

ATTACHMENT NO. XI-B

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Purchase of Decision System Payroll and
Accounting Software with Conversion Cost.

Suggested motion:

Move to approve the purchase of Decision System
Payroll & Accounting Software along with the cost
of conversion of Sungard to Decision Systems.

Recommended action:

Approve the motion

It is recommended that the Board of Education approve the purchase of Decision Systems Payroll and Accounting Software in the amount of \$48,925 to be paid over 3 years at a cost of \$16,308.00, and approve the estimated cost of \$12,000 for conversion of Sungard data to Decision System. The timeframe could take October, November and December to build and test data before going live with accounting and payroll the first pay in January. We are recommending a January 1 conversion date to start a new calendar year for Payroll, as we only have to convert fiscal earning and not the monthly, quarterly and year to date totals, and to have clean W2 data from the to start. In the past, we encountered a big problem with Sungard converting to a new system during a calendar year for payroll and W2's.

The first year of Decision System would be the \$16,308 and the conversion cost. Second and third year would be \$16,308 plus estimated cost of annual support \$5,750.00 for a total of \$22,058. Fourth year and thereafter would be the cost of support. There could be additional cost through the years with law changes such as Affordable Care Act that require programming changes.

See attached proposal and detailed information regarding the Decision Systems Programs.

Also attached is a printout of the amount of the last two fiscal years (FY2015 - \$46,064.97 and FY2016 - \$38,488.03) North Boone has paid for training on Sungard and the use of their software.

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September 19, 2016

Julia Saunders
Director of Business Services
North Boone Community Unit School District 200
6248 North Boone School Road
Poplar Grove, IL 61065

Dear Julia:

Enclosed is information on our fund accounting, purchase order, payroll, student activities and insurance systems. They are the culmination of over 40 years of service to school districts and the result of listening to their suggestions into making them more comprehensive and useful.

The focus in creating these systems was to provide an environment where you would be comfortable, confident and at ease when entering, reversing, correcting, and reporting payroll or financial data. When you are at the keyboard you should have the freedom to perform the operation(s) you need to do at the moment,

Controls exist to give you confidence that the systems are sound. You are immediately alerted when there is a problem with your entry, out of balance situations, prior payments, programming, or computer failures.

The systems are batch oriented to allow you the ability to enter, review, edit, process or retrieve a group of transactions based upon a batch or range of batches. Transactions entered are updated in memo mode to give you feed back as if the transaction was updated permanently yet provides the freedom to revise your entry without having a permanent entry made, reversed and reentered correctly.

Batch mode processing allows you the freedom to print reports, checks, bills for approval, etc. At some point you will back up your data and update these transactions permanently.

The back up system allows you to back up your files to the server, to describe the state of your files and whether it is a month end, fiscal or calendar year or a permanent back up. The retrieval process shows all files backed up and the memo you entered at the time of your backup.

The prices quoted are the "installed cost" which includes operator training for one person per system and a warranty on all programs for a period of one year. The warranty includes all labor, transportation, and materials to correct any program defect. The operator is trained to use and understand each system and how to "conservatively" manage the information in the computer. If necessary, you may pay for these systems over multiple fiscal years.

We look forward to presenting these systems, being of service to you and discussing the specifics of your installation.

Sincerely,

LaVerne R. Ohlwine, President

LRO/mm

Enc.

Programming Investment

Fund Accounting System	\$7,500.00
Fund Accounting System Options Desired	
Purchase Order System with Purchase Order Templates	\$5,000.00
Departmental Control System (Optional)	1,000.00
Requisition System with Levels of Approval (Optional)	1,500.00
Multiple user charge for each department (each user beyond first is \$200/ea.)	400.00
Total Investment	
Multiple user charge for each user beyond the first user	
\$500 x No. of users minus 1	2
Total multi-user add on charge	1000.00
Payroll System	\$7,500.00
Multiple user charge for each user beyond the first user	
\$500 x No. of users minus 1	2
Total multi-user add on charge	1000
Payroll /Accounting Options	24025.00
Total Payroll and Accounting package	\$48,925.

Included in the purchase price above is operator training for one person per system and a warranty on all programs for a period of one year. The warranty includes all labor, transportation, and materials to correct any program defect. It includes assistance with the installation of the system(s) on the network.

Can be paid over a 3 year period with no interest charges – Cost per year \$16,308.00

The cost of operator support and upgrading to the latest version of the programs after the first year of use is:

Accounting System	\$950.00
Purchase Order System	950.00
Departmental Control System	250.00
Requisition System with Levels of Approval	650.00
Accounting package add ons for support	350.00
Payroll System	950.00
Payroll package add ons for support	1,650.00
Total annual support after year one	\$5,750.00
Support for options purchased is 10% of the purchase price unless the item has a specified support amount.	

FUND ACCOUNTING SYSTEM OPTIONS

These options allow you to configure your system to be as comprehensive as you'd like. The basic system provides the required functions of purchasing, posting, and financial reporting. Any option may be added at any time.

