SPECIALIZED DATA SYSTEMS

Finance Newsletter
October 2014

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

Happy Columbus Day!

Inside This Issue

Colorado Users: Colorado CDE Data Exchange

It's that Audit Time of Year Again!

It is hard to believe but it is audit season again. School has started and the leaves are starting to fall outside. If you are fortunate enough to live in the beautiful state of Colorado you have another report that needs to be processed.

The file for this report is submitted to the Colorado Department of Education. The information on this file is the school's finance activity for the 2013-2014 fiscal year. This year there were a few changes that were required by the state. Please review the documentation by selecting the link below.

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

MORE for Colorado Users….Human Resource Data Exchange Update

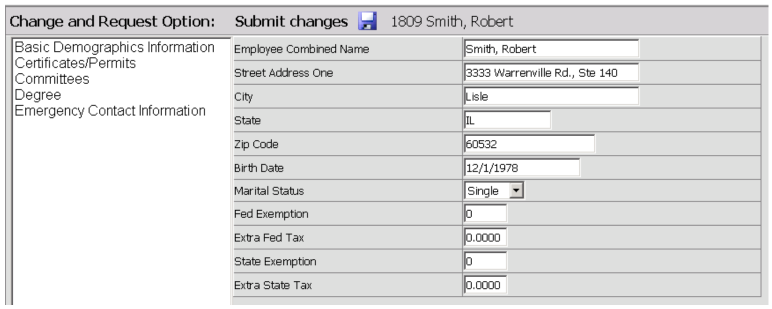
It's that time of year for the Colorado Schools. It is time to get started on entering the needed data for the Staff Profile and Staff Assignment files that are to be sent to the Colorado Department of Education.

New fields as well as some new views have been added to make the process easier to create the two files. Select the link below for some easy reading about the information that is required and how to send the files to the Colorado Department of Education.

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

Customize Employee Views

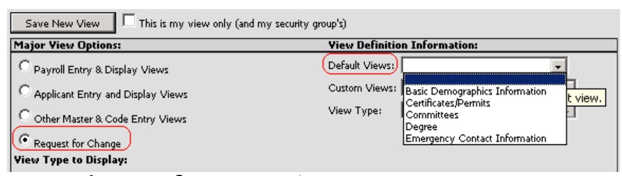
Did you know you can create a new customized view for the Employee Portal? This means you control the fields to which your employees have access. When you initially set up the Employee Portal, there are 5 default views for you to choose from: Basic Demographics Information, Certificates/Permits, Committees, Degree and Emergency Contact Information.



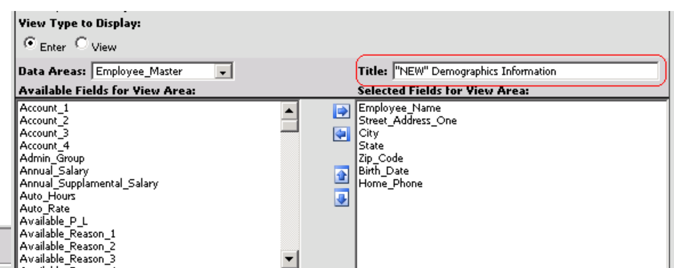
Using the Data View Definition, you can easily customize the view to only include the fields desired.

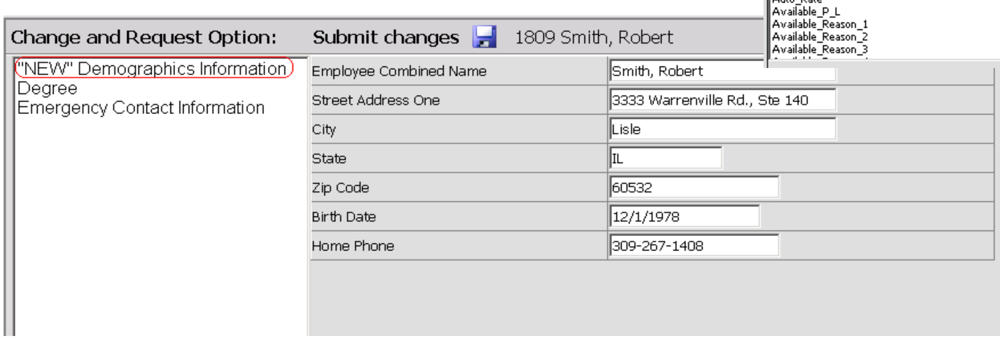
For example: You do not want your employees to request a withholding change, but would like them to be able to change their Home Phone.

