

INFORMATION SYSTEM SOFTWARE

RFI# 15-0008

Town of Newmarket, NH

AccuFund Accounting Suite Solution
Patriot Properties – AssessPro and CollectPro
Hawkeye Government Solutions
For Government Entities

Offered by:

BlumShapiro

Accounting | Tax | Business Consulting

Submitted by

Matthew Yezukevich, CPA

December 17, 2014

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BlumShapiro

Accounting | Tax | Business Consulting



Mr. Matthew Angell
Interim Finance Director
Town of Newmarket, NH
186 Main Street
Newmarket, NH 03857

Dear Matthew:

Blum Shapiro Inc. is pleased to provide the following response for the Town of Newmarket, NH (Town) as requested in the Information System Software Request for Information # 15-0008 (RFI). BlumShapiro is the largest locally owned regional CPA firm based in New England and is a value added reseller for the AccuFund® Accounting Suite (AccuFund). Additionally, we have also partnered with Patriot Properties (Patriot) and Hawkeye Government Solutions (Hawkeye) to complete our government software offering.

Our best of breed approach allows us to offer municipalities a comprehensive integrated solution with implementation and training provided by consultants with years of experience in their specific fields. An overview of the software included in this RFI is as follows:

- *AccuFund* is designed specifically for towns like yours that have extensive requirements and want an affordable yet powerful accounting solution that is fully integrated to meet those needs. AccuFund provides your Town an accounting solution that is efficient, accurate and simple to use.
- *Patriot* is the developer of AssessPro, a highly versatile and comprehensive Computer Assisted Mass Appraisal (CAMA) application with the most powerful assessment tools available in today's market. Additionally, Patriot also offers CollectPro which allows municipalities to integrate all billing modules into one system.
- *Hawkeye* offers HawkeyeGS Permitting and Licensing. The HawkeyeGS solution delivers a variety of modules covering permitting for municipal departments. HawkeyeGS is fully scalable to handle any size community and improve service levels while lowering costs

BlumShapiro's AccuFund clients include eight municipalities in the State of New Hampshire. We are committed to NH municipal as shown through our attendance at the New Hampshire Municipal Association's annual conference and our recent sponsorship at the NH Finance Officers Association's Annual Meeting. Our clients are happy to provide a real world perspective on AccuFund's ease of use, powerful flexibility and value.

Please note any pricing provided in this document is based on information derived from your RFI. If there are any changes to these requirements, we will adjust pricing accordingly. Additionally, while we are including AccuFund, Patriot and Hawkeye as an integrated and comprehensive solution, we are happy to discuss any of our products on a standalone basis.

We look forward to your review of our RFI response and are prepared to demonstrate the software when requested.

Sincerely,

A handwritten signature in black ink that reads 'Matthew Yezukevich'.

Matthew Yezukevich, CPA, Consulting Manager

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**1.0 EXECUTIVE
SUMMARY**

Executive Summary

BlumShapiro has carefully selected and partnered with a set of product applications based on the strength of the solutions that they can provide to our clients. Based on our review of your business requirements and understanding of the New Hampshire municipal environment, we recommend the AccuFund Accounting Suite for financial management; AssessPro and CollectPro from Patriot Properties for assessing and collections, respectively; HawkeyeGS from Hawkeye Government Solutions for permitting software as the best software solution for the Town.

When you work with our consultants, you can expect to increase your staff's effectiveness and efficiency as we have assembled the right people, skills and technologies to deliver cost-effective solutions so you can thrive.

We are committed to designing relevant strategies that will help improve your business performance, and serving as your business advisors, helping you solve challenges and maximize opportunities. Drawing upon our breadth and depth of experience — we strategically tailor and consistently deliver tested solutions for unlocking the full potential of your organization. Our highly valued team members bring their diverse backgrounds and strengths to the table resulting in you receiving a true blend of national firm experience and local firm delivery.

Our team will work closely with yours to turn insightful assessments into innovative ideas — and actionable strategies into measurable results. Because our strategies work, our clients return year after year. In fact, many of our client relationships span 20 years or more, enabling us to serve as key trusted advisors.

BlumShapiro will be acting as the prime contractor for purposes of this proposed solution. The Town will contract with BlumShapiro to acquire software from Patriot Properties and Hawkeye Government Solutions.

An overview of each company is as follows:

BlumShapiro (Prime Contractor/AccuFund Reseller)

Founded in 1980, BlumShapiro has grown into the largest regional CPA firm in New England with approximately 400 employees and offices in Massachusetts, Connecticut and Rhode Island. Our firm's clients include those in government, non-profits, manufacturing, distribution, retail, construction, healthcare, real estate and auto dealerships. Government clients include municipalities, quasi-government entities and state government departments, for which we provide audit as well as specialized consulting services.

As part of our specialized consulting services, we have been a reseller of the AccuFund Accounting Suite since 2005. In our role as reseller, we are responsible for the configuration, implementation and training related to the engagement. As AccuFund resellers, we have performed approximately 50 system conversions for governmental and non-profit organizations including 8 municipalities in NH.

AccuFund (Software Publisher)

AccuFund is a privately held company, incorporated in the state of Delaware. In 2001 the AccuFund Accounting Suite was introduced and marketing began through a channel of Value Added Resellers. AccuFund has approximately 700 clients utilizing the AccuFund Accounting Suite, which is being proposed to you. This includes 300 municipal clients. AccuFund has 12 employees and relies on a network of approximately 25 active resellers throughout the United States. AccuFund's business model is based on creating professional fund accounting software with extensive functionality and consistency for which clients pay an annual maintenance and support fee. This model generates considerable resource for continued development and enhancement of the software, reassuring our clients that AccuFund continues to invest in the software so its value continues to increase in their organizations. AccuFund's headquarters is in Needham, MA and has a satellite office in Castle Rock, CO.

Patriot Properties (AssessPro and CollectPro)

Patriot Properties, Inc. is a privately held company and will celebrating its 30th year as a CAMA provider in 2015. Patriot's commitment to the assessing and appraisal professional remains as strong today as when it began in 1985. Patriot will continue to strive to create a leading edge, stable platform for the Assessors and Collectors to carry out their function in a precise and defensible format. We believe we are your source for assessing and collection solutions because we are flexible enough to encompass your needs while remaining stable in all environments. Patriot Properties is based in Marblehead, MA.

Hawkeye Government Solutions (Permitting)

Hawkeye Government Solutions is a privately held corporation with current municipal permitting software clients throughout New England. Our clients range in population from 3,500 to over 30,000. The HawkeyeGS solution delivers a variety of modules covering permitting for municipal departments such as building, board of health, community development, and more as well as complaint tracking for the entire municipality; all fully scalable to handle any size community and improve service levels while lowering costs. Hawkeye's headquarters is in Marlboro, MA.

Contact Information as follows:

BlumShapiro/AccuFund :

Contact: Matt Yezukevich, Consulting Manager
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Email: myezukevich@blumshapiro.com

Patriot Properties :

Contact: Patti Arundel, CollectPro National Business Director
Telephone: 800-527-9991
Email: Patti@PatriotProperties.com

Hawkeye Contact:

Contact: Stan Karlin
Telephone: 508-769-9082
Email: skarlin@hawkeyegs.com

2.0 IMPLEMENTATION APPROACH AND DATA CONVERSION

Based on our experience, we have found Town Administrators, Assessors, Town Clerk/Tax Collector, Finance Directors, Building Inspection officials and other stakeholders bring their unique expectations and experiences to an implementation. As a result, we have tailored our implementation approach and timeline based on those expectations across our best of breed approach.

AccuFund Implementation Approach

OUR PROCEDURES

In order to configure the AccuFund system properly, our methodology starts with understanding the Organization's internal accounting processes by functional area. In order to improve our understanding of the Organization, interviews will be conducted with key members your professional staff to identify the desired functionality of the accounting applications and to review reporting requirements. This approach will facilitate the design of the Organization chart of accounts to meet your reporting needs and other requirements. If additional procedures are necessary, we will discuss those items prior to proceeding.

IMPLEMENTATION / DATA CONVERSION

We will work with your staff to develop an implementation timeline and will recommend the steps necessary to successfully install AccuFund and supervise staff in collecting the necessary setup information and accounting data during the planning process. We expect our clients to go live with the AccuFund Accounting Suite approximately 3 to 4 months from the start of the project.

