

# AccuFund® Accounting Suite For Government

## Easy to Use

*AccuFund's* straight forward design makes the software easy to use for government municipal accounting while fulfilling all the reporting requirements of your organization. You customize the system for your organization's needs – specify the account structure you need so data you enter may be reported the way you need. *AccuFund* uses an intuitive interface making it easy for new staff to become familiar with the system. User productivity features such as at-a-glance cash balances by bank contribute to your accounting staff's efficiency. When users need information, the report writer makes it easy to give them what they need, and delivery can be direct from the system to the user through your Email, saving you time and resources.

## True Windows® Environment

*AccuFund* is built using the latest Windows technology. Designed to work on any Windows 98 / NT / 2000/ ME, XP or Vista system, *AccuFund* takes advantage of all features and capabilities provided by these systems. What this means to you is high-speed performance and low maintenance costs.

A standard toolbar is provided to give you quick access to your day-to-day functions. Tool tips (balloon help) are provided on each field. Property sheets (tabbed folders) are used so all information is available in a concise and easily attainable manner.

**With AccuFund all of the following components are included in the Core system without having to pay extra.**

**General Ledger**  
**Financial Report Writer**  
**Accounts Payable**  
**Cash Receipting**  
**Bank Reconciliation**  
**System Security**  
**Forms Designer**  
**Data Imports and Exports**  
**Tablized Account Structure**  
**Document Imaging throughout**  
**EFT payment in Accounts Payable**

## AccuFund for Government includes these modules fully integrated in the system:

Utility Billing  
 Sales Tax  
 Licenses and Fees  
 Court Fines  
 Real & Personal Property Tax Billing  
 Building Permitting & Inspection



*AccuFund workflow task bars utilize icons to put all the functions you will need at your finger tips and in the order you will typically use them.*

## Recent Recognition

*AccuFund* is regularly recognized in the press for its leading position in the government and nonprofit accounting market. It is included in the *Accounting Today* Top 100 Accounting Software Programs. For the last several years it has received 5 stars from the *CPA Technology Advisor*, its highest ranking. Other publications recognize *AccuFund* for its easy of use and completeness of solution.

## General Ledger

The General Ledger is the repository for all financial information in the *AccuFund* system. Create any account structure that matches your requirements. Use up to 255 alpha-numeric characters and any number of segments in your account number. The system provides automatic due to / due from accounting to keep all funds in balance. The General Ledger component can:

- ✓ Classify your accounts to easily produce your GASB and other financial statements
- ✓ Manage all multi-fund, multi-fiscal period activity
- ✓ Automate your year-end processes.
- ✓ Track all budget, actual, encumbrance and memo journal entries
- ✓ Keep an unlimited number of years of information on-line, and enter transactions to any year and date

## Accounts Payable

The Accounts Payable component tracks and pays all your bills. You enter your invoices and manual checks only once. The system automatically posts the resulting accounting entries to the proper accounts. Included is a custom forms designer so you can produce laser checks

which include your logo, MICR check coding and other unique information. Also included:

- ✓ Unlimited number of bank accounts
- ✓ Manage each bank account on a cash basis even though the accounting is accrual based
- ✓ Integrated with the bank reconciliation for all checks that have been produced
- ✓ Easy-to-use mark bills for payment process, see the invoices you will be paying and their affect on your cash balance
- ✓ Separate check functionality
- ✓ Specify amount of each invoice to include for 1099 reporting

## Financial Report Writer

The Financial Report Writer component allows you to produce specialized financial presentations required by your management, board and granting agencies. Other features of this component:

- ✓ Includes a “Drill” function with ability to look at source accounts and transactions under any data cell
- ✓ Include year-to-date, period-to-date, range amounts and inception-to-date balances
- ✓ Define custom headings, columns and rows
- ✓ Use of Classification system allows accounts to be presented and summarized in different ways on various reports
- ✓ Produce required GASB reports directly from the *AccuFund* system
- ✓ Include graphical elements, images, lines, etc. in produced report
- ✓ Produced reports can be saved into a spreadsheet for further analysis

## Cash Receipts

The core *AccuFund* suite includes a Cash Receipts component to record cash being received by your organization. Each transaction can be distributed to as many revenue or receivable accounts as necessary. The system records the offset to undeposited cash, maintaining proper separation of receipt and deposit functions. The Cash Receipts component is integrated with Accounts Receivable and Utility Billing if installed. Deposits are recognized in the Bank Reconciliation component, providing a complete bank account reconciliation. The component utilizes the Forms Designer, providing all necessary reports.

