

## FIXED ASSETS.NET COMING SOON!

What does this mean? Fixed Assets is getting a makeover and that means that it will have the same look and feel as all other applications within the Financial 2000 Suite, such as EPICS, Budget Development and Payroll. This new version will contain time saving enhancements that will allow users to work more efficiently. Some of the enhancements include a Detailed Capital Asset Report which eliminates the need for balancing against several canned reports, paging functionality that allows users to browse for assets, the ability to search and select vendors directly from the Vendor's application, and more.

This version is currently in the testing phase. Be on the lookout for the exciting release announcement via a Software Advisory and release notes!



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## BUDGET COMPARATIVE REPORTS - WHAT'S IN IT FOR YOU?

Need to generate a report that compares multi-year projections? Want to generate a report comparing the Beginning and Ending balance for your projected budget models? Read on!

The budget Comparative Report is a useful tool that allows you to generate reports to review Budget Models, Estimated Actuals Models, and/or General Ledger Actuals. Recent enhancements have been made which provide the ability to generate a report with Beginning and Ending Balances as well as the ability to group or summarize by Major Range. The Comparative Report initiator provides flexibility to easily identify how report data is formatted by selecting desired Group By fields and amounts that should be reported.

### **Compare Data for Multiple Models:**

To generate a report to compare multiple models, select the desired model count on the 'Number of Models' dropdown on the initiator. Users may select to compare up to 10 models. Multiple model selection sections will be added based on the value selected. Select 'Actuals from GL', 'Budget', or 'Estimated Actuals' on the 'View' dropdown.

### **Summary or Account Format:**

What is the difference between an Account Format or Summary Report?

An Account Format report allows a report to be generated with all account sections. Reports can be generated with 22 or 26-digit account numbers. Selecting a 22-digit account format omits Management values for accounts.

*Continued on Page 4.*



## NEW QUARTERLY INTEREST REPORT IN EDUREPORTS 3.0

This new Quarterly Interest Report was designed to calculate daily interest on the balance for Cash object 9110 for a specified quarter or any other date range up to twelve months. The report may be summarized by Fund, Fund/SubFund, Fund/Resource or Fund/Resource/Year.

Daily interest is calculated based on the monthly percentages entered for each month in the specified date range. Reports may be generated in one of three formats:

- The Overview provides a beginning cash balance, total of debits and credits, total running cash balance and total interest earned for the specified date range and account selections. Drill down on a description will display the summary report;
- The Summary provides a beginning cash balance, daily debits and credits, running cash balance and daily interest earned for the specified date range and account selections. An Interest Total column provides a running total of the daily interest earned with overall totals included at the end of the report. Drill down on a description will display the detail report;
- The Detail provides all activity that make up the daily debit and credit amounts affecting changes to the running cash balance. Drill down on a reference will display the Financial Transaction Report.

Options include selecting to calculate balance forward interest when generating the report for multiple reporting periods, or selecting to calculate negative interest on negative cash balances. Reports may be downloaded into PDF or Excel format. The Quarterly Interest Report was released in May and is currently available for use.



### **BEGINNING BALANCE OFFSET OBJECT POSTING – NOW CONFIGURABLE**

*An enhancement has been made to the Budget Development program that allows the Beginning Balance Offset Object to be configurable by District to either the Cash object (9110) or the Cash Offset object (9349/K12 and 9199/Colleges). This configuration setting is available with County level security access and has been added to the Configuration>Setup tab with the Cash Object set as the default.*

*The Beginning Balance Offset Object is linked to new Budget models as they are created and displays in the new read-only 'Beginning Balance Offset Object' column in the 'Budget-Year Definitions' page. For historical purposes, existing Budget models that have at least one 9110 account will have a Beginning Balance Offset Object set to the defaulted value of 9110.*

# CECC 2017 W2, 1099 and 1095-C Statistics

California Educational Computer Consortium counties span such a large area, it's no wonder there were so many 1099's, W2's and 1095-C's processed for 2017!

## W2s- 96,814

- Alpine County: 76
- Humboldt County: 6,441
- Inyo County: 1,062
- Mono County: 540
- San Bernardino County: 71,656
- San Mateo County: 17,039

## 1099s – 5,726

- Alpine County: 16
- Humboldt County: 473
- Inyo County: 290
- Mono County: 68
- San Bernardino County: 3,268
- San Mateo County: 1,611

## 1095-Cs – 25,971

- Alpine County: 0
- Humboldt County: 1,902
- Inyo County: 432
- Mono County: 219
- San Bernardino County: 20,373
- San Mateo County: 3,045

This year the combined total reported for all Members for Employer Sponsored Healthcare was a staggering  
**\$636,353,403.86!**



## PAYROLL FISCAL YEAR 2018 IS COMING TO AN END AND WE ARE GEARING UP FOR FISCAL YEAR 2019!

The County Payroll Year End meeting was held on May 9 to guide County Staff on how to help prepare their districts for the year-end tasks, and to share information on both the district and county processes. Updated templates of County and District Check lists, a sample letter to send to Districts to welcome them into the new year, and reminders to give ample time to 'A'ctivate and audit their payrolls were provided during this meeting.

