Newsletter

Year End Close for 2015 and the New Year 2016 is Coming Up Fast

It's that time of year to be thinking about W2 processing. The W2 meeting was held on November 4, 2015 providing districts with new rates and how to prepare W2's in Payroll.NET. All W2 Add-on's as well as the W2 Prelist will be completed in .NET. The W2 Add-on page will be disabled deadline date determined by each County Office. Contact your County Office to verify deadlines for processing W2's.

A couple of final reminders: be sure to order W2-C's and make sure any employee on the W2 Prelist with ERRORS is cleaned up, otherwise, they will "not" receive a W2 and districts will have to produce a manual W2.

ALL COUNTIES ARE LIVE ON PAYROLL.NET

After a very aggressive implementation schedule, all San Bernardino districts went live on Payroll.Net on May 12, 2015, followed by Inyo and Mono Counties in June, Humboldt County Office in September, and finishing up with San Mateo County Office in October.

Payroll.Net has the same look and feel as other Financial 2000 applications and brings us one step closer to moving off of the HP 3000. Careful planning and consideration was key in the transition to the new system.

As of the time of this writing, the total number of employees paid on the new system: 87,781

• SB County had processed payroll for 65,480 employees;
• Inyo County had processed payroll for 1,010 employees;
• Mono County had processed payroll for 551 employees;
• Humboldt County had processed payroll for 4,797 employees; and
• San Mateo County had processed their first payroll in October for 15,943 employees.

It is through the concerted effort of Technology JPA staff, and CECC County Office support that the implementation and progression of Payroll.Net has been a success!
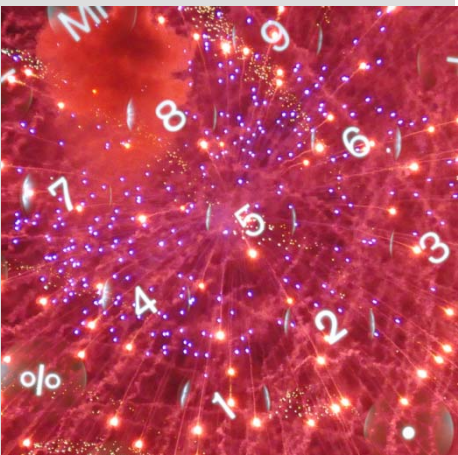
NEW ACCOUNTS PAYABLE APPLICATION COMING SOON!

Exciting news for Accounts Payable users as development continues on the new Accounts Payable Windows Presentation Foundation (WPF) application! Deployment to all districts in San Bernardino will occur after fiscal year-end closing in late summer 2016. Implementation for the remaining counties will occur after this timeframe. A full user demonstration was provided at the November 12, 2015 General Ledger – Accounts Payable User Group meeting.

Although the WPF architecture realizes enhanced performance and functionality, as well as improved visual display, its greatest transformation is in its ability to pay a single invoice from multiple accounts within a single document, making the program invoice based. In addition, Electronic Fund Transfer (EFT) will be available for vendors as well as the ability to attach supporting documents to the transaction.

The new application provides payment encumbering capability for Purchase Orders (manual), Pay Vouchers and Travel Claims. In Payment Encumbering, data fields are available for: Initial Encumbrance, Liquidation to Date, Paid to Date and Encumbrance remaining by account line for multiple account lines.

Additional Accounts Payable modules include:
- Purchase Order (PO) Payments – payment or Credit Memo against a PO created by the Purchasing 2000 application;
- Direct Payment with two options: 1) payment against established Payment Encumbering documents for Pay Vouchers and Travel Claims. 2) direct payment of Pay Vouchers, Travel Claims and Miscellaneous Vendor;
- Credit Memos – apply a credit memo to a vendor;
- Vendor Inquiry – vendor search capability;
- APY Transmittal Manager.

Within payment documents, enhanced capabilities include:
- Liquidate Remaining Encumbrance and Close PO;
- Payment History – an overview of payments;
- Attachments – the ability to attach supporting documentation to the payment document;
- Error section – quick reference of document and line errors;
- Notes section available for system generated as well as manually entered notations;
- Replicate Feature - the ability to replicate a selected document.
- Advanced Section:
    - Find – find the value of any account line section;
    - Find Next – find the next occurrence of the account section value selected;
    - Fill – Auto fill account field values.
- Improved Validation Edits;
- Related Document feature;
- Check Balance feature.

