NEOnet

Prompt. Courteous. Knowledgeable.

Support *you* deserve.

From the Executive Director

On March 11, 2020, in a small conference room at the Stow-Munroe Falls Administrative offices, the Akron Area Superintendents met for the first time to discuss how they would handle the COVID-19 pandemic. It will soon be a year since that meeting, and a lot has changed—lockdowns, social distancing, masks, and of course, video conferencing. Educators are an enduring group, and their love and desire to help children has remained constant during these challenging times. I am especially appreciative of the collaboration and knowledge sharing among this team; I am proud to be associated with such a great group of people. Although it has been a challenging year for so many of us, because of all the hard work and dedication that has continued over this past year and the increased number of people getting vaccinated and kids in school, I feel the future of education is bright. I am also happy to say that spring is just around the corner!

Here at NEOnet, I want to welcome our newest staff members, Zachery McMasters, Anthony Pietrasz, and Susan Searl. You can read their biographies on page two of this newsletter.

Everyone wants a computer that runs smoothly and effectively. Unfortunately, our computers occasionally break down or have some issues. Page four of the newsletter highlights some best practices that can help your computer run smoothly as well as a few Windows keyboard shortcut keys to help you work more efficiently.

Are you interested in building a better blended classroom? Research 4 Success (R4S) provides free modules designed to support the instruction of research and inquiry skills. Built on the concept of blended learning, Research 4 Success is perfect for face-to-face, hybrid, and remote learning. Read page five to learn how R4S can assist in building a better blended classroom.

Page seven of the newsletter provides information about the Ohio Department of Education's new EMIS reporting options for education delivery model (in person, hybrid, and remote), hardware access and internet connectivity.

Lastly, NEOnet is excited to once again provide the Council with a free 100% virtual Educational Technology conference. NEOtech 2021 kicks off with the first live session on March 15, 2021, beginning at 3:30 p.m. The event features several live and on-demand sessions where experienced and knowledgeable educators will discuss some of the latest and greatest in the world of Educational Technology. You can learn more about the event and register at neotechconference.org.

I have only highlighted a few of the important items that this newsletter includes. Please feel free to contact me by phone at 330.926.3902 or by email at gdovin@neonet.org if you have any questions about the newsletter contents.

And remember without you, there is no NEOnet!
Matthew Gdovin, Executive Director

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New Employees

Anthony Pietrasz

Tony was born and raised in Cleveland Ohio (Old Brooklyn area) and moved to Medina 23 years ago with his wife Carol. They have 1 son, Zachary, and he is a senior at Medina High School. Tony likes anything that fosters collaboration with people. I feel this is the best way to get to know each other, your strengths, and provides the bonding needed to develop a solid work environment and friendship. He enjoys playing golf, solving puzzles (Logic Puzzles), and exercising to keep in shape. Tony is excited to have the opportunity to serve his community and students.

Susanne Searl

Susanne Searl is a Fiscal Services Support Specialist at NEOnet. Prior to joining NEOnet, Susanne was employed by an engineering / construction management company, where she brings over 15 years of experience in administrative, project accounting and contracting.

Susanne has two daughters in college who both graduated from Stow-Munroe Falls High School. In her spare time, she volunteers with a local arts and culture newspaper and as a weekly podcaster discussing current local events and news.

Zachery McMasters

Zach has worked in the telecom industry for two years as a subcontractor and continues to learn the trade. He joined NEOnet as a data cabling apprentice. In his free time, he enjoys learning web design with his dad. He also has a lot of passion for skateboarding.

From the Tech Director

Many of you have heard of or been directly affected by unemployment fraud. This has been a common message in the media, plaguing Ohio particularly hard. When an organization or an individual sees a letter from unemployment, the first thought might be a breach of data at their current employer, but that is not usually the case. These attempts at fraudulent collecting of unemployment are often driven by organized malicious threat actors and fueled by previous security breaches. Personally, identifiable information that was previously exposed is often used to launch these campaigns and funnel those unemployment dollars to other individuals. NEOnet has investigated many of these incidents and has directly involved our Chief Information security officer in those investigations. There has been no evidence of a data breach from a service provided by NEOnet as of this publication.

So what can you do if you are a victim of unemployment fraud? The first step is to report it to your employer and the second step is to report it to the Ohio Department of Jobs and Family Services. On the unemployment.ohio.gov website, there are flow charts to follow to report the incident and some steps to follow relating to taxes. There are also some essential tips on how to protect your identity and limit your exposure.

