NOACSC
Northwest Ohio Area
Computer Services Cooperative

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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

AUGUST 2020

Accounts Receivable Now in Redesign

With the latest USAS-R release, Account Receivable module is now available. NOACSC has worked with SSDT since June on the Account Receivable BETA in a test instance. As you can imagine, Redesign's Account Receivable is much simpler compared to Classic's ARF. It also has the capabilities to customize your own invoice!

NOACSC will be using Redesign's Account Receivable starting 8/03/2020. Look for our invoices to formatted differently, with better font and our logo.

If your district is interested in using the Account Receivable module, contact us at fiscal@noacsc.org. You do not have to previously used Classic's ARF to use Redesign's Accounts Receivable module. You can start with a clean slate in Redesign. Additional information can be found on SSDT's Wiki.

Office Visitors

On August 3rd, 2020 the NOACSC office will re-open on a voluntary basis for staff. As of July 30, 2020 we are still under the Governor and Health Department's office guidelines for COVID.

Small meetings with guests will be allowed but <u>visitors are asked to wear masks</u> when entering the building and observe proper social distancing. ***Large meetings will be held via remote tools.***

The NOACSC staff are dedicated to continue providing outstanding service & support as our districts prepare for the 2020-21 school year.
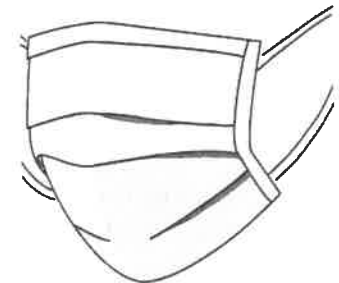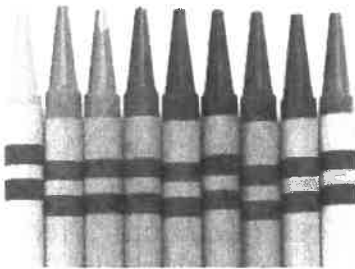
Calculating Contract Recalculations

It happens with every district and sometimes every year....an employee leaves the district mid-contract and needs to be paid off.

Sounds simple, right? Not so. Due to the nature of the calendars in BOTH Classic and Redesign and how the calendars have to be used to start off new contracts in the summer, there is huge room for error unless you take some careful steps to review and verify salary.

Especially for 260-day employees but appropriate and important for ALL employees, if an employee leaves a job mid-contract for any reason (resignation, death, moving to different position within district), you will need to sit down with a calendar and physically count the number of days that employee worked, being careful to include leave days (personal, vacation, sick) if taken as well as any applicable holidays or possible dock days. Once you have your total days to be compensated for that employee, you will take that total times the daily rate of pay.

Once you do that you'll have what the person actually earned for that job. It is very possible this will not match the "Amount Earned" on Classic's JOBSCN or Redesign's Compensation Record, and that's okay due to the 'amount earned' being calculated completely on calendar connections. Be sure, when you enter new salary information, to verify the accuracy of the pay per period as well as the hourly or daily rate of pay. If you have a contract change due to late negotiations, you may choose to issue retro pay to 'catch up' the employee with their newly-increased salary.

If you have these situations and need assistance, please let us know and we'll be happy to help you. You can reach email us at fiscal@noacsc.org or by phone at 419.228.7471 Option 3.

Inventory—Still Important!

With inventory no longer on Period H financial reporting effective for FY20, you now have more time to finish up your inventory as you used to before Period H requirements (this was a fairly new requirement just in the past ten years). With that being said, while you have more time to get inventory done, the Auditor of State's office reminded the OASBO AOS committee the maintenance of inventory is still required per Ohio Revised Code. We are happy to say the State Software Development Team is working on getting the EIS (inventory) system created for Redesign and we're hoping that is completed and ready to go by next year.

Redesign Wave Calendar

Just as a reminder, the Redesign Wave Calendar for migrations is on our website under Fiscal Services/Redesign. If you have any questions about the Redesign schedule, please let us know.

Classic—Did You Know

At this time of year, the following reports may come in handy:

ELIRPT - a report showing employees eligible for retirement, based on the years of service and age as recorded in the payroll system

ID_NUMBERS - a report showing all four ID numbers of employees

PAY_DIFF - a report showing pay difference for the last pay on employee contracts, useful as you are paying the last pays on contracts this summer

PAY_GROUP - a report showing employees' assigned pay groups