Additional APY features include:

- Workflow Tab – details of the workflow path for the selected document;
- History Tab – documents additions and changes made to the document and indicates the modified by login;
- Search and Advanced Search feature capabilities for ease of document location;
- Vendor search located within the Add/Edit screens;
- Enhanced Transmittal (Batching) process;
- APY Approvals – allows for cohesive Transmittal Approvals.

The highly anticipated Accounts Payable application touts many new features and enhancements in an effort to promote efficiency, accuracy and reportability. Stay tuned for further updates!

AB1522 PROJECT

Districts are challenged to meet several new Federal Government guidelines costing them time and money. Assembly Bill 1522- Healthy Workplaces, Healthy Families Act of 2014 (AB1522) requires employers to track work hours for part-time employees who previously did not accrue sick leave. This can be incredibly time consuming as well as a seemingly impossible task especially for larger districts. We have developed a Monarch project for AB1522 combining Payroll Earning reports and EPICS data. This project is designed to give staff the tools they need to track the hours paid for part-time employees. The project is fully customizable and includes multiple calculated fields, filters, sorts and summaries to allow districts to view their payroll data in multiple ways to assist in their analysis.

If you are interested in this project contact your county office.
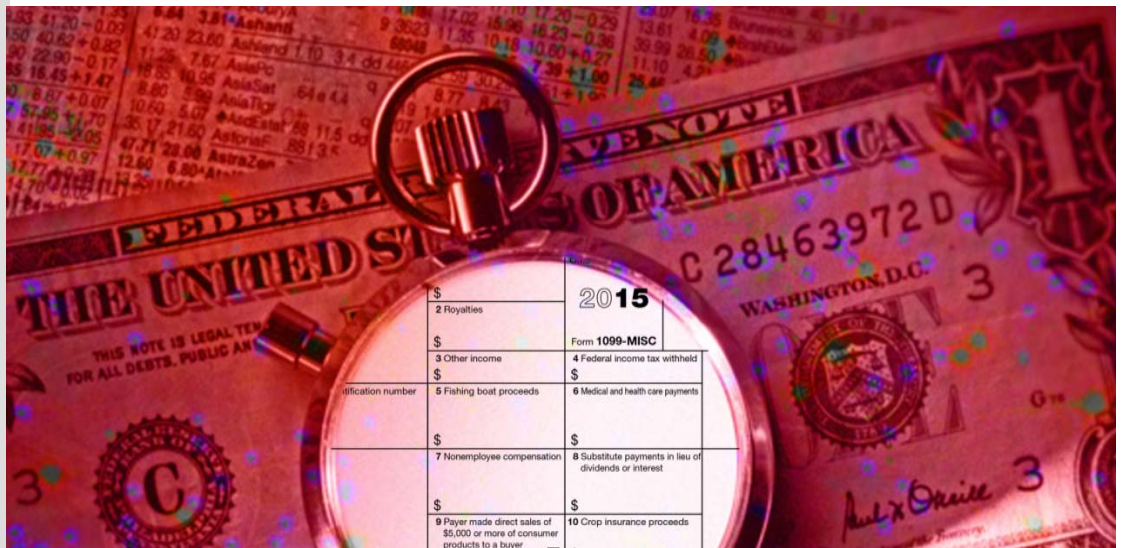
EDUREPORTS 3.0 UPCOMING ADDITIONS

New reports and features are on their way to EduReports 3.0! There are four new reports: Chart of Accounts, Budget Monthly Revision, the SACS Extract – Interim and SACS Extract – Unaudited Actuals; plus a handful of valuable improvements.

The EduReports 3.0 Chart of Accounts Report is much improved from the 2.0 version. This report allows access to all account sections in one initiator screen and includes the Page Break by Account Section feature. This report can also be downloaded and printed in .csv .xls or .pdf formats.

The Budget Monthly Revision Report is a brand new report designed from a user request. The format is similar to the Financial Statement Report and includes the following data columns: Adopted Budget, Prior Period Budget, Current Revisions and Revised Budget. The purpose of this report is to give users the ability to compile any changes in budget by the selected account sorts for any given month. Districts may find this report useful for reporting budget revisions to the governing board.

The SACS Extract – Interim and SACS Extract – Unaudited Actuals initiator screens offer similar report parameters to that of the HP 3000 SACS Extract Reports, but will initiate the extract in one step. That's right, a one step process! Once the user selects [Go], the report goes straight to 'Save as' a .csv file to the user's computer.

