

**Town of Andover**  
Board of Selectmen and Board of Education  
Tuesday, May 19<sup>th</sup>, 2020 at 7:00 P.M.  
Location: virtual Zoom meeting

Special Meeting Minutes

1. Call to Order

First Selectman Jeff Maguire called the Special Meeting to order at 7:02 P.M.

BOS Members: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Jeff Murray, Scott Person, Paula King

BOE Members: Chair Shannon Loudon, Gerard Crème, Daniel Foran, Cynthia Murray, Steven Fuss, Chris Bernard.

Town Administrator: Eric Anderson

Board Clerk/Admin Assistant: Amanda Gibson

AES Financial Operations/BOE Business Manager: Laura Edwards

Superintendent: Sally Doyen

Town Treasurer: Barbara Griffin

AES Principal: John Briody

Town Auditor: Michael VanDeventer, Mahoney Sabol

Presenters: Cheryl Miller CPA, CL Services

Public Present: Mrs. Bush, Kimberly Person, Jaime Webber, Krysta Cariboni, Melissa Loteczka, Lisa Hopkins, K Romeo, Jennie Morrell, Bob Hamburger.

2. Public Speak – None.

3. Financial Software Upgrade discussion

a. Presentation by Mrs. Miller on Quickbooks Implementation

Town Administrator Eric Anderson: Provided a brief explanation of the Software Committee's goals.

Members discussed the roles of the Software Committee and presented the meeting's agenda items.

Cheryl Miller CPA from CL Services provided a detailed presentation to all members. **\*See included for her presentation.** Cheryl shared that her company would conduct the setup of the new system, staff training along with periodic consulting. She has completed conversions in other towns, not including the schools, for approximately 130 hours of implementation. Cheryl Miller left the meeting at 8:17 P.M.

Members and AES discussed the program, options, pricing and timeline.

Superintendent Sally Doyen: Expressed concerns of conducting the conversion over the summer months.

Laura Edwards: Shared that the other potential companies (BMSI and Edmunds) presented to the Software Committee but Quickbooks had not yet.

Members discussed having Cheryl Miller present Quickbooks to the Software Committee.

b. Presentation by Laura Edwards and Software Committee on BMSI and Edmunds

**\*See included presentation for Summary of Priorities and Vendor Considerations.**

Software Committee consists of Jeff Maguire, Adrian Mandeville, Marc Brinker, Barbara Griffin, Laura Edwards.

Members discussed the different options: Quickbooks, BMSI, and Edmunds.

4. Combined Finance Department

Town Administrator Eric Anderson: Presented proposed staffing changes and timeline with job descriptions of the Finance Director and Assistant Finance Officer. **\*See included.** Shared that the town has hired an attorney to handle union negotiations.

Members agreed to appoint a Finance Department Committee consisting of 5 members with two members from the Board of Selectmen, two members from the Board of Education, and the Town Administrator.

Shannon Loudon MOVED to create a Finance Department Committee consisting of Board of Selectmen Members Jeff Maguire and Adrian Mandeville, Board of Education Members Shannon Loudon and Chris Bernard, and Town Administrator Eric Anderson; for the purpose of discussing the combined financial positions in the Town of Andover and Andover Elementary School.

Scott Person SECONDED

MOTION CARRIED 11:0:0

Shannon Loudon and Jeff Maguire offered to provide a list of potential dates and schedule a committee meeting as soon as possible.

5. Public Speak

Jeff Maguire: Thanked Michael VanDeventer from Mahoney Sabol for participating in the meeting.

Dan Foran: Inquired about the Board of Finance FY 2020-21 budget status.

Adrian Mandeville: Shared that the Board of Finance is hosting their Regular Meeting on Wednesday, May 27<sup>th</sup>, 2020 at 7:00 P.M. via virtual Zoom platform when the board will vote on the FY 2020-21 Town Budget.

6. Adjournment

Shannon Loudon MOVED to adjourn the Special Meeting

Adrian Mandeville SECONDED

MOTION CARRIED 11:0:0

First Selectman Jeff Maguire adjourned the Special Meeting at 11:00 P.M.

**\*PLEASE STAY TUNED VIA OUR TOWN WEBSITE ([WWW.ANDOVERCT.ORG](http://WWW.ANDOVERCT.ORG)) FOR UPCOMING VIRTUAL MEETINGS WITH INSTRUCTIONS ON HOW TO JOIN.**

Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*  
*Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.*

1. Introduction
2. QuickBooks Experience
3. Benefits of QuickBooks:
  - Inexpensive to purchase and operate
  - User friendly:
    - Easy set-up and use (server based)
    - Allows for multiple users (3 to 5 depending on program and relatively small price to purchase additional seats)
  - Reporting features:
    - Budget to actual reports
    - Budget overview to track line item transfers and additional appropriations
    - Use of class tracking
    - Exports to excel
  - Fund accounting (use class tracking and banking sub-accounts to track individual funds)
  - Bank reconciliation feature
  - Payroll feature (add on program)
  - Audit trail
  - General support readily available
4. Limitations of QuickBooks:
  - Recommended for use by small to medium sized entities (no personal experience using QuickBooks within a School District)
  - Lack of a robust chart of accounts structure (requires mapping to UCOA)
  - Fund accounting
  - Lack of effective applications:
    - Purchase order system (may be adequately addressed through the use of a third-party application that integrates with QuickBooks; separate cost)
    - Inventory (not considered an issue for the School District or Town)
    - Capital assets (continue to utilize excel)
    - Interfund accounting (manual entries would be required to record interfund transactions)
5. Questions

## **What does it mean when we say Multi-User?**

Imagine your business has three people (owner, office manager and payroll clerk) who need to access one QuickBooks file at the same time. The business owner uses one QuickBooks license to run reports, while the office manager uses a second license to enter sales reports and receipts, and the payroll clerk uses a third license to run payroll and print checks.