These security threats are only growing on a daily basis, and NEOnet takes them very seriously. We have recently started utilizing a Security Operations Center to watch our server and network traffic twenty-four hours a day. This added security level applies to any districts that host their servers with NEOnet at no extra cost. We are also implementing weekly network vulnerability scanning for all of our customers at no charge. These weekly scans will be sent to our customers for remediation and will be included in our annual firewall audit report. We also highly recommend our customers invest in Employee Security Awareness training like the PhishingBox solution we offer. This is a vital step to training the district staff on what to look for in a malicious email. The more training end users have on identifying threats, the less chance they will give up personal information or credentials.

NEOnet is always here to help our member districts with security, so please don't hesitate to reach out via email zolla@neonet.org if you have any questions or need guidance on anything in this article.

Technology

Cybersecurity

In today's world, cybersecurity is critical because of some security threats and cyber-attacks. Cybersecurity means protecting data, networks, programs, and other information from unauthorized or unattended access, destruction, or change. Today due to high internet penetration, cybersecurity is a huge focus. Cybersecurity is important not only because it helps to secure information but also our systems from virus attacks.

NEOnet will soon be sending out vulnerability scans to our districts. These customized reports will inform you of any know vulnerabilities you might have exposed to the internet. Using these reports will help you locate weak points in your network that attackers could use to access internal systems or sensitive data.

Best Practices

Everyone wants a computer that runs smoothly and effectively. Unfortunately, our computers occasionally and inevitably have issues doing just that. The following information includes some practices that can help your laptop run smoothly and make your technical life a bit easier.

When we run into issues and speak with tech support the first question is "have you tried turning it off and back on?" well it turns out shutting your computer down on a regular basics assists its ability to run dramatically. When the computer is shut down its RAM is cleared and all running programs are shut down giving your computer a fresh start when you decide to sign back in. Just remember to save your important files before shutting down to prevent losing them.

Don't get download happy! Always be aware of what your downloading. Many sites have bad links that could install anything from bloatware to viruses on your computer. Never click a link that you do not trust, including links in emails and messages. Downloading these files could put your security at risk and make your computer run slower.

Keep your desktop clutter-free. Close tabs and programs when you are no longer using them to keep your computer's resources free. Having more than one program open can drain your computer and slow it down. This is often seen in applications like google chrome. Just like your mind, when there is too much happening tend to freeze up, think of your computer that way. Only have open what is necessary.

Stay organized! Keeping your files and desktop organized can save you time so you can avoid clutter on your computer. Keep your files in labeled folders and keep them off your desktop. This will make things easier to find, thus saving you time and energy. Make sure you frequently save important files and documents so you can access what you need quickly and effectively. Making these few changes can keep your computer running smoothly and keep you working to your best.

Windows Keyboard Shortcuts

Microsoft Windows and applications themselves have hundred of possible keyboard shortcuts. Mastering these can save hours of time and mouse movements and improve your efficiency in using your computer. A few super useful examples are below (note, some of these require a minimum Windows 10 v1909 to function). A full list for Windows may be found here: https://bit.ly/2MdAgST

Key	Description
Win + V	Paste from clipboard history (must be enabled in Settings first). This will present a list of your previous clipboard items to choose from when pasting. Useful when you have multiple items to paste.
Win + E	Open a new File Explorer window
Win + S	Open Start Menu/Search (begin typing to find Applications, documents, etc)
Win + Shift + S	Take a screenshot of part of your screen and immediately copy to clipboard
Win + . (period)	Open the emoji menu to insert emojis. Start typing to search

Technology Integration

If there is one thing this pandemic has taught us, it is that educators can be very flexible and meet their students where they are. Whether a school district stayed in-person, went hybrid, or transitioned to a completely remote model, educators stepped up and learned new techniques and tools to keep the learning going. The world of Educational Technology has also risen to the challenge of providing accessible tools for teachers and students. This includes the Technology Integration service, which has provided live and on-demand training to over 1,500 educators since the pandemic began. Since we started providing PD On-Demand, over 100 educators have taken the opportunity to learn something new about EdTech at their own pace (and earn CEUs or graduate credit!)

