

The logo for Tusculum University School District (TUUSD) features the letters 'TUUSD' in a bold, blue, italicized sans-serif font. The letters are closely spaced and have a slight slant to the right. The background is white with light blue curved accents in the top-left and bottom-right corners.

TUUSD

Delivering Excellence in Education Every Day

IMPLEMENTATION UPDATE

July-Aug/14

E Enterprise

R Resource

P Planning

“Those who do not remember the past are condemned to repeat it.”

- George Santayana - Philosopher

E Enterprise

R Resource

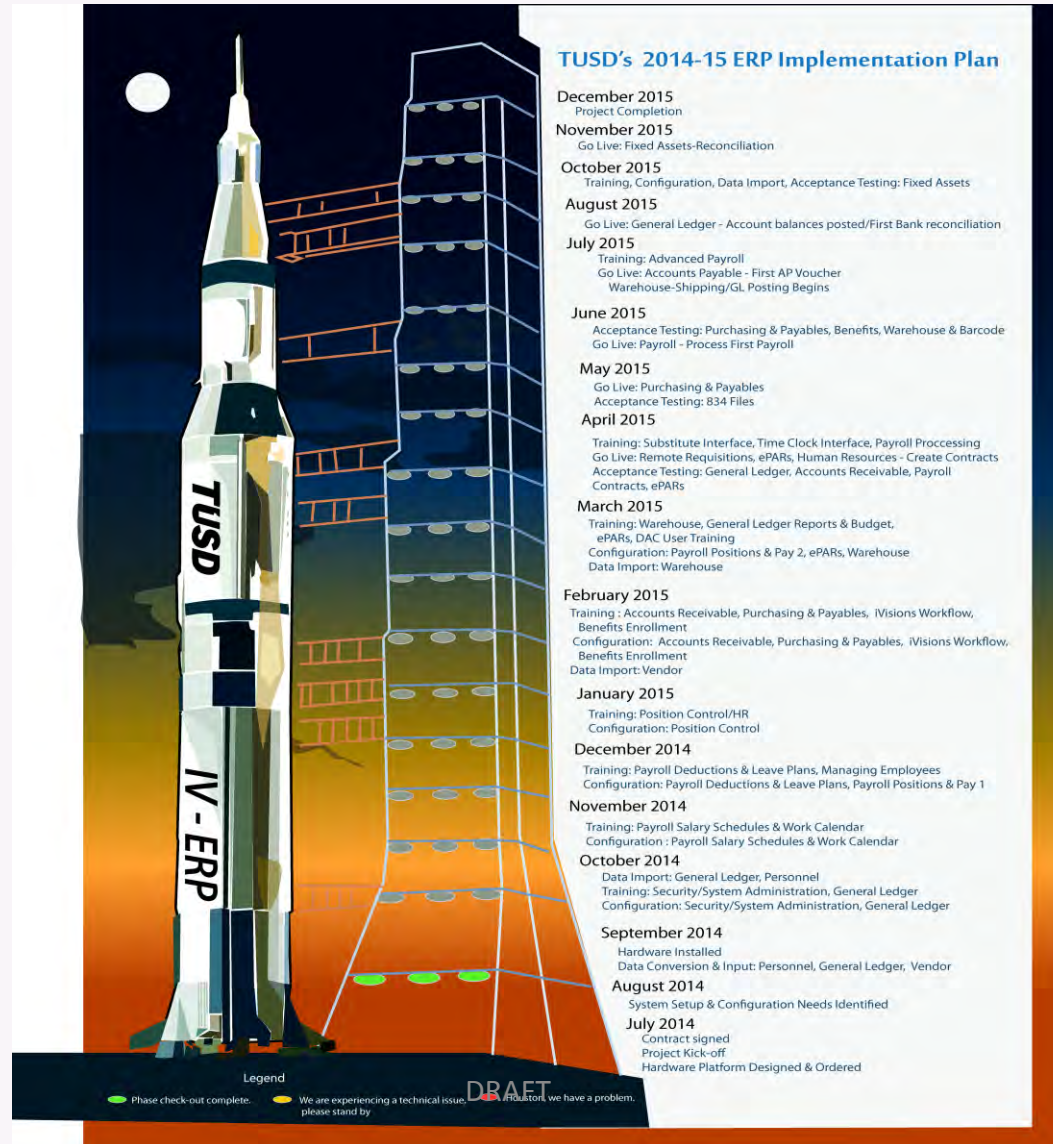
P Planning

ERP Implementation Update

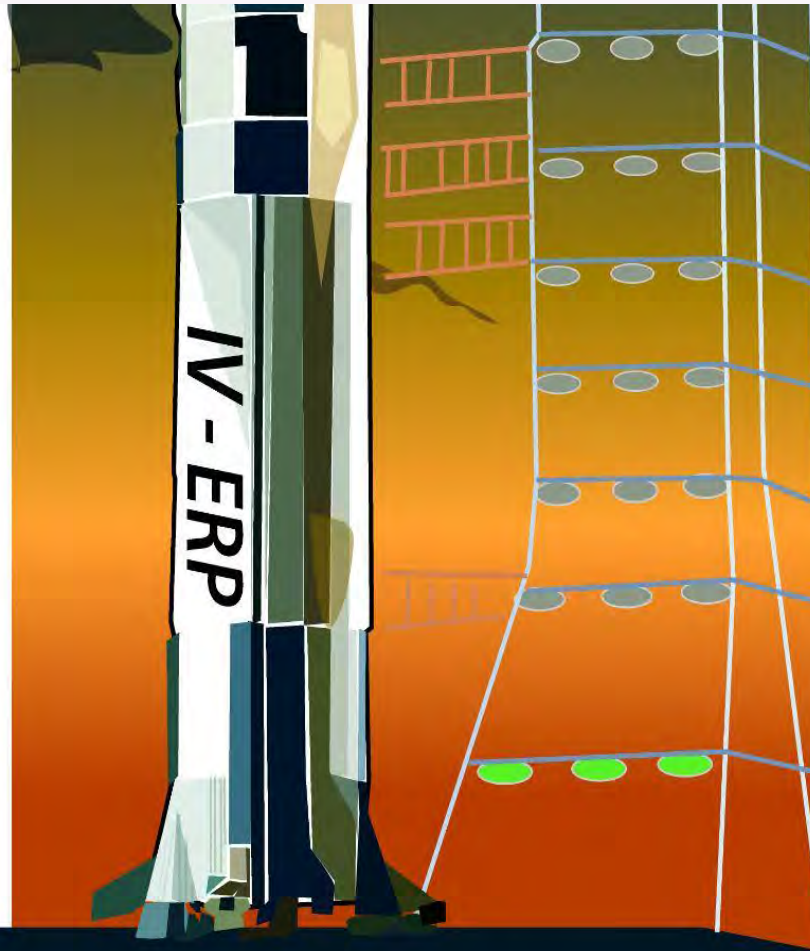
- Implementation Overview
 - High Level Project Plan – Monthly Milestones
- July Activities
 - Contract Services
 - Hardware Platform Design and Procurement
- August Activities
 - Department System Processing Investigation
 - Finance, Human Resources, Payroll, Procurement, Technology Services
 - Needs Assessment – Identification of Efficiencies
 - Implementation- System Setup & Configuration