File server back up and restore accounting files. Eliminates CD's, thumb drives and tapes.	\$500.00
Direct debits are printed on blank paper similar to direct deposits for payroll except no upload is made to your bank. These would normally be used for IRS, TRS, IMRF and union payments.	500.00
Report writer that allows you to define your own revenue, expenditure or balance sheets reports. Allows you to specify which records are wanted, the order they are printed and when totals are to be printed. Your reports, selection and sort criteria are catalogued for future use. (Annual support is \$350) Without it you are given the standard financial reports.	1,500.00
Include pending transactions in detail on vendor and account inquiries for the current month and any month in the future instead of a single line summary showing "pending transactions".	300.00
Automatically void, void and reissue or reclassify transactions on a previously written check.	350.00
Multiple year budget comparison (one, two or three years) showing dollar and/or percentage changes.	150.00
School District Budget Form preparation system that links to the Legal Budget Form using the budget information entered.	450.00
Keep past fiscal years on your file server so that upon demand you can view or print reports for prior years. <u>This allows automatic look up during invoice entry as to whether the bill was paid in a prior fiscal year.</u>	750.00
Very summarized monthly revenue and expenditure report for the board. Revenue items are printed first followed by a recap of revenue across all funds followed by expenditures by fund and it's recap across all funds. The revenue section is printed by general source, i.e. Local, Intermediate, State, Federal, etc. It shows the annual budget, amount received this month and year, amount remaining and percent received. Across all funds it shows the same data recapped by source of funds. The expenditure section is printed by fund with expenditures printed by general object, i.e. salaries, benefits, purchased services, etc. It shows the annual budget, amounts expended this month and year, optionally any amounts reimbursed, amounts remaining and percent expended. Across all funds it shows the same data recapped by general object. This is usually a three page report. This can be exported to an ASCII file for input to Excel, etc. for graphing or "dressing up".	350.00
Treasurer's report showing each fund's cash, investments, receipts, and expense activity for the current fiscal period as well as detail on current investments including earnings to date and anticipated annual yields. Provides a schedule of investments showing their value, coupon rate, maturity date, type of investment and institution. It is printed by maturity date and by institution.	300.00

Check reconciliation system to allow efficient input of canceled checks. Allows an audit of entered checks before removing them from the outstanding checks file. Prints a new register of outstanding checks at anytime. If desired, you can have the program mark the checks as being cleared but retain them in the outstanding checks file.	300.00
Ability to view vendor history during purchases entry, purchase order writing and/or posting.	350.00
Program to prepare an ASCII trial balance for the auditor showing your complete chart of accounts, their opening and ending balances and changes for the fiscal year, and the account's budget if the account is a revenue or an expenditure account.	150.00

PAYROLL SYSTEM OPTIONS

These options allow you to configure your system to be as comprehensive as you'd like. The basic system provides the required functions of paying employees and completing required reporting. Any option may entered at any time.

Employee Information System (State of Illinois) (Support is \$350/Yr)	3,500.00
Obama Care Tracking/PDF forms preparation (Support is \$250/Yr.)	2,500.00
PDF reporting and archiving reports for each payroll, month and year end. (Support is \$175/Yr.)	1,500.00
File server back up and restore accounting files. Eliminates CD's, thumb drives, and tapes.	500.00
Print TRS report of obligations and remaining to include pending checks.	175.00
Contracts maintained by selecting the salary schedule and the Degree, Hr. and Step with percentage split between multiple line items.	500.00
Deduction Trend by employee or deduction code	350.00
Monthly deduction limit to prevent withholding more than necessary when it is not divisible.	125.00
Print Quarterly Gross Pay and related expenses for IMRF, FICA, Medicare and TRS items by employee or account for a specific quarter or successive quarters for all or selected accounts.	350.00
Option to automatically load Federal Tax Table, FIDA and Medicare Wage limits and State Unemployment Wage Limit.	175.00
Reconcile gross pay from payroll system with the accounting system.	125.00
Fringe Benefit System to maintain district paid insurance expense by employee and to post it automatically to the accounting system. Includes a list of all benefits paid for each employee as well as a list of all employees receiving the benefit by expenditure account. (Support is \$175/yr.)	850.00
Employee labels or file card preparation system.	300.00
Multiple work site report showing by building the number of employees paid and their gross earnings.	125.00
Faculty report showing the number of males and females and faculty paid for month, and quarter for federal reporting.	125.00
IMRF report in Excel Format	125.00
W2 magnetic reporting to Social Security	450.00
Monthly earnings report for Illinois Department of Employment Security	175.00

Quarterly UC-40 export for uploading to Illinois Tax Net	250.00
Program to project salary and related expenses for I.M.R.F., F.I.C.A., Medicare, and TRS by expenditure account. Reports are printed by employee and/or account number with totals by function and fund. The data entered for the projection can be moved automatically to the "live" areas upon demand. Expense amounts may be exported by account items to facilitate budget preparation. (Support is \$175/Yr.)	1,200.00
Direct deposits of net pay using the electronic ACH interface. (Support is \$175/Yr.)	950.00
Direct deposit of voluntary employee deductions in detail or summary using the electronic ACH interface. You may also include FITW, FICA, Medicare, IMRF, etc. as well as the board's expense for TRS, IMRF, etc.	350.00
Email direct deposit slips and keep facsimiles of deposits and checks for later viewing, printing and/or emailing to employees. (Support is \$175/yr.)	750.00
Payroll fact sheet for each employee to sign. It shows each contract, description, W-4 information, degree, hours and step, sick leave, personal leave and /or vacation balances.	650.00
A special version of the payroll fact sheet above that shows the employee's normal check along with a description of all pay and deduction items.	125.00
Import/Export option to create and import health care costs for W2's preparation	125.00
Ability to export contract and/or pay rates to Excel	350.00
Export static master file data to Excel	175.00
Ability to transfer payroll files at the end of the calendar year and fiscal year to a separate area for later processing and reference. This would allow you to close the year and proceed with next year's payroll without having to have done all of last year's work. Eliminates the need to back up and restore the current and last year's files to allow working on last year's files. Instead you select the files you want to work with and prepare your W2's, TRS report, inquiries, etc. (Support is \$175 per Yr.)	500.00
Program to track employee sick, personal, vacation, professional/staff development and other time off. Prints internal summary and/or detail reports for specific or all employee types, specific or all buildings, specific or all absence types, and specific date range or the entire year. The reports may be printed (1) alphabetically, by date, (2) alphabetically by building, (3) district wide alphabetically, and date, (4) building by date, alphabetically and (5) building, employee type, alphabetically. Prints employee leave showing each employee's opening balances at the beginning of the year, new credit earned, leave lost, banked, and time available to be taken, time taken in detail or summary and the balance remaining for each leave type. Automatically credits them at the start of the school year with the new year's credit.	850.00

ACCOUNTING SYSTEM

The focus in creating this system was to provide an environment where you would be comfortable, confident and at ease when entering, reversing, correcting, and reporting financial data. When you are at the keyboard you should have the freedom to perform the operation(s) you need to do at the moment, be it viewing or adding new vendors or accounts as well as to being able to see how the current transaction is being processed. The system suggests the contra posting account for receipts and disbursements which you may override.

