



Graham
Local
Schools

Judy Geers <geersj@grahamlocalschools.org>

Requisition Approval Manager

22 messages

Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 2:55 PM

To: "OECN Treasurer (Statewide)" <oecn_treas@oecn.k12.oh.us>

Good Afternoon,

I am interested in using RAM (Requisition Approval Manager), which is a workflow system for approving requisitions.

If you currently use this process, please give me your thoughts.

Does everyone on your staff have a username in USAS or do you only use key staff members? Is it user friendly? Is it easy for the Accounts Payable person to convert the requisitions from multiple users? Do you see this as being more efficient and less time consuming? Any "Dos" or "Don'ts" should we consider before we start this process?

Any help you can give is certainly appreciated.

Thanks,

Judy Geers, Treasurer

Graham Local Schools
7790 W. US Hwy. 36
Saint Paris, OH 43072
Phone (937) 663-4123
Fax (937) 663-4457

Julia Slone <gl_jslone@seovec.org>

Thu, Jan 7, 2016 at 2:56 PM

To: Judy Geers <geersj@grahamlocalschools.org>

we are getting ready to convert but not done so yet...

[Quoted text hidden]

—

Julia Slone, Treasurer
Gallia County Local School District
4836 State Route 325
Patriot OH 45658
Ph 740-379-9085
Fax 740-379-9136

Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 2:56 PM

To: Julia Slone <gl_jslone@seovec.org>

Thanks. I'll share my responses with you when I get them.

Judy Geers, Treasurer

Graham Local Schools
7790 W. US Hwy. 36

Saint Paris, OH 43072

Phone (937) 663-4123

Fax (937) 663-4457

[Quoted text hidden]

Julia Slone <gl_jslone@seovec.org>

Thu, Jan 7, 2016 at 2:57 PM

To: Judy Geers <geersj@grahamlocalschools.org>

that would be great. thanks

[Quoted text hidden]

Karen Spoonemore <spoonemore@jeffjvs.org>

Thu, Jan 7, 2016 at 2:59 PM

To: Judy Geers <geersj@grahamlocalschools.org>

Judy,

We've been using for a few years now. It is great! Doing your leg work first is the key to success. Everyone will need a username and password. I assigned certain accounts to individuals so they have access to their "normal" accounts, i.e instructional budgets, student activities, etc. This keeps them from having access to accounts you don't want them to have but also makes it easy for the accounts payable person to not have to continually change account numbers. I would recommend to anyone, it has been the single most time saving software they've come up with since the KIOSK.

Karen

Karen Spoonemore, Treasurer/CFO

Jefferson County JVS

1509 CH 22A

Bloomington, OH 43910

740-264-5545 ext 111

740-266-3920 (fax)

740-381-3471 (cell)

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From: Judy Geers <geersj@grahamlocalschools.org>

Sent: Thursday, January 7, 2016 2:55 PM

To: OECN Treasurer (Statewide)

Subject: Requisition Approval Manager

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Stacy Williams <stacy.williams@beaverlocal.org>

Thu, Jan 7, 2016 at 2:59 PM

To: Judy Geers <geersj@grahamlocalschools.org>

Judy- We just started it this school year. I am very happy with it. I have currently only set up admin staff including secretaries. The account set up is a bit of a pain but once you do the hard work of setting up everyone's access, it has helped tremendously allowing the secretaries to do all of the entering and when invoices come in, we know everything is in the system. It could always be better but given it's pretty cheap, I'm very happy with the time and effort it has saved us! I highly recommend making the move-esp. if you are still using a lot of paper for approvals!

Hope that helps!

