SPECIALIZED DATA SYSTEMS

Finance Newsletter
October 2011

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Check out our NEW Website by Visiting www.schooloffice.com

INSIDE THIS ISSUE

Analytical Compass Seminars

We are excited to bring our Analytical Compass Seminar and Free Trial offer to area near you! Come experience how easily it integrates with your accounting software, guides you through analysis, and updates your PowerPoint presentation in real time. In addition, you will have the Projection tool preloaded with your district's data for a 30-day trial after the seminar.

Space is limited, so sign up now and look for your confirmation email. You can also sign up for a webinar if you can't make one of our regional sessions.

Register today by visiting http://analyticalcompass.com/contact/seminars

2011 Tradeshows

SDS will be attending the below tradeshows.
Please stop by our booth and see what's new at SDS!

- IPA Conference (Illinois) – October 17, 2011 – Booth 248 – 249
- Hecc State Conference – November 9 – 11, 2011

What’s New: the Web Settings Area Has a New Look

The Web Settings area has been redesigned so users can find the appropriate settings easier. This area is now setup into targeted areas titled General, Accounts Payable, Purchasing, Finance, Payroll, & Fiscal Year so you can search faster.

Save Changes — **Server Date/Time is 09/30/2011 10:02:20 AM**

System Settings | E-Mail Settings

General		
Analytical Compass Product Key	?	Contact Specialized Data Systems at (800) 323-1605 for information on the 'Analytical Compass` Application
Font size of Main Menu	Default	Font size for Main Menu
Main Color Theme Selection	Navy	Select the color theme you wish to have for your main menu
Messaging Refresh Interval in Minutes	5	This setting is the frequency Messaging will check for messages. Setting this to zero will turn off Messaging automatic refresh.
Number of days Unread Messages will be deleted	90	The frequency unread messages in the Message Center will be deleted. This only effects messages sent via the Messaging Center.
Session Timeout for Finance Web Office	60	Users will be logged off when their session has been inactive for this many minutes
Beta Test Key	?	Contact Specialized Data Systems at (800) 323-1605 if you wish to participate in the Beta Test Program.
Accounts Payable		
WEB Green Accounting Product Key	:	Contact Specialized Data Systems at (800) 323-1605 if you wish to have access to `WEB Green Accounting`
Activate Old Bill Distribution Option	N	Pay Disbursments using previous entry information. Accounts charged, Description, Percent Distribution.
AP Checks Items on Stub	35	The Maximum number of lines/Invoices to be printed on Account Payable Checks. Minimum setting is 10 and Maximum setting is 35.
Duplicate Invoice Warning	A	A= Activate the Duplicate Invoice Warning Message when entering accounts payable items.
Consolidation of PO when paid	Checked=N	Set the default for Purchase Order Encumbrance Consolidation by Account and PO#.
Field Size Vendor Invoice	10	Select an invoice number field length best suited for your reporting needs
Send Invoices with Vendor Direct Deposit	A	Options to send invoices with Vendor Direst Deposit Vouchers. A=Always, N=Never, U=Let the User Decide

Pumpkin Chocolate Chip Cookies

If you like pumpkin pie and chocolate chip cookies, you will love this fusion of two great recipes.

Ingredients

- 1 Cup shortening
- 2 Cup sugar
- 1 Can pumpkin
- 4 cups flour
- 2 Teaspoon baking soda
- 2 Teaspoon baking powder
- 1 Teaspoon salt
- 2 Teaspoon cinnamon
- 2 Teaspoon vanilla
- 1 regular bag chocolate chips

Directions

1. Preheat oven 375 degrees
2. Cream together shortening, sugar, and pumpkin.
3. Add remaining ingredients and mix.
4. Mix in chocolate chips.
5. Drop by teaspoonfuls onto greased baking sheets. Bake at 375 degrees for 12-15 minutes

Cash Account Selections When Making A/P Items Permanent

To figure out which option you should select when making A/P items Permanent, check the setup of your Ledger Interface. Below are instructions on how to check it.

1. Enter Web Financial Office.
2. Select Master File and Code Entry Options.
3. Select Master File Data Entry and Changes.
4. Under the Entry Options Drop Down, select Ledger Interface.
5. The 3 fields that you need to look at are:
   - Account Number AP
   - Account Number Imprest
   - Account Number Payroll Liability Cash

   Note: The cash account on each of these items.

