



NEWSLETTER

ISSUE NO. 37
SUMMER
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INTRODUCING THE NEW PCL ROLL

Fiscal year-end is quickly approaching, and the time has come to close Purchase Orders (PO) and create Estimated Payables (EP) for remaining encumbrance balances. A new Purchase Order to Estimated Payable (PCL) Roll has been developed which includes the following new features:

- Process can be performed by district user(s)
- Rolls can be processed for individual or multiple POs
- Ability to perform multiple rolls
- Flexibility to generate Prelist and process rolls as needed
- Prelist and Postlist reports generate in PDF and XLSX flat file formats

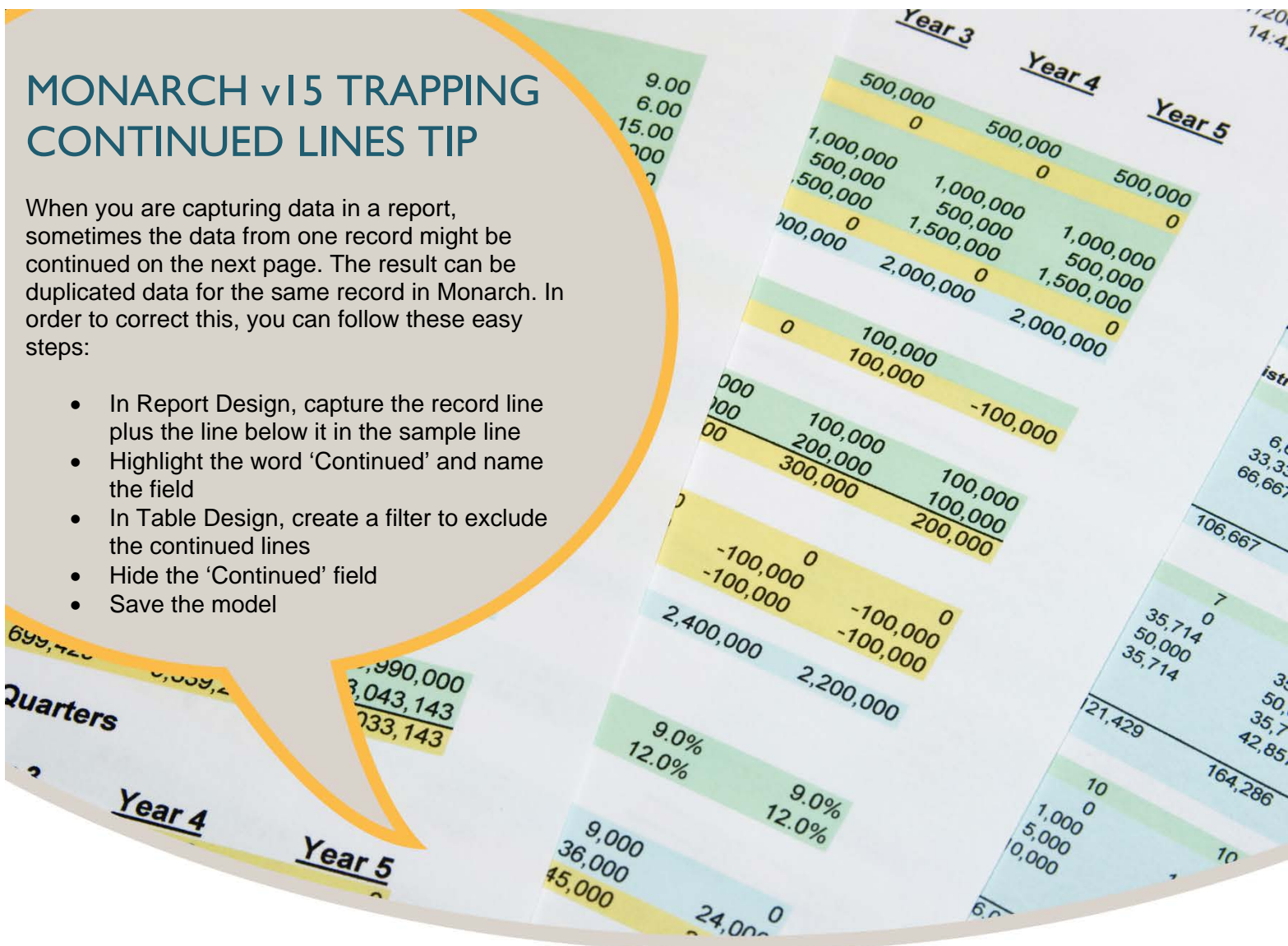
The PCL Roll saves processing time by converting PO encumbrance balances to EPs. The process rolls a PO with multiple accounts into a single EP, closes the PO and adds a reference in the Purchasing application to indicate that it was closed by a PCL roll. As well, the remaining PO encumbrance balance is liquidated in the general ledger.

