



FISCAL SERVICES Newsletter

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

December 2020

Inside this issue:

Note from the Director	1
CYE Training Schedule	2
NOACSC Office	2
Migration Continues	2
Stop Date Reminders	2
Payroll Preparation	3
Purchase Orders	3/4

A Special Note from the Director

From myself and all of us at NOACSC, please accept our best wishes in advance for a safe and enjoyable Thanksgiving and Christmas holiday.

I walked in the office Monday, November 2nd and the Redesign scoreboard read 28 on Redesign and 28 to convert. My joke (a very small one) to Michelle and Leah was “that it was all downhill from here”. As you can imagine, that fell as flat as a day-old pancake.

The Fiscal team have progressed tremendously in their knowledge and abilities to ensure that each district is treated as unique when they migrate from Classic to Redesign. Exactly the reason my joke fell flat. They know that each of you deserve and will receive the training and support you need to make your transition successful.

All of that being said, I couldn't be more proud of the Fiscal team. They are experts in planning, training, paralleling, support, and finally, migrating our districts from Classic to Redesign. But, they take nothing for granted. They know every district is different and attention to detail cannot be left to drift.

My thanks to you for your time, and stay safe.

Ray Burden, NOACSC Executive Director



CALENDAR YEAR END TRAINING

ALL ZOOM MEETINGS!

Redesign CYE—Wed., Dec. 2—9 a.m. to 12 noon

Classic CYE—Thurs., Dec. 3—9 a.m. to 12 noon

Redesign CYE—Thurs., Dec. 3—1 p.m. to 4 p.m.

Redesign CYE—Fri., Dec. 4—9 a.m. to 12 noon

It's important each district have a representative at a meeting. Please check the NOACSC Training Calendar to register.

NOACSC Staff—Holidays

The NOACSC office will be closed on Christmas Eve Day and Christmas Day (December 24 & December 25) and will also be closed on New Year's Day (January 1). We wish everyone the best this Christmas season!



MIGRATION CONTINUES TO MARCH ON

As of the writing of this newsletter, thirty-three districts have migrated to Redesign and there are only twenty-three districts left to go. The reality set in this year because this will be our very last Calendar Year-End Training for Classic users; next June will be our very last Fiscal Year-End Training for Classic users.

For those of you who have not yet migrated, please know the NOACSC Team is here to help with everything you need to make the process as comfortable as possible. We're probably a little prejudiced, but we love the Redesign system and it has some very wonderful features not available in Classic. In addition, the computer database supporting Classic software will be going away in 2022, so our schedule of migration means all of you will be migrated and away from Classic before its pending demise. Any time you have questions about migration, please ask...we welcome your questions.

REDESIGN—STOP DATE REMINDERS

For Redesign users, please be sure you are fully utilizing your Calendar Stop and Start dates found on compensation records. The start date is important to get the payroll aligned with an employee's calendar, and the stop date is important to stop records from accumulating leave and days worked, and the stop date also prevents former employees from emerging in unwanted ways during report runs such as ODJFS. If you have questions about this, please let us know.



We've been hearing anecdotes from different schools that are struggling because the entire office is either quarantined after having positive covid tests or because they were exposed to covid. This can be a nightmare for a fiscal office that has the responsibility of paying hundreds upon hundreds of employees at least twice a month.



It is with this reality we ask that you consider being prepared for such an event should it happen. At the minimum, be sure your payroll specialists have the following information PRINTED and placed in a folder in a secure location easily accessed by the treasurer or superintendent. At the minimum the folder should include:

- 1) Payroll dates and related pay periods;
- 2) List of contracted staff members (and their positions) and any hourly employees paid every payroll, designating which employees are paid on timesheets versus which employees are on contract with stretch pay;
- 3) List of contracted staff members who have multiple jobs that would require pro-rating substitute workers;
- 4) List of deductions to be paid and when each should be paid.