In this scenario, since three users are using QuickBooks, a 3 User product will be best suited to your business' needs. Similarly, if your business only has two users that will need to access QuickBooks, a 2 User product will be right for you.

## **What are the benefits of using QuickBooks Multi-User?**

- Multi-user access enables increased productivity and efficiency
- All users have simultaneous access to your most up-to-date company file, ensuring accurate and efficient collaboration
- You can also stay in control and keep your data protected — limit employee access by allowing different levels of user permission within your company's file

## **What is the maximum number of simultaneous users for a QuickBooks company file?**

The maximum number of simultaneous users (users accessing the file at the same time) for QuickBooks Pro is three users and Premier Edition is five users. A server does not count as a user if no one works on QuickBooks on the server itself. Our product offers the ability for more users to work in the file at the same time.

## **How can more than one person work on QuickBooks at the same time?**

The multi-user mode<sup>1</sup> in QuickBooks Pro and Premier allows multiple users to collaborate on the same company file at the same time. All users must be networked and must each have their own QuickBooks license.

Multi-user mode enables more than one person to work on a company file at the same time increasing collaboration and productivity. It improves accuracy because all users are working on the most up-to-date data. Additionally, it ensures data stays protected because individual user access levels can be set. To enable multi-user mode, go to the File menu in QuickBooks and choose "Multi-User Mode."

If you need 5 or more users accessing QuickBooks at the same time, please see our products, or call us at (866) 676-9668.

## **When do I need an additional license?**

Our standard license agreement requires separate QuickBooks licenses for each person who uses QuickBooks software. However, if you have both a laptop and desktop PC, and you're the only person using QuickBooks, you only need one

license. You need to get additional licenses when additional people need to use QuickBooks on their computers. .

### **What are some common situations in which businesses need to buy additional licenses?**

The most common scenario is when more than one person in the business needs to use QuickBooks, even if only for certain specific tasks. For example, a business owner may want to have a copy of QuickBooks solely for running reports, doing payroll, and printing checks, but his office manager needs to use QuickBooks to enter sales orders and receipts. Accordingly, the business needs two licenses.

### **What if I print out reports from my QuickBooks software for another person? Would I need to get an additional license for this person?**

If another person is solely reviewing printed reports that you generate yourself in QuickBooks, then they don't need to get their own QuickBooks license. However, if they install and/or use QuickBooks, then they will need a separate license.

### **Can I run QuickBooks both at the office and at home on a single-user license or do I need to purchase separate licenses for both computers? If so, how do I do that?**

Under the single-user license, you may install QuickBooks software on one computer for access and use by only one specific person; and, install the software on one additional portable computer so long as only the same specific person accesses and uses the software.

### **How do I purchase additional licenses outside of what is available on the site?**

You can configure your QuickBooks to suit however many users you need. If you have more than 3 users of Pro or Premier, we recommend that you call (866) 379-6635 and order from one of our sales consultants. They will ensure that you are set up with the proper number of licenses and that you receive a discount for purchasing additional QuickBooks user licenses.

If you already have a copy of QuickBooks, you can also add additional licenses from within the product. To do so, go to the Help menu, click on "Manage My License" to purchase additional licenses. You will see a web page that allows you to select "Purchase additional licenses via phone" or "Purchase additional licenses via web". If you choose to purchase additional licenses by phone, you will be given a phone number to call and a representative can assist you in purchasing an additional license. If you choose to purchase additional seats over the Internet, you will be directed to the in-product e-Store to make your additional purchases.

### **Is there a discount if I purchase an additional user or license?**

Yes, you will save 10% off a single-user copy of Pro or Premier when you purchase an additional license. Currently, you cannot receive the discount by

ordering from the QuickBooks.com Website. To receive this discount, you need to order through one of our sales consultants by calling (866) 379-6635.

Or, if you already have a copy of QuickBooks 2011, you can purchase additional licenses from within the product. .

### **Can I run multiple companies from one copy of QuickBooks?**

Yes. You can run as many companies as you want from one copy of QuickBooks. Of course, you'll still need a separate license for each user of QuickBooks if you have multiple users.

### **What is the maximum number of simultaneous users for a QuickBooks company file?**

QuickBooks can accommodate up to 30 simultaneous users.<sup>1</sup> You can directly convert data from Quicken and Quicken Home and Business Editions '98 through 2011 (older editions require some additional steps). QuickBooks provides detailed step-by-step instructions for the entire conversion process.<sup>2</sup> QuickBooks Pro and Premier Edition are best suited for businesses with 1-4 users. (Note that one license is required for each user. A server does not count as a user if no one works on QuickBooks on the server itself). If your business has 5 or more users, please call us at (866) 379-6635.

### **Can I install a copy of QuickBooks on my network server? Do I need an additional license?**

You do not need a separate license if you install QuickBooks on a server for other users to access, but no one directly uses QuickBooks on that server. By choosing the Server Installation during the Installation Interview, QuickBooks will install a version that is appropriate for server access but not for regular QuickBooks use.

