OASBO SupportCon

SSDT Learning Lab

SSDT Educational Software Solutions

Resources

- SSDT Documentation: listing of documentation manuals for our various software applications
- SSDT Newsletters: monthly newsletter containing helpful tips, new features and timely information.
- ITC Overview Training: training resource for a user new to the software or new to a specific process within the software
- SSDT YouTube Channel: recorded training sessions covering various topics in our applications
- Miscellaneous Training Presentations: Powerpoint presentations SSDT presented at various conferences/events
- 2023 Release Recaps: Review of prior months release updates

USPS

<u>Account Mapping:</u>

- Utilities>Account Mapping
- Allows control over pay accounts charged in Employer Distributions, Employer Retirement Share, and Leave Projection.

Remember: Once an account matches a line in Account Mapping, the account can not be charged again.

Wildcards:

- % - Represents a single digit.
- * - Represents multiple digits.
- Spaces - Represent a wildcard. The original account dimension will be carried forward.

USPS

Account Mapping:

Resources:

- SSDT YouTube Channel - Employer Distribution and Employer Retirement Share
- Newsletter - September 2023
- Employer Retirement Share Document
- Employer Distribution Document
- Shared Reports Library - Employer Distribution Pay Account Report Definition

USPS

Error Adjustments:

- Allows the amount withheld (either employee and/or employer amounts) on Payroll Items to be changed.
- Core>Payroll Item>Payroll Item *or* Error Adjustment and Employer Error Adjustment.

Remember: A positive value will be withheld from the employee and a negative will give back to the employee.

USPS

Payroll Item Refunding:

- Processing>Payroll Item Refund allows refunds to be processed outside of the payroll process.

Remember: Will update information in Outstanding Payables.

Resources:

- SSDT YouTube Channel - Payroll Item Refunding

USPS

Mass Change:

(*The option to allow districts to use this function is an ITC decision.)*

- Allows multiple records to be updated at once.
- Once the System>Modules>Mass Change Service is installed, wherever the Mass Change option is available the Mass Change tab will appear.

USPS

Mass Change:

(The option to allow districts to use this function is an ITC decision.)

Remember:

- Create a report before processing the Mass Change.

Resources:

- Newsletter - December 2022
- USPS Documentation: Mass Change

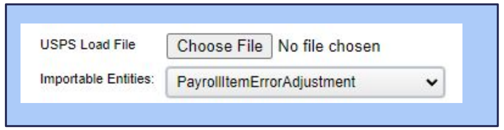
USPS

<u>**Mass Load:**</u>

- Allows multiple records to be updated at once using a CSV file.
- Utilities>Mass Load

Remember:

- Column headings are important.
- Be sure to choose the appropriate Importable Entities.



USPS

Mass Load:

Resources:

- USPS Documentation - Mass Load

USPS

Other Load Options:

- Utilities>Attendance/Absence Import: Allows attendance, absences, and/or payment information to be posted from a CSV file.

Remember: Column placement is important.

USPS

Other Load Options:

- Utilities>Automatic Payment Reconciliation: Allows outstanding check information to be copied to a format that can be used by the bank and/or used to reconcile checks on the system.

Resources:

- USPS Documentation: Automatic Payment Reconciliation

USPS

EMIS Reporting

- Reports>EMIS Reports
- Use Level 1 reports in Data Collector.
  - If applicable, make sure to extract and upload any CJ and/or CC files to the Data Collector
    - Core>EMIS Entry>EMIS Contractor (CJ)
    - Core>EMIS Entry>EMIS Contracted Service (CC)

USPS

<u>EMIS Reporting</u>

***Remember*:**

- System>Configuration>EMIS Reporting Configuration>Fiscal Year needs to be updated.
- Three EMIS areas that need to be flagged:
  - Employee>State Reporting>Reportable to EMIS
  - Position>EMIS Related Information>Reportable to EMIS
  - Compensation>State Reporting>Reportable to EMIS
- Position fields are considered ‘override’ fields.

