



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 AGR0921

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 RON PRICE
 304-558-0492

VENDOR

RFQ COPY

TYPE NAME/ADDRESS HERE

Analysis & Information Services, Inc
 7 Sedgehill CT
 Timonium, MD 21093

SHIP TO

DEPARTMENT OF AGRICULTURE
 SOIL CONSERVATION AGENCY
 BUILDING 5
 4720 BRENDA LANE
 CHARLESTON, WV
 25320 304-558-2221

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/11/2009				

BID OPENING DATE: 03/26/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		920-07		
SAGE MIP SOFTWARE OR EQUAL CONTRACT TO FURNISH SAGE MIP SOFTWARE (OR EQUAL) ACCOUNTING SOFTWARE FOR THE WEST VIRGINIA CONSERVATION AGENCY PER THE ATTACHED SPECIFICATIONS. SOFTWARE COST FOR 16 - 20 USERS \$ 33,000 MAINTENANCE COST/YEAR \$ 8,250 TOTAL \$ 53,500 EFFECTIVE DATES FOR THE MAINTENANCE COST SHALL BE ESTABLISHED BY CHANGE ORDER AFTER PRODUCT IS ACCEPTED. WRITTEN QUESTIONS MAY BE SUBMITTED NO LATER THAN 4:00 PM EDT ON MARCH 18, 2009 TO THE FOLLOWING: RON PRICE PURCHASING DIVISION 2019 WASHINGTON STREET EAST CHARLESTON, WV 25305 FAX: 304-558-4115 EMAIL: RON.N.PRICE@WV.GOV NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15						

RECEIVED
 2009 MAR 31 A 10:16
 PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
AGR0921

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
 RON PRICE
 304-558-0492

RFQ COPY

TYPE NAME/ADDRESS, HERE
Analysis & Information Svcs, Inc
7 Sedgehill Ct
Timonium, MD 21093

SHIP TO

DEPARTMENT OF AGRICULTURE
 SOIL CONSERVATION AGENCY
 BUILDING 5
 4720 BRENDA LANE
 CHARLESTON, WV
 25320 304-558-2221

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/11/2009				

BID OPENING DATE: **03/26/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130		
<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: RP-41</p> <p>RFQ. NO.: AGR0921</p> <p>BID OPENING DATE: 03/26/09</p> <p>BID OPENING TIME: 1:30PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <i>240-841-2800</i></p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): <i>Mark Hambleton</i></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

General System Features
Setup
Must support true governmental fund accounting
Must have self-balancing funds
Must have table-driven, user-definable chart of account structure
Must have user-defined segment lengths
Must have "Wizards" to speed setup and maintenance of system
Must have user-defined fields
Must allow setup of unlimited number of users
Must support 16-20 concurrent users
Must allow users from multiple sites to access the system in the central office via broadband access
Must allow setup of 16 or more companies/entities
Accounting Tools
Must have graphical system navigation tools equivalent to QuickBooks/Peachtree/Sage MIP
Should have customizable navigation and workspace
Must have online inquiry with drill-down functionality
Must have system generated check and receipt printing
Must have ability to email reports directly from application
Must have system controls warning of duplicate check usage
Must have detailed checklists, procedural overviews, and tips available in online help system
General System Features
Should have transaction allocation templates for recurring distributions based on percentages, units, and/or fixed amounts.
Must automatically generate offsetting entries for balancing transactions including interfund entries
Should save recurring transactions
Must have soft close periods to prevent entry errors
Must have context-sensitive online Help for every function
Must have detailed checklists and procedural overviews in a searchable Online Help System
Reporting
Must be GASB 34 compliant reporting and financial statements
Must have preconfigured reports ready for immediate use or as templates for customized reports
Must have control account placement, section and account labels, formatting on custom financial statements