If you install QuickBooks on your server, you still must have a license for every user of the program. Only certain configurations involving shared company data files are allowed.

### **What if I have more questions about multiple users?**

You can access additional help on multiple users in several different places:

- During the QuickBooks installation process
- In the materials included with your QuickBooks software
- 

### **When should I consider QuickBooks Enterprise Solutions?**

Move up to QuickBooks Enterprise Solutions when you're at the point where you need to handle larger amounts of data (resulting from having more customers, vendors, inventory, and transaction volume) and multiple users with ease. With Enterprise Solutions, you get twice the list capacity of QuickBooks Pro and Premier Edition, and you can scale up to 30 simultaneous users with 200 percent faster performance.<sup>1</sup> The software also offers in-depth security features with different levels of access to more than 120 individual reports. And it

5/15/2020

Intuit QuickBooks Accounting - Multi-User Questions

includes 13 predefined user roles to make new user setup fast and easy. Learn more about .

Important disclaimers, disclosures and notes

12:16 PM  
05/15/20  
Accrual Basis

**Town of Andover  
Budget vs. Actual  
July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
<b>101 - Certified Teachers</b>				
101-000 - Teachers (1000-0000)	1,101,951.92	1,177,472.00	-75,520.08	93.6%
101-019 - PreSchool Teachers 1000-0019)	30,004.39	0.00	30,004.39	100.0%
101-120 - Special Ed Teacher (1200-0000)	161,075.98	161,076.00	-0.02	100.0%
101-008 - Speech Teacher (2150-0008)	53,580.21	49,857.00	3,723.21	107.5%
101-212 - Curriccium Devel (2212-0000)	1,530.00	5,100.00	-3,570.00	30.0%
101-220 - Library Salary (2220-0000)	96,368.08	80,038.00	16,330.08	120.4%
101-230 - Inst Tech Salaries (2230-0000)	56,103.30	81,038.00	-24,934.70	69.2%
<b>Total 101 - Certified Teachers</b>	<b>1,500,613.88</b>	<b>1,554,581.00</b>	<b>-53,967.12</b>	<b>96.5%</b>
<b>102 - Instructional Assistants</b>				
102-000 - Inst Asst (1000-0000)	0.00	45,016.00	-45,016.00	0.0%
102-019 - PreK Inst Asst (1000-0019)	12,568.19	0.00	12,568.19	100.0%
102-120 - Inst Asst SpEd (1200-0000)	65,049.71	0.00	65,049.71	100.0%
102 - Instructional Assistants - Other	0.00	0.00	0.00	0.0%
<b>Total 102 - Instructional Assistants</b>	<b>77,617.90</b>	<b>45,016.00</b>	<b>32,601.90</b>	<b>172.4%</b>
<b>103 - Teacher Substitutes</b>				
103-000 - Subsat. Teacher Reg (1000-0000)	19,227.95	48,480.00	-29,252.05	39.7%
103-019 - PreK Subs (1000-0019)	2,162.50	0.00	2,162.50	100.0%
103-120 - Subt Teachers SpEd (1200-0000)	1,500.00	1,760.00	-260.00	85.2%
<b>Total 103 - Teacher Substitutes</b>	<b>22,890.45</b>	<b>50,240.00</b>	<b>-27,349.55</b>	<b>45.6%</b>
<b>Total Expense</b>	<b>1,601,122.23</b>	<b>1,649,837.00</b>	<b>-48,714.77</b>	<b>97.0%</b>
<b>Net Income</b>	<b>-1,601,122.23</b>	<b>-1,649,837.00</b>	<b>48,714.77</b>	<b>97.0%</b>