Proper planning is critical for successful implementation. For each module utilized BlumShapiro will:

- Review the functional requirements (including chart design sessions and internal processes).
- Configure the module based upon those functional requirements
- If needed, electronically import appropriate data into AccuFund, minimizing the need for manual data entry by personnel.
- Develop an appropriate timeline running parallel with the old accounting system(s), if necessary.

TRAINING AND TESTING

After the installation and setup procedures are complete, BlumShapiro will provide in-house training to your staff on:

- Transaction entry and posting procedures for each module
- Importing and Exporting procedures
- Monthly reporting procedures
- Monthly closing procedures
- Backup procedures as they relate to your application

Once users have had a chance to familiarize themselves with the AccuFund system through training, we will work with the Organization's personnel to test the system to assure that it is functioning as intended and is producing the financial reports desired based upon the information gathered during the planning phase. The flexibility of AccuFund will allow for training to be provided onsite utilizing the Organization's live data. At the completion of this task, we request that the Organization sign-off and accept the AccuFund implementation.

Our overall training methodology is that of “just in time training” while ensuring users have actually seen AccuFund prior to going live. We will develop a detailed training schedule that is aligned with when the “actual” work is being done and we will train personnel as the work is being performed. By training in this fashion we are using live data (a copy of live data can be used as well) that results in an end product such as a check, a report or billing statement. With this training methodology, the training is spread out over several weeks as it is aligned with the processes of each department.

Several weeks prior to going live, we provide “pre-training” for each module. This pre-training will be onsite and in a class room style setting. We will walk users through the various processes for each module. From this pre-training, users will be able to use either a generic sample company or a copy of your database to “play” and test what was discussed. We will provide the additional just in time training outlined above.

Because change can be overwhelming for many, we also ensure all users see the software throughout the implementation process. As we learn about your functional requirements we are also showing you how AccuFund can be configured to meet those requirements. This allows you to see what your options will truly look like in the software.

As part of the purchase of AccuFund, you will receive a physical copy of the training guide for each module purchased. Additionally, all training guides (as PDFs) are saved to each workstation when AccuFund is installed. The user guides are task based and walk users step by step how to complete transactions in a sample database (which you will have access to).

Town Responsibilities

To achieve a smooth and successful implementation both the Town and BlumShapiro need to work together and complete tasks within an agreed to amount of time. Outlined below are some of the key tasks that the Town will be responsible for performing.

PLANNING PHASE

- The Town will discuss with BlumShapiro the requirements of their internal processes and other accounting requirements in order to properly configure the software modules purchased.
- The Town will help to ensure that key management and accounting staff are available for interviews without interruption.
- Working with BlumShapiro, the Town will review, confirm and signoff on the chart of account structure including all desired accounts, departments, locations or other segments.
- Working with BlumShapiro, the Town will identify any interfaces and/or financial import capabilities that need to be integrated into the AccuFund software implementation.
- The Town will assemble examples of all internal/external forms, reports and statements used for tracking of the Town’s financial activities. The Town will also identify any desired changes/improvements on these forms and reports and provide this information to BlumShapiro.
- An initial request list identifying various information types will be sent to the Town as soon as BlumShapiro is engaged for this project. The Town will forward to BlumShapiro the requested information within the mutually agreed upon time table.

- At the conclusion of the Planning Phase, the Town will validate all parameters of the software modules are configured appropriately and formally sign-off on them.

DATA CONVERSION / IMPLEMENTATION PHASE

- The Town will work with BlumShapiro with developing a mapping document detailing old account versus new chart of account structures. The Town's staff will be responsible for finalizing this document in order to successfully import any general ledger history.
- If desired and in order to electronically import the chart of accounts, vendor lists, customer lists and donor lists, the Town will be responsible for completing various spreadsheet templates. Information contained in these sheets will be used as the basis for importing/converting information into AccuFund. BlumShapiro will provide instructions on completing these templates.
- Errors or omissions in source data files will be sent to the Town for remediation. BlumShapiro will not modify source data files as part of the data conversion process.
- The Town will make sure that personnel are available to enter the setup information and financial data as required. The timeframe involved will be determined based upon the planning discussions BlumShapiro has with the Town.
- At the conclusion of the conversion process, the Town will validate all information was successfully converted and formally sign-off on the data conversion process.

Patriot Properties Implementation Approach

Patriot Properties is fully prepared to begin this project immediately. We will work with your team to accommodate your scheduling needs and that schedule will be reflected in our agreed upon Project Plan. Should the Town request it, we can provide a detailed electronic version in MS Project format that includes deliverables, milestones and Town resource requirements by task.

Customization, development or system integration time will be further defined and agreed upon by all parties during the initial design phase of the project and is expected to be completed within one (1) year. Implementation of a robust Billing and Collections system will require some level of effort from Town staff. While the Patriot team does propose to complete the bulk of the evaluation, implementation, and integration, we will call on Town staff for several tasks.

A Town "project manager" will coordinate the Newmarket resources and on site requirements. This individual—typically a computer-literate supervisor—will be expected to complete several tasks:

- Coordination of all onsite meetings and interviews
- Participation in all meetings and workshops
- Coordinate and manage all requests for information
- Gather Town-specific information for input into CollectPro
- Work hands-on with Patriot to acquire system administration skills

While the Patriot team will lead the Town through the process of identifying configuration requirements for the CollectPro implementation, many of the decisions and data must be completed by Town staff.

Previous experience with CollectPro implementation projects lead us to suggest that the effort on the part of the Town project manager will vary from a few hours a week during project startup and completion, but may become as heavy as several days a week during the implementation phase.

Our experience project team knows that constant communication and extensive and ongoing planning keeps issues to a minimum and ensures expectations are met.

Patriot Properties shall develop and submit a comprehensive training plan and strategy suitable for training Town staff to operate the new CollectPro system and provide ongoing support and maintenance. Patriot anticipates training approximately 15 end users. Training will include end user training, functional/system administration and technical training for all related office and the Information Technology Department.

Patriot includes formal training throughout a project in order to successfully have a level of knowledge transfer that is continually reinforced for all of the users of your new system. This process is one of the keys to our success for a high customer satisfaction early that we can then better maintain long term.

To provide continuing comprehensive knowledge transfer for the long term system ownership by the Town, our team will work in a “**Train-the-Trainer**” approach throughout this process so your team will always have a resource internally that understands how to effectively teach new users or new skills to existing users. Training will take place during regular business hours at facilities provided by the Town. Training will take place during regular business hours at facilities provided by the Town.

We include an initial CollectPro training to show Town staff what the software can do using data from Newmarket so they will learn business processes that are familiar to them. For this project, we anticipate using Newmarket’s 1st pass of data for initial training and testing. This will allow users to start developing a comfort level with the system and new processes as we move forward with the project using data that has similar local requirements.

The next level of formal training provides even more detail and is geared toward teaching Town users how to better navigate through the system to find and review the data received as part of the Conversion process for quality assurance and acceptance.

Advanced 1 training is even more in-depth, and includes more reporting and analytical process development to suit 'typical' business activities. The improved business processes are now reviewed in more detail to begin to allow users and administrators to flex their new muscles with the more advanced technology. Also at this time, training on modules will be taking place at different times, which reinforce the understanding of information workflow and system navigation even further.

Finally, **Advanced 2** training is even more tailored to meet the specific needs of staff members who use the system to perform very distinct workflows and tasks and the entire team has opportunities to work through more 'real world' and 'what-if' scenarios using Town of Newmarket data, workflows and protocols. It deeply involves the Town's dedicated personnel assigned for the Train-the-Trainer as that individual(s) will be required to provide some of the training with Patriot support as determined between parties prior to preparing the Go Live Training Agenda.

In addition to training the end users to comfortably and confidently use all aspects of the new system, it is important to reiterate that our team fully supports a train-the-trainer approach. We feel that we are **only** successful if our clients operate the system confidently and completely independent of us for routine tasks.

This way, we pass along the ability for the Town of Newmarket to capably support itself and for end users to begin using the system with ease from day one.

To further aid in providing targeted training by user types, our team will deliver end-user training, administrative and technical training in a multi-day format, broken into the following major groups:

End user training will constitute the bulk of the training scope. The courses are developed to address data maintenance, data access requirements, query requirements, and related requirements of Town staff for both field and office personnel. Specific user training sessions will be held for each of the various functional areas/departments within the Town as identified during the course of earlier phases.

Functional/Admin training provides key staff members identified as "Power Users" with the knowledge required to effectively operate the tools, analytical and otherwise, and provide system administration with the incorporated user friendly tools. The purpose of focusing on this level of training is to empower the power-users to make changes to the best practice templates, processes, and reference data set so that the jurisdiction is capable of making changes on their own. Technical training also teaches maintenance of the technical architecture required to provide long-term system support for advanced users and administrators.

