



News, Notes, & Reminders

Your source for information, updates, and training related to HCC Fiscal Services

April 21, 2016

Planned Downtime Announced

As you may know, HCC's Alpha has been in service for decades and is home to USAS and USPS. Aside from the risks associated with using dated hardware, there are also costs associated with maintaining an old system. Because of these factors, HCC will be migrating everything housed on HCCA1, our physical Alpha server, to a "Virtual Alpha" environment beginning on Friday, April 29th and ending Monday, May 2nd. **During this time, all applications related to the Alpha including USAS, USPS, and ODE Reports will be unavailable. Employee Kiosk will also be affected. If you use Kiosk for your substitutes, you'll want to make plans for your staff to bypass this system during these dates.**

In order for this to be a success, we'll need collaboration from you, our districts. We'll need you to plan accordingly and alert your district users that they will not have access to the system on the dates above.

Also, it's very important that you contact any third party vendors who are connecting to the alpha system (USAS/USPS) on behalf of your district and inform them that the Alpha will be down during the above time period. No data will be able to be pushed to or from the system during this migration.

Once the migration is complete, end users should not see any differences in the applications. If anything, performance and speed are expected to improve.

Downtime is expected to begin at 10:00 p.m. on April 29th and end at 5:00 a.m. on May 2nd. HCC will also send out notice once this process is complete in case we finish early.

MCOECN ERP Project

West Clermont Local has expressed interest in potentially being considered for one of the first implementation waves for eFinancePLUS. As a result, SunGard representatives will be coming out on May 3rd to demonstrate the product to their team. West Clermont has graciously agreed to open this session up to other districts who may be interested in implementing eFinancePLUS in the near future.

HCC will send out an event notice with time and location details so that those interested can sign up. Space will be limited so we request that only those who are interested in implementing register.



Districts interested in more information about the implementation "waves" can reach out to [David Downs](#).

For additional literature, videos, and information related to this ERP solution, go check out the [Program Portal Webpage](#).

Upcoming Dates

- April 29th** – Begin migration to Virtual Alpha
- May 2nd** – End migration to Virtual Alpha
- May 3rd** – eFinancePLUS demo @ West Clermont
- May 7th** – End of Initial Offering Period for SunGard
- May 30th** – Five Year Forecast due date (EMIS)
- June 2nd/3rd** – Fiscal Year End Meetings

How Can You Use OnBase?

OnBase, a Hyland Software solution, is a document management software hosted and supported by HCC that can significantly increase your district's efficiency by automating your financial and HR records.

With OnBase, you'll be able to route requisitions and/or invoices through a workflow for fast approval, purchase order creation and payment. Additionally, OnBase integrates with State Software to archive payroll documents and also integrates with banking software to archive cancelled checks.



To learn more about OnBase and how it can help you manage your financial and HR records, please reach out to [Laura Gallogly](#) for a demo.

State Software Redesign FAQs

Q: Why will electronic checks and ACH checks need to be reconciled in the Redesign?

A: Since these transactions have to clear the bank and appear on a bank statement in a manner similar to checks, it is possible to enter something different into the system than what cleared the bank, or you could forget to enter an item that went through the bank. It is believed that requiring these items to be reconciled will improved the ability of districts to find balancing errors. At this time, SSDT plans to keep this functionality.

Q: Will there be the current 99 line limit for purchase orders?

A: This limit has been removed and will no longer be a limitation in USAS-R. The limit has also been removed in the SOAP service, so the limitation will not affect third party vendors either, unless their software is applying a line item limit.

Meet the Team

After assisting treasurers in Hillsboro City Schools for 17 years and Wyoming City Schools for 5 years, both mainly in accounts payable, Catherine came to HCC 3 ½ years ago. She holds a degree in Economics from St John's University in New York, where she also minored in Computer Science.



Originally from New York, Catherine travelled with her first husband while he served in the Army. They lived in Germany, Georgia and Texas before landing in Hillsboro, Ohio, where she raised their 2 daughters. While living in Hillsboro, Catherine continued her education, taking computer classes at Great Oaks, accounting classes at Southern State Community College and graduate courses in school administration through the University of Dayton, until it became her daughters' turn for college! She also maintained a treasurer's license for most of those years.

Catherine and her husband of 9 years live in the historic district of Newport, KY. Catherine enjoys sharing her life-long love of horses, cats, gardening and reading with their 2 young grandsons, ages 3 ½ and 1 1/2. Always busy in whatever community she has lived in, Catherine is an active member of the East Row Garden Club for which she serves as Vendor Chair (of course!) for their annual Garden Walk each June and volunteers with their street tree planting project.

Catherine particularly enjoys helping district users with questions and problems, whether about accounting issues or Excel. She says that working at HCC has been a terrific experience where teamwork and constantly building new skills are the norm. HCC is fortunate to have Catherine as part of the team!

Did you know?

Does a vendor from a foreign country need to provide a W-9 Form to you? The answer is “No”, but you should ask them for a W-8BEN Form, easily found, with instructions at www.irs.gov. Districts should then issue a 1099 at calendar year-end to any foreign vendor working in a contracted capacity here on U.S. soil, per the same rules as American service-oriented vendors.

In regards to vendors from foreign countries, the zip code field on the vendor file in USAS will accept alpha-numeric characters and format different than that of U.S. zip codes. USAS will also then allow you to enter more in the State field than the 2-character convention required for U.S. states.

Employee Kiosk

One of our districts requested that Kiosk be updated to generate a warning message if a supervisor attempts to approve a leave request which will cause the employee’s leave balance to go negative. As a result, they’ve added an enhancement to the application where balances and requested leave will display in **red** on the summary screen if the leave request amount is more than the balance. When the supervisor clicks on the details, a red warning message will display, letting the supervisor know that approving the request will take the balance in the negative.