



## FISCAL SERVICES Newsletter

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

2021 September  
Edition

Inside this issue:

PAYROLL REPORTS	1
MISCELLANEOUS	1
MIGRATION	2
QUICK TIPS	2

### **PAYROLL REPORTS -SAY YES!**

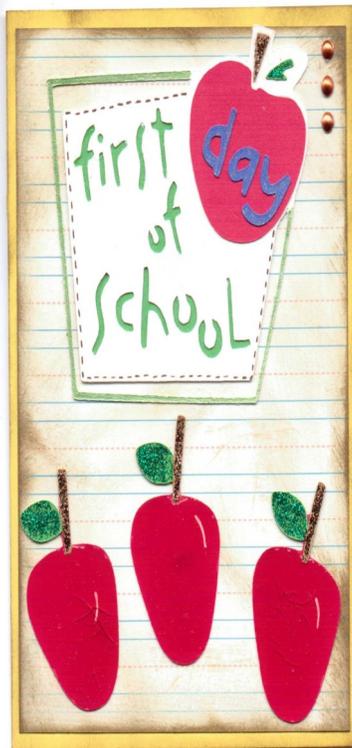
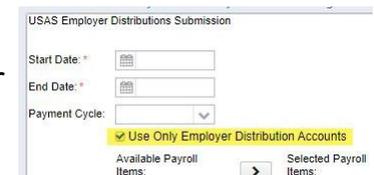
What is black and white and one of the most necessary items in payroll processing? THE PAYROLL REPORT! We cannot encourage enough the use of the Payroll Report as a necessary tool to processing payroll. If Payroll Report is used successfully, and with “extra eyes” reviewing it, it can be the difference between having to spend lengthy amounts of time fixing the payroll versus having a smooth payroll processing experience.

We understand how difficult it is in small offices to find a person....let alone time....to review the Payroll Report, but we encourage you to work out a system to try to either have someone review your Payroll Report prior to continuing with payroll, or at least have a quiet location you can shut the door and take time to review your Payroll Report before moving forward to finish your payroll. You’ll be glad you took the extra time to do that.

### **MISCELLANEOUS PAYS**

A quick reminder....we’ve had a number of districts who have had problems balancing payroll deductions with the board-share distribution reports, or questions why board-share payroll codes weren’t correct within a particular payroll.

Please keep in mind that very important box to click (see to the right) for reporting board distributions when you enter a miscellaneous pay. Being sure you do this for board distributions will ensure your employees being paid on miscellaneous pays will be included on the board distribution reports.



## **MIGRATION—IT'S ALMOST DONE!**

As of this writing, there are only seven districts left to migrate to Redesign for USPS & USAS. A special thank-you to all those who are finished and to those who have been patiently awaiting migration. Because of this, any tips or tricks will be referencing Redesign only.

While USAS & USPS migration is finishing up, we'll also be conducting migrations of the inventory system. We are currently in BETA testing with SSDT for the inventory system, and as soon as more information is available we'll be lining things up for migration of inventory.

As always, whether before....during....or after migration, you can count on your NO-ACSC fiscal staff to be available for assistance when needed.

PLEASE be sure to use **419-228-7417 Option 3** when calling in or emailing FISCAL at [fiscal.support@noacsc.org](mailto:fiscal.support@noacsc.org) so you can get the help you need in the most expedient time.

### **QUICK TIPS**

In USPS, the use of LABEL on your compensation record will give you the necessary identifier for knowing which is the correct record if you're entering miscellaneous pay (in case you have two that are still open of the same title). For instance, you can put "21/22 Teacher" on the LABEL as a quick way to tell the difference from another "Teacher" compensation record.

Also in USPS, for Description, you may want to consider using the fiscal year as part of the description, such as "21/22 Phys Ed Teacher" or any other such description. Using the fiscal year in the description is helpful to differentiate which is the most recent compensation record.

If you have the fiscal year included in the compensation description, you can filter the compensation grid by the PREVIOUS fiscal year and use mass-change to mass-archive the OLD compensation records. This is significant as it really cleans things up nicely for you. If you do not have access to MASS CHANGE, please notify your treasurer.

Again in USPS, the program New Contract does not automatically click the box for "Reportable to EMIS" so when you do New Contract, your new compensation records will not be marked for "Reportable to EMIS." You can either go through manually and do this, or you can refer to the Fall Period L Staff EMIS instructions and there you can see how to mass update those files to include "Reportable to EMIS."

In USAS, if you cancel a PO, be sure to cancel all items, even if an item is valued at "0." If you don't cancel all items, including zero-valued items, the PO will remain invoiceable until all items have been cancelled.



**LABOR DAY**