Data Conversion

Patriot Properties has worked with over 200 unique implementations of our software and will work with the Town to develop a data conversion and custom interface plan to meet your requirements for this project. A major step in the successful implementation of AssessPro and CollectPro is the careful integration and customizations planning as well as accurate conversion of data to exactly match the requirements for your successful implementation. Extra planning steps and care taken during the initial phases of an implementation will reap tremendous rewards when the system goes into a production mode.

Our team will then review the integration requirements for the related systems that either provide or receive data from the Patriot application. Our goal for this task is to provide expert guidance on best practices for application integration that allows for simplified 'plug and play' design that allows for future growth and development and ease of maintenance. This approach has great advantages to your IT group - but it also benefits our team as well - by ensuring that our maintenance and support teams can respond rapidly, deduce the issues quickly and get them resolved with little to no disruption.

The team will work to minimize the impact of future change by streamlining the design and automating internal processes that will integrate our software with the third party applications noted below effectively and that those connections are simple to manage.

Hawkeye Government Solutions Implementation Approach

Upon contract signing, Hawkeye Government Solutions will request Assessing data, an electronic copy of the Town's seal, hard or electronic copies of the department applications, related documents, any issued documentation, fee schedules and a point of contact for that department. The point of contact will be given documentation requesting workflow information for each application type and will assign those worksheets to departmental staff. Hawkeye's technical staff will begin building the branded permitting site, digitizing all forms and documentation and they will prepare any questions they may have on the documents. After staff completion of the worksheets, an implementation meeting will occur where Hawkeye will review the workflow with staff members and Hawkeye's Implementation Specialist will enter the data in to the system configuration.

During the implementation meeting, any questions noted by Hawkeye's technical staff will also be discussed for clarification. Once the configuration is complete, the site is delivered to the municipal staff for review and testing. During internal testing and review, the client shall provide feedback and change/modification requests. This begins a back and forth between the client and Hawkeye for site revision which continues until the client is satisfied. Once the site is ready, the point of contact begins in depth training to become the on-site system expert so they may field questions from staff, applicants and the public as well as train any new users as needed. Municipal staff also receive training and user guides.

After training is complete and the site is to client specifications, an internal launch date is selected. This date is when staff will begin to enter live data into the site as it comes in to the department from the public. This internal launch period serves as additional training, reinforcement and comfort for the staff users and verification of the system being ready for public users. From here, a future public launch date for the system is determined allowing the municipal staff time to announce and inform the public of the upcoming software launch. The expected internal launch for a department is approximately 3 (three) months from contract signing and the amount of work for both parties. If a municipality signs a contract for multiple departments to have permits available through the Hawkeye system, a staggered roll out is typically discussed and planned to launch one (or more if departments are very heavily intertwined) department at a time in order to avoid multiple department disruption.

3.0 SCOPE

Integration

BlumShapiro will ensure the successful integration of the products included in this RFI: AccuFund, Patriot Properties and Hawkeye Government. We will work with your staff to understand your expectations for integration and the frequency of any integration. Because AccuFund, AssesPro and CollectPro all use SQL databases and Hawkeye uses a true cloud, open source database, we will be able to tailor the integration points to meet your expectations. For example, when real time integration is expected, data will be updated in real time. When batch referred, we will use batch methods for transferring data.

Below please find a review of what is included in our response to this RFI.

The AccuFund® Accounting Suite

The AccuFund Accounting Suite is comprised of a **core system** and a number of **optional modules** that allows the system to be customized to your specific accounting requirements. Each module is *fully* integrated in the system and each has the same look and feel, allowing your staff to easily switch between modules once they understand the functionality.

The AccuFund Accounting Suite is a real time system and all modules are fully integrated with the general ledger. As transactions are entered in each module they automatically post to the general ledger and are available for financial reporting. If a module is added after going live with the software, it simply is activated with a new license and you will then be able to start configuring for use.

- **General Ledger**
- **Budgeting at 3 Levels**
- **Accounts Payable**
- **Cash Receipts**
- **Bank Reconciliation**
- **GL Allocations**
- **Scheduler**
- **Financial Report Writer**
- **Reports and Forms Designer**
- **Security System**
- **Excel Export / Import**
- **Image and Document Storage**
- **EFT and Positive Pay**

In addition to the Core System, AccuFund has additional modules that may be added to the Core system. We have bolded the modules we feel are required by this RFI. Any of the additional modules can be added at any time, providing scalability when you are ready. The available optional modules are as follows:

- **Allocations**
- **Budget Development**
- Grants Management
- **Accounts Receivable with Inventory**
- Client Accounting
- Client Invoicing
- **Purchase Order with Inventory**
- **Requisition Management**
- **Fixed Assets**
- Loan Tracking
- **Payroll**
- **Human Resources**
- **Employee Timesheet Entry**
- **Employee Web Portal**
- **Employee Self Service**
- Time Clock Interface (for AccuFund Time Clocks)
- AccuFund Time Clocks (physical device)

Details of the required modules listed above can be found in Appendix A of this RFP.

Patriot Properties AssessPro and CollectPro

Patriot Properties, Inc. is the widely recognized developer of *AssessPro* and *CollectPro*, a highly versatile and comprehensive CAMA and Billing and Collections (B&C) integrated application. We have the most powerful tools available in today's market to provide our customers with the latest technology utilizing MS SQL server. The software's flexibility will not restrict the upgrading of your database in the future like other proprietary systems do. It is written in Microsoft Visual Basic 6.0 and runs on any Windows 2000, Windows NT, Windows XP, Windows 2003, Windows 7 or Windows Tablet PC operating systems.

CollectPro is an enhanced integrated tax administration package for local government Collectors and Treasurers to easily manage all of the critical tax administration data in an inviting and comprehensive program that stands apart from the crowd.

Patriot Properties has developed and refined an approach that results in **REAL TIME** delivery of software and services that will impress the Town. Patriot Properties has extensive experience assisting local governments in improving upon their existing uses of technology, processes, supporting organization to improve the management of this critical data.

The open standards design of CollectPro and AssessPro is the key to developing applications and allowing integration that will enhance the capability of the system and interface to other critical systems. CollectPro and AssessPro data structures can be used to build an interface to other databases and even create custom applications to access data. Patriot's licensing policy does not prohibit this in any way because we believe "open systems" and "open standards" really means the system is *open*. In order to complete these tasks successfully, the Patriot team assumes that all database systems are on a network that is accessible from the CollectPro/AssessPro application server and the systems can be accessed at a database level or through a set of published APIs. Documentation detailing the database structures must be available. Each system must have appropriate fields to link required records to the CollectPro Billing and Collections system. All of these requirements will be evaluated during the development of an integration strategy.

Patriot will begin this task by reviewing the points of integration with the Town during an integration workshop and developing an integration strategy for systems related to Assessments/Billing/Collections

- Exactly what information is required from each system?
- What are the data types involved from one system to the other (date, date and time, number stored as string, number as integer, etc.)?
- How often should data updates occur from one system to the other—real time, daily, weekly, on a pay-period basis?
- Does each point of integration need to update on an identically scheduled basis? If not, what schedule should be used for each data set?
- What reports will be run from each system? What other data will need to be included in the integration to support these reports? Are we printing decals or other unique report types?

Patriot Properties CollectPro software will include the following:

- Animal License
- Boat Registration
- Cash Receipting
- Motor vehicle/motorcycle Redbook
- Property Tax
- Utility Billing

Patriot Properties AssessPro software will include the following:

- Assessing

Hawkeye Government Solutions Permitting Software

HawkeyeGS offers the Town a robust and easy to use solution that allows for both flexibility and workflows to be developed that truly reflects the needs and requirements for the Town. This is achieved by having discussions between the Town and Hawkeye's Customer and Technical Support staff.

Hawkeye has increased customization capabilities even down to the work flow of each individual application. Staff users have the ability to see the entire process from submission to completion based on the workflow of the specific application. Our technical staff can digitize not only applications but also documentation that users are requested to fill out on a regular basis allowing for the electronic submission either at the time of the application being applied for or at any point during the process. There is also the ability to upload documents to the system especially helpful for documents such as plans allowing staff users from multiple departments to open and view documents from their desktop. Items such as decision letters, site photos, approval documents and more can also be uploaded providing a great deal of detail on a single screen. Users have the ability to report on items from actual applications as well as workflows and Hawkeye can also quickly create any custom reporting that a client may need.