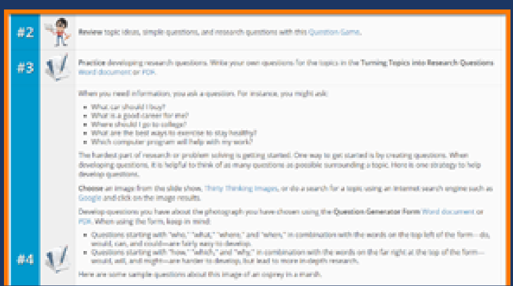
We are also excited that NEOTech 2021 will be held again this year in a virtual format. With many on-demand sessions and several live sessions from some great educators, it is shaping up to be another valuable learning experience for all. As always, the Technology Integration service will continue to provide weekly EdTech training sessions that are open to all; subscribed school districts can always reach out to Dan to schedule a customized PD session. Feel free to reach out to Dan via email at dniessen@neonet.org or on Twitter at @Dan_EdTech and @NEOnetEdTech.

Library Services

Build a Better Blended Classroom with Research 4 Success

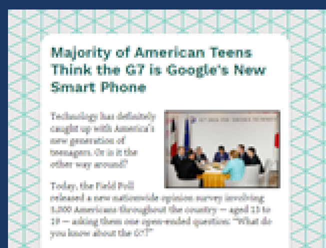
Developed to augment short or long-term research projects, INFOhio's **Research 4 Success** (R4S) is a collection of six modules designed to be used individually or together to support the instruction of research and inquiry skills necessary for post-secondary success. Each learning module contains three parts allowing students to learn, practice, and master each step of the research process.

Research 4 Success incorporates blended learning approaches to instruction as each module uses videos, digital texts, and interactive learning resources along with print-based options to grow and develop research and inquiry skills. From dissecting the research question to locating and evaluating information, Research 4 Success can be used to build critical thinking skills in students whether you are teaching face-to-face, hybrid, or remote.



Use with Station Rotation in a Blended Learning Classroom

Implementing a station rotation built around the R4S modules, the blended learning model can keep students engaged while providing teachers much needed time to offer individual support to students during the writing process.



Use Modules to Provide Targeted Instruction

Don't have two weeks of instructional time to commit to a research or inquiry project? Break apart the modules asking students to complete specific lessons to develop targeted skills. Fight fake news with **Module 3: Selecting the Best** and teach students how to evaluate websites and articles for bias.

Just for Teachers

Looking for more ideas for using Research 4 Success? Visit the **Getting Started for Teachers** section to locate the Teacher Guide or visit the **INFOhio 6-12 Digital Content Learning Pathway** and check out the class, **What is Inquiry?** Complete the class and take a quiz to earn a certificate for four contact hours.

You can embrace blended learning models in your classroom with Research 4 Success. Using a combination of videos, online learning activities, and graphic organizers, for print or digital use, you can seamlessly transition instruction from the classroom to the kitchen table, ensuring that your students are supported throughout the inquiry process.

Library Services

All Things in World Book

World Book is continuing to update and refine its content to meet the needs of students and educators. Check out some of the most recent updates and additional content.

World Book Early Learning

World Book Early Learning, an early literacy resource for the youngest learners, provides eBooks, videos, and interactive games that help develop language and literacy skills.

Updates include:

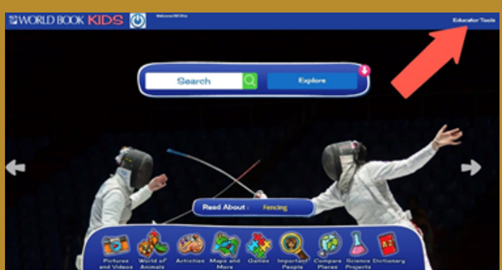
- The movement of essential skills content including letters, numbers, and early math concepts such as counting and classification to the Early Learning Basics feature on the site. This also includes the movement of The Trek book series to the "Welcome to Reading" section within Early Learning Basics. These books have been organized according to level (A, B, C, or D) and can be read sequentially.
- A more natural-sounding read-aloud voice has been added site-wide.
- A new Lesson Plans link has been added to the "Welcome to Reading" section in Early Learning Basics to make it easier for educators to align their curriculum with the reading content.
- A new "Butterfly Catch" game that reinforces the concept of counting from 1 to 10 and includes vocabulary words like most and least, top and bottom, left and right, and biggest and smallest.

World Book Kids

World Book Kids is a K-5 online encyclopedia featuring eBooks, videos, activities, read-aloud, and translation features.

Updates include:

- New webquests have been added about Halloween, Getting to Know China, The Philippines, and even more animals.
- The Educator Tools button is more prominent on the homepage so teachers have simple, one-click access to lesson plans, curriculum correlations, and more.



World Book Student

World Book Student, appropriate for 5th-10th grade students, is an online encyclopedia that features eBooks, videos, activities, primary sources, and translation features.

