

**Uniform School
Accounting System
USAS Version 6.1 Release
Notes
Release Date: 2009.09**

This document contains information about changes, enhancements and problems corrected with the 2009.09 release of USAS Version 6.1.

1 Functional Enhancements and Changes

1.1 General: Fund 532 added

Fund 532, School District Fiscal Stabilization Fund, was added to the software. The fund classification is Special Revenue.

1.2 General: Funds 533, 536, 537 added

The following new funds were added to USAS:

- 533 - Stimulus Title II - Technology Grants
- 536 - Title I School Improvement Stimulus A
- 537 - Stimulus School Improvement Subsidy G

All three funds are designated as Special Revenue funds.

1.3 General: Include 532 fund on forecast and SM1/SM2

The following screens and reports have been modified to include the 532 fund for the five-year forecast and SM2/SM2 reports: USASCN/CASHSCN, USASWeb/Cash Accounts, USASFF, SM2CALC, USAEXP/ACCT_EXP, USALOAD/ACCLOAD, and FNDCHG. The following UDMS reports have been updated as well: SM2EXP, SM2EXP_SUMMARY, SM2REV, SM2REV_SUMMARY, SM2_HISTREV, and SM2_HIST_REV.

1.4 General: Updates to five-year forecast and SM1/SM2 calculations

Changes were made to the five-year forecast and SM1/SM2 programs to implement changes in ODE requirements for fiscal year 2010.

New lines were added to the forecast:

- 01.045 Restricted Federal Grants-in-Aid - SFSF
- 09.045 Fiscal Stabilization (reservation of fund balances)
- 21.010 Personal Services SFSF
- 21.020 Employees Retirement/Insurance Benefits SFSF
- 21.030 Purchased Services SFSF
- 21.040 Supplies and Materials SFSF
- 21.050 Capital Outlay SFSF
- 21.060 Total expenditures - SFSF

The following lines have been removed from the forecast:

- 20.020 Kindergarten - February Count
- 20.025 Grades 1-12 - February Count

The SSDT five-year forecast spreadsheets have also been updated to contain the new lines. If using USASFF in conjunction with the SSDT spreadsheets, you MUST use the new forecast spreadsheet with this new version of USASFF so that all amounts get pasted into the correct row of the data sheet.

Line 01.045 was also added to all SM1/SM2 programs and related reports.

Any months closed after these changes are implemented will pick up the receipts for the 532 fund on the 01.045 line instead of the 01.060 line on the SM2 reports. A program has been provided to the ITC's to correct the calculations for the months already closed. This program will recalculate the SM2 amounts for all months already closed in fy 2010, based on the stored historical MTD amounts. The only line that will NOT be recalculated is the 08.010 line for current encumbrances, as this figure is not stored anywhere at the end of each month. This figure can be manually updated using the SM12/SM2MNT program if necessary. You may also need to manually update any SM1 amounts already entered, using SM12/SM1MNT.

1.5 **General: Disallow converting template Reqs to POs**

Modified the Requisition processing, REQSCN, POSCN and other sub-processing to disallow the conversion of a template Requisition into a Purchase Order.

1.6 **AUTOREC/EXTRACT: Create export file in output directory**

The export file created from the EXTRACT option in AUTOREC will now be placed in the user's output directory instead of in the district data directory. This will make it easier for the user to file transfer the file to their local machine.

1.7 **POFORM: Implement the use of the transmittal status**

This applies to only the districts that have their District Configuration Flag set to use Requisition Approvals. When using a third-party vendor for processing purchase orders, the third-party system has the ability to optionally set a "transmitted flag" to indicate that the Purchase Order has already been sent to the vendor by their system. When using the POFORM program to reprint, the Requisition Approval Districts will be asked an additional question, do you wish to Re-print POs already transmitted. Selecting the default of N(o) will bypass the printing of the already transmitted POs within the selection list. Selecting Y(es) will include them in the selection printing. This also applies to the printing of future POs.

Please note that the transmittal flag is new to USAS and third-party systems may not currently be setting this even if they are transmitting the purchase order via the third-party system. POFORM will only be able to automatically exclude these purchase orders from being printed if the third-party system is setting the transmittal flag appropriately. Please check with your third-party vendor if you have questions on their use of this field.

1.8 **USALOAD/VENLOAD: Update highest vendor number fields**

USALOAD/VENLOAD has been modified to update the highest vendor and memo vendor numbers on file, when the number number being created is higher than the one on file.

1.9 **USASWeb/Invoices: Add item # to message**

Added the invoice item number to the error message: Invoice error, item #0000X , cancelled amt exceeds remaining encumbered amt. This message should appear in it's entirety on USASWeb.

