

ARCC - A - TECT

"PLAYING A PART IN BUILDING BETTER SCHOOL DISTRICTS"

Arrowhead Regional Computing Consortium

5 West 1st Street, Suite 300

Duluth, Mn 55802-2070

Voice: 218.723.1700 Fax: 218.723.1923

Volume 11, Issue 3

www.arcc.org

May/June 2007

ARCC Governance Board Members: Chair: Kim Josephson, Cloquet; Clerk/Treasurer: Scott Wirtanen, Hibbing.

Directors: Herb Hilinski, Cromwell-Wright; Vickie Jerry, Deer River; Brad Johnson, Hermantown; Sue Kaslow, Hill City;

John Klarich, Nashauk-Keewatin; Jane Mianowski, Cook County; Gene Paulson, Mesabi East; Lyn Rajala, Grand Rapids; Bob Silverness, Proctor.

ADMINISTRATION

Marv Roberts, Executive Director x105
Denise Bohrer, Controller/Director's Assistant x102
Kris Schmidt, Office Manager x100

FINANCE/UFARS

Jeff Yeager x110
Mel Hejda x111
Cathy Erickson x113
Cindy Olson x101
Kevin Lindquist x123
Kris Schmidt x100

PAYROLL/STAR

Nikki Logan x103
Carol Knight x104
Kevin Lindquist x123

STUDENT/MARSS

Kerry Chaffey x109
Teri Henderson x107
Kevin Lindquist x123
Jim Livesay x121
Dale Nielsen x108

INFORMATION TECHNOLOGY

Jim Livesay x121
Bob Buchanan x122
Kevin Lindquist x123
Dale Nielsen x108



Honor our Vets

Inside This Issue . . .

- Page 2 **Finance** – ARCC Revenue Simulations, Tax Reconciliation Training Coming in July, SMART Finance Notes, Finance and UFARS Yearend Workshops
Page 3 **Payroll** – ACH File Limits for Payoff Payrolls, Summer Cleanup/Training Days, TRA Rate Increase
Page 3 **Student** – MARSS News
Page 4 **Student** – MARSS Submission Timelines for EOY 07, Campus News
Page 5 **Student** – SQL Reporting Services for Infinite Campus

Next Board Meeting: May 17, 2007

Hermantown Admin Bldg, 4307 Ugstad Rd; Hermantown
10:00 a.m.

YOU ARE ALWAYS WELCOME TO ATTEND



07-08 ARCC FEES

ARCC Governance Board members Kim Josephson (Cloquet Business Manager), John Klarich (Nashauk-Keewatin Superintendent) and Scott Wirtanen (Hibbing Business Manager) are working with Denise and me on the 07-08 ARCC budget and related fee schedule. The results of our efforts will be brought to the full ARCC Board in May for their review.

Since member district enrollment is a key component in determining ARCC revenues we are always challenged by the continued enrollment decline in the region. When I worked on the 98-99 budget I was spreading the cost of operating ARCC over more than 47,000 students in our member districts. For 07-08 we will be spreading our costs over less than 39,000 students. Even though ARCC member district enrollment has declined by 945 in the past year the Budget Committee will be recommending to the full ARCC Governance Board there be no rate increases in 07-08. With fee rates remaining at 06-07 levels and enrollment dropping by 2.37% the 07-08 budget will be balanced through a combination of increased member district participation, an increase in non-fee revenues, expenditure reductions and reducing our reserves.

In closing, I would like to thank all ARCC members for their past and ongoing support. Please know that the staff and Board will continue to look for ways to control our costs, which are ultimately covered by our members. Ideas you may want to bring forward are always welcomed. Take care and have a great Spring and Summer.

~ Marv Roberts

FINANCE - Cindy Olson, Cathy Erickson, Jeff Yeager

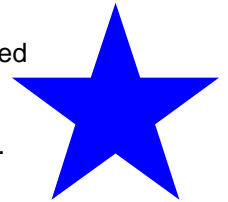
ARCC Revenue Simulations – Cindy Lee Olson

Legislatively, we reach this point every two years..... Districts are requesting revenue simulations for the next fiscal year and the legislature and governor have not yet finalized education funding bills. Until the bills are signed into law, and until MDE has had time to interpret those bills and adjust their What If Revenue Simulation, all ARCC Revenue Simulations will be done based on current legislation.



Tax Reconciliation Training Coming in July – Cathy Erickson

ARCC finance staff will be providing year end tax reconciliation training in July. This training will be geared towards business managers who normally have their auditor or ARCC prepare their audit tax entries. By the end of the session work papers will be created and tax entries can be completed. Prior to the workshop participants will be sent a list of documents to bring with in order to complete the reconciliation. Watch for an email in May with the final date and registration information.