There are several upgrades coming down the pike… all existing reports will be retrofitted to include the Page Break (by sort option) feature. Sort options of Major Range, 1-digit & 2-digit; have been added to the Financial Transaction Report and the Payroll Transaction Report. In addition, the Pay Cycle and Warrant Date have also been incorporated into the Payroll Transaction Report. The option to exclude or include certain columns has been built in to the Financial Transaction Report and General Ledger Report. County users will have the option to select multiple districts or all districts in the future.

A significant enhancement will be the addition of an Excel .xls option that combines features of the existing .xls and .csv formats. This new option will contain the proper formatting of account sections and amounts without the header and total lines found in the existing .xls format. This semi-formatted option will spare users from having to format the .csv option when using the data for calculating projections.

Most of, if not all, of these improvements have been inspired by user participation and response. Got an idea for EduReports 3.0? Send us your feedback at ms_helpdesk@sbcss.k12.ca.us or your county office.
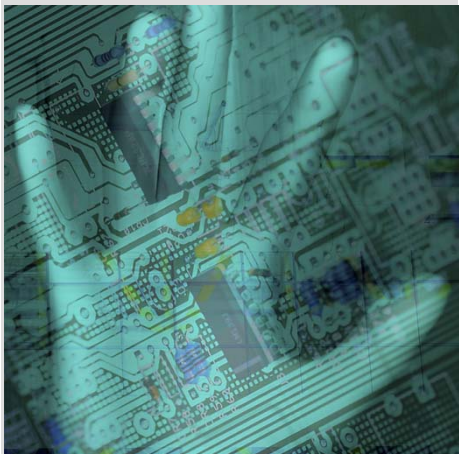
ELIMINATE DAYS OF MANUAL DATA ENTRY WITH PAYROLL IMPORT

Did you know that you can replace your timesheets by importing your hourly/daily earnings into the current Payroll system using the Payroll Import program? Using data from your districts' substitute calling system and the EPICS HR and Payroll Systems, an import file can be created containing all the data related to work performed each day within the pay period. We have worked with substitute calling system vendors such as eSchool Solutions (SmartFind), and Frontline Technologies (AESOP) to export the information necessary to import into the Payroll Import application. A custom project can be created for each district producing a working file that is ready to load into Payroll Import. It is also possible to import non-substitute based earnings like extra hours worked, vacation payoffs, out of class pay, stipends and other types of earnings for regular positioned employees from an excel spreadsheet.

During each step in the import process, users have the ability to review the information as well as check for any errors. The application will automatically populate the appropriate columns necessary for entry into the Payroll System. The file can be loaded into any Pay Calendar Cycle Type that is still open. Once the load process has been completed and the records have transferred to the Payroll System, reports can be run to validate the data and the information can be displayed in the Payroll Earnings screen. If necessary the file can be unloaded any time before the Pay Calendar Cycle Type has been locked. Once loaded the pay lines appear in the Payroll System similar to all other earning lines. Imported lines are easily identified and can be unloaded if necessary.

There are many advantages in using the Payroll Import Application, for example, elimination of time cards, saving data entry time, and increased accuracy (no more hand entering data). The system is easy to use and errors are corrected before the file is loaded into the Payroll System.

The following districts are currently using the Payroll Import application: Etiwanda School District, Snowline Joint Unified School District, San Bernardino City Unified School District and San Bernardino County Superintendent of Schools. As previously stated by a payroll supervisor, it took a minimum of 15 hours, including daily interruptions, for the data entry and another 3 hours to verify the entries; now the process takes less than an hour to upload and verify the data.

If your district is interested in using the Payroll Import Application please contact the ms_helpdesk@sbcss.k12.ca.us or your county office.

NEW ARCHITECTURE FOR FINANCIAL 2000 PURCHASING

In preparation for the new Accounts Payable application, Purchasing 2000 has been moved to the Windows Presentation Foundation (WPF) Architecture. This architecture allows for several enhancements while keeping the business logic of Purchasing 2000 intact.

The updated purchasing application will have the look and feel consistent with the new GL applications that have been developed. Most of the features and functionality of the existing purchasing application will be carried over to the updated purchasing application. Along with these modifications, purchasing's interface will be expanded to include accounts payable along with the existing interface with receiving, stores warehouse, vendors and fixed assets.