Hawkeye can digitize any permits or certificates of occupancy based on what The Town currently uses or wishes to use in the future. Workflow parameters can be set to ensure permits or certificates of occupancy are only once all criteria are met based on what the department would like. The progress of these permits and certificates of occupancy are able to be tracked by any staff user in any department allowing all municipal departments to update information in various systems as often as they like.

Once the integration with Patriot's AssessPro is completed, the permitting software and assessing software will be able to update each other with changes such as owner of record, issuance of permits, etc.

The Hawkeye permitting system has a built in inspection scheduler and tracking as well as the ability to set what users are able to inspect each inspection type. Inspectors are able to pass or fail an inspection type, include notes as well as upload useful site or inspection photos, documents, etc. Hawkeye can also digitize any inspection checklists to be used in the field should the municipality wish to take advantage of additional detail and reduced paper work on the sites.

Hawkeye's system also has the ability to track Code Enforcement complaints from the time of report or submission through to final resolution. Printable violation letters can be created and documentation and photos can be uploaded. All can be done from any mobile device with an internet connection so Code Enforcement can create complaints right from the field.

During workflow, configuration fee schedules for each application type are entered. The system can also be configured to have certain fees be applied automatically based on application data, type, the addition of items such as inspections and so on. Staff are able to apply payments to the system, select specific fees from drop down options and even add manual fees for special circumstances as well as credit and refund payments if needed. All transactions are available in real time so financial departments may view daily transactions if needed.

The public is able to apply for any application that the Town would mark as public and applicants are able to track the progress of their submissions. The public has the ability to view applications and all public record allowing residents, local newspapers, real estate agents, etc. to look up any information they are usually having to call departments and ask about.

The system can be accessed through any device with an internet connection. Inspectors, Code Enforcement and other field users are able to submit applications, complaints or add, schedule and complete inspections while they are in the field. Our system does not retain any critical data such as credit card information, social security or federal ID numbers so there is no risk to PCI standards.

Anything contained within the Hawkeye system can be reported on from application types as a whole to individual fields on specific applications as well as inspections, fees charged, payments taken in, etc. Custom reports can also be created especially when multiple departments are running the same report types on a regular basis and custom reports can even be created and available to the public to handle specific information that individuals or companies look for.

All clients have two environments created: the training system and the live-data system. All changes to any aspect of the live system are first created in the training system for review and approval before being moved to the live site. This training site exists for the life of the contract so as new departments prepare to go live they have had the training environment to review all workflow settings and when new hires begin in a department, they have a place to test and train without worrying about any live data on the site actively used for existing staff, departments and the public.

4.0 SUPPORT SERVICES

AccuFund Support

The following is an overview of AccuFund and BlumShapiro support programs. Some of the information included in this section will be repetitive but is included to ensure we have met all requirements.

It is vital that your system be placed under annual Support, Maintenance and Improvements with AccuFund so your application is always current and up-to-date as well as giving you the ability to access our telephone and web-based support for your application. An explanation of these services is provided below. The annual fee is 25% of the retail price for the software you have licensed from AccuFund.

Support

Telephone and Web Support is available directly from AccuFund, Inc. Support is designed to assist you when there is a problem with your system or a user is unsure why something happened and needs assistance diagnosing the incident and correcting it if necessary. AccuFund telephone and web support is available to assist you in these instances. Telephone and Web Support are available Monday through Friday from 9 AM to 7 PM Eastern Time. While support personnel will try to assist an organization with use and set-up questions, it is not a substitute for training. The Support Agreement does not provide for unlimited telephone training.

Maintenance & Improvements

AccuFund continues to enhance the functionality available in each module based on feedback from clients, resellers and staff. The Annual Maintenance and Improvements Agreement provides users with access to these enhancements as they are released. While AccuFund strives to provide error free software, it is software and may occasionally not operate to specification. Clients have access to software corrections through their M&I Agreement. With each release, a list of enhancements and maintenance changes are documented. Product updates can be downloaded online and installed as needed.

BlumShapiro On-going Assistance

In addition to support paid to AccuFund, we have many clients who choose to continue to work with us. Our support time can be used for any services you desire including installation of upgrades, training, report writing or other general assistance. Our pricing on support is flexible (not included in this RFI). For organizations that are very independent and do everything themselves but reach out to us once every few years, we bill as time as incurred. For other organizations that are run very lean and find it better to hire the expertise when required, we offer discounted blocks of time. Whichever way you work, the system will be able to change as your needs and reporting requirements change. In many cases this assistance may be provided remotely. AccuFund is designed to be remotely supported with features such as the ability to write reports and import them into the system.

User-Group

AccuFund offers an annual user group meeting (typically offered in Boston area as well as online). This meeting is typically a one day meeting to review various product updates as well as to discuss best practices. The meeting is led by the President of AccuFund. The fee for the meeting is set annually but is typically \$95 per attendee (for online, as many users can share screen/call in number as a single attendee).

Patriot Properties AssessPro and CollectPro Support

Once Newmarket AssessPro and CollectPro system has been installed, at least two members of the original development team will remain intimately involved with the project and its continued support.

Due to the customized nature and architecture of the Patriot product line (including both development and support) to meet Newmarket's unique business processes, Patriot application developers continue to remain directly involved in the maintenance and support of the product.

Software and hardware support is handled by Patriot's Client Support Team. Both hardware and software specialists are available on a daily basis from 8:00 AM until 5:00 PM EST, Monday through Friday by phone, email and online (i.e. VPN, WebEx or GoToMeeting).

On-site assistance is available upon consultation between the Town Staff and Patriot Properties Staff on an 'as required' basis, based on a scope and schedule agreed upon beforehand. We pride ourselves on our continued level of customer satisfaction, timely response and personal service. All national clients are supplied with a direct contact for at least the first two years of service. After this period, the client is generally an experienced user requiring only occasional support that can be provided through normal channels.

Support is provided through a specific format:

- > The support desk takes the initial call. 90-95% of problems are solved at this level within 90 minutes. If support passes the problem on, the support desk is required to inform the client and offer a contact name, an anticipated procedure and a time estimate.
- > If phone support is not adequate, a dial-in connection is made to view the database and attempt to correct the problem. High-level personnel are involved to provide expertise and ideas.
- > Patriot will load the client database in our Corporate Office to attempt to either recreate the process or run the application to complete a process if time is of the essence.
- > If a dial-in fails to correct the problem, Patriot will visit the client site.

Patriot will make arrangements with the Town of Newmarket for support during off hours upon request.

Hawkeye Government Solutions Implementation Services

Hawkeye will provide support related to the HawkeyeGS permitting software. Support is available during normal business hours. As HawkeyeGS is a true cloud solution all updates and maintenance is performed automatically and is done off hours to minimize any direct client impact.

5. 0 GENERAL QUESTIONS

ACH Vendor Payments:

- AccuFund's Accounts Payable module gives you the choice of paying vendors by Check or by ACH. If you decide to take advantage of this feature then those vendors that wish to participate provide their bank routing information enabling your AP staff to pay them by EFT. As part of the payment process, your AP clerk will generate the ACH file that is uploaded to your bank's website to process the transfer. Payment stubs can be either printed or automatically emailed to recipients.
- CollectPro can partner with your Online Vendor to process ACH payments in "real" time using debit or credit card payments. CollectPro can receive single "live" transactions or "end of day" batch transactions depending on your business needs. All online transactions are batched together for easy end of day balancing.

Citizens Information Portal

BlumShapiro has assisted towns in creating citizen portals with on demand information from various systems. We would work with you to understand your expectations for the scale of information to be included in your portal.

Document Storage

- AccuFund offers two methods for document storage:
 - The AccuFund Core system allows for images to be stored in each of the modules throughout the system. For example, Accounts Payable Bills can be scanned and attached to each bill or employee contracts can be attached to the employee record.
 - The second method allows AccuFund to link to most third party online document management systems (not included in the response to this RFI).
- CollectPro can integrate with scanning software to read bar codes on documents.
- HawkeyeGS integrates with scanning software to images to be attached throughout the software.

Work Order Module

AccuFund is currently finalizing Work Order module to be released in 2015.

Tablet Integration

- Using a third party remote access tool, AccuFund will work on a tablet. Additionally, the software's Employee Portal will be touched enabled in 2015 to better work in tablet environment.
- For AssessPro, CAMA has check-in and check-out functionality
- HawkeyeGS is fully web enabled and can be used on any device.

