



# ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

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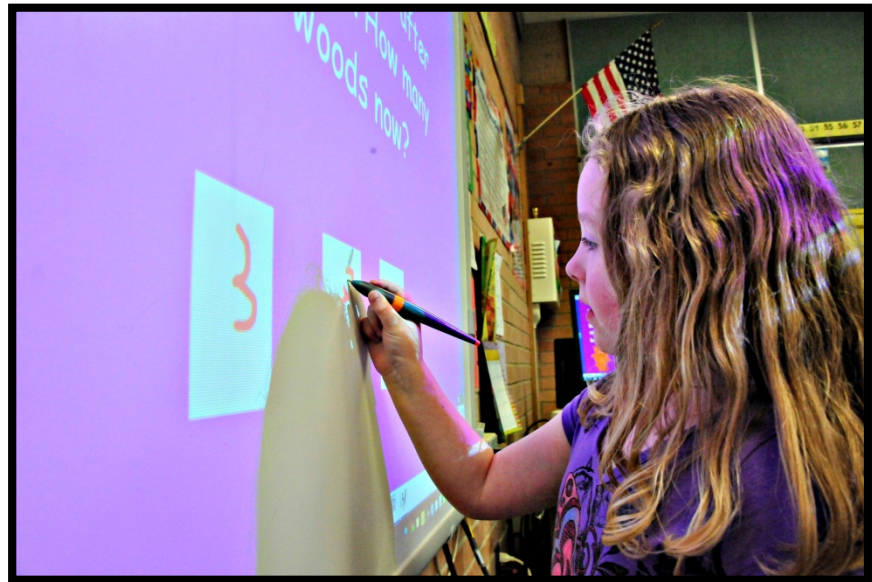
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Chief Financial Officer*

## **TUSD**

*Delivering Excellence in Education Every Day*  
Grow • Reach • Succeed

# Agenda

- Introduction to ERP Systems
- Effective ERP System Characteristics
- ERP Selection Process
- Recommendations





# Introduction to ERP Systems

# What is an Enterprise Resource Planning (ERP) system?



## Manages Info and Processes

Manages information and processes from various sources, such as human resources, finance, payroll purchasing, etc.



## Interfaces with Other Systems

Interfaces with other systems such as Mojave Student Information System, Kronos Workforce Management System, etc.