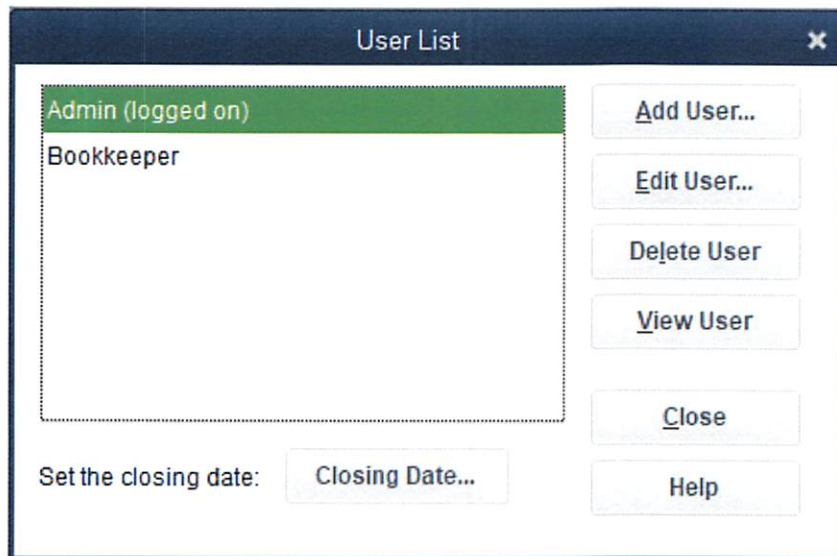
## Town of Andover

## Audit Trail

Entered/Last Modified July 1, 2018 through May 15, 2020

Num	Entered/Last Modified	Last modified by	State	Date	Name	Account	Split	Debit	Credit
Transactions entered or modified by Admin									
Bill	05/15/2020 13:05:06	Admin	Latest	04/24/2019	Test	20000 · Accounts Payable	-SPLIT-	0.00	
					Test	610 · General Supplies:610-021 · 1st Grade Supplies (1000-0021)	20000 · Accounts Payable	0.00	
					Test	610 · General Supplies:610-000 · Inst Supplies (1000-0000)	20000 · Accounts Payable	0.00	
					Test	610 · General Supplies:610-001 · Reading Supplies (1000-0001)	20000 · Accounts Payable	0.00	
					Test	610 · General Supplies:610-023 · 3rd Grade Supplies (1000-0023)	20000 · Accounts Payable	0.00	
	05/15/2020 12:41:24	Admin	Prior	04/24/2019	Test	20000 · Accounts Payable	-SPLIT-		1,481.22
					Test	610 · General Supplies:610-021 · 1st Grade Supplies (1000-0021)	20000 · Accounts Payable	459.09	
					Test	610 · General Supplies:610-000 · Inst Supplies (1000-0000)	20000 · Accounts Payable	0.00	
					Test	610 · General Supplies:610-001 · Reading Supplies (1000-0001)	20000 · Accounts Payable	204.63	
					Test	610 · General Supplies:610-023 · 3rd Grade Supplies (1000-0023)	20000 · Accounts Payable	817.50	
Bill	05/15/2020 13:34:04	Admin	Latest	04/24/2019	Test	20000 · Accounts Payable	-SPLIT-		17,817.50
					Test	610 · General Supplies:610-021 · 1st Grade Supplies (1000-0021)	20000 · Accounts Payable	0.00	
					Test	610 · General Supplies:610-000 · Inst Supplies (1000-0000)	20000 · Accounts Payable	0.00	
					Test	610 · General Supplies:610-001 · Reading Supplies (1000-0001)	20000 · Accounts Payable	0.00	
					Test	610 · General Supplies:610-023 · 3rd Grade Supplies (1000-0023)	20000 · Accounts Payable	0.00	
	05/15/2020 13:10:03	Admin	Prior	04/24/2019	Test	610 · General Supplies:610-000 · Inst Supplies (1000-0000)	20000 · Accounts Payable	17,000.00	
					Test	610 · General Supplies:610-001 · Reading Supplies (1000-0001)	20000 · Accounts Payable	0.00	
					Test	610 · General Supplies:610-023 · 3rd Grade Supplies (1000-0023)	20000 · Accounts Payable	817.50	
					Test	610 · General Supplies:610-023 · 3rd Grade Supplies (1000-0023)	20000 · Accounts Payable	817.50	
					Test	610 · General Supplies:610-023 · 3rd Grade Supplies (1000-0023)	20000 · Accounts Payable	817.50	
General Journal 1	05/15/2020 12:10:33	Admin	Latest	06/30/2019	Test	102 · Instructional Assistants:102-019 · PreK Ins...	-SPLIT-	12,568.19	
					Test	102 · Instructional Assistants:102-120 · Inst Asst...	102 · Instructional...	65,049.71	
					Test	BOE · BOE Bank	102 · Instructional...		77,617.90
					Test	101 · Certified Teachers:101-000 · Teachers (100...	102 · Instructional...	1,101,951.92	
					Test	101 · Certified Teachers:101-019 · PreSchool Te...	102 · Instructional...	30,004.39	
	05/15/2020 10:53:19	Admin	Prior	06/30/2019	Test	101 · Certified Teachers:101-120 · Special Ed Te...	102 · Instructional...	161,075.98	
					Test	101 · Certified Teachers:101-008 · Speech Teach...	102 · Instructional...	53,580.21	
					Test	101 · Certified Teachers:101-212 · Curricium De...	102 · Instructional...	1,530.00	
					Test	101 · Certified Teachers:101-220 · Library Salary...	102 · Instructional...	96,368.08	
					Test	101 · Certified Teachers:101-230 · Inst Tech Sala...	102 · Instructional...	56,103.30	
	05/15/2020 13:07:27	Admin	Latest	04/24/2019	Test	103 · Teacher Substitutes:103-000 · Subsat. Tea...	102 · Instructional...	19,227.95	
					Test	103 · Teacher Substitutes:103-019 · PreK Subs (...)	102 · Instructional...	2,162.50	
					Test	103 · Teacher Substitutes:103-120 · Subt Teache...	102 · Instructional...	1,500.00	
					Test	BOE · BOE Bank	102 · Instructional...		1,523,504.33
					Test	BOE · BOE Bank	102 · Instructional...		1,523,504.33
Purchase Order 1	05/15/2020 13:07:27	Admin	Latest	04/24/2019	Test	102 · Instructional Assistants	-SPLIT-	12,568.19	
					Test	102 · Instructional Assistants	102 · Instructional Assistants	65,049.71	
					Test	BOE · BOE Bank	102 · Instructional Assistants		77,617.90
					Test	90100 · Purchase Orders	-SPLIT-		18,481.22
					Test	610 · General Supplies:610-021 · 1st Grade Supplies (1000-0021)	90100 · Purchase Orders	459.09	
	05/15/2020 12:38:18	Admin	Prior	04/24/2019	Test	610 · General Supplies:610-000 · Inst Supplies (1000-0000)	90100 · Purchase Orders	17,000.00	
					Test	610 · General Supplies:610-001 · Reading Supplies (1000-0001)	90100 · Purchase Orders	204.63	
					Test	610 · General Supplies:610-023 · 3rd Grade Supplies (1000-0023)	90100 · Purchase Orders	817.50	
					Test	90100 · Purchase Orders	-SPLIT-		20,429.27
					Test	610 · General Supplies:610-021 · 1st Grade Supplies (1000-0021)	90100 · Purchase Orders	459.09	
	05/15/2020 12:38:18	Admin	Prior	04/24/2019	Test	610 · General Supplies:610-000 · Inst Supplies (1000-0000)	90100 · Purchase Orders	18,948.05	
					Test	610 · General Supplies:610-001 · Reading Supplies (1000-0001)	90100 · Purchase Orders	204.63	
					Test	610 · General Supplies:610-023 · 3rd Grade Supplies (1000-0023)	90100 · Purchase Orders	817.50	
					Test	90100 · Purchase Orders	-SPLIT-		20,429.27
					Test	610 · General Supplies:610-021 · 1st Grade Supplies (1000-0021)	90100 · Purchase Orders	459.09	