USPS

EMIS Reporting

Resources:

- SSDT YouTube Channel - New Fiscal Year/Initial L Reporting and EMIS Common Errors
- USPS Documentation - USPS and EMS Connection
- Shared Reports Library - EMIS Related Reports

USPS

<u>Contract Compensation New Contracts:</u>

- Processing>New Contracts
- Allows building new contracts from existing Compensations while retaining historical Compensation information.

Remember: Now have the ability to create Salary Notices.

USPS

Contract Compensation New Contracts:

Resources:

- SSDT YouTube Channel - New Contract Preparation Overview and Salary Notices
- USPS Documentation - USPS-R New Contract Checklist

USPS

Non Contract Compensation Contracts:

- Mass Load>Compensation
- Allows a CSV file to be imported and new Non Contract Compensation to be created.

Note: We currently have an issue to add the ability to create salary notices for non contract compensations too.

Resources:

- Public Shared USPS Reports Library - Non-Contract Mass Load Extract Worksheet w/Pay Groups
- SSDT YouTube Channel - Non Compensation Contract Creation

USPS

Archiving:

- Allows records to be hidden by default.
- Core>Compensations, Employee, Job Calendars, Pay Group, Payee, Payroll Item, Payroll Item Configuration, Positions.

USPS

Archiving:

Remember:

- If an Employee is archived, they will not appear on the following Core screen options:
  - Dashboard, Adjustments, Attendance, EMIS Entry, Compensation, Leaves, Pay Distributions, Payroll Accounts, Payroll Item, and Position.
- An archived employee will not pull into the payroll process.
- Can view the archived information by checking the 'Include Archived' checkbox.

USPS

Archiving:

Resources:

- Newsletter - September 2023

USPS

<u>Employee Onboarding:</u>

- Once the module is installed and users are granted access (meaning the proper role is assigned), the Employee Onboarding option can be utilized.
- Allows newly hired employees information to be added without it being included in the payroll process.
- Workflows>Employee Onboarding

USPS

Employee Onboarding:

Resources:

- SSDT YouTube Channel - 2021 Workflows in Redesign
- Newsletter - October 2021
- USPS Documentation - Employee Onboarding

USPS

Reports:

- Employee Earnings Register - By Pay Account CSV
- Eligible to Retire Report - ITC ->ELIRET
- Leave Report - Classic's CHKLEV
- Reporting Entity Count Summary Report - Classic's RPTSUM
- Single Object Audit Reports - New Option
- W2 Corrections - New Option

USPS

Final Reminders:

- Make the grids work for you!
- Use those templates!
- Use the print screen options!
- Use the load options available!

USPS

Questions?

USAS

- **Template vs. Canned Reports**
  - Use most optimized version of report when possible
  - Several USAS Template reports have been rewritten as canned reports to improve performance
  - Should use canned instead of template reports when possible for best performance

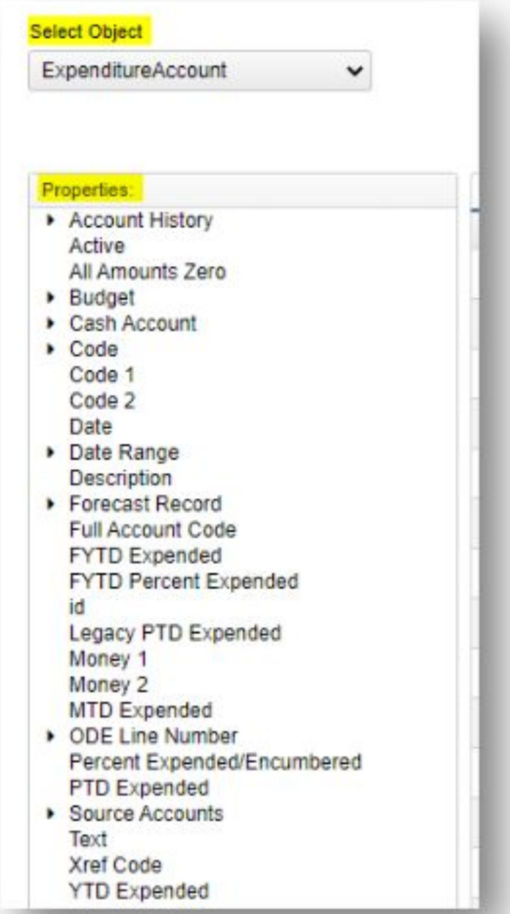
Resources:

- Miscellaneous Training Presentations:
  - USAS & USPS Custom Reports
  - Reports & USAS Account Filters
- SSDT YouTube Channel - USAS Report Generation
- USAS Documentation - Report chapter
- SSDT Newsletters - October 2021 (Canned Reports)

USAS

- **Custom Reports/Report Query Parameters**
  - Don’t reinvent the wheel! Create a new template report from an existing one.
  - If an existing report’s query parameters do not have what you need, copy the parameter (and its format) from another report; Most existing template reports have many of the configured filter params already available
  - Create an activity-based template report from the activity ledger

Customizing a Template Report
Select Object and Properties



- Select Object – references object used on template report
  - Impacts the properties displayed below it
  - Each Object has different properties associated with it
  - For example, if I change the ‘Object’ on a template Budget Summary from ‘ExpenditureAccount’ to ‘Appropriation’, I have changed the entire structure of the report

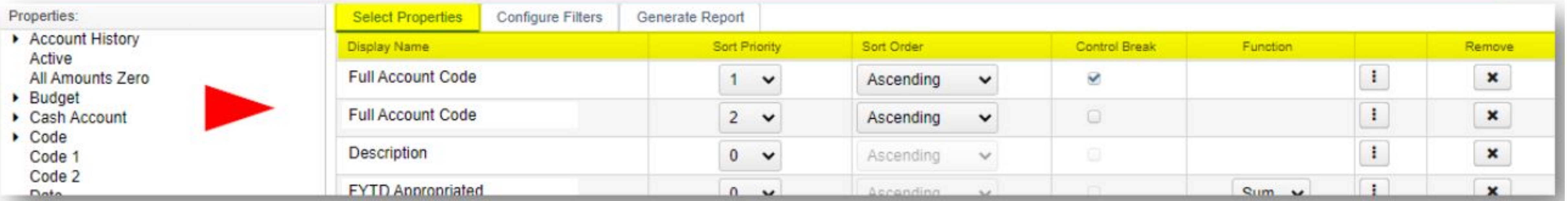
- Properties – references properties (fields) in Object
  - Most of the non-expandable properties are coming directly from the object
  - Expandable ▶ may branch outside of object

    Tip: Ctrl + F to do a search on a property

    Tip: Hover over the property to see its path

    Tip: Think of an expandable field as a link

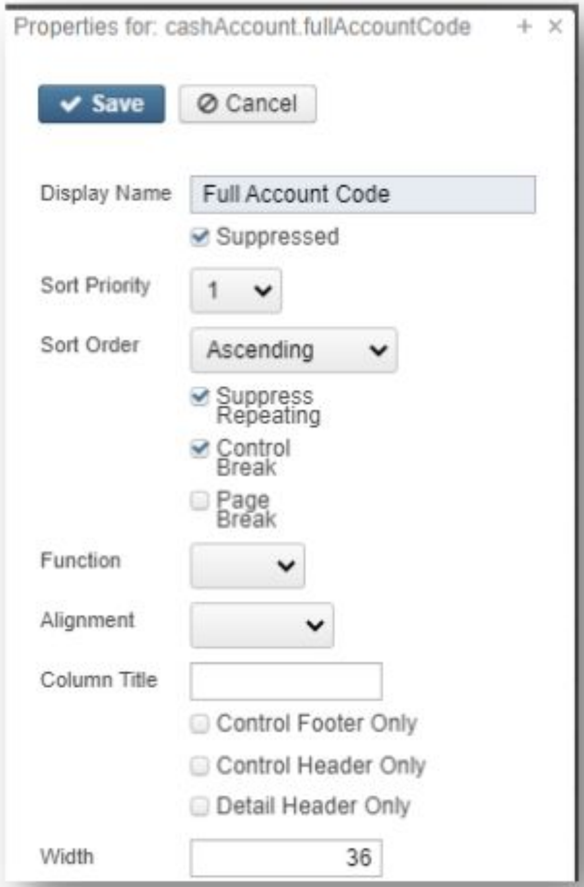
Customizing a Template Report
Select Properties



Used to select, sort, subtotal and format the fields (properties) you want included on the report