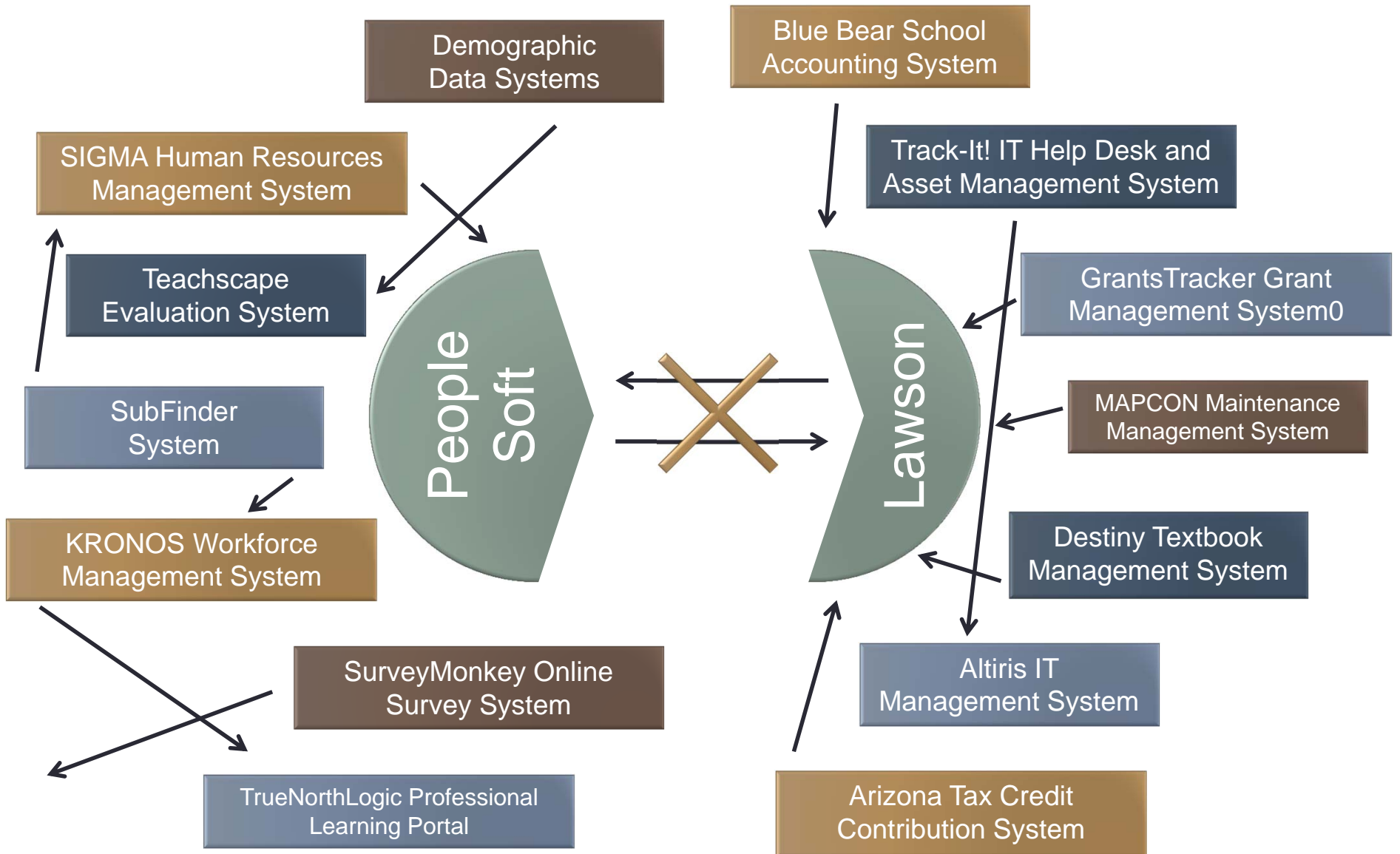
## Provides Data and Reports

Enables the district to easily provide accurate data and reports in order to better communicate with stakeholders.

An **ERP** manages all district operations and processes in a **comprehensive system**



# Existing TUSD ERP System



# Desired TUSD ERP System



# What is the need for change?

## *According to Finance staff:*

“Inability to respond accurately to public requests for information.”

“Inability to encumber payroll.”

“No budget control for purchases.”



# What is the need for change?

***According to Human Resources staff:***

“Inability to pull employee records, primarily salary information.”

“Cannot future date contracts.”

“Cannot pull data for USP reporting.”

# What is the need for change?

## *According to Technology Services staff:*

“Inability to implement role-based security for systems.”

“Managing two out of support ERP systems is difficult.”

“We need the financial and personnel systems integrated”

# What is the need for change?

***According to Instructional staff:***

“Can’t get needed information”

“Can’t track progress of PAF/RAF’s”

“Everything takes a long time to get done”

# What is the need for change?

## *According to Audit Committee and Governing Board:*

“Currently your district currently operates with two systems, neither of them does everything. That has created a whole host of problems. For the last several years the issue has been 'being' studied. We want to encourage you now that the efficiency audit has taken place... and will be reported to the governing board... to make it a priority to resolve this issue. For example, this district operates a budget in excess of \$300,000,000 a year and does not get monthly financial reports on how you are executing your expenditures versus your budget. The latest data available to the Audit Committee is dated November. We think it is a very unsound practice to continue to operate without monthly up to date financial reports.”

– Bob O’Toole, Chairman, Audit Committee

“There is no more pressing issue for the district, that operating as we are comes close to crisis from the viewpoint of internal control.”

– Dr. Mark Stegeman, Governing Board Member



# Effective ERP System Characteristics

# Characteristics of a Good ERP System

- Provides a comprehensive solution to meet client needs (K-12, public sector)
- Enables high levels of integration across business functions
- Data is shared amongst various departments from a single data input process
- Drives extensive business transformation and change management efforts
- Easily imports and exports data
- Capable of interfacing with other systems
- Cost effective / no upgrade costs

# ERP Implementation Benefits

- Streamlines or eliminates inefficient manual processes
- Eliminates the need to maintain or reconcile data across departments or systems
- Minimizes and/or eliminates unnecessary stand-alone systems
- Provides integrated, district-wide common tools, processes and systems without the need for client upkeep
- Integrates and increases control of financial budgeting, planning, management and reporting processes
- Reduces costs, maximizes efficiency, improves performance and provide better customer service

