Technology Services – Business Services
BEST Project – August 16, 2013
Research the feasibility of a fully integrated financial software system that can provide all aspects of accounting, position control, payroll, budgeting, and report generation for both LACOE and school districts that contract with LACOE for financial, budget and payroll services. Involve internal and external users in the feasibility study.
PeopleSoft Financials 7.5

- All districts and agencies served by LACOE report financial information, including General Ledger and Accounts Payable, into LACOE’s PeopleSoft system.

- Business users also leverage the financials software to maintain and access Budgets, Journals, Invoicing, Data Query and Report Generation, Purchasing and Requisitions, Inventory, Online Approvals, and Year-End Closeout.

- Many supplemental systems are necessary to be fully functional.

“Refer to auxiliary diagram for complete system map.”

A diagram of all the additional systems that make up the “financial software system”.

Annual oversight of $22.6 billion
Enhancement Requests:
- Total HRS pink sheets created from inception (1990) to date = 6,471
- Last year there were 196 pink sheets created.

Enhancement Requests:
- Total PeopleSoft green sheets created from inception (2000) to date = 2,238
- Last year there were 225 green sheets created.

Human Resource System (HRS)
- Position Control Database
- Employee Data Base
- Payroll
- Retirement

PeopleSoft Financials 7.5
- General Ledger
- Accounts Payable
- Purchasing
- Inventory
- Accounts Receivable/Billing
- Asset Management

Last Updated in 2005

Annual oversight of $22.6 billion

PC Budget

BAS SMART System

LACOE SYSTEMS

PC Products
- Labels, Lists & Letter (LLL)
- Labor History
- PSFS Download

RAD
- Reports Interfaces (Uploads/downloads with client users)

Legend:
- Red = Current/Possible System Modernization
- Green = Future/Possible System Modernization
- Brown = Undecided

- Custom Developed

- Purchased System/Heavily customized/Not supported by Vendor

- 2012 total pay warrants = 1,973,980
  Average per month = 1,973,980/12 = 164,498

- 2012 total commercial warrants = 854,409
  Average per month = 854,409/12 = 71,201
Why we should replace:

- The existing PeopleSoft Financials 7.5 system has not been updated since 2005. It has not kept up with current advances in technology and is difficult to modify.
- Criticisms of the system have been received from stakeholders ranging from district Superintendents to desktop users.

**Biggest pain points of system.**

— December 2012 District Focus Meeting

Question 7: What are your biggest pain points, and what new system features would improve efficiency and ease of use?

- Difficult to navigate
- Slow load time/cumbersome
- Data and reports not in real-time
- Can’t handle attachments
- No explanation of error messages
- Unhappy with outdated look and feel of the system
- Concerned about the cost of new technology
- Want ad-hoc reporting capability with ability to pull information into Excel
- Need system documentation regarding system logic
- Monthly reports are not enough and not usable
- Steep learning curve
- Technology is overwhelming for some.
- Changing the budget before and after uploading the journal entry is inefficient
- Entering warrants is a multi-step process. The number of screens needed to do this should be reduced.
- Want detailed reporting (not just one report summary)
- Position and Budgeting control
- View actuals in one module (versus going to several systems)
- Eliminate the 100 line journal upload requirement
- Ability to upload the data ourselves, not rely on LACOE
- Want a system that is web-based
2013 - Request for Information (RFI) developed and published to research current offerings.

Findings:
- Nine responses received
- Costs varied but averaged $53.8 million
- Timeline to implement averaged 3.5 years after a contract was signed.
- Highlighted importance of change management and including Districts input.
BEST Project Status Update – Next Steps

Next Steps:

▪ Finalize job descriptions for project team

▪ Recruit and hire project team

▪ Develop statement of work for vendor assistance during business case and RFP development

▪ Finalize communication plan

▪ Pull together “CAT” (Core Advisory Team) team – 25-30 Superintendents or designee

▪ Start the project!
BEST Project Status Update – Process

- CAT Team (Core Advisory Team) meets regularly for Project Updates.

- BEST Project team and Vendor partner develop **business case** by **meeting with districts**.

- **District Interviews** done in regional model by function (2-3 days for district functional experts).

- Business case is built from interviews

- Business Case presented

- **Request for Proposal** is developed based upon outcome of **business case**.
BEST Project Status Update – Process

Possible ways to cover cost:
Implementation cost + ongoing maintenance cost.
ADA? Per Check printed? Per FTE? Percentage split? Other?

- **RFP** reviewed and recommendation made
- Most approximate **Cost** is now known once RFP’s are completed
- Implementation process and **schedule** reviewed by CAT and others
- Adjust as necessary – then proceed to implement
- Agree on how **system/project costs** will be covered
- Estimated **3-4 years** once contracts signed to full completion
Questions?

FAQ’s will be posted online at www.lacoe.edu

Contact information:
Greg Lindner
Lindner_Gregory@lacoe.edu

Technology Services – Business Services