



Arizona

User Guide



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S e c t i o n 1



Set Up

- Arizona Deduction Types
- General Setup Requirements

Arizona Deduction Types

The following deduction types are specific to Arizona state requirements code:

- Retirement - Arizona ASRS ACR
- Retirement - Arizona ASRS LTD
- Retirement - Arizona ASRS PDA
- Retirement - Arizona ASRS Tax Exempt
- Retirement - Arizona Attorney Investigator
- Retirement - Arizona Corrections Officer
- Retirement - Arizona Elected Officials
- Retirement - Arizona Public Safety Personnel
- Retirement - Arizona ASRS Tax Exempt
- State Tax - Arizona
- Workers Compensation - Arizona

General Setup Requirements

Program	Location	Description
General Ledger Default Settings	State	Typing AZ in the State field activates the Arizona-specific reports and windows.
	County	Type the name of the county (for example, Maricopa).
	Entity Codes	<p>Number: District number. The system uses this field to provide a code number identifying the entity on system interface files (such as voucher batches). Up to 10 characters can be used for the field.</p> <p>Type: School type (elementary, high school, unified) code.</p> <p>Extension: County number.</p> <p>(Refer to CTD Number)</p> <p>Resp. Center: Identifies the entity for warrant transfers to the Treasurer. Usually the same as the district number, but can be alphabetic. Number is provided by the County Treasurer.</p> <p>File Prefix: If a district does direct warrant transfers to the Treasurer (not through a county school office), this field identifies the warrant transfer number for the district. Often the same as the Resp. Center, but doesn't have to be.</p>
	Voucher Information	<p>If the district does not write its own checks, make sure to mark the Create ASCII Vouchers checkbox and supply the File Path to specify the path where the system is to save processed voucher files. For example:</p> <p>C:\VDATA\FY1011</p> <p>This is a required field if Create ASCII Voucher Files is also marked.</p>
Bank Accounts	AP Printing and PR Printing	<p>If the district is writing checks, select the check layout format for the entity.</p> <p>Standard: The standard IVEE check format.</p> <p>Type A: Check format for Apache County districts</p> <p>Type M: Check format for Mohave County districts</p> <p>Type Q: "Quicken" style; not frequently used.</p> <p>Type Y: Check format for Yavapai county</p> <p>Type C: Check format for Cochise county.</p> <p>Z-Fold: Self-seal mailers.</p>
Fund Cross-Reference		The Fund Cross Reference window is used to set up a fund cross-reference for the county or treasurers offices. The cross reference depends on whether the district writes their own checks or send information to the county or treasurer's offices.





State Reporting

- ASRS Reporting
- Grants Management
- PSPRS Retirement
- Workers Comp
- County File Transfer
- Warrants Transfer
- Importing Treasurer's Revenue
- Treasurer Fund Cash Balance
- SDER
- Unemployment Processing
- New Hire Reporting
- Consolidated Board Report
- Creating an Audit File
- Budget/Cash Balances Report

ASRS Reporting

To set up the system to collect the information needed for ASRS retirement reporting, perform the following tasks:

- Specify the Retirement Account Number
- Define retirement deductions
- Assign deductions to employees

Specify Retirement Account Number

Type the retirement account number in the Payroll Default Settings window, Retirement Acct Number field.

Define Retirement Deductions

When retirement deductions are defined, the system displays a special setup window where it is necessary to enter a department number and plan code. Define as many deductions as needed. Be sure to define the deductions using the following deduction types as appropriate:

- Retirement - Arizona ASRS Alternative Contribution Rate (ACR) Retiree
- Retirement - Arizona ASRS PDA (used for buy back)
- Retirement - Arizona ASRS LTD
- Retirement - Arizona ASRS Tax Exempt

Define 2 ASRS deductions and two LTD deductions: 1 each for certified and classified.

Define buy-back deduction(s) as needed. Buy-back deductions must have the deduction type Arizona ASRS PDA. Use the Setup tab in the deduction definition for entering the 6-character ASRS Employer Number for certified or classified employees. Also, enter the Member Type for the deduction.

Define as needed, deductions for retirees who have returned to work. The deduction must have the deduction type Arizona ASRS ACR. Employees with an active deduction with an ACR Type (Payroll > Employees > Employee Deductions & Benefits > Setup tab) of Leased, is exempt from Federal Tax calculation.

Assign Deductions to Employees

When the retirement deductions are assigned to employees, enter the appropriate Contract number on the Setup tab for the deduction for each employee. If a given employee has more than one buy-back deduction, set up 2 or more buy-back deductions and enter a unique Contract Number on the employee deduction setup tab for each deduction.

Update Employee Maintenance Records

It is necessary to update the Employee Type field on the employee record (Payroll > Employees > Employee Maintenance > State data tab) to accurately identify records for Arizona Retirement reporting.

From the Employee Type dropdown, select the applicable option. Options are provided by the state and hard-coded into the system. The Employee Type field can be mass updated (Actions > Shortcuts > Mass Update Records) for records displayed in the grid.

Update Position and Pay Records

It is necessary to update the Employee Pay Type field on the employee Positions and Pay record (Payroll > Employees > Employee Positions and Pay > State Data tab) to accurately identify records for Arizona Retirement reporting.

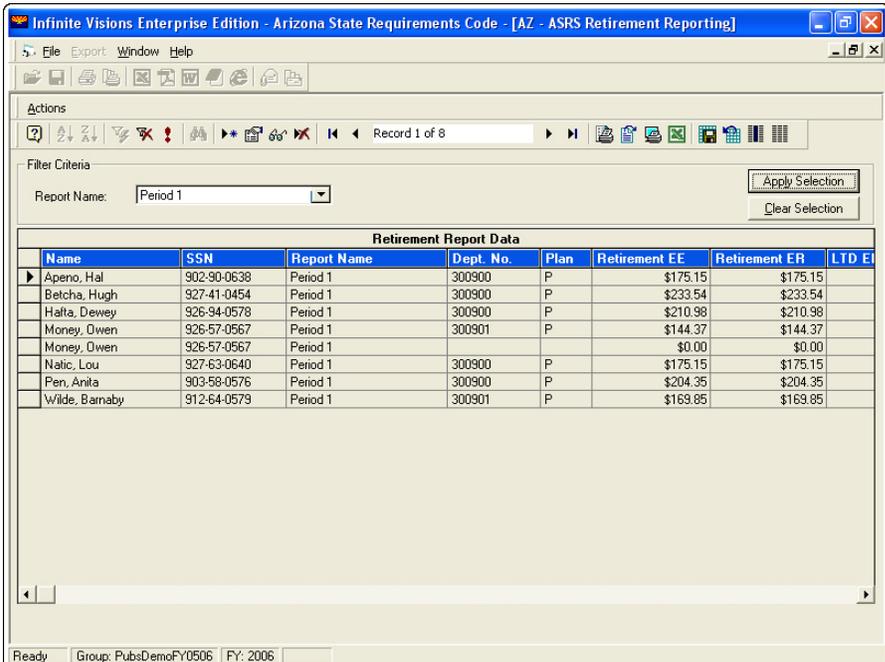
From the Employee Type dropdown, select the applicable option for the position record. Codes are provided by the state and hard-coded into the system. The Employee Pay Type field can be mass updated (Actions > Shortcuts > Mass Update Records) for records displayed in the grid.

Access ASRS Reporting

Once the deductions are set up and assigned to employees, use the AZ - ASRS Retirement Reporting option to generate a report, print a report, and to create a file for submission.

To access the ASRS Reporting window:

Payroll > Reports > AZ - ASRS Retirement Reporting



Retirement Report Data

Name	SSN	Report Name	Dept. No.	Plan	Retirement EE	Retirement ER	LTD E
Apeno, Hal	902-90-0638	Period 1	300900	P	\$175.15	\$175.15	
Betcha, Hugh	927-41-0454	Period 1	300900	P	\$233.54	\$233.54	
Halta, Dewey	926-94-0578	Period 1	300900	P	\$210.98	\$210.98	
Money, Owen	926-57-0567	Period 1	300901	P	\$144.37	\$144.37	
Money, Owen	926-57-0567	Period 1			\$0.00	\$0.00	
Natic, Lou	927-63-0640	Period 1	300900	P	\$175.15	\$175.15	
Pen, Anita	903-58-0576	Period 1	300900	P	\$204.35	\$204.35	
Wilde, Barnaby	912-64-0579	Period 1	300901	P	\$169.85	\$169.85	

Generate Retirement Records

Use this window to build the data for a retirement report. To build the records the system searches for deductions matching the AZ retirement deduction types for the selected pay periods. If the pay period is not posted, no records are generated.

Gross wages are all wages the employee was paid, not the subject-to wages for the deduction.

To create the records:

1. From the Actions menu, select **Create Retirement Records**. The Retirement Report window displays.

The screenshot shows the 'Retirement Report' window. At the top, there is a title bar and a toolbar with various icons. Below the toolbar is a table titled 'Pay Periods' with the following columns: Selected, Pay Cycle, Pay Period, Start Date, End Date, and Pay Date. The table contains 15 rows of data, each representing a bi-weekly pay period with a specific pay period number, start and end dates, and a pay date. Below the table, there is a 'Report Information' section with a 'Report Name' field and a 'New FY1516 Format' checkbox. At the bottom of the window are three buttons: 'OK', 'Cancel', and 'Help'.

Selected	Pay Cycle	Pay Period	Start Date	End Date	Pay Date
<input type="checkbox"/>	Bi-Weekly Pay	1.00	07/01/2011	07/14/2011	07/08/2011
<input type="checkbox"/>	Bi-Weekly Pay	2.00	07/15/2011	07/28/2011	07/22/2011
<input type="checkbox"/>	Bi-Weekly Pay	3.00	07/29/2011	08/11/2011	08/05/2011
<input type="checkbox"/>	Bi-Weekly Pay	4.00	08/12/2011	08/25/2011	08/19/2011
<input type="checkbox"/>	Bi-Weekly Pay	5.00	08/26/2011	09/08/2011	09/02/2011
<input type="checkbox"/>	Bi-Weekly Pay	5.10	08/26/2011	09/08/2011	09/02/2011
<input type="checkbox"/>	Bi-Weekly Pay	6.00	09/09/2011	09/22/2011	09/16/2011
<input type="checkbox"/>	Bi-Weekly Pay	7.00	09/23/2011	10/06/2011	09/30/2011
<input type="checkbox"/>	Bi-Weekly Pay	8.00	10/07/2011	10/20/2011	10/14/2011
<input type="checkbox"/>	Bi-Weekly Pay	8.01	10/07/2011	10/20/2011	10/14/2011
<input type="checkbox"/>	Bi-Weekly Pay	8.10	10/07/2011	10/20/2011	10/14/2011
<input type="checkbox"/>	Bi-Weekly Pay	8.20	10/07/2011	10/20/2011	10/14/2011
<input type="checkbox"/>	Bi-Weekly Pay	9.00	10/21/2011	11/03/2011	11/11/2011
<input type="checkbox"/>	Bi-Weekly Pay	9.01	10/21/2011	11/03/2011	10/28/2011
<input type="checkbox"/>	Bi-Weekly Pay	10.00	11/04/2011	11/17/2011	11/11/2011

2. Mark the **Selected** checkbox for each pay cycle and pay period to include in the report. At least 1 pay period must be selected.
3. In the **Report Name** field, enter a brief name to identify the report.
4. Mark the **New FY1516 Format** checkbox to generate the file using the new file format. Otherwise, the system uses the old format by default.
5. Click **OK**. The system builds the retirement information.