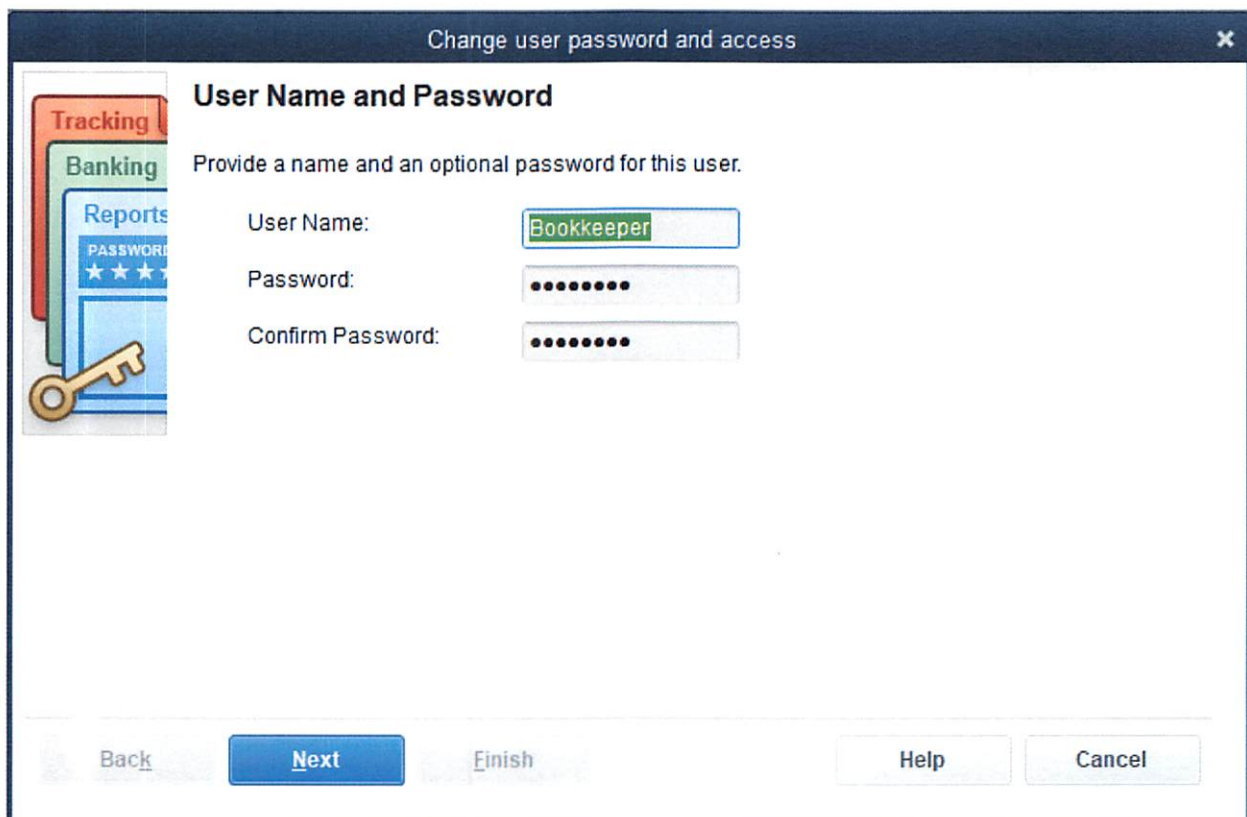
The following are the normal setup options for QuickBooks Users. You would first set up the user and their password (they can then change it), determine what access rights they have; these decisions can be changed at any time by the Admin assigned to the QuickBooks file. At the end of the set-up process, the assigned access rights will be displayed.



The 'User List' dialog box has a title bar with 'User List' and a close button. It contains a list of users on the left with 'Admin (logged on)' highlighted in green and 'Bookkeeper' below it. To the right of the list are four buttons: 'Add User...', 'Edit User...', 'Delete User', and 'View User'. Below the list is a 'Set the closing date:' label and a 'Closing Date...' button. At the bottom right are 'Close' and 'Help' buttons.