From the Menu Tree:



1. Select Administrative Utilities
2. Select Data View Definition
3. Place your bullet in Request for Change
4. Select a Default View to start with (i.e. Basic Demographics Information)
5. Adjust the fields as needed using the blue arrows
6. Change the Title
7. Select Save New View
8. This view will be available for the employees:





For more information about setting up new views or changing your views, click on the following link:
http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=data_view_definition1

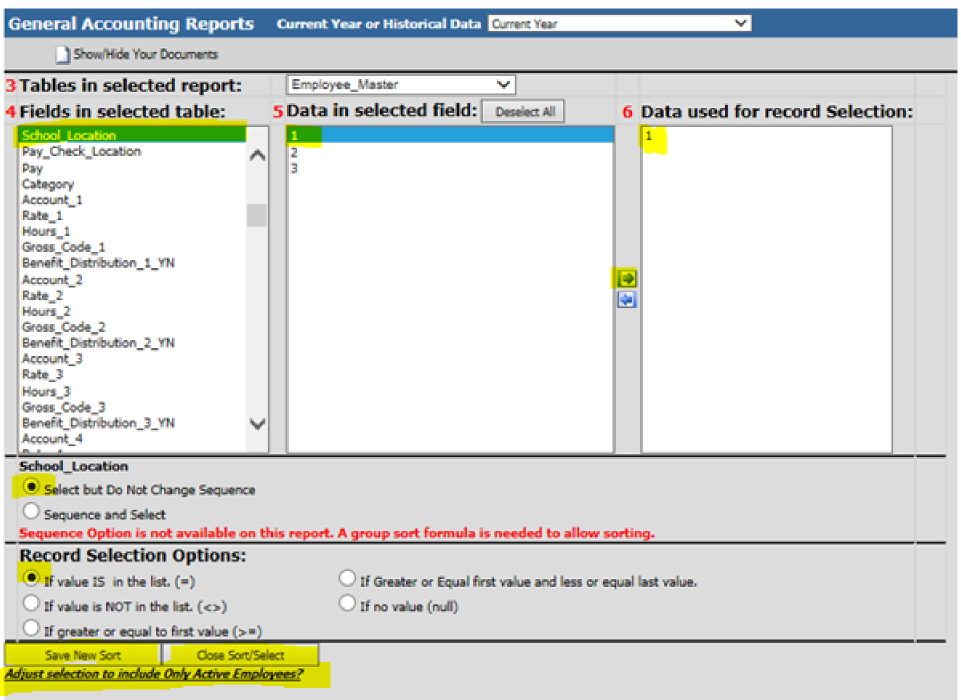
Employee Labels: With or Without Addresses

THAT is the question!

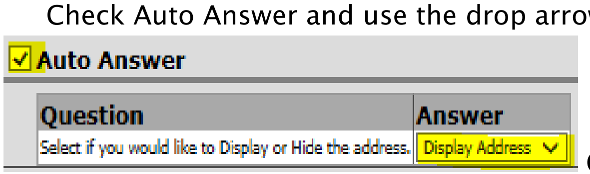
Print employee labels with or without employee addresses for mailing or filing labels. Just need a group of labels? Simply add a sort!

Sample sort for School Location 1

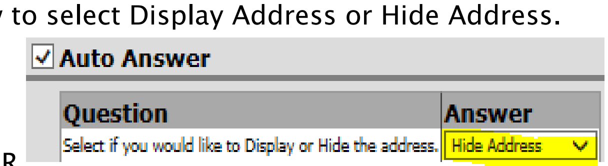
1. Open Reports | General Accounting Reports | Select Payroll and Human Resources, Employee Mailing Labels. Select the Activate Sort Definition Area button, the sort screen will open.
2. On the Sort Screen, select the Field from 3Tables in selected report: Employee Master | 4Fields in selected table: School Location | Select from 5Data in selected field: 1, use the right arrow to move 1 into 6Data used for record Selection.
3. Under School_Location, *Select but Do Not Change Sequence*.
4. Under Record Selection Options: Select *If value IS in the list. (=).*
5. Select the Save New Sort button.
6. To include only Active Employees, select ***Adjust selection to include Only Active Employees?***
7. Select the Close Sort/Select button.

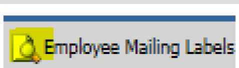


Check Auto Answer and use the drop arrow to select Display Address or Hide Address.



OR



Select Preview 

For more information, follow the link below.

