AccuFund, Inc.

AccuFund Accounting Suite for Non-profits

Powerful, Flexible, Affordable Software

Straight-Forward & Flexible Design

Developed primarily for not-for-profit and government accounting, the *AccuFund* accounting software suite has a straight-forward design, allowing ease of use while internally fulfilling your organization's reporting requirements. You customize the system, specifying the account structure you need to ensure your data is reported in the multiple formats you require.

AccuFund further enables you to drill down to individual transactions on Financial and General Ledger reports, and it offers tremendous flexibility by providing the largest chart structure capabilities – use of 255 characters in 99 segments.

The complete yet affordable *AccuFund* system has an intuitive interface that allows you to become familiar with

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

the system quickly and easily. User productivity features such as at-a-glance cash balances by bank contribute to

Who is AccuFund?

Currently serving more than 1,500 clients, AccuFund, Inc. specializes in accounting software for not-for-profit and government organizations. The company's principals have forty years combined experience in fund accounting, the majority spent with some of the largest accounting software providers and resellers in the not-for-profit and government markets. Through its experience in these sectors, AccuFund has come to understand its customers and their needs, environment and responsibility to their constituents.

improving your staff's efficiency. When end users need information, the Financial Report Writer easily delivers it direct from the system to the user via Email, saving time and resources.

AccuFund responds to customers' needs by offering the flexibility of multiple platform support and customizing the software for their environment.

True Windows® Environment

- Designed specially for Windows and maximizing all Windows capabilities, enabling high-speed performance and low maintenance costs.
- Features standard toolbar for quick access to day-to-day functions (see above).
- Includes tool tips (balloon help) in each field.
- Provides property sheets (tabbed folders) that store data in a concise and easily attainable manner.

The core *AccuFund* system includes the following modules:

- **General Ledger**
- **Financial Report Writer**
- **Accounts Payable**
- **Cash Receipting**
- **Bank Reconciliation**
- **System Security**
- **User Security**
- **Forms Designer**
- **Data Imports and Exports**
- **Accounts Table-based or flat**
- **Document and Image Scanning**

General Ledger

The repository for all financial information in the *AccuFund* system.

- Automatic due to/from accounting – keep all funds in balance
- Customize account structure using up to 256 alpha-numeric characters and any number of segments
- Classify accounts for easy assembly of FASB, GASB 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

Accounts Payable

- Track and pay all your bills, inputting invoices and checks only once for automatic posting to all appropriate accounts
- Create laser checks with your logo, MICR check coding and other unique information with the custom forms designer
- Possess an unlimited number of bank accounts
- Manage each bank account on a cash basis even though the accounting is accrual based
- Integrate with the bank reconciliation
- Mark bills for payment processing and view the resulting cash balance
- Use check functionality separately
- Specify amount of each invoice to include in 1099 reporting

Financial Report Writer

- Produce specialized financial presentations
- Use "drill-down" function for viewing source accounts and transactions under any data cell
- Import year-to-date, period-to-date, and range amounts, and inception-to-date balances
- Customize headings, columns and rows
- Classify accounts for presenting and summarizing in different ways
- FASB or GASB report development
- Use graphical elements, images, lines, etc. in your report
- Save reports in a spreadsheet for further analysis

Cash Receipts

- Record cash received, distributing to as many revenue or receivable accounts as necessary.
- Record the offset to cash not deposited
- Separate receipt and deposit functions
- Integrate with Accounts Receivable and Utility Billing

- Ensure deposits are recognized in the Bank Reconciliation module for a complete bank account reconciliation
- Utilize the Forms Designer for creating reports

Bank Reconciliation

- Combine checks and deposits in a single, easy-to-use system for full reconciliation of all *AccuFund* bank accounts
- Store prior reconciliations for review and reporting
- Record fees or interest earned
- Select numerical check ranges for simplifying reconciliation of large groups of checks
- View status in comparison to bank statement as each check and deposit is marked off

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

System Security

- Control who has access to the various modules in *AccuFund*, designating access to only specific functions within a component, if necessary
- Assign a unique identifier and password to each user
- Enable system administrator to define each user's read, write and delete capabilities in the data entry screens.