Payroll is the last piece of the setup process for a New Fiscal Year which requires all necessary steps be completed and signed off before the District Generation and Rolls can be performed. Please remember it is extremely important that Payroll staff work closely with both Budget and Human Resources staff during this time.

If there are any questions about any of the checklist items, please contact the Technology JPA at [payroll.helpdesk@sbcss.net](mailto:payroll.helpdesk@sbcss.net).

Happy Fiscal Year End and here's to a fabulous 2019!!!



### EDUREPORTS 3.0 HELPFUL HINT: WHAT IS THAT WILDCARD CHARACTER I NEED TO USE?

*Ever get stuck trying to remember exactly which wildcard character to use? At the click of a mouse, you can access handouts that includes a listing of EduReports 3.0 wildcards, menu icon descriptions, report functions and descriptions, and a comprehensive Glossary of Reports Options.*

*To access these resources, click on the information icon (i) for help from any report initiator page.*

# BUDGET COMPARATIVE REPORTS

## – Continued

A Summary Report allows a report to be summarized by a specific account section. In addition to the account section selection a Summary Level selection can also be made. To generate a Summary Report, click on the Summary Report checkbox below the Group By section.

For example, to generate a report summarized by Object on the 1st object digit, select the Account Format of 'Object' and the Summary Level of '1'.

Summary Report Format Selections and Summary Level Options:

Account Format Selections	Summary Level Options
Fund	1, 2
Resource	1, 2, 3, 4
Year	1
Goal	1, 2, 3, 4
Function	1, 2, 3, 4
Object	Major Range, 1, 2, 3, 4,
School	1, 2, 3, 4
Management	1, 2, 3, 4

### **Save report initiator selections:**

Generating a report with the same criteria frequently?

Users can easily create a template that stores the selection criteria entered using the 'Selection Template' option located at the top of the initiator page. Enter the desired template name, select criteria, and generate report. Once the report is generated a template that contains all the criteria entered is created and stored for future use. When a template is selected on the 'Selection Template' dropdown the report initiator is populated with stored criteria.

### **Manipulate data in Excel:**

Need to manipulate data in excel, such as filter different Funds, sort by Object? Generating a report in Excel (XLSX) file format and clicking on 'Flatten Data' will generate a report in Excel which can then be manipulated as needed.

For assistance with any of these reports, please contact your County Office.

## UPCOMING EVENTS

### Meetings and Trainings for June 2018 through December 2018

County Office Support Meeting – 6/06/2018

Purchasing/Stores User's Meeting – 10/19/2018

Payroll W2 Year End Meeting – 11/14/2018

ACA 1094/1095-C Reporting with Reports 2000 and Microsoft Access – 11/29/2018

[Link to Calendar](#)

<http://www.cecc.org>

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# PHISHING – DON'T FALL FOR THE BAIT!

Phishing attacks remain one of the top security concerns today. The rate of attacks continues to increase every year resulting in malware infections, accounts being compromised, and data loss.

Phishing uses fraudulent emails to trick a recipient into downloading harmful attachments or releasing sensitive information, such as passwords and bank account numbers. Spear Phishing is a type of phishing that is directed towards a specific person or group of people.

Many phishing emails may:

- Come from a legitimate company you do business with such as your bank, a government organization, even your employer;
- Direct you to another website that appears to be real;
- Have attachments with varying file extensions;
- Threaten a consequence if you don't follow instructions or promise a reward if you do;
- Ask you to update or validate personal information;
- Appear to be from someone in your address book.

Some indicators that these emails are a scam:

- You don't recognize the sender or website that it is coming from;
- The actual email address it is coming from is not legitimate;
- Contains bad grammar and misspellings;
- Sensitive information is being requested;
- Links when hovered over do not match the destination.

Play your part to avoid phishing scams:

- Keep informed;
- Do not open any suspicious e-mails – if you are unsure about something you receive at work, contact your IT Helpdesk or Security Point of Contact;
- Do not click on suspicious links or attachments;
- Do not disclose any of your personal information in an email.

Remember an authentic email coming from a company or organization will never ask for any bank account numbers, personal information, or any other sensitive data thru email!