Since either someone left remaining in the office or an outside substitute may have to create a payroll, you will also want to maintain in a secure location the login capability for anyone running payroll to successfully submit payments to secure websites as EFTPS, Ohio Business Gateway, SERS and STRS as well as any other payees who receive deduction payments electronically.

Finally, more than one person in the office needs to be able to submit ACH information to the bank for both payrolls and HSAs if such are submitted via ACH.

We stress the need for PRINTED documentation because access to someone's individual or shared drive may not be available should an emergency occur. In addition, please keep in mind you may have to send via secure email this information should you have someone offsite prepare your payroll; please contact NOACSC staff if you need help with using secure email.

Whether you are fortunate to have someone in-house who can assist in an emergency with payroll or if you need to bring in a substitute service, please plan ahead and be ready for this emergency.

CLASSIC—PURCHASE ORDER REMINDER

With every Classic district's pending migration on the horizon, we have a couple reminders for all classic users regarding purchase orders:

Once you close a PO at fiscal year-end, please do not reopen the PO in the new fiscal year. This applies for POs closed in FY20, and for those districts migrating in FY22, POs closed in FY21. It is tempting to reopen a formerly-closed PO from a prior fiscal year, but PLEASE DON'T. What happens is if you closed a PO in FY20, the encumbrance no longer exists against your cash balance. If you then try to reopen the PO in FY21, you are re-establishing an encumbrance that didn't previously exist. As tempting as it is, please avoid overpaying on a PO by more than a marginal amount.



Make the “Then & Now” stamp your friend and do whatever you can to avoid reopening closed POs.

The best rule of thumb is, if you go over POs due to more money on the invoice than the PO, be sure you are paying over on a PO created within the same fiscal year. If it’s a PO written in a previous year, please don’t pay over on the remaining encumbrance that was carried forward from the prior fiscal year. If you have questions, please contact the NOACSC Fiscal Team.

Finally, once you’ve closed a PO because all of the money has been spent on that PO, please do not re-open the PO at a later date to pay more on that line item (to cause it to be over-expended). All of these things will help your upcoming migration go much, much smoother for you.

REDESIGN—PURCHASE ORDER UPDATE

We’ve had numerous questions about purchases orders, especially about revising purchase orders. The questions usually arise because Redesign requires amendments/revisions to purchase orders be done within the posting period the purchase order was done.

At issue is how SSDT, and the State Auditors Office, view what is actually a PO. Once a PO is signed by the treasurer, it becomes a legal document. Once the PO is signed, SSDT believes there is sufficient time for the PO to be sent out and received by the vendor in a posting period to require adherence to this “promise to pay.”

Those of you who have been in the business for a while will remember it wasn’t too long ago Classic would not let you alter a PO, and it was for that same reason. Auditors usually are understanding of paying a PO for the items listed on the PO if the individual items or shipping charges increase from the time the PO was written to the time the PO is invoiced/paid. Many schools use the “10%” rule or “15%” rule to allow for increased costs of items and/or shipping cost increases.

If you seem to have problems with staff members changing vendors after a PO is in place, please remind your staff they can create a “blank vendor” requisition if they are unsure where they wish to purchase items. Often staff members know they need an item but are unsure where they can find it; using the option of having a “blank vendor” PO will help those staff members if they truly have indecision where they wish to purchase an item. There are probably a number of other ideas out there how schools make it work to have proper POs in place for purchasing and we urge you to talk to your peers how other schools are handling this issue.

If a PO is posted and sent to the vendor, and then a staff member suddenly feels they need to order more items...then a new PO should be issued. Remember the PO *is* a legal document based upon the date of the PO that sufficient funds were available to cover the cost of the item at the time of the order and it is a legal document made so by the Treasurer’s signature. If a PO was done in September, and then the staff member decides in January to order more from the same vendor, you really need to issue a new PO. It just isn’t a good practice to try to add to or revise a PO over and over again just to avoid having to do a new PO. And remember, the “Then & Now” stamp is your friend and it’s available for a reason.

Wishing you a Merry Christmas & a Happy New Year!