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
- Use your system's fonts, any graphical image, lines, boxes and shading, and any report for exporting data to Excel, CSV or text files
- Email reports to users

Data Import

Series of wizards guide you through importing data to *AccuFund*, from the first step – choosing the source file and the columns in which the data is located – to the last. Data imports wizards also:

- ✔ Support all common interface formats, including fixed field, comma delimited and spreadsheet formats
- ✔ Remember how and what you last imported, so data is setup and ready to go the next time you need to import it.

Additional Components — Extend AccuFund's Capabilities

Accounts Receivable/Inventory

- ✔ Manage all receivable activity, tracking invoices as open items so you can apply payments as they are received.
- ✔ Third party billing capability, maintaining clients separately from customers
- ✔ Integration with Inventory for stock checking and order processing
- ✔ Automatic real-time adjustment of stock levels for accounts receivable sales
- ✔ Internal forms designer for custom-made invoices
- ✔ Automatic integration with the General Ledger

Allocations

- ✔ Allocate expenses to departments and programs
- ✔ 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

- ✔ Maintain asset information
- ✔ Integrate with Accounts Payable to allow detailed asset information to be entered as part of the invoice entry process.

Human Resources

A tool box for the HR department

- ✔ Define the fields that need to be tracked, including a history of changes and multiple instances.
- ✔ Purchase with or without the Payroll module

Payroll

- ✔ Organize labor distributions, fringe expenses associated with labor, accrual balance checking on-the-fly, multiple rates per employee, and direct deposit to multiple banks
- ✔ Enable your payroll clerk to enter time and

immediately see the calculation results on the screen.

Purchasing/ Inventory

- ✔ Manage 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.
- ✔ Design customized purchase orders with internal forms designer
- ✔ Obtain real-time updates from receiving function
- ✔ Automatically maintain encumbrance entries
- ✔ Integrate with Requisition module to consolidate multiple requisitions into a single purchase order.

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.

Requisition Management

To maintain expense control

- ✔ Manage the flow of requests for supplies and materials and process requests electronically from initial request to purchasing.
- ✔ Establish multiple levels of approval
- ✔ Allow requisitioners in more than one approval hierarchy
- ✔ Enable approvers to approve more than one hierarchy tree
- ✔ Permit approvers to add comments to both approved and disapproved requisitions
- ✔ Automatically generate Purchase Orders after final approval

Safety of Your Data

AccuFund ensures the integrity of your data. The Accounting Suite utilizes the Adaptive Server Anywhere (ASA) database from iAnywhere, Inc., a Sybase company. By using *transaction framing with automatic rollback* during every posting, AccuFund makes sure your data posts correctly for every entry. You never have to worry, if something like a power outage interrupts the process, the database will be returned to the position it was in prior to the last posting. Sybase ASA is included with AccuFund so your organization does not need to purchase separately the database for your accounting system.

Annual Phone Support /Maintenance

Support/Maintenance and Enhancements are available for 25% of the purchase price.

- ✔ Make unlimited calls to our toll-free number from 9:00 a.m. EST to 4:00 p.m. PST, Monday through Friday.
- ✔ Gain access to all product enhancements.

Annual maintenance and phone support are required for the first year.

Assistance

The *AccuFund* Accounting Suite is available through a nationwide network of authorized resellers. Each reseller has experience in accounting software and understands the specific needs of government and nonprofits. Resellers receive training in setting up *AccuFund* and instructing an accounting department on using the software. Your consultant will develop an implementation and training plan specific to your timing, staff needs and project completion requirements.

System Requirements

Server:

AccuFund supports Novell®, Windows® 2000, 2003 & 2008 Server and XP, and Linux servers running at least a Pentium 4® 500 with 512MB of RAM and 250 MB of disk space plus and additional 50MB for each year of history. Disk requirements will vary widely based on the size of organization and components utilized.

Workstation:

Windows XP, Vista and Windows 7 with a Pentium 4 - 500mhz, 128 MB of RAM and 150 MB of disk space. AccuFund also operates in Microsoft Terminal Services or Citrix environments.