If the system finds there are already records for the period, a message displays asking if the existing records are to be replaced. Click **Yes**.



Records for service purchase deductions (lump sum payments) generate multiple deduction records and are reported as individual transactions in the RETIRESvcPur.csv file only.

Edit Records

Once the records are created, add, edit, view, or delete records as needed.

When information is manually added or changed in the Edit Retirement Report Data window, changes are lost if a report of the same name is generated again.



The Employee Type and Member Type fields are locked and cannot be edited.

Print Reports

Payroll > Reports > AZ - ASRS Retirement Reporting

Once you have finalized the report data, run the ASRS reports.

To run ASRS Retirement reports:

1. From the Actions menu, select **Create Reports**. The Retirement Report selection window displays.

2. In the **Report Name** field, select the applicable report from the dropdown.
3. In the **Pay Period Ending** date, enter or select the pay period ending date to display in the report.
4. In the **Pay Date** field, type or select the pay date to display in the report.
5. Select the report(s) to display.
6. Click **OK**. The system displays the selected report(s) in the Report Viewer.

Create a File

Payroll > Reports > AZ - ASRS Retirement Reporting

To submit the ASRS retirement information to the state, create the file.

To create the retirement file:

1. From the Actions menu, select **Create File for State**. The Retirement Create File window displays.

2. In the **Report Name** field, select an already generated report from the dropdown.
3. In the **Pay Period Ending** field, type the pay period ending date for this submission.
4. In the **Pay Date** field, type the pay date for this submission.
5. In the **Destination** field, review the default file path the system displays. Change the path and/or the file name for the CSV retirement file as needed.
6. In the **ACR Destination** field, review the default file path the system displays. Change the path and/or the file name for the CSV ACR file as needed. The state requires a separate file for retiree alternate contributions reporting.
7. In the **Svc Pur Destination** field, review the default file path the system displays. Change the path and/or the file name for the .dat Purchase Service file as needed.
8. Click **OK**. The system generates a file for submission to the state and saves it to the specified destination.



Once a destination path is entered, the system saves the path. The next time the Create File for State command is selected, the fields populate with the same path.

Copy ACR Records

Payroll > Reports > AZ - ASRS Retirement Reporting

If needed, copy a report record and then make changes as necessary.

To copy a record:

1. From the Report Name dropdown, select the Report containing records to view and then click **Apply Selection**.
2. Highlight the record(s) to copy. The records must have an **ACR Type**.
3. From the Actions menu, select **Copy ACR Records**.
4. Click **Yes** to continue.
5. The copied record displays in the grid. Double-click the record to edit. Make changes as needed.

Log into ASRS Website

From the ASRS Reporting grid, quickly access the secure ASRS Web Site by selecting Log into ASRS Web Site from the Actions menu. After closing the website, the ASRS Reporting grid displays.

Grants Management Reporting

General Ledger > Reports > AZ - Grants Management Report

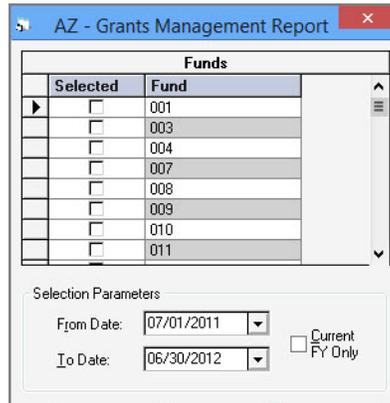
The Grants Management report includes the following for each fund:

- Fund code grouping
- Function code grouping
- Object code grouping
- Budget
- Expended amount
- Encumbered amount
- Total amount
- Budget balance



The AZ Grants Management Report rolls up according to AZ state requirements and subtotals by fund. The standard Grants Management report in General Ledger just includes transactions with no account roll up.

To run the report:



1. Mark the **Selected** checkbox for each fund to include in the report.
2. From the **From Date** and **To Date** dropdown, specify the date range for the report.
3. From the **Fiscal Year** dropdown, select *Current Year Only* to limit the report transactions by date to the current fiscal year connection group file. The default for this field is unchecked; the report normally reports across fiscal years.
4. Click **OK**. The system displays the report in the Report Viewer.

PSPRS Retirement Reporting

The Arizona Public Safety Personnel Retirement System (PSPRS) administers 3 separate benefit retirement plans established under IRS Code section 401(a).

Arizona Attorney Investigator

Public Safety Personnel Retirement Plan: Firefighters and peace officers regularly assigned to hazardous duty at least 40 hours per week are eligible for membership. The employee contribution rate is currently 7.65% of eligible wages (Member Pensionable Salary). The employer contribution rate is not calculated at the plan level; each employer group is assigned an individual contribution rate based on projected employee benefit costs. The individual employer group contribution rate may not be less than 2% of eligible wages (Member Pensionable Salary). Contributions must be remitted to the PSPRS no later than ten working days after the payroll date.

Corrections Officer Retirement Plan: City, county and state corrections employees assigned to certain designated positions are eligible for membership in this plan. The employee contribution rate is currently 8.50% of eligible wages (Member Pensionable Salary). The employer contribution rate is not calculated at the plan level; each employer group is assigned an individual contribution rate based on projected employee benefit costs. The individual employer group contribution rate cannot be less than 2% of eligible wages (Member Pensionable Salary). Contributions must be remitted to the PSPRS no later than 5 working days after the payroll date.

Elected Officials Retirement Plan: Elected officials at the state, county or city level may participate in this retirement plan. The employee contribution rate is currently 7.00% of eligible wages (Member Pensionable Salary). The employer contribution rate is not calculated at the plan level; each employer group is assigned an individual contribution rate based on projected employee benefit costs. The individual employer group contribution rate cannot be less than 2% of eligible wages (Member Pensionable Salary). Contributions must be remitted to the PSPRS no later than 10 working days after the payroll date. In addition:

- Members of all 4 plans may purchase up to 4 years of additional service credit for time served in the military. However, this purchase must be made in a lump sum and cannot be paid via payroll deduction.
- The PSPRS also offers employer groups the option to participate in a supplemental defined contribution plan. The defined contribution plan is managed by Nationwide, a third party administrator. All deductions for this plan are remitted directly to Nationwide. There is no electronic reporting for this plan; an employee deduction listing including social security numbers is required with the remittance.

Employer Groups

It is important to note employer groups (not necessarily employers) maintain membership in the PSPRS. A single employer can have multiple groups maintaining membership in the PSPRS. The employer groups have individual employer contribution rates assigned. They are required to submit separate electronic files to the PSPRS for reporting purposes.

Employer groups are associated with the deduction in the File Name field on the Setup tab for each of the PSPRS deduction types.

Deduction Setup

There are 4 deduction types defined to accommodate PPSRS Retirement reporting:

- Retirement - Arizona Attorney Investigator
- Retirement - Arizona Public Safety Personnel
- Retirement - Arizona Corrections Officer
- Retirement - Arizona Elected Officials

For each of these deductions, complete the Setup (Actions > Setup). In the File Name field, enter the file name for the deduction employer group and from the Contribution Code dropdown, select the applicable code (DBCN, DCCN, DCDT, ALTN, EEAL, EEEL, PDAT). Refer to the Help system for the contribution type description. Then, enter the current employee and employer group contribution rates in the Percent and ER Percent fields in the Deduction Line window.

Assign the appropriate deduction to all participating employees.

Supplemental Defined Contribution Plan

Define a deduction using the Deduction - TSA (Fed Tax Exempt) deduction type. Since employees determined their own contribution to this plan, a deduction line does not have to be defined.

Assign the deduction to all employees participating in the plan. Enter the appropriate withholding amount or percentage in the Employee Amount or Employee Percent fields in the Employee Deduction and Benefits window.

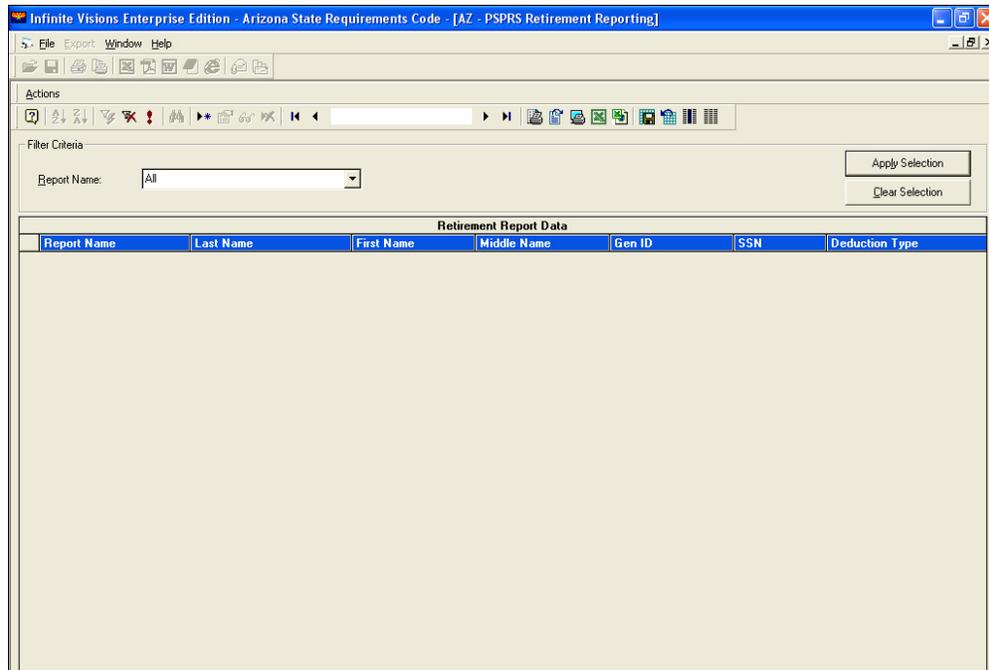
Create PSRS Records

Payroll > Reports > AZ - PSRS Retirement Reporting

To prepare for submitting PSRS retirement information, create the records for the report.

The system creates a separate record for each unique combination of employee, deduction type, and employer group. The records display in the grid grouped by each unique employer group/deduction type combination.

