



**INTEGRATED
TECHNOLOGY
SERVICES**

Electronic Payment (ACH) for District Suppliers: Final Presentation

Prepared by the ACH Team

Reesa Fickett

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Who was involved in this project?

Project Sponsor

- Beckie Benson

Project Manager

- Reesa Fickett

Steering Committee

- Beckie Benson
- Andy Esserman
- Sheri Walden
- Natalie Schuff
- John Vaillancourt
- Dawn Campbell (San Dieguito)
- Karen Harris (Del Mar)

Project Team

- Shauna Stark
- Tatiana Patton
- Darren Ortiz
- Rico Edillor
- Ronald Pantaleon

Stakeholders

- Escondido Union School District
- Mountain Empire Unified
- Valley Center-Pauma Unified
- Lakeside Union School District
- Julian Union High
- San Dieguito UHSD
- Heritage K-8 Charter
- Oceanside Unified
- Pacific View Charter
- San Marcos Unified
- Del Mar Union School District
- Encinitas Union School District
- Fallbrook Union High
- La Mesa/Spring Valley

Objectives/Success Criteria

Upon completion of this project, Districts will be able to:

- Meet all the expected results and outcomes identified on the scope.
- Post a pre-note and payment advice which will process and route correctly without errors.
- Post supplier payments to the correct financial institution with the correct amount.
- Not experience any performance degradation when running the AP ACH pay cycle job.

SDCOE BOARD GOALS 3

- **Board Goal 3:** Become the leader and model for innovation, so that SDCOE scales, supports, and develops new opportunities for our schools, districts, and students.

ITS GOALS 1 & 2

- **ITS Goal 1 – Maximize Customer Success:** Supply superior, trusted service through customer focused solution & positive relationship. Become the partner of choice for technical and creative services.
 - **ITS Goal 2 - Deliver Value: Applications & Systems-**Leverage future-facing technologies to deliver resilient and innovative countywide systems and applications.
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Project Deliverables

- Successful run of scheduled ACH pay cycle job.
- Pre-note generated, transmitted and successfully validated by JP Morgan.
- ACH file generated, transmitted and successfully validated by JP Morgan.
- Payment advise sent to suppliers delivered with correct format.
- Electronic payment posted in supplier's financial institution.
- Successfully run payment queries and reports.
- List of District suppliers participating in ACH payment process.
- Update supplier record (financial information) for participating Suppliers in ACH payment process.

Lessons Learned

At the conclusion of the project, we conducted Lessons Learned with the Project Team



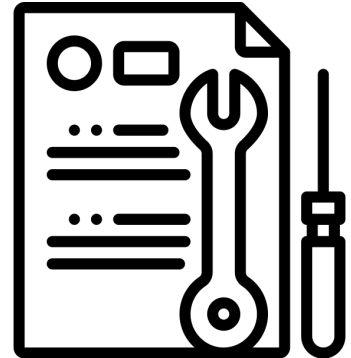
What Worked Well

- Working relationship with project team worked well, response time was quick
- Communication within the project team
- Availability of team members for questions and discussions, as well as extra work that came up
- Communication with testing and development to understand processes involved within ACH functionality (prenote process, supplier registration, approvals, rejections)



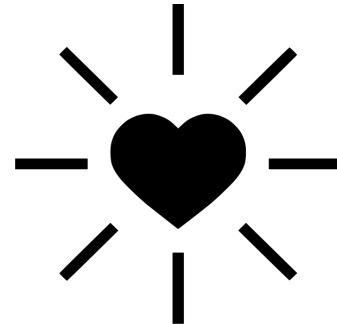
Where Can We Improve

- Keep scope from expanding once the project kicked off
- Be mindful of competing resources/projects that might take priority
- Communication with the bank took longer than expected and was not always productive, we often got the run around and bounced around to different levels of support
- Going beyond the scope of the project
- Understanding the system functionality regarding what triggered the pre-note



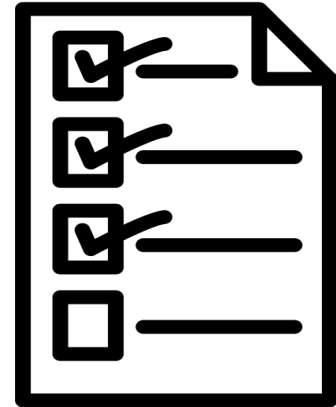
What Are You Proud Of

- Using Java objects within PeopleCode to supplement native functionality.
- Having an understanding of how the ACH functionality works provides a knowledge base I can refer to when instructing users how to set-up suppliers for receiving payments. I can also use that knowledge to help troubleshoot any issues that are reported.



What Is Left

- Resolve any outstanding security concerns regarding the Supplier Portal.
- Encourage project Districts to add more vendors via the Supplier Portal.
- Determine process to onboard the remaining Districts who were not part of the project but now want to use ACH to pay their vendors.



Questions?

- Thank you!