SMART Finance Notes: Jeff Yeager

- ★ **Session Default** – Click ok to store the default screen. The system uses this information to record the date, location and period. Refresh the default settings to store a new date or period value for your date entry processes. Minimize the screen for a reminder about the settings.
- ★ **Session Update** - Make sure your SMART Finance session is ended each day when you leave work.
- ★ **Budget Changes and Transfer Screens (Data Entry) for FY2008** – Remember to import a copy of the current budget or zero amounts for the budget changes and budget transfers screens to work.
- ★ **Budget Update** - Call if you have questions or need help preparing or importing the fiscal year 2007-2008 budget spreadsheet file.
- ★ **Accounting Calendar Periods** – Close the A/P, A/R, F/A, and G/L periods when finished processing for the month. The system warns about unposted data. Make sure all your work is generated and posted.
- ★ **Vendors** – Use capital letters without punctuation to satisfy the US Post Office requirements.
- ★ **Ending Expenditure and Revenue Accounts** – Stop inactive or obsolete accounts with an end period of 200714. Using the last period of a fiscal year permits an account to report for the year, but not allow next year processing. (Purchase Order districts need to be careful not to use stopped expenditure accounts on next year orders!) If you choose to stop accounts with an end period less than 200714, move the activity and budget to the correct account or ask ARCC to process a Code Conversion.
- ★ **Purchase Order Cleanup** – PO districts should check open purchase orders for old data to remove before year-end. Orders with received items require a transfer for the detail to close.
- ★ **Requisition Cleanup** – PO districts should check open requisitions for old data to remove before year-end.
- ★ **Accounts Receivable Cleanup** – Make sure the open invoices are correct, represented in the customer ledger and agree to the accounts receivable control account.
- ★ **Period Balance Reports** – Its time to start checking the period balance report for the Accounts Payable control account in all funds (B-0X-206-000). This report must agree with open vouchers via the voucher summary screen. If you have a difference, it usually is due to manual Journal Entries adjustments in the system control account.
- ★ **Bank Reconciliation** – Remember to lock the reconciliation screen before starting the next month. Locked reconciliations display as finalized on the reports. Make sure you reconcile timely (within 40 days) to comply with the Check 21 changes and prepare for the audit.

Finance and UFARS Yearend Workshops ~ Jeff Yeager

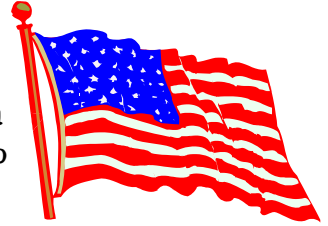
Yearend training is planned for June 11 (NESC – Mt. Iron) and June 12 (Hampton Inn – Duluth). Sessions are from 9:00 a.m. to 12:30pm. Auditors and district staff are invited to attend the workshops. Discussion includes UFARS reporting changes, Yearend refresher and a SMART Finance update. Registration will be announced with an e-mail or fax notice by early May.



PAYROLL - Nikki Logan

ACH File Limits for Payoff Payrolls

Please contact Bremer Bank if you know that you will exceed your daily file limit. This typically affects those districts that process lump sum payoff payrolls. You can submit a temporary file limit increase. If you need the instructions on how to do this, please contact Carol.



Summer Cleanup/Training Days

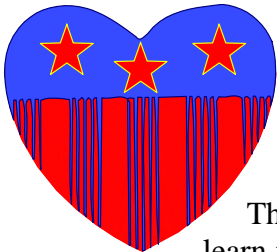
We will be scheduling days again this summer for those who would like to come to the ARCC lab to do summer 'cleanup' on their SMART HR data. Contact Nikki if you are interested and I will schedule a time for you to come in.

TRA Rate Increase

Employer contribution rate is increasing from 5.0 percent to 5.5 percent on July 1, 2007. This rate will be effective for any checks dated on or after July 1, 2007. Be aware that this would include any teacher payoff checks created in May or June that are dated in July or August and disseminated over the summer.



STUDENT - Kerry Chaffey, Teri Henderson, Dale Nielsen



MARSS News ~ Kerry Chaffey

The new MARSS Web Edit System is here! Teri and I finished our training in early March and assisted MDE with other districts and Regions in testing of the new edit system.

The MARSS contact from each district is **required** to attend a training session where they will learn to use the new product and be given their username and password for the new system. There can only be one MARSS contact per district on the new system, but there can be multiple users per district. They will be given different security access to the program from the state based on their role.

There are many great features of the new system and we are excited to see it go live. It is very intuitive and easy to use. Districts will be able to merge their files together in the new system and have the merged files sent back to them. Reports may be previewed on the screen and they are easy to read on the screen. One can also look at specific school reports or the entire district. All reports that were previously mailed after each MARSS submission will be posted on the edit site for the MARSS contact to review, print and share as needed. Again, the features are based on the role.

The MARSS contacts have been notified of this change and the dates of the training sessions. The sessions will be held from 9:00-Noon on May 9th, May 10th, May 16th and May 17th. The new edit system will be required to use with the June MARSS submission.

We hope for a smooth transition!

MARSS Submission Timelines for EOY 07 ~ Kerry Chaffey

MARSS files are due to ARCC on the following dates:

Friday, June 8, 2007

Friday, July 6, 2007

Friday, August 10, 2007

Friday, September 14, 2007

Friday, October 26, 2007 **Final Electronic Submission**



Beginning with the June submission the data will be used for Special Ed billing. You will want to be certain you submit accurate information for this and all future EOY submissions. You have through October to get information 100% accurate through the electronic submission process. After that point, it will have to go through a manual process directly with the MDE. Be certain you have a good communication link with your Special Ed area....this is key!