To create PSRS retirement records:



1. From the Actions menu, select **Create Retirement Records**. The PSRS Retirement Build window displays.

Selected	Pay Cycle	Pay Period	Start Date	End Date	Pay Date
<input checked="" type="checkbox"/>	Biweekly	1	7/1/2007	7/14/2007	7/13/2007
<input type="checkbox"/>	Biweekly	2	7/15/2007	7/28/2007	7/27/2007
<input type="checkbox"/>	Biweekly	3	7/29/2007	8/11/2007	8/10/2007
<input type="checkbox"/>	Biweekly	4	8/12/2007	8/25/2007	8/24/2007
<input type="checkbox"/>	Biweekly	5	8/26/2007	9/8/2007	9/7/2007
<input type="checkbox"/>	Biweekly	6	9/9/2007	9/22/2007	9/21/2007
<input type="checkbox"/>	Biweekly	7	9/23/2007	10/6/2007	10/5/2007
<input type="checkbox"/>	Biweekly	8	10/7/2007	10/20/2007	10/19/2007
<input type="checkbox"/>	Biweekly	9	10/21/2007	11/3/2007	11/2/2007
<input type="checkbox"/>	Biweekly	10	11/4/2007	11/17/2007	11/16/2007
<input type="checkbox"/>	Biweekly	11	11/18/2007	12/1/2007	11/30/2007
<input type="checkbox"/>	Biweekly	12	12/2/2007	12/15/2007	12/14/2007
<input type="checkbox"/>	Biweekly	13	12/16/2007	12/29/2007	12/28/2007
<input type="checkbox"/>	Biweekly	14	12/30/2007	1/12/2008	1/11/2008
<input type="checkbox"/>	Biweekly	15	1/13/2008	1/26/2008	1/25/2008

Report Information
Report Name:

OK Cancel Help

2. Mark the **Selected** checkbox for the pay cycle/pay period combination to include in the report.
3. In the **Report Name** field, enter a brief name to identify the report.
4. Click **OK**. The system generates the report records and displays them in the Retirement Report Data grid.



On occasion, it may be necessary to manually add record to a generated report. Click Add on the tool bar or right-click in the Retirement Report Data grid and select **Add**. Select the employee and click OK. The Add PSPRS Retirement Report Data window displays. Complete the information as applicable.

NOTE If adding a record for an employee and a code (e.g., Leave of Absence) is selected from the Non-Payment Code dropdown, do not enter Wages, EE Contributions, or ER Contributions or an error message displays.

To edit report records:

1. In the grid, double-click the record to edit. The Edit PSPRS Retirement Report Data window display.
2. Edit the **Contribution Code**, **Wages**, **EE Contributions**, and **ER Contributions** field a necessary.
3. From the **Non-Payment Code** dropdown, select the applicable predefined code. Only make a selection from this field if the employee did not have any contribution amounts (employee or employer) for the reporting pay period.
4. Update the **Social Security Withheld** checkbox as applicable. This field is optional. If the employee had a FICA Social Security deduction in the pay journal for the reporting period, the checkbox default is marked.

Print a Retirement Report

Payroll > Reports > AZ - PSPRS Retirement Reporting

To print a PSPRS report:

1. From the Actions menu, select **Print Retirement Report**. The system displays the PSPRS Retirement Report window.



2. From the **Report Name** dropdown, to select the name of the report to print.
3. Click **OK**. The report displays tin the Report Viewer.

Create Retirement Files

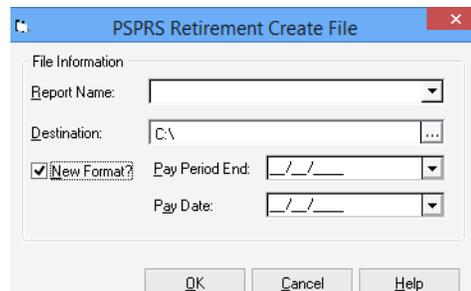
Payroll > Reports > AZ - PSPRS Retirement Reporting

Once the records are generated, reviewed, and any final changes are made, create the file(s) for submission.

The system creates an electronic file for each of the file names in the report. (File names are specified in the deduction definition setup window.)

To create a PSPRS file:

1. From the Actions menu, select **Create Retirement Files**. The PSPRS Retirement Create File window displays.



2. From the **Report Name** dropdown, to select the report to create a file.
3. In the **Destination** field, enter the path for the saved file. Change path as needed.
4. Mark the **New Format** checkbox, if applicable. The system default is marked. If marked, the **Pay Period End** and **Pay Date** field become active and must be populated.
5. Click **OK**. The system creates the file, saves it to the specified destination, and displays a message when complete.

Workers Comp

For Workers Compensation reporting, it is necessary to define one deduction for each type of workers compensation plan. Normally, this is two or three different types. For example:

- High risk
- Low Risk
- TRIA (Foreign Terrorism Risk Factor)
- DTEC (Domestic Terrorism Risk Factor)



If Workers Comp is administered by SCF (State Comp Fund), all four types need to be defined. Otherwise, define only two (high and low risk).

Once the deductions are defined, they get assigned to individual employees. as applicable.

Factors

The factors (also known as the multiplier or modification rate) are stored as percentages. Up to five factors can be entered. The factors are multiplied together. The rates are the normal rate times Factor 1 * Factor 2 * Factor 3 * Factor 4 * Factor 5 (unless one of the factors is blank, in which case the system ignores it).

The calculation is based on gross wages and overtime wages, which the system converts to straight time. For example, if an employee has \$1,000 of gross wages and \$200 of overtime wages, the actual wage base would be $\$1000 + (\$200/1.5) = \$1,133.33$.

Your discount factors may need to be converted to a percent. For example, if your factor is presented as a decimal number (for example, .85), convert it to 85%. In this window, enter it as 85.0.

For example, put in a deduction with 49% for the employer percent and have two discount factors of .90 and .80, the employer contribution is $.49 * .9 * .8 = 35.28\%$ of subject wages.

After payroll is run, the system creates invoices for the deduction, the invoices can then be posted to a voucher once per quarter. Reports can be generated from the voucher listing by account or by employee.



Factors can typically be found on the district's quarterly workers comp statement or billing.

To define workers compensation deductions:

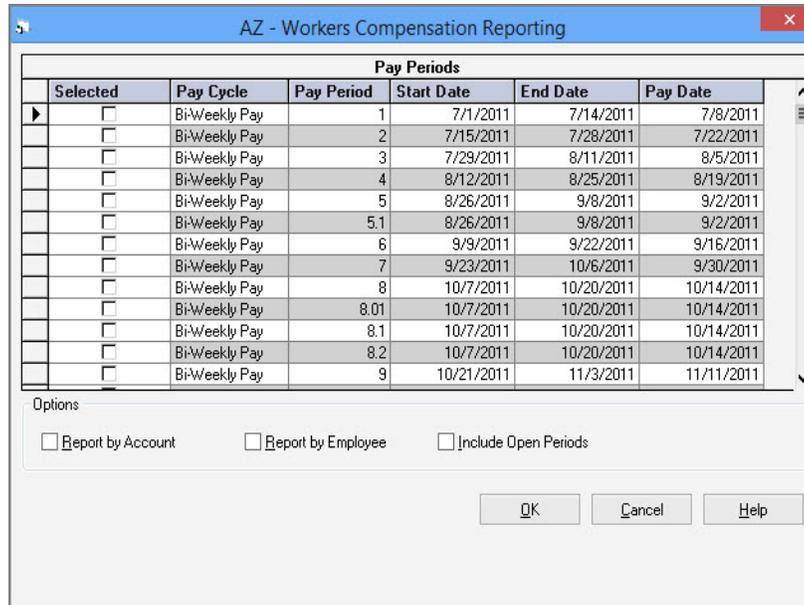
1. Select **Payroll > Deductions/Benefits > Deduction Benefit Maintenance**.
2. Select the **Add** command. The system displays the Add Deductions window.
3. In the **Deduction Information** fields, type and select the appropriate information for the deduction. Make sure to select the **Type of Workers Compensation - Arizona**.
4. In the **Accounting Information** fields, type or select the appropriate accounts.

5. In the **Deduction Lines** fields, fill in the **ER Percent** as appropriate.
6. From the Actions menu, select **Setup**. The system displays the Workers Compensation Plan window.
7. In the Workers Compensation Plan window, type the factor(s) as appropriate for the plan being defined.
8. Click **OK** to return to the Deduction definition window.
9. From the Actions menu, select the Schedule option and define the schedule for the deduction.
10. Click **OK**. The system adds the deduction and clears the fields so another deduction can be added.

Print a Workers Comp Report

Payroll > Reports > AZ - Workers Compensation Reporting

To run the report:



1. Mark the **Selected** checkbox for the pay periods to include in the report. Choose **Select All** (or **Deselect All**) from the Actions menu to help select periods.
2. Beneath options, choose **Report by Account**, **Report by Employee**, or **Include Open Periods** as needed.
3. Click **OK**. The system displays the selected report(s) in the Report Viewer.

SCF Worker Compensation Worksheet

Payroll > Reports > AZ - SCF Worker Compensation Worksheet

The AZ - SCF Worker Compensation Worksheet is used to configure factors for workers compensation for entities not using state workers compensation. The worksheet is divided into four sections; SCF Policy Payroll Worksheet, WCI 8898 - College/Schs-Prof Empl/Teacher Clerk, WCI 9101 - College/Schools - All Other Employees, and DTEC and TRIA.

From the Actions menu, the following commands are available:

Edit Factors - Select this command to setup factors.

Reset Adjustments - Select this command to reset the worksheet clearing any changes.

Set Up Factors

The AZ Factor Worksheet must be setup prior to completing the worksheet so the system knows how to perform necessary calculations. Once the setup is done, it is only necessary to update if SCF makes changes to factors.

To set up factors:

1. On the AZ-SCF Worker Compensation Worksheet window, from the Actions menu, select **Edit Factors**.
2. On the SCF AZ Factor Worksheet, type the **Class Code 8868** rate (per \$100).
3. In the **Deduction name field for class code 8868** field, type the deduction name.
4. On the SCF AZ Factor Worksheet, enter the **Class Code 9101** rate (per \$100).
5. In the **Deduction name field for class code 9101** field, type the deduction name.
6. Enter additional factor information as required.
7. Click **OK**.



The deduction names entered in this window must be an exact match to the deduction name in Payroll > Deductions and Benefits > Deductions/ Benefits Maintenance. If the deduction names do not match, the worksheet may not calculate correctly.

Also, if the school does not have any 8868 or 9101 codes, then enter "0" in the field.

Compute SCF Worker Compensation Worksheet

Use the worksheet to compute the adjustment factor for each deduction. The factors must be set up, see Set Up Factors," on page 19 before using the worksheet.

To compute the SCF Worker Compensation Worksheet:

1. In the **Start Date** and **End Date** field, type or select the date for the reporting period.
2. Click **Apply Selection**.

- In the **Adj Factor** field for each deduction, enter factors until the **Adj. Difference** field is as close to \$0.00 dollars as possible. The Adj Factor then needs to be entered as the **ER Percentage** for the deduction in Payroll > Deductions and Benefits > Deductions/Benefits Maintenance.



To reset entered factor adjustments to the original number, select Actions > Reset Adjustment.

County File Transfer

This section describes the processes involved in transferring information to and from the county school office for districts who do not print their own checks. Included in this section are the following utilities:

- Creating expense vouchers
- Creating payroll vouchers
- Creating E and P Files
- Unposting vouchers
- Printing reports
- Posting back expense vouchers
- Posting back payroll vouchers
- Posting revenues
- Exporting journal entries

Creating Expense Vouchers

When you process a voucher, the system processes the voucher and creates an ASCII file of the voucher information and saves it to the specified location in General Ledger > Configuration > General Ledger Default Settings. The E file can then be sent to the county.