Controls exist to give you confidence that the system is sound and immediately alerts you of data entry, out of balance situations, prior payments, programming, or computer failures at the earliest moment.

The system is batch oriented to allow you the ability to enter, review, edit, process or retrieve a group of transactions based upon a batch or range of batches. Transactions entered are updated in memo mode to give you feed back as if the transaction was updated permanently yet provides the freedom to revise your entry without having a permanent entry made, reversed and reentered correctly.

Batch mode processing allows you the freedom to print reports, checks, bills for approval, etc. At some point you will back up your data and update these transactions permanently.

Multiple persons can enter invoices and/or posting transactions simultaneously while others are inquiring or printing reports.

Security exists to prevent persons with inquiry rights only from changing file data.

Ability to add accounts during posting or invoice entry.

Allows looking up account numbers for posting or inquiry through a scrolling operation or by typing its account number or description.

Allows entering invoices and posting to the current or future months. This provides the ability to work ahead while waiting for the final figures from the treasurer, auditor, etc. and to take advantage of slack time in anticipation of upcoming vacations, time off, etc.

Any entry made prior to the permanent update may be retrieved, deleted or changed in the event an improper vendor, invoice number, purchase order number, description and/or account number was entered.

Postings and purchases are updated immediately in "memo mode" to reflect each account's true balance that will exist when it is updated permanently. This provides the operator with each account's balances as of the transaction being entered.

Maintains a comprehensive audit trail and history on all vendor and account activity.

Auditor's adjustments for the prior year can be made at any time. The adjustments correct the prior year's ending revenue and expense balances as well as balance sheet accounts so that inter year comparisons are accurate for the new budget work up and financial reporting.

Allows separate bank and/or year end closing accounts for special revenue and expenditure accounts that you do not want posted to its fund's normal bank and/or fund balance account.

ACCOUNT MASTER

The accounting system allows account numbers up to 35 characters, consisting of up to 10 parts (dimensions), separated with a dash or a period. Their definition follows the guidelines specified within the Programmed Accounting Manual. Balance sheet, revenue and expenditure accounts can be of different lengths and punctuation. Up to 999 funds are allowed. Most customers use a two digit fund number (01-99). The format of balance sheet, revenue and expense accounts is defined at installation time. The system thereafter insists that balance sheet, revenue and expense accounts entered adhere to these definitions.

Account number lookup is provided using the account's name, partial account number or filtered by account dimension, e.g. Fund, Function, Department, etc.

Access to accounts may be restricted to specific departments and/or users to prevent unwanted access to sensitive information.

Five years of appropriations, budgets and actual are kept for revenue and expenditure accounts for viewing trends, etc. Two years of monthly balances are kept to allow this year versus last year comparisons or to view revenue and/or expenditure trends.

Current and revised budgets are kept. An audit trail is maintained of budget transfers and statistics as to the percent of budget moved within any fund. Grants can be tracked for the current year and cumulative from their inception. Monthly budgets may be used to compare monthly activity with the monthly budget and/or year-to-date versus cumulative monthly budgets.

Transactions entered against any account or vendor are reflected immediately on the account's and vendor's balances so inquiries and reports reflect the latest transaction. You may view account and vendor history during purchases process. You are notified immediately when budgets are exceeded. Accounts and vendors may be entered during the purchases and posting processes if the operator has the required permissions.

Contra-posting accounts may be specified for any account so there is a default account to be used for cash receipts, disbursements or year end closing. This allows you to post revenue and have the program know the default account that should be posted. You enter a disbursement and the program knows the default cash account. In any instance you may override the default account during the entry process. The year end closing account makes certain that special revenue and/or expenditures are closed to the proper restricted or fund balance account.

Allows changing account numbers throughout the accounting and payroll systems when the number being used is incorrect. It also provides a facility for advancing the fiscal year code for next year's accounts as well as creating grant numbers for next year.

Users may be restricted to the accounts they may use and/or view.

ACCOUNT HISTORY

Complete history is kept on every account for the fiscal year. Each transaction contains the fiscal month to which the entry applies, the journal source, the posting date, the vendor number, the invoice number and date, the check number, date and amount paid, the purchase order number, the amount encumbered, the amount liquidated, the amount received, refunded, or rebated, journal entry or receipt number, and a description of the transaction.

A single selection allows visual or printed history of any balance sheet, revenue or expense account for the time frame wanted.

You may specify the order in which history is to be printed to meet your needs. It may be filtered and printed by any dimension or combination of dimensions of the account number, e.g. Fund, Source, Building, Function, Object, etc. Print it by department, function and object for department heads. Print it by function by object for auditing special programs. Print it by object by function to audit purchase services, etc.

Allows specifying and cataloging groups of accounts based upon the values for any combination of the dimensions of the account number, e.g. Fund, Source, Building, Function, Object, etc.

Allow selection of only those accounts that are over an arbitrary percent of budget.

Account history can be searched for specific dollar amount, check no., purchase order no., vendor or combination when you are uncertain as to what accounts, etc. were posted.

Allow changing account numbers throughout the accounting and payroll systems when the number being used is incorrect. If needed, it also provides a facility for advancing the fiscal year code for next year's accounts as well as creating new grant numbers for next year.