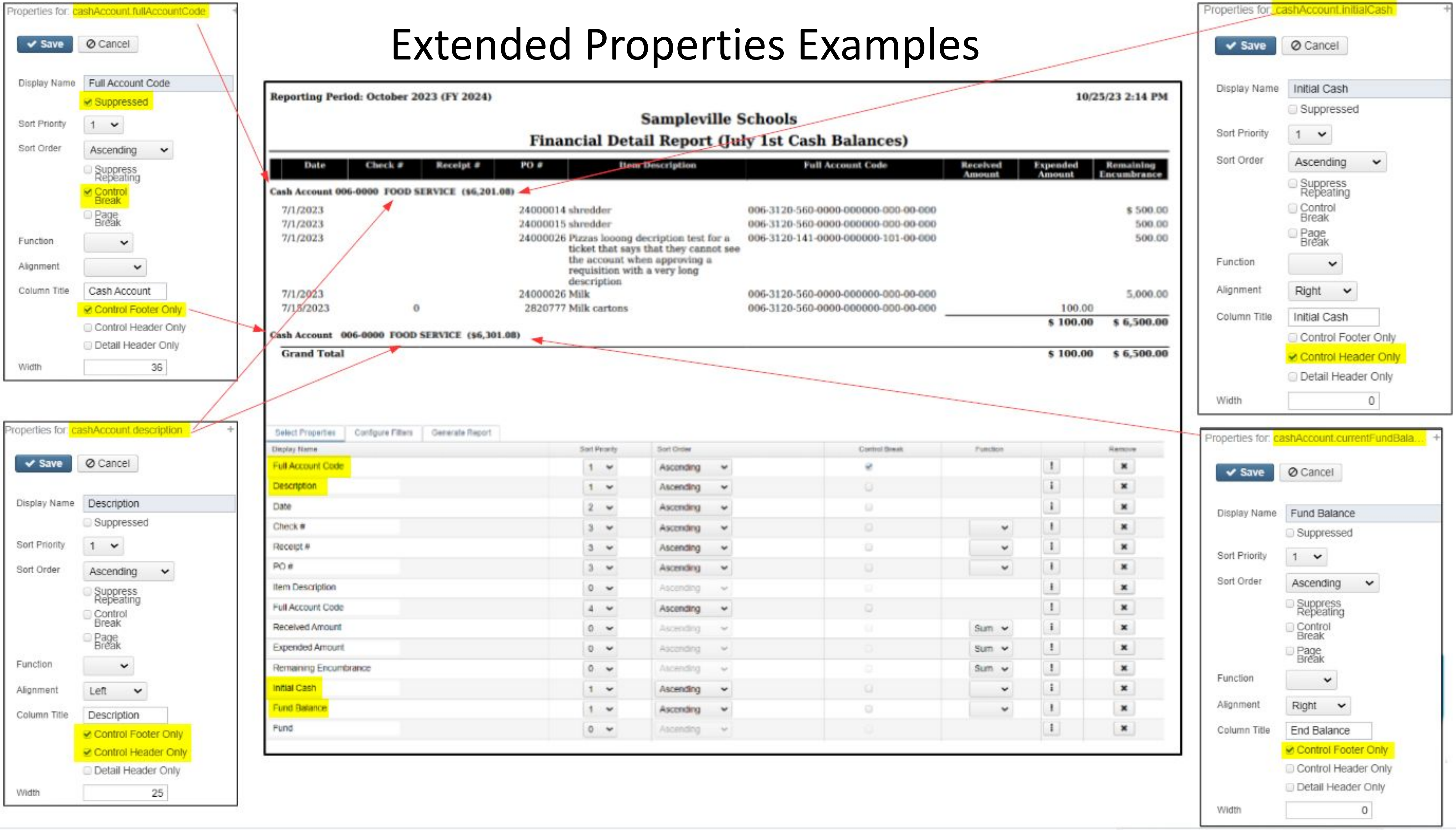
- Properties under Display Name are selected properties you want included on the report
- Sort Priority are pre-configured sorts; also reflected under Generate Report>Sort Options tab
- Control Break will add headers and subtotals to the report
- Numerical properties will allow you to select a Function (i.e. Sum)
- ⁝ are Extended Properties allowing you to modify the formatting details of a property

