

State Software

- Uniform School Accounting System (USAS)
- Uniform Staff Payroll System (USPS)
- Employee Kiosk (HR)
- Equipment Inventory Subsystem (EIS)
- Other State Software
- Safari/Open Data Base Connection
- Education Management Information System (EMIS)

The State Software Development Team is moving all State Software Programs to a web based interface. By 2010 all of the programs will be web based.

Uniform School Accounting System

The Uniform School Accounting System (USAS) is used to process and track the accounting activity within a school district. There are USAS programs designed to do the following:

- Define district processing parameters – (USASDAT)
- Establish and maintain cash, appropriation, and budget accounts – (ACTSCN/USASWeb)
- Define valid vendors – (USASWeb)
- Post purchase orders and requisitions to the district's accounts – (USASWeb/POSCN)
- Post receipts to the district's accounts/Accounts receivable – (ARF)
- Pay invoices and write checks – (USASWeb/CHKPROC)
- Retrieve information regarding specific transactions – (SSWAT/EIEIO)
- Generate summary or detailed reports based on the information entered in other USAS programs – (USARPT)

The criteria used for the system's design is the Chart of Accounts, as set forth by the Auditor of the State of Ohio. The Chart of Accounts involves a 30 digit account number with nine distinct dimensions. Some of the dimensions are pre-defined by the Auditor of State while others are defined at the district level prior to starting to use the USAS programs.

The USAS software is designed to process the following transactions:

- Account Modifications
- Receipts
- Purchase order and requisitions
- Invoices
- Warrant checks
- Transfers
- Refunds

Some of the main features of the system are:

- Instant data availability
- Purchase order generation
- Budgeting assistance
- Check generation
- Audit check
- Appropriation/expenditure flexibility

USAS Procedures supported:

- Month End Closing
 - Running a command file called Month_End.com produces month end reports. These command files are unique for each district. The file can be modified by LACA at the treasurer's request.
 - Monthly reports are created automatically and placed on each districts Be.A.R. page. These reports are burned to a CD at the end of the fiscal year.
 - Procedures can be found on the USAS page of LACA's web page.
- Calendar Year End Closing
 - these procedures are distributed and reviewed with district personnel at each calendar year end
- Fiscal Year End Closing
 - these procedures are distributed and reviewed with district personnel at each fiscal year end
- Microfiche
 - Microfiche is produced at fiscal year-end. We receive a set of masters (which are kept at LACA) and duplicates (which are kept at the district). The district is billed \$3.25 for each master and \$.35 for each duplicate.
- Calendar Year End Backup Tapes
 - At each calendar year end, LACA backs up the district's files. We make two copies to be kept at LACA and one copy to be kept at the district. At the end of the fiscal year, we give the tape to the district.
- Fiscal Year End Backup Tapes
 - At each fiscal year end, LACA backs up the district's files. We make two copies to be kept at LACA and one copy to be kept at the district. At the end of the fiscal year, we give the tape to the district.
 - At each fiscal year end, LACA creates a CD of all reports that have been placed in the Fiscal CD link in Be.A.R. These reports are created in both .TXT and .PDF formats.
- Produce 1099's
 - The vendor's copy of the 1099's are given to the district.
 - LACA will electronically send the IRS copy.
- Electronic Transfer
 - Automatic Check Reconciliation
 - There is a program called AUTOREC that can be used to automatically reconcile accounting checks. A file containing a list of checks that have cleared the bank is loaded on LACA's system at the beginning of the month. The program, AUTOREC, is then run, by the district, to match the cleared checks against the districts outstanding checks. LACA will work with your bank to create the initialization file that is required since different banks have different formats for their computers.
 - Education Management Information System (EMIS)

- Information is extracted from accounting and LACA transmits the information.
- Archive Files
 - Previous fiscal year end files are available by using the CHGYR program
- USASDW is a password protected web access query tool. SSWAT allows you to perform account, check, invoice, purchase order, receipt and vendor queries. You can create files that can be exported to excel or access. SSWAT will also let you create graphs.

