

HARRIS
School Solutions
Catalog of Services

Table of Contents

AptaFund MS Query Training 3
AptaFund Bank Reconciliation Services 4
Application Usage Assessment..... 5
AptaFund Payroll Direct Deposit 6
AptaFund Financial Reporting..... 7
AptaFund Excel Training 8
AptaFund Refresher Training 9
AptaFund Web Purchasing & Security Setup 10
AptaFund Training for New Staff..... 11
AptaFund Position Control Implementation..... 12
AptaFund Employee Contracts 13
AptaFund Employee Leave Setup and Tracking..... 14
AptaFund Capital Assets Implementation & Bringing in
 Historical Assets..... 15
AptaFund Year-End Rollover Services 16
AptaFund Financial Year-End Closing 17
AptaFund Texas Regional Processing..... 18

AptaFund MS Query Training

Join us for an engaging day where you learn to maximize your productivity with AptaFund by utilizing the functionality of MS Query. You will learn many time-saving techniques to build custom queries.

Scope

- MS Query overview
- AptaFund custom views
 - Understanding AptaFund tables and views
- How to build a query using the MS Query Wizard tool
- How to build a query using MS Query
 - Learn how to add table joins
 - Learn how to add criteria to Query
- How to save a query and refresh data
- How to edit an existing query

Training can be customized to specific modules (e.g. Human Resources, Payroll).

We can create the custom query for you if you give us specifications necessary for the report. Cost will vary based on complexity of query.

Recommended service time:
4 - 8 hours

Web overview: 2 hours

Varies for creating MS custom queries

AptaFund Bank Reconciliation Services

We will help you reconcile your bank account(s) so that your General Ledger cash accounts balance with your bank accounts.

Scope

- Analysis of business practices to determine causes for reconciliation discrepancies
 - Dates of cash receipts
 - Dates of cancelled checks
 - Dates of journal entries
- If you have used AptaFund for sometime and never used the Bank Reconciliation Process, we can help you get caught up with one YTD adjusting period. Once this period is created, you can use the reconciliation process in the following months.
- The AptaFund reconciliation process provides a report each month that you can save for your auditors. This report will show that the cash in your bank account ties out to the cash in your General Ledger.

***Recommended service time:
Varies by number of bank accounts
and degree of discrepancies***

Application Usage Assessment

We work with AptaFund users every day, so we know what the system can do for you. Leverage our intimacy with all the latest functionality and updates to ensure you are getting everything you need out of your financials solution.

As we work with you, we'll assess your proficiency with AptaFund and create a blueprint for success by crafting your next steps with the system.

General Scope

- Review the current business process from a high level
- Perform a hands-on “Day in the Life” review of your business processes
 - Key users/procedures
 - Issues/challenges
 - Manual tasks/automated tasks
 - Daily, weekly, monthly, yearly processes
- Review configuration and setup
- Review the parameters of your setup:
 - What function each parameter serves;
 - How it affects the system; and
 - What the options are.
- Review unused options and benefits
- Produce assessment report
 - Document findings and recommendations
 - Research major issues and determine a recommended course of action
- Follow-up telephone review of assessment report (if required):
 - Review the issues and recommended course(s) of action as outlined in the assessment report

Recommended service time:
All modules (5 days on-site)
Any 3 modules (3 days on-site)
Any 1 module (1 day on-site)

AptaFund Payroll Direct Deposit

Let a Harris Payroll Specialist help you set up your payroll direct deposit files. You can create direct deposit files for your employees and have their paychecks go directly to the bank. To get you up and running, we offer this setup and training on the AptaFund Direct Deposit functionality.

Benefits

- NACHA pre-note file is available.
- The system automatically creates the pre-note file to verify that all data submitted to your bank is correct.
- Time and cost savings result because you will no longer have to manage paper checks for your employees.

