SPECIALIZED DATA SYSTEMS

Specialized Data Systems Inc., 3333 Warrenville Road, Suite 140, Lisle, IL 60532   www.schooloffice.com   (800)323-1605

Inside This Issue

Fiscal Year 2013 Comes to a Close – Welcome to Web 5!!

Seems hard to believe that another fiscal year is coming to a close! At the close of the fiscal year those of you that haven't already moved to Web 5 will be brought onboard! Welcome to the new date driven version of SDS!
http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=finance_and_payroll_fi

REGISTER FOR FREE USER SESSIONS TODAY!

Register by clicking on the link below ASAP! Spots are limited.
http://www.schooloffice.com/free-user-sessions/

06/19 – 9:00 – 10:00 CT – Fiscal Year End Close
06/19 – 1:00 – 03:00 CT – Fiscal Year End Close
06/20 – 9:00 – 11:00 CT – V8 USERS ONLY – Fiscal Year End Close

3 Sessions!!

Retirements: Paying off Employee Contracts

Do you know how to pay off a retiring employees contract?

SDS has a process for this and the information is located at your fingertips in the help console!
http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=paying_off_retired_employees

Happy Retirement

Web 5: Things to Know!
Rolling out the latest enhancement for you.

Web 5 is the dynamic enhancement to the Current SDS Web Financial Office (WFO) system.   The major change with this enhancement relates to new features and simplification of operation. Date range reporting has been dramatically enhanced and the posting, locking and closing operations have been simplified.

If you have not already chosen to activate the Web 5 enhancement it will automatically be activated for you when you close your next Financial Fiscal Year.

If you have activated Web 5:
Finance
›   There will not be a step to Close the Finance Fiscal Year, simply change the month to July and continue processing your financial information for the new month.
›   There will be no beginning balances for the new fiscal year. With Web 5 the balances will simply carry forward from the previous month.
›   When you wish to implement next year's budget, simply select the data area with the budget for next year and move it to the current year. This option is located in the "Financial Month and Audit Control Options" area.

Payroll – There will not be a step to close the Payroll Fiscal year.   By starting a payroll dated in the next fiscal year the system will adjust without you having to do any extra steps.

If you have not activated to Web 5:
Finance
›   Access instructions on closing the finance fiscal year and follow these instructions including the step to close the Finance Fiscal Year.
›   Be sure to print all "Year End Reports" as you have in the past, Balance sheet, Revenue Report, and Expense report.
›   Once the Finance Fiscal Year step has been completed, you will need to log into your program and the activation of Web 5 will be performed. Let the system finish this initialization process and you will be ready to start using Web 5
›   Once Web 5 is active simply start to work. If you run a balance sheet for example the account totals will be the same as the balance sheet you ran prior to the Fiscal Year close.

Payroll
›   Web 4 has already been updated with many of the new features of Web 5. One in particular is the closing process. You do not need to close the month, quarter, or fiscal year again.
›   Depending on your web settings you may have the options displayed to complete these operations but you do not need to actually complete the steps for closing the month, quarter, or fiscal year. The system is automatically tracking all of the payroll information by date.
›   By simply starting a payroll dated in the next fiscal year the system will adjust without you having to do any additional steps.

What to Expect with Web 5

Financial Accounting Month and Year End Closing Steps are not needed.

This is an example of the Web 4 "Hard Month" close and the Web 5 "Set the month you want to process" screen. Major Change, Change to different month forward or back, No Fiscal Year close just move to another month and Pull your new budget when you have it done.


› When one finance month's entries are complete, simply change the Accounting Month to the next month and continue processing.

› Payroll Processing close options for Month, Quarter, Calendar and Fiscal Year are not needed.

› The Current Payroll is the only option that still has a Close Option.

› Audit Adjustments will be made by simply changing the Finance Month to reflect the date the adjustment should affect. All balances will be adjusted going forward from that point in time.