Updates include:

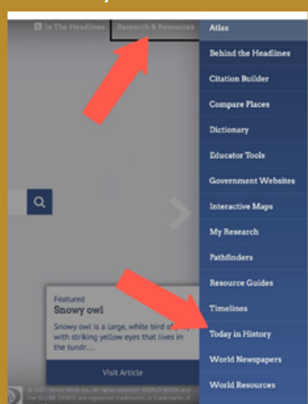
- New webquests such as Halloween, Getting to Know China, The Philippines, and even more animals.
- Five new graphic organizers were added to the Graphic Organizer section, along with updated PDFs that give more context around the use of each organizer.
- Interactive learning games provided by Legendary Learning Games have been curated and added to articles that align with the curricular content within the learning games. Every game included is standards-aligned from the disciplines of Math and Science. These games are appropriate for students in upper elementary through middle school. For a complete list of the new games included and pre and post game discussion questions go here.

World Book Advanced

World Book Advanced, appropriate for high school students, is an online encyclopedia that features eBooks, videos, Today in History information, primary sources, and translation features.

Updates include:

- New webquests have been added about Halloween, Getting to Know China, The Philippines, and even more animals.
- The Today in History feature has been updated with more current events that have happened throughout history.



Delivery Model, Hardware, and Connectivity Reporting FY21

For FY21, Delivery Model, Hardware, and Connectivity data are being collected to be reported to ODE. Access to education outside the traditional school setting is becoming more of a necessity. The coronavirus pandemic has highlighted the need to look at opportunities to learn data to help understand the inequalities in physical access to technology.

Districts are encouraged to use data-informed approaches to ensure that students receive high-quality instruction and services. State-level data can play an important role in understanding the value and developing supports for districts, educators, and students. Remote and online learning is likely to become a permanent part of K-12 education. The importance of understanding connectivity and technology access, as well as the role of remote or blended learning opportunities, will remain. ODE intends for this data collection to carry on in future years so that local and state leaders have the information they need to understand and address the "digital divide."

Data reported through EMIS will be used to inform state resources, state's support, guidance, and policies; encourage knowledge-sharing and create tools and resources to support instruction. This will also help learn more about how this process of learning in 2020-2021 affects students and educators, long and short term. This data will not be used for accountability purposes, as a factor in foundation payment or to evaluate individual districts, schools, educators, or students.

Information on two categories of data significant to students' Opportunity to Learn during the pandemic and beyond will be collected.

1. Connectivity and Hardware Access: Access remains among the most significant needs for Ohio's students as they engage in remote and hybrid learning. By collecting information on access through EMIS, the Department will improve the completeness and accuracy of the state-level data on access.

2. Education Delivery Models: During the 2020-2021 school year, students are learning through a variety of education delivery models (e.g., 5-Day In-Person, Fully Remote and Hybrid).

- **New Education Delivery Model** - DN Attribute - EDUMODELDB - Used to report the initial delivery model used in the district at the start of the school year, and each date when the delivery model changes
  - Full-time remote learning Program Codes- Covering all terms a student commits to -
  - In-person services Program Code – Regularly scheduled instruction or services received at a school facility.
- **Hardware** - DN Attribute – LEAPRVHARD- Reported if the district provides computer hardware (including desktops, laptops, or tablets) to all students in one or more grade levels for use in completing schoolwork at their primary residence.
- **Connectivity** - DN Attribute- LEAPRVWIFI- Reported if the district provides Wi-Fi access to students outside the building, such as from the school parking lot, or by parking a bus with a Wi-Fi hotspot in a student-accessible location.

EMIS Manual 5.3 Organization General Information (DN) Record

- New Educational Delivery Model Program Codes- Reported at Student level only for planned and sustained exceptions to the district/building/grade level model. 7001XX
- New Hardware Program Codes – Reported one time only status as of March 7002XX
- New Connectivity Program Codes - Report one-time-only status as of March. 7004XX

EMIS Manual - 2.9 Student Program (GQ) Record

Important information for Prioritization of EMIS Data on Education Delivery Model, Hardware, and Connectivity
http://bit.ly/EMISNewsflash221

DRAFT Learning Models/Connectivity FY21 Data Collection—updated 12/23/2020
http://bit.ly/DRAFTLearningModelsConnect

Delivery Model, Hardware and Connectivity Reporting FAQ
http://bit.ly/DeliveryModelFAQ

