



# NEWSLETTER

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## MEET THE ADMINISTRATOR

Introducing Maggie Bunten, the new Administrator for the Technology JPA, Technology Services Branch!



On March 25, 2021, Maggie assumed the role of Administrator and began her new venture with great enthusiasm. She was previously the Director of Technology and Information Services with Chino Valley Unified School District and has represented districts on both the BEST NET Software Advisory and Network Advisory Committees. She has 14 years of experience in the technology field beginning with her work in Student Information Systems and has integrated many systems throughout the years.

Maggie is certified as a California IT in Education (CITE) Chief Technology Officer where she currently serves on the Board as a Director at Large as well as the Chair for the CITE Inland Area Regional Group. She is an instructor for the CITE CTO Mentor Program and was a recipient of the 2020 CITE Technology Leader award.

Welcome to the team, Maggie!

## UPCOMING EVENTS

Meetings and Trainings for May 2021  
through June 2021

Purchasing/Stores Fiscal Year Start-Up  
Overview – 05/12/2021

County Office Support Meeting – 05/26/2021

All meetings will be held via Zoom.

[Link to Calendar](#)

<https://www.cecc.org>

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## STORES IS GETTING A NEW HOME

Development is underway to move the Stores application from the Colorwheel to the Financial 2000 suite of applications. The program will include streamlined functionality with improved application reporting. A Stores User Group will be assembled for future enhancements to provide input based on user experience.

## FIELD DEFINITION MIGRATION

The Field Definition update and roll programs have migrated to Financial 2000 in the General Ledger application under the Utilities menu.

The Field Definition program provides the ability to define and maintain account section values by fiscal year. Definitions can be selected for inclusion in a Field Definition Roll and can be disabled when they are no longer in use. A change history is also included.

The Roll tab provides the ability to roll designated account section values from one fiscal year to another to establish the district Chart of Accounts. A roll history contains a record for each action and includes access to all generated reports.

Documentation and training videos can be viewed on the Financial 2000 Documentation and Training tabs.

# 2020 TAX FORMS STATISTICS

January was a busy month in preparation for tax reporting. Below is the summarization of tax forms produced for the 2020 calendar year.

## **W-2 – 88,678**

- Alpine County: 67
- Humboldt County: 4,673
- Inyo County: 828
- Mono County: 483
- San Bernardino County: 67,622
- San Mateo County: 15,005

## **1095-C – 54 districts, 24,927 (Using ACA Project)**

- Humboldt County, 15 districts: 1,652
- Inyo County, 3 districts: 648
- Mono County, 2 districts: 219
- San Bernardino County, 23 districts: 19,576
- San Mateo County, 11 districts: 2,832

## **1099-NEC – 4,199**

- Alpine County: 12
- Humboldt County: 360
- Inyo County: 238
- Mono County: 50
- San Bernardino County: 2,308
- San Mateo County: 1,231

## **1099-MISC – 423**

- Alpine County: 3
- Humboldt County: 27
- Inyo County: 6
- Mono County: 11
- San Bernardino County: 231
- San Mateo County: 145

Employees may access a copy of their W-2 and 1095-C forms (for participating districts) on the Employee Self Service site.

## FINANCIAL 2000 GAINING INDEPENDENCE

With the migration of all transaction types to Financial 2000 now complete, it is time to begin removing all ties to the Legacy HP 3000 System (HP). Work has begun to eliminate all data links and transfers to and from the HP in preparation for the big shut down.

The Accounts Receivable transaction type accounts and amounts no longer update to the HP; therefore, HP balances are no longer in sync with Financial 2000. EduReports now serves as the primary financial reporting module.

Modifications have been made to the Budget Development Beginning Balances and the following General Ledger processes: Closing Entries, Cash Roll and Asset and Liability Roll.

The General Ledger Closing Entries, Cash Roll and Asset and Liability Roll processes have been modified to be independent of the HP. These year-end processes will be performed solely in Financial 2000 beginning with the closing of the 2020/2021 fiscal year.

# ACCOUNTS RECEIVABLE SETS MILESTONE

The Financial 2000 Accounts Receivable application has been implemented for all members as of November 2020. With this milestone, the HP 3000 is no longer in use for any financial transaction.

Estimated Receivables (ER) that were created on the HP were converted to the new program and are available for adding Accounts Receivable (AR) transactions for fiscal year 2019/2020.

