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Budget Planning Assistant

Spring is coming and you may be starting to think about planning a new budget for the upcoming year. SDS Web Financial Office offers a valuable budget planning tool called Budget Planning Assistant. This tool allows for budget planning and forecasting budgeting trends as well.

The Budget Planning Assistant also allows for planning varying scenarios to plan for the unexpected. In addition, implementing strategic searches will allow for focusing of budgeting on specific target areas.

For more information: <http://help.schooloffice.com/financehelp/#!Documents/budgetplanningassistant.htm>

941's Made Easy

The first quarter of 2017 is coming to an end. Just in case you didn't know it or haven't tried it, SDS will complete the Federal 941 form, including the schedule B, for you. Just follow these simple instructions.

Additional instructions are available by clicking on the below link:

<http://help.schooloffice.com/financehelp/#!Documents/federal941.htm>

Over Budget Warning and Processing

Web Financial Office offers several options for creating and controlling over budget warnings. Customized budget warnings can also be created to allow you to transfer money from one over budget account to another account in the same Fund, Function, Object Group during the PO Requisition Process. The link below will give directions on the setup and implementation of customized budget warnings.

Additional instructions are available by clicking on the below link:

<http://help.schooloffice.com/financehelp/#!Documents/overbudgetwarningandprocessing.htm>

Entering a New Employee with Security Set-up

Checklist for Comprehensive Entry

When hiring a new employee, did you remember all of the areas of setup? Have you possibly forgotten to assign a deduction or benefit?

There is a Basic HR check list with Security Set-up available to help you with your data entry for entering in the new employee. Click the below links to access them.

Basic HR Checklist with Security Set-up	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
EMPLOYEE MASTER												
Input Employee Demographics												
Input Benefits/Deductions for Employee												
Input Employee Contract												
Input Direct Deposit												
ADMINISTRATIVE UTILITIES												
Security - Application Access:												
Set up Mass Create Look & Browse Users												
Adjust Security Group settings												
Print Employee Letter												
Security - Data Access Control:												
Add data Restrictions												
Add Group to User will see												
Security - Request and Approve:												
Set up AP Requesters/Approvers												
Set up PO Requesters/Approvers												
Set up Attendance Requesters/Approvers												
MASTER FILE AND CODE ENTRY												
Update Order for Master												

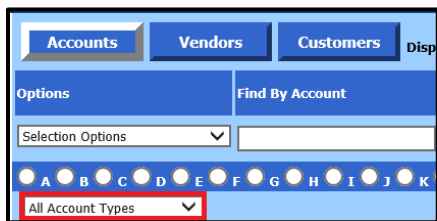
<http://help.schooloffice.com/FinanceHelp/#!Documents/basichrchecklistwithsecuritysetup.htm>

There is also a step by step manual to help guide you with this process:

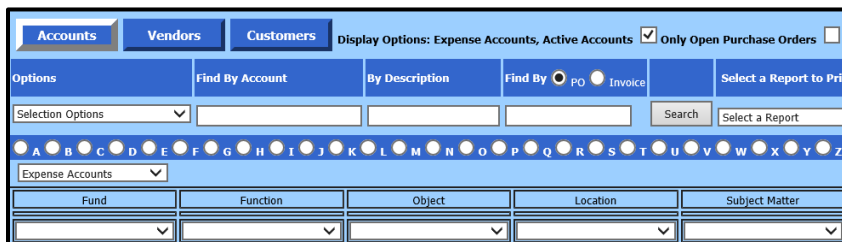
http://sc.schooloffice.com/supportconnect/newsletters/Finance_SetupSecurityforHRUsers.pdf

The Dimension Filter in Look & Browse

The Look and Browse screen has been enhanced to be able to see all Account types.



To enable use of the dimension filter, click on the dropdown under select All Account Types. Once you select the type of account the dimension, the filter will be restricted based on the selection. This will help with your account definition lookup by using the drop downs to select each dimension.



Additional instructions are available by clicking on the below link:

<http://help.schooloffice.com/financehelp/#!Documents/accountinformation.htm>

Resolve Multiple Vendors Assigned to a Single Check Number Message

Step by Step Instructions

From your main menu tree select:

1. Master File & Code Entry Options
2. Select Master File Horizontal Data Entry & Changes
3. Select the Entry Option "Invoice Adjustments"
 - By Other field: Select drop down arrow and select Check_Num
 - By Other value: Select drop down arrow and select the check # that has been assigned to multiple vendors (The detail will display below.)
4. Select "First Field to Edit" and select "Check_Num" from the drop down menu
5. You may manually Edit/Change the check # so that each vendor has an exclusive check #
6. Save the change

*If you need to reissue a live check to reflect a new check number, you will not be allowed to void the original check number to reissue it to a new check # and print on live check stock until the duplicate check number to multiple vendors is resolved first.

The Best Parmesan Chicken Bake

Ingredients:

- 8 oz bag shredded mozzarella, divided
- ¼ cup grated parmesan, divided
- ¼ tsp crushed red pepper flakes
- 6 skinless boneless chicken halves
- 2 cups prepared marinara sauce
- ¼ cup chopped fresh basil
- 2 cloves of crushed garlic
- 2 Tbls olive oil
- 5 oz bag of garlic croutons

Directions:

1. Preheat oven to 350 degrees F.
2. Coat the bottom of a 9x13 inch casserole dish with olive oil, and sprinkle with garlic and hot red pepper flakes.
3. Arrange the chicken breasts in bottom of the dish, and pour marinara sauce over chicken. Sprinkle basil over marinara sauce, and top with half the mozzarella cheese, followed by half the Parmesan cheese. Sprinkle on the croutons, and then top with the remaining mozzarella cheese and remaining Parmesan cheese.
4. Bake in preheated oven until cheese and croutons are golden brown and the chicken is no longer pink inside, about 35 minutes to an hour, depending on the shape and thickness of your chicken breasts. An instant-read thermometer inserted into the thickest part of a chicken breast should read at least 160 degrees F

