

Beydler, Van

To: Stockman, Tina
Subject: RE: Information about the Financial Tracking System

From: Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>
Sent: Thursday, September 19, 2019 2:32 PM
To: Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>; DNR.Soil and Water Conservation Districts staff <dnr.soilandwaterconservationdistrictsstaff@dnr.mo.gov>
Cc: DNR.SWC Staff <dnr.swcstaff@dnr.mo.gov>
Subject: RE: Information about the Financial Tracking System

Good afternoon everyone,

As districts are starting to use the financial system, we have some additional information to provide on the system to help with using the system.

Tracking Codes

If the district has multiple employees, a tracking code has to be setup for each employee. The tracking code will help verify that the employee's salary equals the state stipend. Additionally, only one tracking code needs to be setup per employee. The tracking code should be setup as the employee's name only such as John Smith. You will then select John Smith with the expense account number when you are entering any transaction that has an employee expense for John Smith. For example when entering the retirement payment the account number will be 03 525 Retirement Expense – John Smith. By having one tracking code setup as John Smith, you will be able to run a report on John Smith and see all of the expenses that were for him. Some districts are setting up a tracking code for every expense for John Smith such as John Smith Gross Salary, John Smith Retirement and John Smith Health Insurance. By setting up multiple tracking codes, you will not be able to run one report for all expense for John Smith. It is not necessary to setup a tracking code for each expense and is not the intention of the tracking codes that is the purpose of the account number. If you have setup multiple tracking codes, we strongly suggest that you inactivate the extra tracking codes and only use the one in just the employee's name. If you have used the extra tracking codes, we can work with you to switch them to the individual code. Please contact your coordinator for assistance.

Deleting Images

An issue has come up that an attached image cannot be deleted. If you try deleting an image, you will receive an error message that the connection to ECM for scanned document storage may be down. There is a difference between our test site and the live site. IT is working on this issue. We will let you know when it is resolved. You could attach a second image with a note that it is the correct image.

Starting a New Transaction

When starting a new transaction, you might have to click on the Edit Transaction button once you are in the transaction screen. This is something that started in our test system just before we started deploying to the districts. It is an inconvenience but it is something you can get past. We are working with the programmers trying to figure out why it is happening and to resolve it.

Reporting Issues

If you run into a functionality issue, please contact your coordinator with the issue instead of entering an ITSD help desk ticket. We want the issue to come through us so we can evaluate the situation. In some cases it may be something that has already been reported by a district and we are already working with the programmers such as the deleting images issue.

Thank you.

Soil & Water Conservation Program

We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.