Remote access (hosted vs on-site installation) –

- AccuFund is available in both an on premise and hosted environment.
 - With the Hosted environment, AccuFund hosts the software for a quarterly subscription fee. The software can then be accessed from any computer or tablet with internet access.
 - With the On-Premise solution, AccuFund does offer the ability for remote access to the software via a third party tool (Go Global).
 - AccuFund offers an Employee Portal that is available in both the hosted and on premise environments. The Portal allows employees easy access to financial reporting, self-service of HR information (with appropriate security) and time entry.
- AssessPro and CollectPro are not available in a hosted environment.
- HawkeyeGS is a cloud based solution and is available from any device.

Financing Options

Our team has historically worked with municipalities in providing financing options, such as multi-year level funding, to ease the financial challenges associated with a global software transition. We can also introduce to you several leasing companies that we have experience working with.

Contract Management

We do not offer contract management software at this time.

Project Management

Prior to meeting with the Town for the initial project orientation meeting, we will develop a project work plan detailing the proposed approach for this project. This plan will contain a proposed schedule, work breakdown structure, description of tasks to be completed, and QA/QC processes that will be followed. A draft project plan will be provided to the Town for review at a staff orientation meeting, and will be updated throughout the project as procedures are modified and the schedule is updated.

Our team members will hold the orientation meeting with all significant stakeholders from the Town. This meeting onsite will include a presentation of all the items agreed to in the staff orientation workshop, including an overview of the project, objectives, project tasks, and proposed schedule, and will include the following tasks:

Define team roles and communication protocols. The roles and responsibilities of Patriot's implementation team members will be defined and communication protocols established.

Review/Update project plan. We will present the draft project plan and will review it with Town staff. We will finalize the project plan based on the results of these discussions.

Determine Town roles. The Town will review the assignments and roles of the staff members on this project.

Discuss and establish deliverable acceptance criteria. We and the Town will address acceptance criteria and expectations for deliverables.

Integrated Permitting

As stated in our Executive Summary, we have included Hawkeye Government Solutions HawkeyeGS permitting software in our response to this RFI. HawkeyeGS is integrated with AssessPro database eliminating any redundant entry. Additionally, any related transactions would flow to the AccuFund software as needed.

6.0 ESTIMATED COSTS

Below please find our estimated range of costs for the purchase of the AccuFund Accounting Suite (modules listed in Section 3), AssessPro and Collect Pro and for the subscription to HawkeyeGS online permitting software.

	Licensing and Implementation		Ongoing (Annual Cost)	
	Low	High	Low	High
Patriot Properties CollectPro and AssessPro	225,000	275,000	20,000	27,000
AccuFund Accounting Suite	35,000	80,000	3,500	5,500
Hawkeye Government Solution Permitting	10,000	15,000	6,300	6,300
	270,000	370,000	29,800	38,800

Please note the following:

- i) The Licensing and Implementation costs provided above include our initial licensing, implementation, conversion and training costs. This estimate is based on our understanding of the needs of NH towns that are approximately the same size as Newmarket. As we have more detailed information on your specific needs and expectations, we will adjust the cost stated above accordingly to match those needs and expectations..
- ii) The ongoing costs include annual support and maintenance costs and annual licensing for HawkeyeGS (which includes cost of support).
- iii) Any pricing described above does not include any costs associated with configuration of hardware or network infrastructure unless otherwise noted in this RFI.
- iv) All forms (check stock, purchase orders, etc.) will be purchased by the Town unless otherwise noted in this RFI.
- v) Any pricing specifically excludes any accounting services in the traditional sense: no attestation work or tax services or advice are contemplated or included. Rather, BlumShapiro anticipates working closely with the Town’s internal staff on any matter requiring accounting information. The Town is responsible for management decisions and functions, for designating a management-level individual with suitable skill, knowledge or experience to oversee our proposed services and any non-attest services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.
- vi) Alternative purchase options:
 - a. AccuFund is available in both an on premise environment (cost quoted above) as well as a Hosted environment.
 - b. We would be happy to discuss financing options include level funding and we could also recommend leasing companies that would assist in financing the purchase of software (including any services) over 3 to 5 years.

7.0 NETWORK ENVIRONMENT

AccuFund System Requirements

System requirements defined below are categorized as minimum and preferred system requirements. Adding additional hardware will usually improve system performance and user satisfaction. These requirements are estimates and will vary depending on size of organization and other applications residing on the server and workstations. The following are the technical requirements for AccuFund:

Server Requirements

- **Operating Systems**

Windows Server 2003 or greater, Linux Red Hat and others

- **CPU**

Minimum: 1.5 GHz for small office just running AccuFund on server

Recommended: Dual Core 2.0 GHz

Server sizing depends on number and mix of uses, and number of user processes. Server sizing should be done in conjunction with hardware provider and full understanding of server utilization.

- **Memory** (defined for Windows servers, other operating systems have comparable requirements)

Minimum: 2 GB

Preferred 4 GB (in larger environment, 20 users and above, database will be set to reserve 1 GB exclusively for the DB on the server for improved performance)

Disk Space

Disk usage on the server will depend on size of the organization which modules are utilized and back up location. An organization with \$5 million in revenue utilizing most of the modules should plan on 100 MB the first year and 65 - 75 MB each additional year. For a \$10 million organization the disk space requirements would double. Utilization of document storage capabilities will significantly increase storage requirements. We recommend that all scanners be set to 200x200 scanning.

Client Workstation:

- **Operating System**

Minimum: Windows XP

Preferred: Windows 7 or Windows 8

- **CPU**

Minimum: Intel Core i3 or equivalent

Preferred: Intel Core i5 or equivalent

- **Memory**

Minimum: 1 GB

Preferred: 2 GB

- **Local Disc Space**

Minimum: 150MB

Preferred: 150MB

Patriot Properties AssessPro and CollectPro

CollectPro and AssessPro use the traditional client-server Windows™ based application that is SQL, OLE, ODBC and DDE compatible. It is designed to utilize Microsoft SQL 2000 and 2005 Database technologies. This means any information in the system is available "live" to any compatible application, package or database and works quite well with a wide variety of third party applications that need to be integrated for your enterprise information management requirements.

Server Min Specs

- Windows Server 2008 R2
- SQL Server 2008 R2
- IntelXeon 3.0 Ghz + 64 Bit Processor
- 12 GB Ram +

OS Partition – 2 x 300 GB Hard-drives Raid 1

Data Partition – 6 x 500 GB Hard-drives Raid 5

Workstation Min Specs

- Windows XP\7
- Dual Core 2.2 GHZ +
- 4 GB Memory
- 250 GB Hard-drive

HawkeyeGS

Hawkeye's permitting system utilizes open source software and was specifically created to not limit or tie a municipality down to a set number of licensed user seats. All municipal employees can be users on the staff end of the system. Likewise, the system has the capability to handle as many public and applicant users as the Town of Newmarket will ever need. As Hawkeye's permitting system is delivered as a cloud based web solution, there is no change in a user from desktop to using our mobile friendly system on all mobile device types. The only equipment required of the Town of Newmarket are computers and mobile devices with web access. Our system is cross browser and cross platform compatible.

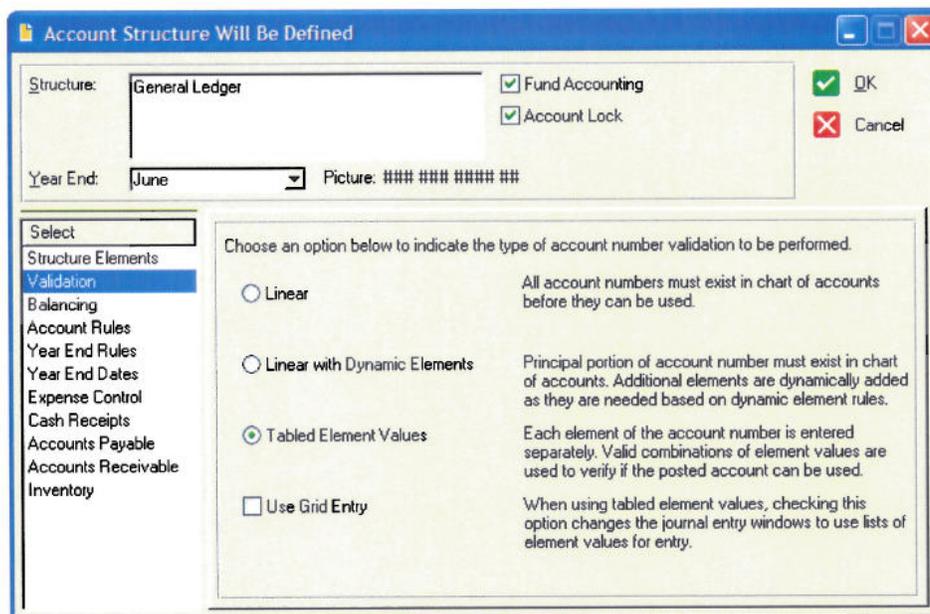
APPENDIX A: Overview of AccuFund Modules

The following sections describe some of the features of each **Core System** module and functionality

General Ledger

The General Ledger is the core of all the modules. The system is designed as a fund accounting solution and therefore, if you set it up for fund accounting then it will produce automatic due to/from between funds. Besides allowing journal entries and year-end closing activity, all transactions from other modules are posted directly to the General Ledger **at time of entry**. AccuFund is a **real-time system**, thus there are no end-of-day or end-of-month processes or routines. The General Ledger supports actual, budget, closing, encumbrance, memo and requested transaction types, allowing full control of the type of information stored and presented on financial statements.

