

**MANAGEMENT ADVISORY  
COMPUTER SYSTEMS**

509 Commercial  
PO Box 1197  
Emporia KS 66801  
Phone 620.343.2720; Fax 620.343.7409  
www.m-a-c-s.com

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**NEW PROGRAMS**

- ⇒ You will need to load these programs immediately!!
- ⇒ Please return tapes (diskettes) as soon as possible. CD's do not need to be returned.
- ⇒ Use Menu Option [9,5,?] to load the programs.
- ⇒ **These programs must also be loaded on any Attendance Center doing Activity Accounting.**



*A copy of this list will be posted on our MACS website @ [www.m-a-c-s.com](http://www.m-a-c-s.com).  
Click on "Newsletter" and select the appropriate file by Date.*

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WHAT'S NEW?

1. **Update Budget Fund 07, Menu [12,12,Yes,34]**  
For those of you who use the State Budget Interface and/or want your 3400 Function accounts automatically changed to 1000 Function, run this option immediately after the new programs have been loaded.  
  
This program changes function 3400 to function 1000. It also automatically creates Fund 7Z to be used as a holding fund for the State's new Code 07. It will not appear on the REPREP but it will on the Chart of Accounts and List of Funds.
2. **1099 File, Menu [3,7,5]**  
Maintenance and reports will now be in Alphabetical order. The work file detail report now allows selection of only specific vendors. There is now an additional option to delete all entries in the work file for a specific vendor.
3. **Payroll 'Tickler File', Menu [1,2,2,4,6,2]**  
The Display by Employee option now offers the opportunity to print it.
4. **List Property By Function, Menu [3,11,2,4]**  
You can now select by Building.
5. **Display Property, Menu [1,4,4]**  
You can now select by Property #, Alpha, or Serial #.
6. **Property Insurance, Menus [2,10,1], [2,10,5] and [2,10,8]**  
Another field has been added to allow you to enter into each item the Insurance Vendor and Amount for which that item is currently insured.

7. **List Insured Property, Menu [3,11,2,15]**

You can run a journal report for Insured Property with the ability to sort by Property #, Alpha, or Insurance Vendor.

8. **Salary Schedule, Menu [1,1,11,1]**

A new field has been added to the Salary Schedule Maintenance: (S)al / (H)rs. This will let the system identify how to handle tables based on hours rather than annual salary.

9. **Payroll...IRC §457 Plan**

This type of TSA needs to be identified separately from other TSA's on the employee's W2. This will be referred to as a 'TSE' with Special Routine #13. Add these just like a TSA, except select 'TSE'. If you currently have any employees with an IRC §457 Plan already established as a 'TSA', contact M.A.C.S. We will have to make manual adjustments on your system.

10. **Special Fields/Codes, Menu [1,2,20]**

This feature will allow you to identify employees by unique fields and/or codes - expands the database. You can also identify codes as being sensitive (\*see below). Examples might include: Who has computers and what kind, Driver's License/Expiration, Bloodborne Pathogens, Immunizations/Hepatitis vaccines, Health/Work limitations, Tenure, Evaluations, etc.

**\*Special Codes Password, Menu [1,1,1,19]**

Enter a Password that will limit access to the sensitive fields in your Special Codes files.

**Option 1 - Categories and Codes**

Enter any unique Category (12 characters maximum) and the Description (30 characters maximum).

CAT: HEALTH                      DESCRIPTON: IMMUNIZATIONS-PHYSICAL EXAMS

**Sensitive (Y/N)**

Does it require a Password to maintenance or see the results? This would be appropriate if you are dealing with health records or employee evaluations. Use Menu [1,1,1,19] to set a Password.

In this example, we'll say "YES" to Sensitive.

**Code Specific (Y/N)**

Do you want to limit the codes to specific ones you set up? If you are creating a Category of driver's license numbers, you would answer "NO" and select a Type "3" (alpha/numeric). In the case of Immunizations, this would be Type "4" (only dates could be entered). The Dollar type is for any field requiring 2 decimal places.

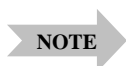
In this example we'll say, "YES" (forcing a Type 0). We'll setup 4 Codes. By saying, "YES", Codes are required to be setup for that Category and only those Codes are valid to that Category.

CODE: BBP                      DESCRIPTION: BLOODBORNE PATHOGEN  
CODE: HEPA                    DESCRIPTION: HEPATITIS A VACCINE  
CODE: HEPB                    DESCRIPTION: HEPATITIS B VACCINE  
CODE: PHYS                    DESCRIPTION: PHYSICAL EXAM

This limits the input to one of the above Codes. In other words BP, B.B.P., B B P or BB/P are not valid. This way all entries are consistent and searches will get the desired results.

**Sensitive (Y/N)**

Even though the Category is not sensitive, you may wish to identify specific Codes as such.



The List option under Activity...choosing 'CAT' will display all Categories you have in the file. If you choose Code, enter the Category and all Codes in that category will be displayed. (In case you forgot exactly what CAT/COD you established!)

### **Option 2 - Employees**

This is where you enter or update the Codes for individual Employees. If there are many, there may be more than one screen. You can change any code displayed on the current screen. To add a new one, continue to page through until you get to the final screen.

The 'NARRATIVE' fields allow you to enter comments like: PHYSICAL APPOINTMENT SCHEDULED FOR JUNE 2002.

Or: WORK LIMITATION - NONE.  
WORK LIMITATION - CANNOT LIFT MORE THAN 50#.

