



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: TAM 2010-028
CONTACT: Alice Shannon, Accountant
Accounting & Financial Reporting
TELEPHONE: 833-5832

TO: Child Care Coordinators
FROM: Melissa O'Malley, Director
Accounting & Financial Reporting
DATE: February 9, 2010
SUBJECT: Procure v10 – Data Conversion



Procure software used for our Child Care programs to track child care charges and payments has a new version that requires a conversion process. The new version is a server-based software that will allow Finance to work much more efficiently with the schools. The software will allow Finance to access your records and assist the Child Care Coordinators with problems as they occur. The new version will require a conversion process to move the data from the 9.1 version to the 10 version.

The following steps need to be done before the conversion process from 9.1 Procure software to v10 takes place:

1. Create a backup of all data for long term storage and future reference, if ever needed.
2. The entire fiscal year of July 1, 2008 through June 30, 2009 history will be moved to the new version as well as the current fiscal year, for reference purposes. All "deactive" accounts from previous periods with zero balances will be deleted.
3. Print a report of all balances and highlight the "deactive" accounts as noted in #2 with zero balances and any accounts for students who registered for childcare but never attended.
4. Forward the report to Alice Shannon in Finance for her to delete as per established procedure. Finance will verify the deletions prior to the final deletion.
5. After deletions, review accounts to verify all remaining accounts should be converted to the new system.

6. Finance will order the time clocks for the child care centers that are using the automated student check-in system.
7. Alice Shannon from the Accounting Operations Department will set up appointments with each Child Care Coordinator to convert the data to the new version and set up the new time clock at each school.
8. An instruction manual will be given to each child care center and Alice Shannon will work with the centers after conversion to help familiarize the coordinators with the updated version of Procure and answer any questions.
9. As each child care center's data is converted to the new system, they will begin using the new system from that point forward and the February month end reports will be generated out of the new version, with help from Alice Shannon, if necessary.

The plan is to convert all child care centers the week of February 22 – 26 so by March 1st all centers are using the new version. If you have any questions or need additional information, please contact Alice Shannon at 833-5832. Thank you for your assistance in this matter.

Cc: School Principals
Rita Scallan, CFO