ODE ITC EMIS Training Q & A January 2021
http://bit.ly/Jan21Q-A

Student Services

Special Services

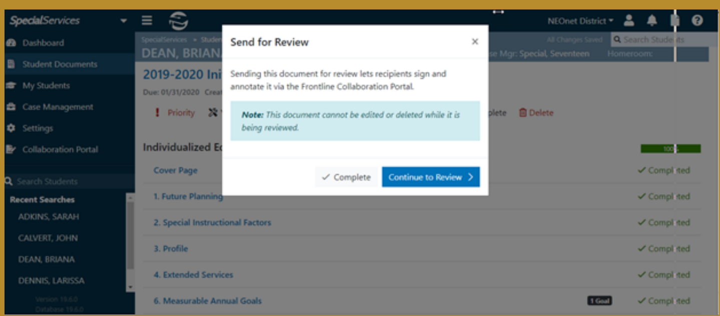
January 2021 - Collaboration Portal

The Collaboration Portal allows staff to send documents virtually for parent/guardian signatures. Video: http://bit.ly/CollabPortal
When using the Collaboration Portal:

- Your staff must have Complete privileges to do this!
- This tool is designed to send to a Parent/Guardian.
- School Staff needs to sign electronically or upload a paper copy prior to sending it to the parent.
- The parent has 48 hours to sign the document, or it becomes void.
- Indicate in your message any instructions
- Keep your password simple.
    - The same password can be used.
- Do a print preview of the document before sending.
- Documents that are signed within 48 remain in Review until removed by the user.

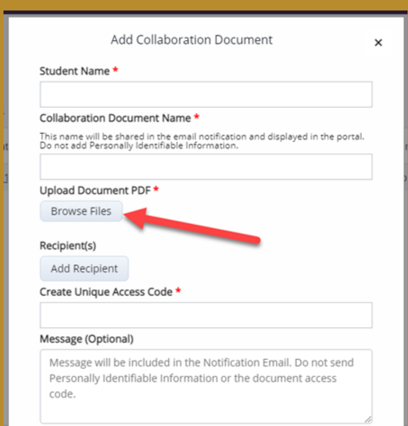
Sending the Entire Document

- When the document is done, Signatures are signed electronically and/uploaded, click on the final Complete and select Review.
- This will allow you to send the document to the parent via the Collaboration Portal to sign.



Sending Individual Forms

- When the document is done, Electronic signatures are added, download and save the forms that need to be signed by the parent.
- Click on the Collaboration Portal Link
- Click Add Collaboration
- Fill out form
- Upload Saved Document
- Send
- When Received, Download signed Document
- Upload to IEP/ETR
- Final Complete

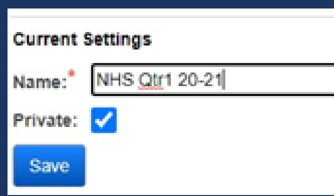


DASL & GradeBook

When districts choose to vault Report Cards (aka publish to ParentAccess), the cards are attached to the student's state student ID (SSID). If a student attends multiple districts (Career center/JVS, etc.) or moves to another school district, the report card stays with the student as long as the district is on the ProgressBook suite. Below are some tips on this feature for DASL, Gradebook, and ParentAccess. Please let us know if you have any questions on this feature at studenthelp@neonet.org

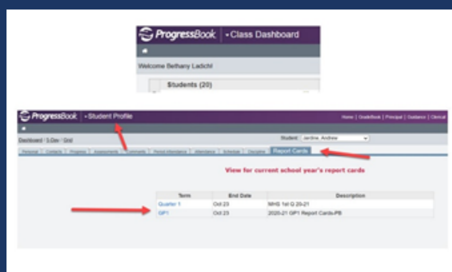
In DASL

- When naming your report cards on the Load Settings tab before more descriptive. Include your building name or at least an abbreviation (NHS). The name will go over to Gradebook and ParentAccess and help teachers and parents easily find the correct report card.
- When setting up Load Settings, do not include student status for students not attending your building. If the report card is set up a certain way and includes those status' a blank report card will appear, which adds to more clutter for teachers and parents.