To be able to create an E file for vouchers, the Create ASCII Voucher Files option in General Ledger Default Settings must be selected.

Once the voucher is processed, its status changes to Sent to County. However, the status of a prepped voucher can be changed back to pending status if additional changes need to be made to the voucher (for example remove or add invoices).

File Naming Convention:

E files are named as follows:

Exxovvvv.zzz

Where:

E	Indicates an Expense voucher
x	Entity number (from GL Default Settings)
x	
O	Indicates the file is open.

v	Voucher number.
v	
v	
v	
z	County number and Extension (from the GL Default Settings)
z	
z	

To create an E file:

1. Select **Purchasing and Payables > Payables > Voucher Processing**.
2. In the Voucher Processing grid, select the voucher.
3. From the Actions menu, select **Process Voucher**. The system displays the Create Voucher E File window.
4. Review the destination default from General Ledger Default Settings. Change as needed. The system automatically names the file.
5. Click **OK**. The system creates the E file and places it at the specified location.

Create Payroll Vouchers

If payroll and payroll deduction files (P files) are being sent to the County School Office, create the P files to send.

The payroll processor automatically places any payroll deduction invoices on the same payroll voucher as the employee pay. If changes need to be made to the payroll voucher (adding or subtracting specific deduction invoices), do so before creating the county voucher file

To create county voucher files:

1. Select **Payroll > Payroll Processing > AZ - Payroll ASCII Voucher File**.
1. On the Payroll ASCII Voucher File grid, select the **Add** command on the tool bar. The system displays the AZ - Payroll ASCII Voucher File window.

2. In the **County Voucher** field, type a unique county voucher number.

3. From the **Payroll Voucher** dropdown, select the payroll voucher to create a file for.
4. From the **Payroll Deduction Voucher field** dropdown, select the applicable payroll deduction voucher.
5. Click **OK**. The system displays the County Vouchers grid with the new voucher added.

Post/UnPost Vouchers and Creating P Files

Payroll > Payroll Processing > AZ - Payroll ASCII Voucher File

Once the payroll voucher files are created, post them and create the P files to send to the county.

To post vouchers and create P Files:

1. On the AZ- Payroll ASCII Voucher File grid, select the voucher file(s) to post. From the Actions menu, select **Post Voucher and Create "P" File**. The County Voucher Create "P" File window displays.
2. Review the destination for the saved file. Change as needed.
3. Click **OK**. During the posting and creating file process, messages display in the status bar at the bottom of the window along with a progress indicator tracking the progress of the item.

Unpost Vouchers

If necessary, a voucher can be unposted. Unposting a voucher deletes the check records for the vouchers and then resets the original records so they can be processed again.

To unpost a voucher file:

1. Select the voucher to unpost.
2. From the Actions menu, select **Unpost Voucher**. The County Voucher Create P File window displays with all fields grayed out.
3. Click **OK** to unpost the selected voucher.

Print Reports

Payroll > Payroll Processing > AZ - Payroll ASCII Voucher File

Print a voucher cover sheet to send to the County along with the P files, if necessary.

To print a voucher cover sheet:

1. On the Payroll ASCII Voucher File grid, select the voucher to print a cover sheet
2. From the Actions menu, select **Create Reports**. The Payroll ASCII Voucher Report window displays.

3. Review the county voucher number and pay cycle/ pay period information to be sure the correct information displays.
4. Mark the **County Voucher Cover Sheet** checkbox and/or the **County Fund Balance** checkbox.
5. Click **OK**. The system displays the reports in the Report Viewer.

Print Voucher Cover Sheets

General Ledger > Utilities > AZ - County File Transfers > AZ - County Voucher Reports

When needed, print individual voucher cover sheets for payroll or purchasing vouchers:

To print a cover sheet:

1. Use the appropriate dropdown to select the voucher to print a cover sheet for.
2. Click **OK**.

Sending E and P Files to the County

This process varies from county to county. Files are normally transferred using an FTP program or dial-up connection. Consult district staff for more detailed information.

Post Back Expense Vouchers

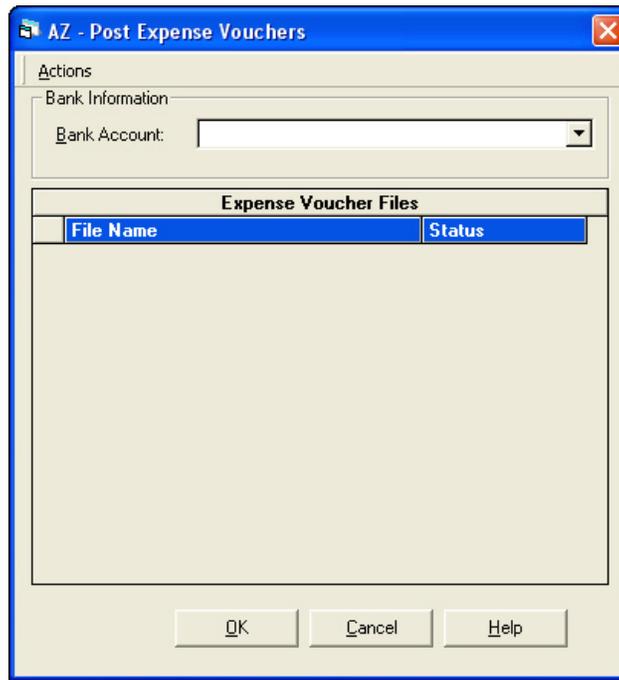
General Ledger > Utilities > AZ - County File Transfers > AZ - Post Expense Vouchers

Once the county has processed the expense voucher transfer files, the files are returned to the district for posting to the General Ledger.

The process for retrieving voucher files varies from county to county. Files are normally transferred using an FTP program or dial-up connection. Consult district and County staff for more detailed information.

Use the AZ – Post Expense Vouchers menu item to post back expense vouchers.

To post back expense vouchers:



1. From the **Bank Account** dropdown, select the applicable bank account.
2. Select the voucher to post back.
3. From the Actions menu, select **Post Voucher**.

Post Back Payroll Vouchers

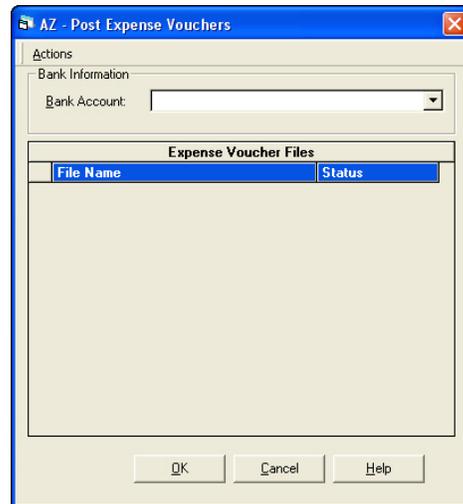
Once the county has processed the payroll transfer files, the files are returned to the district for posting to the General Ledger.

The process for retrieving voucher files varies from county to county. Files are normally transferred using an FTP program or dial-up connection. Consult district and County staff for more detailed information.

Use the AZ – Post Expense Vouchers menu item to post back payroll vouchers. The Actions menu provides a *Post Voucher* option to use to post the payroll voucher files.

To post back payroll vouchers:

General Ledger > Utilities > AZ - County File Transfers > AZ - Post Payroll Vouchers



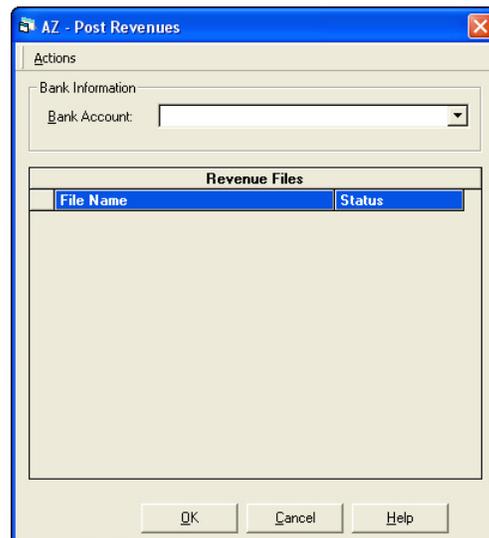
1. From the **Bank Account** dropdown, select the appropriate bank account.
2. Select the voucher to post back.
3. From the Actions menu, select **Post Voucher**.

Post Revenues

General Ledger > Utilities > AZ - County File Transfers > AZ - Post Revenues

This process differs from county to county. Consult the County Interface Guide for more detailed information.

A command on the Actions menu enables printing a Pre-Posting Report.

To post revenues:

1. From the **Bank Account** dropdown, select the appropriate bank account.

2. Select the revenue file to post back.
3. From the Actions menu, select **Post Revenue**.

Export Journal Entries

In order to keep the district and county ledgers in balance, adjusting journal entries periodically need to be exported from the school to the County Office for posting. When journal entries are exported, the system creates a J file to use to post entries in the County General Ledger.

To export journal entries:

Select: **General Ledger > Utilities > AZ - County File Transfers > AZ - Export Journal Entries**