User	Actions
Admin (logged on)	<input type="button" value="Add User..."/> <input type="button" value="Edit User..."/> <input type="button" value="Delete User"/> <input type="button" value="View User"/>
Bookkeeper	

Set the closing date:



The 'Change user password and access' dialog box has a title bar with the text and a close button. On the left is an icon showing a stack of folders labeled 'Tracking', 'Banking', and 'Reports', with a 'PASSWORD' label and a key icon. The main area is titled 'User Name and Password' and contains the instruction 'Provide a name and an optional password for this user.' Below this are three labels: 'User Name:', 'Password:', and 'Confirm Password:'. Each label has a corresponding text input field. The 'User Name' field contains 'Bookkeeper'. The 'Password' and 'Confirm Password' fields are masked with dots. At the bottom are five buttons: 'Back', 'Next', 'Finish', 'Help', and 'Cancel'.

**User Name and Password**


Provide a name and an optional password for this user.

User Name:

Password:

Confirm Password:

Change user password and access



### Access for user: Bookkeeper

What do you want this user to have access to?

- ☐ All areas of QuickBooks
- ☒ Selected areas of QuickBooks  
(You will make the selections in the screens that follow)
- ☐ External Accountant  
(Access to all areas of QuickBooks except sensitive customer data, such as credit card numbers)

Back


Next

Finish

Help

Cancel

Change user password and access: Bookkeeper



### Sales and Accounts Receivable

Page 1 of 10

Access to this area includes activities such as: entering invoices, sales receipts and sales orders, receiving payments, and writing estimates and statements. It also includes access to the Customer Center and accounts receivable reports.

What level of access to Sales and Accounts Receivable activities do you want to give this user?

- ☐ No Access
- ☐ Full Access
- ☒ Selective Access
  - ☒ Create transactions only
  - ☐ Create and print transactions
  - ☐ Create transactions and create reports
- ☐ View complete customer credit card numbers  
[Tell me about customer credit card protection.](#)

Back

Next

Finish

Help

Cancel

Tracking

Banking

Reports

PASSWORD  
★ ★ ★

Change user password and access: Bookkeeper

X

Purchases and Accounts Payable

Page 2 of 10

Access to this area includes activities such as: Entering and paying bills, entering credit card charges, and entering purchase orders. It also includes access to the Vendor Center and accounts payable reports.

What level of access to Purchases and Accounts Payable activities do you want to give this user?

☐ No Access

☐ Full Access

☒ Selective Access

☒ Create transactions only

☐ Create and print transactions

☐ Create transactions and create reports

Back


Next

Finish

Help

Cancel

Change user password and access: Bookkeeper



## Checking and Credit Cards

Page 3 of 10

Access to this area includes common banking activities such as writing and printing checks, making deposits, and entering credit card charges.

What level of access to Checking and Credit Card activities do you want to give this user?

☐ No Access

☐ Full Access

☒ Selective Access

- ☒ Create transactions only
- ☐ Create and print transactions

Back

Next



Finish

Help

Cancel



Change user password and access: Bookkeeper



## Inventory

Access to this area includes activities such as: entering purchase orders, receiving goods (or items), adjusting inventory, and running inventory reports.

What level of access to Inventory activities do you want to give this user?

☒ No Access

☐ Full Access

☐ Selective Access

- ☐ Create transactions only
- ☐ Create and print transactions
- ☐ Create transactions and create reports

Page 4 of 10

Back



Next

Finish

Help

Cancel

Change user password and access: Bookkeeper



## Time Tracking

Access to this area includes activities such as: entering time sheets, importing and exporting Timer data, and running Time reports.

What level of access to Time Tracking activities do you want to give this user?

☐ No Access

☐ Full Access

☒ Selective Access

- ☒ Create transactions only
- ☐ Create and print transactions
- ☐ Create transactions and create reports

Page 5 of 10

Back

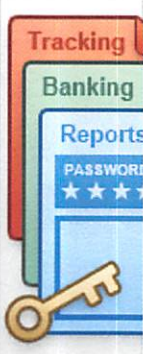
Next

Finish

Help

Cancel

Change user password and access: Bookkeeper



## Payroll and Employees

Page 6 of 10

You can grant or restrict user access to the following activities: create paychecks and paystubs; print payroll tax forms; pay/e-pay payroll taxes; access Employee and Payroll Centers; and run/view payroll reports.

What level of access to Payroll activities do you want to give this user?

☐ No Access

☐ Full Access

☒ Selective Access

- ☒ Create transactions only
- ☐ Create, print, e-pay, and e-file transactions and forms
- ☐ Create transactions and create reports

Back


Next

Finish

Help

Cancel

Change user password and access: Bookkeeper



## Sensitive Accounting Activities

Page 7 of 10

This area allows the user to perform activities such as transfer funds between accounts, make general journal entries, and do online banking.

What level of access to Sensitive Accounting Activities activities do you want to give this user?

☐ No Access

☐ Full Access

☒ Selective Access

- ☒ Create transactions only
- ☐ Create and print transactions
- ☐ Create transactions and create reports

Back

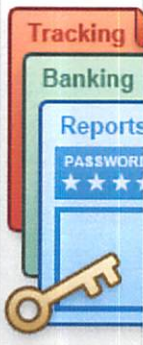
Next

Finish

Help

Cancel

Change user password and access: Bookkeeper



## Sensitive Financial Reporting

Page 8 of 10

This area gives access to all QuickBooks reports. It overrides any other reporting restrictions placed on this user.