As progress continues with the development of the purchasing application, there will be improvements to the existing features and functionality. Here are just a few highlights:
• District configurable options will include whether or not vendor information is required before requisition can be sent for approval; a hard or soft error for insufficient funds is provided on the requisition and purchase order independent from accounts payable; and requisitions will be pre-encumbered upon release, after certain approvers or after the final approval;
• The Workflow tree will incorporate all workflows, there will be no more separate buttons for requisitions, purchase orders, change orders or receiving;
• Canned reports can be run from the menu bar; the screen displays the last time the report was run and is saved until deleted;
• There is additional search criteria for; requisition type, description and annual requisition;
• Expand all option to display all errors associated with each requisition from the search results grid;
• Search results grid includes 5 additional fields; assigned to, vendor number, total amount, goods/services and contract;
• Search results columns can be resorted and moved. First two key columns will remain fixed, key identifiers;
• Next error button will highlight the next requisition that qualifies with an error;
• Lock symbol displays security information of logon user;
• Excel symbol loads search grid results into excel;
• Find next feature-enter key word, date or value and the next requisition that contains or qualifies will be highlighted from the search results;
• Requisition description contains radio button to display all description at a view and will include spell check;
• No more tabs for different parts of the document. Users will be able to scroll up and down or expand/collapse different panels of their document;
• Preview workflow (view approval path) from item/accounting panel;
• Workflow tab displays approval path; workflow tab with detail checked displays approval trail;
• Requisition number assigned upon save or when sent for approval;
• Emergency PO's can now be voided;
• Additional search criteria available within purchase order workflow search; PO type, entered by(requisition) and Buyer;
• Purchase Order search results grid includes 3 new fields; Purchase Order type, vendor number and buyer.

Due to the new architecture and the technical differences between legacy engineering and WPF, the following features that are available within the current system cannot technically be functional in the new system:

To ensure stability
• Manual numbering for requisitions and/or purchase orders are no longer allowed. All documents are auto-numbered for the purposes of accountability for all requisition and purchase order numbers;
• PO date modification, future date no longer allowed to ensure document date reflects the same date within EDU reports;
• Change account no longer available, change account can be done through a change order.

To comply with Standards
• Summary approval screen is now the edit screen of the requisition. All documents once saved will now go to EDIT mode and this concept was incorporated in the summary approval process allowing the ability to group approve/edit requisitions;
• Cannot delete requisitions and reuse the number for audit trail purposes; only void is allowed;
• PO creation folder now separated out to identify vendor and vendor for stores PO creation;
• Purchasing set-ups have been moved under Configurations.Net, Purchasing tab;
• Incomplete or documents with errors, documents can be saved and are part of the search results;
• Action buttons are displayed on the screen in conjunction with the pop-up menu;
• Purchase Order printout slightly different due to reporting services which is used for graphic complex reports;
• After adding and saving the document, the document goes to Edit mode;
• After sending the requisition for approval, the requisition displays in read only mode instead of refreshing and going back to the workflow tree.

As the system transforms, we will continue to strive to maintain flexibility and workflow while evaluating existing features to improve functionality and ease of performance.

Year End Calendar Tasks for 1099s & Independent Contractors

As a reminder, the 1099 Prelist (APST99) and the 1099 Miscellaneous Entry Program (APYT99) need to be enabled before entries can be made within the 2015 calendar year. The 1099 Maintenance screen should be open and available for flagging and unflagging individual payments by warrant for the 2015 reporting year.

Year End Tasks that should be completed and processed are included in the list below. Please contact your County office for the specific dates, times or deadlines for each task.

• 1099 Programs enabled:
   • APYT99= 1099 Misc Entry Program
   • APST99 = 1099 Prelist
• Independent Contractor Flag is reset in INC (Automated)
• Last day districts can access the 1099 Programs
• District 1099 Extract Parameters due.
• 1099 On-line Programs to be disabled
• Final 1099 Extract; 1099 postlists will go to the Districts PQ after the Extract is complete.
• 1099 Warrant Maintenance Program/Enable – AAUPDT
• 1099 Forms due to Vendors and Postmarked by 01/31/2016

CALPADS DATA UNIFICATION AND COLLECTION SYSTEM

CDUCS is a Financial 2000 application which facilitates the gathering of necessary data for the California Longitudinal Pupil Achievement Data System (CALPADS) state reporting. With CALPADS reporting requirements, including data related to No Child Left Behind (NCLB) legislation, the data elements must be gathered from various sources. These sources include employee data using EPICS information and district student system data such as Aeries or AESOP. CDUCS provides a solution for joining any student system with EPICS for the purpose of creating CALPADS Staff submission files; thus eliminating the need for redundant data entry of staff data into the student system.