## Bank Reconciliation

The Bank Reconciliation component provides full reconciliation of all *AccuFund* bank accounts. All checks and deposits are combined in a single, simple to use system. Also provided in this component:

- ✓ Prior reconciliations may be kept indefinitely for review and reporting
- ✓ Any fees or interest earned may be recorded at the time of reconciliation
- ✓ You may mark a numerical range of checks to simplify the reconciliation of a large group of checks
- ✓ As you mark checks and deposits individually, you

will see where you are in comparison to the bank statement

## System Security

The System Security component gives you control over who has access to the various functions within the *AccuFund* accounting system. Each user is assigned a unique identifier and password. You designate individual access to Accounts Payable, Accounts Receivable or even a specific function within those components. For data entry screens the system administrator may define read, write and delete capabilities to each user.

## Forms Designer/Data Export

Integrated into all components of the *AccuFund* system is a forms and report designer. Use the standard reports as a starting point, copy and change the reports to match your specific needs. When designing forms you have access to:

- ✓ Any graphical image such as a logo or other image
- ✓ Lines, boxes and shading
- ✓ Any report can be used as a basis for exporting data to Excel, CSV, or text files

## Data Import

The Data Import component consists of a series of wizards

Activity Date	Reference	To or From / Description	Payment or Debit	Deposit or Credit
2/28/2001		Adjustment	50.00	
2/28/2001		Adjustment		12.00
3/5/2001	0000004	Deposit		506.50
4/1/2001	0000105	Check	3,000.00	
7/23/2001	0000101	Check	30.00	
7/31/2001	0000102	Check	10.00	

The Register gives you a view of the status of each bank account

that let you import data into the *AccuFund* accounting system. Each wizard steps you through choosing the source file for the import, the columns in which the data is located and then imports the data. Some of the features included in the data import wizards are:

- ✓ Support for all common interface formats including fixed field, comma delimited and spreadsheet formats
- ✓ Each wizard “remembers” how and what you last imported. The next time you need to import the same information, it’s all setup and ready to go

## Additional AccuFund Components

Additional components are available for the *AccuFund Accounting Suite for Government*. These components extend the capability of your accounting system in specific ways.

## Utility Billing

The Utility Billing system is designed to manage all your

utility billing needs. This complete system tracks your billing by service location to facilitate customer changes. An unlimited number of meters, charges and location notes can be attached to any service location. Charges are individually tracked for proper application of customer payments. In addition you can:

- ✓ Define late and other fees to be automatically calculated and generated.
- ✓ Define your own statements. Forms can contain logos and other graphical elements.
- ✓ Update all payments and adjustments in real time.
- ✓ Quickly review the status of any customer and associated balances.

## Personal and Property Taxes

The Personal and Property Taxes module is where you will define your various taxes on personal or real property. It is designed to easily import your real property data from the source of your assessor's valuations and then within AccuFund you will define the actual calculations used in generating the tax amounts. This module also utilizes the Reports and Forms Designer to layout and produce your tax bills and forms. You have complete control over the definition of billing periods.

## Fees, Licenses and Taxes

The Fees, Licenses and Taxes module includes the functions a Town/City Clerk needs for licensing including premise certificates, sales tax, building permits and more. Any of the basic certificates required in a municipality can be printed directly from this module including serialized licenses. For Sales Tax, the module keeps track of payment cycles and can report missing cycles even if subsequent payments are received.

## Building Permitting and Inspections

Building Permitting and Inspections is a flexible module designed to manage all steps in permitting and inspecting building projects.

## Court Fines

Court Fines provides municipalities and governments entities an integrated solution to tracking fines for traffic, parking, inspectional services and other fines. The system keeps track of bonds, court dates and payments. In the case of a refunded bond, it is integrated with the accounts payable system for seamless payment.

## Budget Development

Budget Development provides a framework for department managers to enter and develop budgets for fiscal years and grant years. The Budget Manager controls the process while each department manager has access to their own budgets. An unlimited number of budget revisions is supported per year.

## Purchasing/ Inventory

The Purchasing and Inventory component manages your purchasing and in-house inventory needs. The system will track inventory and non-inventory purchasing, inventory levels, and departmental issues. If your organization also

sells stock items, the inventory add-on is available from the Accounts Receivable component. Additional features of this component are:

- ✓ Internal forms designer allows you to design purchase orders to include the information you require for ordering
- ✓ Real-time update from receiving function