# Why ERP Systems Fail

- Heavy customization to accommodate legacy processes rather than adjust to best practices and use the system as-is (Vanilla)
- Lack of governance or attention from the top
- Implanting the core system and disregarding other features and models that yield efficiency
- Lack of upgrades and maintenance
- Lack of attention to change management and training



# Lessons Learned

- TUSD did not conduct a needs assessment
- Business processes were not re-engineered
- Lack of Organization Change Management Strategy
- District Data Integration needs not evaluated
- Customized PeopleSoft to accommodate district processes rather than adjust the district processes to best practices
- Ineffective Project Management

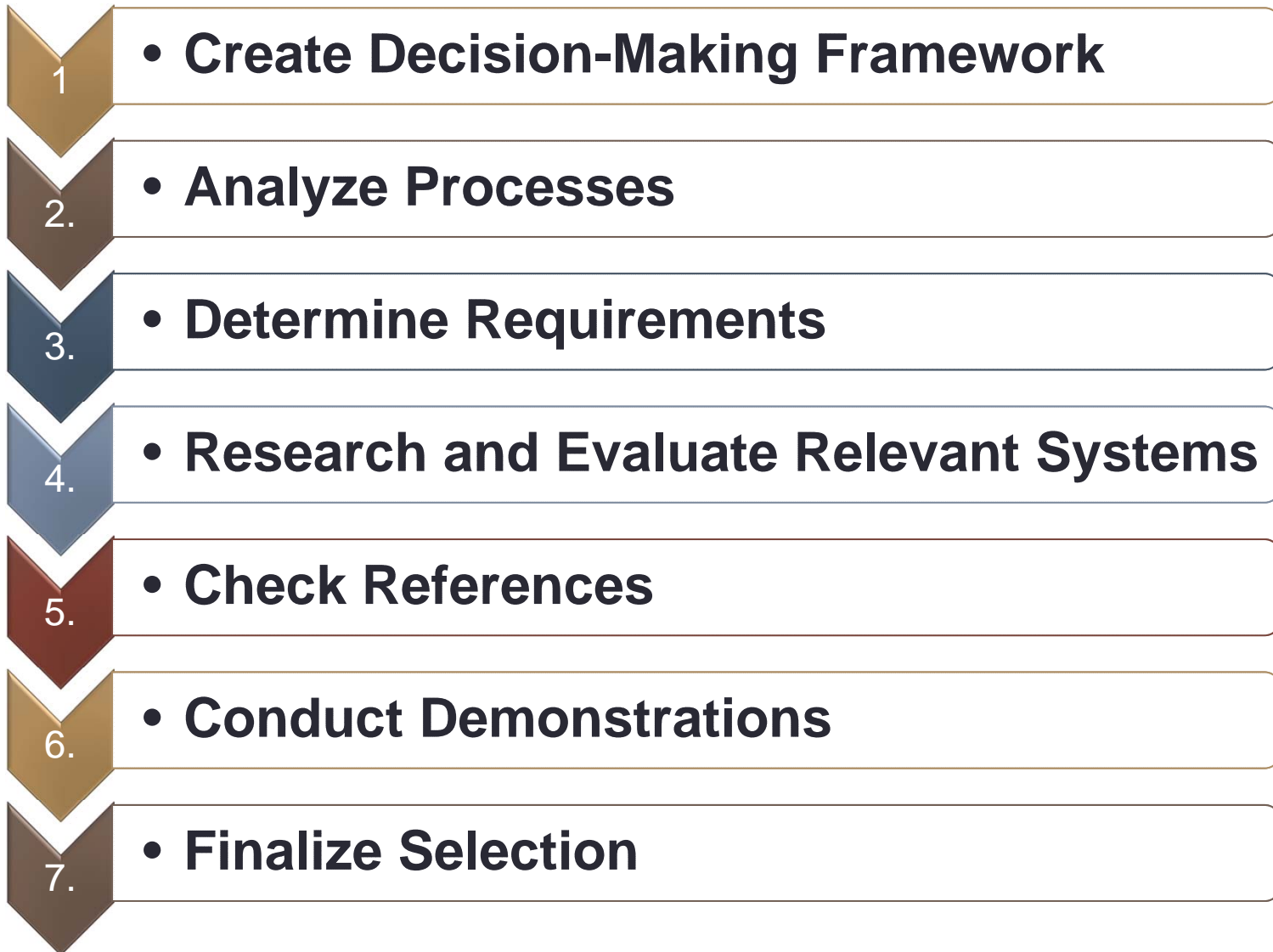
# ERP Vendor Considerations

- Vendor commitment to client needs – public sector, K-12 oriented
- Successful ERP implementation track record
- Use of structured ERP implementation process and project management
- Provides software upgrades at no cost or burden on their clients
- Ability to address client unique needs
- Established relationships, and client satisfaction/retention rates
- Ongoing customer support / training



# ERP Selection Process

# ERP System Selection Process



# 1. Create Decision-Making Framework

**The following framework has been established:**

- Produce an objective evaluation considering all factors of IT and Business Services to choose the best Enterprise system to meet TUSD needs.
- Gather information from district stakeholders with the intention of eliminating bias, understanding current challenges, and capturing future strategic needs.
- Learn from past mistakes and unproductive decisions to ensure that TUSD does not repeat the same mistakes in this evaluation or subsequent implementation.
- Procure a new ERP to automate the district's manual processes that are outdated, inefficient and heavily customized in PeopleSoft and Lawson.
- Reduce dependency on highly paid technical staff to support a customizable ERP not designed for K-12 organizations.

## 2. Analyze Processes

### Existing Processes:

- Current systems are not used optimally
- Business processes are paper-based and unwieldy
- Current system cannot automate necessary approvals
- Each department is a silo of information
- Tracking spreadsheets and databases are inefficient and redundant
- Staff time and labor is used in place of strategic process
- Lack of functional expertise in PeopleSoft and Lawson
- Identified 15 business processes that will require changes in the Employee Agreements to ensure effective implementation of re-engineered processes