Must have report customization options including column selection, sorting sequences, specified totals, and filters
Must report by critical segment or combinations of account segments
Must have comparative columnar report presentation for financial statements
Must have budget to actual comparisons
Must have comparative reporting by month, quarter, year
Should have account roll-up for summarization
Should have cross fiscal year reports to match funding source reporting cycles
Should have create charts and graphs from financial data in the system
Must have comprehensive tracking of transactions for complete audit trail
Must have unlimited number of reports
Must export directly to other applications including Excel
Must import records from other applications
<i>History & Security</i>
Must store unlimited amount of history
Must have menu level security
Must be able to view log of system activity
Must have group and individual user security maintenance
Must have secure reports from changes by other users
Must limit entry and viewing access by individual program, department, general ledger code, and screen fields
Must allow view only access to given program areas
<i>Licensing & Installation</i>
Must have standard Windows installation
<i>General System Features</i>
Must have maintenance including new versions and product enhancements
Must have multi-seat licensing
Must have guarantees on Software, Training, Maintenance and Support
Must have fully integrated module suite available
Must provide training via webinar and or live training
Must provide software support included in maintenance fee for first year
Must provide data conversion of QuickBooks ending balances into new software
Must provide installation, configuration, and design services
Must assist with design of chart of accounts

Modular Requirements

General System Features
Accounts Payable
Must be fully integrated with the General Ledger
Must have unlimited number of vendor records and vendor history
Should have user-defined vendor IDs with character type and field length settings
Must be able to create custom fields on the vendor record and record detailed notes
Should maintain default account coding by vendor
Must allow vendor additions on-the-fly during transaction entry
Should place vendor payments on hold
Must be able to select invoices for payment individually or using custom parameters
Must be able to disburse from multiple cash accounts in the same check run
Must allow user to drill-down to transaction details
Must allow multiple invoices to be paid with a single check
Must be able to print pre-configured or custom sub-ledger reports, including aging and cash flow projections
Should have online inquiry by vendor for open balance, payment history, including drill-down functionality
Must generate vendor 1099s
Must be able to customizable checks and vouchers
Accounts Receivable
Must be fully integrated with the General Ledger
Must have unlimited number of customer records and customer history
Should have user-defined customer IDs with character type and field length settings
Must have detailed customer records including contact information, billing terms, default account coding, customer type and class
General System Features
Must have create custom fields on the customer record and record detailed notes
Must have customer additions on-the-fly during transaction entry
Must be able to place customer credit on hold

Should group customers to apply common charges
Must produce detailed invoices on multiple billing cycles
Must automatically allocate revenues across multiple programs with system generated entries
Must print pre-configured or custom sub ledger reports, including aging and cash flow projections
Should have online inquiry by customer for open balance, payment history, including drill-down functionality
Must generate customer statements at user-defined intervals
Must have customizable invoices and statements
Allocations
Must allocate interest, investment, and other revenues
Must perform allocations based on percentages, units (such as square footage, number of transactions, etc.), fixed dollar amounts, relative account balances, weighted average daily balances and indirect cost rates.
Must use allocations for recurring distributions
Must calculate allocations based on actual or budgeted activity
Must perform allocations as often as needed
General System Features
Must preserve pre-allocation account balances for reporting purposes
Must have system automatically record interfund transfers as needed
Should sequential allocations performed in a single calculation
Must review allocation calculations and results prior to accepting system generated entries
Must have clear audit trail for allocation entries
Payroll
Must be able to allocate leave balances at beginning of annual period in total and accrual basis
Must have comprehensive employee records including demographic information, tracking of critical dates, position, emergency contact and notes
Must be able to calculate and track earnings, benefits, deductions, workers compensation and leave
Must have multiple earning, benefit and leave calculation methods to accommodate varying compensation plans