Account set-up and validation is done with either a Table Driven chart of account structure or you may use a linear account design. The screen-shot which follows illustrates your choices. You will note that you can also utilize a **grid-style entry** to facilitate the user's entry of account elements and numbers. If you opt for the Table Driven chart structure the system can then automatically create account combinations for your users' on-the-fly – particularly helpful in many grant and program environments.



Account Validation Set-up. You have options when setting up your AccuFund Accounting Suite which include a 'grid style' Table-Driven system.

When inquiring on an account the user may Drill-Down to the underlying transactions for the monthly period. This on-screen, real-time, drill-down gives you the ability to see the actual, encumbrance or budget transactions and easily print a report or send the data via e-mail to others within the organization. This data, like all data within the AccuFund system may also be exported to Excel or other office applications.

AccuFund protects your data utilizing transaction framing and rollback. Each time a transaction is saved the system checks the database, posts the transaction and checks the database at the end of the save to confirm the save. If an error is detected or the system fails for any reason the

database is returned to its status prior to attempting the save. This is the case for all transactions in all modules.

General Ledger Allocations

GL Allocations are a set of allocation templates that can be used by many organizations to meet their requirements to allocate certain expenses and revenues out of holding pools to receiving departments or programs. These **GL Allocations** give small to medium sized organizations the ability to perform Pool Allocations Using a Single Account, or Rate-Based Allocations. Allocations may be based on dynamic or static units of service besides dollar amounts. So labor hours, copy center copies or square feet assigned to each department or program may be used in calculating the allocation. **These templates are part of the AccuFund Core System and there is no additional cost to utilize them.**

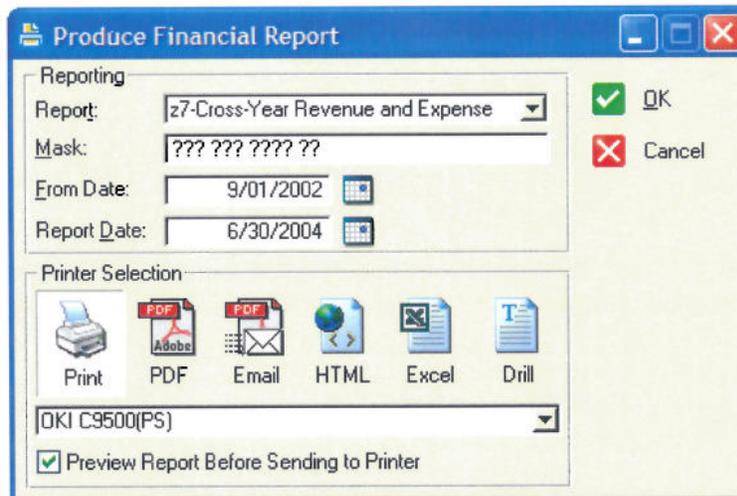
Distribution Tables

You may define any number of **Distribution Tables** that are based on static percentages or units that used in the system. These tables may be used in data entry, for example entering an AP Bill. Rather than manually enter the distribution lines for a bill the user may invoke a pre-defined **Distribution Table** to spread to as many lines as are defined. This is an ideal solution for expenses that are routinely spread to the same department, grants, programs and the like. When you define the **Distribution Table** you tell the system which module may access the Table, or it can be set up to be available system-wide. **Distribution Tables** are part of the **Core System**, thus there is no additional cost for this feature.

Financial Statements

Financial reporting is an important aspect of any accounting system. The AccuFund system has a very powerful reporting module giving you extensive control over your organization's reporting needs. The Financial Report Writer module gives users complete control over the layout of reports and what accounts and periods to include. Besides using accounts for reporting, the Financial Report Writer module utilizes an **account classification** system to allow you the flexibility in defining where accounts will appear in reports. This allows AccuFund to provide flexible reporting for multiple purposes such as GASB, Reporting for Elected Official, Departmental Reports, and easy presentation of grant and programs reports. You can have numerous categories arrayed across the top of a report facilitating departmental and grant reporting.

Classifications may be manually assigned to accounts or may be based on classification rules allowing them to be automatically applied to accounts. Classifications may have a treed hierarchy with multiple levels, allowing for subtotaling or reporting at multiple levels. The module also supports inception-to-date reporting for grant and project reporting purposes.



The various printing, saving and file transfer options available within the AccuFund Financial Report Writer.

All reports may be previewed before printing and output options include printing, saving to file as a PDF (portable document format), E-mailing as a PDF file, publishing as an HTML document and exporting to Excel. The report writer allows the use of all fonts available through Windows, calculated columns and use of color. The AccuFund Financial Statements system is designed to give you control of your reporting requirements.

Another time-saving feature of the AccuFund Financial Report Writer is the ability to view reports on-screen in what is called 'Drill' mode. This presentation of your financial reports allows the user to click on a report cell and see the accounts that roll-up into that total. A further click on the individual account cell total takes the user to the actual transactions that make up that total. From a transaction line the user may click once again and **drill to the actual source document** that was entered into the system: for example, an **AP Bill** or an **AR Invoice**. This type of tool is a time-saver for the Finance Manager and can even be a significant tool for senior management to view data on the AccuFund system.

Accounts Payable

Most expense transactions are entered through the **Accounts Payable** module. The AccuFund AP module is designed to support the many needs of government organizations. It is a feature rich system including functionality frequently asked for and not available in many more expensive systems. The AP module supports multiple checking accounts, and at entry the user may decide which checking account to use or may leave the checking account undecided until it is time to pay the bill. Defaults are available on the vendor record to pay each invoice separately and if a 1099 vendor the box in which to report the activity. Each of these may be overridden at time of invoice entry.


Sample Organization
 123 Water Way
 North Springs, MA

Bank of Anywhere
 100-100/9999

Check: 0079361

Check Date: 7/12/2005
 Check Amount: *****50.00

Pay: *****Fifty and No/100 Dollars*****
 To the Order of: **Clips Office Supply**
 4545 15th Street
 Needham Bluffs, MA. 02494

Josephine Murphy

⑈007936⑈ ⑆2345⑆ ⑈⑈⑈⑈⑈⑈⑈⑈

Invoice No.	Invoice Date	Description	Amount
564747883	2/15/2005	binders for annual meeting	50.00

An Example of a check printed within AccuFund utilizing the Total Check Production features of the Reports and Forms Designer.

The AP check is part of the forms design module, giving each organization control of what is printed on the check and the stub. AccuFund supports full check production including MICR encoding, logos and signature printing. The checking account register supports manual check entry with one-off check printing, cash requirement reporting and void check processing.

Accounts Payable EFT and Positive Pay

The AccuFund Core System Accounts Payable module gives you the choice of paying vendors by Check or by Electronic Funds Transfer (EFT). If you decide to take advantage of this feature then those vendors that wish to participate provide their bank routing information enabling your AP staff to pay them by EFT.

The Core System also has the ability to produce a Positive Pay file that may be transmitted to your bank, advising them of the checks that have been written, therefore those are the only checks that should be honored by the bank.

Both EFT and Positive Pay are features included in the Core System and provided at no additional cost to AccuFund sites.

