CASE STUDY: CITY OF CRAIG, ALASKA

ACCUFUND®

CITY OF CRAIG, ALASKA—The City of Craig in Alaska was incorporated in 1922 as a second-class city under the laws of the Territory of Alaska and became a first-class city in 1973. The city functions under a mayor/council form of government with the day-to-day operations of the city overseen by a city administrator.

There are six city council members and a mayor, all of whom are elected. Craig is the largest town on Prince of Wales Island, making it the center for transportation, commerce, government and tourism for the island.

THE BUSINESS CHALLENGE

The City of Craig was using a DOS-based fund accounting system that required its accounting staff to take numerous steps to complete many of their tasks and assemble reports. The City wanted to make the move to a more automated and easy-to-use system.

"If you can reduce the number of clicks a clerk has to make with the mouse to enter data, you can minimize the number of errors made," said Joyce Mason, city treasurer at the City of Craig. "For both ease-of-use and accuracy, you need the ability to take fewer steps."

THE ACCUFUND SOLUTION

Mason had worked with a handful of accounting software packages prior to joining the staff at the City of Craig in 2007. The City had implemented the AccuFund Accounting Suite two years prior and she could see that the features it offered were robust and the software stood out.

"It's one of the best software systems I've ever used," said Mason. "It's loaded with so many features and I use them all. The system provides me with a history of activity and allows me to create my own reports."

Mason likes how the features are the same with each module in the accounting suite so there is consistency.

"Entering information is the same with each module, which makes it easy to learn each module," said Mason. "I received no training on AccuFund, but I was able to become very proficient within a few weeks."

Mason primarily uses the AccuFund Accounting Suite for property tax management, using the Property Tax Billing module. The staff of six in the city finance department also uses the core AccuFund system (General Ledger, Account Payable and Accounts Receivable) plus Budget Development, Cash Management, Cash Receipts, Fees and Taxes, Utility Billing, Fixed Assets, Payroll, Purchasing and Requisitions.

The City's 12 department managers are allowed access to the Requisitions module so they can create their own requisitions directly in the AccuFund system.

Prior to AccuFund, the department managers had to complete paper purchase orders and get in their vehicle to go to the City Treasurer's office for the approval, but now they can submit them electronically. Mason estimates they are probably saving a half hour per requisition using AccuFund and cutting about two days' time from the entire purchase ordering process.

"With the old system, by the time they brought their purchase order to me and I checked the budget, approved the order and got it back to them, it could be two days, as they only come here once a day," explained Mason. "Now, I can email the approval within minutes of receiving their order."
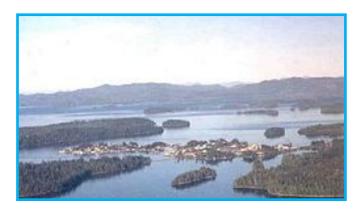
ACCUFUND MAKES TIME (SAVINGS THAT IS)

City of Craig also uses the web-based AccuFund Employee Portal, which allows the city's 48 employees to update their personal information and enter their time sheets. Before using the Portal, the employees were submitting their time on paper time sheets.

"It used to take our payroll clerk two days to do our payroll every two weeks," said Mason. "Now, with AccuFund, if time sheets come in on time, it takes her only four hours, a savings of almost 12 hours. Altogether, we cut our payroll processing time by more than half."

With the monthly budget statements she generates for the department managers, Mason estimates she's saving close to two days not having to go into the system and set up the report information in Excel.

With AccuFund, the reports are set up to run automatically and then the system immediately emails them to the department managers. It takes Mason just 10 minutes to generate these reports.

"I thought it was a very good program when I started using it, but as I got it organized and set up to meet all our needs, it has evolved into an outstanding program providing tremendous time savings."

LEARN MORE ABOUT ACCUFUND

Visit our Website at www.accufund.com, call your local reseller, or contact our Sales Department at 877-872-2228. We would be pleased to discuss this case study, explain the benefits of AccuFund for your fiscal department, and put you in touch with a local reseller certified to install and support the AccuFund Accounting Suite.