Reports:

- State Software
 - These are reports written by the State Software Development Team. You can find these reports from the USAS Menu under USAS_RPT, Report Creation Program and USAS_DTR, USAS Datatreive Programs.
- Public Domain
 - These are reports written by other ITC sites. You can find these reports from the USAS Menu under USAS_LCL, Locally Defined USAS Menu.
- Locally Written
 - These are reports written by LACA employees. You can find these reports from the USAS Main Menu under USAS_LCL, Locally Defined USAS Menu.
- UDMS/Safari
 - There are reports in UDMS that have been written by LACA, SSDT, other ITC sites, and district personnel. You can find these reports from the USAS Main Menu under USAS_UDMS, User Report Writer.
- Be.A.R. (Better Access to Reports)
 - This is a process that allows customized reports to be produced on a nightly basis and is accessible via a password protected web site.

Documentation:

- User Guide
 - This guide presents an overview and the theory of the USAS system. It also contains some of the more advanced subjects and useful procedures, which are more topically oriented. A copy of this manual can be obtained by calling LACA.
- Reference Manual
 - This manual contains specific details and sample runs of each USAS program. A copy of this manual can be obtained by calling LACA.
- State Software Development Team on line documentation
 - You can search, browse, or print the latest version of SSDT's State Software documentation interactively. There is a link from LACA's home page or their address is: <http://ssdt.oecn.ohio.gov/www/ssdt/documents.html>

Uniform Staff Payroll System

The Uniform Staff Payroll System (USPS) is used for running payrolls in school districts. This system is designed to create the employee and deduction company checks by running a series of programs in a specific order.

In addition to generating payroll and deduction checks, reports and data files are also created to meet reporting requirements to various entities such as:

- Ohio Bureau of Employment Services (OBES)
- School Employees Retirement System (SERS)
- State Teacher's Retirement System (STRS)
- Education Management Information System (EMIS)
- Social Security Administration (SSA)
- Ohio Department of Jobs and Family Services (ODJFS)

The system also provides you with the ability to do all of the following:

- Track Benefit Information
- Support Direct Deposit
- Generate Printable W2 Form File
- Produce Salary Notices and/or Special Forms
- Generate Custom Reports
- Track absence and attendance Days
- Support the STRS Advance

Another feature of this payroll system is that it interfaces with the Uniform School Accounting System (USAS). During the payroll cycle a file is created which is used to post payroll expenditures to the appropriate USAS accounts. The payroll system provides a means to delay the positing of the payroll until the district has closed accounting for the month-end.

The system also interfaces with the Education Management Information System (EMIS). USPS supplies numerous pieces of information necessary to meet the reporting requirements for EMIS on your classified and certified employees.

USPS Procedures Supported:

- Payroll Processing Procedures
 - Procedures can be found on the USPS page of LACA's web page.
- Month End Closing
 - Procedures can be found on the USPS page of LACA's web page.
- Quarter End Closing
 - Procedures can be found on the USPS page of LACA's web page.