VENDOR MASTER AND HISTORY

Vendor purchase balances are kept for the current calendar year, the current fiscal year, one fiscal year ago, two fiscal years ago and perpetually so that you know what level of business is being given to each vendor.

Print the vendor publication report for the newspaper.

Maintains the information needed to track vendors requiring potential 1099's and prints the 1099 forms.

Alternate payee's name and address can be entered for vendors requiring it.

Accommodates miscellaneous vendors for payments that you decide do not require a unique vendor record. In this case when you make the payment the program asks the operator to enter the vendor's name and address to appear on the check, the bill list, history, etc.

Vendors may be classified as computer vendors, book suppliers, etc.

Default expenditure account(s) are provided to expedite purchases entry.

VENDOR MASTER AND HISTORY

A comment is allowed to further describe how you use each vendor in case you have the same vendor but for different purposes or addresses.

Certain users may be restricted from adding or changing vendor information or viewing payroll vendors.

Complete history is kept on every vendor for the fiscal year. Each transaction contains the fiscal month, account number charged, posting date, invoice number, invoice date, check number, date paid, amount paid, purchase order issued, encumbered amount, liquidated amount and reference.

Vendor history may be viewed or printed for the time frame and/or selection criteria desired. For example, you may want to view all vendors that are film suppliers with purchases exceeding a specified dollar value. You may view or print vendor history by the months wanted, purchase order number, check number or invoice number when you want to limit the transactions shown. You may include all history from the beginning of time or only the current fiscal year. It may include vendor addresses to facilitate the auditor's sampling. The vendor's address and phone may be listed to facilitate the audit and/or Freedom of Information Requests.

JOURNAL ENTRIES

The process includes journals for cash receipts, other adjustments, payroll, auditor adjustments and accruals.

Entries may be entered for the current or future months. This provides the ability to work ahead while waiting for the final figures from the treasurer, auditor, etc. and to take advantage of slack time in anticipation of upcoming vacations, time off, etc.

Journal entries are updated immediately in "memo mode" to reflect each account's true balance that will exist when it is updated permanently. This provides current information regarding cash in bank, etc.

The entry screen interacts with the operator so that the operator knows the account's balances before and after an entry has been made.

Allows automatic offsetting posting to cash in bank if desired.

Any entry made prior to the permanent update may be retrieved, deleted or changed in the event an improper receipt number, debit or credit amount, description and/or account number was entered during initial entry.

Journal entries are balanced by journal entry number and across funds to insure that you stay in balance.

Provides a consolidated cash receipts journal for the current or future months. It may be printed in detail or in summary.

Verifies that each fund is in balance before ending a posting session.

Maintain a comprehensive audit trail and history on all vendor and account activity.

JOURNAL ENTRIES

Auditor's adjustments for the prior year can be made at any time. The adjustments correct the prior year's ending revenue and expense balances as well as balance sheet accounts so that inter year comparisons are accurate for the new budget work up and financial reporting.

Confidential posting information about personnel and/or general assistance clients can be hidden on public reports but appear on checks to the vendor or for personnel with the "need to know".

The system tracks corrected transactions which can be printed

Do interest, tax proration, etc. and posting using the Automatic Distribution System.

Use One-Key reversal and/or reclassification (correction) of an updated entry for this month.

PURCHASES ENTRY AND MANUAL PAYMENTS

Allows purchases and manual payments to be entered for the current and future months in the event you are not closed for the current month or fiscal year.

Purchases and manual payments may be entered as often as desired: daily, weekly or monthly.

Allows retrieving the vendor by name or number.

Allows adding new vendors and changing existing vendor information without leaving the purchases program.

Accommodates an alternate payee for a vendor.

View the current or future months' purchases on screen. Optionally view all purchases for the fiscal year for the vendor while entering purchases to verify you hadn't paid the item earlier.

Optionally add new account numbers and/or change account descriptions while entering purchases.

Allow up to 135 characters of description for those times when you want to describe the purchase in detail for the board or auditor.

Interfaces to the purchase order system. The program automatically liquidates the amounts encumbered unless the operator overrides it. The operator can change the vendor and/or account(s) assigned to the purchase order without returning to the purchase order program to make the corrections or additions.

Purchases are updated immediately in "memo mode" to reflect each account's true balance that will exist when it is updated permanently. This provides current information regarding cash in bank or other account. The operator is alerted when an account or purchase order is exceeded.

The entry screen interacts with the operator so that the operator knows the account's status before and after the entry has been made.

PURCHASES ENTRY AND MANUAL PAYMENTS

The operator is alerted to duplicate payments.

Any entry made prior to the permanent update to the budgetary system may be retrieved and deleted or changed in the event an improper vendor, invoice number, purchase order number, description, account number, amount, check number or check date was entered during initial entry.

Optional void, void and reissue, or reclassify (correction) of an updated check.

Allows checks to be written as often as necessary to as many as 99 different banks.

Allows writing a single check to a vendor for all invoices regardless of the funds charged or allows writing a separate check for each fund's invoices designated to be paid for the selected bank(s).

Allows the selective reprinting of checks in case you have had a printer jam, loss of power, wrong check number entered, etc.

Allows issuing a separate check to a vendor for different invoices/purchases without having to have separate vendor records or separate check printing run.

Confidential posting information about personnel and/or general assistance clients can be hidden on public reports but appear on checks to the vendor or for personnel with the "need to know".

The system tracks corrected transactions which can be printed

Payments to vendors may be made using the Automatic Distribution System where by the operator picks the vendor, the distribution wanted, enters the amount to be paid, invoice number and description and the system creates the distribution and payment detail.

