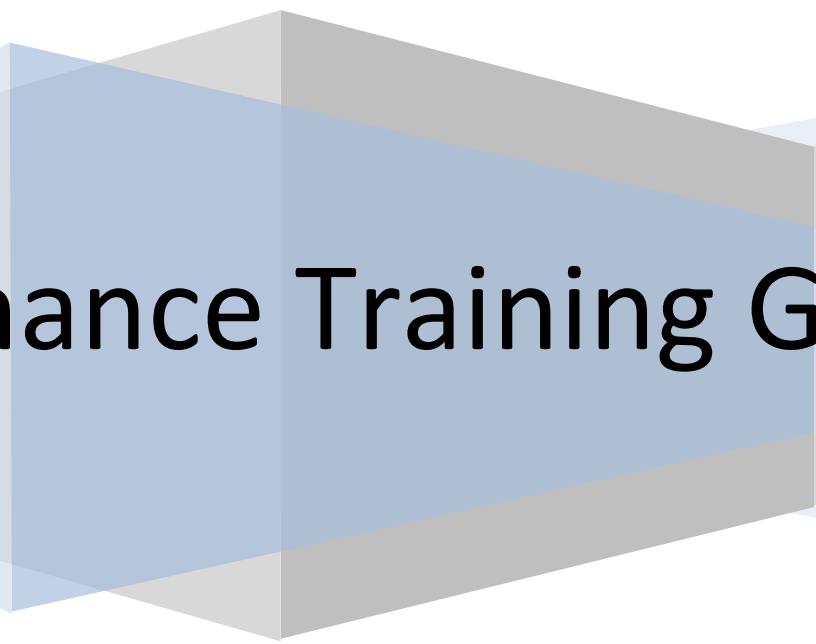Specialized Data Systems, Inc.

Web Financial Office

Basic Finance Training Guideline
Specialized Data Systems, Inc. © 2020
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Finance Training Guideline

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WELCOME

Thank you for becoming part of the SDS WFO (Web Finance Office) family. The following outline will lead you through the Finance training areas. Once training is completed, you will be able to contact SDS support by going to https://sc.schooloffice.com/supportconnect/default.aspx We are here to help & hope you enjoy your training!

Finance Basic Training Guideline

Welcome WFO Finance Training

How to Access the WFO System

1. Review the URL (web address) and the login information to their system using the ASPX extension
2. Setup a shortcut for the URL
3. Login to the system with the Menu Top selection
4. On the top menu, note the drop down option of the menu and the folder system for the menu.

How to Access WFO support, Resources Online, and Help Documentation

1. Resources Online Page
   a. View xconnect and set up login
   b. Touch Base Tuesday/Bootcamp
   c. On line courses/SDS University
   d. Order checks (if this has not been done)
2. View Finance Help
3. Checklist

Master File Maintenance

Finance Master File – Vertical

Master File Code Entry Options| Master File Vertical Data Entry & Changes

1. Overview of icons
2. District Information
3. Budget Master (Basic Fields) – *Relates to PO, AP, CR, JE & Payroll*
    a. ASN vs State Account numbers
        i. Budget Master (Basic Fields by ASN) vs. Budget Master (Basic Fields)
    b. How to view various account types: Balance Sheet, Revenue and Expenses
    c. Adding Accounts
    d. Saving Accounts
    e. Inactive Accounts
    f. Deleting Accounts
    g. Searching Options
4. State Codes Fund Function and Object
    a. Various Dimensions
    b. Adding New Codes for a Dimension
    c. Renaming Codes
5. Ledger Interface - *Relates to AP, CR & Payroll*
    a. Explanation of the fields and how the posting process works in the system
    b. Discuss the possible need for cash overrides
6. Vendor (Basic Fields) - *Relates to PO, AP & Deductions/Benefits*
    a. Adding a Vendor
    b. Editing a Vendor
    c. Remit to Vendor
7. Vendor (Direct Deposit) - *Relates to AP & Deductions/Benefits*
    a. EFT Vendors
8. Order for Master(if applicable) – *Relates to PO*
    a. Add by location not per employee

Manual

Finance Master File – Horizontal

Master File Code Entry Options| Master File Horizontal Data Changes
1. Overview of options
    a. Searching & Sorting
    b. Concatenate
    c. Pages
    d. First field to edit
    e. Mass Change
2. Adopted and Next Year Budget

Budget Master

Master File Code Entry Options| Budget Master
1. Combine Accounts
2. Account Structure Setup
    a. Overview Dimension Setup
    b. Renaming a Dimension
    c. Cash Overrides (if applicable)