- Calendar Year End Closing
 - these procedures are distributed and reviewed with district personnel at each calendar year end
- Fiscal Year End Closing
 - these procedures are distributed and reviewed with district personnel at each fiscal year end
- Calendar Year End Backups and CDs
 - At each calendar year end, LACA backs up the district's files. We make two copies to be kept at LACA and one copy to be kept at the district. At the end of the fiscal year, we give the tape to the district.
 - At each calendar year end, LACA creates a CD of reports that have been created by the Payroll CD process on a per pay basis and placed on the districts Be.A.R. page. These reports are created in both .TXT and .PDF formats.
- Fiscal Year End Backup Tapes and CDs
 - At each fiscal year end, LACA backs up the district's files. We make two copies to be kept at LACA and one copy to be kept at the district. At the end of the fiscal year, we give the tape to the district.
- Electronic Transfers
 - Direct Deposit
 - Districts have the ability to process direct deposit electronically to a bank of their choice or by diskette on their own PC.
 - Automatic Check Reconciliation
 - There is a program called PAYREC that can be used to automatically reconcile payroll checks. A file containing a list of checks that have cleared the bank is loaded on LACA's system at the beginning of the month. The program, PAYREC, is then run by the district to match the cleared checks against their outstanding checks. LACA will work with your bank to create the initialization file that is required since different banks have different formats for their computers.
 - School Employees Retirement System (SERS)
 - On the Eighth of each month, LACA transmits each district's SERS information.
 - Education Management Information System (EMIS)
 - Information is extracted from payroll and LACA transmits the information.
- Microfiche
 - Microfiche is produced at calendar year-end. We receive a set of masters (which are kept at LACA) and duplicates (which are kept at the district). The district is billed \$3.25 for each master and \$.35 for each duplicate.
- Tape Creation
 - Ohio Department of Jobs and Family Services (ODJFS)
 - At the end of each quarter, LACA creates a tape of each district's ODJFS information and LACA sends it directly to ODJFS. The district should send the completed copy of their "Employer's Report of Wages" (the orange and white form) to LACA. This form must be sent to ODJFS along with the tape.

- W2
 - At the end of each calendar year, LACA creates a file that includes each district's W2 information and sends the file electronically to the Social Security Administration and on CD directly to the State of Ohio and specific cities and will accept a CD. Individual W2's are also accessible to employees via the Employee Kiosk.
- Archive Files
 - Previous calendar year end files are available by using the CHGYR program

Reports:

- State Software
 - These are reports written by the State Software Development Team. You can find these reports in the USPS Menu under USPS_RPT, Report Creation Program, and USPS_DTR, USPS Datatrive Programs
- Public Domain
 - These are reports written by other ITC sites. You can find these reports in the USPS_LCL, Locally Defined USPS Menu
- Locally Written
 - These are reports written by LACA employees. You can find these reports in the USPS Main Menu under USPS_LCL, Locally Defined USPS Menu.
- UDMS/Safari
 - There are reports in UDMS that have been written by LACA, SSDT, other ITC sites, and district personnel. You can find these reports from the USPS Main Menu under USPS_UDMS, User Report Writer.
- Be.A.R. (Better Access to Reports)
 - This is a process that allows customized reports to be produced on a nightly basis and is accessible via a password protected web site.

Documentation:

- User Guide
 - This guide presents an overview and the theory and useful procedures of the USPS system. It also contains some of the more advanced subjects, which are more topically oriented. A copy of this manual can be obtained by calling LACA.
- Reference Manual
 - This manual contains specific details and sample runs of each USPS program. A copy of this manual can be obtained by calling LACA.
- State Software Development Team on line documentation
 - You can search, browse, or print the latest version of SSDT's State Software documentation interactively. There is a link from LACA's home page or their address is: <http://ssdt.oecn.ohio.gov/www/ssdt/documents.html>

Employee Kiosk

The Employee Kiosk is an add-on application offered by the Management Council of the Ohio Educational Computer Network at an extra cost to the Information Technology Centers (ITCs). LACA's Governing Board elected to participate in this project. The Employee Kiosk will offer a number of applications when complete. Unlike other State Software applications, this application is housed at NWOCA. Districts will need to sign an agreement directly with NWOCA.

Employees will need to register in the Kiosk using their email address and employee ID. They will be assigned a password by email which they will change when accessing the Kiosk for the first time. Employees will then be able to access all the modules that their district has implemented.

The Employee Kiosk is under the direction of the State Software Development Team (SSDT). At this point the modules available with the Employee Kiosk include:

Personnel Module – employee profile, position detail, leave balances, pay slip

Leave Module – On line leave request and approval, substitute needed request and schedule, leave reports by administrator

Performance Review – On line posting and access for supervisors and employees

Individual Professional Development Plan – on line completion and approval of individual plans

Announcement Board – District and ITC wide announcements

Other Links – District and individual links to documentation and web pages

Future enhancements will include, job posting capabilities, job application tracking, and district calendars.

