

## ELTS Refresher Courses Coming Soon!

To ensure district staff are utilizing the many new time-saving enhancements within the Employee Leave Tracking System (ELTS), the ELTS Team is pleased to announce that they will be offering Refresher courses for all levels of users:

- ELTS Administrator: Creating and maintaining configuration set-ups, accrual and usage rules, error Resolution, communication guidelines, and more
- District Leave Attendant: Entering and auditing leave, position overrides, manual transactions, troubleshooting guidelines, and more
- Local Leave Attendant: Entering and modifying leave, generating Affidavits (when applicable), helpful hints, trick and shortcuts

New enhanced ELTS Manuals specific to each user's level of access will be referenced and made available to each attendee. Watch for future advisories to learn more about these upcoming informational refresher courses!



## this issue

- ELTS Refresher Courses P.1
- New Account Link Program P.1
- Payroll-The Never Ending Story P.2
- GL User Meetings P.2
- Web Based Trainings P.2
- Upcoming Events P.2

## GENERAL LEDGER - NEW ACCOUNT LINK PROGRAM

The initial phase of the new Account Link program was included in the 2014.02 release on December 12, 2014. This phase includes the Search tab which is a multi-use screen that performs the search, add and edit functions.

Several new fields have been added to the Account Link screen. Status choices are now Enabled or Disabled (replacing the HP Open or Closed). There is a checkbox that allows a user to specify if an account should be included in future budget rolls. A comment section is now available to enter comments associated with an account. The program will automatically fill in a Source of how an account was originated: User, System or Roll. Each time a change is made to an account the record is stored with a Last Modified By and Date Time Stamp.

Each new field is available as search criteria. Other search options include the account sections and an advanced Account Filter. There is a Select All feature that provides mass changes to: Status=Enabled, Status=Disabled, Roll=Yes, or Roll=No.

Account Link has been integrated with the following General Ledger Transactions: Journal Entry, Interfund Transfer, Cash Receipt, Budget Transfer, and Budget Revision. If a user has access to link accounts from the transaction page,

A new button labeled Link Account will be enabled on these transactions when an account is not linked. Selecting Link Account will open the Account Link program and populate the grid with the account(s) on the transaction that are not linked. The user can link the accounts and click on the blue back button on the top of the page to return to the original document.

The Account Link program available on the HP (FCACLI) will continue to be enabled. The purpose for retaining the HP program is to allow users to link or modify accounts in whichever environment they are working in. For example, a user who is creating a Journal Entry can link an account within General Ledger and have it linked instantly in order to continue with the current document rather than waiting for the record to be transferred from the HP. Another example is a user working in Accounts Payable or Payroll will be able to link an account directly on the HP rather than waiting for it to be transferred from the General Ledger.Net program.

Still to come to the new Account Link program is the History and Import features. The History tab will list all changes made to a selected account within a fiscal year and the Import feature will provide the ability to upload a standard excel file template. These features will be included in the next full release.



## UPCOMING EVENTS Meetings and Trainings for December, January and February

- County Office Support Meeting – 3/12/14
- Budget Subcommittee Meeting – 3/13/14
- Purchasing/Stores User's Meeting – 3/14/14
- Payroll .Net Demonstration – 3/26/14
- Fiscal Year End Meeting for County – 4/8/14
- Fiscal Year End Meeting for Districts – 4/8/14
- Purchasing/Stores Fiscal Year Start-Up Refresher – 4/18/14
- ELTS Fiscal Year End Meeting – 5/14/14
- General Ledger Design Meeting – 5/21/14

## PAYROLL~ THE NEVER ENDING STORY!

Once again, Payroll's year comes to a close. W2's are processed (65,630 by the way!) and over \$405,597,381 were reported in the Employer Sponsored Healthcare field on those W2's! Talk about some staggering numbers. But, alas, those numbers are just a memory and thoughts go to Quarterly Reporting and getting ready for \*gasp\* another fiscal year end.

Generation, Rolls and rolling into Fiscal Year 14/15... More of the same, but also many changes for Payroll are just on the horizon. So now is a great time to be cleaning up that data and making sure that all the information sitting in Earnings & Deductions is what Payroll wants to see in the new system. Take some time to clean up those old Payroll Deduction Plans and clean up those old records.

A full-day Payroll.NET Demo took place on February 13, 2014 for all Payroll Users and Managers to get a real in-depth look at the new system. Tab by Tab and field by field went the day. Questions abounded and the \*surprise\* at the end of the day was awarded to 10 lucky Payroll users! Those 10 lucky techs were called to the front of the room to get a hands-on feel for the new system and maneuvering in and out of the programs. It was a real eye-opener for those new users and hopefully eased a few racing hearts at how easy the system is to use. It will take some time, but after all... Payroll is Payroll.

So, get ready for Payroll.NET and get those engines revved!

## General Ledger.Net User Meetings

CECC is now holding regularly scheduled General Ledger.Net User Group Meetings. District users that are currently using the General Ledger.Net applications are encouraged to attend. These meetings will showcase any new General Ledger.Net program enhancements as well as program fixes that will be included in an upcoming release. As well, they provide an opportunity to share concerns or raise questions on how a particular program is working. The district users are responsible for building the agenda. The agenda(s) may also include a sneak peak at new design on such applications as EduReports and Accounts Payable, just to mention a few.

The General Ledger.Net Users Meeting also provides an opportunity for users to share valuable information with each other in regards to how their district processes transactions since implementing the new General Ledger.Net Transactions. What internal processes has a district modified to accommodate new business applications? How can the district streamline processes and possibly go green?

The General Ledger.Net User's Meeting will tentatively be scheduled following the Financial Managers meetings so watch for the meeting advisories and be sure to sign up to attend.

[Link to Calendar](#)

<http://www.cecc.org>

The California Educational  
Computer Consortium  
760 East Brier Drive  
San Bernardino, CA 92408  
(909) 386-9600  
(909) 386-9666 FAX

## WEB BASED TRAININGS

If you haven't already logged into Financial 2000 to view the online videos on the Training tab, then you will be surprised to see what is available. Our goal is to provide users the resources needed to learn various applications at their own convenience. The videos are broken into smaller segments (20-30 min.) allowing specific parts to be viewed as time permits. The menu in each video directs the user to specific areas of interest.

Trainings include 1099, APY Accruals, CDUCS, EduReports, ELTS, EPICS, Fixed Assets, General Ledger, Monarch, Payroll, Reports 2000, SAMS/BDV and System Administration.

We encourage the utilization of these resources and hope to collect feedback on the videos as well as any recommendations for future trainings.

