



Nivera Financials White Paper

Financial Accounting and Reporting Software
for Public Sector Organizations

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Overview of Nivera Financials

Nivera Financials is a complete Financial Accounting and Reporting software suite designed for public sector organizations. It is state of the art software designed from the ground up to give you all the financial information that you need, when you need it. It is real time and updates all account information as it happens. Fund and project based, the financial give you a complete view of your financial status at any moment.

We set out from the very beginning with three goals in mind in designing and implementing Nivera Financials. These three goals drove the design and many decisions about how to implement the software.

Our first goal was to make the software easy to use. We incorporated an intuitive graphical user interface that used metaphors that most users are familiar with. We made extensive use of tabs so that all the information for a particular subject area in the financials would be available on one screen. All vendor information including payments, contracts, purchase orders, outstanding invoices, contacts, addresses, etc. are on one screen. If you need information on a purchase order one screen has all the information. There is no reason to be jumping from one screen to the next to see information. If you do need to move to a related subject area to see more information, its available by a simple double click of the mouse.

Our second goal was to make the software complete. We didn't want the users to have to do anything "by hand." This was more difficult to implement because the software also had to be easy to use. In some cases it was more important that the software be complete than it was that it be easy. We generally opted for this solution, trying our best to still make it easy to use.

Our last goal was to make the system "data driven." This means that when codes are appropriate you set them up, if you need to change them you change them. You decide what accounts appear on which report. We tried diligently to not "hard code" anything into the software. There are control tables that allow you to define most everything in the system. User information is stored in the database so that one user when they log into the system can be in one fiscal year and another logs in to a different fiscal year, or logs into a different fiscal agency. This can reduce the amount of time that it takes to get started on your work if you are working in multiple fiscal years.

Nivera Financials is designed to manage all major financial applications including:

- General Ledger
- Budgeting
- Grant and Fund Management
- Purchasing
- Accounts Payable
- Accounts Receivable
- Fixed Assets
- Cash and Investment Management
- External Systems Interfaces supporting peripheral applications such as Payroll, Assessment and Tax and Medical Billing

“Being able to do tax distributions and refunds, directly from the software, allows us to be much more efficient in our work.”

Mike Robison. Finance Director Clatsop County, Oregon

Nivera Financials has support for:

- Multiple Fiscal Agencies
- Multiple Fiscal Years
- Up to eight levels of organization
- Scalable to as many users as required (only limited by hardware constraints)

The Financials use on line help that is context sensitive. No matter where you are in the application help for that window is available. The help screens, which are written in Robohelp, can be customized so that they reflect exactly how you do business. You can even print them and use them as procedure manuals.

Each module has been optimized to work seamlessly with the others. Several of the modules, such as Purchasing or Budgeting can be purchased separately if desired.

We also have included numerous interfaces to help our customers get their work done. We currently interface to Ceridian software for our clients that use Ceridian as their payroll service. We have plans to also interface to ADP for payroll.

We interface to Nivera's A&T Pro Plus for tax distribution and tax payor refunds. This totally automates the process of generating checks or state pool transfers for these agencies and individuals. The time savings and the increased accuracy from only entering the information once is really quite remarkable.

Recently we have added an interface to the Oregon District Attorney's Case Management System (DACMS) which allows witnesses, who have appeared in court, to be selected. Once selected for payment the interface creates the necessary records in the financial software to cut a check for those individuals. Again we have achieved efficiency and speed in handling these transactions.

General Ledger

The General Ledger Module of Nivera Financials is a full featured General Ledger package that is optimized for Public Sector Organizations. It is designed to give you the flexibility that you need to organize and track the financial condition of your organization. We have fully implemented project based reporting in the software that can be individually implemented at the organization level for each unit.

Account Structure

- Open to any grouping or structuring of the accounts up to eight levels
- Typically consists grouping of entities within the Fund Structure
- Users are assigned to specific accounts and organizations through the security function
- Supports projects that are tracked across multiple fiscal years

Multiple Agencies and Multiple Years

- System supports multiple Agencies and Multiple Fiscal Years
- More than one year may be open for activity in the General Ledger at any given time

Processes

- Open up new Year to report actual activity against
- Perform accruals (automatic)
- Generate Accounts based on the prior years accounts and any new accounts added during the budgeting process
- Process and Post JE Transactions
- Process incoming Transactions from the other modules
- Recurring J/E Transactions
- Audit Entries
- Real Time Transactions and Budget Verification
- Resolutions and Orders (R&O's) for changing budget amounts
- Set up according to individual needs
- Reporting based on the selected Accounting Periods
- Once an Accounting period is frozen no additional transactions allowed
- Inquiry
- Drill Down from any JE transaction to the source transaction in 3 keystrokes
- Dynamically generated result sets from extensive set of selection criteria
- Reports
- Ad Hoc reporting on transaction activity across transaction type, date or some other specific view
- Audit Trail Reporting
- Generate reports on a monthly, quarterly or yearly or year to date basis.