The SSDT has established a Human Resource Advisory Committee to oversee the development of the Kiosk. All of the participating ITCs are members of the Committee. This committee meets monthly.

Setup is needed at the ITC (LACA) level and the district level. Each district that wishes to participate must sign a Processing Service Agreement with the Northwest Ohio Computer Association (NWOCA). This agreement must be signed by the Treasurer electronically the first time he/she logs into the Kiosk. This must be done before anyone else in the district can log in. Each district must also sign an Employee Kiosk Service Level Agreement and an Employee Kiosk Authorization form with LACA stating which modules you wish to use and who you would like to serve in each of the administrative roles and as district liaisons. LACA will forward all of the necessary information to SSDT.

There is some review and cleanup that will need to be done to your district files before your employees can access their information. You will need to review all jobs coded as active and inactive. These jobs will be displayed when employees access the Kiosk. You

will need to code former employees as terminated or deceased. All jobs that you do not want displayed on current employees should be coded as terminated. You will need to add email addresses to the BIOSCN for each employee who will be accessing the Kiosk. If you wish to use the Employee Leave module, you will need to enter supervisor IDs on all jobs that are eligible for leave.

Each district will decide how they would like to implement the Kiosk in their district. You will determine the implementation timeline, type of training and documentation to provide your staff. You will select a group of employees to act as district liaisons for the Kiosk project. These liaisons will be responsible for district support and training. LACA's training for the Kiosk will be done on a train the trainer basis. LACA will train the district liaisons. The district liaisons will be responsible for training and support for the rest of the district staff. LACA has developed a template training document that districts can modify and use.

Equipment Inventory Subsystem

The Equipment Inventory Subsystem (EIS) is one part of the school asset account system, which is used for maintaining an inventory of fixed assets and for producing reports. One of its main purposes is to provide fixed asset information necessary for GASB34 reporting. It also provides information for insurance purposes, for tracking possible loss by theft or disappearance, for depreciation, and for the preparation of long-term capital budgets.

Procedures supported:

- Loading tapes produced by an outside appraisal company into the districts equipment inventory files
- Fiscal Year End Closing
 - After a district has completed their inventory for the fiscal year end, LACA will run the fiscal year end closing procedures. This will update the year-to-date depreciation and beginning balances for the next fiscal year. LACA will also run depreciation reports and audit reports.
- Fiscal Year End Backup Tape
 - LACA will create a backup tape for the district.

Reports:

- State Software
 - These are reports written by the State Software Development Team. You can find these reports from the EIS Menu under EISRPT, Report Creation Program.
- Locally Written
 - These are reports written by LACA employees. You can find these reports from the EIS Menu under EIS_LCL, Locally Defined EIS Menu.
- UDMS/Safari
 - There are reports in UDMS that have been written by LACA, SSDT, other ITC sites, and district personnel. You can find these reports from the State Software Menu under OECN/UDMS, UDMS Report Writer.

Documentation:

- User Manual
 - This manual consists of a User's Guide, a Reference Section, and an Appendix. The User's Guide presents an overview and the theory of the EIS fixed asset management system. The Reference Section contains details and examples for executing each program. A copy of this manual can be obtained by calling LACA.
- Training Manuals
 - Detailed step by step training manuals are available from LACA.
- State Software Development Team on line documentation

- You can search, browse, or print the latest version of SSDT's State Software documentation interactively. There is a link from LACA's home page or their address is: <http://ssdt.oecn.ohio.gov/www/ssdt/documents.html>

Other State Software

- VIS – Vehicle Information System
- OECN – Ohio Educational Computer Network
 - This is a group of utilities programs that were developed by SSDT
- CSSR – Computer Services and Statistical Reports
 - Connect to ODE’s computer for text access to CERTIFACT – text based teacher certification lookup (recommend the web based program)

Safari/Open Data Base Connection

Safari is a report writing and spreadsheet creating tool that was purchased by the Ohio Department of Education for the use of Ohio schools. Safari helps access data from multiple sources, on multiple platforms and quickly turns it into information.