# 3. Determine Requirements

**The following requirements have been established:**

- Need to utilize standard ERP modules from a system designed for K-12 organizations to satisfy TUSD's business needs
- Need a system that will stay current with the changes in the K-12 industry
- Need a system that allows for more efficient processing and eliminates redundant data entry

# 3. Determine Requirements

## Successful ERP Implementation Requirements

- Pick the right product to meet the institution's needs and compliance requirements
- Utilize Professional Project Management
- Analyze current workflow and develop an upgraded workflow and business process within the new ERP environment
- Define scope of work, workload, data input and interface requirements
- Maintain skilled, full time staff that is committed to the success of the ERP implementation
- Clearly define the responsibilities of all system users
- Maintain ongoing communication
- Utilize a phased implementation approach
- Develop realistic timelines and measurable goals, including cost efficiency
- Provide job-specific end user training
- Maintain a resolution driven environment
- Commitment at all levels (Leadership, staff, community)
- Continue post-implementation support / reinforcement of processes, training
- Celebrate Success!



## 4. Research and Evaluate Relevant Systems

Prior RFP processes have not been successful, therefore, a careful evaluation of five options has been completed:

	Year 1	Year 2	10 Year Total
<b>Lawson</b>	\$7,020,377	\$2,995,963	\$19,656,509
<b>PeopleSoft</b>	\$8,563,086	\$1,833,581	\$19,174,081
<b>Tyler Munis</b>	\$7,937,840	\$2,307,689	\$15,671,665
<b>Tyler Infinite Visions</b>	\$1,763,393	\$310,368	\$4,612,571
<b>Outsourcing</b>	\$7,909,435	\$1,674,479	\$26,378,985

## 5. Check References

*Site visits and conference calls to other school districts for each ERP were conducted:*

### **Spring 2014**

- Las Cruces Public Schools (NM) – Tyler Infinite Visions
- Deer Valley Unified School District (AZ) – Tyler Infinite Visions
- Northwest Regional Education District (OR) Conference Call – Tyler Infinite Visions

### **Spring 2013**

- Pasadena Independent School District (TX) – Lawson
- Jefferson County Public Schools (CO) – PeopleSoft
- Indianapolis Public School (IN) – Tyler Munis
- Maricopa County (AZ) – ADP (HCM) and CGI (Finance & Procurement)

## 6. Conduct Demonstrations

- February 13, 2014: On-site demonstration (TUSD Business Operations Staff)
- April 2, 2014: On-site follow up discussion
- May 6 and 7, 2014: Users group meetings

