



ISSUE
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Newsletter

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EduReports 09.02

EduReports 09.02 is scheduled for deployment in the August/September timeframe. The new version includes several enhancements to the Reports, including the ability to use future dates in the dropdowns as soon as future data is present, correct display of data, more date availability in the dropdowns as well as more information coming into the much-used Download Excel spreadsheet feature. For System Administrators, some enhancement features will be added to the synchronization process.

Additional highlights include: Board Report enhancements that will report adjustments to the Beginning Balances on separate line(s), rather than lumping adjustments into one Beginning Balance figure. A third field has been added to the Board Report 'Summarize By' selection criteria, and two more components – School and Management – have been added to the dropdowns. Corrections to the Budget Financial Report include column heading captions and the reporting of the Period Transactions column when ordered From 7/01/xx. Downloads to Excel will include the Descriptions (Field Definition Names) of each 'Summarized By' selection.

The Synchronization Process has been enhanced to prevent sync failures due to Out of Balance issues. A much-anticipated feature will be the addition of automated email notification of sync status (an 'Always Notify' and a 'Notify on Fail Only' distribution list capability).

EPICS Deployment Update

We are pleased to announce the deployment of the EPICS (Employees Position Information Collaborative System) program. The first districts to pilot the system for BEST NET and the statewide JPA CECC (The California Educational Computer Consortium) were the Alta Loma School District, The Ontario-Montclair School District and the Yucaipa Calimesa Joint Unified School District.

These districts began using the system on March 25th and provided an invaluable service by thoroughly testing the application on behalf of all districts in the county and state-wide.

Nineteen other BEST NET districts implemented the system in early May, after a one-day overview session. EPICS provided such an easy transition from the old personnel system (PC2000), that a lengthy and complex conversion and implementation process was not necessary.

The EPICS application uses web-based technology and runs off of Internet Explorer (IE) 6.0 or greater. The system performance is greatly enhanced and provides many new features including quick data entry. Some of the new features of EPICS are:

- 1) The consolidated Employee Maintenance Page (ten programs combined into one data entry page)
- 2) Process Driven Data Entry
- 3) Advanced Search Options
- 4) Export Capabilities
- 5) U.S. Postal Validation
- 6) SSN Validation
- 7) Notice of Assignment (Contract) Forms
- 8) NCLB Maintenance Sections
- 9) CALPADS Reporting requirements related to Ethnicity & Race

this issue

EPICS Deployment Update P.1

Payroll Encumbering P.1

EduReports 09.02 P.1

FY Close/Start-Up P.2

Upcoming Events P.2

Q&A Tip P.2

The application is receiving rave reviews by the end users. On any given day, there are estimates of up to 100 users accessing the system. Comments received include that the users appreciate:

- 1) Having all of the employee's maintenance work contained on one page,
- 2) Collecting and reporting of NCLB data from within the application,
- 3) Ease of moving a person from one position to another on the Position Transfer Screen,
- 4) The increased speed of being able to get their job done more quickly on any given day.

Staff will be working with several CECC counties over the next year to deploy EPICS statewide.

The new features yet to be deployed with the EPICS project is the new Personnel Action Form (PAF) process, a Leave of Absence Process, the Salary Schedule module as well as a Flex Calendar module. If all goes as planned, these modules are all slated to be deployed in the late Fall/early Winter timeframe.

Automatic Payroll Encumbering

An upgrade to this process will be forthcoming that will make this option more appealing for districts that do not pay position-based payrolls in June but rather pay August to May. Currently the automated process encumbers per the number of months remaining in the fiscal year. When deployed the program enhancement will use the earning frequency codes from the Employee's earning lines to evaluate and determine whether or not to include June in the encumbrance calculation. Please notify your CECC representative if you are interested in implementing automatic payroll encumbering.



UPCOMING EVENTS

Meetings and Trainings for August, September and October

General Ledger Design Committee
Meeting – TBD

County Office Support Meeting –
TBD

EduReports Overview – 10/13/09

EduReports Account Access –
10/13/09

Financial 2000 Purchasing/Stores
User's Group – 10/15/09

Roundtable – Using BDV for Interim
Reporting – 10/27/09

EPICS Deployment – TBD

W2 Year End Meeting – 11/04/09

Small District Discussion - TBD

FY Close/Start-Up

The following programs are available to help districts close their books –the Cash Roll Program, the Closing Entry Program and the Asset Liability Roll Program. The County oversight departments perform the Cash Roll and the Asset/Liability Roll. Districts perform Closing Entries when they are completely finished with the year and have submitted their Unaudited Actuals.

The Cash Roll (FCCARO) is optional and is normally performed first. If a county chooses to do the cash roll, it should be performed once the June 30 cash balances have been reconciled for all funds with the Auditor/Treasurer books. This is done on a district by district basis, and the cash balances by resource (SACS districts) for all funds are rolled; individual funds may not be selected. Once the roll is done, the cash figures are locked in for the districts, even if the budget status is still at tentative. The Cash Roll is

available to both SACS and Non-SACS districts. The purpose of rolling the ending cash balance from the June 30th to July 1st beginning balance(s) as soon as possible is to provide the true cash beginning balance to allow the system edits to be in place and not allow overdrawing of cash.

The Closing Entries process (FCGCUP) is typically run next. This is run when a district is completely done with accruals and their Unaudited Actuals have been submitted to their reviewing agency.

Closing Entries are only available to SACS districts. Districts must be at an Approved Status in the closing year in order to process the closing entries. All the transaction flags must be closed and all edits must pass; any edits on the error page must be resolved before Closing Entries can be generated in the Update mode. Closing Entries are

posted as Journal Entries only in the year being closed; all budget and activity control accounts are closed to objects 979 (Net Gain or Loss - Control 9798 (Fund Balance – Control) and 9790 (Undesignated Fund Balance). The purpose of performing Closing Entries is to close out the General Ledger Control accounts into The Fund Balance, so that the General Ledger Ending Fund Balances by resource will match the SACS submission documents.

The Asset/Liability Roll (FCALRO) is the very last roll performed and can be done late in the year. The Asset/Liability Roll is only available to SACS districts. Districts must be at Approved budget status and transaction flags closed in the closing year. Minimally districts must be at Tentative status in the roll-to year, but Adopted is recommended. All edits must pass; any edits on the error page must be resolved before rolling.

Note: Closing Entries and the Asset Liability roll are not dependent upon each other, but the edits are the same for each.

This Issue's Q&A Tip

Q: Is there anything we need to do to prepare for the Tier III changes for the new Fiscal Year?

A: TIER III resource changes affect SACS districts only. Those that have accounts with invalid resources linked in FY10 will need to validate that there are no purchase orders linked to these invalid accounts; if found, they must be corrected. In addition, all invalid accounts in the new year must be closed using the Account Link program (FCACLI) to prevent them from being used. Remember that the mass Account Link Upload program is available! This upload can be used to change the status on an account from 'Open

to 'Closed as well as to link new accounts. There may be several rounds of closing accounts. An initial closing should be done towards the beginning of the year to close all that may have been linked with an early roll to GL containing old accounts. Then possibly again after the 1st and/or 2nd interim reports - by this time any accruals that may have fallen out (account gets linked) to these accounts would have cleared. Fin2000 security: EduReports and Budget Development site user account access may have to be revised if granted by Resource. Purchasing work flow if established by RS will need to be modified.

Helpful documentation and Monarch models may be available from your county administrators, as they were issued in an Advisory to CECC members this April.

[Link to Calendar](#)

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 Information Technology