Entry	Entry Date	Memo	Reference	Status	File Number	Send
332	03/25/2009	AR-Revision, Invoice: 39		Not Sent		<input checked="" type="checkbox"/>
331	03/25/2009	test		Not Sent		<input checked="" type="checkbox"/>
330	03/25/2009	AR-Revision, Invoice: 36		Not Sent		<input checked="" type="checkbox"/>
329	03/20/2009	Warehouse Posting		Not Sent		<input checked="" type="checkbox"/>
328	03/20/2009	Warehouse Posting		Not Sent		<input checked="" type="checkbox"/>
327	03/18/2009	Warehouse Posting		Not Sent		<input checked="" type="checkbox"/>
326	03/18/2009	Warehouse Posting		Not Sent		<input checked="" type="checkbox"/>
325	03/17/2009	Transfer from on Grant to Another		Not Sent		<input checked="" type="checkbox"/>
324	03/17/2009	AR-Revision, Invoice: 33		Not Sent		<input checked="" type="checkbox"/>
323	03/17/2009	AR-Revision, Invoice: 33		Not Sent		<input checked="" type="checkbox"/>
322	03/17/2009	AR-Revision, Invoice: 33		Not Sent		<input checked="" type="checkbox"/>
321	03/17/2009	AR-Revision, Invoice: 34		Not Sent		<input checked="" type="checkbox"/>
320	03/16/2009	Warehouse Posting		Not Sent		<input checked="" type="checkbox"/>
317	03/16/2009	Warehouse Posting		Not Sent		<input checked="" type="checkbox"/>
316	03/16/2009	a		Not Sent		<input checked="" type="checkbox"/>
307	02/26/2009	PR ADJ: Byke, Rhoda AP Clerk		Not Sent		<input checked="" type="checkbox"/>
303	02/26/2009	a		Not Sent		<input checked="" type="checkbox"/>
302	02/26/2009	a		Not Sent		<input checked="" type="checkbox"/>
301	02/26/2009	AR DEPOSIT POSTING - 24		Not Sent		<input checked="" type="checkbox"/>
300	02/26/2009	AR-Revision, Invoice: 18		Not Sent		<input checked="" type="checkbox"/>
299	02/26/2009	AR POSTING		Not Sent		<input checked="" type="checkbox"/>
298	02/26/2009	AR UN-POSTING		Not Sent		<input checked="" type="checkbox"/>
297	02/26/2009	AR POSTING		Not Sent		<input checked="" type="checkbox"/>
292	02/26/2009	VOID: test		Not Sent		<input checked="" type="checkbox"/>
291	02/26/2009	VOID: test		Not Sent		<input checked="" type="checkbox"/>
290	02/26/2009	VOID: test		Not Sent		<input checked="" type="checkbox"/>
289	02/26/2009	VOID: test		Not Sent		<input checked="" type="checkbox"/>
288	02/26/2009	VOID: test		Not Sent		<input checked="" type="checkbox"/>
287	02/26/2009	VOID: test		Not Sent		<input checked="" type="checkbox"/>
281	02/26/2009	PR ADJ: Quack, Ima AP Clerk		Sent	1	<input type="checkbox"/>
279	02/10/2009	AR-Revision, Invoice: 36		Not Sent		<input checked="" type="checkbox"/>
278	02/10/2009	AR-Revision, Invoice: 36		Not Sent		<input checked="" type="checkbox"/>
277	02/10/2009	AR-Revision, Invoice: 36		Not Sent		<input checked="" type="checkbox"/>
276	01/23/2009	AR-Revision, Invoice: 37		Not Sent		<input checked="" type="checkbox"/>
275	01/23/2009	test		Not Sent		<input checked="" type="checkbox"/>

4. Select the journal entries to export by clicking *Send*; or from the Actions menu, choose **Select Not Sent Entries**
5. From the Actions menu, select **Create File for County**. The destination path for the file displays.
6. Click **Yes** to proceed. The system creates the file and displays a message when complete.
7. Click **OK** to continue.

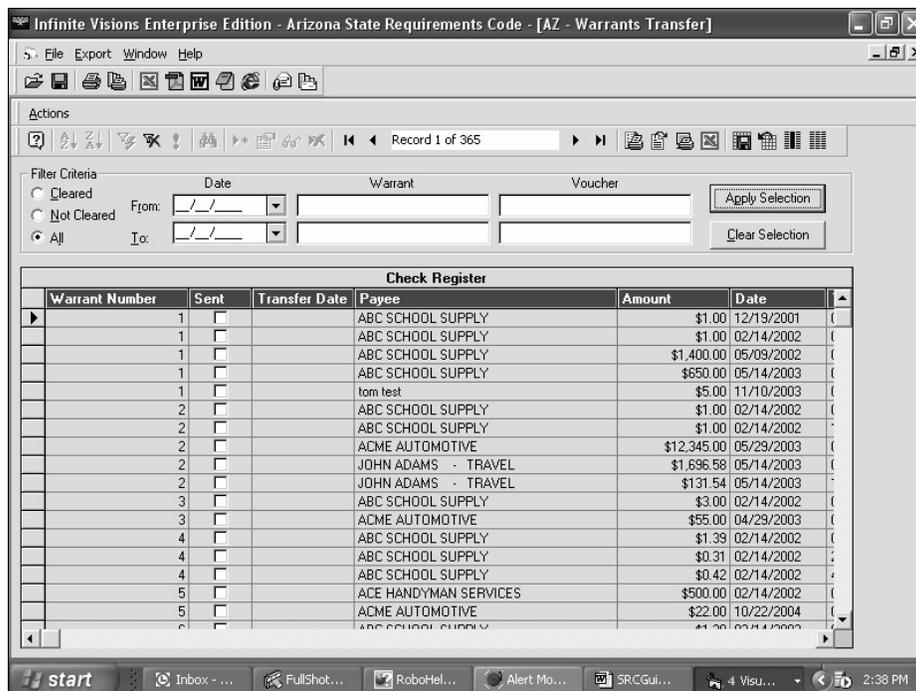
Warrants Transfer

General Ledger > Banking > AZ - Warrants Transfer

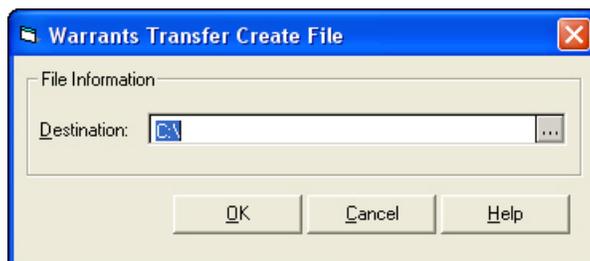
If a district prints its own checks, typically they use the warrant transfer utility to transfer warrant information.

The system checks the County field in the General Ledger Default Settings window to determine which warrant transfer format to use.

To transfer warrants:



1. Use the **Filter Criteria** fields to limit the warrants to just those to work with and click **Apply Selection**. The system displays the warrants in the grid.
2. From the Actions menu, select the type of warrants to transfer: **Payroll**, **Accounts Payable**, or **all warrants**. The Warrants Transfer Create File window displays.



3. Type or select the destination for the transferred warrants.
4. Click **OK**. The system transfers the warrants to the specified location, marks the **Sent** checkbox, and enters the transfer date in the grid.

Resend Transferred Warrants

General Ledger > Banking > AZ - Warrants Transfer

From time to time, there can be a need to remove the Transfer Date for selected warrants so they can be transferred again.

To remove the transfer date:

1. Use the **Filter Criteria** fields to limit the warrants to just those to work with and click **Apply Selection**. The warrants display in the grid.
2. Mark the **Selected** checkbox for the warrants to remove the transfer date.
3. From the Actions menu, select **Remove Transfer Date**. The transfer dates and Sent field are cleared. A message displays when complete. Click **OK**. The warrants can be transferred again using the Transfer Warrants command.

Import Treasurer's Revenue

In Arizona counties where the Visions Treasurer module is in operation, there is a utility to import revenue entries posted to the Treasurer General Ledger to your local general ledger. The Local G/L interacts with the Treasurer G/L via an interface table, which resides in the Enterprise fiscal year data file and is updated periodically by the Treasurer G/L system.

- The Treasurer system populates this table with transaction records with Accounts with an account type of Revenue according to the Treasurer system account types masking.
- The Entity value in the Treasurer module matches the File Prefix value in the Enterprise Edition General Ledger Default Settings.

The purpose of this utility is to:

- Convert and display Treasurer revenue account codes in local general ledger account format.
- Edit and add revenue account code lines.
- Validate entries and require account changes are within the imported treasurer funds.
- Post revenues to the General Ledger.

The revenue import utility can perform the following tasks:

- Select entries to import
- Edit revenue entries as needed
- Check fund variances
- Post entries
- Clear entries

Fund Cross Reference

Before importing and posting revenue entries from the Treasurer system, verify the Fund Cross Reference is set up correctly. Set up the appropriate Fund Masks to map to the Treasurer fund numbers (which are entered in the Summary Fund field). The crosswalk enables the system to convert and display treasurer revenue account codes in Local G/L account format.

Remember new funds created by the district may need to be added to the cross-walk.

Posted Revenues

The selected transactions are posted as a single entry to the local general ledger, with a single user-designated posting date.

Import Revenue Entries

General Ledger > Utilities > AZ - County File Transfers > AZ - Import Treasurer Revenues

Use this utility to import revenue entries posted to the Treasurer General Ledger to your local General Ledger.

To import revenue entries:

The screenshot shows the 'AZ - Import Treasurer Revenues' window in Infinite Visions Enterprise Edition. The window title is 'Infinite Visions Enterprise Edition - Arizona State Requirements Code - [AZ - Import Treasurer Revenues]'. The interface includes a menu bar (File, Export, Window, Help), a toolbar, and an 'Actions' menu. Below the toolbar is a 'Filter Criteria' section with the following fields:

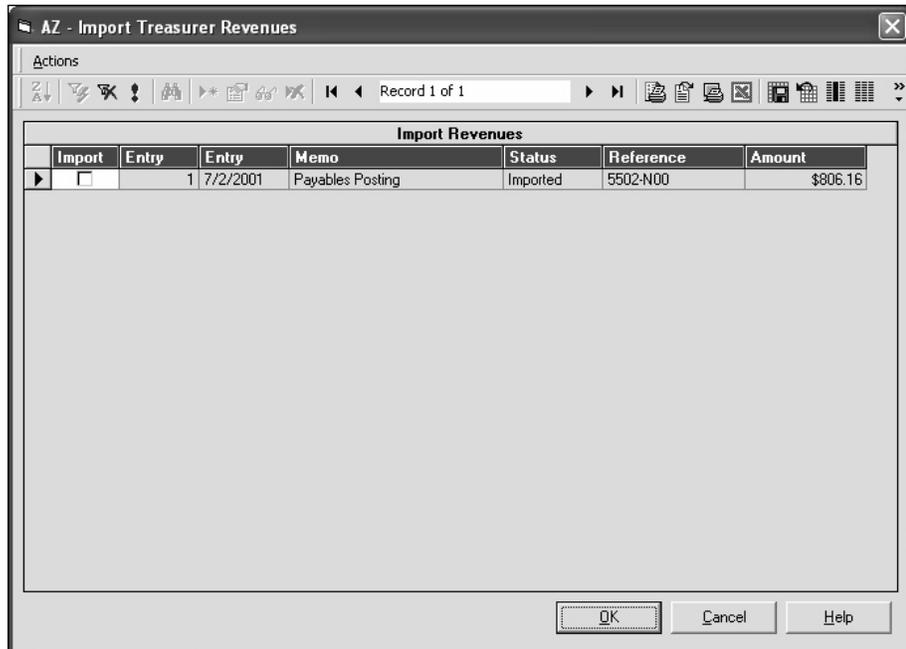
- Next Available Entry Number: 2259
- Bank Account: [Dropdown menu]
- G/L Date: 06/15/2005
- Memo: [Text field]
- Reference: JE-REV2259

The main area is a table titled 'Import Revenues' with the following columns: Account, Line Memo, TFund, Amount, Imported TFund, and Imported TAmount. The table is currently empty. At the bottom of the window, there are summary fields:

- Entity Totals: \$0.00
- Treasurer Totals: \$0.00
- Variance: \$0.00

The Windows taskbar at the bottom shows the Start button and several open applications: Inbox, FullShot, RoboHel, Alert Mo, SRCGui, and 4 Visu. The system clock shows 2:41 PM.

1. From the Actions menu, select **Import Entries**. The AZ - Import Treasurer Revenues selection window displays. This window displays all entries available for import.



Mark the **Import** checkbox for the entries to import.

If necessary, entries can be imported more than once. If an entry has already been imported, the system displays a notification; but the entry can still be imported.

2. Click **OK**. An import message displays.
3. Click **Yes** to continue. The system imports the selected entries and displays them in the Import Treasurer grid.