Scope

- Review the current business process
- Review concepts of direct deposit and the changes to the payroll processes
 - Key users/procedures
 - Issues/challenges
 - Manual tasks/automated tasks
- Direct Deposit setup
 - Review configuration and setup
 - Review bank formatting requirements
 - Import employee banking information
 - Pre-direct deposit report
 - Create and send file to bank
- Checklist created for user documentation

Recommended service time:
1 day

AptaFund Financial Reporting

Let us guide you through financial reporting in AptaFund. We can also show you how to find specific data in AptaFund through our Apta Trace features.

Scope

- AptaFund financial report review
- Build report selections for board meetings
- General Ledger views for financial verification
 - Drill-down feature
- Account balances
- Budget balances
- Balance sheet reports
- Revenue and expenditure reports
- Transaction compression reports
- Saving report parameters

Recommended service time:
4 - 8 hours

Custom reports available at additional cost

AptaFund Excel Training

Join us for an engaging day where you learn to maximize your productivity with AptaFund by utilizing the functionality of Excel. You'll learn many time saving techniques.

Scope

- Advanced Excel review
- General discussion on Excel
- What are the benefits of using Excel
- How to build an Excel worksheet for AptaFund
 - Sub-totaling
 - Formatting
 - Creating worksheets for importing
 - ◆ Transaction import to the General Ledger
 - ◆ Budget import
 - ◆ Budget revision

Recommended service time:
4 hours

AptaFund Refresher Training

Having trouble with some of the updates to AptaFund functionality? Or perhaps you missed some updates after your initial training.

Harris Account Specialists are pleased to announce refresher training for AptaFund for all of you who have “learned on the job”.

Benefits

- Maximize your use of AptaFund.
- Dramatically increase your productivity by utilizing functionality and features you didn't know existed.
- Unlearn “bad habits” by learning alternative approaches to many tasks.

Scope

- Review your current business processes and use of the system.
- Review user interface techniques
 - Screen filtering, saving filters
 - Screen views
 - Screen/grid reports
 - Saving reports
- Learn new approaches to many common tasks.
- Learn about new functionality and determine if it's applicable to your organization.
- This training can be customized to any module(s) in AptaFund.

Recommended service time:

Finance: 1 day

HR: 1 day

PY: 1 day

Purchasing /Accounts Payable: 1 day

AptaFund Web Purchasing & Security Setup

Are you utilizing the powerful web requisition features of AptaFund? Let us help you setup your system to use this tool.

Scope

- Users can electronically enter new purchase requisitions through an easy internet ordering website.
- Data feeds directly into the AptaFund Client eliminating paper copies and automatically creating a PO.
- We will help you setup an automatic approval hierarchy for each purchase requisition. This hierarchy can be based on:
 - Manager approval
 - Account code definition
 - Dollar amount
- E-mail confirmations are automatically sent to users and approvers.
- Account Code security can be implemented.
 - Setup account code security groups.
 - Assign employees to security groups.
- Budget Checking is automatic, and users can view their budgets before submitting the requisition.
- Training guides created for new requisition users.

Recommended service time:
3 days

AptaFund Training for New Staff

Have you hired new staff who will be using AptaFund? Let our Harris Account Specialists train your new users. This service can take the burden off other AptaFund users and get your new staff members up to speed in record time.

Scope

- We will:
 - introduce the module to the new user.
 - guide them through AptaFund user interface.
 - help them with their daily processing activities.
 - provide on-the-job training.
- This training can be customized to any specific area.
- This service also provides an opportunity to cross-train other staff members at the same time.

***Recommended service time:
Varies based on module***

AptaFund Position Control Implementation

Let us help you implement the powerful features of Position Control into your human resource business process. Once implemented, you will have control over filled and vacant positions. All account codes will be setup by the business office. Human resource staff will only have to be concerned with contract information and filling vacant positions.