ERP High Level Implementation Plan

(Infographic)



ERP High Level Implementation Plan



Benefits Enrollment
 Configuration: Accounts Receivable, Purchasing & Payables, iVisions Workflow,
 Benefits Enrollment
 Data Import: Vendor

January 2015

Training: Position Control/HR
 Configuration: Position Control

December 2014

Training: Payroll Deductions & Leave Plans, Managing Employees
 Configuration: Payroll Deductions & Leave Plans, Payroll Positions & Pay 1

November 2014

Training: Payroll Salary Schedules & Work Calendar
 Configuration : Payroll Salary Schedules & Work Calendar

October 2014

Data Import: General Ledger, Personnel
 Training: Security/System Administration, General Ledger
 Configuration: Security/System Administration, General Ledger

September 2014

Hardware Installed
 Data Conversion & Input: Personnel, General Ledger, Vendor

August 2014

System Setup & Configuration Needs Identified

July 2014

Contract signed
 Project Kick-off
 Hardware Platform Designed & Ordered

Legend

- Phase check-out complete.
- We are experiencing a technical issue, please stand by
- Houston, we have a problem.

ERP High Level Implementation Plan

Project Status Report

Owner: Renee LaChance – ERP Project Manager



PROJECT STATUS REPORT

Infinite Visions ERP Project

Project ID – Name	Infinite Visions Implementation					
Project Manager	Renee LaChance					
Period	From: Friday August 29, 2014			To: Thursday September 4, 2014		
Project Status Overview	Overall: Good	Scope: Good	Schedule: Good	Resources: Good	Risk/Issues: Good	Process: Good
Status Summary	Overall	On track – Project is in early stages, no significant risks, scope increases, or issues have been identified at this time.				
	Scope	On track – may include some additional ERP interface applications. Currently in review.				
	Schedule	On track – no schedule changes have been made. Project timeline is good.				
	Resources	On track – no resource shortages or problems have been identified at this time.				
	Risks/Issues	No significant risks or issues at this time.				

Current Issues & Action Items

Description	Due	Status	Assigned to	Notes
Project communications – Infographic	August	Complete	Scott Morrison	Working w/Communications to develop infographic to show project status/progress.
Email Group	August	Complete	Scott/Renee	Project email group has been created to facilitate communication within team. Email group name is I[ERP]mplement.
SharePoint Site	August	Complete	Scott/Renee	SharePoint site is live – invitations to access the site have been sent. This will serve as the project repository for all documents.
System Setup – pre meetings	August	Complete	Michael/Renee	Completed pre-setup meetings with each group to prepare for system setup meetings w/in Tyler.
Garnishment Module for Payroll	August	Complete	Renee	Payroll (Paula) is concerned that there is no breakout for the garnishment module. Confirmed that it is embedded in the Payroll module and there will be a separate training in January.
Project Scope	Ongoing	In Process	Scott/Renee	Scope will include several interfaces and some new software solutions. Scott is working to identify and map all possible interface areas.
System Setup Discovery	8/25-8/28	In Process	Renee/Tyler	Working through the information gathered to identify risk, needs, and configuration requirements.
Chart of Accounts Configuration	9/5/14	In Process	Renee/Finance	Need to identify the account code structure for data conversion.
Data Conversion	9/8/14	In Process	Shannon Toms/TS	Need to identify Chart of Accounts structure, address 4-digit unit code. Working w/Tyler to resolve some TS questions on the data.
Payroll Training	Nov/Dec	In Process	Renee	Need to identify key HR resources who will also attend the PR training.
Determine head count for trainings	September	In Process	Renee/Project Team functional areas	Need to identify who will be attending each training from your area and get a head count to Renee.
DAC User Training Model	March	Not Started	Renee	Need to identify who will be training DAC users and schedule additional DAC trainings.
Time Clock Interface	March	Not Started	Renee	Need to identify if a clocking system will be in use for a 7/1 rollout or if they are going with manual entry of time.
Feed from Visions to create AD email addresses	June	Not Started	Renee/Tyler/TS	Currently a feed runs from PS to AD nightly to create AD accounts. This will need to continue with Visions.
Determine process for requesting access to Visions	March	Not Started	Renee/Tyler/TS	Need to determine a process for users to request Visions access. Who is doing what level of access setup – IT/Finance/etc.