Cash Receipts

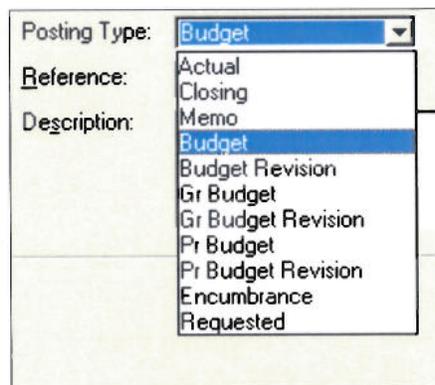
All cash transactions are entered through the cash receipts module which is integrated with the General Ledger, Check Register and Bank Reconciliation modules. Cash Receipts may be used stand-alone or in conjunction with the Accounts Receivable and Meter Billing modules. To maintain proper accounting control, the module is designed to receive cash to an undeposited funds account and then it is deposited to the cash account through the check register. If receipts are required they may be printed directly during entry.

Bar Coding for your Cash Receipts is a time-saver. When your AR Invoices and Meter Billing or Property Tax Bills are created you may include Bar Coding on the invoices. Upon receipt, your back-office staff can scan the bar-code, streamlining the data entry process, saving time and increasing accuracy. Bar Coding is included in the system without paying additional fees to add it to your system.

Direct Debit to Customer checking accounts is also part of the AccuFund Cash Receipts process. When invoices and bills are created those for customers that have opted for the Direct Debit to their bank accounts are automatically processed and the file is created for transmittal to your bank to create all of the transactions. This is a standard feature for clients using AR, Meter Billing or Personal & Property Tax Billing and is included in the system.

Budgeting

The AccuFund Accounting Suite has the ability to store data for multiple budget types: **Financial, Grant and Project**. The system lets you store Budget and Budget Revision posting transactions for each of these budget types. The 'Budget' will track the initial or approved budget for the agency, grant or project. Changes to the budget are entered to the second status – 'Budget Revision'. This gives you the ability to maintain the integrity of the approved budget and track budget changes during the year in the Budget Revision status.



The image shows a screenshot of a software interface. On the left, there are three labels: 'Posting Type:', 'Reference:', and 'Description:'. To the right of these labels is a dropdown menu. The 'Posting Type:' dropdown is currently set to 'Budget'. The dropdown menu is open, showing a list of options: 'Actual', 'Closing', 'Memo', 'Budget', 'Budget Revision', 'Gr Budget', 'Gr Budget Revision', 'Pr Budget', 'Pr Budget Revision', 'Encumbrance', and 'Requested'. The 'Budget' option is highlighted in blue.

AccuFund Posting Types which include the several Budget types described above.

As you would expect, the AccuFund system permits the users to report all budget data on the agency's financial reports. You can keep as many years of budget data as you desire and with our cross-year and inception-to-date reporting capabilities you can easily prepare financial reports for senior management, funding sources and, of course, FASB or GASB presentations.

Bank Reconciliation

The Bank Reconciliation module integrates with the checks from the Accounts Payable and Payroll modules and deposits from cash receipts. The module allows the entry of service charges and interest received for posting to the General Ledger and check register, and provides for adjustment entries for posting mistakes occurring at the bank. The module balances to the statement from the bank for each account each month.

Security System

In accounting departments each user has specific functions they perform and others to which for control purposes they should not have access. With AccuFund each user has their own user login. The AccuFund Administrator for the organization defines to which module each user has access and whether they have the right to add, change, view or delete records. The Administrator may control the length of the password and how frequently it must be changed.

Reports/Forms Designer

Accounting report users frequently want slightly different information on reports and forms produced by the modules in the system. The AccuFund Report and Forms Designer allow users to modify most existing reports and forms being generated in the various modules. Each module comes with default reports and forms such as the check register, aging report and check form in the Accounts Payable module. Each organization may modify and add to these forms for their

specific needs. Additionally, if the user doesn't have time to add or modify forms they may be created outside the system by a consultant and imported into the system without replacing other reports that may have been modified.

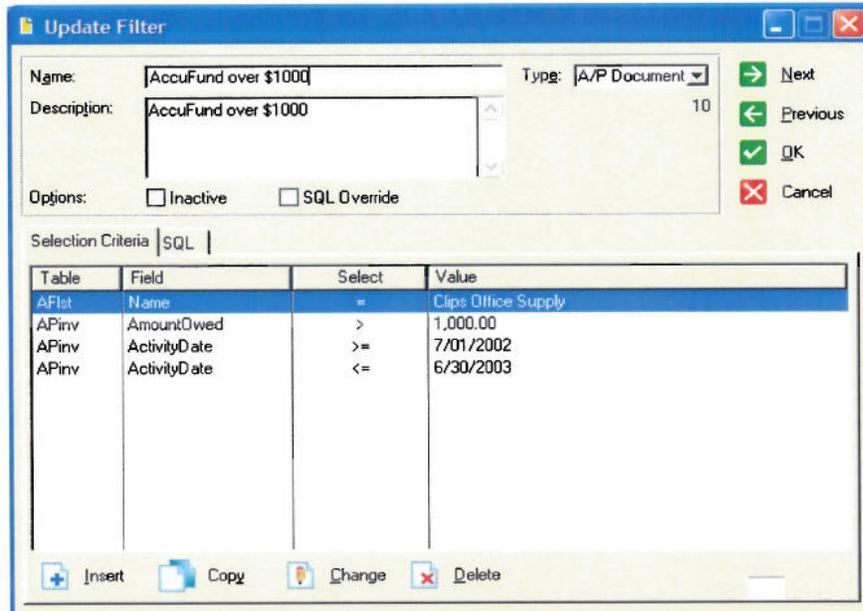
Reports in the Reports and Forms Designer may be designed to include images that are scanned into the AccuFund system. For example, a funding source wants their grant report accompanied by copies of invoices for expenses. Using the image band capability in the Reports and Forms Designer you may add images, reducing the costs associated with pulling original invoices, making copies, attaching to the report and then refilling the original documents. See the sample below.

AccuFund Sample Government A/P Distribution						
Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	
001 001 7210 00	Supplies					
001 001 7210 00	Supplies	11/23/2004	4764512	12/23/2004	Copier part	
001 001 7210 00	Supplies Total					
002 000 7210 00	Supplies					
002 000 7210 00	Supplies	11/23/2004	4764512	12/23/2004	Copier part	
002 000 7210 00	Supplies Total					
002 000 7210 01	Office Supplies					
002 000 7210 01	Office Supplies	5/28/2004	299505 1	6/27/2004	Copier Supplies	

The Reports and Forms Designer enables users to design reports with image bands that can contain documents, invoices, photographs and the like. The image band can be whatever size the user sets.

With the Reports and Forms Designer you can also set up total check production within the AccuFund core system. This allows you to use totally blank check stock and our Report and Forms Designer will place graphics, bank information, obligation information, MICR encoding and also scanned signature(s) if you desire, on the blank stock. This helps to reduce some of your other internal costs for pre-printed stock.

The AccuFund Reports and Forms Designer also includes a filtering tool which allows users to create and store filters, thereby streamlining your ability to select and report data directly from the AccuFund Accounting Suite. This feature saves you additional time since many analyses you might perform out in a tool like Excel can be done within the AccuFund system.



This Filter definition will retrieve invoice information for ‘Clips Office Supply’ where the invoices exceed \$1,000; between July 1, 2002 and June 30, 2003.

Query/Result Inquiries and Quick Reporting

In most modules, users are able to filter their browse screens using logical expressions to narrow their look-up. Query tabs, like the one shown below, have pre-determined fields for filtering the data set as well as the ability to design user-defined filters employing the data tables and the data fields for the module in use. The Results screens are configurable by each user, enabling the user to present results in a manner that they require or desire. These user-defined configurations are stored in the system for the specific user.

Query | Result |

Status: Department:

Type:

Select Matching Vendor Lookup
 Select: Lookup:

Select Matching Vendor Names
 Select: Vendor:

Select by Invoice Date Range
 Select: First: Last:

Select by Due Date Range
 Select:

Add Additional Filter

Table	Column	Opr	Selection Value
APInv	AmountPaid	>	200.00

Clear Insert Change Delete Find

Close Quick Report Import

The Query tab in AccuFund Browse screens permits filtering of look-ups using pre-determined Fields in the system as well as user-defined filters.

Browse Bills [Invoice, by Name, Filter]

Query Result |

Locate: Pay From:

Lookup	Vendor	Invoice	Invoice Date	Description	Due Date	Amount	Balance	Hold
52204	Northern Business Mach	299505 1	5/28/2004	Copier Supplies	6/27/2004	278.25	0.00	
52204	Northern Business Mach	2995061	5/28/2004	copier supplies	6/27/2004	277.20	0.00	
52204	Northern Business Mach	4784512	11/23/2004	Copier part	12/23/2004	255.00	0.00	

View Insert Change Delete Print Cancel Query

Close Quick Report Import New

The Result tab in AccuFund Browse screens presents the result of the query and is configurable for each user. Notice the 'Quick Report' Button upper right. Clicking this produces an ad-hoc report of the result.