Budgeting

The budgeting module is an easy to use and comprehensive program for generating a budget for the Fiscal Agency. The existing account structure from the general ledger is used. Each department or organization controls their own budget preparation. Security settings that are user defined, determine who can see what information in the module and who can change that information.

The budgeting module contains the following functionality:

- Multiple Budget Phases
- Requested, Proposed, Approved, and Adopted Phases
- Ability to establish the budget amounts in multiple ways:
 - Enter directly (on-line)
 - Import from an internal or external source (PC Spreadsheet)
 - Percentage Calculation from prior year
- Supporting forms that explain justifications for each type of request
- Export features to move budget information to spreadsheets for what if calculations
- Budget reduction scenarios
 - What the budget would look like if reduced by 10 , 25, or 50%
 - What changes would be required if reduced by 10 , 25, or 50%
- Two prior years budgets plus year to date expenditures are shown for reference
- Roll up features that allow you to summarize budget requests at an ever higher level until it can be viewed for the whole Fiscal Agency
- Real time. Any changes are automatically included in all roll up accounts and are reflected everywhere viewed in the Budget module
- Budget module can be accessed from an Internet Browser through an intranet session.

The Budget module can be purchased separately from the other Financial modules. Your data can be imported from any system and imported into the budget module. If you do not have support for Oracle or SQL Server Databases in your organization we can help. Nivera provides a complete suite of Application Hosting services that can meet just about any budget or requirements.

Grant and Fund Management

Fund Accounting is the centerpiece of public sector accounting and Nivera Financials fully supports all aspects of this process. Grant management which is closely associated is also an important feature. Because grants may be multiyear grants it is important to be able to track grants across multiple fiscal years.

Grant / Fund Management

- Tracking by categories and or organizations
- Grants and Funds will overlap across fiscal years
- Tied into budgeting for anticipating revenue
- Once received, grants are tracked against its associated appropriation. The system ties revenues to what is being spent
- Allocate costs out of General Fund relating to services to other funds (general agency overhead)
- For Cost plans, break out the allocation of funds into cost components
- Assigns expenses to grants

Inquiry and Reporting

- Snapshot reporting of current balance or current position of grant
- Comparison of spending against appropriation
- Appropriation status of funds
- Amount of revenue collected and the resulting balance
- Reconciling of grants to their appropriation
- Grants to Date
- Funding streams and expenses by grants
- Cost plan breakout, direct costs vs. indirect costs
- History

Business Scenarios

- Amounts that are paid in advance
- Grants that are appropriated across multiple fiscal years
- Receiving unanticipated grants
- Do A/R and Invoicing for Grants
- Contract based payments
- Pass through grants
- Indirect cost plans
- Payroll cost plans
- General Agency Overhead

Purchasing

The Purchasing module is available as a stand alone module, or in conjunction with the other financial modules. It is designed for either a central purchasing function with Purchase Requisitions, or a non-centralized function with the Purchase Orders generated by each unit in the agency.

Purchase Order Management

- Generate PO's on-line
- Paperless approval process
- PO Authorization based on user established criteria
- Budget Authority and Limits
- Pre-approval of PO's
- Printing of PO's
 - Only available after authorization
 - Can print or reprint PO's
- Supports Blanket PO's and not to exceed PO's
- Encumbrances
 - Approval of PO creates encumbrance against budget amount
 - Creates J/E that ties up the budget
 - Tracks amount encumbered, expensed, and available
- Requires approval to overspend a budget amount
- Bids and RFP's
 - Tracks items that require bids
 - Tracks RFP's
 - Who responded
 - Low bidder
 - Date Advertised Etc,
- Purchase Receipt Generation
- Inquiry and Reporting
- Generates reports based on status, dates, vendor, etc.
- Supports Cash Flow reports (Open PO's etc.)
- History Reporting
- Interface to Inventory Module

Accounts Payable

The Accounts Payable module is designed to give the organization complete control of the payables process. There is even an interface to Nivera Systems' A&T Pro Plus program to generate all tax distributions and either generate checks or credit the state pool accounts of the appropriate taxing districts.