Infinite Vision (IV) - TUSD

ERP Contract -Details

Modules Purchased

- Accounting (Payroll, HR, General Ledger, Purchasing, Payables, Receivables)
- Applicant Tracking Interface
- Arizona Budgeting
- Barcode Interface
- Data Extractor
- Garnishments
- Grant Project Tracking
- Employee Reimbursements
- E- Personnel Action Requests - EPAR
- Fixed Assets
- iVisions Benefits Enrollment
- Info-Link Reporting
- iVisions
- State Reporting
- Substitute System Interface
- Timecard Interface
- Warehouse

Infinite Vision (IV) - TUSD

ERP Contract -Details

Professional Services Purchased

- Software Support
 - Telephone Support and Assistance
 - Diagnostic Services
 - Documentation Update
 - User Guide Updates
 - Technical Bulletins
 - Enhancements and Updates
- Systems Support and Management
 - Telephone Support and Assistance
 - Platform Support to include workstations, servers, and printers
 - Software Update Services
- Business Continuity Services (BCAP)



Infinite Vision (IV) - TUSD

ERP Contract -Details

Implementation Services

- Project Management – 130 days
- Training – 59 days
- Consulting – 62 days
- Post-Cutover Assistance – 74 days
- Nonstandard Interface Analysis/Design/Configuration – 102 days
- Ongoing System Maintenance and Upgrades/ Enhancements
Examples: W-2 yearly changes ; Stating Reporting

Ongoing Annual Maintenance Costs - \$293,802

- Training of new employees “Super Users” – budgeted \$10,000

➤ Lawson & PeopleSoft Annual Maintenance Costs - \$361,446 average

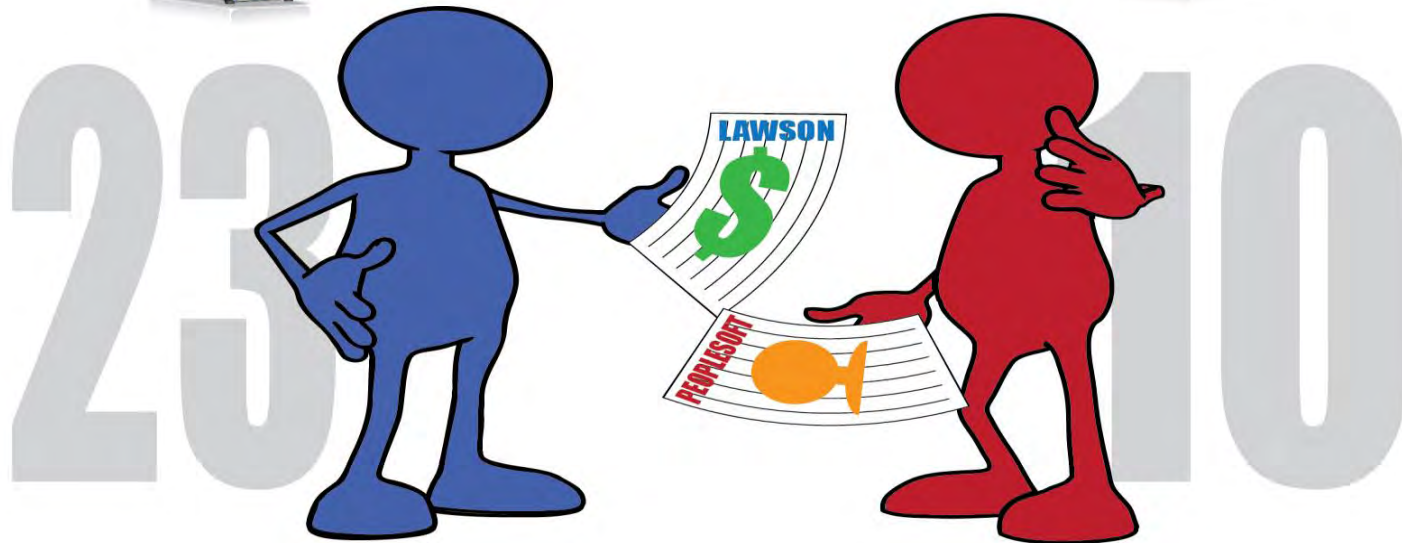
Final Lease Payment 2/2015 - \$ 924,149



Infinite Vision ERP

Hardware Platform Design

Current ERP – Lawson (Finance) and PeopleSoft (HR)



