Sunshine County Public School: Statement of Work & System Usage.

Finance & Purchasing

Challenges & Solutions

ABCView Users Licenses for Finance and Purchasing: 10 Users

1. **Challenge:** Accounts Payable purchasing cards management is a very cumbersome process. Because the District's email system is not secure, with the exception of a few vendors, the AP clerks have to call **EACH** vendor and confirm credit card information to protect sensitive information. Because the District encourages vendors to accept our PCard to obtain rebate revenue, this process has become VERY time consuming and inefficient as the number of vendors increases. It has eroded the cost benefit of promoting our PCard to vendors.

   Solution: With the use of API's PCard solution, this process will become automated. Individual vendors will be automatically notified when funds are available to pay their particular invoices. To enhance security, the vendor will have to enter a unique identifier to access sensitive PCard information to complete the transactions. This solution will eliminate the need to manually call hundreds of vendors monthly to provide the information. Implementing the PCard solution will allow staff members to focus on more pressing departments responsibilities. The district will still be able to receive the benefits from rebate revenue through the PCard process while saving an enormous amount of time and increasing productivity.

2. **Challenge:** Locating and accessing information needed to research and even to process transactions, is very laborious. Since almost everything is on paper, and out of necessity often filed in multiple locations, it is difficult to always find everything when needed. Employees have to look through filing cabinets and cumbersome digital files to locate records. This is true of invoices, check registers, receipts, journal entries and many other documents related to transactions. A searchable data base would cut the time for research tremendously.

   Solution: Through the use of the ABCView document management solution, documents (i.e. invoices, check registers, receipts, journal entries) will now be able to be scanned and stored in electronic filing cabinets. These documents will become readily available to everyone throughout the organization, who has the proper authorizing credentials, by just a couple clicks. ABCView will reduce the time is takes to manually locate files in filing cabinets and paper storage location. It will also reduce the need to store documents in paper form and thus minimizing the excessive amount of records that will need to be relocated to the new district location the near future.

3. **Challenge:** Since most of the financial records have a retention period of five to ten years, storage is a major issue for paper records. Paper records must either be scanned or copied for future use, and/or boxed up and sent to a storage area. Just the boxing, labeling and storage for finance alone takes hours using valuable resources. Finance maintains current and prior year transaction records to ease research and provide documentation for audit. Other records in the department may be kept longer for specific reasons. Since space is at a premium, records that are in paper form are taking up room in filing cabinets, storage rooms and even floor space that can be used for other purposes in the department.

   Solution: With the use of the ABCView document management solution, each document brought into the system can receive its own retention schedule. When the retention period has been met, the document will automatically be stored into a hold location in preparation for deletions/shredding. It is important to also understand that ABCView will never automatically delete/shred a document from the system. It will require someone with administrative rights to actually delete the item.

4. **Challenge:** Purging and shredding of the current documents, which have either passed their retention period deadline or are duplicates and not official records, is also a manual process that is very time consuming and laborious. For risk management purposes, purging and shredding of documents that have reached their destruction period is very important and being able to identify items in a database will be more efficient and effective.

   Solution: With the use of the ABCView document management solution, each document brought into the system can receive its own retention schedule. When the retention period has been met, the document will automatically be stored into a hold location in preparation for deletions/shredding. It is important to also understand that ABCView will never automatically delete/shred a document from the system. It will require someone with administrative rights to actually delete the item.

5. **Challenge:** Another risk/liability issue is the potential injury to employees from moving and lifting heavy boxes. Since many documents in Finance are maintained in paper format including current and prior year of all invoices, check copies, receipts, wire transfers, and journal entries for audit and research, employees often have to climb ladders and lift storage boxes from 4 levels up. It can be dangerous.

   Solution: Through the use of the ABCView document management solution, documents (invoices, check copies, receipts, wire transfers, and journal entries) will now be able to be scanned and stored in electronic filing cabinets. These documents will become readily available to everyone throughout the organization, who has the proper authorizing credentials, by just a couple clicks. ABCView will reduce the time is takes to manually locate files in filing cabinets and paper storage location. It will also reduce the need to store documents in paper form and thus minimizing the excessive the amount of records that will need to be relocated to the new district location the near future. It will also reduce the danger of employees climbing ladders to access heavy boxes. It will also almost eliminate any potential liability from employees being injured from lifting/carrying boxes.