What level of access to Sensitive Financial Reporting do you want to give this user?

☐ No Access

☐ Full Access

☒ Selective Access

- ☒ Create sensitive reports only
- ☐ Create and print sensitive reports

Back


Next

Finish

Help

Cancel

Change user password and access: Bookkeeper



## Changing or Deleting Transactions

Page 9 of 10

Do you want this user to have the ability to change or delete transactions in the areas they have access to?

☒ Yes

☐ No

Should this user also have the ability to change or delete transactions that were recorded before the closing date?

☐ Yes

☒ No

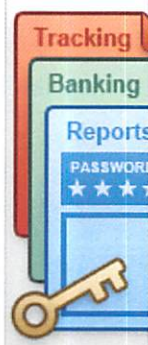
Back

Next

Finish

Help

Cancel



## Access for user: Bookkeeper

Page 10 of 10

You have finished setting this user's access rights and password. Below is a summary of this user's access rights. Click the Finish button to complete this task.

AREA	CREATE	PRINT	REPO...
Sales and Accounts Receivable	Y	N	N
Purchases and Accounts Payable	Y	N	N
Checking and Credit Cards	Y	N	n/a
Inventory	N	N	N
Time Tracking	Y	N	N
Payroll and Employees	Y	N	N
Sensitive Accounting Activities	Y	N	N

Back

Next

Finish

Help

Cancel



QuickBooks has many features that may benefit the town and school but also several issues that will affect how your reports are prepared.

- 1) The budget to actual reports shows the appropriated QuickBooks amount. After the adopted budget is approved and entered into QuickBooks, as additional appropriations or line item transfers are made, you would simply prepare a Budget Overview report which shows the adopted budget and any subsequent changes. Your current accounting system shows adopted and appropriated. With the Budget Overview, you will be able to see all budget transactions on a monthly basis that affect your adopted budget.
- 2) QuickBooks only allows for a 7-digit account number. UCOA has a 22-digit criteria. I have prepared a short sample of the how the Board of Education accounts could appear. My example is based on your Budget to Actual report for the FY18/19. As you can see, only part of the full account number is utilized in the QuickBooks account number. The total necessary account number is being listed in the Line Item Description. The use of the approved UCOA excel mapping tool will need to be utilized for both the town and school. The process would be a one-time exercise. Once you have your account numbers in QuickBooks finalized, the accounts can then be mapped or tied to the excel workbook. Then each year after the financial statements are completed, you can just print the QuickBooks report, enter the final numbers into the mapping program which is linked to the final Excel workbook which can then be uploaded to the State site. It will take some time to complete the setup and mapping but once done, you can utilize it each year.
- 3) The Audit Trail is always on; it cannot be turned off. When a user signs in under their username and password, any transactions that they perform are automatically recorded by date, time, and transaction. If the transaction is subsequently changed by that user or someone else, the change is recorded also within the Audit trail and shows the original transaction and the date, time and who changed it. A very helpful tool when tracking financial issues.
- 4) Recurring transactions can be "memorized" so that all you need to do is change the date of the transaction and amount of the transaction and record. Reduces staff recording times. (example would be recording bi-weekly payroll transactions)
- 5) Memorized department reports can be utilized monthly to ensure that line items are not over expended.
- 6) Most reports can be exported to excel.

QuickBooks programs to consider:

QuickBooks Pro or QuickBooks Premier Plus

- 1) QuickBooks Pro one-time fee \$299.99 and allows for 3 users at a time. No need to upgrade unless in house payroll is being done. If payroll, that is an add on feature which is based on the payroll package you choose and then requires you to upgrade every three years. Limited telephone support. Additional user licenses can be purchased at \$299.99 per user
- 2) QuickBooks Premier Plus first year fee \$249.95 (special is funning) and then a yearly fee of \$449 (currently) and allows for 5 users. If using in house payroll, additional fee based on the payroll package you choose. It has unlimited phone support and allows for on-line backups. Additional user licenses can be purchased at \$299.99 per user

I am attaching a printout from Intuit's website about how user's work within QuickBooks

You can have several different funds set up as “companies” within QuickBooks and still utilize the same program; no need to buy another program. Board of Education Grants can be a QuickBooks company, Capital Non-recurring can be a QuickBooks program; Student activities can be a QuickBooks program, etc. There is no limit to the number of companies that can be set up once you have purchased the program, just the number of users that can be logged on to that specific company.

For the smaller funds, you can utilize the “class” structure of QuickBooks to allocate receipts and expenses. Example, BOE grants have State Funding, Federal Funding, and occasionally outside funding and just program expenses. The different accounts can be set up in the Chart of Accounts, but each type of grant can be its own class, thereby reducing the financial report size.

The same can be done for Capital Non-recurring, student activities and all other funds.