Stacy Williams

Treasurer

Beaver Local School District

46088 Bell School Rd.

East Liverpool, OH 43920

330-385-6831 ext 22204

stacy.williams@beaverlocal.org

On Thu, Jan 7, 2016 at 2:55 PM, Judy Geers <geersj@grahamlocalschools.org> wrote:

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Judy Geers <geersj@grahamlocalschools.org>
To: Karen Spoonemore <spoonemore@jeffjvs.org>

Thu, Jan 7, 2016 at 3:02 PM

Awesome! Thanks

Judy Geers, Treasurer

Graham Local Schools
7790 W. US Hwy. 36
Saint Paris, OH 43072
Phone (937) 663-4123
Fax (937) 663-4457

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Roberts, Nick (Licking Heights Local Schools) <NJROBERTS@laca.org>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:08 PM

Judy,

I came to my current district having utilized paper requisitions before. However, all LACA districts have RAM and it is awesome. It integrates all USPS credentials which is nice. You setup Workflows and how approvals happen. It is was big difference and much easier.

Thanks,

Nick

From: Judy Geers [mailto:geersj@grahamlocalschools.org]
Sent: Thursday, January 07, 2016 2:55 PM
To: OECN Treasurer (Statewide)
Subject: Requisition Approval Manager

Good Afternoon,

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Fisher, Lottie <lfisher@eastmschools.org>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:08 PM

Hi Judy, We use it here at East Muskingum. Since I implemented RAM, everyone loves it, and yes, it is user friendly and I was able to set up the workflows myself. It is very easy for AP to use, and much less time consuming all way around and we have stopped with the paper flow, as our A-site keeps this archived and we no longer keep paper copies of requisitions or requisition reports. Actually, I cannot think of any don'ts!!

Thanks, Hope this helped. Feel free to email with any further questions.

Lottie Fisher

On Thu, Jan 7, 2016 at 2:55 PM, Judy Geers <geersj@grahamlocalschools.org> wrote:

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—
Our email is changing, please change your records.
lfisher@eastmschools.org

Lottie Fisher
Treasurer, East Muskingum Schools
(740-)826-7655

Zach Niblick <znblick@jmk12.org>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:09 PM

Judy,

We use RAM. It is very user friendly. It streamlines the requisition and PO process a lot! Our AP Clerk loves it and does not seem to have any issues converting to PO's. No more waiting around for paper requisitions to travel around the District. We can normally get Req's pushed through to PO's in a day.

I would caution you to not allow users to input requisitions if it knocks the account line to a negative balance. There is a setting in RAM you can turn on/off for this. Otherwise, you are constantly checking account lines and fixing problems. If you turn it off, they have to get things resolved before submitting req's. It makes life easier.

Let me know if you have any other questions.

Zachary J Niblick

Treasurer

Johnstown-Monroe Local School District

441 South Main Street

Johnstown, Ohio 43031

Phone: (740) 967-6846

Fax: (740) 967-1106

zniblick@jmk12.org

From: Judy Geers [mailto:geersj@grahamlocalschools.org]
Sent: Thursday, January 7, 2016 2:55 PM
To: OECN Treasurer (Statewide) <oeen_treas@oeen.k12.oh.us>
Subject: Requisition Approval Manager

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Weber, Dale <dweber@lorain.k12.oh.us>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:10 PM

Judy, Lorain City Schools uses eSchoolMall, which we like.

-Dale Weber

Treasurer

From: Judy Geers [mailto:geersj@grahamlocalschools.org]
Sent: Thursday, January 07, 2016 2:55 PM
To: OECN Treasurer (Statewide)
Subject: Requisition Approval Manager

[Quoted text hidden]

Michael Sobul <msobul@granvilleschools.org>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:11 PM

Hi Judy:

We were the first district to implement RAM three years ago. I really like it, as does our staff. It is way more efficient and less time consuming than the paper process we were using prior to implementing RAM. It is very easy to use and flexible for setting up workflows. I would be happy to answer any other questions you might have.