Prints the Bills for Approval Report and/or Bills Paid Report showing what is being paid, to whom, the accounts charged, the check number and purchase order number and may be printed using any of the following formats:

By vendor, alphabetically

By fund with the vendors listed alphabetically

By fund by department with the vendors listed alphabetically

By fund by function by account number with the vendors listed alphabetically

By fund by account number with the vendors listed alphabetically

By bank by fund with the vendors listed alphabetically.

A summary page is printed recapping all funds' disbursements by bank account. You may also include the net payroll for each fund. Signature lines for the board president and secretary is provided for them to sign.

You may specify any number of copies of the bill list to be printed automatically.

CHECK WRITING

Checks may be limited to one fund per check or may combine all funds sharing a common bank account. The check stub shows the payment breakdown including the invoice number and date, amount, purchase order number, account charged and a description of the purchased item. When too many items exist to print on the check stub, the program prints those items on blank paper to be attached to the check and sent to the vendor.

Checks may be printed on check stock or on blank paper for direct debits or direct deposits to vendor bank accounts.

Duplicate checks may be printed for archival purposes or saved as a PDF. Checks may be printed by journal type so that accounts payable checks are printed first, followed by checks that relate to payroll processing.

A check register may be exported to Excel to send to your bank to insure the "Positive Payment" of the amount for which each check was written. A monthly and annual check register may be printed and/or exported to Excel.

If checks are printed incorrectly, there is a batch process to change them back to an unpaid status so they may be reprinted.

TRIAL BALANCE

Prints trial balance for the funds selected showing all balance sheet, revenue and expense activity and balances for the month and year. You may tell it to include pending transaction if you would like to print it before you update transactions.

Prints a recap for and across each fund showing the fund balance at the start of the year, year to date revenues and expenditures, the percent of the revenue and expenditure budget, and current fund balance.

Prints an auditor's trial balance by fund to assist the auditor in making his/her adjustments and as an entry document for entering the adjustments.

MONTHLY, YEARLY, PERIODIC REPORTS

Prints Revenue Reports in the sequence and format that you define showing each account's Revenue Estimate, Month-to-date Receipts, Year-to-date Receipts, % Received, and Amount Remaining. The report can be printed in detail or summarized.

Prints Expenditure (Budget) Reports in the sequence and format that you define showing each account's Appropriation, Working Budget, Month-to-date Expended, Year-to-date Expended, % of Appropriation, % of Working Budget, Encumbered, Unencumbered and Unexpended Budget. The report can be printed in detail or summarized.

Prints Fund (Balance Sheet) Reports in the sequence and format that you define showing all asset, liability, and fund balance accounts along with their activity for the month. The reports can be printed in detail or summarized.

Prints Published Vendor Report for the newspaper. You specify the dollar cut off on purchases. It can be printed in the following formats:

- by vendor
- by fund, by vendor
- by fund, by account number, by vendor

Prints 1099 forms.

PURCHASE ORDER SYSTEM

Purchase orders may be entered for this and next year.

Purchase order templates may be established to facilitate the entry of the same or similar purchase year after year. For example, to send a purchase order to the Chicago Tribune for 5 copies each day, you merely select the template established and it's information is populated into the new purchase order. Once that is done the operator makes whatever changes are necessary.

Purchase orders may be printed, faxed or emailed to vendors. The system allows for attaching a PDF of the items being ordered to lessen the effort of describing what is being purchased.

Three levels of control over purchase orders may be established. They are: A-Admin. Approved, B-Department Approved, C-Clerk Entered. When the administration or a department head wants to review purchase orders waiting approval he/she clicks on Unapproved "A" or Unapproved "B" purchase orders. Administration can ask for "A" or "B" unapproved purchase orders. Certain persons may be restricted from printing purchase orders.

Available budgets remaining are checked to see that monies remain. If it does not, then the approval person must certify that this is acceptable. Account, department and category budgets are allowed. For schools the categories are typically Supplies, Professional Services, Travel, Gasoline, Equipment, Memberships and Other. The entry process alerts the operator when any category's budget, and more importantly, when the department's budget is exceeded. Departmental alerts may be printed for department heads giving them the status of their budgets so they know where they stand. These categories are defined by us with your help.

Prior to the purchase order being paid, the vendor and/or account numbers may be changed as well as any other purchase order detail. During the payment process the vendor may be changed as well as different accounts may be used. If this is done, the operator is alerted so that he/she doesn't inadvertently make a mistake in doing so.

Purchase order printing may be restricted to a particular user(s).

Allows writing or entering purchase orders. Prints open and/or closed purchase orders in summary or in detail, by vendor, account number, department or purchase order number. Encumbers line items immediately so that you know where you stand with each account. Complete descriptions of the items ordered, their quantity, and price are kept for each purchase order so that you can view them or print them out. Purchase orders can be changed and/or deleted prior to bill payment.

Purchase order numbers can be assigned automatically or entered by the operator.

Purchase orders can be printed immediately or printed as a batch process.

Purchase orders can be printed on custom forms or printed on blank, multiple part paper.

Automatic retrieval of "ship to" and department head information to eliminate typing tedium.

Allows special billing or other comments typed automatically, e.g. PLEASE DO NOT BILL UNTIL JULY 1, 2016, etc.

PURCHASE ORDER SYSTEM

When bills are to be paid, the operator enters the purchase order number and the purchases entry program retrieves the purchase order information to complete the payment process. The operator enters the amount to be paid. The program automatically liquidates the amount originally encumbered and returns to the line item any amount not spent. It allows you to change the vendor if the product/service is provided by a different vendor than from which you sent the purchase order. It allows you to change your mind as to which line item to be charged with the expense. If the account is not on the purchase order it asks for confirmation that it should be added to the purchase order.

At fiscal year end the operator has the option of bringing forward open purchase orders for last year. The program automatically encumbers next year's accounts. The operator can print the purchase orders brought forward in batch mode if necessary.

