

SACS MODIFICATIONS DESCRIPTIONS

- A1 All Systems** - Users have noted that the interface on some of the screens including drop-down menus, button locations, fonts and report formats differ occasionally. Items should be consistent across applications. *(Multiple District Request)*
- A2 Chart of Accounts** – Users have requested that when they print a Chart of Accounts Report, they only see the account codes that the District actually uses instead of seeing all of the account codes available for use.
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- B1 Warehouse** – When the same inventory item is held in the warehouse as both a bulk item and an individual item, users would like an application that would be able to convert the bulk item into its component individual items. This would automatically reduce the inventory count and valuation for as many units of the bulk item as were selected and convert it to the individual unit of that item at a price that would recalculate based on the conversion factor. For example: A box of paper that is held as one unit could be selected, automatically converted to ten reams of paper and recorded as such in the inventory system.
- B2 Warehouse** – Users have requested three new product history reports detailing activity by Product, Site and the Vendor from whom it was purchased.
- B3 Warehouse** – Users would like to see the bin/aisle/warehouse location for each product on an order printed on the Warehouse Site Orders. This would make it easier to find the items when filling the order for shipping.
- B4 Warehouse** – Users would like to be able to re-convert a Warehouse replenishment order from a General Ledger purchase order if the G/L order changed.
- B5 Warehouse** – This request is for the ability to key the product number in the site order rather than having to scroll through the list of products. *(Multiple District Request)*
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- C1 Personnel** – In order to track certain licenses or certifications that are required for an individual, we have received a request for a new drop down menu and expiration date for a license/certification that could be District specific. This would allow each District to set up their own terminology for specific licenses or certificates that they require and to track them along with expirations.
- C2 Personnel** – Along with the previous request (C1), the user would need a report that could be used to select a license/certificate or multiple licenses/certificates and their respective expirations by site or other designated portion of account code.
- C3 Personnel** – The field lengths on the Termination screen are smaller than the amount of information that can be recorded in them. When displaying the information, some of it is cut off as a result. User would like to see more display area.
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- D1** **Payroll** – An Employment Verification Report has been requested for the SACS system.
(Multiple District Request)
- D2** **Payroll** – User has requested that the employee’s phone number, hire date and job position be displayed either through the use of a hot key or as a menu item under the tools menu on “Update Employee Payroll Information”.
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- E1** **General Ledger/Journal Entries** – User would like to be able to delete a line of entry on the Quick Entry tab while creating the JE. This would be useful if the line contained an error or was an extra unnecessary line.
- E2** **General Ledger/Journal Entries** – When a JE line is input that reduces the amount of expense in an account, the application should allow it regardless of the budget for the line.
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- F1** **Flex Reports** – User would like to see the option to use legal size paper when creating and printing flex reports.
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- G1** **APY** – User would like the Accounts Payable Board Report to include descriptions of each part of the account code for every line.
- G2** **APY** – New report requested; Accounts Payable Fund-Object recap report. This report would recap the total value of payments for the time period specified by Fund and Object.
- G3** **APY** – The ‘Requested by’ and ‘Authorized by’ fields are unequal in size. Both fields are requested to be the same size to provide more room for the authorized name.
- G4** **APY** – The District’s fax number does not appear on the Purchase Order. User would like to have the fax number included as part of the District information that displays on the PO.
- G5** **APY** – The user would like the statement on the PO that reads in part “All materials, supplies and equipment must comply with requirements of the California Occupational Safety and Health Act...” to be moved and included in the bottom section of notes as #7, just above the approval line. This would free up space on the header that could be used for other information.
- G6** **APY** – The request has been made to remove the floating horizontal line on the PO and continue the vertical lines for the columns to the bottom of the page right above where the account lines begin. This would ensure a consistent look to the Purchase Orders no matter the number of items ordered.
- G7** **APY** – User would like to reduce the font size of the items that are being ordered to allow more items on a page. Please consider the implications involved in terms of legibility if you regularly fax orders to vendors.

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- G8** **APY** – The request has been made to find a way to scroll through the item description field during the PO data entry without having to click in the field and use the arrow keys.
- G9** **APY** – Items entered into a Purchase Requisition in a certain order are re-ordered when the Req is converted to a PO. User would like to see the items sorted in the same order on the PO as they were on the Req.
- G10** **APY** – A request has been submitted to order the Board Report alphabetically by vendor rather than by the warrant number.
- G11** **APY** – User would like the District name and address to show more prominently on the Purchase Order to assist vendors in their identification of the client.
- G12** **APY** – User would like the vendor’s remittance address to be printed on the Purchase Order. This would help in processing payments to the vendor due to the fact that it would be on both the invoice received from the vendor and the original Purchase Order.
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- H1** **Absence** – User would like for the screen to return to the Employee search screen after inputting an absence log record.
- H2** **Absence** – User would like the Site name added to the ‘Add Log Record’ or ‘Employee Absence Info’ tabs.