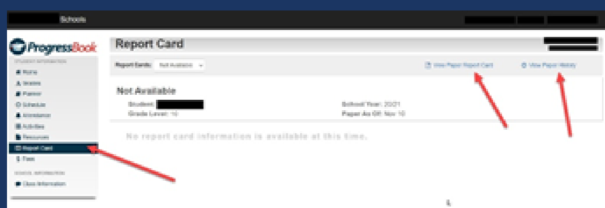


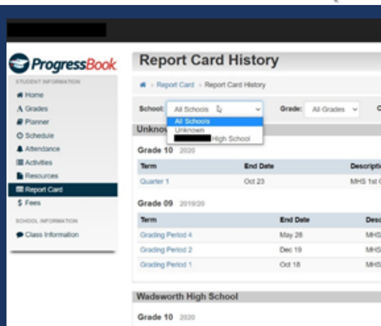
In GradeBook

On the Class Dashboard when clicking on a student name, the Student Profile Screen, you can see report cards from two districts.



In Parent Access and on the Report Card tab: The grid displays the district's report card data in the parent account is logged onto, the View Paper Report Card is the last district who saved their card to the vault, and the View Paper History is where to see all the available cards.





Technical Applications

HR Kiosk Inactive User Clean-up

In the spring of 2020 the MCOECN started charging all the ITC's by the number of user accounts found within HR Kiosk. The best way to keep costs low is to make sure once a year we clean-up the inactive accounts. Several of you last spring elected to setup the automatic deactivation feature within HR Kiosk, which has helped. For those who elected not to setup the automatic deactivation, NEOnet will be sending a HR Kiosk Inactive Account Listing Report. This report will be similar to the annual SOC1 Reports you review, sign and return. The report will only contain user accounts that have been inactive since 1/1/2020 and older. We ask that you review this report and determine which accounts can be deleted.

The deadline to return the report will be Friday, March 26th. Please contact techappshelp@neonet.org with any questions.

Fiscal Services

Group Life Over 50K Frequently Asked Questions:

Special consideration is needed for employees who receive employer paid life insurance coverage that is **more** than $50,000. Under federal tax laws, employer-paid premiums for life insurance coverage greater than $50,000 must be reported as income subject to Social Security and Medicare taxes.

During payroll processing, the system calculates the amount that should be added to the employee's taxable earnings for this coverage. The system references the Group Life Insurance table for the Premium corresponding to the employee's calculated age: (Additional Taxable Earnings = Taxable Coverage ÷ $1,000) x Premium x (12 Months ÷ Number of Pays).

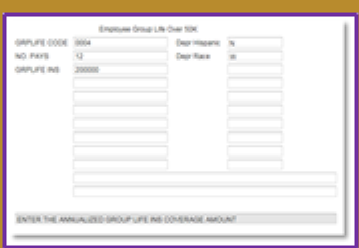
If a portion of the insurance premium is deducted from the employee's pay, the system uses the following equation to adjust the taxable amount: Adjusted Taxable Earnings = Additional Taxable Earnings - Employee Deduction

(Path) Employee Group Life Page:
HR>Entry & Processing>Employee Information>Payroll Information>Group Life

Q: Where can I find the IRS tax rate for employee group life over 50K?
A: For guidelines on employee tax liabilities regarding group life insurance coverage, refer to the applicable federal and state tax provisions. The data should be based on the Employer Supplemental Tax Guide (IRS Pub. 15-A).

Q: How does the system calculate the employee's age?
A: Employee's Age = Current Year - Year of Employee's Birth
For all coverage provided within the calendar year, use the employee's age on the last day of the employee's tax year. The system determines the additional income based on the total coverage in excess of $50,000, the number of pays the employee receives annually, and a uniform monthly premium rate per $1,000 of coverage, as indexed by the employee's age.

Q: If the insurance is $150K, what should be entered into the group insurance field; $150,000 or $100,000?
A: Select the employee's record in the List section to display the Employee Information detail page, and then select Group Life on the Action Bar. Enter the total dollars of coverage.
For example, if the employee's coverage is $200,000, enter this amount.



***Sample Calculation: $215,000** (Amount of group life insurance employee has)-**$50, 0000** (first 50 is free) =**$165,000.00** that should be taxed per **$1000** which leaves **165** units * **$2.06** (employee's age based on IRS documentation) **X 12** months=total paid per year, = **$4,078.80 divided by number of pays (24) = $169.95** =rate per pay for group life over 50K.

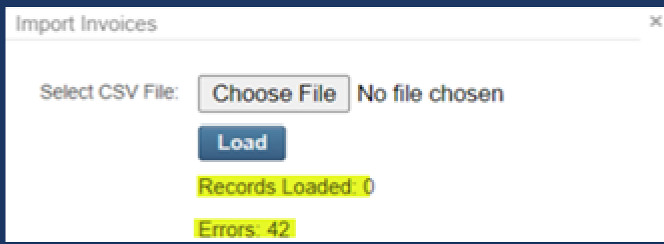
Fiscal Services

Importing AP Invoices

Did you know that you can now import your AP invoices through a CSV spreadsheet? As a new enhancement, you can! Any rules pertaining to invoices will also be applied when importing. The USAS_Standard role will be able to utilize the Import function.