Campus News ~ Teri Henderson

It's hard to believe we are near the end of the 2006-2007 school year already! Where did the time go? Before you know it, the 2007-2008 school year will be right around the corner.

Here at ARCC we have our sights set for the upcoming school year and all the preparation that needs to be taken care of over the summer months.

We will soon be training our districts for Campus version 2007. Training dates are May 2, 3, 7, 8, and June 18 and 19. There are some new features that we hope will make your job easier.

We welcome a new Campus district. Greenway School District will be signing on to Campus and will receive their core training the end of June.

And speaking of new ... St. Louis County School District will begin using the Campus food service module with the start of the new school year. In addition to training ISD 2142 on food service, we will also be training districts already using the food service module on the new version 2007. Food service training will take place in August and we will get in touch with those districts to get the training scheduled.

Campus is planning to release version 2008 in the near future. Kerry and I will be taking recertification classes for 2008 in May. We will not be going with v2008 for the start of the 07-08 school year. At this time, we are not sure when we will implement the release.



SQL Reporting Services for Infinite Campus ~ Dale Nielsen

Have you visited ARCC's [SQL Reporting Services Documentation Page](#) yet? There you will find the beginnings of a nice 'library' of reports that are available to your district.

For those of you who haven't browsed the SQL report documentation, it's easy to get through; We use lots of step-by-step illustrations when writing procedural docs. If you see a SQL Report that you'd like to have added to your Campus Outline, or if you require something that you don't see in the list, please contact us at campus_support@arcc.org

Most of us have hit a dead end with ad hoc filters at one time or another while trying to come up with a 'custom' report. This is primarily due to the fact that Campus' ad hoc filters are targeted at SQL views, rather than just 'raw' tables. A view is a stored query and they often contain commands that join selected fields from different tables to make a more 'informative' presentation of data for the end user. The big issue with using views has to do with how current those views are. When a table is altered for instance by adding or removing a field, a view can become ineffective if it doesn't accurately reflect changes to fields

used in that view. This happens a lot in Campus, apparently because updating views is a lower priority for Campus technical staff, than repairing other system bugs and creating updates. This is where SQL Reporting Services may be useful to you. You don't need to wait if/until Campus allocates resources to fixing a view so you can use those fields to make a report.

Many districts find themselves needing to extract data from Campus and manipulate it in spreadsheets for internal reporting purposes. SQL Reporting Services can often reduce or even ELIMINATE the need for data manipulation in Excel. If you have any ideas for reports, that can't be achieved using ad hoc filters and the report designer, don't despair. Contact Campus Support at ARCC with your request. Chances are that we can help you out and remove some of your workload. SQL Reporting Services offers a fairly robust cache of features for end users. Reports can be either tabular or graphed and the tabular contents of any report can be exported into a flat file.

Date	Report Name	Report Description
5/12/2006	Cumulative GPA Calc	A report displaying a student's transcript data along with the calculations that go into generating the cumulative GPA.
5/12/2006	Perkins Report	A report of the Perkins extract data plus the students name and grade. This is a tool to assist in verifying the Perkins extract.
5/12/2006	Honor Roll	Similar to the Campus term GPA report, but allows for the exclusion of students based on specific scores received.
5/12/2006	Student Labels	Creates mailing labels to students and/or their households. Allows for salutation line to be added by the user.
3/14/2007	1. NWEA Class Roster File	1. A report that is used to create the NWEA Class Roster File submission for MAP Testing. (Version 2.0)
3/14/2007	2. NWEA Special Programs File	2. SQL Report that extracts data needed to build the NWEA Special Programs File (NWEA SPF). (Version 2.0)
5/16/2006	Monthly Birthday List	
5/17/2006	Alternate Course Requests	A quick way to get a list of student's alternate course requests. This report isn't particularly 'paper-friendly' (LOTS of white space!)
5/31/2006	Split Enrollments	Shows students who have multiple MARSS records due to split enrollments.
6/5/2006	Student Directory Reports	Student Household information. This report comes in 4 varieties. Two sorted by student name, the other two by grade and then name.
6/9/2006	MarssB	Tool to view MARSS B records including selecting of Enrollment Splits.
8/28/2006	Locker Combo Master	Locker combinations (by building), organized by location within each building.
1/11/2007	Term Attendance	Report for creating attendance list by term. Grouped on attendance values entered by user. Sorted by homeroom teacher, grade level and student name.
1/11/2007	Attendance Uberlist	Report for creating a 4-term (or annual) attendance list. Grouped on attendance values entered by user. Sorted by homeroom teacher, grade level and student name.
1/22/2007	NonResident Summary	Produces a summary list of nonresident students being served by your district. Selection criteria is based on SAC codes for currently enrolled students.
3/28/2007	Fee Summary Report	Totals Campus Fees within account codes by school building.

Please contact ARCC with any address or name updates

ARCC WILL BE CLOSED
Memorial Day - May 28, 2007