Scope

- Establish a site inventory of all positions.
- Determine which positions will be controlled.
- Clean-up all employee position data.
 - Verify account codes
 - Create position detail
 - Align position with custom calendar
- Import position data
- Create a time line for rollover and implementation

***Recommended service time:
Varies based on number of employees & positions***

AptaFund Employee Contracts

Print employee contracts or work agreements directly from AptaFund's Human Resource module. Let us help you set up contracts and take some of the stress out of this annual process. Once contracts are set up, it is easy to update them each year. Or we can update them for you.

Jobs must be rolled over into the new fiscal year and approved before contracts can be printed.

Scope

- Assessment of contracts to align employee data with database tables
 - Addition of custom fields may be necessary if data doesn't currently exist in AptaFund.
- Convert your current contracts to AptaFund Word templates
- Align bookmarks to pull employee data into templates
- Identify contracts for master positions
- Train users on contract printing process

***Recommended service time:
Varies based on number of contracts & custom fields***

AptaFund Employee Leave Setup and Tracking

Are you tired of all the phone calls from employees about leave balances? Let our Account Specialists help you set up leave tracking in AptaFund. Once set up, you can easily track employee leave in AptaFund and show leave balances, leave taken, and leave earned on the employee's pay stub.

Scope

- Setup leave types
 - Employee leave
 - District leave tracking (e.g. jury duty, bereavement)
- Setup annual accruals
- Import leave balances
- Train users on leave process
- View available reports

Benefits

- Leave can be tracked by day with comments or by payroll period.
- Leave can be imported.

Recommended service time:
2 days

Additional cost for setup of leave import

AptaFund Capital Assets Implementation & Bringing in Historical Assets

Are you utilizing the capital asset tracking capabilities in AptaFund? You can mark an item as capital or inventory at the purchase order entry level. You will be automatically prompted to enter the item into the Capital Asset module when received or invoiced. We can help you implement this feature, and we can even bring in your historical assets from past years.

Scope

- Configuration setup
- Define tracking fund
- Define asset types
 - Define necessary asset and expense codes
- Straight line depreciation available
 - Can be calculated annually, quarterly or monthly
- Process training
- View reports
- Import historical data

***Recommended service time:
Varies depending on historical data import***

AptaFund Year-End Rollover Services

Do you want to take something off your task list?

Harris Application Specialists will complete the required tasks to prepare your financial system to handle transactions for the following year, as well as year-end processes that occur in the new year.

Benefits

- No need to re-learn the Year-End Rollover Process every year and spend valuable time best spent on more important tasks
- No need to worry about booking these tasks around staff vacations
- Year-End tasks can be handled consistently by AptaFund experts, year after year.

Scope

- Process will be documented in a report from AptaFund, which can be reviewed prior to next year's Year-End.
- Rollover will be handled by an experienced AptaFund professional.
- Depending on your setup, this can be done for either Payroll or General Ledger.

***Recommended service time:
1-2 days***

AptaFund Financial Year-End Closing

Closing your financial year and understanding/verifying the fiscal year-end audit report can be a daunting task. Let a Harris Account Specialist help you through this process.

Benefits

- Develop an overview of your total financial picture.
- Create and generate financial reports with a format similar to the fiscal year-end audit.

Scope

- Clean up temporary accounts
- Run year-end financial reports
- Verify that your fiscal year-end data matches the fiscal year-end audit report with the use of specific Apta reports
- Help facilitate account clean-up if necessary
- Generate closing entries
- Generate opening entries in the new fiscal year

Recommended service time:
Minimum: 5 days
Maximum: Varies with each situation

AptaFund Texas Regional Processing

Certain regional processes are required in the state of Texas. Let a Harris Account Specialist train and assist with recommendations to expedite your Texas required reporting.

Benefits

- Develops a better understanding of the reporting requirements.
- Increases the accuracy of reports

Regional Processes

- PEIMS
- TRAQS
- Service records
- August accrual process or end of year payroll accrual
- Change of fiscal year
- Basic financial account coding for the state of Texas, reference [Texas Education Agency Financial Accountability Resource Guide](#)

***Recommended service time:
Varies with each process***