- On Line Entry
- Line Items: Add, modify, delete line items
- Status control to complement paperless flow (Open, validated, approved, etc.)
- Allow for fast entry of multiple invoices
- Scheduled Payments
 - Initiated manually or by the due date
 - Based on type of payment (Including Tax Distributions)
- Recurring or Scheduled payments.
- Invoice Matching
- Cash Requirements
- Approvals check for budget authority
- Group Vouchers and run Cash Requirements Analysis
- Generation of Check Register
- Check Register Reconciliation
- Generation of Check relieves encumbrance
- Print Checks
- Manual Checks
- Group and print Multiple Checks
- Complete Check Generation including Signatures and Logo's
- Inquiry and Reporting
- Reports based on status, dates, vendors, etc
- Aging
- Generate all 1099's including printing the forms
- Generate all W-9's including printing the forms

Accounts Receivable

The Accounts Receivable module is designed to track any receivables that are owed the organization no matter where in the organization they may originate. These include medical billing in health departments, monies owed for the recording of documents in a clerk's office, sales of property, or other such scenarios. It is designed to be simple to use and integrates with the cash management system for deposit and cash control.

- On-line Maintenance
- Accounts: Create, maintain and purge
- Line Items: Add, modify or delete
- Status's to control paperless flow
- Allow for fast data entry of multiple invoices
- Billing
- Billing by Due Date or manual
- Periodic or scheduled billing
- Based on type of receivable
- Receiving Payments
- Entry of actual payments
- Reconciled with billing
- Post to Cash and GL
- Inquiry and Reporting
- Anticipated Revenues Scheduling
- Aging of Receivables
- Reports based on status, dates source, etc.
- History reports

Fixed Assets

The Fixed Assets module is designed to be used in conjunction with the Accounts payable module to recognize and allow for quick entry of Fixed Assets. Fixed Assets can be entered manually as well. Status of all fixed assets and disposition of those assets are tracked. We have made every effort to make the system easy to use and intuitive for those that must use it.

The process starts in Accounts payable. Items that are fixed assets are marked at the time they are purchased. We also track any items that are charged to a capital account. A report is generated showing at any time what these items are. These are then edited to make sure that only items that should be fixed assets are transferred into the fixed asset system.

The system is designed to allow 'work in progress' fixed assets. Items can be added to the detail level of the fixed asset and asset values accumulated over time.

While most fixed assets are not depreciated, each item can have an associated depreciation schedule attached to it.

- Fixed Asset Tracking
- General Fund and Special Fund Assets are held at book value until disposed of.
- Enterprise Fund Assets contain an associated depreciation schedule for the life of the asset
- Maintain Fixed Asset descriptions, types, depreciation schedules etc.
- Record the disposition of each item as they are removed from the fixed asset inventory
- Inquiry and Reporting
- History on-line for seven years after the disposition of the asset
- Disposition reporting
- Fixed Asset values and descriptions

Cash and Investment Management

Cash Management Functions

- Support A/R and A/P functions
- Track cash amounts within fund, within bank account, and within fiscal agency
- Track cash deposits to each fund

Manage Treasury Function and Transactions

- Manage and track all bank transactions
- Track sweep account for investing temporary pools of cash
- Maintain minimum balances in bank accounts

Manage Investments and Investment Products

- Tie fund balances to investment products
- Ability to age and or tie up investment balances
- Manage State Investment Pool
- Manage other available investment vehicles

Cash Flow Analysis

- Determine when cash becomes available
- Determine how long investments tie up cash

Inquiry and Reporting

- Summary and breakdown on fund total balances
- Summary and breakdown of fund invested balances
- Summary and breakdown of fund cash balances
- Track transfers of funds
- Track all investment activity
- History

Business Scenarios

- Tax deposits and distributions from tax department
- Bank account transfers (Cash, State Pool, etc.)
- Trust fund deposits

External Systems Interfaces

We currently support interfaces to several other activities that are external to the financials. These include, but are not limited to:

- Ceridian or ADP for Payroll
- Current Banks for electronic check reconciliation and on-line balance information
- A&T Pro Plus for tax payments and distributions
- State Pool for State Pool information