Customizing a Template Report
Select Properties > Extended Properties



- Suppressed: allows you to sort/subtotal on this property however the properly will NOT be displayed on report
- Sort Priority/Sort Order/Control Break/Page Break/Function
  - Look familiar? They are available on Select Properties too
- Suppress Repeating: If the same value appears on consecutive detail lines, you can suppress the repeating value
- Alignment: how do you want the field to be justified?
- Column Title: will replace the default 'Display Name'
- Control Header/Control Footers/Detail Headers
  - If checked, appears in the control header/footer or detail header instead of a column on the report
- Width: enter value to override default column width

Extended Properties Examples



Customizing a Template Report
Configure Filters

1. Select a property (from the list of "Properties" on the left) you want to filter on. Property will then be listed under the 'Display Name' column.
2. Select an Operation (click here for more details on various operations)
3. In the Filter Value, either:
   a. enter a specific value (hard-coded) and it will default to that value when generating the report.
      i. NOTE: it will not display as a parameter under ‘Query Options’
   b. create a parameter value (more details on next slide)
      i. NOTE: it will display as a parameter under ‘Query Options’ allowing users to enter a value

Configure Filters
Creating Query Parameters

- **Specified Filter Value vs Parameter Filter Value**
  - **Specified** Filter Value

    Set up in Configure Filters

    Won't be displayed as a Query parameter when generating report

  - **Parameter** Filter Value:

    Set up in Configure Filters

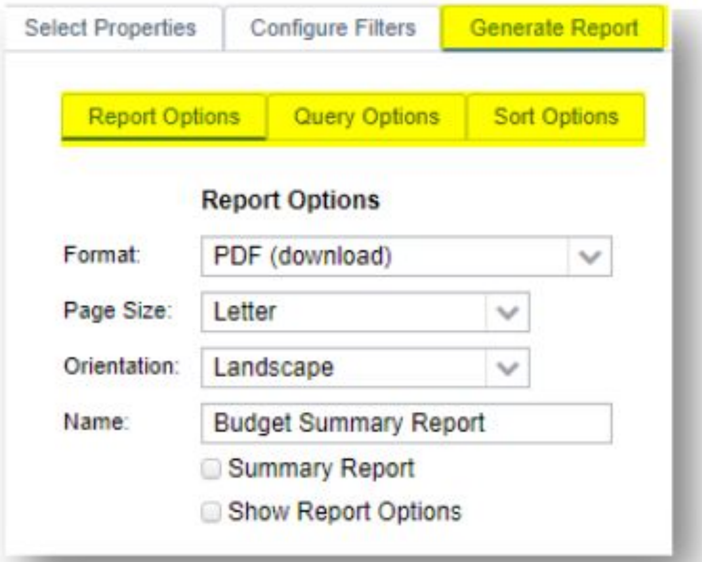
    Will be displayed as a Query parameter when generating report

Create a function in the Filter Value

- param("name","default value","label")