You can use Safari ODBC to pull data from your State Software data bases, USAS, USPS, EIS, or EMIS, into an Excel spreadsheet. You can manipulate the data and then return the data to your database by using one of the import programs provided by State Software.

- USPLOAD – load information into the payroll files
- USPIMPORT – import information into attendance screen
- IMPORT – import information into New Contract
- USASLOAD – load information into your accounting files
- NYPLOAD – load your next year proposed appropriations
- IABLOAD – load your initial balances

You can use Safari ODBC to pull data from you State Software data bases to verify information in an Excel format. You can use that information to create mailing labels, form letters, and salary notices.

For Safari/ODBC training, contact LACA personnel.

Education Management Information System

The Education Management Information System (EMIS) is the module used to store school district data reportable to the Ohio Department of Education (ODE). Information reported through EMIS is used to determine funding for school districts and also is the means to produce the District Report Card and other publicly distributed information. Multiple EMIS databases from the current and previous fiscal years are accessible online, allowing changes to be made if the report period is still open with ODE or reports to be run. The default database is the LIVE database. The following information is reportable to ODE:

- **Staff Data**

- October reporting: Demographic, employment, course records

- February reporting: Demographic, employment, course records (CTE staff only)

- June reporting: Demographic, attendance, employment, course records

- **Student Data**

- October reporting: Student data, subject, program records

- December reporting: Handicapped student demographic, attendance, program records

- February reporting: Student data, subject (CTE courses only), program records

- March reporting: CTA Followup

- June reporting: Student data, subject, program, and testing

- **Financial Data**

- October reporting: 5 Year Forecast

- April 1st through May 31st : 5 Year Forecast resubmission

- July reporting: 4502/Expenditure Flow Model (EFM)

Procedures Supported:

- Electronic Transfers including
 - Import of data from USPS (staff/personnel data)
 - Import of data from USAS (financial data)
 - Import of data from spreadsheets (five year forecast)
 - Import of data from word-processing (notes to forecast)
 - Import from DASL (interface to EMIS from the student software)

Reports:

- State Software
 - These are reports written by the State Software Development Team. You can find these reports from the EMIS Main Menu under EMIS_RPT, EMIS Reports submodule.

- Locally Written
 - These are reports written by LACA employees. You can find these reports from the EMIS Main Menu under EMIS_LCL, EMIS Locally Defined Menu.
- UDMS/Safari
 - There are reports in UDMS that have been written by LACA, SSDT, other ITC, and district personnel. You can find these reports from the State Software Main Menu under OECN/UDMS, UDMS Report Writer.
- ODE look-alike
 - These are reports written by the State Software Development Team based on specs from ODE. These reports simulate the reports ODE will generate after processing the aggregated data. Most of these reports include an inclusion/exclusion report of the detail by individual that the ODE reports will not have. You can find these reports from the EMIS Main Menu under EMIS_ODE, EMIS Reports similar to those received from ODE submodule.
- ODE
 - These reports are written by ODE and are generated and sent back to the ITC to distribute to the district after submitting data to ODE. These reports are available to print or view from BeAR.

Forms:

- Data Accuracy/Accountability
 - This form is sent from the Ohio Department of Education, available to print from ODE's EMIS web page, for each reporting period. After reviewing the reports from that reporting period, the district's Superintendent, Treasurer and EMIS Coordinator needs to sign and fax the form to the Ohio Department of Education and LACA by the specified timeline.

Documentation:

- EMIS Guide
 - This guide is maintained by the State Software Development Team and contains detailed information concerning the creation of EMIS, all required information, and how to handle many different reporting situations.
- EFM Handbook
 - This handbook is written and maintained by the State Software Development Team and contains detailed information on what is included in the EFM.
- Training Manuals
 - Detailed step by step training documents specific to each reporting period and type of data are available from LACA.
- State Software Development Team on line documentation
 - You can search, browse, or print the latest version of SSDT's State Software documentation interactively. There is a link from LACA's home page or their address is: <http://ssdt.oecn.ohio.gov/www/ssdt/documents.html>