Often in the AccuFund Browse screens users have the ability to produce a Quick Report. A Quick Report is an easy method of printing the results of a lookup or Query. This tool is really a third report writer available to users, simplifying the reporting process and speeding a staff member's ability to

quickly respond to requests for information or research from managers within the organization or external auditors and the like.

Import/Export Capabilities

Each module includes import capabilities for set-up and transaction entry purposes. AccuFund utilizes “import wizards” in each module that guide you through the import process, indicating required and optional fields. The system remembers the set-up from the last import, making it easy to complete repetitive imports. The AccuFund system is designed to routinely handle Imports and Exports in Excel, CSV and ASCII formats.

Document and Image Storage

The AccuFund Accounting Suite stores documents and images in each of the modules throughout the system. You will now have the ability to scan in invoices at the AP transaction level; work papers that support a Journal Entry; applications, warning letters and the like within the Human Resource component. All images and documents that are stored in the system may also be included in reports with our Reports and Forms Designer. This now gives you the ability to produce reports for funding sources that contain the images of invoices without having to retrieve and photocopy each individual invoice from your hardcopy filing cabinets.

User Licensing

There are two categories of User Licensing in the AccuFund Accounting Suite. Users may be **Full Users**, meaning they may be given access to specific modules and task within modules and permitted to enter transactions into the financial system. All licensing in AccuFund is based on Concurrent Users. We have taken into account the discussions we have had to determine the number of concurrent users that will be permitted in the system. As your needs grow over the years you may increase the number of users when necessary.

Another category of Licensing is the **AccuFund Access User**. Access Users have limited access in the accounting suite. They may be allowed in to inquire on accounts or run and view reports, but Access users are not permitted to enter transactions into the system. The exception to this statement is that Access Users may be allowed access to Budget Development Worksheets so they may enter their budget information and mark their worksheets completed. The other exception is that AccuFund Access Users may initiate requisitions when the Requisition Module is licensed.

Accounts Receivable

AccuFund’s Accounts Receivable with Inventory module is a flexible open item system and is integrated with the Inventory module providing real-time updates to inventory status. It is also integrated with the Cash Receipts module for receipting purposes. As with all AccuFund modules, flexibility is a key in AR. Each organization may use the features it requires to match its Receivable requirements. The Reports/Forms Designer is used for the invoice layout, allowing the output to match your organizations requirements. Repeating invoices may be stored if needed, and may be categorized so that different billing cycles may be maintained.

Purchasing

The AccuFund Purchasing with Inventory system automates the purchasing process. It is also linked with the AccuFund inventory system so you can maintain inventory information, preferred vendors information and re-order quantities. Individuals involved in the purchasing process may complete PO's with the push of a button by moving the requisition data to the purchase order form. They can also e-mail documents directly to vendors, reducing valuable time.

Fixed Assets

AccuFund Fixed Assets module is the tool to track your assets as well as calculate your depreciation. This module allows you to acquire an asset and through our integration with the accounts payable module automatically create the asset record in the fixed asset system at the time the AP Bill is being entered into AP. Assets may be comprised of Components, whereby the asset may be broken down into individual components, whether all purchased at the same time or purchased at different times. Furthermore, you can attach extensive demographic information about the asset. The AccuFund Fixed Asset module allows for notes to be attached to the asset and you can also store images of the assets.

The AccuFund Fixed Asset module has the ability to create Bar Coded Asset Labels that may be affixed to the assets throughout the organization and then periodically you may inventory the assets with a bar code reader. This simplifies the task of periodic asset inventory and helps determine when assets have been relocated.

Allocations

The Allocations module creates transactions in the system to distribute revenues or expenses from holding pools or source entry accounts. The transactions are distributed out to recipient accounts based on a set of rules defined for each specific purpose. Three types of allocations are supported, including

1. Static allocations based on a fixed percentage distribution table,
2. Dynamic allocations based on reading the balance of accounts to be utilized as a basis for an allocation and calculating what percentage of the total each should receive, and
3. Rate based allocations where each entity (department, project, etc.) has an approved rate to be multiplied times the basis to determine the charge.

Allocations may also be developed based on units stored in each entity, such as square feet utilized for an occupancy allocation or unit shares in the case of an investment pool. The module provides tremendous flexibility to meet the specialized needs of non-profits.

Budget Development

The AccuFund Budget Development module gives the Budget Manager the ability to create a budget project and create budget worksheets for the appropriate departments, programs, grants, locations and so forth. Worksheets may be created for numerous combinations based on the elements (segments) in your chart of accounts.

Individual department or program managers may then access the budget worksheets, within the AccuFund Accounting Suite, and begin the budget development process for their areas of responsibility. They may use tools like Budget Expressions to provide the detail that supports their budget entries and you may also create expressions that will calculate based on other line entries in the budget worksheet. Once they complete the budget they mark it completed and the budget manager can then consolidate the budgets for review and approval.

Budget Development permits multiple revisions to a budget during its preparation and worksheets may be edited within AccuFund or the sheets may be exported to Excel and once completed then imported back into the Budget Development system.

Payroll

The AccuFund Payroll module provides a complete payroll management solution to your organization. AccuFund Payroll utilizes an 'enter and calculate' user interface to let the payroll staff see the resulting pay calculations **as the timesheets are entered by the payroll clerk – allowing immediate corrections if needed.** Each employee's time may be charged to multiple accounts and all employer costs can be set up to follow the labor expense.

Source	Date	Earning	Hours	Distribution	Account	Amount	Wages
Opr	3/24/2005	Hourly	64.00	pm	000 000 0000 00 Descri	768.00	768.00
Opr	3/24/2005	Vacation	16.00	pm	000 000 0000 00 Descri	192.00	192.00

Example of the AccuFund payroll entry. Notice that calculations appear immediately, allowing the payroll clerk to spot and correct problems at the time of entry.

AccuFund Payroll tracks accruals such as sick and vacation time and will warn the clerk when an employee's entries will exceed the available balances. These accruals may be printed on the employees' payroll check stub.

The AccuFund Payroll system has full Electronic Funds Transfer capabilities so your employees can opt for multiple bank accounts for their direct deposit each pay period with the 'remainder in a check.' As you would expect, the payroll system is fully integrated with the AccuFund Bank Reconciliation module, so checks written from payroll are included in the reconciliation process. Our Payroll system also delivers W2 and 941 functionality to automate your tax filing process.

WebPortal/Employee Time Entry

The AccuFund Accounting Suite has an Employee Timesheet Entry module that permits your employees to enter their own time over the internet over a secure connection. Time entered in ETE automatically feeds the payroll module in real time. In addition, you have the ability to establish approval levels, thereby giving supervisors and department heads the capability of reviewing time entered, making corrections, approving or disapproving the time entered. You may set up multiple levels of approval in your approval process within AccuFund. The system retains all of the entries – original as well as corrected – so there is a complete electronic record.

Human Resources

The **Human Resource** component of the **AccuFund Accounting Suite** tracks extensive information about employees. The component tracks a variety of information you require, such as EEO reporting, educational summary, required document tracking, discipline actions and certifications. HR Items are grouped into user-defined categories and items can be set-up for multiple use or one-time use. In addition, images may be scanned in and stored at the HR Item level. Therefore, you can scan in Applications, resumes, warning letters, merit reviews and the like and help move toward a paperless office.

The Human Resource component is tightly linked with the Payroll component and any information stored in it is available for payroll purposes, including using HR items in payroll calculations. All items in Human Resources are user-defined to meet your specific management needs and reporting requirements.

Requisitions

The Requisition Module may be used in conjunction with the Purchasing module and allows employees throughout the agency to enter their own requisitions. These requisitions may be to initiate a Purchase Order or the requisition may be for a Check Request. In addition, the system includes an electronic approval process whereby supervisors and others in the approval chain can review what has been ordered and move it on in the process.

The Requisition approval routing may be rule based. For example, if requisitions over a specific amount must be routed to another senior executive for approval and then to the Purchasing Agent, that can be accomplished. If you require that expenditures for Grants or Contracts be approved by the grant or program manager, then you can use account segments (elements) as the basis for routing requisitions for approval.

