NOACSC
Northwest Ohio Area
Computer Services Cooperative

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

JUNE/JULY 2020

NOACSC Closed July 3

The NOACSC offices will be closed on Friday, July 3 in observance of Independence Day.
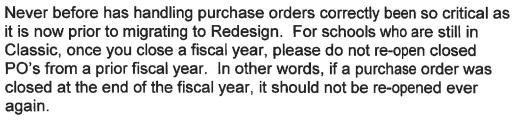
Summer and the NOACSC Offices

As we enter the summer months, please remember our fiscal staff may be taking vacations throughout the summer. We encourage you to use the general **FISCAL@ NOACSC.ORG** when emailing or, when calling, use **Option 3** to reach any available fiscal staff that day. Office hours remain 8 a.m. to 4 p.m. Monday through Friday.

Upcoming EMIS Deadlines

*FOR CLASSIC USERS, Staff EMIS (Period L) reporting MUST be completed prior to running your first payroll in July.

*Financial EMIS (Period H) is due no later than 8/31/2020; however, this report is based on your FY20 finances so once you close out your fiscal year, that is the information that will be submitted with Period H.

Purchase Orders as You Migrate to Redesign

Never before has handling purchase orders correctly been so critical as it is now prior to migrating to Redesign. For schools who are still in Classic, once you close a fiscal year, please do not re-open closed PO's from a prior fiscal year. In other words, if a purchase order was closed at the end of the fiscal year, it should not be re-opened ever again.

The reason for this is once you close a fiscal year, purchase orders that are open will create the "carryover encumbrances" that will reduce your available cash at the beginning of the new fiscal year. If you get into your new fiscal year and then try to reopen an old, closed PO, you will be contaminating your carryover encumbrance records by doing this which will affect balancing your Amended Certificate for the county auditor. Your best option is to create a new purchase order using the "Then and Now" certification.

Purchase Orders as You Migrate to Redesign (continued)

Once you do get started in Redesign, it is recommended that you not reopen a closed purchase order if you've already spent all or over the original amount of the purchase order. Opening a closed purchase order that has money left to spend on it is acceptable, but opening a closed purchase order that is either zeroed out on spending or even overspent is never a good idea in either system.

Please keep in mind during your normal processing times, you will sometimes go over on a purchase order and that is normal. Shipping costs may be higher, price increases or additional freight charges—all those things add up to an invoice sometimes being higher than the purchase order, and that is okay and acceptable. We're just urging caution on opening fully-spent closed POs.

TEMPLATES.....A BEAUTIFUL THING

One of the most welcomed features of Redesign is the use of templates for entering new employees, positions and payroll items (formerly known in Classic as deductions). Templates work very well for setting up prefilled Employee, Position and Payroll Item screens.

Templates permit you to set up a record with prefilled fields which in turn saves considerable time when entering new employees. For instance, when entering a new employee by using the template, any information that is used over and over again for any employee you have will already have a large number of fields prefilled and you can focus just on those fields that would be unique for an individual employee.

For Position records, you can set up a template for each type of substitute worker you use (such as sub teachers, sub aides, sub cooks, etc.) to prevent you from having to enter those over and over.

What's really fantastic is if you have employees who work in different city taxing subdivisions (if you have buildings in different villages/cities) you can set up templates in the Position record for each building a particular person works in. Then, you can tie the city tax deduction record to a specific position. Employee A works in City 1 one day, pay from the position tied to the City 1 city tax; if Employee A works later in the week for City 2, use the position tied to City 2 city tax.

Finally the Payroll Item templates are helpful by having all of your tax rates, etc. already prefilled.

If you have any questions about how templates work or how they can help you, please let us know.

CLASSIC—DID YOU KNOW?

If you are wanting to find specific numbers for an employee (social security numbers, employee ID numbers, etc.) you can simply run a report at the MENU> prompt called **ID_NUMBERS** and it will give you all the identifying numbers you have assigned to each employee.

OFFICE CLOSED TO VISITORS

During this summer our building in Elida will be closed to visitors. Staff may be working from home or in the office, but there will be no visitors permitted in the building through at least July 31 and we will let you know if that date is extended. Please contact us via email or by phone if you have a specific need during this time.