Operation	Definition	Specific Filter Value Example in Configure Filters (parameter will not display when generating report)	Parameter Value Example in Configure Filters (parameter will display when generating report)	How Parameter Value display when generating report
Between	Between two Values	Select Properties / Configure Filters / Generate Report Display Name: Check Number Operation: Between Filter Value: 58492.60000	Display Name: Check Number Operation: Between Filter Value: param("startCheck","","Starting Check #"), param("endCheck","", "Ending Check #")	Query Parameters Starting Check # Ending Check #
Contains	Entered Value Anywhere in the Field (i.e. contains part of vendor name)	Display Name: Primary Name Operation: Contains Filter Value: school	Display Name: Primary Name Operation: Contains Filter Value: param("name","","Enter Vendor Name")	Query Parameters Enter Vendor Name
Equals	Match an exact value (i.e. account filter)	Display Name: Filter Operation: Equals Filter Value: hsband	Display Name: Filter Operation: Equals Filter Value: param("Filter Name","")	Query Parameters Filter Name
Greater Or Equal	Greater than or equal to value entered	Display Name: Date Operation: Greater or equal Filter Value: 07/01/2018	Display Name: Date Operation: Greater or equal Filter Value: param("startDate","p","Start Date")	Query Parameters Start Date: p
Greater Than	Greater than value entered	Display Name: YTD Total Operation: Greater than Filter Value: 599.99	Display Name: YTD Total Operation: Greater than Filter Value: param("ytd","","YTD Total greater than:")	Query Parameters YTD Total greater than:
Is Null	Null looks for blank fields			
Less Than	Less than value entered			
Less Than or Equal	Less than or equal to value entered	Display Name: Date Operation: Less or equal Filter Value: 06/30/2019	Display Name: Date Operation: Less or equal Filter Value: param("endDate","d","End Date")	
Like	Begins with (i.e. all object codes starting with 1)	Display Name: Object Operation: Like Filter Value: 1%%	Display Name: Object Operation: Like Filter Value: param("includecode.object","","Include Object (use % for wildcard)")	Query Parameters Include Object (use % for wildcard)
Match Any of the Following	Match any of the value entered			
Not Equals	Exclude a value (i.e. exclude 1099 type)	Select Properties / Configure Filters / Generate Report Display Name: Type 1099 Operation: Not equals Filter Value: Non_1099	Display Name: Type 1099 Operation: Not equals Filter Value: param("type1099","","Enter 1099 Type")	Query Parameters Enter 1099 Type
Not Null	Excludes blank fields			
Not One Of	Exclude multiple values separated by commas		Select Properties / Configure Filters / Generate Report Display Name: Status Operation: Not one of Filter Value: param("status",V,"Exclude Status(es):	
One of	Able to enter multiple values with commas (i.e. several ven. #s)	Select Properties / Configure Filters / Generate Report Display Name: Number Operation: One of Filter Value: 555555,403920,389221	Display Name: Number Operation: One of Filter Value: param("number",,"Vendor Number(s):"	Query Parameters Vendor Number(s):

Customizing a Template Report
Generate Report



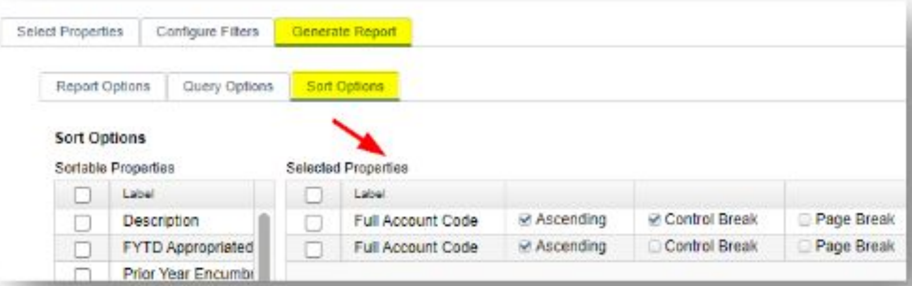
Tips

- Format options under Report tab
  - Excel is NOT brought in as raw data; instead, it's a modified PDF version in Excel
  - Excel Data, Excel Field Names and CSV are best options for raw data values (aka spreadsheets)
    - For above mentioned raw data options, any headers, control breaks and totals will not be included when generating spreadsheet
- Summary Report only includes headers, subtotals and totals for PDF formatted reports
- Query Options parameters originated from Configure Filters
- Sort Options originated from Select Properties
- After making changes to an existing template report, save report!

Dynamic Sorting

Template Reports

- Displayed under Generate Report> Sort options tab
- Based off of Select Properties ‘sort priority’
- Changes made ‘on the fly’ won’t be saved; must be changed under Select Properties ‘sort priority’ or
- remember to ‘Save Report’ for any ‘sort priority’ changes that were made