Mike

Mike Sobul

CFO/Treasurer

Granville Exempted Village School District

PO Box 417

Granville, OH 43023

740/587-8116

From: Judy Geers [mailto:geersj@grahamlocalschools.org]

Sent: Thursday, January 07, 2016 2:55 PM

To: OECN Treasurer (Statewide)

Subject: Requisition Approval Manager

Good Afternoon,

[Quoted text hidden]

Anderson, Jeffrey (Newark City Schools) <JAANDERSON@laca.org>

Thu, Jan 7, 2016 at 3:12 PM

To: Judy Geers <geersj@grahamlocalschools.org>

Go for it. Accounts Payable loves it. No more Lost requisitions or Purchase Orders. Easy to track what Principal or manager has requisition. Easy and fast to convert to P.O.'s

After short learning curve you will appreciate the system.

Jeffrey A. Anderson
Treasurer Newark City Schools
[740-670-7012](tel:740-670-7012)
jaanderson@laca.org

From: Judy Geers [geersj@grahamlocalschools.org]

Sent: Thursday, January 07, 2016 2:55 PM

To: OECN Treasurer (Statewide)

Subject: Requisition Approval Manager

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Douglas Beeman <dbeeman@wadsworthschools.org>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:11 PM

Judy,

We have been using RAM in Wadsworth since the spring of 2013 and it has been very well received. I love it and it is very user friendly and very easy to set up the employees and workflows.

Does everyone on your staff have a username in USAS or do you only use key staff members? - In order to be in RAM yo have to have a USAS username. Only people processing requisitions have a USAS username.

Is it user friendly? VERY user friendly

Is is easy for the Accounts Payable person to convert the requisitions from multiple users? YES - She gets an alert email when requisition are fully approved and ready to be converted to a PO.

Do you see this as being more efficient and less time consuming? YES much more efficient and speeds up the time to get a requisition through the approval system.

Good Luck,

Douglas D. Beeman, Treasurer
Wadsworth City School District
524 Broad Street
Wadsworth, Ohio 44281



On Thu, Jan 7, 2016 at 2:55 PM, Judy Geers <geersj@grahamlocalschools.org> wrote:

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Rob Ogg <rob.ogg@crooksville.k12.oh.us>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:12 PM

Very Very Good System. Easy to Convert into POs.

Very fast and easy. Much more efficient!

You will just need to setup multiple workflows for different types of approvals (HS, Interm, Elem, Transportation, Maintenance, Grants etc).

I would encourage you to convert to this system.

Thanks,
Rob

On Thu, Jan 7, 2016 at 2:55 PM, Judy Geers <geersj@grahamlocalschools.org> wrote:

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—
Rob Ogg, CPA, Treasurer/CFO
Crooksville Exempted Village Schools
[740-982-7040](tel:740-982-7040) Ext 6103

Judy Forney <jfomey@mvcasd.us>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:13 PM

We've been using it here at Mount Vernon for over a year and we love it. I can approve requisitions from my phone or ipad wherever I am. If there is an urgent situation and the requisitions haven't gone past the Supt's approval yet, there is a way for the Accounts Payable gal to pull them and convert them without the steps, but then there is a report that shows me what was pulled so I can approve them. Only staff who enter and/or approve Requisitions have to be included in the system.

We have no complaints at all!

J.

On Thu, Jan 7, 2016 at 2:55 PM, Judy Geers <geersj@grahamlocalschools.org> wrote:

[Quoted text hidden]

—
Judy S. Forney
Treasurer
Mount Vernon City School District
300 Newark Road
Mount Vernon, Oh 43050
Phone [740 397-7422](tel:740-397-7422) Ext 6023

Lori Davis <Davisl@wt.k12.oh.us>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:13 PM

Hi Judy,

I am using the requisition approval manager thru the state software and I love it. I have used it for 2 years now. It is very efficient. Cuts down on paper as well as time moving from person to person for approval. I

think the administrators also like it. Converting reqs to POs is super easy. I have all of our secretaries set up to do online requisitions as well as our transportation department and maintenance dept. It takes a little training on what account codes to use, but I always have the option of changing the account code if they mess up when it comes to me for approval.

I highly recommend it.