6. **Challenge**: When financial records are needed from the AS400, reports often have to be printed manually and the format is set so that often the report must be printed with excess pages. Not only is it cumbersome, but it makes the document(s) difficult to read. Thus creating more confusion for the end users who have to get access to information to complete day to day tasks.

   Solution: With the use of OptiSpool, reports could be easily pulled and parsed without printing a long report, scanning or manually generating reports. This saves paper and time.

7. **Challenge**: Debt documents are semi-permanent in nature. They must be maintained per IRS regulations for the life of the debt plus 3 years. This is usually between 23 and 28 years. All items attached to the debt issue such as project invoices, checks, closing documents, IRS filings, leasing corporation documents, trust agreements, trust bank account records, policies and procedures, offering statements, amortization schedules, etc. must be grouped together, some by fiscal period but also by issue date, to prove that the District has maintained their records per the law.

   Solution: Through the use of the ABCView document management solution, debt will now be able to be scanned and stored in electronic filing cabinets with their owner retention schedule. Since these documents are sanative my nature, measures can be implemented to limited that accessibility to those who do not requires day to day access.

   Other Benefits:

8. Currently there is no easy way to link invoices, purchase orders, checks or packing slips together. With the use of the documents management system, this can be done very simply, and can be retrieved by vendor name, number, check number, date and other searchable criteria.

9. Vendor contracts are being kept electronically in a scanned folder, but if those records can be stored in a document system it would provide ease of access and better communication among the other departments in the district. There is also an option in the future to provide access for the vendors to have an online portal to access their information more easily.

Student Records & Print Shop:

ABCView Users Licenses for Student Records & Print Shop: 8 Users

8. **Challenge:** Student records retention also involves the tedious, manual process of scanning and saving each student's records. The current system being utilized, to store the scanned student records, is not user friendly and is not integrated with the current student information system.

   Solution: Through the use of the ABCView document management solution, the District will be able to more easily store student records due to its unique integration capabilities to a variety of student information systems. This unique integration capability will also allow for more ease of use by end users.

9. **Challenge:** The department currently uses multiple ways to store records. The different ways include paper, microfilm and digital formats. It is neither efficient nor cost effective to continue with this current process.

   Solution: Through the use of the ABCView document management solution, student records will now be able to be scanned and stored in electronic filing cabinets. These student records will become readily available to everyone throughout the organization, who has the proper authorizing credentials, by just a couple clicks. ABCView will provide a uniform document/records management system, storing, locating, and retrieving records will be much easier and faster.

10. **Challenge:** The records storage area receives frequent requests for records that must be searched for manually. It can be very time consuming to search through the various silos and boxes to locate the information. Some requests come from internal departments who could utilize approved access to pull the information themselves.

    Solution: Through the use of the ABCView document management solution, student records will now be able to be scanned and stored in electronic filing cabinets. These student records will become readily available to everyone throughout the organization, who has the proper authorizing credentials, by just a couple clicks. This will alleviate the records manager from fulfilling all of these requests.

11. **Challenge:** Currently after going through the cumbersome process of locating records, the records manager has to remove staples, make copies or scan the document and then mail, email or send then by courier.

    Solution: Through the use of the ABCView document management solution, records manager can locate records quickly and send them to the requester in seconds. Savings can be realized from reducing paper, envelopes, stamps and transportation costs.

12. **Challenge**: With the increased requirement for storage of records annually, more and more room is needed to store records, which is not an efficient or sustainable process

    Solution: Through the use of the ABCView document management solution student records will now be able to be scanned and stored in electronic filing cabinets instead of in storage room at the district office. The District will then be able to define a more efficient records storage process.

13. **Challenge**: Student records are being stored in a difficult to use SharePoint storage solution that does not integrate to student information systems. It is a very arduous process to find and collaborate.

Solution: API will convert all the records that are in the SharePoint system and bring them into ABCView so that the District can easily get access to student records and better integrate with the student information system.

Exceptional Student Education (Student Services, Health Services and Attendance)

ABCView Users Licenses for ESE: 5 Users

ABCWorkFlow *Users Licenses for ESE: 30 Users*

14. **Challenge**: At the end of every year, student services send hundreds of pages of sensitive student physiological reports to the records department for storage. This requires time to physically prepare reports, box them up, and arrange for pick-up and delivery to the warehouse. These records need to be retained for 5 years and then need to be purged.