This improved process provides the flexibility and convenience to generate a prelist report and roll as needed. The new PCL Roll will be available in July 2020, along with documentation and a training video.

MONARCH v15 TRAPPING CONTINUED LINES TIP

When you are capturing data in a report, sometimes the data from one record might be continued on the next page. The result can be duplicated data for the same record in Monarch. In order to correct this, you can follow these easy steps:

- In Report Design, capture the record line plus the line below it in the sample line
- Highlight the word 'Continued' and name the field
- In Table Design, create a filter to exclude the continued lines
- Hide the 'Continued' field
- Save the model



UPCOMING EVENTS

Meetings and Trainings for July 2020 through December 2020

Payroll W-2 and Calendar Year End Meeting - TBD

ACA 1094/1095-C Reporting with Reports 2000 and Microsoft Access - TBD

EPICS Spring User Meeting - TBD

Payroll Fiscal Year End Meeting for Counties - TBD

Purchasing/Stores Fiscal Year Start-Up Refresher – TBD

Per the guidelines issued from the state Department of Public Health regarding the Coronavirus (COVID-19) to limit non-essential public gatherings and allow for social distancing, these meeting dates have not been secured. Please watch for future announcements.

[Link to Calendar](#)

<https://www.cecc.org>

The California Educational Computer Consortium Joint Powers Authority

760 East Brier Drive

San Bernardino, CA 92408

(909) 386-9600

(909) 386-9666 FAX

NEW ACCOUNTS RECEIVABLE PROGRAM

The final development and testing is wrapping up for the new Accounts Receivable application and focus is on upcoming implementations.

This application includes Estimated Receivable (ER) and Accounts Receivable (AR) transactions as well as a few highly anticipated enhancements.

New features include:

- Ability to designate an accrual type upon creation of an ER
- Use of multiple accounts and multiple funds
- Ability to replicate transactions
- Option to specify a description and invoice number per account line
- Ability to enter an offset object by account
- Convenient reporting in PDF and XLSX flat file formats

The many exciting features of this application have been designed to provide flexibility and expedite accrual processing. The accrual type, which determines the setup and post object codes, eliminates the need to reclassify accruals.

New Field Definition Update and Roll Program

Development and testing of the new Field Definition Update and Roll programs are well under way. The new programs will be available within the Utilities menu of the General Ledger application in Financial 2000.

Search features such as Section, Section Value, Description, Reference and Abbreviation will be available to retrieve desired records. Additionally, a Status and Roll designation will be included to disable records and deselect them from rolling to a future fiscal year.

Two options to report records will be available through the Field Definition Report as well as through an Export feature which creates an Excel spreadsheet that includes Field Definitions retrieved from a search.

The Roll program will evaluate the Status and Roll designations to determine which records to roll to the next fiscal year.

The Field Definition and Roll programs are anticipated to be available by Fall. Stay tuned for additional updates.

NEW SACS EXTRACT – BUDGET PROJECTION

EduReports 3.0

A new SACS Budget Projection extract will soon be available in EduReports 3.0. This new extract replaces the HP Budget Projection Extract and uses data from a Budget Development model designated for SACS reporting.

The new extract is located under the SACS Extract category in EduReports 3.0. The district's CDE Code defaults on the initiator, and the data for the designated model is retrieved for the selected Budget Year. Report Criteria options of Fund, Resource, Year, and Object provide the ability to define the data to be retrieved by the extract.

Budget Development

A checkbox has been added to the budget definitions to designate a budget model for SACS reporting. The model will need to be linked to an estimated actuals model which is tied to a General Ledger Source. The EduReports 3.0 SACS Budget Projection extract initiator will populate with the assigned SACS budget model.

The Budget Development Beginning Balances module has also been enhanced to accept entry of the Estimated Actual Year Ending Balance for the associated 97xx objects. These changes provide for the reporting of Actuals, Budget and associated beginning and ending fund balance allocations in the SACS import.

Documentation for the SACS Budget Projection Extract will be available on the Financial 2000 documentation tab.