PURCHASE ORDER REQUISITION SYSTEM

Below is a description of the process allowing department heads and/or secretaries access to the accounting system and/or the entry of purchase requisitions. Requisitions entered would be approved by persons with that authority and ultimately by you or your designee. Persons entering purchase orders may be prevented from printing purchase orders. Approved purchase orders will be ready to print, FAX or Email by your agent as soon as you approve them.

Department heads will be given a login name and password.
They will be assigned the programs you want them to access. You might allow them access to purchase orders, vendor and account inquiry but not cash receipts, purchases entry or check writing.
Department heads will be restricted to the cost centers you indicate.
They will be denied access to balance sheet, revenue and expenditure accounts not in the cost centers specified for them. They will not be allowed to add vendors.
Department heads will be denied access to vendors you code as being payroll vendors thus preventing them from seeing sensitive payroll data, e.g. wage assignments, support payments, etc. They will be prevented from adding, changing or deleting any account numbers in the chart of accounts.

The cost of this process is \$750 per department head/secretary which includes the license fee of \$500 per person. Installation and set up of the required constraints would be done on a "time and material" basis. I would estimate it would take approximately 4 to 6 hours. Each workstation will take approximately 1/2 hour to set up. Training of department heads and/or secretaries could be done by you or us on an hourly basis.

Please make certain that the computers accessing accounting have a UPS to maintain up time when you loose power.

PAYROLL ACCOUNTING SYSTEM

The system is always checking that payroll balances are in agreement and if any problem arises you are notified at the earliest time.

Allows any number of contracts, hourly/daily rates, and deductions per employee. Each item of pay has its own retirement treatment and frequency of payment.

When necessary, the program calculates the on-going salary from the salary and TRS pays remaining or pays allowed as well as calculates retroactive pay. Pay docks are tracked by contract and TRS, etc. are automatically adjusted for you.

View and/or change employee master and/or prior checks while entering this week's check(s).

Track contacts with the employee using the comments capability.

Track work, home, mobile, fax, etc. number for each employee.

Use "ONE-KEY", automatic voiding of an issued check. This process reverses all items of the original check in a fraction of a second with complete documentation. The replacement check, if necessary, can be issued in the same run.

Standard and maximum hours are allowed for hourly/daily pay. Cumulative hours and earnings are kept for all rates. Retroactive pay can be calculated automatically when hourly/day rates change as well.

Deduction amounts can be calculated automatically based upon the number of pays over which they are to be collected. Mass deduction changes are allowed for union dues, etc.

Manual entries override the normal process for the check being worked on only.

Up to 6 checks per person can be issued at one time. Each check knows everything about every other check.

When the journal prints you know exactly how the payroll will end. The journal describes every aspect of each person's pay, deduction and taxing information. You will see every person's regular, overtime, daily hours and pay charged to each expense account. In addition, the journal shows each person from whom each deduction was taken. This helps you catch errors before you continue with the payroll. If this is the last pay day of the year, you could ask to see unexpended contracts and see who has money left on his/her contract. The same is true for employee deductions.

Prints New Hire Report.

Prints Persons with Multiple Checks Report.

Prints Payroll Summary by Building or Employee Type Report.

Maintain all rates within the payroll system: Federal, IL. and WI. Withholding, employer and employee rates for F.I.C.A., I.M.R.F., and Medicare, Teachers' Retirement and Unemployment Wage Limit.

Meets federal, state, I.M.R.F. and Teachers' Retirement System payroll reporting requirements.

Flex 125 plan for sheltering employee deductions from FITW, FICA, Medicare, State tax and IMRF if desired.

Published Employee Compensation Report for forwarding to the newspaper.

Employer's Annual Report to Teachers' Retirement audit report which can be run anytime that verifies all retirement and/or teachers' health insurance has been collected or paid for the money received by each employee.

Interface to Teachers' Retirement computer program.

Teachers' Retirement System pre-list of all certified persons paid so far this year.

Maintains all information necessary to complete the Teachers' Retirement Report.

Allows payroll to be run even when the current budgetary fiscal month has not been closed.

Automatically posts payroll accounting entries to the budgetary system.

Automatically calculates and distributes the board's expense for F.I.C.A., I.M.R.F., Medicare, and Teachers' Retirement (including federal teachers' retirement).

Automatically writes checks for federal and state income taxes, social security, IMRF, Medicare, Teachers Retirement and voluntary employee withholdings.

Prints a pay period or monthly deduction register by deduction type showing all employees for which the deduction was taken. This facilitates reconciliation of insurance, annuity accounts, etc.

Prints a comprehensive payroll trial balance showing employee and totals for the month, quarter, calendar year and fiscal year.

Prints the approved I.M.R.F. report for immediate submission to I.M.R.F. as well as a report of all persons subject to F.I.C.A. and Medicare.

Prints the quarterly Illinois Director of Labor Report.

Prints W-2 Audit Report and W-2 forms.

Maintains detailed employee history for as long as you choose to keep it. Detail shows all items of pay, pay docks, budget areas charged, retirement treatment, deductions, comments regarding dates of the pay docks, days of substitution, sick leave, vacation, personal leave, etc.

View or print a specific employee or a group of employees pay record and history for whatever time periods desired.

Prints W-4 report to reconcile payroll with employee filings.

PAYROLL ACCOUNTING SYSTEM

Prints Staff Directories by

- Building
- Employee Type (Administrators, Teachers, Secretaries, etc.)
- Alphabetically
- Pay Grouping (Those paid July through June, etc.)

Prints Salaries Report by Employee to verify that salaries and contracts entered are correct. Shows the original contract and amounts expended, docked and remaining.

Prints Hourly Employees Report showing each hourly or daily employee's pay rate and expense account.

Prints a Deduction Report showing all persons for whom you are withholding the deduction type, the amount to be withheld and the amount withheld to date.