Must have system maintained federal and state withholding tax tables
Must support local employee or employer paid taxes
Must maintain regular pay templates for employees to speed timesheet entry
Must have user-defined pay cycles and generate supplemental paychecks
Must be able to review timesheet entries and calculated pay to prevent mistakes prior to issuing payment
Must be able to allocate payroll entries based on direct labor hours
Must have automatic interfund transactions generated as needed
Must have standard and custom reports
Must have tax worksheets for federal, state, local tax reporting
Must produce W-2s
Must have customizable checks and vouchers
General System Features – Fixed Assets
Should group like assets for fast depreciation processing
Must depreciate monthly, quarterly or annually
Should process asset disposals
Must have standard and customizable reports including inventory tracking, asset registers, depreciation schedules and disposal registers
Should have summary or detailed depreciation and disposal entries
Bank Reconciliation
Must allow for multiple cash account reconciliation
Must allow for bank information to be imported
Must print a reconciliation register after reconciliation is completed
Other Available Modules
Must have Data Import/Export
Must have Bank Reconciliation
Must have form designer application
Must have Visual Analyzer module equivalent to Sage MIP Fund Accounting
Must have Advanced Security that tracks user changes and records workstation ID on audit logs

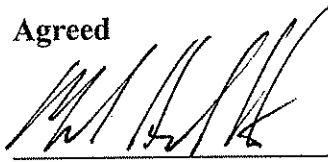
Must have Data Import/Export
Must have Bank Reconciliation
Must have form designer application
Must have Visual Analyzer module equivalent to Sage MIP Fund Accounting
Must have Advanced Security that tracks user changes and records workstation ID on audit logs

ATTACHMENT

P. O. # _____

This agreement constitutes the entire agreement between the parties, and there are no other terms and conditions applicable to the licenses granted hereunder.

Agreed

 3/28/09
Signature Date

president
Title

AIS
Company Name

Signature Date

Title

Agency/Division

AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES** - Any references in the agreement to arbitration or to the jurisdiction of any court are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. **RECOUPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY**: -Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:
STATE OF WEST VIRGINIA

Spending Unit: _____

Signed: _____

Title: _____

Date: _____

VENDOR

Company Name: Analysis Information Services, Inc

Signed: [Signature]

Title: pres

Date: 3/28/09

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: ALS Signed: [Signature]
Date: 3/28/09 Title: pres

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Analysis & Information Services, Inc
 Authorized Signature: [Signature] Date: 3/28/09



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
AGR0921

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
RON PRICE 304-558-0492

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

AIS
 box 192
 Timonium, MD 21093

SHIP TO

DEPARTMENT OF AGRICULTURE
 SOIL CONSERVATION AGENCY
 BUILDING 5
 4720 BRENDA LANE
 CHARLESTON, WV
 25320 304-558-2221

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/19/2009				

BID OPENING DATE: 03/31/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		920-07		
ADDENDUM NO. 1 ATTACHED ARE QUESTIONS AND RESPONSES TO THE QUESTIONS THAT WERE RAISED PRIOR TO THE CUT-OFF DATE OF 3/18/09. CHANGE THE BID OPENING DATE FROM 3/26/09 TO 3/31/09 AT 1:30 PM. NO OTHER CHANGES SAGE MIP SOFTWARE OR EQUAL						
***** THIS IS THE END OF RFQ AGR0921 ***** TOTAL:						\$53,500.-

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

ADDENDUM NO. 1
AGR0921

Listed below are responses to the written questions received prior to the cut-off date of 3/18/09.

Q. 1. - Are you planning installing this in house or will you require hosting services?

A. 1. - In house only

Q. 2. - You requested Payroll, but I did not see any reference to Direct Deposit. Will Direct Deposit be needed?

A. 2. - No

Q. 3. - You asked the cost to include 16 20 users are these users all data entry users or are some of them Executive View report users only?

A. 3. - Cost for 16 concurrent users with unlimited user ID.

Q. 4. - If some of the above are report users only, please provide us with the number of data users and the number of Executive View report only users.

A. 4. - See response to Question 3.

Q. 5. - You asked for the cost of Visual analyzer to be included in the quote, but did not list how many users will be using the visual analyzer module?

A. 5. - 16

Q. 6. - The RFQ asks for data conversion from Quickbooks, but does not indicate what data. Will you need historical transactions and if so how many months?