# Summary of Priorities

## Finance – General Ledger, Budget, Purchasing, A/P, A/R

### Technology

- Windows and Office compatible
- Audit trail with history or changes
- Scan & attach files in multiple formats
- User-levels
  - Query and reporting
  - Menus and screens
- Query and Reporting tools
  - Allows formatting of data
  - Drop down and/or drag and drop criteria selection
  - Define and save. Ability to refresh.
- Reports
  - Generate in multiple formats
  - Library of pre-built
- Searchable fields
- Multiple environments for implementation

### Finance

- General Ledger
  - Periods
    - Support 13 accounting periods
    - Multiple years open
    - Role driven
  - Date driven closings
  - Ability to report on detail or roll up
  - Journal entries
    - Multiple journal entry types
    - Short and long descriptions
    - Attachments
    - Workflow routing for approval
    - Self-balancing interfund
  - Mapping to UCOA/ED001
- Funds
  - Accommodate pooled cash for multiple funds
  - Grant Management
    - Ability to report on multi-year basis
- Banking
  - Bank Reconciliations
  - Ability to import bank information
  - Reconcile all banking transactions
  - Define check sort and print order
  - Canceled check report
- Budgeting
  - Up to 3 year budget and actual
  - Ability to specify # of years
  - Excel export and import
  - What-if modelling. Identify variations.

Budget adjustments/transfer. Multiple budget iterations per year with versioning for each.

Budget vs Actual

With or without encumbrances

Drill down to source data

System generated alerts when nearing budget tolerances

Route budget requests for approval via workflow

Budget worksheets to distribute to departments for entry. Workflow routing for approval and review.

Posting capabilities. Tools to support creation and distribution of "budget book".

Capture Budget line item assumptions and attach supporting documentation.

Forecasting analysis with unique formulas based on budget type or category.

Budgeting dashboard with drill down capabilities

#### Purchase Orders

Support multiple addresses

Ability to email

Work flow approval and security settings

Budget verification with settings to warn or block

Allow multiple G/L accounts per line.

Reference to contract, quote, etc

Create PO without requisition

Convert requisition to PO

Pre-encumbrance vs encumbrance

Ability to flag line item as fixed asset

Utility to unencumber at year end

#### Accounts Payable

Vendor and/or customer master file data

1099 tracking with ability to print and/or transmit

Prevention of duplicate vendors

Deactivate and retain history

Duplicate invoice management

Ability to flag invoice for separate check

Support multiple forms of payment

Ability to scan invoices; route for review. Route a single invoice concurrently to multiple approvers, ability to re-route and add reviewer while in process. Online visibility to invoice approval routing queue.

Import electronic invoices into A/P

Process multiple invoices to a PO

Generate recurring payables templates

Distribute invoice to multiple G/L accounts by pre-defined rules

Manage partial payments

Two or three way matching; PO to invoice or PO to receiving

Use of quick codes

#### Accounts Receivable

Ability to process payments in multiple formats

Ability to flag receipts for tax reporting (tuition payments)

Generate invoices

Vendor Considerations		
Rate from 1-highest to 4 lowest	Vendor Background	Comments
	<b><u>Company</u></b>	
	Public vs. Private	
	Year Founded	
	Revenue and Income: Current and Prior Year	
	Office Locations: Headquarters, Implementation, Support, Development	
	Nearest regional office to State of Connecticut	
	Website	
	Employee Count	
	<b><u>Number of Customers</u></b>	
	Total Customers	
	Total Customers on Proposed System	
	Total Connecticut Schools	
	Total Connecticut Towns	
	Total Similar sized Customers	
	<b><u>Experience</u></b>	
	Identify Project Manager/Team	
	Outsourcing of any services	
	Relevant references	
	<b><u>Implementation</u></b>	
	Strategy	
	Plan of phases, tasks and timeline.	
	Resources	
	Data conversion tools, methodology, experience with.	
	Post Go-Live support	
	<b><u>Support</u></b>	
	User Groups, Conferences, Community Forums, etc	
	# of staff offering user support, hours of service, response time, ticketing, etc.	
	History of upgrades	

[illegible]

# Proposed Timelines

## Software

1. Examine software vendor and logistics May-June 2020
  - a. Quickbooks
  - b. BMSI
  - c. Edmunds
2. Committee Reviews Quickbooks demonstration
3. June-July 2020 Buildout of Chart of Accounts for Town and AES
4. Run Phoenix and XXXX in tandem between July 1 and September 15
5. Full transition to new software on Sept 15<sup>th</sup>

## Staffing Changes

### Current

**Town treasurer** 24 hrs/ week

**Assistant Treasurer** 30 hrs/week

**School Business manager** 30 +hours/Week

### Final

**Finance Director** Assumed to be 26 Hrs? week Likely 16 hrs School/ 10 Hrs Town

With the town this could work out to a long Monday or multiple part days

**Assistant Finance Officer** 40Hours/ week

### Timeline

#### June 2020 Decisions

1. make final decisions about positions,
2. Begin Union negotiations for Change of Position/ requirements and Salary from assistant treasurer to Assistant finance officer Assume this will remain a town employee.
3. assemble a joint town- AES interview Panel for Finance Director and Assistant
  - a. Assume 1-2 outsiders possibly Coventry's or Bolton's finance director
  - b. where does new Superintendent fit into this?

#### July 2020

4. Advertise for Both Positions
  - a. How and Where to Advertise for Positions
  - b. Internal and External Candidates>

#### August 2020

5. Interview Candidates for both Positions
6. Interview Panel makes recommendation to BOS/BOE

**Sept 2020** Make Offer

**Oct -Nov** Hire for both Positions allowing ~ 2 month Overlap if possible

Contract with town Treasurer through Dec 31 2020

Assistant Treasurer would likely be retained until december timeframe.

AES would have to make a decision when and how contract would be

Are both employees town or is one town and one an AES employee? In that case would prefer Finance Director AES and Assistant Town- Makes Union Negotiations easier for us but not necessary.