Monthly Finance Processing Areas

Purchase Order Entry (if applicable)

Purchasing| Request for Purchase Entry and Changes
1. Entering a Requisition
2. Approving the Request
3. Purchasing reports
    4. Purchase Order Production
        i. Export to the Message Center
5. Making Purchase Orders Permanent
6. Paying a disbursement from a PO
7. Deleting / Unencumber

Account Payable Processing

Accounts Payable| Disbursement Accounts Payable Entry
1. Current Month / Next Month / Recurring/ Prior Month (activate all)
2. Vendor Search and Q list option
    a. How to enter a new vendor while entering a disbursement
3. Account Dimension Filter – Choosing Revenue or Balance Sheet Accounts
4. Entering a Disbursement without using a PO and with using a PO if applicable
    a. Review cash override concept
    b. Review each field as entered

5. Print Accounts Payable reports for verification
    a. Access reports from the Accounts Payable screen
    b. View reports in General Accounting Reports| Accounts Payable Group
    c. Discuss the differences between Bills Payable, Open Accounts Payable and Paid Accounts Payable reports
6. How to edit/delete an invoice
7. Check processing
    a. Review each section of the check processing screen
        i. Print by Vendor/Inv# for payroll liabilities
    b. Preview the checks/vouchers
        i. Send the checks or vouchers to the message center
    c. Discuss how to activate the check restart process
8. Make checks permanent (post to ledger):
    a. How this affects accounts payable and cash
    b. Check reconciliation area
9. Void a disbursement that has been posted:
    a. Posting the voided disbursement
    b. Check reconciliation area
10. Other entry –Check Number & Check Date
11. Over Budget Warning
12. Discuss Old Bills
13. Sorting on the screen to find items
14. Reclassification of Accounts Payable
15. Adding a vendor on the fly
16. Imprest accounts payable process (if applicable)

Cash Receipts

Cash Receipts| Cash Receipts
1. Entering a Cash Receipt (deposit)
    a. Discuss the areas at the top of the screen
        i. Current month, next month, recurring receipts
        ii. Receipt cash overrides
2. Print reports for verification
    a. Access reports from the Cash Receipt entry screen
    b. View reports in General Accounting Reports| Finance Activity group
3. Make Cash Receipts Permanent (post to ledger)
    a. Check Reconciliation Area Option
4. Reclassification of Cash Receipt

Journal Entries

General Ledger Processing and Entry Options| Ledger Transaction Entry and Changes
1. Enter a Journal Entry
    a. Review fund selection, entry type
    b. Discuss the options of entry such as repeat description, Activate Offset Entry
    c. How to display a transaction
2. Run reports for data verification
    a. Access reports from the Journal Entry screen
    b. View reports in General Accounting Reports| Finance Activity group
3. Posting the transaction to the ledger
    a. Check Reconciliation (don't post to check rec if not a reconciling item)

Reports

Reports – General Accounting Reports

Reports| General Accounting Reports
1. General Accounting Reports groups
2. View and export the reports and save a Excel
3. Using the Activate a Sort
    a. How to save created sorts and name the sort for future use
    b. How to share a sort with another user

Reports – Financial Reports

Reports| Financial Reports
1. Discuss the basic reports
    a. Balance Sheet
    b. Revenue
    c. Expense
2. Discuss the design options
    a. Create a Cash report or other report needed
    b. Add the Standard reports and Charting reports

Reports – AFR & State Budget (Illinois)

Financial Analysis and Excel Control Center| Excel Control Center Reports
1. State of Illinois
2. Workbook type

Finance Month End

Moving to the next month

Reports| Financial Reports & General Accounting Reports

1. Reports for the board

General Ledger Processing| Check Reconciliation

1. Overview of the area and process

General Ledger Processing| Finance Month and Audit Control

1. Moving to the next month

Other Finance Related Areas

Look and Browse

Look and Browse| Finance Look and Browse

1. Look up of Accounts
2. Look up of Vendors
3. Search Options that are available
4. Reporting Options
   a. Date Range Reporting
   b. Exporting to Excel

New User Access to SDS & Portal

Administrative Utilities| Security-Application Access

1. Adding a new user
2. Setup the Employee Portal (if applicable)
   a. Change Portal Group settings if necessary

Field Code Lists

Administrative Utilities| Master Code Field Definition and Maintenance

1. Show how to setup field lists

SDS Finance Options for Future use Not Covered in the Initial Training

1. Green Accounting
2. Security
   a. Data Access Control
   b. Request and Approve
3. Budget Planning Assistant
4. Importing
5. PCard