

# ACCUFUND FOR GOVERNMENT



AccuFund delivers the best total solution for your government financial operations, AccuFund Government Accounting Suite. AccuFund's straight forward design makes the software easy-to-use for government municipal accounting while fulfilling all the reporting requirements of your municipality. The system is customizable to your needs – just 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. Popular features such as at-a-glance cash balances by bank, contribute to your accounting staff's increased efficiency and productivity. When users need information, the AccuFund Report Writer makes it easy, delivering the reports directly from the system to the user through email; saving you time and resources.

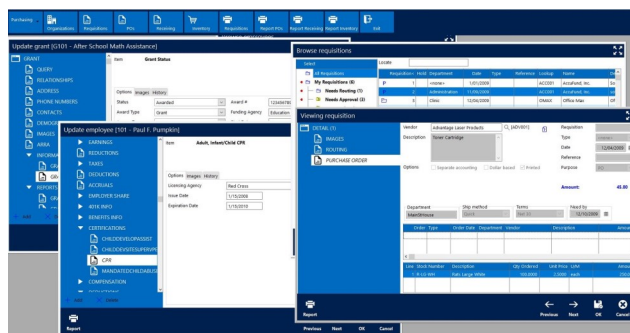
A standard toolbar is provided to give you quick access to your day-to-day functions. Tool tips (balloon help) are provided on each field. Property sheets (tabbed folders) are used so all information is available in a concise, easily attainable manner.

## ON-PREMISE OR CLOUD

AccuFund Government Accounting Suite is delivered as either a licensed on-premise solution or as a cloud subscription solution.

AccuFund Anywhere, our cloud solution, provides access from any workstation on the Internet as long as it supports one of several main-stream browsers.

Whichever licensing method is right for your organization, AccuFund is ready to deliver its benefits to you.



## ACCUFUND CORE SYSTEM

With AccuFund, the following components are included in the AccuFund Government Accounting Suite core system without having to pay extra:

- General Ledger
- Financial Report Writer
- Accounts Payable
- Cash Receipts
- Bank Reconciliation
- Dashboard
- Forms Designer/Data Exports
- Data Import
- System Security
- Document & Image Scanning
- EFT Payment in Accounts Payable

## ACCUFUND GOVERNMENT MODULES

AccuFund Government Accounting Suite fully integrates with these government-specific add-on modules:

- Utility Billing
- Work Orders
- Permits & Inspections
- Personal & Property Taxes
- Fees, Taxes & Licenses
- Court Fines
- Pay Portal

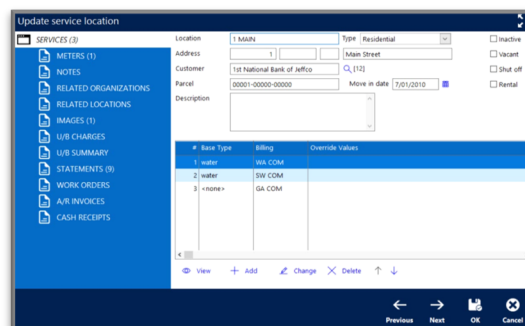
## POPULAR ACCUFUND ADD-ON MODULES

- Payroll (Human Resources, Employee Portal, Time Keeping, Time Clocks)
- Requisitions Management
- Purchasing with Inventory
- Fixed Assets
- Grants Management
- Budget Development
- Position Control
- Accounts Receivable with Inventory

## 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.



## WORK ORDERS

Work Orders is designed to track internal and external service requests. Track citizen requests for service such as down trees, missing signs, hydrant leaks, etc.

Internally track department service requests such as maintenance or IT activity. Also track service requests for fleet management through linkages to the fixed assets system.

## PERMITS & INSPECTIONS

The Permits and Inspections component enables users to assign, schedule, and track the progress of permitting and inspections. Permits can have multiple permit types, that can be specified and added by the user. Examples are:

Construction, Zoning, Remodel, and Demolition. Fees calculate based on user defined rules, using data from other modules and fields in the system.

## PERSONAL & PROPERTY TAXES

The Personal and Property Taxes module is where you will define your various taxes on personal or real property.

generating the tax amounts.

It is designed to easily import your real property data from the source of your assessor's valuations and then within AccuFund you can define the actual calculations used in

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 & 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.

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.

Any of the basic certificates required in a municipality can

## COURT FINES

Court Fines provides municipalities and government entities an integrated solution to track 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.

## PAY PORTAL

The Pay Portal integrates enables organizations to offer clients and residents online access to utility bills and invoices plus the ability to make secure online payments by eCheck or Debit/Credit card.

AccuFund is pleased to be partnered with CardX as our payment processor. CardX offers state-of-the-art payment processing in a secure environment.

## PAYROLL SUITE (PAYROLL & OTHER INTEGRATED OPTIONAL COMPONENTS)

AccuFund Payroll Suite is a group of modules providing a complete solution for your government.

**Payroll** allows you to organize labor distributions, fringe expenses associated with labor, accrual balance checking on-the-fly, multiple rates per employee, and direct deposit to multiple banks. It enables your payroll clerk to enter time and immediately see the calculation results on the screen.