Importing Steps

- Transactions > AP Invoices
  - To import, click Import
  - Click Choose File to select the CSV spreadsheet from your PC.
  - Once selected, Click Load
  - A message will appear showing the number of Records Loaded and the Number of Errors.



- An output file name "USALOADERR.CSV" will be created containing the records loaded and rejected.
  - If records are rejected, they will be listed with error messages explaining why.
  - If there were no errors, the file will say "No errors. Records Loaded: #" where the # is number of records successfully loaded.
- If an error occurs, open the output CSV file, make the necessary corrections, and re-import the corrected output file.

Import Spreadsheet

- The import spreadsheet has been created for your convenience with proper headings listed.

A	B	C	D	E	F	G	H	I	J	K
Invoice Number	Date	PO Number	Item Number	Vendor Number	Amount	Status	Vendor Invoice Date	Payment Due	Description	Received

- This CSV spreadsheet template can be downloaded from: https://wiki.ssdt-ohio.org/display/usasrdoc/AP+Invoices#APInvoices-ImportAPInvoices under the AP Invoice Import Criteria section.
  - The field names are not case sensitive and do not need to be in a specific order.
  - Only field listed as "**Required field**" are mandatory for import. All other field are optional.
- Field Formats are listed below:

Field	Format	Definition
Invoice Number	Maximum of 15 alpha or numeric characters	Required field. Enter an invoice # or if left blank, the system will also assign. Hypens/special characters are accepetable.
Date	Acceptable formats as used in UI can utilize '/' slashes or '-' hyphens or numbers only (no delimiter). MMDDYYYY, MM/DD/YYYY, or MM-DD-YYYY	Enter invoice date or if left blank, the system will default to current date.
PO Number	An integer with a maximum of 8 digits	Required field. This is the number of the PO being invoiced. Must be an existing Purchase Order in system.
Item Number	PO item number	Required field. Enter the PO line item number number to be invoiced. Must match the charge number being invoiced.
Vendor Number	An integer with a maximum of 8 digits	Required field. Must match PO vendor. However, if you're invoicing a multi-vendor PO, the vendor number must be a valid, active vendor number.
Amount	Must be a number. Cannot use symbols ($) or commas (,)	equired field. If a whole number is used, a decimal is not needed to be entered. i.e, 16 can be entered for 16.00
Staus	Full Partial Cancel_Full Cancel_Partial	Required field. Indicated the status of the line number. Not case sensitive.
Vendor Invoice Date	Acceptable formats as used in UI can utilize '/' slashes or '-' hyphens or numbers only (no delimiter). MMDDYYYY, MM/DD/YYYY, or MM-DD-YYYY	Optional: Additional field for date tracking. If the optional rules are turned on, this field will populate automatically when the invoice is posted.
Payment Due	Acceptable formats as used in UI can utilize '/' slashes or '-' hyphens or numbers only (no delimiter). MMDDYYYY, MM/DD/YYYY, or MM-DD-YYYY	Additional field for date tracking. Stores the desired payment due date.
Description	Maximum length 3000	If left blank, it will populate with the original PO item description. Enter a value if you wish to replace the description associated with the PO item.

Redesign Accounts Receivable Module

The Accounts Receivable module offers interfaces to handle a variety of account receivable processes. A crosswalk of the Account Receivable menu and its Classic counterparts is available below. This overview provides an introductory glance at the AR menu options and their definitions.

AR Menu Options

Accounts Receivable Options	USAS Classic Programs
AR Ledger Query	EIEIO's BARQ option
Billings	ARF's Billing Option
Credits	N/A
Customers	ARF's Customer Window
Ledger Codes	ARF's Ledger Window
Payment Locations	ARF's Profile Window
Payments	ARF's Payment or Payment/Receipt Option
AR Reports	ARF's ARRPT Report Menu

AR Ledger Query

The AR Ledger Query is a query only grid allowing you to filter existing transactions under the Accounts Receivable menu. Transaction types include: Billings, Payments & Receipts

Billing

A Billing is an invoice created by the district that lists the goods or services provided to the customer. Billing contains several options including creating a billing, cloning an existing billing, editing an existing billing, printing a billing, applying payments, and applying credits to an existing billing.

