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## Check Out the Next FREE Webinar!

It will start at 9 AM Central Time

10/20/2016– New Employees? Learn how to Setup Security & the Employee Portal Settings

Sign Up at: <http://schooloffice.com/sdsservices/sdsfreeuserwebinars/>

## Reversing Voids for Accounts Payable and Payroll Checks

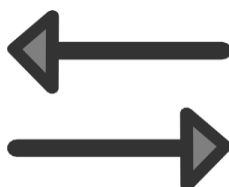
Many of us have run into situations when we have been notified that a vendor or employee has lost their check, or a check has not been received in the mail. After going through the process to void these checks so that they can be re-issued, we received a call that the check has been found and cashed. What do we do now? SDS has a new option that will allow you un-void these checks so you do not have to re-issue them. Please follow the links below to these great new processes:

### How to reverse a voided Payroll check:

[http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=un-void\\_payroll&SearchHighlight=unvoid](http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=un-void_payroll&SearchHighlight=unvoid)

### How to reverse a voided Accounts Payable check:

[http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=un-void\\_accounts\\_payable&SearchHighlight=unvoid](http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=un-void_accounts_payable&SearchHighlight=unvoid)



## Re-issue an Employee's Lost Check without Voiding the First Check!

When an employee loses a check, simply use the re-issue option. Your original check number will be set to zero in the payroll check reconciliation and check register area. The check will be marked as a void. A new entry is automatically made in the payroll check reconciliation and check register area with the new check number. This option is located in Payroll Processing, Payroll Checks. See the link below for more information.

Check Options:																																																		
Check Date:	<div style="text-align: center;"> <span>≤</span> <b>August 2016</b> <span>≥</span> </div> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10
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<input type="button" value="Verify Check Numbers"/>																																																		

For more information on this streamlined process, please see the link below;

[http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=payroll\\_check\\_re-issue](http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=payroll_check_re-issue)



### Question and Answer Feature



A great feature that you can utilize to communicate more effectively with employees

The Question and Answer feature in the system can be just that communication link you have been looking for to find out information from the staff or to have them acknowledge, for example, that their deductions for payroll have been setup correctly for the new payroll year. The Question and answer feature in the system can make checking information with the staff so much more efficient. Please select the link below to learn how to use this feature. Find out simple things such as if the address you have for them is correct or have them acknowledge that the contract amount entered in the system is correct.


[http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=report\\_question\\_and\\_answer\\_setup](http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=report_question_and_answer_setup)

## Auditor Journal Entries

You have lived through your audit for another year – Yippee! Now the auditor has sent you some journal entries to make in the prior year. How do you put them into SDS?

### On the menu tree go to:

1. Select General Ledger Processing
2. Select Ledger Transaction Entry
3. Select the Fund for the entry and the Journal Source for the Entry.
4. Under “New Entries will be recorded for” select the Month dropdown and select “Activate All” \*Then choose the month you want to process a journal entry for. After selecting the prior month, the first drop down will automatically change to “Prior Month”



Fund/Organization	Entry Type:
10   Education Fund	AJ Adjusting Journal
<b>New Entries will be recorded for</b>	
Prior Month	June, 2016 (P)

5. Select “New Transaction”

Fund/Organization	Entry Type:	Transactions:
10   Education Fund	AJ Adjusting Journal	Select a Transaction to Display
<b>New Entries will be recorded for</b>		<b>Start a New Transaction</b>
Prior Month	June, 2016 (P)	New Transaction

6. Transaction date: Confirm that the transaction date correct, manually change this date to reflect your transaction
7. Enter the journal entry line item(s)
8. Save the entry
9. Make the entry permanent through General Ledger Processing and Entry Options| Make New Transactions Permanent

\*If you do not have this option you will need to contact your district’s system administrator to give you access.

### Documentation link:

[http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=prior\\_year\\_journal\\_entries](http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=prior_year_journal_entries)

## Time to Get Organized: Remote Web Site Access Can Help!

There are never enough hours in a day, but the SDS Web Financial Office Program can help you keep your data organized. The first main option on your menu is “Remote Web Site Access”. Store all of your “most used” websites within this menu option. When you need to access one of these websites, simply select the Remote Web Access menu option and select your website. You don’t have to find the website in a stack of post-it notes or even exit the program! Let the Web Financial Office Program do one more task for you to make your day easier!

To find out more details on adding and utilizing the “Remote Web Site Access” option, click on the link below:

[http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=add\\_remote\\_web\\_access\\_url&SearchHighlight=website](http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=add_remote_web_access_url&SearchHighlight=website)

## Apple Butter Bars

### Ingredients:

½ cup butter	½ tsp baking soda
1½ cups all-purpose flour	½ tsp apple pie spice
½ cup packed brown sugar	1 cup raisins
¼ cup white sugar	1 cup confectioners' sugar
1 egg	¼ tsp vanilla extract
¾ cup apple butter	1 cup milk



### Directions:

1. Preheat oven to 350 degrees F (175 degrees C). Grease a 13 x 9 x 2 inch baking pan.
2. Beat butter or margarine until creamy. Add half of the flour, the brown sugar, white sugar, egg, apple butter, baking soda and the apple pie spice. Beat together until well blended. Beat in remaining flour and stir in raisins. Spread in prepared baking pan.
3. Bake for 20–25 minutes or till toothpick in center comes out clean. Cool in pan on wire rack. Drizzle with icing. Cut into bars.
4. **To Make Icing:** Mix 1 cup confectioners' sugar, 1/4 teaspoon vanilla and 1 – 2 tablespoons milk. Mix to drizzling consistency.

*Courtesy of AllRecipes.com*

## How to Increase Other Master Values for Employees

Are you updating the employee demographics for your returning staff and need to add a year to a field like “Years in District”? You can do this easily through the Human Resources Control Center

### Human Resource Control Center

**Processing Options**

- Data selection definition
- Award Attendance Days
- Increase Other Master Values**
- Employee YTD Adjustments
- Employee Distribution Adjustment
- Deductions & Benefit
- Affordable Care Act
- Import Employee information

Select Field to Adjust:	Value to Award	Display All
Years_in_Dist	1	↓
Years_in_State		
Years_Education_In_State	+	
Years_Education_Out_State		
Years_in_Education		
Sal_Step	EAHA G.	12
Partial_Days	Y L.	20
Days_Paid	M.	5
Number_Days_Employed	NITY J.	9
Credit_Weeks	ELLY J.	7
Credit_Weeks_hid	J.	3
Months_Employed		
Years_on_Leave		
1033	BAUER, HUNTER S.	1
1039	BAUM, MADISON P.	15
00176	BAXTER, SIERRA N.	21

Follow the below link to complete this process:

[http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=how\\_to\\_increase\\_other\\_master\\_values\\_for\\_every\\_employee](http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=how_to_increase_other_master_values_for_every_employee)