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Infinite Vision ERP

Hardware Platform Design

Finance and HR Integrated- 1 System



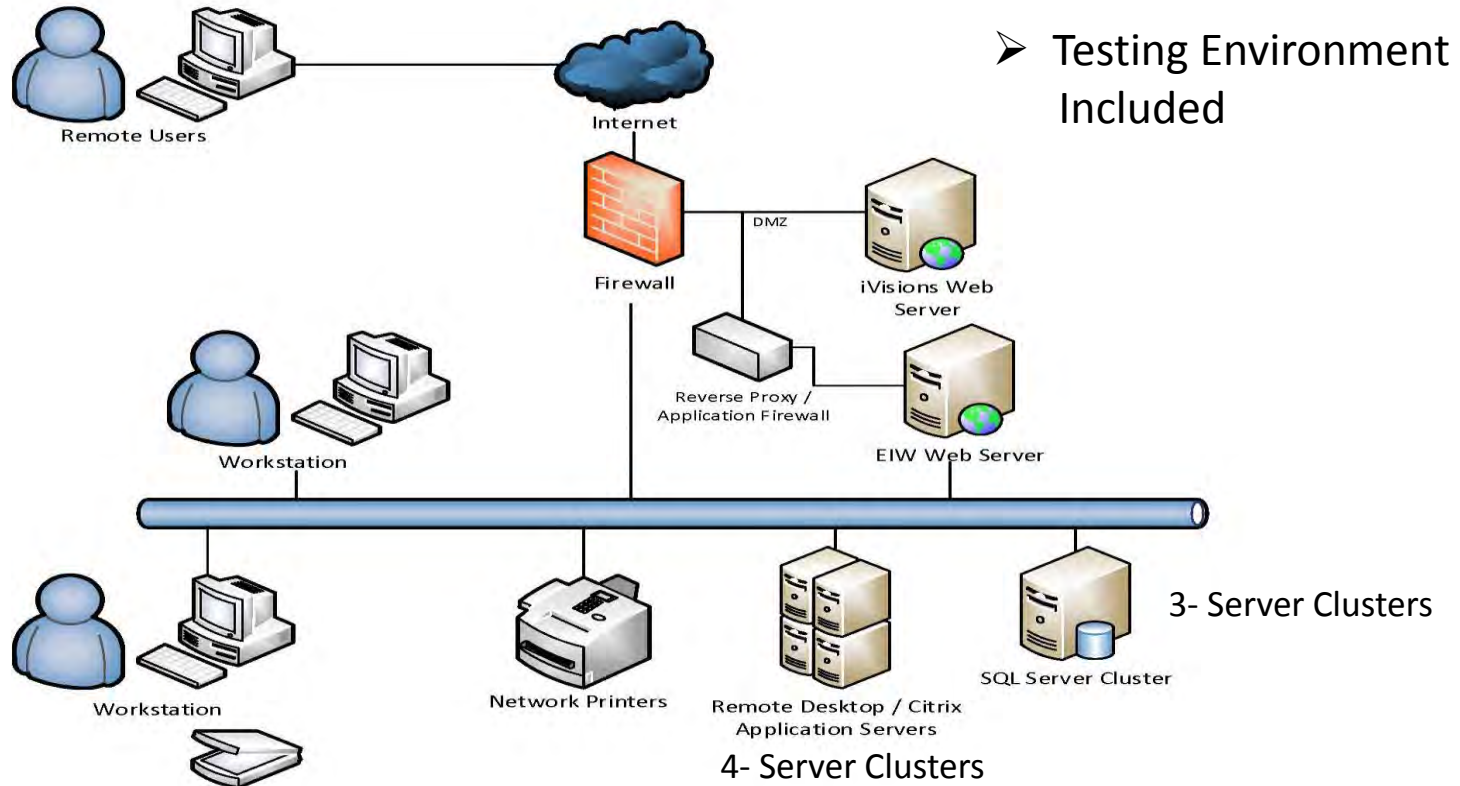
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Services: 700 + Concurrent Clients

Infinite Vision ERP

Hardware Platform Design



- Hardware Infrastructure Installation – New Data Center
- High Availability – Robust Fault Tolerant / Load Balancing
- Hardware Redundancy- Automatic Failover
- Minimal Client Impact
- Scalable Capacity – Future Growth

Infinite Vision ERP

Hardware Platform Design

Disaster Recovery

- TUSD will utilize the Business Continuity Assurance Program (BCAP) through Tyler Technologies.
- Data is backed up nightly and stored securely offsite in multiple locations. It is available for immediate recovery. BCAP provides two layers of protection:
 - (1) If a service disruption occurs, Tyler support staff will restore the Infinite Visions data to any environment or servers designated by TUSD.



Infinite Vision ERP

Hardware Platform Design

Disaster Recovery – *Cont.*

- (2) In an emergency situation, a disaster can be declared. Tyler Technologies can then activate and host TUSD's Infinite Visions environment until the TUSD environment and servers can be brought online.
- Once TUSD servers are back online , the Infinite Visions data can be restored and TUSD can resume normal operations.



Infinite Vision ERP

Hardware Platform Design

Disaster Recovery – Cont.

- BCAP capability is tested once per year. TUSD's Infinite Vision data will be restored in the Tyler Technologies hosted environment. The data will be tested against the production environment.
- TUSD will also backup the Infinite Vision environment to an offsite location.
- ❖ The current PeopleSoft and Lawson solutions are backed up to tape and stored locally.