Credits

A credit is created when a payment has been made for more than the billing amount. The user has the ability, when in Billings, to apply a credit from the overpayment to an existing Billing. As well as, when in Credits, to refund the overpayment by issuing a 'Refund Credit' (disbursement) to the customer. The customer of the overpayment and the customer of the credit billing must be the same.

Customers

The ability to create an AR Customer, Vendor Customer or Import customers. A customer is used when creating a billing requesting payment for services rendered by the district.

Ledger Codes

A ledger code is used to define a billing category. For example, a ledger code can be created for the purpose of renting an area or room of a building to hold meetings, etc. for customers. A billing # along with the ledger code can be assigned when creating a billing.

Payment Locations

The ability to create various payment locations. Payment locations are assigned when creating a Billing

Payments

Allows the user to apply a payment against an existing billing with the option of posting a USAS-R receipt. You may post payments from either the Billings or Payments grids.

AR Canned Reports

Redesign Report	Classic Report	Definition
Customer Statement Report	ARSTATE	Generates a statement for customers with outstanding balances
Accounts Receivable Report	ARCVBL	Generates a report listing the accounts receivable as of a user-specified reporting date

AR Template Reports

Redesign Report	Classic Report	Definition
SSDT AR Billing Detail	N/A	Produces a detailed listing of Billing Items
SSDT AR Billing Summary	N/A	Produces as summary report of Billing Items
SSDT AR Detail Report	ARDETL	Detail listing of all billings and payments for various types of invoices.
SSDT AR Transaction Summary	ARTRAN	Report listing the total billing and/or payment amounts for various types of invoices for one or more customers.

Voiding a Payroll Check/Direct Deposit (Option 1)

If a Payroll Check or Direct Deposit needs to be voided the following process needs to occur:

- Click on **Payments**.
- Click on **Payroll**.
- Filter the employee's name that you are looking for.
- Check the box next to the Check(s)/Direct Deposit(s) you wish to void.
- Click on the **Void** icon.
- Enter in or select a **Void Date** and click Confirm You will get a message that the payments(s) have/has been voided and the Void Date will then appear on the grid.
- If **Outstanding Payables** had previously been processed, when the Void is processed all **Outstanding Payables** associated with that payment are reflected on the **Outstanding Payables** screen as a negative amount.
- If a new payment is processed for the employee or a regular pay is processed those negative amounts will be taken into consideration by the positives from the payment processed
- If **Outstanding Payables** have not been processed, then the amount voided will reduce the payment to the respective Payee.
- The following fields on the **Compensation** record are updated by the void as well:
  - Contract Days Worked
  - Accrued Wages
  - Amount Earned
  - Amount Paid
  - Pays Paid

<u>*IMPORTANT***</u>**
<u>When voiding a payroll check in USPS-R, a Reduction of Expenditure will need to be manually entered to USAS-R to correct the amounts posted in the original payroll posting.</u>

Voiding a Payee Check

If a Payee Check or Electronic Transfer needs to be voided the following process needs to occur:

- Go to **Payments /Payee/Payee Payments** and locate the Check(s) or Electronic Payment(s) you wish to Void.
- Check the box next to the Check(s) or Electronic Transfer(s) you wish to void.
- Enter in or select a **Void Date** and click You will get a message that the Payments(s) have been voided. And the Void Date will then appear on the grid.
- When the Void is processed all **Outstanding Payables** associated with that payment are reflected on the **Outstanding Payables** screen as a positive amount.
- If corrections need to be made to the **Payee Name** or address this can be done under **Payee** and then a new check/electronic transfer can be processed in **Outstanding Payables**. The corrections made to the Payee data will be reflected in **Outstanding Payables** before reprocessing a new transaction.
- If the **Outstanding Payables** should not be processed, (ex. Payee returned money to district for payment.) The user can create an offsetting transaction, in the **Outstanding Payables**.
  - You will go to the **Payables Adjustment** tab. Click on + Create
    - Enter the **Employee** that needs adjusting.
    - Choose the **Payroll Item**
    - Enter in the offsetting negative/positive employee amount and/or employer amounts.
    - Click Save
  - This will create a $0.00 record in **Outstanding Payables**, and can be selected when posting other **Outstanding Payables**, so they are removed from the screen.
  - If just one employee amount is being removed, then the total amount on the **Outstanding Payables** will reflect the reduction that was processed on **Payables Adjustment** and a new check can then be processed for that Payee.