



Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 7, 2018 convening at 9:09 a.m.

The following members answered present to the roll call: Ben Streby, Rob Ogg, Lottie Fisher, Tina Washka for Mike Sobul, Karl Zarins, Zach Niblick, Trent Montgomery for Julio Valladares, Glenna Plaisted, Dave Chambers, Lynette Telek for Judy Forney, Tonya Mickley, Britt Lewis, Kim Downs, Mindy Sturm for Rick Jones, Julie Taylor, and Chad Carson.

Todd Griffith, Jo Lynn Torbert, and Lew Sidwell could not attend.

Ryan Smith arrived at 9:12 a.m.

April Whyde, Rowena Kyle, Jeanne Blankenship, Lisa Poloha, Susan Wright, Sandy Downey, Mary Myers, and Kari Snyder were also in attendance.

18-010 It was moved by Glenna Plaisted and seconded by Karl Zarins to approve the minutes of the April 25, 2018 meeting.

LACA Housekeeping

Kari discussed the following forms to be completed, signed, and returned to LACA for the upcoming fiscal year: ODJFS Transmission, Authority to Change, and FTP Directory.

Kari also reminded everyone that LACA recently transitioned to a new helpdesk. You can still email fiscal@laca.org to open a helpdesk ticket. Let us know if you have any issues or questions.

State Software

EMIS Update

Mary stated that the Yearend Financial Period H collection is open now so that districts can submit data prior to June 30 to get feedback on their Maintenance of Effort prior to closing the fiscal year. She also stated that the student enrollment data used for funding was pulled the end of May as the final numbers until the adjustments are made later in July and August. The hope is to close FY18 funding early September. The FY18 collections that impact the Local Report Card will close July 18 so that Value Added calculations can be completed prior to the release of the report card.



USAS Fiscal Year End Closing

Kari discussed the fiscal year end closing procedures for USAS. Please reference the checklist to complete all necessary steps.

Equipment Inventory Closing

Kari discussed the fiscal year end closing steps for Equipment Inventory. Checklists were provided for EIS and Non-EIS Districts.

LACA Director Update

Chad provided an update on the current search to fill LACA's open Fiscal Support Coordinator position. He hopes to have the process completed by July 1st.

He also discussed a recent issue reported to LACA by a district. If a district experiences any issues with Edge or has delay in obtaining a MICR toner cartridge, LACA currently does not have the ability to offer check or purchase ordering printing services in case of disaster recovery. LACA does not have the necessary version of Edge, your individual district setup (i.e. account numbers, signatures, etc.), or the required printer or print cartridge. Lottie Fisher offered to obtain additional information from Edge. LACA will collect current printer specifications from districts to see if there is commonality.

Current Fiscal Projects

Requisition Approval Manager (RAM)

Kari reminded Treasurers to watch for future requisitions in RAM through the end of the fiscal year. They can be approved now if desired. If so, the Accounts Payable clerk will be notified at the time of approval. Future requisitions display in red in the notification email for easy identification. Please inform your Accounts Payable staff how you wish for them to proceed.

Kari also reiterated that one known bug exists if requisition line items are deleted. Please contact LACA to assist with this issue if encountered.

Kiosk

Kari stated that Kiosk State Support is still working on the Timesheet module. Once we are notified that the module is complete, we will inform our districts.



PowerSchool eFinancePLUS

Kari provided an update on the status of the MCOECN's eFinancePLUS project. Round 5 districts will work to convert their data from July through December with the intention to go live on eFinancePLUS in January 2019. The transition to eFinancePLUS 5.2 was complete for all MCOECN districts as of May 21, 2018. The new version includes several enhancements. The second Ohio Users Group Meeting, which was held in May, was successful, with an increased number of registrations and PowerSchool participation.

In light of the recent fiscal support vacancy, LACA has partnered with WOCO to provide some of the daily support to Licking Heights on eFinancePLUS. Chad mentioned that this should enable LACA to maintain the same level of support to all districts, and provide Licking Heights with an opportunity to interact with and learn from other districts using eFinancePLUS.

USXS Redesign Update

Kari provided an update on the first wave of implementation, occurring from February through May 2018. A chart was provided showing the current status, ADM, and number of employees for each participant in wave 1. Districts are considered to be in "Dual Processing – Classic," "Dual Processing – Redesign," or "Go-Live" status. Dual Processing – Classic means that the district is entering all transactions in both Classic and Redesign, but Classic is the primary source for checks, purchase orders, submission files, and third party integration. Dual Processing – Redesign means that the district is entering all transactions in both Classic and Redesign, but Redesign is the primary source for checks, purchase orders, submission files, and third party integration. Go-Live occurs when the district decides that they are ready to solely use Redesign, no longer entering parallel transactions, with Classic in "read-only" mode. Kari also reviewed the certification process that must be completed before a district can go live. Wave 2 will occur from August to November 2018, and Wave 3 will occur from February to May 2019.

Unfinished Business

Treasurer's Retreat

Julie Taylor discussed some of the arrangements for this year's retreat which will be held at Landoll's Mohican Castle in Loudonville on August 30 and 31. Julie will send additional details closer to the date of the retreat. If you have suggestions for topics, please email Julie.

New Business

Upcoming Meetings

LACA's Payroll Fiscal Yearend & Open Lab is scheduled for June 13th.



Next Meeting

The FY19 fiscal advisory meetings will be October 18th, December 5th, February 21st, April 18th, and June 13th. The Combined Governing Board meeting will be September 6th.

18-011 It was moved by Ben Streby and seconded by Britt Lewis to adjourn the meeting at 10:45 a.m.

Reported by,

Kari Snyder

Fiscal Support Coordinator