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NORTH BOONE CUSD 200
VENDOR PAYMENT HISTORY

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-----VENDOR-----	INVOICE PURCHASE	1099 OR	CHECK P/F	NO DATE	BUDGET CODE PROJECT	-----DESCRIPTION----- CONTROL	SALES TAX	AMOUNT
	154195	N	57079	102221600-540			0.00	1637.00
21574	SUNGARD PUBLIC SECTOR			07/29/14		072614		
	154431	N	57079	102221600-540			0.00	112.50
21574	SUNGARD PUBLIC SECTOR			07/29/14		072614		
	154852	N	57079	102221600-323		AP TRAINING WEB	0.00	640.00
21574	SUNGARD PUBLIC SECTOR			07/29/14		072614		
	155129	N	57259	102221600-323		MONTHLY MAINT.	0.00	1637.00
21574	SUNGARD PUBLIC SECTOR			08/29/14		AP082714		
	155908	N	57259	102221600-323		PAYROLL GO LIVE ASSIS	0.00	3840.00
21574	SUNGARD PUBLIC SECTOR			08/29/14		AP082714		
	1156483	N	57397	102520600-323		PR 8.19- 8.20	0.00	800.00
21574	SUNGARD PUBLIC SECTOR			09/16/14		AP091514		
	156142	N	57397	102520600-323		PR 8.12-8.13	0.00	2880.00
21574	SUNGARD PUBLIC SECTOR			09/16/14		AP091514		
	156326	N	57397	102221600-323			0.00	1637.00
21574	SUNGARD PUBLIC SECTOR			09/16/14		AP091514		
	156482	N	57397	102520600-323		FINANCIAL REPORTING	0.00	640.00
21574	SUNGARD PUBLIC SECTOR			09/16/14		AP091514		
	156650	N	57397	102520600-323		PR 8.25-8.28	0.00	1280.00
21574	SUNGARD PUBLIC SECTOR			09/16/14		AP091514		
	154296	N	57441	102520600-311		SINNER/PR TRNG	0.00	5397.65
21574	SUNGARD PUBLIC SECTOR			09/25/14		AP091814		
	157089	N	57660	102221600-323		OCT MAINT	0.00	1637.00
21574	SUNGARD PUBLIC SECTOR			10/22/14		AP101914		
	157366	N	57660	102520600-323		PROFESSIONAL SERVICES Q	0.00	960.00
21574	SUNGARD PUBLIC SECTOR			10/22/14		AP101914		
	015207	P	57660	102520600-323		PROFESSIONAL SERVICES Q	0.00	1280.00
21574	SUNGARD PUBLIC SECTOR			10/22/14		AP101914		
	015207	P	57660	102520600-323		9/24 PR ASSIST	0.00	160.00
21574	SUNGARD PUBLIC SECTOR			10/22/14		AP101914		
	157719	N	57660	102520600-323		PROFESSIONAL SERVICES Q	0.00	800.00
21574	SUNGARD PUBLIC SECTOR			10/22/14		AP102114		
	015207	P	57833	102221600-323		MAINT 11/01-11/30	0.00	1637.00
21574	SUNGARD PUBLIC SECTOR			11/19/14		AP11.17		
	158450	N	57833	102520600-311		ADDITIONAL TRAINING - P	0.00	3840.00
21574	SUNGARD PUBLIC SECTOR			11/19/14		AP11.18		
	015170	P	58010	102221600-323		MAINT 12/1-12/31	0.00	1637.00
21574	SUNGARD PUBLIC SECTOR			12/12/14		AP121514		
	159005	N	58010	102210600-314		WEBINAR 11/20 FOR W-2'S	0.00	262.50
21574	SUNGARD PUBLIC SECTOR			12/12/14		AP121514		
	159121	N	58010	102210600-314		SAME	0.00	75.00
21574	SUNGARD PUBLIC SECTOR			12/12/14		AP121514		
	015233	F	58236	102520600-323		8/1/14-9/7/14 WORK ORD	0.00	560.00
21574	SUNGARD PUBLIC SECTOR			01/22/15		AP12615		
	156816	N	58236	102210600-314			0.00	100.00
21574	SUNGARD PUBLIC SECTOR			01/22/15		AP12615		
	015206	P	58236	102520600-323		VENDOR 1099 AND RELATED	0.00	337.50
21574	SUNGARD PUBLIC SECTOR			01/22/15		AP12615		
	159652	N	58236	102221600-323		JANUARY	0.00	1637.00
21574	SUNGARD PUBLIC SECTOR			01/22/15		AP12615		

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-----VENDOR-----	INVOICE PURCHASE	1099 OR	CHECK P/F	NO DATE	BUDGET CODE PROJECT	-----DESCRIPTION----- CONTROL	SALES TAX	AMOUNT
	160577		N	58402	102221600-323	SUBFINDER INTERFACE	0.00	133.92
21574	0			02/18/15		AP022315		
	160889		N	58402	102221600-323	FEB '15 MAINT	0.00	1770.92
21574	0			02/18/15		AP022315		
	161286		N	58402	102520600-323	PAYROLL VOUCHER	0.00	375.00
21574	0			02/18/15		AP022315		
	161519		N	58512	102221600-323	PYRL VCHR MOD	0.00	9.38
21574	0			03/09/15		AP031615		
	161664		N	58512	102221600-323	PYRL A/P PO MAINT '16	0.00	156.00
21574	0			03/09/15		AP031615		
	161665		N	58512	102221600-323	PYRL MOD YEARLY	0.00	112.50
21574	0			03/09/15		AP031615		
	161843		N	58512	102221600-323	MARCH '15 MAINT	0.00	1836.40
21574	0			03/09/15		AP031615		
	162528		N	58731	102520600-323	BDGT PREP SEMINAR	0.00	175.00
21574	0			04/16/15		AP041715		
	163165		N	58731	102221600-323	MAINT FEE 04/2015	0.00	1836.40
21574	0			04/16/15		AP041715		
	163283		N	58818	102520600-311	ONE ON ONE: MISC TOPICS	0.00	562.50
21574	015446		F	04/23/15		AP042415		
	163643		N	58930	102221600-332	MAY '15 MAINT	0.00	1836.40
21574	0			05/13/15		AP051515		
	165325		N	59117	102221600-323	JUNE '15 MONTHLY FEE	0.00	1836.40
21574	0			06/11/15		AP061615		
TOTAL VENDOR							0.00	46064.97
TOTAL REPORT							0.00	46064.97