Activity Date	Billing	Lookup	Name	Adj	Consumption	Billed	Paid
1/15/2005	GA COM	12	1st National Bank of Jeffco			120.00	120.00
1/15/2005	SW COM	12	1st National Bank of Jeffco		2000	19.50	19.50
1/15/2005	WA COM	12	1st National Bank of Jeffco		2000	48.75	48.75
2/15/2005	GA COM	12	1st National Bank of Jeffco			120.00	120.00
2/15/2005	SW COM	12	1st National Bank of Jeffco		3500	22.75	22.75
2/15/2005	WA COM	12	1st National Bank of Jeffco		3500	48.75	48.75

Available Credits: 1,024.58  
Total Owed: 0.00  
Balance w/Credits: -1,024.58

*AccuFund uses a concept of locations in Utility Billing, maintaining a history of activity even when ownership of property changes.*

- ✓ Automatically maintains encumbrance entries
- ✓ Integrated with Requisition component and allows consolidation of multiple requisitions into a single purchase order

## Requisition Management

Many organizations need to maintain expense control, but cannot because of the difficulty in managing the flow of requests for supplies and materials. The Requisition Management component allows you to manage the request process electronically from initial request to purchasing. The requisition component includes the following features:

- ✓ Multiple levels of approval
- ✓ A requisitioner may be in more than one approval hierarchy
- ✓ An approver may approve more than one hierarchy tree
- ✓ Approvers may add comments to approved as well as disapproved requisitions
- ✓ After final approval, the module may be set to automatically generate Purchase Orders.

## Accounts Receivable/Inventory

The Accounts Receivable component manages all receivable activity for your organization. Invoices are tracked as open items so as payments are received you can apply them to the appropriate invoice.

## Fixed Assets

The *AccuFund* Fixed Assets component is designed specifically for use by non-profit and government agencies. It is integrated with the Accounts Payable



module, allowing detail asset information to be entered as part of the invoice entry process, or it may be entered separately through the Fixed Asset system directly.

## Payroll & Human Resources

Payroll is an important function in every organization. If your needs include labor distributions, fringe expenses to follow labor, accrual balance checking on the fly, multiple rates per employee, and direct deposit to multiple banks the



**AccuFund** Payroll module is for you. Your payroll clerk will appreciate how easy it is to enter time and see the calculation results right on the screen. No more wondering what the impact will be on the check; see it immediately on the screen to ease payroll-day headaches. The Human Resource component integrates with payroll to track unlimited demographic information about your employees.

## Grants Management

Most government agencies receive grants for economic development, safety and housing purposes. The Grants Management module tracks all of the non-financial data regarding a grant such as report due dates, contacts, scheduled tasks, etc. It has a direct connection to the General Ledger providing financial information formatted to match the budget categories of the grant.

## Annual Phone Support /Maintenance

Support/Maintenance and Enhancements is available for 25% of the current purchase price of all licensed software. You may make unlimited calls to our toll-free number available from 9:00 a.m. EST to 5:00 p.m. PST Monday through Friday to resolve issues and problems with the software. Maintenance provides access to all enhancements and improvements to the product. Annual maintenance and phone support are required for the first year.

## Safety of Your Data

AccuFund, Inc. knows your data is important. Nothing is better than a routine back-up process to make sure you can recover your data in case of an emergency. **AccuFund** helps you with this by insuring the integrity of your data during posting. The software uses the Sybase iAnywhere database and *transaction framing with automatic rollback* to help insure the integrity of your data. Microsoft SQL Server 2008 is also an option at client expense.

## System Requirements

The **AccuFund** system utilizes technology designed to be easy on your budget. In many cases, if your hardware system was purchased in the last several years it will still satisfy the system requirements.

### Server Requirements

The hardware requirements depend on the number of applications running on the server, type of operating system, size of organization, number of users, and components utilized on the server. For the Server, **AccuFund** will operate on Windows Server all recent versions. If **AccuFund** will be the only application running on a server, it should be at least a Xeon processor or equivalent with 2 GB of RAM.

### Workstation Requirements

The workstations may be operating Windows 7 or Windows 8. The hardware should be at least Pentium 4 processor with 1 GB of RAM depending on operating system and other factors. **AccuFund** will operate in a Microsoft Terminal Services or Citrix environment for organizations preferring to minimize network traffic.

## Implementation Assistance

The **AccuFund** Accounting Suite is supported by authorized resellers throughout the country. Every reseller is experienced with accounting software, the specific needs of government and nonprofit organizations and has been specifically trained by AccuFund, Inc. in the setup of **AccuFund** and training of an accounting department staff. The consultant assigned to work with you will develop an implementation and training plan specific to your timing, staff needs and project completion requirements.

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## Learn More About AccuFund

For a demonstration, additional information or the reseller nearest you, please contact us by email at [sales@accufund.com](mailto:sales@accufund.com) or call 877-872-2228 Ext 215  
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