A. 6. - Ending balances only

Q. 7. - What is the anticipated implementation timeline for this project?

A. 7. - No later than July 1, 2009

Q. 8. - How many firms did this RFQ go out to? How many local West Virginia firms did this go to?

A. 8. - Purchasing Division policy will not permit us to give out this information.

Q. 9. - The RFQ requests software price for 16 – 20 users. A specific number of users must be named, i.e. 16 or 20 unless you would like to have two different quotes. My question is do you want the quote to reflect 16 or 20 users or do you want to receive two quotes?

A. 9. - 16 users

Q. 10. – The RFQ requests software and maintenance cost but not the cost for implementation services for the software. Do you want the implementation services added? If so, do you want to add an additional line or do you want the services needed added to the software cost?

A. 10 - Implementation services should be quoted separately. Revised bid schedule is included.

Revised Bid Schedule

Software Cost for 16 Users	\$ <u>33,000.</u>
Implementation Services	\$ <u>12,250.</u>
Maintenance Cost/Year	\$ <u>8,250.</u>
Total Cost	\$ <u>53,500.-</u>



AIS
 P.O. Box 192
 Timonium, MD 21093
 USA

SALES QUOTE

Sales Order No.	1000001294
Customer No.	WV1

Bill To:
 Department of Administration
 Purchasing Division, building 15
 2019 Washington St
 Charleston, WV 25305-0130

Ship To:
 Department of Agriculture
 Soil Conservation Agency, Building 5
 4720 Brenda Lane
 Charleston, WV 25320

Telephone: 304-558-4115
 Contact: Ron Price

Telephone: 304-558-2221
 Contact: Chris Casto

Ship Via		F.O.B.		Terms		Salesperson	
AIS hand delivery				Per Contract		Ed Hambleton	
Order Date	Ordered By	Customer Phone #	PO #	Resale #			
03/24/09		304-558-2204					
Order Quantity	Open Order Quantity	Tax	Item Number	Description	Unit Price	Extended Price	
1	1	Y	VAM-SQL-SM-5UL	VAM SQL System Manager 16 Users - Warehouse: MAIN [Equal to SAGE MIP software]	21,000.00	21,000.00	
1	1	Y	VAM-SQL-AP-C	VAM SQL Accounts Payable Compiled Warehouse: MAIN	1,500.00	1,500.00	
1	1	Y	VAM-SQL-GL-C	VAM SQL General Ledger Compiled Warehouse: MAIN	1,500.00	1,500.00	
1	1	Y	VAM-SQL-PR-C	VAM SQL Payroll Compiled Warehouse: MAIN	1,500.00	1,500.00	
1	1	Y	VAM-SQL-BR-C	VAM SQL Bank Reconcilliation Compiled Warehouse: MAIN	1,500.00	1,500.00	
1	1	Y	VAM-SQL-CL-C	VAM SQL Consolidated Ledger Compiled Warehouse: MAIN	1,500.00	1,500.00	
1	1	Y	VAM-SQL-AR-C	VAM SQL Accounts Receivable Compiled Warehouse: MAIN	1,500.00	1,500.00	

Print Date	03/24/09
Print Time	06:15:54 PM
Page #	1

Printed By: Mark Hambleton

Continued on Next Page



AIS
 P.O. Box 192
 Timonium, MD 21093
 USA

SALES QUOTE

Sales Order No.	1000001294
Customer No.	WV1

Bill To:
 Department of Administration
 Purchasing Division, building 15
 2019 Washington St
 Charleston, WV 25305-0130

Ship To:
 Department of Agriculture
 Soil Conservation Agency, Building 5
 4720 Brenda Lane
 Charleston, WV 25320