Check Fund Variances

General Ledger > Utilities > AZ - County File Transfers > AZ - Import Treasurer Revenues
 Before posting Treasurer revenue entries to the general ledger, check the current revenue entry items balance within Treasurer funds.

To check for fund variances:

1. From the Actions menu, select **Fund Variances**. The Fund Variance window displays.

Fund Variance				
TFund	Amount	Imported	Imported TAmount	Variance
001	\$806.16	001	\$806.16	\$0.00
Totals:				
	\$806.16		\$806.16	\$0.00

This window displays the entries and any existing fund variances. Fix any variances before posting.

Edit Revenue Entries

Once Treasurer's Revenue Entries are imported, the Import Treasurer Revenues window displays the selected revenue entries. The account codes have the fund and object codes the Treasurer maintains.

Now, work with the entries to code the transactions to your own detail fund and object codes. Although account codes can be changed and line items can be added or deleted, the entry must balance within the Treasurer funds (as imported) before it can be posted to your local General Ledger.

Clear Entries

General Ledger > Utilities > AZ - County File Transfers > AZ - Import Treasurer Revenues

If necessary, clear all of the entries in the Import Treasurer Revenues grid and start over.

To clear all the entries:

1. From the Actions menu, select **Clear Entries**. A message displays.
2. Click **Yes** to continue. The system clears all of the entries in the grid. Re-import entries if needed by selecting Actions > Import Entries.

Post Revenue Entries

General Ledger > Utilities > AZ - County File Transfers > AZ - Import Treasurer Revenues

When ready to post your Treasurer revenue entries to the general ledger, select *Post Entries* Actions from the Actions menu in the AZ - Import Treasurer Revenue window.

When the entries are posted, the system creates a single entry to your local general ledger with the posting date specified. Revenues are posted to the general ledger creating a two-sided entry by debiting the selected bank cash account offset.

If the accounts on the entry do not exist in the chart of accounts, a message displays Before posting revenue entries, add the accounts to the chart of accounts.

To post the revenue entries:

1. Review the date in the **G/L Date** field. Change the date to a posting date which corresponds to the Treasurer's posting date(s) of the imported transactions
2. In the **Memo** field, enter note to identify this revenue entry.
3. From the Actions menu, select **Post Entries**.

Treasurer Fund Cash Balance

General Ledger > Reports > Cash Management Reports > AZ - Treasurer Fund Cash Balance

The report lists the same fields as the cash balance report in General Ledger. However, instead of the cash accounts from the bank accounts, the system uses the Fund Cross Reference to determine Treasurer Funds for each account. Bank accounts are rolled up into their corresponding Treasurer funds.



Treasurer Funds are identified in the Fund Cross Reference window.

To run a Treasurer Fund Cash Balance Report:



1. From the Month and Year dropdown, elect the applicable option.
2. Click **OK**. The system displays the report in the report viewer.

SDER Reporting

The School District Employee Report (SDER) is submitted to the Arizona Department of Education annually, Typically, due no later than October 15th. The primary purpose of the report is to calculate the Teacher Experience Index (TEI), which is used in the calculation of district Maintenance & Operation Fund budget limits and state equalization assistance.

Setup

Setup required to generate SDER data is described in the following table:

State Position Codes	<p>Using the latest documentation from the Arizona Department of Education, the SDER Position Codes should be entered in the State Position Codes window. (Payroll/Human Resources > Master Positions > State Position Codes).</p> <p>If you decide not to use the SDER position codes for your state position codes, use the SDER position codes crosswalk option on the Actions menu to map the SDER codes to your position codes.</p> <p>In addition to the position codes defined by ADE, define the following code to identify employee positions/supplemental pay records to exclude from SDER reporting.</p> <p>Code = 000</p> <p>Description = Not Reported</p> <p>Pay Table = Select the appropriate pay table</p>
Master Position State Code Assignments	<p>For all positions, review the State Code selections in the following windows for accuracy:</p> <p>Payroll/Human Resources > Employees > Employee Positions and Pay > State Code field.</p> <p>Positions to exclude from SDER reporting should be assigned the 000 - Not Reported state position code.</p>
Ethnicity State Codes	<p>Using the latest documentation from the Arizona Department of Education, enter the SDER Ethnicity Codes in the Payroll/Human Resources > Configuration > Ethnicity Codes, State Code field.</p>
Employee Ethnicity Code Assignments	<p>For all reportable employees, review the Ethnicity selection (Payroll/Human Resources > Employees > Employee Maintenance > Dates/Demographics tab, Ethnicity field) for accuracy.</p>

Employee Years of Experience	For teaching employees, review the Years of Experience figures (Payroll/Human Resources > Employees > Employee Maintenance > Dates/Demographics tab, This Employer and Other Employer fields) for accuracy.
Position Funding - Unit Code	<p>SDER employee data is organized and submitted by building site. To assist with the site-level reporting, Arizona public school districts are required to align the Unit element of their account code structure with the building codes defined by the Arizona Department of Education.</p> <p>To generate SDER position data at the building level, the Unit element in the following windows are referenced:</p> <p>Payroll/Human Resources > Employees > Employee Positions and Pay > Pay tab, Account field.</p> <p>The position funding Unit codes should be reviewed for accuracy before generating SDER data.</p>
State Degree Code	Enter the 2-digit degree codes in the Degrees window (Human Resources > Configuration > Education/Credentials > Degrees, State Code field).
Grade Level Code	For each Certified or Certified-Admin position, select the appropriate grade level (Payroll/Human Resources > Employees > Employee Positions and Pay > State Data tab).
Employee Benefits %	<p>Complete this field for teachers only. Enter the percentage of salary representing the cost of benefits your district provides teachers. The percentage needs to be manually calculated. $\text{Total Benefits} \div \text{Total Salary}$, then round to the nearest percent. Use the same amount for all teachers.</p> <p>Filter the grid to display just teachers, Select <i>Employee Benefit %</i> from the Actions menu to apply the percentage to all teacher records in the grid.</p>
Position Code Crosswalk	If the district is not using the SDER required codes for the state position code, define a position code crosswalk (Payroll > Reports > AZ - SDER Processing > Actions > Position Code Crosswalk) to insure the system collects the correct information for the SDER report.
SDER School Number Crosswalk	If different numbers from the SDER school number are used in the account string, define a crosswalk (Payroll > Reports > AZ - SDER Processing > Actions > AZ - SDER School No. Crosswalk) mapping the district's school number (up to 4 digits) to the assigned SDER school number. This window displays any school numbers already mapped.

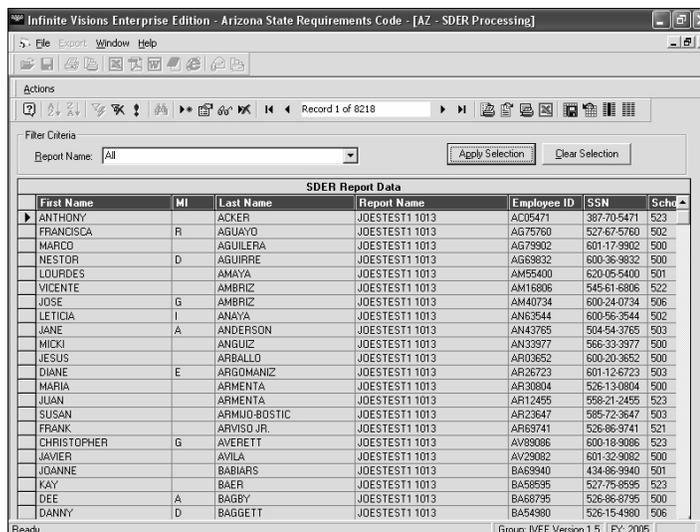
Generate SDER Data

Once the necessary setup is completed, create the report data for the report.

If any employees have more than 2 state position codes per school, the system stops the generation process and displays a report of the impacted employees. Resolve the errors before generating SDER data.

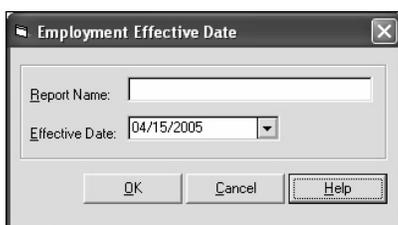
To create the SDER report:

Select: **Payroll > Reports > AZ - SDER Processing**



First Name	MI	Last Name	Report Name	Employee ID	SSN	Scht
ANTHONY		ACKER	JOESTEST1 1013	AC05471	387-70-5471	523
FRANCISCA	R	AGUAYO	JOESTEST1 1013	AG75760	527-67-5760	502
MARCO		AGUILERA	JOESTEST1 1013	AG79902	601-17-9902	500
NESTOR	D	AGUIRRE	JOESTEST1 1013	AG69632	600-36-9832	500
LOURDES		AMAYA	JOESTEST1 1013	AM55400	620-05-5400	501
VICENTE		AMBRIZ	JOESTEST1 1013	AM15806	545-51-5806	522
JOSE	G	AMBRIZ	JOESTEST1 1013	AM40734	600-24-0734	506
LETICIA	I	ANAYA	JOESTEST1 1013	AN63544	600-96-3544	502
JANE	A	ANDERSON	JOESTEST1 1013	AN43765	504-54-3765	503
MICKI		ANGUIZ	JOESTEST1 1013	AN33977	566-33-3977	500
JESUS		ARBALLO	JOESTEST1 1013	AR03652	600-20-3652	500
DIANE	E	ARGOMANIZ	JOESTEST1 1013	AR26723	601-12-6723	503
MARIA		ARMENTA	JOESTEST1 1013	AR30904	526-13-0904	500
JUAN		ARMENTA	JOESTEST1 1013	AR12495	558-21-2495	523
SUSAN		ARMUJOSTIC	JOESTEST1 1013	AR23647	595-73-3647	503
FRANK		ARVISO JR.	JOESTEST1 1013	AR63741	526-86-3741	521
CHRISTOPHER	G	AVERETT	JOESTEST1 1013	AV99086	600-19-9086	523
JAVIER		AVILA	JOESTEST1 1013	AV29082	601-32-9082	500
JOANNE		BABIARS	JOESTEST1 1013	BA69940	434-86-9940	501
KAY		BAER	JOESTEST1 1013	BA58595	527-75-8595	523
DEE	A	BAGBY	JOESTEST1 1013	BA68795	526-86-8795	500
DANNY	D	BAGGETT	JOESTEST1 1013	BA54980	526-15-4980	506

1. From the Actions menu, select **Create SDER Report Data**. The Employment Effective Date window displays.



2. In the **Report Name** field, enter a name for the report.
3. In the **Effective Date** field, enter the date in MMDDYYYY format.

Click **OK**. The system generates report records based on combinations of reportable employees, master position/supplemental pay state codes, and pay source unit codes. Employees with a termination date before or a hire date after the employment effective date are excluded from the report.



If there are Position and Pay records without a State Position Code, an **ERROR** message displays. All Position and Pay records must have a State Position Code before generating SDER data.

Print Validation Reports

From the Actions menu, the following Validation Reports to verify SDER data can be run.