This system's primary functions include:
   • Import of staff data from district student systems;
   • A staff ID crosswalk between the district student system's employee identifier (which will be referred to as the Local Employee Identifier), and EPICS Employee Identification Number (EIN). For districts which might use the same identifier for both, this function will not be necessary;
   • NCLB qualification status by employee assignment;
   • Maintenance of NCLB qualifications by employee and NCLB core area;
   • Re-export of employee data, including employee NCLB qualification data and HR data from EPICS, for import to the district student system for district CALPADS reporting;
   • Export of classified employee data for the County District Information Form (CDIF) and School Information Form (SIF) for purposes of submitting through the California Basic Education Data System (CBEDS) Online Reporting Application (ORA).

Please contact the CDUCS Helpdesk at CDUCS_Helpdesk@sbcss.k12.ca.us or your county office for additional information regarding CDUCS.

FINANCIAL 2000.NET VENDORS APPLICATION

The Financial 2000 Vendors Maintenance application has been re-written and is now Vendors within the Financial 2000.Net applications. Vendors is the first application implemented in the Windows Presentation Foundation (WPF) environment. The new Vendors application will have the look and feel consistent with the new GL applications that have been developed. Most of the features and functionality from Vendors 2000 will be carried over to Vendors.

Piloting of the Vendors application began on September 22, with San Bernardino County Superintendent of Schools, Redlands USD and Etiwanda SD volunteering to lead the way. After piloting for a short time, the rest of the districts in San Bernardino County were converted to the new Vendors application on October 5th. The Vendors application was well received by the districts and required minimal down time during the conversion. Inyo County Office of Education was converted on October 30th and Mono County Office of Education was converted on November 6th. Humboldt and San Mateo County Offices are scheduled for early next year.

The Vendors application provides the ability to report activity with Independent Contractors to the Employment Development Department (EDD) for SB542 Reporting. Additional security group access is also available for Vendors.

Application Features Include:

- Up to 99 details or addresses can be entered for a vendor;
- Vendor type field expanded to accommodate multiple vendor types grouped together;
- Employee flag available to identify vendors that are district employees;
- Disable flag available to stop vendor from being available in other applications;
- Delete flag available to stop transaction processing for vendor that has not been completed yet;
- Ability to hyper-link to a vendor's web site;
- Vendor contact information can be printed on purchase orders;
- A vendor's e-mail address can be printed on purchase orders;
- Ability to flag vendors as a 1099 vendor and the detail address for reporting as well as the 2nd notification flag;
- Independent Contractor flag used for Independent Contractor extraction and reporting;
- EDD Report Date displayed for vendor if applicable;
- Date Last Paid and Date Last Changed displayed if applicable;
- Entry of additional tax rates for vendor for use within the Accounts Payable programs;
- EFT and License information can be entered to be used in the new Accounts Payable System to be released September 2016;
- Contract information can be entered for Independent Contractor reporting or for other informational purposes;
- Vendor History tab identifies changes made to the vendor by date, time and logon;
- Vendor history payments inquiry can be viewed by date range for vendor#, vendor name, warrant#, document# or by APY type;
- Miscellaneous vendor payments can be viewed;
- Additional security access groups available to limit access for Add, Edit, Inquiry and Payment Inquiry.

AFFORDABLE CARE ACT 1094/1095-C

The Affordable Care Act Compliance 1094/1095-C project was created to assist districts with tracking Employer Provided Health Insurance Offer and Coverage information and assist with filling out IRS forms 1094-C and 1095-C.

The Technology JPA designed an Access Database allowing districts to enter employer information for the 1094-C and import basic employee information using EPICS data and running a report in Reports 2000. Districts may also import dependent data or enter directly into the table for self-insured covered individuals. The database gives the district the ability to change and customize information per employee.

Part I of the IRS form 1095-C includes basic information about the Employee and the Employer. Form 1095-C, Part II, includes information about the coverage, the district offered to the employee. If the employee purchased health insurance coverage through the Health Insurance Marketplace and wish to claim the premium tax credit, this information will assist the employee in determining whether they are eligible. Part III provides information regarding who was covered and during which months for those family members that had qualifying health coverage (referred to as "minimum essential coverage") for some or all months during the year.

Exports from this database will then be converted to an XML format allowing Applicable Large Employer Members (ALE Members) to submit the forms electronically. Districts also have the option of using Documedia to print and mail Employee forms 1095-C to each district employee whose health coverage is reported to the IRS.

Districts interested in the project or Documedia for 1095-C reporting should contact Technology JPA at (909) 386-9600 or email ms_helpdesk@sbcss.k12.ca.us or your county office.