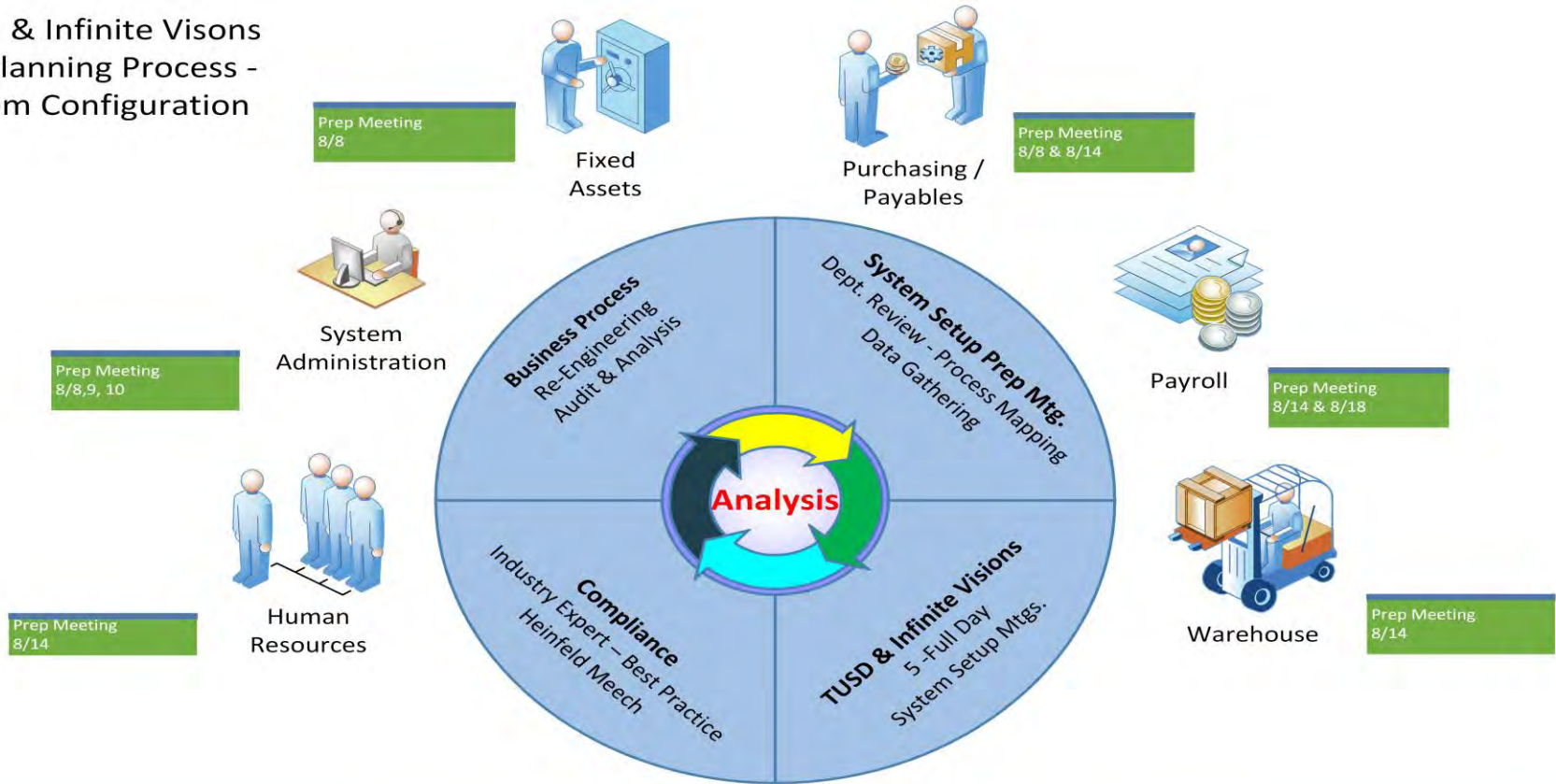


Infinite Vision ERP System Setup Processing & Planning

- **Business Process Audit (2012)**
- **Efficiency Audit (2014)**
- **Departmental Review – Subject Matter Experts**
- **H&M Auditors - Compliance & Recommendations**
- **Best Practices – Industry Standards and District Comparison**
- **Steering Committee**

Infinite Vision ERP System Setup Processing & Planning

TUSD & Infinite Visions
ERP Planning Process -
System Configuration

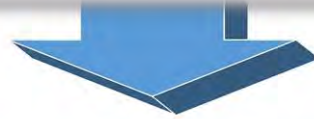


System Setup – TUSD / Infinite Visions Implementation Team – Week of 8/25

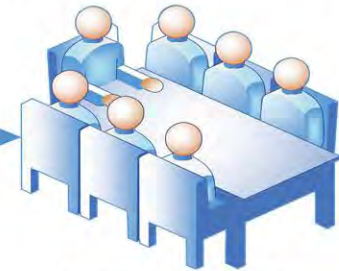
8/25/2014	8/26/2014	8/27/2014	8/28/2014	8/29/2014
Admin & Security GL, COA, Bank Accounting, Budgets	AP, Purchasing & Purchasing Workflow	Payroll	Human Resources	Human Resources Payroll Data Conversion

 System Configurations

Infinite Vision ERP System Setup Processing & Planning



Steering Committee



Superintendent,
Deputy's – CFO - CHRO
Subjects Matter Experts
Project Managers

Decision Matrix

SYSTEM INTEGRITY



PROCESS EFFICIENCY



**MOVE TO
IMPLEMENTATION**

Infinite Vision ERP System Setup Processing & Planning

- Legacy Docs -Business Process Audit (2012)

Site Actions Browse Page Morrison, G Scott

<input type="checkbox"/>	Type	Name	Modified	<input type="checkbox"/>	Modified By
<input type="checkbox"/>	Folder	BEN001_ADA Case Management	7/5/2012 1:59 PM	<input type="checkbox"/>	Knoepke, Matt
<input type="checkbox"/>	Folder	BEN002_Open Enrollment	7/9/2012 9:17 AM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	BEN019_FMLA	7/25/2012 8:34 AM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	BEN027_Avoidance of Overpayments	10/16/2012 3:43 PM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	BEN070_Benefits Reconciliation	7/25/2012 8:33 AM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	HR017_Employee Evaluations	7/25/2012 8:35 AM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	HR028_Generate and Maintain Contracts	7/25/2012 8:32 AM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	HR033_RIF_RECALL	7/25/2012 8:32 AM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	HR046_Personnel Action Form_(PAF)	7/6/2012 10:07 AM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	HR047_PositionManagement	11/17/2011 10:28 AM	<input type="checkbox"/>	tusd\029155
<input type="checkbox"/>	Folder	HR052_Voluntary Transfers	2/9/2012 8:37 AM	<input type="checkbox"/>	Knoepke, Matt
<input type="checkbox"/>	Folder	HR058_ASRS 20-20 Processing	10/9/2012 11:34 AM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	HR063_Substitute Process	5/14/2012 8:09 PM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	HR080_Stipends	3/21/2012 4:09 PM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	HR084_Seniority Tracking	7/25/2012 8:33 AM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	HR087_Salary Schedule	7/9/2012 9:18 AM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	HR088_Highly Qualified Teacher Process	7/5/2012 1:46 PM	<input type="checkbox"/>	Knoepke, Matt
<input type="checkbox"/>	Folder	HR090_Workers Compensation	10/19/2012 4:35 PM	<input type="checkbox"/>	tusd\029378
<input type="checkbox"/>	Folder	PAY001_TSA Processing	5/7/2012 3:19 PM	<input type="checkbox"/>	tusd\029378

7:58 PM 9/1/2014

Infinite Vision ERP System Setup Processing & Planning

- Example – Depth of Lessons Learned- PAF Analysis

The screenshot shows a web browser window with the following details:

- Address Bar:** <http://spdev/LHCM/Shared%20Documents/02%20-%;>
- Page Title:** Tucson Unified School District
- Page Content:**

Tucson Unified School District
HR046 Personnel Action
Business Process Review Document

Document Revision 2.0
Date of Issue: July9, 2012

Department: Human Resources
Author Name: TUSD Business Process Improvement Team

TUSD apriant

Infinite Vision ERP System Setup Processing & Planning

- Example – Depth of Lessons Learned- PAF Analysis- Cont.