Validation Report by Employee - Select this report to generate a list of errors/warnings by employee. It is possible for an employee to have multiple errors.

Validation Report by Error Message- Select this report to generate a listing of all records by error message.

Based on the reports, make necessary edits prior to creating the SDER File.

Edit SDER Data

Once the SDER report data is generated, revise it as needed.

Remember, any changes to data is changed only for the report and file. Employee Maintenance and Employee Positions and Pay remain unchanged.

The screenshot shows a software dialog box titled "Add SDER Report Data". It is divided into several sections for data entry:

- Employee Selection:** Fields for Employee ID, First Name, MI, Last Name, and SSN.
- SDER Report Data:**
 - Report Name: Text input field.
 - School: Dropdown menu with a "PSP Employee" checkbox.
 - First Name, MI, Last Name: Text input fields.
 - Hire Date: Date picker.
 - Salary: Text input field with a "\$0.00" value.
 - Gender, Grade Level, Experience, Fringe Benefits %: Dropdown menus and a text input field.
 - Degree, Race, Ethnicity: Dropdown menus.
- Main Position FTE:** A sub-section with "Pos Code", "M/O", and "Other" dropdowns and text input fields.
- Secondary Position FTE:** A sub-section with "Pos Code", "M/O", and "Other" dropdowns and text input fields.
- A "Locked" checkbox is located to the right of the position FTE sections.

At the bottom of the dialog, there are navigation arrows, a "Mode: Add" indicator, a "Close this dialog after update?" checkbox, and "OK", "Cancel", and "Help" buttons.

Create the SDER File

Select: Payroll > Reports > AZ - SDER Processing

Once the report data is generated, edited, and finalized, create the file for the report.

To create the SDER file:

1. In the **Report Name** field, use the dropdown to select the report and click **Apply Selection**.
2. From the Actions menu, select **Create File for State**. If a file is already created for this report, a message displays asking to overwrite the previous report. Click **Yes** to proceed. The Create SDER File window displays.
3. Review the information in the **Destination** field. This field specifies the name of the file and the location where the system saves the file once it is created. The destination can be changed as needed.
4. Click **OK**.

Unemployment Processing

Use the AZ Unemployment Processing utility to prepare and submit quarterly unemployment reports. In addition, the utility enables printing of the following reports:

- Wage Listing
- Expense detail by account
- Expense Detail by SSN

Use this utility to prepare either a file formatted for diskette submission or a file formatted for Internet submission.



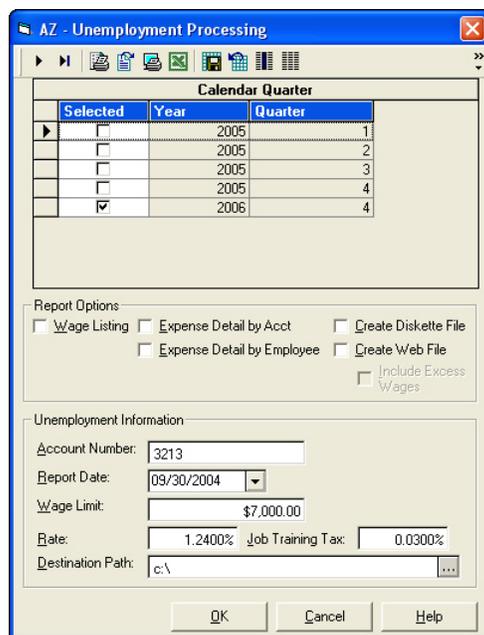
Employees with an active Retirement - Arizona ASRS ACR deduction and with an ACR Type of *Leased* are exempt from the Unemployment reporting.

Employee Positions and Pay

To exclude positions from the AZ - Unemployment report, mark the Exclude from UC checkbox on the Information tab of the Position and Pay record. To mass update records, filter the Positions and Pay grid to display the records to update. From the Actions menu, select Mass Update Records. From the Data field dropdown, select Exclude from UC and mark the checkbox. In the Reason for Change field, enter a brief description and then click OK.

To create an unemployment quarterly file:

Select: Payroll > Reports > AZ - Unemployment Processing.



1. Select a single quarter to prepare the file for.
2. Mark the Report Options (**Wage Listing**, **Expense Detail by Acct**, **Expense Detail by Employee**) checkbox as applicable.
3. Mark the **Create Diskette File** or **Create Web File** checkbox as applicable.
 If the Create Web File checkbox is marked, the **Include Excess Wages** checkbox becomes active. Mark the checkbox to include excess wages (over \$7,000 in the calendar year per employee) in the web file.
4. In the **Account Number** field, enter the district's unformatted, 7-digit unemployment account number.
5. In the **Report Date** field, enter or select the report date.
6. In the **Wage Limit** field, enter the wage limit for the current year. If the district has a status of Reimbursable, this field must be zero as all earned wages per quarter are to be reported as excess wages.
7. In the **Rate** field, type the rate for the current year.
8. If paying job training tax, use the **Job Training Tax** field to record the percentage.
9. Review the information in the **Destination Path** field. Type or select the location for the file. The system creates a file called WAGES and saves it to the specified location. The default is to place the file C:\. Change as needed. Make sure the path ends in a back-slash (\).
10. Click **OK**.

New Hire Reporting

Payroll > Reports > AZ - New Hire Report

The system creates a report for Arizona New Hire Reporting.

To create the report information:



1. From the Actions menu, choose **Select Employees**. The New Hire Update window displays.



2. Review the start and end dates. Change as needed.
3. Click **OK**. The system searches for new employees during the specified period and place check marks next to their names in the New Hire Report window.
4. Review the File Path at the bottom of the window. This is the location where the saves the file. Change as needed.
5. Click **OK**. The system creates the file, then asks whether to clear all the New Hire field.

Click **Yes** or **No** as appropriate. The New Hire Reporting form displays in the Report Viewer.

Consolidated Board Report

General Ledger > Reports > AZ - Consolidated Board Report

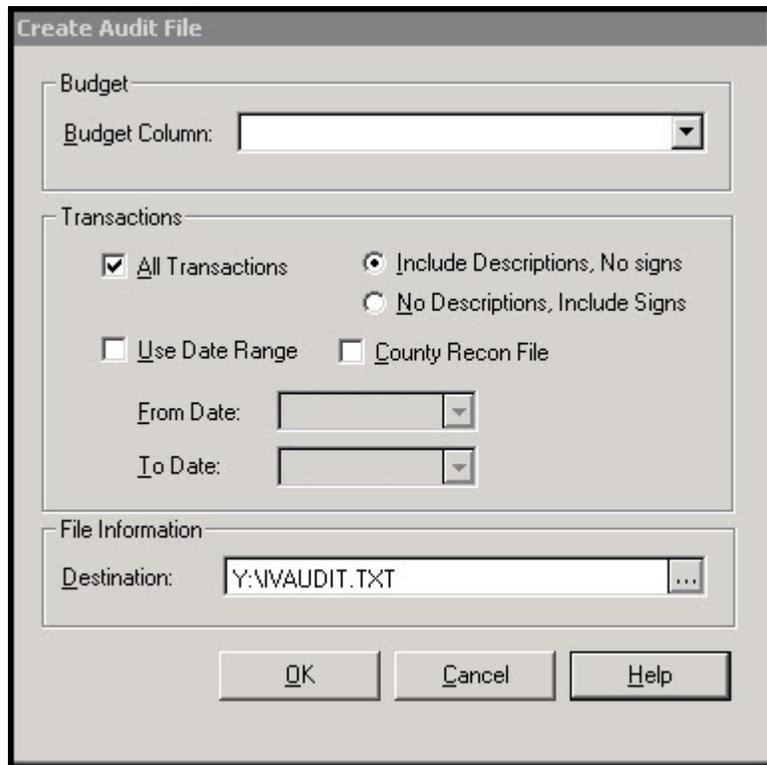
Use this option to print a Consolidated Board Report. The report is a 2-part report: the first part lists asset, revenue, and fund balance accounts grouped by fund and then by account type. The second part lists all expense accounts grouped by fund, function, and then object.

Create an Audit File

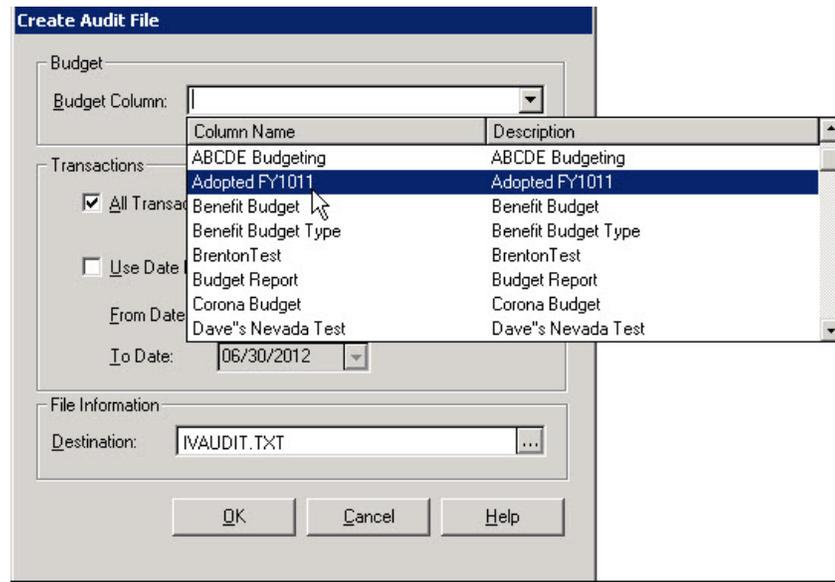
General Ledger > Utilities > Create Audit File

Infinite Visions Enterprise Edition has a utility to extract account information to a file to facilitate the audit process. The file contains Budget and Actual transaction balances by account.

To create an Audit File:



1. From the **Budget Column** dropdown, select the budget column to include in the file.



2. Mark the transactions checkbox as applicable to include in the account balances. All Transactions may be selected for the fiscal year, or Use Date Range.

Select **Include Descriptions, No Signs** or **No Descriptions, Include Signs** as applicable.

Include Descriptions, No Signs:

Select this option to have the file contain account descriptions and no signs on the numbers. This is the default. This option creates a file of the following format:

The following is the file format for the audit file.

Data	Start	End	Length
Account Code	1	40	40
Account Description	41	75	35
Budget Amount*	76	90	15
Actual Amount*	91	105	15
Filler Space	106	106	1

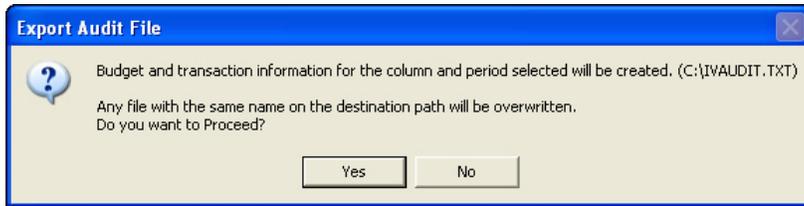
*Amounts are rounded to whole dollars

No Descriptions, Include Signs:

The following is the file format for the audit file.