### **Option 3 - Mass Changes**

This allows you to Mass Add/Change Codes for employees by several options. Enter the CAT/CODE to update, and then select which Group is to be updated. 'N/A' sets the code to blank. This allows you to retain a category for an employee, but with no current code. Likewise, you can find those with a blank code and update them to a specific one. In the case of changing codes, you will also have to indicate if any narratives for that employee will follow the new code or be deleted.

### **Option 4 - Report or Menu [3,6,8,15]**

Prepare a report listing your specified codes. Like Option 3, you can select by groups or everybody.

## **11. Ancillary Leave, Menu [2,8]**

### **Option 6 - Enter Absence**

The school secretary who has access (\*see below) can enter the absence for employees in that building. The system creates a temporary file to hold this information. Enter the Leave Type (1-6) if known, or enter 7 if the reason for the absence is unknown. The date will default to the date entered at the beginning of the program. Some employee's leave is based on days and others are based on hours; thus, if the reason is 'OTHER' there is no way to tell. For consistency enter all absences as Hours. If the employee is gone all day, just press the [ENTER] key and the system will get the correct number of hours from the personnel files.

Any number of entries and dates can be entered into this file up to the time that the Personnel Director enters the posting process. No new entries can be made until the file has been posted. This is designed for daily use, but you can continue to enter absences all week and then post then on Friday, or whenever.

#### **\*Access Codes**

Terminal access codes must be set. The building secretary must have 'Q' to Personnel and 'T' to Ancillary Leave. The Personnel Director must have 'T' to both. *Contact M.A.C.S. to maintain access codes.*

### **Option 7 - Absence Journal**

The journal will show what has been entered in the temporary file. It will also show the number of days/hours available for that leave type. If the type is 'OTHER' it will show "????".

### **Option 8 - Post Leave**

#### **Option 1 - Edit Individuals**

The Personnel Director at the Board Office can run the journal and make any corrections. Entries can be changed or deleted, but no new entries can be made to this temporary file. Entries can be modified here to use the Pool, if desired.

#### **Option 2 - Post Leave**

This will post the entries. Note: Any 'OTHER' (7) types must be changed or deleted before posting.

#### **Option 3 - Delete Temporary File**

This will erase the temporary file...in case a file has been created and then you decide you do not want to post it.

## **12. Instructional FTE Report, Menu [3,6,8,14]**

Now includes Job Description.

13. **Payroll Master File, Menu [1,2,2,2]**  
 New codes have been added to the Payroll Master File. These are ‘Spouse Works’ and ‘Head of Household’. These are specifically used for calculating Missouri State Tax and will not affect any Kansas clients. The system will automatically ignore these fields.
14. **Personnel Organization, Menu [1,2,6] or [1,1,11,13]**  
 A new code has been added to the Personnel Organization file. You had ‘Contract Days’...now you also have ‘Contract Months’. Missouri uses this for a State Retirement report. However, it might be useful for Kansas’ clients to distinguish 9, 10, and 11-month employees as opposed to their number of pay periods, which is normally set to 12.
15. **Program Codes, Menu [1,1,7]**  
 If you are using Program Codes for your Activity Accounting, you can now enter a description for each code. This will then print out on the Activity Ledgers, Menu [3,5,15] and [3,5,16]. Example: Program 001 - Clubs and Organizations and Program 002 - Athletics.
16. **Projected Cash Position By Fund Report, Menu [3,9,16]**  
 A new report that shows beginning Unencumbered Cash + Budgeted Revenues = Resources - Budgeted Expenses = Excess/Shortfall. *This is to be used for internal use only.*
17. **Journal Entry Report, Menu [3,4,9]**  
 You can now select by Fund.
18. **Name & Address, Menu [1,2,1]**  
 Entering employee names with JR, III, etc. - Run a list of all employees, Menu [3,4,1,1]. Find those that have, or should have, one of these titles. Maintenance each of these employees and change their name in the following manner:  
  
 Title must be one of the following: JR, SR, II, III, or IV. No periods are allowed (not JR.). Insert the title using a comma. Commas are allowed only when followed by one of the listed titles, e.g., SMITH, JR JOHN J  
  
 This will allow you to have titles in the name, and give the system a standard to identify those titles when preparing the W2 Magnetic Media file.
19. **Medicaid Allocation, Menu [3,9,20]**  
 Option 1: Note the qualifying funds. If your funds do not match these, change the fund number to your corresponding fund.  
  
 Enter all qualifying employees. This option is also used to enter percentages, and delete employees and lines.  
  
 Option 2: Enter the dates for the required payroll period. This will update the information for all employees in the file created under Option 1.  
  
 Print the report. Return to Option 1 and enter the percentages for each employee’s Fund, Function, and Object. Make any other necessary changes. Then re-run Option 2.  
  
 Option 3: Produces the Medicaid allocations report.  
  
 Option 4: Produces a detail report by Fund, Function, and Object and lists each employee and their salary, percentage and allocation.
20. **Revenue/Expense Master File (REMF), Menu [1,1,4]**  
 You now have the ability to identify Revenue accounts as either Local, State, or Federal. The “Posted” Cash Receipts Journal, Menu [3,4,8] now includes the ability to select by Local, State, or Federal.
21. **E-Mail Program**  
 Instructions for the E-mail program are found on pages 1-5 thru 1-13. Contact M.A.C.S. if you wish to utilize this program.