    Solutions: Through the use of the ABCView document management solution, student services will now be able to be scanned and stored in electronic filing cabinets. It would eliminate the need to physically prepare reports, box them up, and arrange for pick-up and delivery to the warehouse. The system also offers the ability to easily put the 5 year retention on the each document.

15. **Challenge:** Individual Educational Plans (IEPs) are being generated daily at the different schools by educational providers. These IEP's are sent by courier to a central location.

    Solution: Through the ABCWorkFlow system, this will assist in making the reports an electronic process and allow for storage of the official, signed IEP more easily. It would then eliminate the need to have courier deliver records; saving time and money. It will also minimize liability for the courier transporting records from location to location.

16. **Challenge:** The Exceptional Student Education department which also includes Student Services, Health Services and Attendance, must maintain thousands of records for former students which must be stored for specific periods of time. ESE alone has over 360,000 pages of records being kept in portables at Gatertown Elementary. When requests come in from students who have graduated, it is very time consuming to hunt down records to fulfill requests. These requests come in on a regular basis from former students who need to document applications for things such as secondary education, vocational rehabilitation, governmental programs, and disability benefits.

    Solution: Through the use of the ABCView document management solution, ESE documents will now be able to be scanned and stored in electronic filing cabinets. These documents will become more readily accessible upon request by authorized individuals. The request will then be able to be fulfilled more quickly and sent electronically eliminating the need to print and waste paper and toner expenses.

17. **Challenge:** Security of sensitive and confidential documents is a top priority

18. **Solution:** With the ABCView document management system, access to records can be managed and documented easily. The document management system also will facilitate more collaboration among all the schools, departments, and individuals that need the same information.

Human Resources

ABCView Users Licenses for HR: 10 Users

ABCWorkFlow *Users Licenses for HR: 500 Users*

19. **Challenge:** Annually the HR department oversees employee contract renewals, which is currently a manual paper process. The district has over two thousand contracted employees. The HR department prints a 2-3 page contract for each employee (4,000-6,000 sheets, even without errors). These contracts then need to be executed.

    a. First, HR sorts and sends the contracts to each school by District courier.

    b. Office personnel at each school to must distribute each contract for signature and then collect, review, and package for return to the HR department.

    c. The courier picks up the signed contracts and delivers them to back to HR at the district office.

    d. The HR department then reviews each of the 2,000 contracts, has them signed by management, makes copies of the contracts signed by the employee, and then sends each employee a fully executed contract copy through the courier system.

    e. Then the contracts must be distributed again to personnel at the school.

    f. An employee in the HR department then must manually file all of these 2,000 paper records in the appropriate personnel folder that are over-crowded. This is time consuming and cumbersome

    Solution: This is a cumbersome process that can be solved easily with the ABCWorkFlow with the ABCView document management system that can allow for easy delivery and tracking in an efficient electronic manner. The contract will then be automatically stored in the appropriate employee file eliminating the need to manually store records. This will eliminate the wear and tear on vehicles, the use of envelopes, staff to oversee deliveries, staff to review and hand out contracts, and reduce the cost of gas from driving to the schools.

20. **Challenge:** HR currently also has a manual, paper process to oversee time off requests, vacation, PAF forms and TDE pre-travel request forms. All of these processes accumulate paper and require manual signatures and routing between employees, supervisors, and the HR department which is very ineffective.

    Solution: ABCWorkFlow with the ABCView document management system will be able to solve this challenge by allowing the process to be done electronically. The time off request, PAF etc. will then be automatically stored in the appropriate employee file eliminating the need to manually store records.

21. **Challenge:** Searching for records in personnel files is also a challenge since the cabinets are full, the file must be located and then searched for in the folder.

    Solution: Through the use of the ABCView document management solution, personnel documents will now be able to be scanned and stored in electronic filing cabinets. These documents will become more readily accessible upon request by authorized individuals.

22. **Challenge:** The hiring process is also cumbersome since it is not a seamless electronic method. Hiring packets are still on paper. They could be converted, disseminated and stored

23. **Solution:** With the ABCView document system, this would save paper from the beginning and continuing through the entire process. It would also save time scanning final documents. We can also utilize the workflow component to allow individuals to fill out the packet electronically online using digital forms. This would save paper and time to collect and review the packets.

24. **Challenge:** There are years of employee files on paper that is taking up the minimal space that is available in the HR department that could be used for office space or for other business purposes.

Solution: With API's backfile scanning services, these documents will then be professionally scanned and indexed to be stored in the ABCView system. This will free up vital office space and make it easier to access information upon requests.