SPECIALIZED DATA SYSTEMS

Specialized Data Systems, 2215 York Road, Suite 208, Oak Brook, IL 60523 <u>www.schooloffice.com</u> (800)323-1605



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Fiscal Year Processing Online Course

Don't miss out...sign up today!

WHO SHOULD TAKE THIS COURSE?

Any SDS user that is new or has worked in SDS for years that is in charge of the Fiscal Year Processing.

WHEN WILL THIS COURSE TAKE PLACE?

July 13th from 9:00-10:30 CT or you can purchase the online video and manual to view at anytime.

WHAT COMES WITH THE TRAINING?

You will receive full documentation that goes specifically with the course and is <u>not</u> available anywhere else and a video of it too.

LOCATION?

Online. You will receive the connection information and documentation for the course the day before the training, unless you choose to purchase the video + manual option. This you receive right away.

WHAT DOES THE SYLLABUS LOOK LIKE?

This Fiscal Year Processing Course involves both the Financial and Payroll systems. A new fiscal year is an extension of the prior fiscal year, and the SDS system streamlines this transition. The fiscal year change-over occurs with specific steps that need to be completed during the June payroll and financial processing with additional considerations and completion steps for July. <u>CLICK HERE TO VIEW THE SYLLABUS</u> It walks you through the progressive steps for a successful completion of the Fiscal Year Processing. You will receive full documentation that will step you through this course. At the end of the course there will be time for Q & A.

COST? \$89/Person

REGISTER? Click below to register: <u>http://schooloffice.com/sdsservices/sds-online-continuing-ed-courses-registration/</u>

Colorado Financial Data Pipeline Report

Yes, it is almost that time of year again to start working on the transmission to CDE for your financial records.

Once CDE has the pipeline process opened and you have moved the finance month from June 2017 to July 2017 you will be ready to start the transmission process. Please review the link below for information on the process to send your financial records to CDE through the data pipeline.

http://help.schooloffice.com/financehelp/#!Documents/processingthecoloradocdedataexchangethecoloradof inancedatapipeli.htm



New School Year = Better Communication

Is your Employee Portal setup?

The Employee Portal allows your employees to request days off, update key personal information, receive Payroll Vouchers and W2's, update ACA Dependent information and much more.

If you have already set up the Employee Portal, there are some new features you may want to check out for an even better communication flow. If you haven't already set the Employee Portal, check out the link below for more information.

http://help.schooloffice.com/financehelp/#!Documents/settingupsecurityfortheemployeeportal.htm



New Login Screen

The new login screen options allows for new choices in how your menu and screen will display. To access the new login screen, the URL used to access the SDS system needs a small change. Simply add to the end of your URL is **login.aspx**.

Your current URL will look like this. https://ssl12./sdsschooloffice.com/schoolname/sdsweboffice

Add /login.aspx to the end of your URL. https://ssl12.schooloffice.com/schooloffice/sdsweboffice/login.aspx Your login screen will have a new look.

Your School Name
Login to SDS Web Office
\odot Finance \bigcirc Student
User ID
Password
○ Menu Left ○ Menu Top ● Last Selected
Login
Forgot or Change Password?

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When you login to the new menu option, select either the Finance or Student program to login to.

• Finance • Student

This new view allows you the option of saving your User ID. To save your User ID, select the checkbox. Then enter your User ID.

🗹 User ID

MyUserID

Enter Your Password

	Password
•••••	

New Login Screen (cont'd)

Select the how you would like to view your menu

○ Menu Left ○ Menu Top ● Last Selected

Menu Left

Menu Left will display your menu on the left side of your screen with two display choices located at the bottom of the screen, Menu Tree or Dropdown List.

American School District SDS Web Office		
😜 Administrator 🖬 Logout	Sup	American School District SDS Web Office
Financial Accounting 🕜	SD	🤫 Administrator 🛏 Logout S
Remote Web Site Access	Upr	🖩 🗒 Financial Office
Look and Browse	Las	R Remote Web Site Access
Finance Look and Browse	Visi	
Employee Information		Mirrow Look and Research
Job Applicant Information	Pho	Erinance Look and Brows
Accounting Status Display	Fax	Job Applicant Informatic
Message Center		Accounting Status Displa
Message Center	Vide	🗍 Message Center
Payroll Processing		🖬 🛍 Employee Portal 🔰 🚺
	<u>W2</u> 109	🛛 ն Master File and Code Ent
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Cash Receipts 💙	Sys	Accounts Payable Accounts Receivable
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Launch report menu in a new window		
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Version 170430 Web5-Detail Net Framework 3.5	Stu	2:42:16 PM
SPECIALIZED		Version 170430 Web5-Detail Net Framework 3.5
DATA		SPECIALIZED DATA
SYSTEMS		SYSTEMS

Menu Top

Menu Top will display your menu at the top of your screen. This view allows your working area to be larger by moving the menu from the left to the top.