1.10 **VALACT: Add warning for funds being deleted after 2010**

A warning has been added to VALACT for funds that are going to be removed after fiscal year 2010. The funds are 420, 429, 438, 447, 458, 462, 495, 497, and 556.

2 **Problems Corrected**

2.1 **ARF: Fixed zip code on invoice**

When using a remit-to address other than the default district address, and the zip code contains all 9 digits, the zip code was being incorrectly printed on the invoice in the format 11111-222. This has been fixed to print the zip code in the correct format.

2.2 **ARRPT: Allow more than 400 Ledger Codes**

When running the Accounts Receivable Reports, an Access Violation Error would occur when there were more than 400 Ledger Codes. The number of allowable codes has been increased to 600. If there are more than 600 codes, the programs will display a message that the number of codes has exceeded the maximum and that the reports may be incomplete. The programs will continue processing but will not receive the Access Violation Error. The reports affected by this change are ARAGE, ARDETL, ARSUMM, and ARTRANS.

2.3 **AUTOPOST/Other: Added validation**

A validation was added to AUTOPOST/Other when posting a csv or .batch file and using the "P" option to try to post a payroll clearance check. The program was causing posting errors and incorrectly posting the information when the file contained the "P" but no check number. The "P" option is used by USPS and if used for outside payroll systems, requires that a "late distribution" check header record already exist on the files before running AUTOPOST. The new validation will now cause a fatal error to be generated if the "P" is used with no check number, stating "Payroll check # may not be zero".

2.4 **STUFEES: Exclude posted files from list**

STUFEES was including the *.POSTED files when using the help function to display a list of files that are available to post. This has been modified to remove these files from the list.

2.5 **USAEMSED: Fix report generation for FISCALCD**

Changes were made to the way prompts were handled so that the options would always be the same in the report option, whether or not there was any data entered into that module. This was done to correct problems with the FISCALCD option.

2.6 **USASCN/MASCNV: Creating PO's with blank dates**

When using the MASCNV program to convert requisitions to Purchase Orders, if the Requested Purchase Order Date was blank, the Purchase Order was created with a blank date. The program has been changed to disallow the creation of a Purchase Order from the Requisition if the date is blank when selecting Y from the Use Date From Requisition option. Selecting N for this option will allow creation of the Purchase Order and will use the Purchase Order Date entered on the screen. This also applies when creating a future PO.

2.7 **USASWeb/Receipts: Fix problem modifying receipts**

When entering a receipt with a blank received from or description line, USASWeb was not allowing these fields to be updated. This has been corrected.

2.8 **USASWeb/Requisitions: Fixed requisition total**

A problem was fixed causing the requisition total amount to be incorrect if any of the requisition item amounts were negative.

3 **Technical Enhancements and Changes**

3.1 **AUTOREC/EXTRACT: Create export file in OECN\$OUT**

The Extract option of AUTOREC will now create the export file in OECN\$OUT instead of in OECN\$DTA. Please note that any local procedures written to support these "positive pay" files will likely need modifications to look in the correct location for these files.

3.2 USAS0909 program to recalculate SM2 amounts

The program USAS0909 should be run on all district's current files to recalculate the SM2 amounts for the months already closed in fiscal year 2010. This program can be run multiple times without harming the files. This program should NOT be run against files in archive accounts.

A USAS0909.COM procedure has also been provided which can be used to execute the USAS0909 program. It is recommended that you use the SUBMIT command and submit this procedure to batch for all of your districts using a command similar to the following:

```
$ SUBMIT/NOPRINT/KEEP/USER=district_username OECN$BUD_61:USAS0909.COM
```

3.3 USAS_CONFIG_REC.DTR_REC, fixed typo

Fixed error in record layout causing installation into datatrieve to fail and datatrieve reports not to run.

4 Modifications to Menu Files

5 Documentation

The documentation is maintained by the SSDT and can be found in the OECN\$ROOT:[USAS.V6P1.DIST] distribution directory.

5.1 Documentation Changes

5.2 Documentation Summary

The following are documentation files for the Uniform School Accounting System (USAS) package. Below is a brief description of the contents and the intended audience of the document.