# Why Infinite Visions?

Tyler Infinite Visions finance/personnel management software has specialized in the K-12 school business for 30 years

## Customer base

### **93% of Arizona School Districts**

- 197/211
- 13 County School Superintendent Offices

### **90% of New Mexico School Districts**

- 80/89
- 7 Regional Education Centers

**Approximately 1,100 School Districts Nationwide**

# Infinite Visions Financial and Personnel Management Integrated Modules



# General Ledger

- Core function of the financial system
- User-defined Chart of Accounts
- Real-time account balances and transactions
- Cash receipts, checks, bank account reconciliation
- Seamless interface with State of Arizona Department of Education Annual Financial Report Forms and file format for electronic uploads
- Acceptable file format for the Arizona Auditor General's Office G/L data requirement

# Budgeting

- Financial planning tools (budget scenarios, future year budget input)
- Budget forecasting using next year salary schedule and benefits
- Position Control and Inventory (FTE counts)
- Data Import and Export
- Seamless interface with State of Arizona Department of Education Expenditure Budget Forms and file format for electronic uploads

# Purchasing and Payables

- Maintain expenses within budget with real-time budget checking
- Electronic approvals for prompt processing
- Updated current vendor information
- Ensure procurement compliance by including threshold information and required documents (quotes, receiving reports, invoices).





# Human Resources

- Contract Management
- Employee Evaluations
- Employee Benefits & Insurance Tracking
- Employee History
- Seamless Interface with the State of Arizona Department of Education School District Employee Report (SDER)

# Payroll

- Payroll Processing using HR integrated information
- Position/Benefit Encumbrances
- Salary Schedules
- Future pay setup
- Provides several reporting tools/interfaces (ASRS, Worker's Comp, Federal & State)

# Grants Management

- Maintain grant compliance and cash management by tracking all related financial information, budget expenditures and revenues
- Monitor grant project status and ensure compliance for an unlimited number of multi-year projects and/or grants

# Warehouse

- Internal ordering process to promote efficiency and reduce costs by purchasing in large quantities
- Automated electronic inventory that is updated when items are purchased, received, shipped, or returned



# Accounts Receivable

- On-demand posting to the General Ledger
- Maintain receivables up-to-date with invoicing and payment process

# Fixed Assets

- Tracking of general fixed assets, including stewardship items
- Comprehensive monitoring and reporting including GASB 34 from acquisition to disposal
- Integrated depreciation schedules
- Integration with purchasing Module to allow purchased goods to automatically flow into Fixed Assets

# Infinite Visions Product Features

## **Automated Workflow**

- Paperless and online approval process, e-mail notification, electronic routing and document storage
- User defined routing and approval process by account coding, department and dollar thresholds
- Automated approval routing includes everything from invoice approvals, to leave requests, to budget modifications, personnel action forms, requisitions, PO revisions, etc.

*This automated function will make the district's staff and processes more efficient by eliminating manual steps and paper processing*

# Infinite Visions Product Features

## Security

- Customized user role set up
- Allows for separation of duties to strengthen internal controls
- Password driven electronic signatures
- Access and change logs
- Active directory integration

*Through the Security Module, all designated users are provided with access to the data and functions needed to complete their job responsibilities - no more, no less. An example of this would be HR role-based security to ensure HIPPA compliance*



# Infinite Visions Product Features

## Manageable Data Grids

- Ability to filter, sort and drill down to specific data for analysis
- Allows for user defined personalized grids
- Data export to Excel, Word, PDF, HTML, and email
- Data import from Excel
- Ability to mass update data by using filters, sorts

## Reporting Tools

- More than 400 standard reports
- Federal and state reporting
- General Ledger Report Writer
- Financial statement customization
- Info-Link Reporting

# iVisions Web Portal

## **Employee Self Service**

- Compensation info (payroll earnings, W-2's, tax forms), profile changes
- Employee documents (certification, professional development, contract)
- Attendance (leave balances, requests, view school calendar)
- Benefits Enrollment
- Substitute tracking (teachers can see who subbed for them)

## **School Site Electronic Workflow Access**

- Purchasing (requisition input, receiving)
- General Ledger (real-time reports, budget input & transfers)
- Payroll (Time card entry, position inventory & assignment)
- Human Resources (Personnel action requests, hiring approvals, leave requests, etc.)
- Staff Data (directory, emergency contacts, leave information)
- Fixed Assets (facilitate inventory process)
- Receivables (site based cash receipts)

