SPECIALIZED DATA SYSTEMS

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Switching to Quarterly Newsletters

After this month you will be receiving quarterly newsletters in June, Sept, Dec and March. Any other news, tips or updates will be emailed to you directly. Happy Reading this month and we will see you in July!

Job Applicant Information Overview

It is that time of year when you will be receiving job applications to fill your vacancies. The Job Applicant Information enables you to collect information on perspective employees. When the applicant is hired, their information will transfer over to the employee master – saving you lots of time and entry work!

Get ready and be prepared.

See following link for more information:
http://help.schooloffice.com/financehelp/#!Documents/jobapplicantinformationoverview.htm

Budget Transfers

The fiscal year-end may bring a need to do transfers between Budget Account Numbers or adjustments to single Budget Accounts.

A Budget Adjustment is a method for making a needed change to a budgeted amount on a single account number. Making a Budget Adjustment journal entry using the journal source "BA" (Budget Adjustment), will affect the budgeted amount of the account and will also record the entry for an audit trail. The "BA" journal source allows a single sided entry.

A Budget Transfer between two budget account numbers would allow an exchange of budgeting monies to lessen one account and to bolster the budgeting capacity of another account. To accomplish this transfer, a journal entry would be entered using the journal source of "BT" (Budget Transfer). Making a Budget Transfer journal entry will affect the budgeted amount for each account included in the journal entry by posting to the "Adjustments to Current Budget" field, and the field "Current Year Budget Transfers" in the Budget Master. These postings will be recorded as an entry for an audit trail.

For more information regarding entry of Budget Adjustments or Budget Transfers, see the link below:
http://help.schooloffice.com/financehelp/#!Documents/miscellaneoustransactionjournalsourcedefinitions.htm

E-Time Sheet Setup and Processing
Thinking about how you are going to track your employees' hours next school year?

The e-Timesheet process will add a new dimension to tracking your employees' hours. There is no process where employees have to clock in/out with this process. You will simply assign the hours to employee and create e-Timecard records for each day worked and the employees then approve those hours. Once the Supervisor and Business Office also approve the hours, you are ready to run the normal steps for payroll processing.

For more information on the e-Timesheets, see the below link:

http://help.schooloffice.com/FinanceHelp/#!Documents/etimesheetsetupandprocessing.htm

Accounts Payable Budgeting Tool

The Accounts Payable Option within WFO provides a simple, yet valuable option that can be useful as new budgets are put into place.

In the upper right corner of the Accounts Payable entry screen is an option labeled "Budget Warning". The default on this option is "Current Year Budget".

Select the budget (current or next year) that should be utilized when determining if an account being used on an entry is over budget and should produce an over budget warning.

Use the link below to find more information on Accounts Payable options and on setting up budget warnings:

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

Next Year Purchase Orders

It is getting to be that time when staff is submitting requests for items that will be booked to next years budget figures.

Learn how to choose current year or next year purchase orders. Please follow the instructions in the link provided below:

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

Upcoming Conference: Stop By and See Us!
Michigan School Business Officials

79th Annual Conference & Exhibit Show
2017
May 2 – 4, 2017

We will be located at booth #510

Re-Classify Expenditures

As the end of the fiscal year approaches, you may find that there may be expenditures that need to be re-classified. If an item was charged to one account but should have been charged to a different account, SDS offers a process that will allow expenditures to be re-classified. This re-classification process can be used for any expenditures throughout the fiscal year.

For detailed instructions on this process, please see the link below from the SDS Help Console.
http://help.schooloffice.com/financehelp/#!Documents/disbursementaccountnumberchange.htm