CECC 2019 W-2, 1099, and 1095-C Statistics

W-2s –97,176

- Alpine County: 73
- Humboldt County: 5,421
- Inyo County: 976
- Mono County: 546
- San Bernardino County: 73,519
- San Mateo County: 16,641

1099s – 6,157

- Alpine County: 17
- Humboldt County: 549
- Inyo County: 289
- Mono County: 56
- San Bernardino County: 3,677
- San Mateo County: 1,569

1095-Cs – 26,364

- Humboldt County, 14 districts: 1,728
- Inyo County, 3 districts: 661
- Mono County, 2 districts: 219
- San Bernardino County, 23 districts: 20,724
- San Mateo County, 11 districts: 3,032

Another successful year processing W-2s, 1099s, and 1095-Cs for participating districts!

Quarters	Year 3	Year 4	Year 5
1	500,000	500,000	500,000
2	1,000,000	1,000,000	1,000,000
3	500,000	500,000	500,000
4	500,000	1,500,000	1,500,000
5	100,000	2,000,000	2,000,000
6	0	100,000	100,000
7	0	100,000	100,000
8	0	100,000	100,000
9	0	100,000	100,000
10	0	100,000	100,000
11	0	100,000	100,000
12	0	100,000	100,000
Total	2,400,000	2,200,000	2,200,000

NEW MONARCH SOLUTION

If you have purchased a new Monarch license within the last year, you may have noticed another application included called Data Prep Studio. Data Prep Studio has been combined with Monarch Classic to create a license package called Monarch Complete. Monarch Complete allows work to continue in Monarch Classic using existing models and projects and also includes this powerful new tool for reporting information.

Data Prep Studio offers the ability to access, transform, combine and blend multiple data sources in an intuitive and easy to use interface.

New features include:

- Opening multiple excel files
- Creating multiple joins in the same workspace
- Finding missing data on multiple reports with one join (replacing the need to export to Microsoft Access for joining data)
- Performing actions only a single right-click
- Easily fixing shifting data
- Pivot or unpivot tables
- Dragging and dropping files into the workspace
- Easily converting Monarch Classic models to Data Prep workspaces

Altair, the provider of Monarch, is currently offering special pricing for districts interested in upgrading to Monarch Complete or renewing expired licenses. The cost is \$600 annually per license. Districts that do not to upgrade to Monarch Complete will be required to do so at the time of their annual maintenance renewal. The cost per license at that time will be \$1,596 annually.

Altair has provided an online video which includes a quick introduction, a twenty-minute demonstration of Data Prep Studio and the final two minutes focuses on upgrades and pricing.

Please click the link below to start the video.

<https://s3.amazonaws.com/DWUsers/ascott/Camtasia/SBCSSConversionUpgradeDemo/SBCSSConversionUpgradeDemo.mp4>

For any questions or inquires on upgrades, please contact Ashley Scott, Altair Account Manager, by phone (978) 275-8318 or by email ascott@altair.com.

The Technology JPA will soon offer support and online trainings for Data Prep Studio in addition to continued support and online trainings for Monarch Classic.

