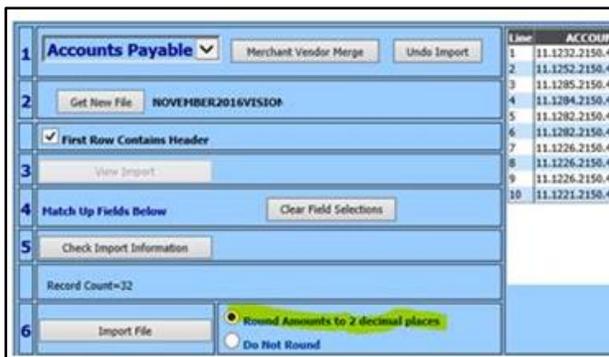
Import Accounts Payable

Options for More than Two Decimal Places

When data is imported, a common error that may result is when a file may include dollar amounts with more than two decimal places. The import process now contains an option to allow the user to decide how the program should treat any dollar amounts with more than two decimal places.

After checking the import file, the system will display any dollar amounts that have more than 2 decimal positions and give the user the ability to choose how to proceed with these amounts:

1. **Round Amounts to 2 Decimal Places** – the system will use rules of rounding to import the amount with only 2 decimal positions.
2. **Do Not Round** – the figures will be imported as recorded in the data import.



The rounding option is highlighted above.

Click Link below, for more instructions:

http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=import_accounts_payable&SearchHighlight=import

How to Remove an Employee's Duplicate Record

From time to time we may not realize that our newly hired employee has indeed, worked for the District at some point in the past and the record had been inactivated. To remove a duplicate record, please follow the steps below: *Always make sure that you check to ensure the record you KEEP has correct and current data, address, phone numbers, bank account detail, etc.*

Note: You cannot combine or remove a duplicate employee record if your payroll has been opened and activated, please make these changes before you open your payroll.

To combine employee records:

Use this process if historical activity has been recorded under both employee numbers.

1. Select Administrative Utilities
2. Control Center
3. System Adjustment
4. Combine Employees
5. Employee to KEEP: Using drop down box select employee record you wish to keep
6. Employee to MERGE: Using drop down box select employee record to merge
7. Combine Employee Records

If there's no activity posted to a new employee record, the duplicate employee record can be removed/deleted, otherwise follow the instructions above for combining the records.

1. Human Resources or Payroll Processing
2. Employees, Contracts, Deductions, etc.
3. Select employee record you wish to delete: (Use this process only if no activity/payroll has been posted to this employee record).
4. Processing Options: Select the Bold Black X between icons for new record and click save.

2017
Happy New Year