ACCUFUND FOR NONPROFITS

ACCUFUND®

The AccuFund Accounting Suite was developed specifically for not-for-profit accounting. The software has a straight-forward intuitive design, making it easy to internally fulfill your organization's reporting requirements. The system is customizable to your needs – just specify the account structure you need to ensure your data is reported in the multiple formats you require. AccuFund Accounting Suite helps nonprofits improve transparency and departmental access to data.

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 Financial Report Writer makes it easy, delivering the reports directly from the system to the user via print, email, or spreadsheet export; saving you time and resources.

A standard toolbar offers 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 Accounting Suite is delivered as either an on-premise solution or as a cloud subscription solution.

Our on-premise solution utilizes a client/server architecture to support as many users as needed.

AccuFund's cloud-based system provides access from any workstation on the Internet.

Whichever access method is right for your organization, AccuFund is ready to deliver its benefits to you.
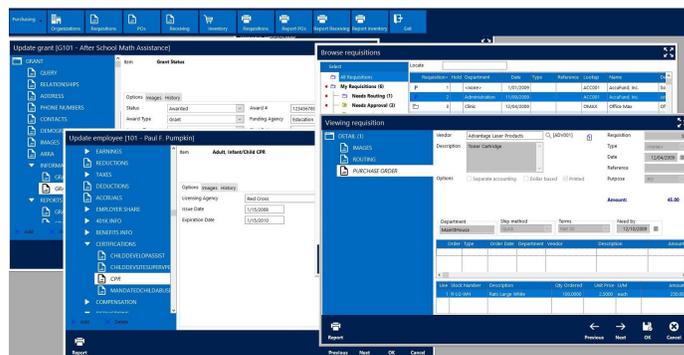
ACCUFUND CORE SYSTEM

The following components are included in the AccuFund Accounting Suite core system:

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

POPULAR ACCUFUND ADD-ON MODULES

Not every nonprofit has the same financial software requirements. Any of the following modules may be added as needed. AccuFund Accounting Suite fully integrates with these popular add-on modules:

- Accounts Receivable with Inventory
- Allocations
- Fixed Assets
- Payroll (Human Resources, Employee Portal, Employee Timesheet Entry, Time Clocks)
- Requisitions Management
- Purchasing with Inventory
- Grants Management
- Budget Development
- Position Control
- Travel Management
- Loan Tracking
- Client Accounting
- Client Invoicing
- Representative Payee

ACCOUNTS RECEIVABLE with INVENTORY

The AccuFund Accounts Receivable modules manage all receivable activity, tracking invoices as open items so you can apply payments as they are received. Additional capabilities include:

- Third party billing capability, maintaining clients separately from customers

- Integration with Inventory for stock checking and order processing
- Automatic integration with the General Ledger

ALLOCATIONS

The AccuFund Allocations module allocates expenses to designated departments and programs. You can:

- Distribute costs based on labor, hours worked, etc.

- Charge fixed rate allocations for costs such as fringe benefits and overhead
- Allocate revenue and expenses for endowments

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 separately through the Fixed Asset system directly.

PAYROLL SUITE (PAYROLL & OTHER INTEGRATED OPTIONAL COMPONENTS)

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

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 with web access to the system including:

- Financial dashboards and reporting
- Entering timesheets
- Approving staff timesheets
- Making requests to HR during open enrollment periods
- Getting 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 struggle to manage 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

AccuFund Purchasing with Inventory manages all your purchasing and in-house inventory needs:

- Track inventory and non-inventory purchasing, inventory levels, and departmental issues
- Utilize the inventory add-on available through Accounts Receivable if your organization also sells stock items
- Obtain real-time updates from receiving function
- Integrate with Requisition module to consolidate multiple requisitions into a single purchase order
- Save data entry time in AP as information is transferred to the AP bill
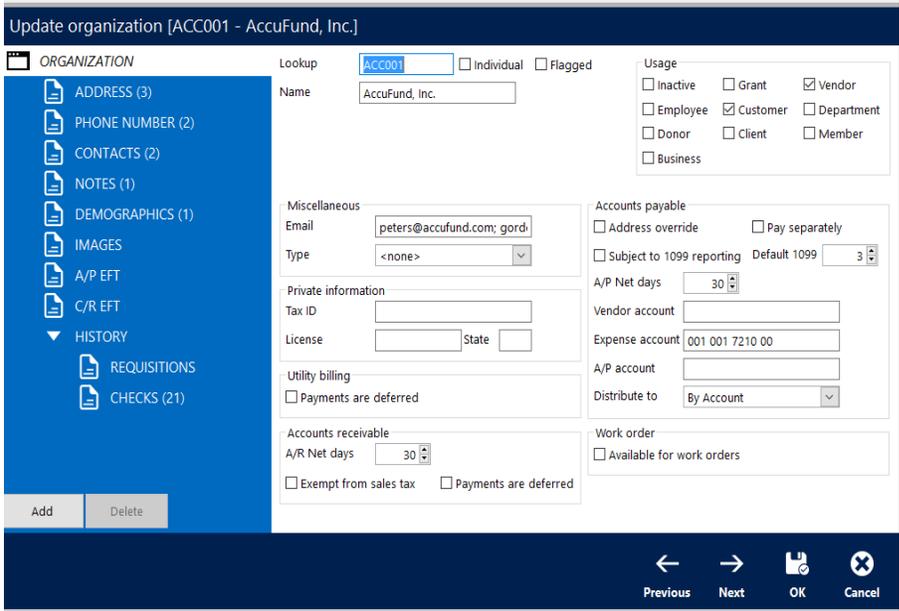
AccuFund utilizes one table for all types of organizations with which you do business. At a glance you can look at the history and "drill-down" to the detail.