› Accounts Payable items will be date driven by the date entered into "Expense On " Field

This is an example of the Web 4 and Web 5 Accounts Payable entry screen. Major Change, Print Report from entry screen, pay old bills using percent or dollar amount.
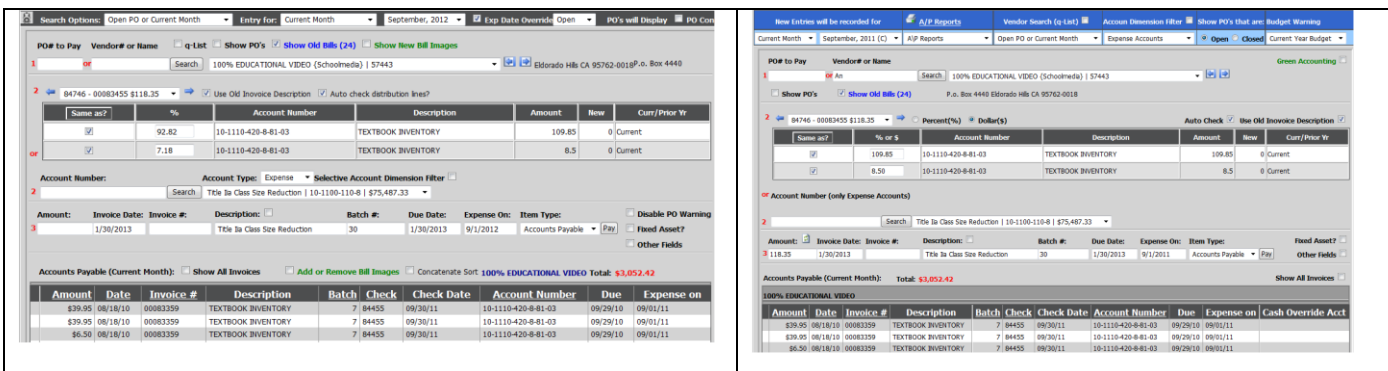
› Cash Receipt items will be date driven by the date entered into "Receipt Date" Field
› Transaction items will be date driven by the date entered into the "Transaction date" Field
› Accounts Payable and Cash Receipts can be entered using a Cash Override
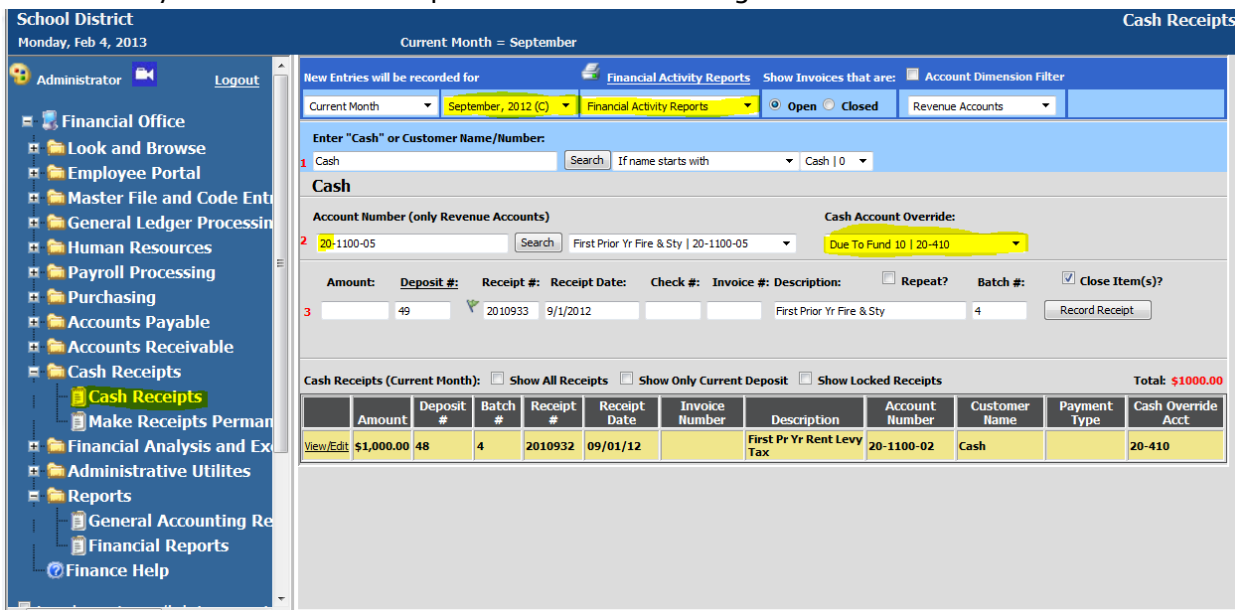
› Data Entry Screens are similar in appearance to Web 4 with most changes being organizational to make operational and entry features easier to use.
› Based on settings in the "Audit Control Area" users can make entries into a prior month or even a prior fiscal year.
› Enter adjusting entries into the prior fiscal year and re-print year end reports. Like corrected balance sheet, revenue report, and expense reports if needed.
› Look and Browse displays more detail
› Cash Posting Transactions can be viewed in detail to help with tracking cash balances
› Green accounting for Time Cards is coming soon...