Table 1 Documentation Summary

Document File	Revision Date	Description
USAS_REFERENCE_MANUAL	May, 2009	USAS Reference Manual
USAS_REFERENCE_MANUAL_UPDATE	May, 2009	Contains Updates to the Documentation for the USAS Reference Manual
USAS_USER_GUIDE	December, 2007	USAS User's Guide
USAS_USER_GUIDE_UPDATE	December, 2007	Contains Updates to the Documentation for the USAS User Guide
USAS_SYSMAN_MANUAL	March, 2008	USAS System Manager Manual
USAS_SYSMAN_MANUAL_UPDATE	March, 2008	Contains Updates to the Documentation for the USAS System Manager Manual

Table 1 (Cont.) Documentation Summary

Document File	Revision Date	Description
USASAUD_SPEC	March, 1999	System Manager Documentation for the File Structures Used by the USASAUD Program.
AR_CUST_SPECS	September, 1996	System Manager Documentation describing how to write an interface between the USAS/AR system and other databases. This interface allows ARF to access customer numbers, names and addresses in non-state software files.
AUTOPOST_SPEC	May, 2005	System Manager Documentation for the File Structures Used by the AUTOPOST Program.
ACCLOAD_SPEC	May, 1999	System Manager Documentation for the File Structures Used by the ACCLOAD Program.
VENLOAD_SPEC	December, 2002	System Manager Documentation for the Fixed File Structures Used by the USALOAD/VENLOAD Program.
CONVERSION61_SPEC	September, 1998	System Manager Documentation for implementing USAS V6.1 in order to prepare the programs for the next millennium.

5.3 Training Manuals

A training manual for the Accounts Receivable Facility (ARF) is available. It is located in TRAINING:[ARF] which contains a AAAREADME.1ST file and a set of data files along with the manual.

A beginner and an advanced training manual for the USASCN program are available. Included in the Beginner USASCN manual are POSCN, REQSCN, VENSCN, and OPTSCN. The beginner manual introduces the USASCN program and includes basic features such as creating requisitions/purchase orders and adding vendors. Included in the Advanced USASCN manual are ACTSCN, REQSCN, POSCN, BRDRET and the USASEC program which is located under USASDAT. The advanced manual is for users with USASCN experience. It includes advanced features such as adding/modify/deleting accounts in ACTSCN, modifying purchase orders, combining items in requisitions and purchase orders, creating future purchase orders, posting board's share of retirement and restricting the use of certain account codes. The beginner and advanced USASCN training manuals are located in TRAINING:[USASCN] which contains a AAAREADME.1ST file and one set of data files designed to accompany both manuals.

All documentation produced for these manuals was developed with a Digital product called VAX Document. This product enables us to provide three versions of the documentation for various types of printers. The version which has an extension of .LN03 can be printed on a laser printer; while version with the extension of .PS is to be printed on a ScriptPrinter.

Table 2 Documentation Summary

Document File	Revision Date	Description
ARF_TRAINING_GUIDE	May, 2003	Training Manual for the ARF Software.
USAS_BEGIN_MANUAL	March, 2003	Uniform School Accounting System Training Guide.
USASCN_BEG_MANUAL	January, 2003	Beginner Training Manual for the USASCN Software.
USASCN_ADV_MANUAL	November, 2002	Advanced Training Manual for the USASCN Software.

5.4 Documentation _UPDATE Files

The users have the ability to print the updates to the documentation manuals since the previous release, without having to print the entire documentation manuals. The updates are contained in a separate file which uses the same naming convention as the normal manual with "_UPDATE" appended. The update files are available in .LN03 and .PS versions. You will find updates to both the user and system manager manuals if changes have taken place.

The update files will include **ONLY** the modified chapters of the documentation manual, a new table of contents, and an index if one exists in the documentation manual. Updated documentation is also included in the normal documentation manuals. Therefore, if you plan to print the newest version of the entire user or system manager manual, it will **NOT** be necessary to print the update file.

It should be noted that even though the purpose of the update files is to allow the users to print only the updates, there may be cases when it would be more practical to print the entire documentation manual, rather than trying to use the update file. For instance, if a new chapter is added at the very beginning of the manual, the numbering for all subsequent chapters will change as well (the size of the update file could be almost as large as the normal documentation manual). SSDT will advise you in the release notes when the changes are so numerous that we recommend that you print the entire documentation manual.

There will only be one _UPDATE file provided each release for every manual. We do not plan to distribute updates for previous releases, as we do for the release notes.

SSDT strongly advises that you print new documentation manuals before you try to utilize the _UPDATE files.

If you print a .PS version of the entire documentation manual, be sure to print the .PS version of the _UPDATE files. The _UPDATE pages will not fit into the manual properly if you try to mix the various documentation formats.

If there are no changes in the documentation manuals, no _UPDATE file will exist on the release.