Hope that helps,
Lori

Lori Davis, Treasurer
Wayne Trace Local Schools
4915 US 127
Haviland, OH 45851
Office: (419)263-2415
Cell: (419)771-9008
davisl@wt.k12.oh.us

-----Original Message-----

From: Judy Geers <geersj@grahamlocalschools.org>

To: "OECN Treasurer (Statewide)" <ocn_treas@ocn.k12.oh.us>

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Koch Molly <M_Koch@chuh.org>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:16 PM

Clev Hts-Univ Hts are in the process of using it. I think it is a great tool, but can't confirm its ease of use just yet. ADM is 5800; we have lots of departments and workflows needed (86 in total). My understanding is that is the biggest that is currently being used. So, set-up has been cumbersome and timely (mainly because I am asking many people to take steps they have never been required to take). But, I still think it's worth it to get rid of all the paper and have an electronic document showing proof of approval. We are also using it for our Extra Pay forms – the Miscellaneous Document feature.

I cannot wait until it is up & running 😊

Thanks!

MK

Molly A. Koch

Supervisor of Fiscal Services

Cleveland Heights-University Heights City School District

O: (216) 320-2079 | F: (216) 397-3656

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Mission: Our schools provide a challenging and engaging education to prepare all our students to become responsible citizens and succeed in college and career.

Vision: Preparing All Students for Success in a Global Economy (P.A.S.S.A.G.E.)

From: Judy Geers [mailto:geersj@grahamlocalschools.org]

Sent: Thursday, January 07, 2016 2:55 PM

To: OECN Treasurer (Statewide)

Subject: Requisition Approval Manager

Good Afternoon,

[Quoted text hidden]

Kellie Lester <ehlm_klester@tccsa.net>

Thu, Jan 7, 2016 at 3:21 PM

To: Judy Geers <geersj@grahamlocalschools.org>

Judy,

I am looking into using RAM also... Would you be willing to share your results?

Thanks

Kellie A. Lester

Treasurer/CFO

East Holmes Local Schools

6108 CR77, P.O. Box 182

Berlin, OH 44610

330.893.2610 ext.215

From: Judy Geers [mailto:geersj@grahamlocalschools.org]

Sent: Thursday, January 07, 2016 2:55 PM

To: OECN Treasurer (Statewide)

Subject: Requisition Approval Manager

Good Afternoon,

[Quoted text hidden]

Jim Hudson <jhudson@newlondon.k12.oh.us>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:22 PM

Hi Judy,

I have been using RAM for about 6 years..... and love it.

User friendly, easy to set up, modifications are simple and the support is great.

Give me a call if you would like to talk about the detail.... [\(419\) 651-0762](tel:4196510762)

Thanks,
Jim H.

On Thu, Jan 7, 2016 at 2:55 PM, Judy Geers <geersj@grahamlocalschools.org> wrote:

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#####

Wheadon, John <John.Wheadon@copley-fairlawn.org>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:26 PM

Love it. All of us do

Happy to discuss it with you anytime.

[Quoted text hidden]

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Rita Mint <rita.mint@united.k12.oh.us>
To: Judy Geers <geersj@grahamlocalschools.org>

Thu, Jan 7, 2016 at 3:31 PM

Judy,

United Local Schools has been using the RAM system for about 2-3 yrs. now. We have all our administrators, secretaries, counselors, and JH/HS teachers using the USAS Web for requisitions. The time is in the set-up for the USAS Web Requisitions and RAM also. Once it's set up and the bugs are worked out, it's great! As the Assistant Treasurer/A-P Clerk, I am the end user for processing the req's into purchase orders. No more lost paper work! We do have logins for the staff to RAM but the only ones with access to RAM are the approvers and myself. It takes some time to get used to it, but we like it.

[Quoted text hidden]

—

Rita Mint
Assistant Treasurer
United Local School District
8143 St. Rte. 9
Hanoverton, OH 44423
Phone: 330-223-2812/Fax: 330-223-2363