The screenshot shows a web browser window with the address bar displaying 'http://spdev/LHCM/Shared%20Documents/02%20-%'. The browser tabs include 'Tucson Unified School Dis...', 'http--www.tusd1.org-con...', 'SMART - SMART Bridgit - ...', 'TUSD Web Portal', 'Superintendent's Leaders...', and 'Suggested Sites'. The document content is as follows:

1. Executive Summary

The Personnel Action business process, or what we call the PAF, is therequest by a site to amend the current employee data. The PAF process as it currently stands, relies on a serial process of verifications against a paper PAF/RAF form, designed assure the proper commitment of funds to staffing, and to capture all the changes to the employee record, personnel, budget and TUSD business needs.

Quick execution of this request can have a positive effect on the quality of our workforce and ensure proper and timely payments to our workforce.

1.1 Expected Return on Investment (ROI)

	As-Is Cost	To-Be Cost	Estimated Annual Savings	Assumptions
Average Cost of PAF	\$ 100,000	\$20,000	\$80,000	4000 PAFs annually
Reduction in error rate	\$108,000	\$27,000	\$81,000	400 data errors that come to payroll annually * \$20 per pay + \$100,000 in lost pay Assumes 80% error reduction
Total Estimated Savings			\$161,000	

Infinite Vision ERP System Setup Processing & Planning

- Example – Depth of Lessons Learned- PAF Analysis- Cont.

2.1 Process Model

HR046 PAF As-Is

Finance

Start → TAF/RAP → Review PAF/RAP (View by Staff/Dept) → Assistant Leadership Approval? → Principal Approves → Budget Task (Open and Setup Mail) → Budget Approval → Reviewed by Budget Analyst (S) → Approve?

Human Resources

HR necessary opened positions → Employment Specialist (Reviewers Sub-Process) → Employment Specialist (Post Jobs) → Post Job? → Employment Specialist (Review HR Status) → HR Acquisition (Serial & Validated) → HR Acquire (Create & Populate) → Open & Checkback

2.2 Process Gaps

During the evaluation of the process, the group identified the following issues with the process:

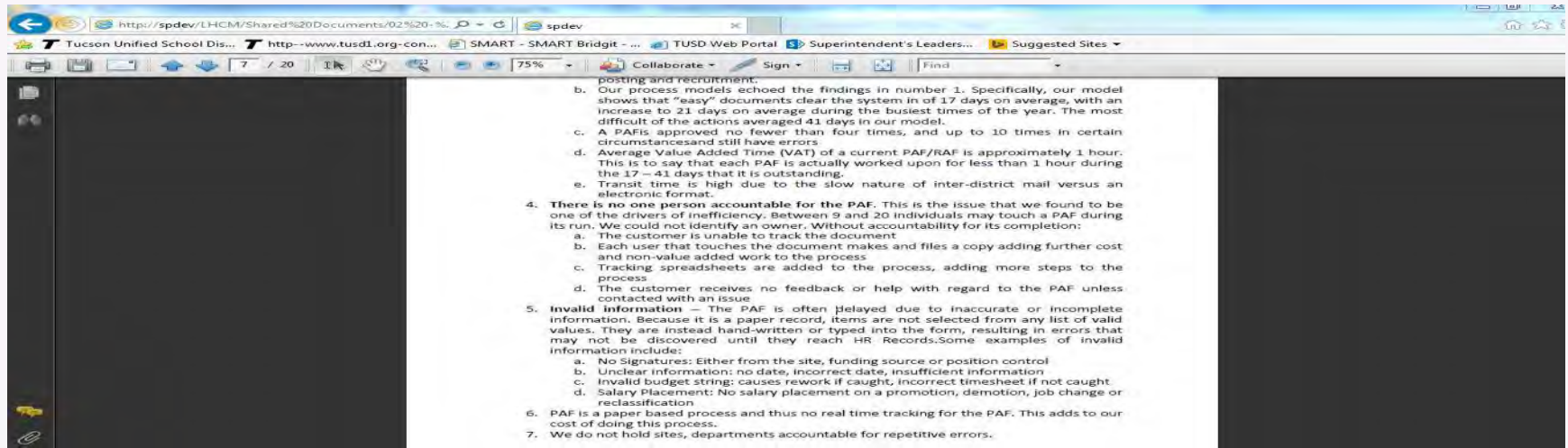
Infinite Vision ERP System Setup Processing & Planning

- **Example – Depth of Lessons Learned- PAF Analysis- Cont.**
- **Findings from Business Audit – Lessons Learned**
 - Savings in PAF- High Level (2012) – \$ 161K per year.
 - PAF is paper.
 - PAF spends too much time in transit: Fast Track 2-6 weeks up 12 weeks.
 - Busiest time of year up to 21 days on average to process.
 - Difficult Action 41 days on average to process.
 - Approvals 4-10 times with errors.
 - No one person accountable.



Infinite Vision ERP System Setup Processing & Planning

- Example – Depth of Lessons Learned- PAF Analysis- Cont.
- Findings from Business Audit – Lesson Learned
- Unable to track progress
 - Spreadsheets for tracking – additional overhead.
 - Invalid Information –Budget Strings / No signatures.