Data	Start	End	Length
Account Code	1	24	24
Actual Amount	25	36	12
Budget Amount	37	48	12
Filler Space	49	54	6

3. Mark the **County Recon File** checkbox, if applicable.
4. In the **File Information** field, review the destination where the system saves the file it creates. Change as needed.
5. Click **OK**. The following message displays:



6. Click **Yes** to proceed. The following message displays:



Budget / Cash Balances Report

General Ledger > Reports > AZ - Budget /Cash Balance Report

The Budget / Cash Balance report is designed to report balances directly to the County School Superintendent's Office so they can alert the Arizona Department of Education of school district over-expenditures, pursuant to A.R.S. §15-107(A). The report provides Cash and Budget balances for funds 001, 610, 620, and 625 automatically, as of the date it is run.

To generate the report:

District Name	Fund	Cash Balance	Budget	Expenditures	Unexpended Budget	Encumbrances	Remaining Budget	Percent Remaining	Report Date	Fis
Phoenix Elementary	001	(\$512,219.72)	\$55,105,401.00	\$60,574,624.00	(\$5,469,223.00)	\$5,758,555.00	(\$11,227,778.00)	-20.38%	10/01/2009	
Phoenix Elementary	610	\$7,860,718.77	\$3,646,919.00	\$452,313.00	\$3,194,606.00	\$1,384,026.00	\$1,810,580.00	49.65%	10/01/2009	
Phoenix Elementary	620	\$2,259,452.71	\$1,500,000.00	\$962,691.00	\$537,309.00	\$265,895.00	\$271,414.00	18.09%	10/01/2009	
Phoenix Elementary	625	\$1,226,666.62	\$2,224,204.00	\$2,165,374.00	\$58,830.00	\$269.00	\$58,561.00	2.63%	10/01/2009	

1. Opening the AZ - Budget / Cash Balance menu item automatically generates the balances as of today's date and display the results in a grid. The information in the grid is display-only.
2. From the Actions menu, select **Print Report**. The report in the Report Viewer. The report can be printed and/or sent as an email attachment to the County School Office using the utility on the tool bar.





ADEConnect Website

- Overview
- Set Up Infinite Visions
- Set Up iVisions
- Log In from Infinite Visions
- Log in from iVisions

Overview

ADEConnect is the Arizona Department of Education (ADE) web portal users can access directly from Infinite Visions or iVisions Web Portal. The portal allows users access to needed information and tools.

Set Up Infinite Visions

To be able to access ADEConnect directly from Infinite Visions/iVisions, complete the required setup:

- Enter ADEConnect website URL
- Assign Employee Access Employee

Enter ADEConnect Website URL

General Ledger > Configuration > General Ledger Default Settings

The screenshot shows a software dialog box titled "General Ledger Default Settings". It has several tabs: "District Information", "Other Information", "Cross-Year Update", and "Transparency". The "Other Information" tab is active. Under "Web Payment Setup", there are three empty text boxes for "Web Payment URL:", "User ID:", and "Password:". Below that is a "Payroll Funding Correction Offset" section with a dropdown menu set to "Cash Offset". A "Security" section has a checked checkbox for "Budget Locking". The "ADEConnect Settings" section has a text box for "ADE Web Service URI" containing the URL "https://adeconnect.tylertech.com". At the bottom, the "Treasurer Interface Information" section contains four text boxes: "User ID" (test.user), "Password" (test), "Server" (10.0.12.18), and "Database" (QA_MCRSDFY1112). At the very bottom of the dialog are "OK", "Cancel", and "Help" buttons.

1. Choose the **Other Information** tab.
2. In the **ADE Web Service URL** field, type “https://adeconnect.tylertech.com”.
3. Click **OK**.

Assign Employee Access

Payroll/HR > Employees > Employee Maintenance

Employees that need to access the ADEConnect website, AZ Dept of Education Portal Settings (Role and Entity ID) must be assigned in their employee record.

To assign employee access:

1. Filter the Employees grid to display the employee record(s) to assign access.
2. Double-click the record to open in Edit mode.
3. Choose the **State Data** tab.
4. In the Employee Roles grid, click in the **Role** field. From the dropdown, select the appropriate role for the employee. An employee can have more than 1 role assigned. Add an additional role by repeating steps 4 and 5.
5. In the **Entity ID** field, enter the ID (refer to the list provided by the state for the school district) that corresponds with the selected role.



The information on the ADEConnect website an employee can access is dependent on their assigned role.

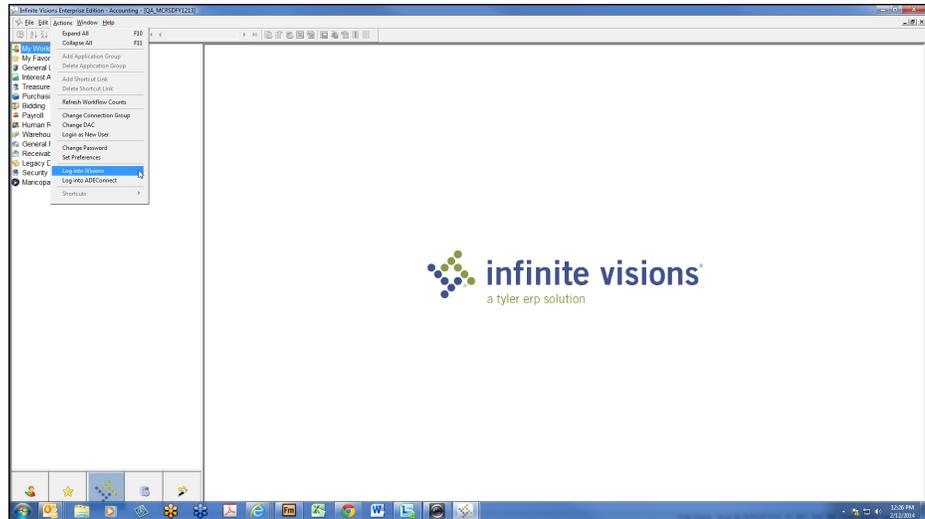
6. Click **OK**.

Set Up iVisions Web Portal

If the district is using the iVisions Web Portal, it is necessary to add a new page in order for employees to be able to connect directly to the ADEConnect website.



The user setting up the page must have administrator privileges.



To add a new page:

1. From within the Infinite Visions Accounting main desktop, select **Log into iVisions** from the Actions menu.
2. Log into the iVisions Web Portal as **Admin** or **Host**.



3. Click **Add** beneath Page Functions to display the Page Management window.

Actions > Page Management

Basic Settings

In this section, you can set up the basic settings for this page.

Page Details

Page Name:

Page Title:

Description:

Keywords:

Parent Page: <None Specified>

Template Folder: Templates/

Page Template: None Specified

Include in Home?

Permissions:

	View	Edit
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input type="checkbox"/>	<input type="checkbox"/>
Employees	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Manager	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>
Sub Hours Entry	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Supplies Leave	<input type="checkbox"/>	<input type="checkbox"/>
Buttons	<input type="checkbox"/>	<input type="checkbox"/>
Training Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>
Vendors	<input type="checkbox"/>	<input type="checkbox"/>
WorkFlow	<input type="checkbox"/>	<input type="checkbox"/>

Username: Add

Copy Page

Copy From Page: <None Specified>

Advanced Settings

Update Cancel

- In the **Page Name** field, enter a name (i.e. ADEConnect) to identify the page. The name entered displays as the menu/menu item.
- In the **Page Title** field, enter a title that displays at the top of the browser window.
- In the **Description** field, enter a brief description of the use of the page.
- From the **Parent Page** dropdown, select the existing page where the new page should be accessible.



To display the new page as a new menu on the iVisions menu bar, leave the Parent Page field blank.

- In the Permissions section, identify the iVisions users who have access to the page by marking the appropriate option.
- Click **Update** and then scroll to the top of the page.

Mode: View Edit Design

Page Functions

Add Settings Delete

Copy Export Import

Add New Module Add Existing Module

Module: <Select A Module> Pane: ContentPane

Title: Insert: Bottom

Visibility: Same As Page Align: Left

Install Additional Modules

iVisions™ Web Portal
Online Workflow and Employee Self Service

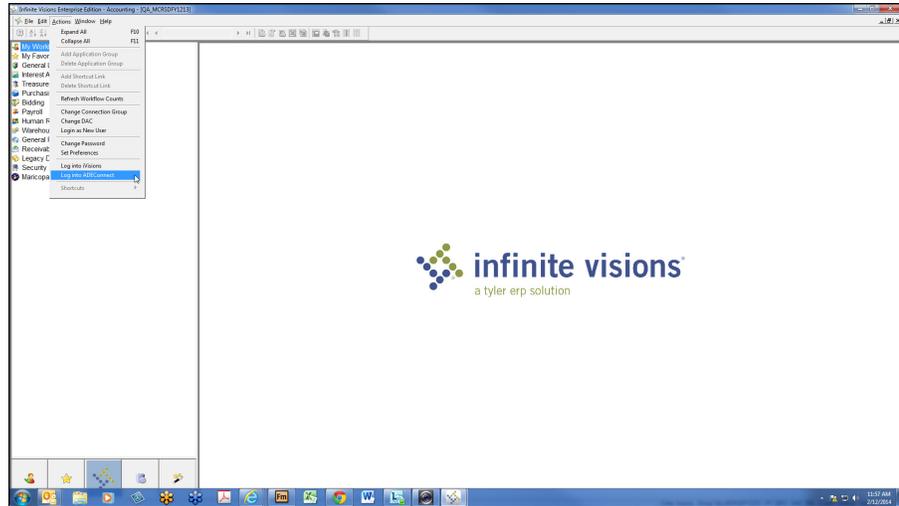
- On the Control Panel, select *WMG ADEConnect* from the Module dropdown.
- In the **Title** field, type "ADEConnect" (Suggested by Tyler).
- Click **Add** (green plus sign). Once the module is added, the users selected in Permissions have access to the page.

Log into the ADEConnect Website

Infinite Visions

Programs > Infinite Visions Enterprise Edition > Infinite Visions Accounting

From within the Accounting program, quickly connect to the ADEConnect website as needed.



To connect to the ADEConnect website:

1. Log into Infinite Visions to display the Main Desktop window.
2. From the Actions menu, select **Login to ADEConnect**.



The user must have at least one role and entity defined in their employee record otherwise a message displays. Click **OK**. If needed, contact the Administrator to have the employee user role assigned.

3. Users are automatically connected to the website and are automatically logged in based on their role and entity id assigned in Payroll/HR > Employees > Employee Maintenance.

iVisions Web Portal

Quickly access the ADEConnect website from iVisions Web Portal.

To launch the ADEConnect website:

1. Log into iVisions Web Portal as a user.
2. Select **ADEConnect**. Dependent on the setup, it is located on the iVisions main menu bar or listed in 1 of the existing menus.
3. In the ADEConnect window, click Navigate to **ADEConnect**. Users are automatically connected to the website and are automatically logged in based on their role and entity id assigned in Infinite Visions Payroll/HR > Employees > Employee Maintenance.