# Infinite Visions Third-Party Interfaces

*Complimentary interfaces are provided for Tyler School Solutions and many other K-12 software applications including:*

- Web-Based Applicant Tracking
- Substitute Tracking
- Electronic Timekeeping/Timeclocks
- e-Procurement and Online Bidding
- Electronic Vendor Payment
- Barcode (fixed assets, inventory (stewardship, supplies))



# Infinite Visions Implementation Services

- Implementation and Project Management
- Process Improvement Consulting
- Training
- Data Import
- Installation Services
- Software and Technical Support

# Infinite Visions Product Support / Licensing

- Toll-free support is available for Infinite Visions clients with a current support agreement
- Access to SharePoint Portal that includes online resources: software update information, software downloads, how-to videos, training schedules, and Internet support call logging
- Gold Level Technical Support available to address network or operating systems issues(server, hardware or printer issues), service includes all software updates and two days of on-site technical consulting each year
- Business Continuity Assurance Program (BCAP) provides nightly backups, offsite secure storage and immediate data recovery or restoration
- Annual Support Contract includes all software updates and enhancements with no additional upgrade costs

Tyler Schoolmaster is a preferred vendor with the Arizona Department of Education that interfaces with their Student Information Systems. They are currently working on interfacing their Infinite Visions software to facilitate the uploading of teacher-specific data to their STC and HQ portals.



Arizona Department of Education

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SEARCH

HOME ALL PROGRAMS STAFF DIRECTORY CONTACT ADE FAQ SCHOOL REPORT CARDS COMMON LOGIN ADECONNECT

48 (1912) 1 (1864) 33 (1886) 8 (1910) 1,981 (2012)

**A** Arizona  
**E** Education  
**L** Learning  
**A** Accountability  
**S** System

(click a letter to activate)

You are here: Home / ADEConnect / ADEConnect: Availability

**ADEConnect: Availability**

Accountability  
ADEConnect  
AZDash  
AzEDS Education Data Standards  
Instructional Improvement System  
State Student Information System

Alphabet AELAS Soup

Questions?  
email: [adesupport@azed.gov](mailto:adesupport@azed.gov)  
call: (602) 542-7378  
(866) 577-9636  
Mon.-Fri. 8am - 5pm

ADEConnect Answers

**Availability**  
(Click on a topic to see more)

[-] Availability by Vendor SIS

ADE is working with each of the major vendors of student information systems (SIS) in Arizona. The chart below shows the progress each vendor has made in integrating ADEConnect with its SIS. Once your vendor and SIS version are 'green', your LEA is eligible to begin using ADEConnect.

Vendor	System	Version	Readiness
EduPoint/Synergy	(Version 8.0.5.0 +)	Ready	
Infinite Campus	(ADEConnect Add-on)	In Progress	
Pearson/PowerSchool	(Version 7.11.0.1)	Ready	
Tyler/Schoolmaster	(Version 1.8.7c)	Ready	
Tyler/Infinite Visions HR		In Progress	
Henes**		Pending	

Ready | In Progress | Pending

\*\*ADE is working with Henes to determine a timeline for making updates.

**Connect to ADEConnect**

1. Contact ADE Support and ask to speak to the AELAS Outreach Team
2. Participate in Kickoff Meeting
3. Schedule ADEConnect installation
4. Connect and rejoice

ADEConnect is installed at the LEA level!

Note: If your school/organization uses a vendor or system not listed here and you are interested in integrating ADEConnect, please contact the AELAS Outreach Team by calling the ADE Support number above or emailing.

[aelas@azed.gov](mailto:aelas@azed.gov)

ADE's Goal - Connect all LEAs with ADE's single sign-on framework by July 2014.

**Vendor Updates**  
[Click for Pearson PowerSchool Update](#)

## Determine Risks of Delayed Implementation

*What is at stake if implementation isn't completed by January 2015 and dual systems aren't run for 6 months until FY2015-16?*

- Cannot update other systems until new ERP is implemented
- Delay implementation for a full year
- Risk catastrophic system failure
- Compatibility issues interfacing with other systems
- Inability to update system for tax code changes and state regulations