**Think before you click!!**

Additional Resources:

<https://www.consumer.ftc.gov/articles/0003-phishing>



## **FINAL ROLL FROM BUDGET DEVELOPMENT TO GENERAL LEDGER**

*Ready to perform your final Budget Roll?*

*A new county-controlled configuration has been added to Budget Development which automatically locks a district's budget when a Final Budget Roll to General Ledger is processed.*

*When this configuration is set, the Final Roll button label displays as 'Final Roll/Lock'. Once a district performs a final roll, district users must contact the County Office to request their budget be unlocked if additional changes need to be made.*

*When this configuration is off, the Final Roll button label displays as 'Final Roll' and the Final Roll and District Lock is a two-step process.*

# EXCITING NEW ENHANCEMENTS MADE TO PAYROLL IMPORT!

The Payroll Import application has new enhancements and it is better than ever! Lump Sum earnings? No problem. 3xxx and 5xxx object accounts? We've got you covered. Prior year retros? You got it! Importing these types of earnings into Payroll is no longer a problem due to two major changes.

The most significant change is how ret codes are determined. Previously, ret codes were hard coded into the import file. The program now looks to each District's ret edit table in Retirement and chooses a ret code based on District, Ret Sys, Pay Cal, and Earn Type. If the selection cannot be narrowed down to one, then Pay Code and Contribution Code will be used to further select the appropriate ret code.

The other major change includes the validation process. In Payroll Import, when the file Expands, Collapses, and Loads, the same validation from Payroll (when you Save or Validate) is used. Any validation messages the user would see if they manually entered the line in payroll, will also display during these processes. This is to ensure all lines loaded from Payroll Import are correct and the rules follow the same criteria as the Payroll application. In addition to the Payroll Validation, a Cycle Validation is called when Loading into Payroll.

Additional enhancements include:

- **New Report on Import**  
The Import Report shows how many records were loaded AND how many records were not loaded. The records not loaded are displayed in a count by pay calendar. Any SSN's that do not have a pay calendar are listed as well.
- **New Error Report on Load**  
The Error Report is displayed when there is an error on Loading the file into Payroll. If there is an error, no records are loaded. The employee(s) who have the errors are displayed along with an explanation of the error. The error can be caused by the Payroll Validation process or by a Cycle Error. If the imported lines cause the cycle error, the import will stop.
- **Allow 3xxx and 5xxx Objects**  
The user can now import lines with 3xxx & 5xxx accounts.
- **Allow Rty L (Lump Sum) Earnings**  
The user can now import lines with Rate Type of "L".
- **Allow Work Dates Older Than a Year**  
The WfWorkDate is no longer required to be within 12 months of the cycle date. The requirements are the same as Payroll.
- **New Columns: WfRetCode, WfRetType, WfFromDate, WfToDate, WfRetBase**  
The new columns allow the users to enter the complete earning line for Retros. This will go through the Payroll validation and once loaded, the user no longer needs to go into Payroll and make any changes.
- **Collapse Earning Lines by Retirement Rate Effective Date**  
Modified the collapse process to not collapse when there is a retirement rate change.
- **Extend CE Salary Schedule Fields**  
Additional Ranges were added to the CESUB salary schedule to allow for additional long term or special rates.

These changes were included in the 2018.01 release on February 28, 2018. Redlands Unified, a district in San Bernardino County, was the first district to load a file into Payroll using the new version for their Cycle 03 Classified Contract employees. Their successful import was for a retro no less! They were thankful, stating it saved them so much time and stress.

Any districts interested in a demonstration of the Payroll Import application can contact their County Office.



## TECHNOLOGY JPA SUMMER HOURS

The San Bernardino County Superintendent of Schools will be implementing its annual energy conservation plan that begins on Monday, June 11, 2018 and will last through Friday, September 3, 2018. The office hours will be from 7:30 a.m. to 4:00 p.m. Monday through Friday. The Technology JPA will be providing phone support during these same hours.

### **PAYROLL IMPORT – TIPS AND TRICKS!**

*Need an easier way to review the errors in your Expanded file?*

1. Starting at the “1” in the top left-hand corner of the Expanded spreadsheet, left-click and drag all the way down to the bottom of the records in the spreadsheet. This will highlight all of the data in the Expanded file.

**\*\*IMPORTANT\*\*** Do not attempt to “Select all” as this will lock up Excel and you will have to close the spreadsheet and then go through the process to Expand it again.

2. After you have scrolled down and have all your records highlighted, right-click and choose ‘COPY’.
3. Open a new instance of Excel by right-clicking on the Excel icon and choosing Excel.

**\*\*IMPORTANT\*\*** Do not just open a new workbook. The version of Excel that gets opened during the expand process has limited capabilities.

4. Go to cell 1A and copy the contents into a new worksheet.
5. Apply a filter to your workbook
6. Scroll over to column CS – ‘ErrorDuringExpand’
7. Filter out all the False records so you are left with only the True records

*Now you have a smaller list of only records that are in error that will be much easier to work with!*