**Human Resources** integrates with Payroll to track unlimited demographic information about your employees. You can define the fields that need to be tracked, including a history of changes and multiple instances. (Can be purchased with or without Payroll)

**Position Control** enables budgeting by FTE or position, and creates optional encumbrances.

**Employee Portal** provides employees web access to the system including:

- Financial dashboards and reporting
- Enter their timesheets
- Approve staff timesheets
- Make requests to HR during open enrollment periods
- Get the latest employee news and announcements

**Time Entry Options** abound in a variety of formats to help track employee time, including:

- Employee Timesheet Entry
- Time Clocks (Soft Clocks, Web Clocks)

## REQUISITIONS 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.

## PURCHASING with INVENTORY

The Purchasing with Inventory module manages your purchasing and in-house inventory needs. The system will track inventory and non-inventory purchasing, inventory levels, and departmental issues. If your government 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
- Automatically maintains encumbrance entries
- Integrated with Requisition component and allows consolidation of multiple requisitions into a single purchase order

## FIXED ASSETS

The AccuFund Fixed Assets component 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.

Asset will be changed

**ASSET** Asset: 0005 **End-Of-Life** ☐ Inactive

Description: Computer System Type: Equipment

Department: Clinic Accounting: ST - General F

Serial number: Depreciation: SL Asset tag: 0002 004

#	Component	Description	Tag	Manufacture	Serial Number
1	CPU	CPU	0000 009	HP	
2	Keyboard	Keyboard	0000 010	MicroSoft	
3	Mouse	Microsoft Mouse	0000 011	MicroSoft	
4	Monitor	Monitor	0000 012	Sony	

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## 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.

Update grant [004-007 - Pigment Study Grant]

Query: Grant Summary (1) Report date: 6/30/2017 Refresh

	TD Gr Budget + R 06/2017	TD Actual 06/2017	STD Encumbrance 06/2017
<b>Grant Summary</b>			
<b>Revenue</b>			
GRGrantRev	45,000.00	16,000.00	0.00
GRLocalRevenue	2,000.00	0.00	0.00
<b>Total Revenue</b>	<b>47,000.00</b>	<b>16,000.00</b>	<b>0.00</b>
<b>Grant Expense</b>			
<b>Grant Labor</b>			
004 007 7000 00 Salary Wages	33,000.00	7,173.50	0.00
004 007 7010 00 Hourly Wages	0.00	4,713.00	0.00
004 007 7020 00 Overtime	0.00	0.00	0.00
004 007 7030 00 Holiday Pay	0.00	0.00	0.00
<b>Total Grant Labor</b>	<b>33,000.00</b>	<b>11,886.50</b>	<b>0.00</b>
Other Expenses	12,000.00	11,434.00	0.00

+ Add X Delete Quick View Expand Contract

## 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.

	Annual Actual	Annual Budget + R	Budget	Notes
	06/2014	06/2014	Rev. 1	
<b>0000</b>				
<b>Labor</b>				
001 001 7000 000 Salary Wages	0.00	0.00	0	
001 001 7000 100 Salary-CFO	0.00	225,000.00	100,000	
001 001 7000 110 Salary-Controller	0.00	150,000.00	75,000	
001 001 7000 120 Salary-Accounting	0.00	126,000.00	128,000	5% increase from previous year
001 001 7010 000 Hourly Wages	0.00	0.00	0	
001 001 7010 130 Hourly Wages-Acc	0.00	529,380.00	373,680	
001 001 7020 000 Overtime	0.00	0.00	0	
001 001 7030 000 Holiday Pay	0.00	0.00	0	
<b>Total Labor</b>	<b>0.00</b>	<b>1,030,380.00</b>	<b>676,680</b>	
Employee Benefits	0.00	78,823.00	51,766	
Other Expenses	0.00	55,000.00	0	
<b>Total Expenses</b>	<b>0.00</b>	<b>1,164,203.00</b>	<b>728,446</b>	
<b>Excess Revenues Over (Under) Expenses</b>	<b>0.00</b>	<b>(1,204,203.00)</b>	<b>(728,446)</b>	

## ACCOUNTS RECEIVABLE with 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.

## 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

## 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:

- "Drill" function with ability to look at source accounts and transactions under any data cell
- 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

## 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

## 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:

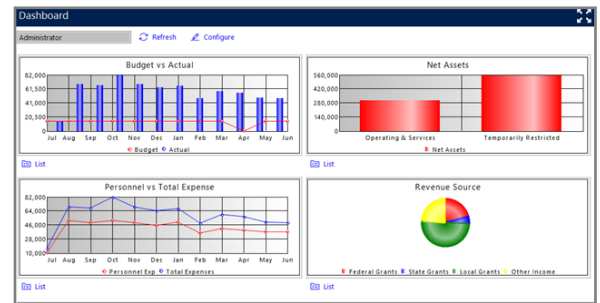
- Prior reconciliations may be kept indefinitely for review and reporting

- 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

## DASHBOARD

Provide current graphical data on any indices that are import to financial or department users including AR aging, cash balances, departmental budget to actual expenses as examples.

Each user can have the information most important to them displayed on their desktop.



## 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 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

## 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.

