



FISCAL SERVICES Newsletter

Please remember to contact us at 419-228-7417 x 3 or email us at fiscal@noacsc.org when you need assistance

March 2020

Inside this issue:

Pesky POs	1
Downloading	1
Downloading (cont.)	2
Help Us Help You	2
Did You Know	2



Pesky POs

As many of you prepare for Redesign migration, we are asking you to handle your purchase orders very carefully when considering whether or not to re-open a purchase order.

Once a PO is paid or closed as "FULL" you cannot reopen that purchase order in the next fiscal year. Once a PO has been paid or closed as "FULL" the encumbrance against any related budgets tied to that PO are released for expenditure towards other items. Re-opening a "FULL" PO in the next fiscal year causes major problems with your carry-over encumbrances when trying to migrate your data to Redesign.

As a general rule of thumb no matter what software you use, if your PO has had all the money spent on that PO (or even over the original encumbrance) and it's closed as "FULL" you should never re-open that PO to add even more expenses to it. It's better to just do a new PO to keep your encumbrances accurate.

It's very important to keep your data as clean as possible as you near Redesign migration.



Downloading Redesign Reports Tips & Tricks

Did you know all of the reports and print files you generate can be saved to one location on your computer without being prompted to save every time? In the internet browser, there is a setting that allows you to choose where to save your downloaded documents.

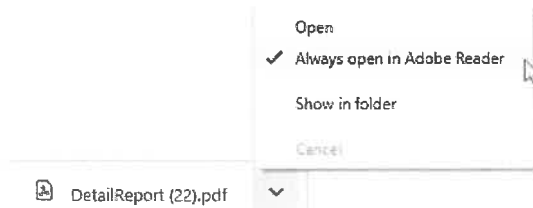
In Google Chrome you can access this setting by going to the three dots in the upper right hand corner of the browser and then clicking on 'Settings'. In Settings, click the 'Advanced' button at the bottom of the screen and scroll down to the section called 'Downloads'. Talk to your Tech Coordinator to make sure the files are being downloaded into a secure place. *(continued on next page)*

(Downloading Redesign Reports Tips and Tricks continued)

Downloads

Location	C:\Users\michelle\Downloads	Change
Ask where to save each file before downloading	<input type="checkbox"/>	

There is also a setting that allows the files to automatically open once it's finished downloading. To access this setting, run a report and while it's running, click on the arrow on the file in the lower left hand corner. Choose the option to 'Always open in Adobe Reader'.



Help Us Help You

We are here to help you....but sometimes we're not sure what you need. Whether you use Redesign or Classic, if you have an odd "something" occur on your computer and you are able to take a screenshot of that (hovering your mouse over "it" and right-clicking to copy, using a program such as *SNAG-IT* or *SNIP-IT* to create a copy of what is causing a problem, or simply printing the entire page) we can better determine what exactly is happening with your system.



If you've run a report and didn't get the results you wanted, be sure to let us know what your selections or parameters you gave to get the report in question. Feel free to ask us to capture your screen to watch what is happening when you "click here" and get an odd response. If you think there's a speed issue (or lack thereof) of the system, let us know the approximate time you believe an issue occurred.

The smallest details may make the difference in helping us help you to problem-solve quickly. We want to be of utmost service to our users, and the more details we have about your concerns, the better we can help you.

Did You Know....Classic Reminiscing

Back in the 'old days' when Eterm and Classic software were in their infancy (before Apple introduced its first line of personal computers even!) our data was transmitted via regular telephone lines. Schools had to have a dedicated telephone line just for transmission of data for processing USAS & USPS. Each school's treasurer's office was equipped with a modem to disburse the data among printers and dumb terminals (terminals only capable of handling state software through programs accessed at NOACSC).

If you wanted to work from home, you had to secure another modem for use at home as well as a dumb terminal from which to work. Using the modem from home meant tying up your own landline while you worked because this was before the age of cell phones. Times change!