New features in Accounts Receivable include:

- Ability to designate an accrual type when creating an ER eliminating the need to reclassify accruals
- Usage of multiple accounts and multiple funds on a single ER
- Ability to replicate a transaction from current or prior fiscal year
- Option to include a description and invoice number for each account line
- Ability to enter an offset object by account line
- Reports in PDF and XLSX flat file formats

Documentation and training videos are available on the Financial 2000 Documentation and Training tabs.



Questions? email [ms.helpdesk@sbcss.net](mailto:ms.helpdesk@sbcss.net)

## EDUREPORTS 3.0 SACS EXTRACT SECTION NOW COMPLETE

The final SACS extract to be moved to Financial 2000 is now complete. The SACS Extract – Budget Projection is available in EduReports 3.0 for uploading budgets into the California Department of Education's SACS Financial Reporting software. Data is retrieved from a designated budget model in the Budget Development program and compiled for import into the SACS software.

Extract instructions are accessible on the Financial 2000 Documentation tab.



# ACA PROJECT IMPROVEMENTS

2020 was a year of adjustment and the 1094-C/1095-C project using EPICS and Microsoft Access has undergone requirement changes and improvements. Under the federal Affordable Care Act, employee health insurance coverage is reported to the Internal Revenue Service (IRS); however, this year marked the beginning of the State of California's mandate to also report this information to the Franchise Tax Board (FTB).

The project was modified to comply with the requirements for both tax agencies and enhanced to generate the Access database from EPICS. The new user interface contains options to filter and default fields that can be used to populate the Employee Offer and Coverage portion of the 1095-C form for all employees. New fields, including the employee's age and zip code, are now available in the project along with new coverage codes and validations based on the updated IRS guidelines. An instructional video for completing the project is available on the Financial 2000 Training tab.

Fifty four districts in San Bernardino, Inyo, Mono, Humboldt and San Mateo counties submitted a total of 24,927 forms to employees for tax year 2020. For more information on this project, please contact the Technology JPA at [ms.helpdesk@sbcss.net](mailto:ms.helpdesk@sbcss.net).

## LET'S GET YOU ROLLED USER GUIDES

New user guides have been created to provide an overview summarizing the steps of the Budget Development process. The Let's Get You Rolled to Budget Development and Let's Get You Rolled to General Ledger user guides are available on the Financial 2000 Documentation tab.

## PAYROLL FISCAL YEAR GENERATION AND ROLLS

The end of the fiscal year is quickly approaching, and it is time to begin preparations for the Payroll fiscal year generation and rolls. County and district year end processes will be reviewed at the County Office Support Meeting on May 26, 2021.

# CONQUERING PUBLIC RECORD REQUESTS

Each year the California State Controller's Office requests employee compensation and benefit information from all Districts, Charter Schools, Colleges, and County Offices. Gathering the needed personnel, payroll, and W-2 data can be a daunting task.

The Technology JPA provides a solution! The Government Compensation Project uses Monarch to compile data from system reports. This project can be used to comply with multiple requests including the State Controller and Transparent California.

The project was recently updated to conform to the State Controller's requirements for the 2020 reporting year. Updated project files are available on SharePoint and can be accessed by using the link below.

[Government Compensation Project Files on SharePoint](#)

An instructional video has been added to the Financial 2000 Training tab.

# SECURITY IMPROVEMENTS

Continuing efforts are underway to improve the security of our systems and data. Programs and databases may contain Personally Identifiable Information (PII) such as personnel, payroll, taxes, and employee attendance records. To protect the integrity of these data sets, we have strengthened the security by limiting the information the server shares about its configuration, securing session cookies, and redirecting errors that occur to simple custom pages.

Preserving the security of all servers and data is of ultimate importance. Additional security measures under development include ongoing vulnerability management and the addition of two-factor authentication to the Financial 2000 logon.

# SUMMER SUPPORT HOURS

The San Bernardino County Superintendent of Schools administrative sites will observe an annual energy conservation schedule beginning on Monday, June 7, 2021 through Friday, September 3, 2021. During this period, the Technology JPA office hours will be from 7:30 a.m. to 4:00 p.m., Monday through Friday. Continue to send support requests to the Technology JPA at [ms.helpdesk@sbcss.net](mailto:ms.helpdesk@sbcss.net).