Telephone: 304-558-4115
 Contact: Ron Price

Telephone: 304-558-2221
 Contact: Chris Casto

Ship Via		E.O.B.		Terms		Salesperson	
AIS hand delivery				Per Contract		Ed Hambleton	
Order Date	Ordered By	Customer Phone #		PO #		Resale #	
03/24/09		304-558-2204					
Order Quantity	Open Order Quantity	Tax	Item Number	Description	Unit Price	Extended Price	
1.00	1.00	Y	F9	F9 Report Writer for AccountMate Warehouse: MAIN	1,500.00	1,500.00	
1.00	1.00	Y	VAM-FA	VAM SQL Fixed Assets Warehouse: MAIN	1,500.00	1,500.00	
1	1	Y	VAMSPT-LIFECYCL	VAM annual Lifecycle Maintenance Warehouse: MAIN	8,250.00	8,250.00	
100.00	100.00	N	TIME1	U of M : Hour Professional Services-training, setup Warehouse: MAIN	175.00 <30.00 %>	17,500.00 -5,250.00	

Print Date	03/24/09
Print Time	06:15:54 PM
Page #	2

Amount Shipped	0.00
Amount Open	53,500.00

Subtotal	53,500.00
Freight	0.00
Total	53,500.00

Printed By: Mark Hambleton



Products

- [Pricing](#)
- [Features](#)
- [Optional Modules](#)
- [Reports](#)
- [System Requirements](#)
- [Depreciation Audit](#)

Services

- [Annual Maintenance](#)
- [Data Conversion](#)
- [System Setup](#)



Information

- [Request a price quote](#)
- [Try an online web demo](#)
- [Free evaluation copy](#)
- [Contact Bassets](#)

[Home](#) > [Products](#) > [Features](#)

Features

Bassets offers unmatched speed and functionality, an easy-to-use interface, and powerful exporting and reporting features – all backed by the best customer support in the industry.

Simplify Your Fixed Asset Management

- Quick and easy setup with personalized phone support
- Intelligent data entry wizards
- Automatic validation of fixed asset depreciation schedule information
- Flexible data conversion from other packages

Fixed Asset Depreciation Methods

- MACRS (GDS)
- Alternative MACRS (ADS)
- Declining Balance depreciation
- Sum of the Years Digits
- Remaining Balance over Adjusted Life
- Straight line depreciation

Calculate Fixed Asset Depreciation for any Period

- Fixed asset depreciation is automatically calculated at run time
- Run historical reports
- Generate future projections
- Complete/partial transfer and disposal

Additional Fixed Asset Calculations

- MACRS, 40% Rule Violation
- Section 179 Deduction
- Adjustment to Basis
- Adjustment to Fixed Asset Depreciation
- Luxury Auto & Truck Limitations
- Multiple Short Years
- 30% & 50% Bonus Depreciation for Fixed Assets

Eliminate Hidden Costs

- Correct inaccurate fixed asset depreciation calculations
- Completely depreciate older fixed assets
- Easily integrate with your General Ledger

Flexible Data Export

- All fixed asset reports can be exported to a file
- File formats include Excel, Lotus or ASCII file
- One click selection of each field to export
- User defined order of export fields
- Optionally include depreciation schedule data
- Easily limit output by setting filter(s) on any field(s)
- Process thousands of records in under 60 seconds

Save Time & Money

- Increase worker productivity
- Recover lost tax deductions
- Reduce property tax payments
- Eliminate unnecessary insurance coverage

- [Asset Maintenance](#)
- [Data Import](#)
- [Data Export](#)
- [Multiple Client](#)
- [Report Writer](#)

Asset Maintenance

Bassets offers unmatched speed and functionality, an easy-to-use interface, and powerful exporting and reporting features – all backed by the best customer support in the industry.



