Business Process Review

Tyler's Business Process Review (BPR) offers School ERP Pro clients an analysis of their current organizational business practices and available integrations. This service provides clients with a recommended action plan for creating efficiencies and identifies training components, consulting opportunities, and integration capabilities to enable staff to maximize the power and functionality of School ERP Pro.

The review follows a structured process, designating deliverables and responsibilities at each stage:

- **Initiate** — Identify the scope and areas of focus, as well as the manager and key players for the review.

- **Plan** — Tyler Professional Services will create an agenda based on the BPR and tailor it to your organization, including time and topics.

- **Execute** — Set the agenda into motion. Tyler subject matter experts are at your site for discovery, analysis, and review.

- **Analyze** — Use information/data collected and identify opportunities for process efficiencies. Outline training recommendations or products that can satisfy the opportunities defined in the analysis.

- **Report** — Produce an outline of the BPR trip to contain the following:

  a. Introduction
    - » List purpose/objectives of BPR
    - » List all participants
  b. Process/Challenge
  c. Recommendation
  d. Suggested Consulting/Training
  e. Follow-Up

SIGNIFICANT BENEFITS FOR YOUR ORGANIZATION

Once the Business Process Review is complete, your organization will receive a report defining organizational procedures compared to the industry's accepted and best practices. This document will also serve as a roadmap to outline opportunities for improvement and identify action plans to become more efficient.

REASONS TO CONSIDER A TYLER BUSINESS PROCESS REVIEW:

- Discuss unique and changing business priorities
- Address turnover in leadership and staff
- Evaluate potential integration with third-party systems
- Capitalize on new system features or modules
- Streamline processes
- Maximize your investment

SEP-BPR-FO-30755-0823

For more information, visit tylertech.com

You'll also learn about newly released features to ensure your software is up to date. The process addresses employee turnover in job functions and helps to build confidence for new users or those who have assumed new positions. Armed with this information, you can take action to increase productivity and proficiency.

Modules/activities* included in this process are:

- **Administration and Security** — Users and user roles, connection groups, distributed accountability centers, user security and payroll user roles

- **General Ledger** — Chart of accounts management, cash and budget management processes, and reporting

- **Budgeting** — Project, position, and departmental budgeting processes

- **Workflow Tools** — Evaluation of workflow tools

- **Purchasing/Requisitions** — Policies and procedures, requisitions and purchase orders, and receiving and payment processes

- **Accounts Receivable** — Customer maintenance, invoice adjustment and credit memo, and cash receipting processes

- **Bid & Quote Management** — Request for proposal (RFP), vendor notification, vendor quote collection, bid opening and vendor selection, and contract award processes

- **Payroll** — Positions and pay, deductions and benefits, leave, and payroll processing

- **Human Resources** — Recruiting, HR management, benefits enrollment, timekeeping and other payroll processes, employee expense reimbursement, and employee training

- **Employee Self-Service Tools** — Benefits Enrollment and Employee Access

- **Fixed Assets** — Asset acquisition and maintenance processes

- **Inventory Control** — Warehousing, accounting for inventory items, inventory item ordering and stocking, departmental receiving and billing, and physical inventory count processes

- **End of Year (EOY)** — EOY procurement, project close EOY, and EOY journal entry processes

- **Third-Party Applications** — Timecard, substitute leave, substitute time worked, and e-school interfaces

- **Project Accounting** — Project management, revenue allocation processes, and recording project labor

We realize that no two clients are the same, and that is why, in addition to the services listed, we also accept requests for non-specified tasks. Our staff of professionals would be happy to discuss any unique projects with you and provide a proposal based on the scope of the project.

The list above is dependent on the School ERP Pro modules you currently have licensed. Pending your module configuration, some areas may not be covered.

For more information, please contact your School ERP Pro representative.