Web 5– Cont'd

› All Reports based on dates

› Financial Report Production Screens display all reports in a list format

› Financial Report Production prints reports by "As of Date"

This is an example of the Web 4 and Web 5 Financial Report production screen. Major Change, See all reports in one list, report by "As of Date."

Need Checks?

Go on line and order the checks you need…it's that easy!

http://www.schooloffice.com/support/check-envelope-order-form/

Password Protecting PDF Files

Securely send your documents and vouchers by protecting them with a password

Assigning a Password to a PDF document is an added layer of security. Once displayed in our system the PDF file can be saved to a user's desktop or emailed to another person. If a password is assigned to the document when it is originally exported the assigned password will remain with the document and will need to be used by whoever tries to view it.

To learn more about this feature check out this link to our Help Console

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

Awarding New Days to Employees

Sick Days, Personal Days, & Vacation Days

Now that it is getting close to the end of the fiscal year it is time to start thinking about the easy way to add new sick, personal, and vacation days to your employees. Select the below link for the information you will need to get this accomplished quickly and efficiently.

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

Ignore Direct Deposit Settings

Sometimes special circumstances require that employees receive a manual check instead of their normal direct deposit check. Here is the information you need when that situation arises!

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

Payout Category

The payout category is a user defined number (0-9) that is assigned to each contract. The Payout Category can be used to define groups of contracts by the type of worker. If a specific group of workers need to be paid on a separate payroll, then the payout category can be selected upon opening a payroll to pull just the specific contracts that have been assigned that specific payout category.

If you wish to pull all contracts to be paid on a regular payroll, then select multiple/all payout categories upon opening the payroll.

If you need to pay one employee on a separate payroll, assign a unique payout category to that individual's contract and select that one payout category upon opening a new payroll.

If you do not wish to pull any contracts on a specific payroll, select a payout category that has not been assigned to any contract records or you can deselect all payout categories and the payroll will activate with no contracts being pulled.

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

The Payroll System Has Three New Options!

The ability to easily deduct more than one local tax, the option of a Lesser Value Deduction and the option of a Percentage of Gross Plus the Value in the Deduction.

Option 1
Deduct More Than One Local Tax
Have you ever had an employee that needed an additional Local Tax? Now you can set it up in a few easy steps! Follow the link for instructions to add an additional Local Tax.

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

Option 2
Lesser Value Deduction

You now have the ability to have a deduction that will deduct the lesser of the values "Percentage of Gross" or "Deduction Amount". This deduction type typically is used for a Wage Garnishment.   To activate this option follow the instruction link.

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

Option 3
Percentage of Gross plus the Value in the Deduction

You now have the ability to create a deduction that will compute a Percentage of Gross Plus the Value in the Deduction Amount Times the Number of Hours Worked. This has been designed to meet the deduction requirements for some unions. To activate this option follow the instruction link.

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