Select from the first drop down the program you would like to work in.



New Menu Screen (Page Cont'd)

Select from the second drop down the program area you would like to work in.

American School District		SPECIALIZED DATA	 Administrator	✓ Remember last opened	
Look and Browse	~	(Select an Area) Finance Look and Browse	SYSTEMS	Resources Online	
		Employee Information Job Applicant Information Accounting Status Display			
		Message Center]		

Remember last opened



Select last opened, the program will remember what area of the program you were last in and log you back into that area. Simply continue where you left off.

American School District Look and Browse	Finance Look and Browse	SPECIALIZED DATA SYSTEMS	Administrator <u>Resources Online</u>	Remember last open	ed
Accounts Vendors Custo	Display Options: Active Acco	ounts 🗹 Only Open Purchase Orde	ers 🗌 Include all historical detail		
Options Find By Accour	nt By Description	Find By 🧕 PO 💭 Invoice	Select a Report to Print: 🛕	🛐 📅 Fiscal Year: 🛛 Thru:	Current Year or Historical Data
Selection Options		Searc	h Select a Report	♥ 2016-2017 ♥ 2016-2017	Current Year
A B C D E F G H All Account Types	010)0K0L0M0N0	0 [©] P [©] Q [©] R [©] 5 [©] T [©]	u O v O w O x O y O z O ,	JI	
Ict C Page 1 of 15 V > >>I	Expanded List	Details Accounts Payable	Purchase Cash Orders Receipts	Journal Entries Documents	Contracts Payroll AR Invoices

The system will remember your last selection for 8 hours.

The memory is specific to the user. If multiple users access the same workstation during the day, each will be remembered for what they each individually selected.

The program will return the user to their last menu selection. If a specific employee, account, or report is selected, that will not be retained. This helps you get back to what you were doing without the need of navigating the menu.

NOTE: Having schooloffice.com in the IE compatibility view list will interfere with some aspects of the new menu. Please check your IE compatibility view list, and remove schooloffice.com if applicable. You may have added schooloffice.com to your list for the ability to search in the Help Console. With the new Help Console in place, having schooloffice.com in the IE compatibility view list is no longer necessary.

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Utilizing the Human Resource Center to Your Advantage

The Human Resource Center is packed full of ways to help make your job easier plus save you time. Below you will find each process and the link to the documentation that goes over each process.

Adding Benefits and Deductions to Employees the Easy Way

This is the easiest way to add/change Employee Deductions and Benefits. See the following Help Console link:

http://help.schooloffice.com/financehelp/#!Documents/addingbenefitsanddeductionstoemployeestheeasyway.htm

How to Increase other Master Values for Every Employee

You can easily increase years in District, years in State, Number of Days employed, months employed, etc. from this area. See the following Help Console link:

http://help.schooloffice.com/financehelp/#!Documents/howtoincreaseothermastervaluesforeveryemployee.htm

	Human	Resourc	e Contr	rol C	enter
Processing Options	Select Field to A		Value to	A	Diamlass All
Data selection definition	Years_in_Dist	Adjust:	Value to a	Award	Display All
Real Attendance Days	Years_in_State Years_Educati	on_In_State			
🔟 Increase Other Master Values	Years_Educati Years_in_Educ		Name	<u>Select</u>	ed Column
Employee YTD Adjustments	Sal_Step Partial Days		.EAHA G.		12
Employee Distribution Adjustmen	t Days_Paid Number_Days	_Employed	ΥL. .M.		20 5
Deductions & Benefit	Credit_Weeks Credit Weeks	hld	NITY J.		9
Affordable Care Act	Months_Emplo	yed	ELLY J. E J.		7
Support Employee information	1033	1033 BAUER, HUNT			1
	1039	BAUM, MAD	ISON P.		15
	00176	BAXTER, SI	ERRA N.		21

Employee Year to Date Adjustments

Have you ever needed to make an adjustment for an employee's benefit or add an insurance amount for W2 purposes? This is the area where you can make those changes in a simple way by picking the payroll date, pick the employee, make the needed adjustment in the adjustment column and save the change. What happens in the system when an Employee Year to Date Adjustment is done? Read more on what specifically gets changed. **See the following Help Console link**:

http://help.schooloffice.com/financehelp/#!Documents/makingemployeeytdadjustments.htm