CUSTOMIZING EXCEL RIBBON - PAYROLL IMPORT

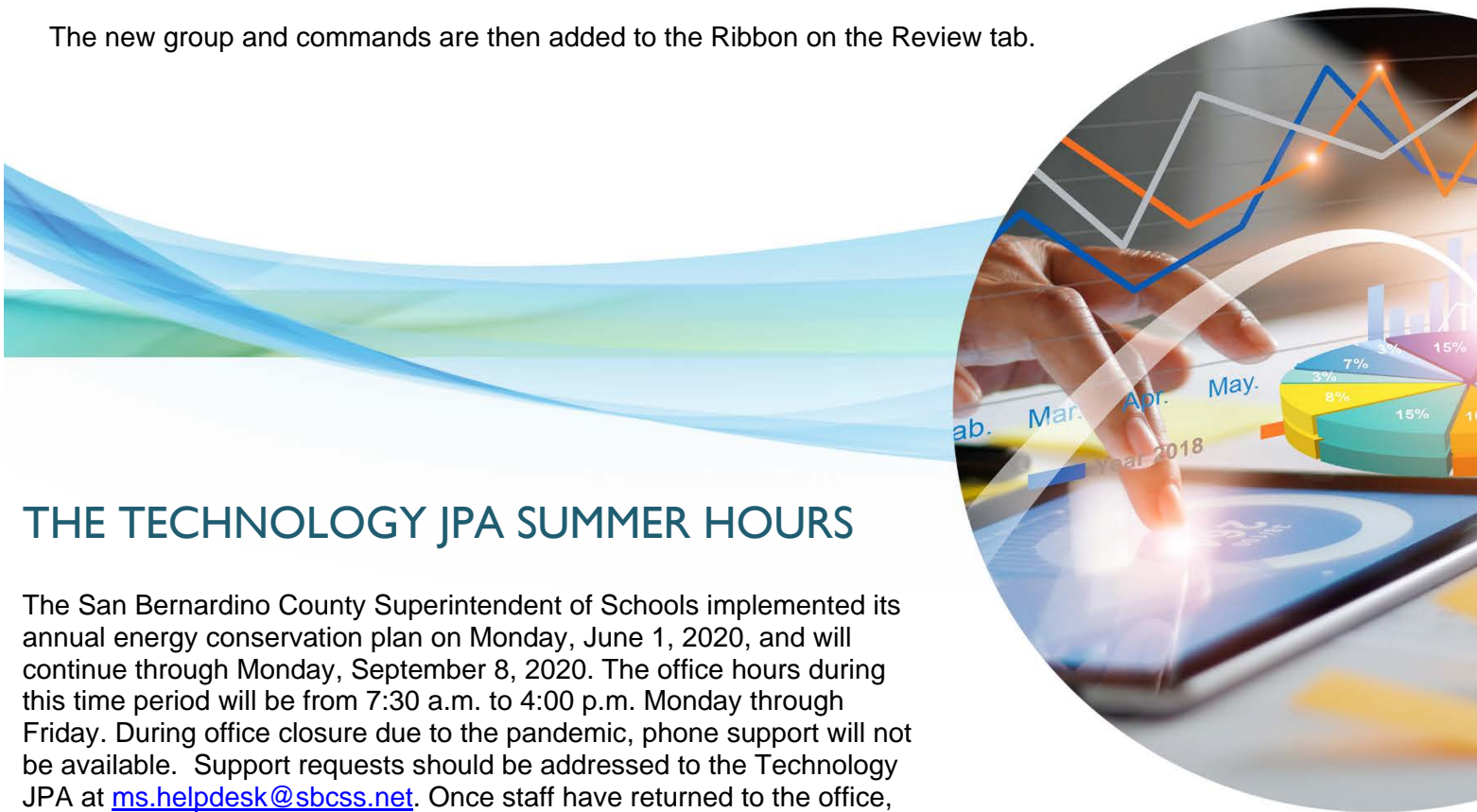
In an updated version of Excel, the ribbon on the Review tab was modified. The Payroll Import errors in the Expand or Collapse file will now appear as 'Notes' instead of 'Comments'. The Notes section is a smaller grouping in Excel. Clicking on the arrow will open the group to see if the Next and/or Previous icons are enabled indicating errors exist. The process of how the errors are displayed has not changed; the only difference is selecting Notes instead of Comments in Excel.

Customizing the ribbon in Excel will make it easier to access the Next and Previous Notes icons, assisting in the review of the Expand and Collapse file errors for Payroll Import.

To customize the Excel ribbon:

- Click on the Review Tab
- Right-click anywhere on the Ribbon and select 'Customize the Ribbon'
- The 'Excel Options' dialog displays
- In the panel on the right, under 'Main Ribbon' select and expand 'Review'
- Click on [New Group]
- Click on [Rename]
- In the Rename dialog, enter a name, (e.g. Payroll Import) and click [OK]
- Highlight the new group in the right panel
- In the left panel, select 'All Commands' from the dropdown and scroll through the list to find 'Previous Note'
- Click [Add] to move this command to the right panel
- In the left panel, find 'Next Note'
- Click [Add] to move this command to the right panel
- Click [OK]

The new group and commands are then added to the Ribbon on the Review tab.



THE TECHNOLOGY JPA SUMMER HOURS

The San Bernardino County Superintendent of Schools implemented its annual energy conservation plan on Monday, June 1, 2020, and will continue through Monday, September 8, 2020. The office hours during this time period will be from 7:30 a.m. to 4:00 p.m. Monday through Friday. During office closure due to the pandemic, phone support will not be available. Support requests should be addressed to the Technology JPA at ms.helpdesk@sbcss.net. Once staff have returned to the office, phone support will be available during these same hours.