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

How to Make a Pre-Note File for Your Bank

Did you miss the mini session on September 18th? If so, we got you covered.

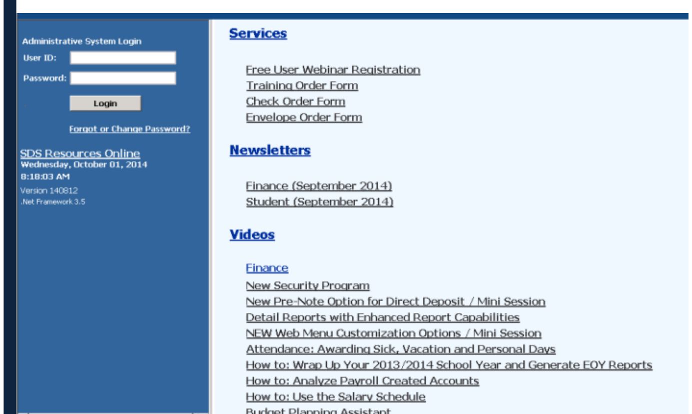
This feature can be convenient in a couple different circumstances:

1. Your District is a new client to SDS, and a pre-note file has been requested by your bank to ensure that your District's account detail as well as employee's bank account detail have been recorded correctly before you go live with it.
2. Your District's existing bank has been sold to another banking institution and the new institution has requested a pre-note file to ensure that your District's detail and employee's account information has been recorded correctly before you go live with it.
3. There could potentially be other instances when your bank might request a pre-note file.

Detailed instructions can be found in the Finance Office Help Console using the following link:
http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=how_to_create_a_pre-note_file_for_your_bank_-_mini_session_-_9_18_14&SearchHighlight=prenote

Support Resources: Are You Aware?

We have put easy access links to a variety of different SDS resources on the login page.



- Xconnect
- Free User Webinar sign up
- Latest Newsletters
- Recorded User Webinars
- And more!

Check it out!

Adding a New Fund or Account Dimension?

When adding a new account, what happens if the dimension needed does not appear in the drop down menu? How do I add a new fund?

If a new account dimension is to be added (for a function, object, source of revenue, etc), be sure to add the new dimension prior to adding the new account in the Budget Master. The instructions for adding a new dimension item that will then appear in the drop down menu, can be found in the link below.

If a new fund is to be entered into the system, the directions in the link below will walk through the steps needed to add the new fund number; however, remember to also add a ledger interface record to complete the setup of the fund.
http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=state_codes_(fund_function_object)&SearchHighlight=statecodes

Free User Session for October

10/23 – Green Accounting Basics

The link to review all Free User Webinars for 2014-2015 and to register for each is:
http://www.schooloffice.com/support/free-user-webinars-2/

Does Your District Use the Pre-Note Direct Deposit Feature?

Here is some information to make it more intuitive

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

Pumpkin Brownies

If you like Pumpkin Pie and Brownies you will love this highly rated fall recipe!

Recipe Courtesy of Allrecipes.com

Ingredients:

¾ C all-purpose flour
½ tsp baking powder
½ tsp salt
¾ C melted butter
½ C semi-sweet chocolate chips
½ C pumpkin puree
½ C chopped walnuts
1 ½ C white sugar
2 tsp vanilla extract
3 eggs
¼ cocoa powder
¾ tsp ground cinnamon
½ tsp ground cloves
½ tsp ground nutmeg

Directions:

1. Preheat oven to 350 degrees F (175 degrees C). Grease an 8x8 inch baking pan. Stir the flour, baking powder, and salt together in a bowl.
2. In another bowl, stir together the melted butter, sugar, and vanilla extract; beat in the eggs one at a time with a spoon. Gradually add the flour mixture, and stir the batter until it's evenly moistened. Divide the batter in half in two separate bowls.
3. Into one bowl of batter, blend the cocoa powder and chocolate chips. In the second bowl of batter, stir in the pumpkin puree, walnuts, cinnamon, cloves, and nutmeg.
4. Spread 1/2 of the chocolate batter into the bottom of the prepared baking pan, and follow with 1/2 of the pumpkin batter. Repeat the layers, ending with a pumpkin layer, and drag a kitchen knife or small spatula gently through the layers in a swirling motion, to create a marbled appearance.
5. Bake in the preheated oven until the brownies begin to pull away from the sides of the pan and inserted toothpick comes out clean, 40 to 45 minutes. Cool in the pan, cut into squares, and serve.