If the Cash Account is the same on all 3 of these fields in the Ledger Interface, then it does not matter which item you select when making your A/P items permanent. The items that are made permanent will post to the one cash account that is being used in the ledger interface.

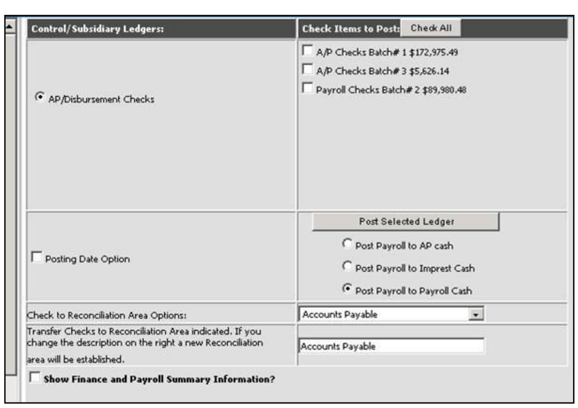
If any one of the Cash Accounts listed is different than the others in the Ledger Interface, then you can decide which cash account the batch(s) you are making permanent should post to by answering the following:

If you want the batch(s) to post to the Cash Account listed in the Ledger Interface in the field: Account Number AP, then select the option of "Post Payroll to AP Cash"

If you want the batch(s) to post to the Cash Account listed in the Ledger Interface in the field: Account Number Imprest, then select the option of "Post Payroll to Imprest Cash"

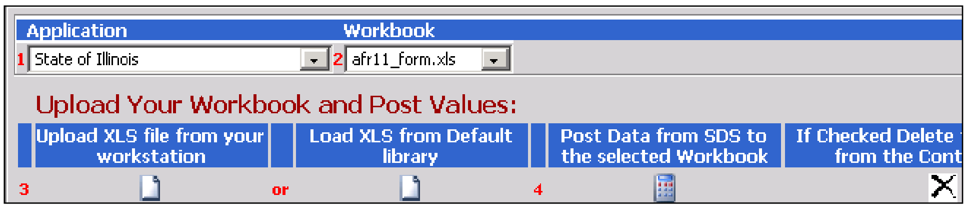
If you want the batch(s) to post to the Cash Account listed in the Ledger Interface in the field: Account Number Payroll Liability Cash, then select the option of "Post Payroll to Payroll Cash"

Even if you are making an A/P Check Batch(s) permanent, the wording will reference posting of a Payroll. Do not let the wording deter you. The only time all 3 of these cash posting options will show on the screen is if you have either/both A/P Batches and PR Liability Check Batches that are available to be made permanent.



Illinois Annual Financial Report Instructions

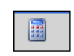
1. The Illinois Annual Financial Report form is included in the updates. If you are hosted by SDS the update is completed for you. If you host your own data, you will need to update your system to get this report. Check the State of Illinois site to see when the form is available.
2. From the menu tree go to: Financial Analysis and Excel Control Center| Excel Control Center Reports.
3. Next to 1, under "Application", select the down arrow next to "Active Workbooks" and choose "State of Illinois".
4. Next to 2, under "Workbook", select the down arrow next to "Your_Workbook_Name.xls" and choose the annual financial report form file name (i.e. AFR??form.xls).
5. The screen should appear like this:

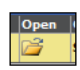


6. Next to 3, under "Load XLS from Default library", select the paper icon  (this will load the file that is housed in your SDS directory into the SDS program). A message will appear. Read and click OK. The workbook will then be listed under "Registered Workbooks available for posting data from SDS"

Registered Workbooks available for posting data from SDS					
Del?	Import	Description	Open	Original_Document	Uploaded
☐	Select	Default Library File		afr11_form.xls	9/29/2011 10:31:29 PM

Note: There could be more than one workbook listed. Choose "select" for the one that you are going to use for report you are working on.

7. Next to 4, under "Post Data from SDS to the selected Workbook", select the calculator icon  to pull last fiscal year end figures into the spreadsheet. A message will appear. Read and then click OK.

8. After the message displays, right mouse click the File Folder  next to the file you had selected and select "Save Target As". Navigate to a location on your local machine and save the document. You may now open the document on your local machine using Microsoft Excel, make additional changes i.e. you district name and address. You may also open the Workbook by double clicking the File Folder. If you open the file and make any changes and wish to save your changes you cannot save them to the Web Server. You can however save the document with your changes to your local workstation.
9. Compare figures to the fiscal year end totals of the Revenue and Expenditure Reports.