GRANTS MANAGEMENT

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. Integrated with AccuFund's document management, it makes this module the central area for all grant related documentation, approvals, and reports.

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. Utilize prior year history to create projections, and apply formulas to specific line items to forecast expected changes.

TRAVEL MANAGEMENT

Manage employee travel requests from the point of approval through reconciliation. At completion of the trip, the module automatically creates Accounts Payable bills and Accounts Receivable invoices as required. The system allows easy reconciliation with the General Ledger reducing costs at audit time.

LOAN TRACKING

Loan Tracking is a complete loan management system designed for organizations managing a revolving loan fund, providing loans to businesses for economic development purposes, individuals for housing, micro-loan programs, and others

CLIENT ACCOUNTING

Used by foster child care and other agencies providing support services to clients, AccuFund Client Accounting provides a central location in the AccuFund Accounting Suite for all information related to an agency's clients (for example foster children or adults). In most cases, Client Accounting removes the need to maintain a separate system for client financial information.

With Client Accounting, you can see all A/R invoices, A/P bills, purchase orders and requisitions for a client regardless of the associated customer (the state or private organization providing the client's funding).

Reports can be generated for individual clients, incorporating information from all the integrated modules used in the AccuFund Accounting Suite.

Client Accounting also provides the ability to create custom fields to track data and attach documents about a client, then easily create reports and queries on that data.
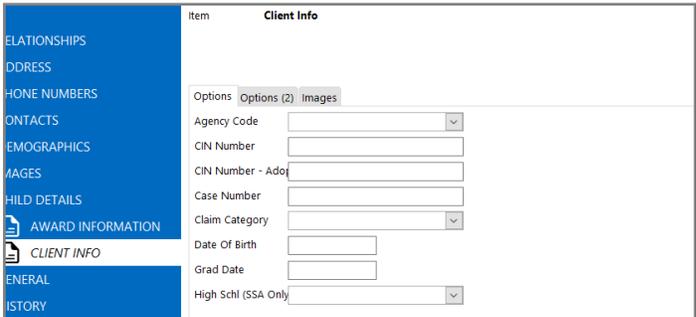
CLIENT INVOICING

Client Invoicing tracks the number of active participants in each program and provides reporting by program.

The invoicing can be prospective for the upcoming month or retroactive for the month just completed. Adjustments can be made to the service charges any time during the

month and will be included on the next invoice generated for the customer.

At any time the status of billing and services can be viewed from the client's record and as billings from the customer record.

REPRESENTATIVE PAYEE

The AccuFund Representative Payee module tracks funds received from the Social Security Administration and other agencies, pays bills for rent, utilities and other living expenses, and maintains funds in a single bank account for simplifying reconciliation.

Client checking accounts are administered in one location and can be set up simply as either individual accounts or as a single consolidated account with virtual accounts for each client. The latter allows the organization to minimize the costs of maintaining numerous bank accounts while increasing interest-earning power and maximizing the funds it has been charged with managing.

Representative Payee smoothly handles large amounts of data. Because all financial data, bank information and the client database are in one location, all information is fully integrated and can be easily located and retrieved.
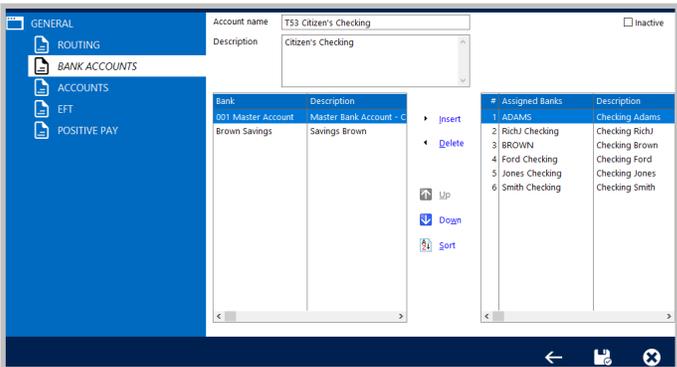
A Combined Bank Account with virtual Client Accounts.