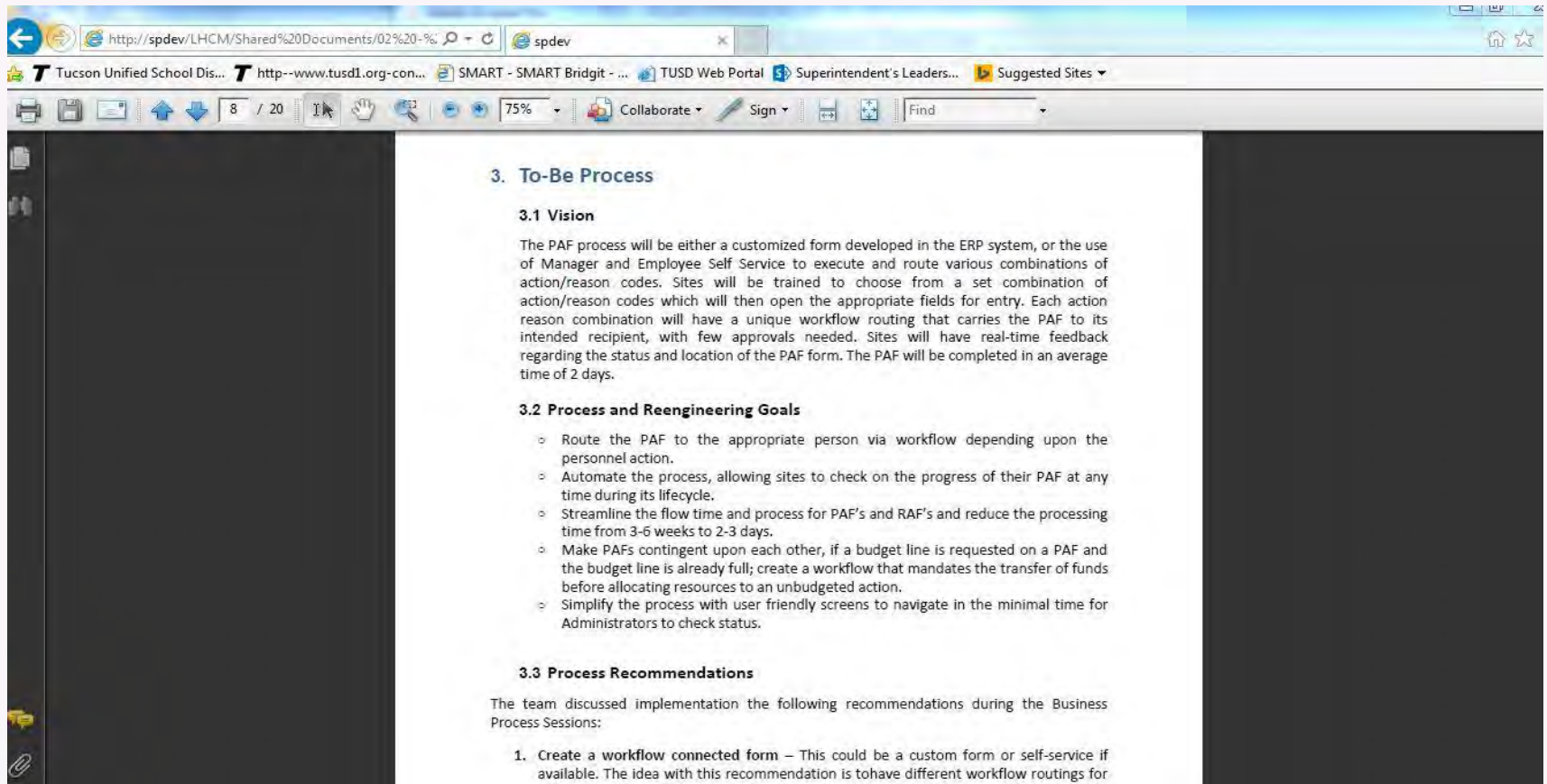


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Infinite Vision ERP System Setup Processing & Planning

- Example – Depth of Lessons Learned- PAF Analysis- Cont.



The screenshot shows a web browser window with the address bar displaying a URL starting with 'http://spdev/LHCM/Shared%20Documents/02%20-%'. The browser tabs include 'Tucson Unified School Dis...', 'http--www.tusd1.org-con...', 'SMART - SMART Bridgit - ...', 'TUSD Web Portal', 'Superintendent's Leaders...', and 'Suggested Sites'. The document content is as follows:

3. To-Be Process

3.1 Vision

The PAF process will be either a customized form developed in the ERP system, or the use of Manager and Employee Self Service to execute and route various combinations of action/reason codes. Sites will be trained to choose from a set combination of action/reason codes which will then open the appropriate fields for entry. Each action reason combination will have a unique workflow routing that carries the PAF to its intended recipient, with few approvals needed. Sites will have real-time feedback regarding the status and location of the PAF form. The PAF will be completed in an average time of 2 days.

3.2 Process and Reengineering Goals

- Route the PAF to the appropriate person via workflow depending upon the personnel action.
- Automate the process, allowing sites to check on the progress of their PAF at any time during its lifecycle.
- Streamline the flow time and process for PAF's and RAF's and reduce the processing time from 3-6 weeks to 2-3 days.
- Make PAFs contingent upon each other, if a budget line is requested on a PAF and the budget line is already full; create a workflow that mandates the transfer of funds before allocating resources to an unbudgeted action.
- Simplify the process with user friendly screens to navigate in the minimal time for Administrators to check status.

3.3 Process Recommendations

The team discussed implementation the following recommendations during the Business Process Sessions:

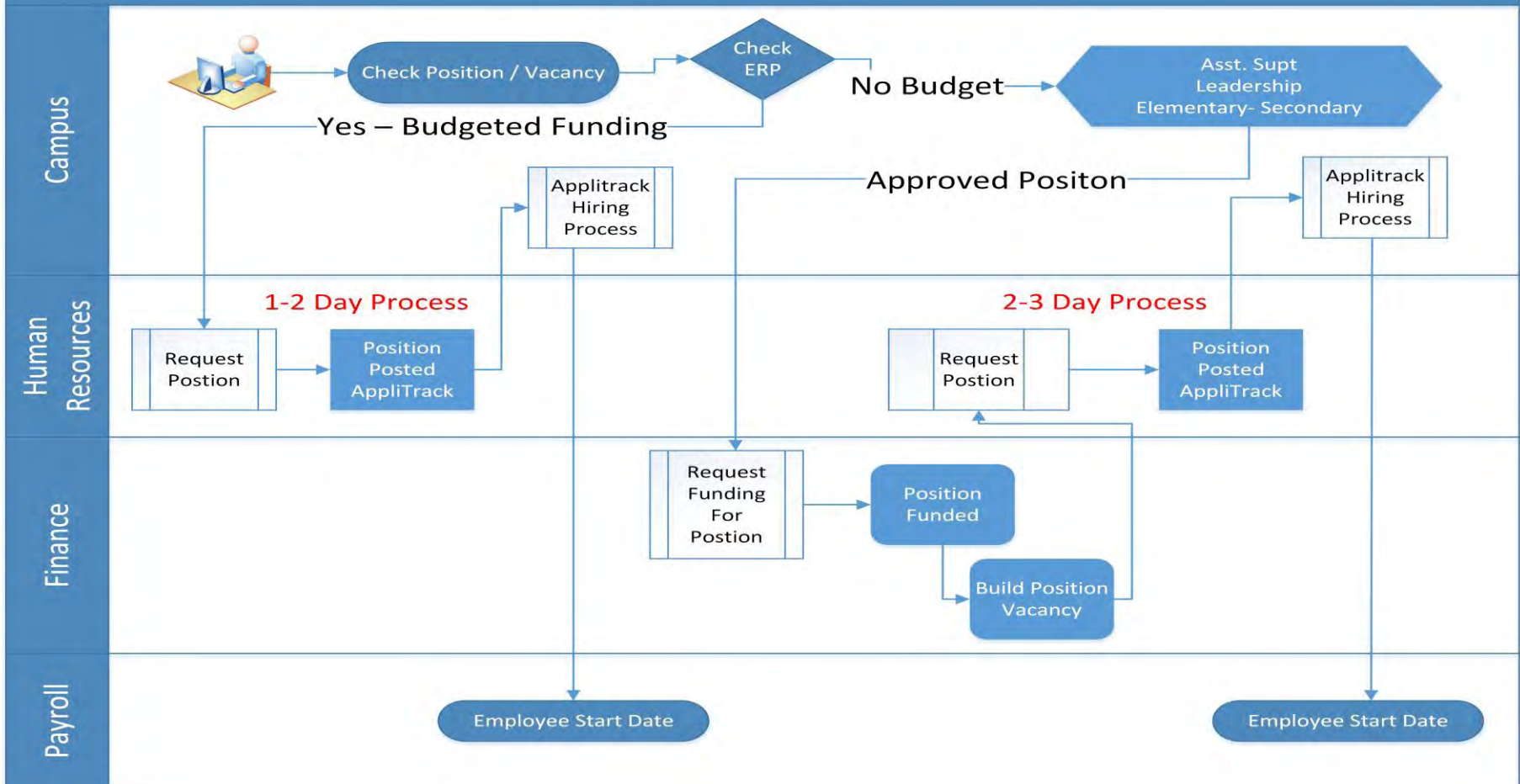
1. Create a workflow connected form – This could be a custom form or self-service if available. The idea with this recommendation is to have different workflow routings for

Infinite Vision ERP System Setup Processing & Planning

Infinite Vision PAF Routing – Streamline Processing

All Electronic – No Paper

TUSD & InfiniteVision – EPAR (PAF) Process for Campuses



Infinite Vision ERP System Setup Processing & Planning

Advisory & Compliance Inputs – Decision Making Process

- Heinfeld, Meech & Co serves as the auditors for TUSD.
- To ensure independence is maintained for the audit services, H&M will provide TUSD with consulting services in an advisory capacity.
- H&M will advise TUSD on appropriate segregation of duties, compliance and best practices for implementing the new ERP system.
- The Consulting Team at H&M has Visions software implementation and operational expertise.



Infinite Vision ERP System Setup Processing & Planning

Steering Committee – Results from Week 1

(Examples)

- ACTION - Barcoding software needed inventory RFP In Progress.
- ACTION – Kick-Off- MS Active Directory (AD) integration methods to Visions.
- DECISION - 4-digit unit code is currently in use on the Lawson side. (H&M) recommends changing to the state mandated (USFR) 3 digit code.
- ACTION- Salary Schedule & Work Calendars – Consolidation – Before November Configuration.

Infinite Vision ERP System Setup Processing & Planning

Steering Committee – Results from Week 1

- **DECISION** – account code structure can use USFR optional fields to track projects (currently activities) and to track budget responsibility. Major Project Tracking – USP 103- Activities
- **ACTION** - Confirm with TS the current email infrastructure can process IV ERP- built-in functionality - emailing PO's to vendors- (Current issue resides in Lawson – currently unable to email PO's to vendors- manually process Print- Scan - Email)
- ❖ USFR= Uniform System Financial Records for Arizona School Districts
Dept. of Education Auditor General



Infinite Vision ERP System Setup Processing & Planning

Steering Committee – Results from Week 1

- ACTION – Need to change the way that final certified payments are made so all accumulations hit in the 2nd quarter vs payment in 3rd quarter .
- DECISION - Interfund vs cash clearing – Legacy process- Interfunding – (H&M) recommends cash clearing – simpler JE without the Interfund entry.

Infinite Vision ERP System Setup Processing & Planning

Steering Committee – External Interfacing Applications

ERP External Systems Implementation Plan

Interface / Function	2014-15 RFP	2014-15 Implementation	2015-16 RFP	2015-16 Implementation
Bar Coding – Asset Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time & Attendances Management System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Finance POS- Bookstore – BlueBear	Remain with current process & functionality		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Single-SignOn	Remain with current process & functionality		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Security Badges	Remain with current process & functionality (Silo App)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
POS Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Applitrack	Completed 2013		<input type="checkbox"/>	<input type="checkbox"/>
Text Book Management	Remain with current process & functionality (Destiny)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Online TAX Credits	Remain with current process & functionality (Vendor)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IELC's –Preschools (Maggie)	Remain with current process & functionality (Silo App)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Looking Ahead

September 2014

- Steering Committee – Process / Configuration Approvals Published for Implementation.
- Hardware Platform – Installation – Testing – Disaster Recovery.
- TUSD – Infinite Vision ERP “ GO LIVE “ – System Configuration
- Data Sets Conversion – Importing into ERP System.
 - Employee Demographics – from PeopleSoft.
 - Vendor Demographics – from Lawson.
 - Chart of Accounts – from Lawson.
- ❖ Maintenance- Dual Entry
 - Onsite Training Scheduled for October/14.