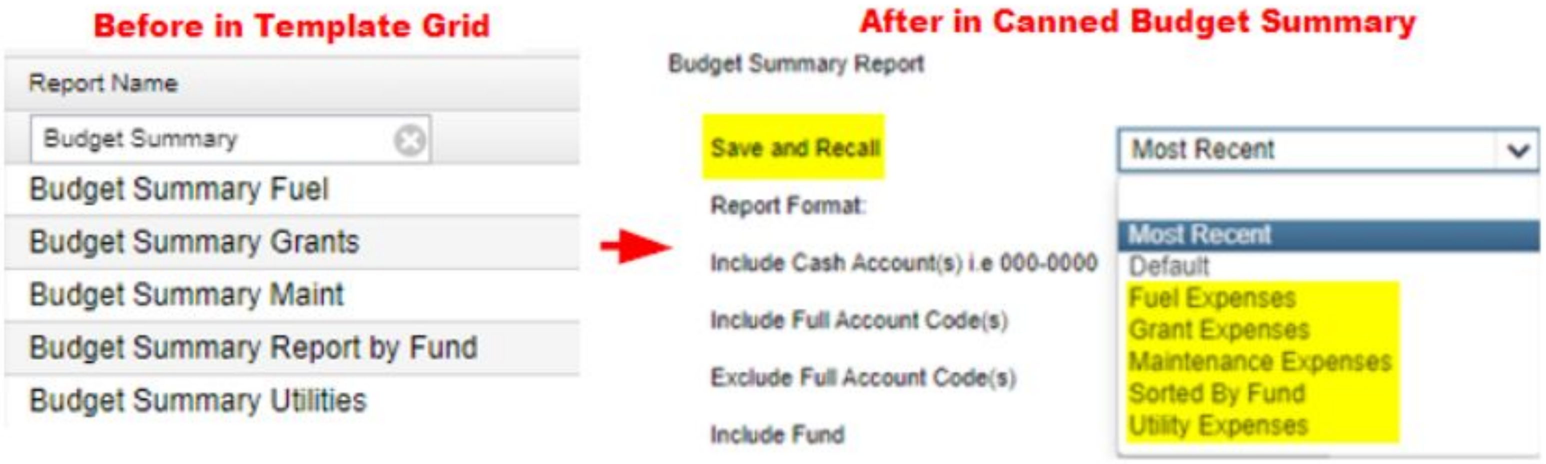
Canned Reports

- Displayed on right side of canned report options
- Based off of template counterpart
- Changes made ‘on the fly’ won’t be saved; must use ‘save and recall’ to save sort changes

Save/Recall

- Available on both Canned & Template reports
- Used to save previously used report parameters
- Retains 'most recent' by default

Tip: Replace template versions of the same report with saved settings on canned version



Additional Report Tips

- Canned Financial Detail:
  - If Start/End Dates are consistent with the Current Fiscal Year, the Beginning Cash Balance will be included on the report.
  - When generated for custom date ranges (ex. Monthly) the report will not include the Initial Cash Balance.
  - To run a report for a previous Fiscal Year with the Initial Balance, the Current Period should be changed to a period within that fiscal year and the date range should be 7/1/xx to 06/30/xx
- Template Financial Detail Report
  - This link takes you through the steps on how to create a financial detail spreadsheet with running fund balances. It uses the template SSDT Financial Detail Report July 1st Cash Balance report in conjunction with a downloadable spreadsheet template to link the template report to the spreadsheet.
  - If having trouble with figures over $1M not appearing on report, either use the canned version or customize to widen the columns on the template version using extended properties.

USAS

Report Resources

- SSDT YouTube Channel - FWF USAS Report Generation
- Newsletter
  - February 2021 (Adding Query Parameters to Template Reports)
- Miscellaneous Training Presentations:
  - USAS & USPS Custom Reports
  - Reports & USAS Account Filters
- USAS Documentation
  - Report Manager
  - Custom Report Creator
  - Canned Reports
  - Report Procedures

USAS

- **Reports Bundles**
  - Create custom Report Bundles
  - Generate “Immediately” to prompt a group of reports whenever you need; or, schedule for a specific event or interval
  - Can customize report parameters when creating the Report Bundle

Resources:

- SSDT YouTube Channel:
  - FWF USAS Report Generation
  - USXS-R Reports & Report Bundles
- USAS Documentation
  - Report Bundles
  - Schedule a Custom Monthly Report Bundle

USAS

- **Scheduling Reports/Job Scheduler**
    - Schedule a single report to run on a regular interval
    - Schedule Report Bundles

Resources:

- SSDT YouTube Channel:
    - FWF USAS Report Generation
    - USXS-R Reports & Report Bundles
- USAS Documentation
    - Scheduling a Custom Monthly Report Bundle
    - Scheduling a Report to run via Cron Job
    - Job Scheduler
- Miscellaneous SSDT Training Presentations
    - Scheduling Reports and the Job Scheduler

USAS

- **Accounts/Account Filters**
  - Account filters can be used to limit users to specific accounts for their affiliated building or program
  - Account filters can also be used to filter information on reports

Resources

- SSDT YouTube Channel
  - FWF Account Filters
  - USAS Overview Accounts
- SSDT Newsletters - May 2022 (Mass Inactivate Accounts)
- USAS Documentation
  - Accounts
  - Account Filters
- Miscellaneous SSDT Training Presentations
  - Reports and Account Filters

USAS

- **Grids**
  - The number of columns on grid containing calculated amounts can impede grid performance. We recommend a maximum of 1 to 2 calculated fields per grid.
  - Alternative: generate a report from the grid, purposely including your desired calculated columns, and save as a report to capture all of the columns from your grid into a custom report you can generate as needed
- **Activity Ledger:** Own it! Customize the grid to what works best for you!
  - **Customize** grid based on the kind of processing you perform in USAS
  - **Sort** one or more columns
  - **Filtering** the grid is really the key component to producing GREAT results

Resources:

- SSDT Newsletter July 2023 (Making the Activity Ledger Query Grid Your Own)
- SSDT YouTube Videos
  - USAS Common Errors and Troubleshooting - Activity Ledger
  - USAS Common Errors and Troubleshooting - Expenditure Grid
  - USAS Activity Ledger Query

USAS

- **Budget Scenarios:** ability to create scenarios and apply proposed amounts for
    - future fiscal year (next year proposed)
    - current fiscal year (initial amounts)
        - Temporary and permanent
    - current fiscal year (adjustments)

Resources

- USAS Documentation
    - Budgeting Scenarios Steps for creating proposed amounts for next fiscal year
    - Budgeting Scenario Steps for making budget adjustments in the current fiscal year
    - Budgeting chapter
- SSDT YouTube Channel - USAS Budgeting 2023
- SSDT Newsletter
    - July 2023 (FY24 Proposed amounts are now initial amounts)
    - September 2023 (Making temporary budgets permanent)

USAS

- **Vendors/1099s**

Resources

- SSDT Newsletter
  - December 2021 (Preparing for 1099s)
  - November 2022 (News you can use for W2 & 1099 printing)
- USAS Documentation
  - 1099 Extracts
  - Vendor FAQ's
- SSDT YouTube Channel - 2022 ITC Calendar Year-End Review (1099 section of the video)

USAS

- **Requisitions/Requisition Workflows**

Resources

- SSDT YouTube Channel: FWF USAS-R Requisition Approval Workflows
- SSDT Newsletter
  - April 2022 (Requisition Workflows and Attachments)
  - April 2023 (Future requisitions)
  - October 2023 (User Based Balance Checking)
- USAS Documentation
  - Workflow Procedures
  - Requisitions
  - USAS FAQs
- USAS Shared Reports Library - Requisition Approval Workflow reports (.rpd-json)

USAS

- **Purchase Orders/Invoices/Disbursements**

Resources

- USAS Documentation
  - USAS Error Messages
  - USAS FAQs
- SSDT YouTube Channel:
  - USAS Overview: Expenditure Process
  - FWF: AP Invoices Tips & Tricks 2022
  - USAS PO Repair & Updates
- Miscellaneous SSDT Training Presentations - Deep Dive into Disbursements
- SSDT Newsletter
  - May 2021 (Importing PO & Invoices)
  - August 2021 (PO Repair)
  - October 2023 (User based balance checking)

USAS

- **Receipts/Refunds**

Resources

- SSDT YouTube Videos - Receipts & Refunds
- USAS Documentation: USAS FAQs

Inventory

Resources:

- Inventory User Manual
- Inventory FAQs
- SSDT YouTube Videos
    - Inventory Overview:
        - Transaction Processing
        - Reports
        - Depreciation
    - Inventory Imports

USAS/Inventory

Questions?