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-----VENDOR-----	INVOICE PURCHASE	1099 OR	CHECK P/F	NO DATE	BUDGET CODE PROJECT	-----DESCRIPTION----- CONTROL	SALES TAX	AMOUNT
21574	SUNGARD PUBLIC SECTOR	016496	N		102520600-314	3 HOUR SEMINAR 1095 - 1		
			F			PO063016		
21574	SUNGARD PUBLIC SECTOR	016496	N		102520600-314	1095 1 HOUR WEBINAR 1-1		
		166036	F			PO063016		
21574	SUNGARD PUBLIC SECTOR	0	N	59250	102221600-323	JULY 2015	0.00	1836.40
		167304	N	07/23/15		AP072815		
21574	SUNGARD PUBLIC SECTOR	0	N	59371	102221600-323	AUG 2015	0.00	1836.40
		168296	N	08/20/15		AP081715		
21574	SUNGARD PUBLIC SECTOR	0	N	59422	102221600-310	SEPT FY16	0.00	1836.40
		168667	N	09/02/15		AP090215		
21574	SUNGARD PUBLIC SECTOR	016092	F	59627	102520600-311	FINANCIAL GOLD TRAINING	0.00	7380.27
		168688	N	09/23/15		AP92915		
21574	SUNGARD PUBLIC SECTOR	016204	P	59627	102520600-311	EFINANCE PLUS GOLD TRAI	0.00	5440.00
		168688	N	09/23/15		AP92915		
21574	SUNGARD PUBLIC SECTOR	016204	P	59627	102520600-311	REMOTE PROJECT MANAGEME	0.00	400.00
		166398	N	09/23/15		AP92915		
21574	SUNGARD PUBLIC SECTOR	0	N	59848	102221600-310	PO 015576 FY15, 5.1	0.00	281.25
		169340	N	10/21/15		AP102715		
21574	SUNGARD PUBLIC SECTOR	0	N	59848	102520600-311	AIRFARE FEES S.SINNER	0.00	636.20
		169341	N	10/21/15		AP102715		
21574	SUNGARD PUBLIC SECTOR	016204	F	59848	102520600-311	EFINANCE PLUS GOLD TRAI	0.00	934.60
		4565940-10	N	10/21/15		AP102715		
21574	SUNGARD PUBLIC SECTOR	0	N	59848	102221600-310	OCT FY16	0.00	1836.40
		170442	N	10/21/15		AP102715		
21574	SUNGARD PUBLIC SECTOR	0	N	60067	102221600-310	NOV '15	0.00	1836.40
		171773	N	11/11/15		AP111715		
21574	SUNGARD PUBLIC SECTOR	016376	F	60236	102520600-311	ADD SIGNATURE AND PARAG	0.00	375.00
		171831	N	12/10/15		AP121515		
21574	SUNGARD PUBLIC SECTOR	0	N	60335	102221600-310	RENEWAL	0.00	1836.40
		172375	N	01/06/16		AP010516		
21574	SUNGARD PUBLIC SECTOR	0	N	60462	102221600-310	RENEWAL	0.00	1836.40
		172839	N	01/21/16		AP012616		
21574	SUNGARD PUBLIC SECTOR	016496	P	60580	102520600-314	3 HOUR SEMINAR 1095 - 1	0.00	131.25
		173097	N	02/08/16		AP020516		
21574	SUNGARD PUBLIC SECTOR	0	N	60580	102221600-310	RENEWAL	0.00	1836.40
		172511	N	02/08/16		AP020516		
21574	SUNGARD PUBLIC SECTOR	0	N	60685	102210600-310	TRAINING	0.00	640.00
		174419	N	02/18/16		AP021816		
21574	SUNGARD PUBLIC SECTOR	0	N	61020	102221600-310	MARCH 2016	0.00	1753.55
		174449	N	04/01/16		AP040116		
21574	SUNGARD PUBLIC SECTOR	0	N	61166	102221600-310	3/1/16-2/28/17RENEWAL	0.00	389.06
		175039	N	04/21/16		AP042616		
21574	SUNGARD PUBLIC SECTOR	0	N	61166	102221600-310	APRIL '16	0.00	1753.55
		175753	N	04/21/16		AP042616		
21574	SUNGARD PUBLIC SECTOR	0	N	61329	102221600-310	MAY 2016	0.00	1753.55
		176282	N	05/18/16		AP052316		
21574	SUNGARD PUBLIC SECTOR	016721	F	61382	102520600-314	EFINANCEPLUS - ALL SOFT	0.00	175.00
		176601	N	06/09/16		AP060916		
21574	SUNGARD PUBLIC SECTOR	0	N	61564	102221600-310	JUNE 2016	0.00	1753.55
				06/28/16		AP063016		

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-----VENDOR-----	INVOICE	1099 CHECK NO	BUDGET CODE	-----DESCRIPTION-----	SALES TAX	AMOUNT
	PURCHASE OR P/F	DATE	PROJECT	CONTROL		
TOTAL VENDOR					0.00	38488.03
TOTAL REPORT					0.00	38488.03

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