6

Package Installation and Logicals

Installing USAS involves first using the OECN_INSTALL procedure to unpack the savesets into the OECN\$ROOT:[USAS.V6P1.DIST]. After the distribution directories have been prepared, INSTALL_PACKAGE is used to transfer the package from the distribution directory into the user execution directory. See the VAXMGR_HANDBOOK in OECN\$ROOT:[DOCUMENT.DIST] for more information about OECN_INSTALL and INSTALL_PACKAGE.

Prior to executing INSTALL_PACKAGE it is necessary to define several system logicals required by the package. The table below lists the logicals which should be defined prior to executing INSTALL_PACKAGE for USAS:

Table 3 System Logicals

Logical	Description
OECN\$BUD_61	Shared directory. Contains executables and files shared by all USAS
OECN\$CDD_BUD_61	CDD path name (optional, see next section)
OECN\$MENU\$FILES ¹	Location for menu files
OECN\$HELP ¹	Location of VMS help libraries

¹Also used by other packages

Note: USAS also requires components from the OECN and CSSR packages. These packages should be installed prior to installation of this package.

6.1 Installing CDD/DTR Definitions

The USAS distribution contains optional CDD and DTR definitions that are acceptable for use with DTR, 20/20 and other products that are integrated with DEC CDD/Repository. Data names for COBOL are provided in the record definitions. The CDD definitions are optional and are not necessary to successfully install and utilize the base USAS package. However, there are a few "supported" DTR reports. If you wish to be able to use these reports, you must install the CDD definitions.

The INSTALL_PACKAGE procedure in OECN\$UTL will load the CDD definitions into the CDD when either the "CDD" or "FULL" option is used to install USAS. INSTALL_PACKAGE is the only supported method for installation of CDD definitions for USAS Version 6.1.

The USAS CDD definitions for USAS Version 6.1 will be loaded into the CDD path referenced by the OECN\$CDD_BUD_61 logical. This logical must be defined prior to executing INSTALL_PACKAGE and should be defined as a system logical. SSdT recommends that the USAS definitions be placed in a separate CDD directory from other CDD definitions. This increases the efficiency of the CDD, allows the USAS definitions to be

treated as a 'database' from 20/20, and simplifies security maintenance.
For example:

```
$ DEFINE/SYSTEM OECN$CDD_BUD_61 CDD$TOP.OECN.USAS61
```

After defining the OECN\$CDD_BUD logical, the INSTALL_PACKAGE may be executed. Below is sample run of the CDD installation:

```
$
$ @OECN$UTL:INSTALL_PACKAGE CDD OECN$ROOT:[USAS.V6P1.DIST]
OECN INSTALL_PACKAGE (V1.1-010) Copyright © 1991, Ohio Dept of Ed, IMS
%OECNINS-I-BEGIN, Begin CDD installation for USAS Version 6.1 on NWOCA0::
at 14-MAR-1994 15:09:36.41
%OECNINS-I-CDD, Loading CDD definitions to CDD$TOP.OECN.USAS61
OECN INSTALL_CDD (V1.0-001) Copyright © 1994, Ohio Dept of Ed, IMS
%OECNINS-I-START, Starting CDD install for USAS Version 6.1
%OECNINS-I-RECORD, Processing record OECN$CDD_BUD.PERMANENT_4502_REC
.
.
```

7 UDMS Dictionary Implementation

USAS contains a dictionary for use with the UDMS Report Writer product. The dictionary will be installed automatically when OECN\$UTL:INSTALL_PACKAGE is executed with either the FULL or UDMS option. If a version of the dictionary has already been installed, INSTALL_PACKAGE will merge the updated version into the local copy. Thus, reports and additional views developed locally will be preserved.

USAS also contains a sharable image which is used by UDMS. The sharable image provides 3GL functions which are used in calculated fields by the UDMS dictionary. To make this image available to UDMS, you must define the following logical during system startup:

```
$ DEFINE/SYSTEM OECN$USAS_SHR OECN$BUD:USASSHR.EXE
```

8 Implementation of this Release

Please implement this release as soon as possible. It is difficult for the SSDT to provide assistance to your problems if you are not utilizing the current version of the software supplied.

Please refer to the documentation files contained on the release tape to obtain a history of the modifications the software has gone through. The release documentation files are named in the format of "RELyymm.DOC" where yymm is the release date.

Should you experience any problems, or have any questions, concerning the OpenVMS/Alpha version of the USAS Version 6.1 software please feel free to contact SSDT for assistance using one of the following options:

Visit the OECN Public Forum at
<http://forums.oecn.k12.oh.us/forums/oecn/>
DAS restricted Forum at <http://forums.oecn.k12.oh.us/forums/das/>

SSDT Home Page at <http://ssdt.oecn.k12.oh.us/>

End of Documentation for USAS Version 6.1 Release: 2009.09