Awarding New Days to Employees for Sick Leave, Personal Leave, and Vacation Days

You can also work ahead using Next Fiscal Year to assign sick, personal and vacation days – this is a real time saver! See the following Help Console link:

http://help.schooloffice.com/financehelp/#!Documents/awardingnewdaystoemployeesforsickleavepersonall eaveandvacationda.htm

Visualize Your Data with Simple Charting

An Impressive yet Simple way to Present Your Information

Simple Charting is now part of your Financial Report Design Area. You can now graphically represent your districts financial information as part of your regular financial reports. The ability to add the charts is simple. The ability to visualize your financial position is far from simple.



To run a financial report with charting follow the steps below:

• Open Reports | Financial Reports.

.

- We have in place sample reports or select any report of your choosing.
 - ate the sustemization Decign Option
 - Activate the customization Design Option _____ at the top of the display.
- To activate the sample Charting Reports, select the button to load the sample reports, located at the bottom of the financial report design screen.



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Visualize Your Data with Simple Charting

An Impressive yet Simple way to Present Your Information (cont'd)

- The title of the sample charting reports start with an accent mark ٠
 - Example: 'Expenditure Summary Object & Program
- Follow these steps and you will have a new way to visualize your districts financial information.
- Select a financial report ٠
 - 'Expenditure Summary Object & Program
- Design Options • Activate the customization Design Option (if not already activated).
- Select the type of chart you would like to review. ٠

Chart type Select a chart type Chart column Bar Chart (Vertical) Chart column Bar Chart (Horizontal) Pie Chart Doughnut Chart Bar Chart All Columns (Vertical) Bar Chart All Columns (Horizontal) All chart types Chart type	Charting definit	ion <u>19</u>		
Chart column Bar Chart (Horizontal) Pie Chart Doughnut Chart Bar Chart All Columns (Vertical) Bar Chart All Columns (Horizontal) All chart types	Chart type	Select a chart type		
Chart Summary Doughnut Chart Bar Chart All Columns (Vertical) Bar Chart All Columns (Horizontal) All chart types Chart type	Chart column			
Bar Chart All Columns (Vertical) Bar Chart All Columns (Horizontal) All chart types	Chart Summary			
All chart types All chart type				
		Bar Chart All Columns (Horizontal)	4	
		All chart types	Chart type	All cha

Select the column on the report you would like to chart.

hart type	All chart types	~
Chart column	Select a column	
Chart Summary	M.T.D. Activity Y.T.D. Activity	
	Open Encumb. Budget	
	Budget Balance	

ion	
All chart types	~
Budget	~
Object - (Expense)	
Object - (Expense) &	Program
	Budget Object - (Expense)

Note: Column and Summary options will vary with reports.

- Preview your report.
- You may save any sample report you like, under Save Report Definition, adjust the report name and save. Now the report is yours and will not be overwritten.

6.Save Report Definition	
Note: the report name must be unique.	
New Expenditure Summary - Object & Program	

Note: Other sample reports start with an underscore; check them out!

Budget Additions and Changes

With one fiscal year quickly coming to an end and another begins, you may have a need to add new accounts, edit existing accounts, add new funds, and add new account dimensions for the new fiscal year.

Editing an Account

To edit an existing account number, access the account in the Budget Master, make the needed changes to the account dimensions and/or account description and save the entry. Any changes made to any of the dimension fields will automatically update the State Account Number when the record is saved.

Adding a new Account

When adding a new account, if the account uses a code that does not appear in the dropdown menu in the Budget Master, the new account dimension will need to be added first, then the account can be added. For more information on adding a new account dimension and/or adding a new account, see the links below for "Add an Account" and "State Codes".

Adding a new Fund

If a new fund needs to be added for the new fiscal year, the new fund code and any new account dimension codes will need to be added first, before adding the new fund accounts into the Budget Master. In addition to adding these new accounts, a ledger interface record will also need to be added for this new fund to designate the accounts that will be used during the auto-posting processes. For more information on adding a new fund code, adding new accounts, and adding a ledger interface record for this new fund, please see each of the 3 links below for instruction.

Add an account

http://help.schooloffice.com/financehelp/#!Documents/budgetmasterbasicfields.htm

State Codes

http://help.schooloffice.com/financehelp/#!Documents/statecodesfundfunctionobject.htm

Ledger Interface

http://help.schooloffice.com/financehelp/#!Documents/ledgerinterface.htm