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 General Ledger component can:

- Keep all funds/grants in balance with automatic due to/from accounting
- Classify/tag accounts for easy assembly of FASB and other financial statements

- Manage all multi-fund, multi-fiscal period activity
- Automate year-end processes
- Track all budget, actual, encumbrance and memo journal entries
- Keep information online indefinitely and enter transactions to any year subject to closed priors

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 include:

- "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 FASB 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

AccuFund "Browse" windows allow each user to view the data most important to them, and they can customize the view of the data. This is also the starting point for AccuFund "Quick Reports" which provides the same data on a report or export.

	Due Date	Pay From	Department	Hold	EFT	Separate	Invoice<	Type	Lookup	Vendor	Desc
📁	7/05/2014	<any>	<none>				1023	Invoice	ACC001	AccuFund, Inc.	softw
📁	7/05/2014	<any>	<none>				1023	Invoice	ACC001	AccuFund, Inc.	softw
📁	7/08/2014	<any>	<none>				1028	Invoice	ADV001	Advantage Laser Produ	pape
📁	7/08/2014	<any>	<none>				1028	Invoice	ADV001	Advantage Laser Produ	pape
📁	7/12/2014	<any>	<none>				1033	Invoice	MID001	Mideast Lab Supply	supp
📁	7/12/2014	<any>	<none>				1033	Invoice	MID001	Mideast Lab Supply	supp
📁	7/14/2014	<any>	<none>				1038	Invoice	OMAX	Office Max	offic
📁	7/14/2014	<any>	<none>				1038	Invoice	OMAX	Office Max	offic
📁	7/18/2014	<any>	<none>				1043	Invoice	USW001	U.S. West	phor
📁	7/18/2014	<any>	<none>				1043	Invoice	USW001	U.S. West	phor
📁	7/12/2014	<any>	<none>				1048	Invoice	USW001	U.S. West	phor
📁	7/12/2014	<any>	<none>				1048	Invoice	USW001	U.S. West	phor
📁	7/23/2014	<any>	<none>				1053	Invoice	TWE001	Twenty Pines Resources	clear
📁	7/23/2014	<any>	<none>				1053	Invoice	TWE001	Twenty Pines Resources	clear
📁	7/27/2014	<any>	<none>				1058	Invoice	PSC001	Public Service of Colora	elect

Print   View   + Add   Copy   Change   Cancel   Delete

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.

- Separate receipt and deposit functions

- Integrates with Accounts Receivable, Loan Tracking and Utility Billing
- Ensures deposits are recognized in the Bank Reconciliation
- Utilize the Forms Designer for creating 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

- Records fees or interest earned
- Select numerical check ranges to simplify the reconciliation of large groups of checks
- View status in comparison to bank statement as each check and deposit is marked off

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.
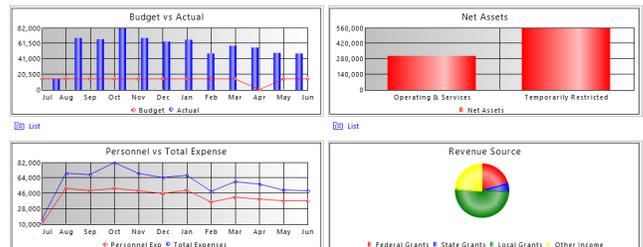
FORMS DESIGNER/DATA EXPORT

AccuFund gives clients control of the reporting process. The Report and Forms Designer is integrated with all modules in the AccuFund Accounting Suite. The report writer includes three components: a columnar report writer for quick ad hoc reporting, the standard report writer for production reports, and the forms designer for checks, invoices, labels and other required forms.

The report writer allows users to:

- Copy and change forms to your specific needs using standard templates
- Email reports to users
- Use your system's fonts, any graphic 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

AccuFund integrates well with other software systems that your organization uses. There are two ways outside data can be brought into AccuFund. One method is through Automated API. AccuFund offers this for specific software packages, such as Salesforce.

In most cases however, AccuFund's easy-to-use data import wizards will enable you to pull in information from web pages, bank files, credit card transactions, donor management systems, and others. Our best-in-class data import can be automated, and can have advanced calculations that add to, or reformat the data being imported.

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 can 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.