Simplify Your Fixed Asset Management

- Quick and easy setup with personalized phone support
- Intelligent data entry wizards
- Automatic validation of fixed asset depreciation schedule information

Fixed Asset Depreciation Methods

- MACRS (GDS)
- Alternative MACRS (ADS)
- Declining Balance depreciation
- Sum of the Years Digits

- Flexible data conversion from other packages

Calculate Fixed Asset Depreciation for any Period

- Fixed asset depreciation is automatically calculated at run time
- Run historical reports
- Generate future projections
- Complete/partial transfer and disposal

Eliminate Hidden Costs

- Correct inaccurate fixed asset depreciation calculations
- Completely depreciate older fixed assets
- Easily integrate with your General Ledger

Save Time & Money

- Increase worker productivity
- Recover lost tax deductions
- Reduce property tax payments
- Eliminate unnecessary insurance coverage

- Remaining Balance over Adjusted Life
- Straight line depreciation

Additional Fixed Asset Calculations

- MACRS, 40% Rule Violation
- Section 179 Deduction
- Adjustment to Basis
- Adjustment to Fixed Asset Depreciation
- Luxury Auto & Truck Limitations
- Multiple Short Years
- 30% & 50% Bonus Depreciation for Fixed Assets

Flexible Data Export

- All fixed asset reports can be exported to a file
- File formats include Excel, Lotus or ASCII file
- One click selection of each field to export
- User defined order of export fields
- Optionally include depreciation schedule data
- Easily limit output by setting filter(s) on any field(s)
- Process thousands of records in under 60 seconds



Decision Support Technology | P.O. Box 665 | Ramsey, New Jersey | Phone (201) 995-9500

Navigation: [Home](#) | [Products & Services](#) | [Downloads](#) | [Case Studies](#) | [Press Releases](#) | [Site Map](#)

Features: [Fixed Asset Management](#) | [Reports](#) | [Optional Modules](#) | [Depreciation Audit](#)

Downloads: [Price Quote](#) | [Web Demonstration](#) | [Evaluation Software](#) | [White Papers](#)

Simplify Your Asset Management

Bassets
Fixed Asset System

[PRODUCTS & SERVICES](#) |
 [DOWNLOADS](#) |
 [MEDIA CENTER](#) |
 [RESOURCES](#)

[Home](#) |
 [About](#) |
 [Standards](#) |
 [Contact](#)

Products

- [Pricing](#)
- [Features](#)
- [Optional Modules](#)
- [Reports](#)
- [System Requirements](#)
- [Depreciation Audit](#)

Services

- [Annual Maintenance](#)
- [Data Conversion](#)
- [System Setup](#)



Information

- [Request a price quote](#)
- [Try an online web demo](#)
- [Free evaluation copy](#)
- [Contact Bassets](#)

[Home](#) > [Products](#) > [Reports](#)

Reports

The Bassets Fixed Asset Software offers over 20 standard reports that can be customized to meet your specific needs. Powerful Sort and Selection capabilities exist to obtain critical information.

Reports YOUR way:

- Generate fixed asset reports for historical, current and future accounting periods
- Calculate fixed asset depreciation on the fly
- Multiple level sort with subtotals
- Plain English query wizard to create unlimited filters
- Ability to export fixed asset reports directly to Excel and other file types
- On screen print preview
- Detail and summary options
- Print a selected range of pages

Standard reports include:

- Asset Acquisition
- Asset Disposal
- Fixed Asset Inventory
- Transferred Asset Report
- Fixed Asset Depreciation Detail
- Fixed Asset Depreciation Summary
- Net Asset Value
- Fixed Asset Depreciation Expense Journal Entry
- Disposal - Gain/Loss
- Adjusted Current Earnings (ACE)
- 12 Month View of Fixed Asset Depreciation
- 5 Year Fixed Asset Depreciation Projection Schedule

Custom Report Writer:

- Simple field selection
- Set individual column properties
- Filter only the records you want
- Select the sort order
- Store and retrieve saved reports



Decision Support Technology | P.O. Box 665 | Ramsey, New Jersey | Phone (201) 995-9500

Navigation: [Home](#) | [Products & Services](#) | [Downloads](#) | [Case Studies](#) | [Press Releases](#) | [Site Map](#)

Features: [Fixed Asset Management](#) | [Reports](#) | [Optional Modules](#) | [Depreciation Audit](#)

Downloads: [Price Quote](#) | [Web Demonstration](#) | [Evaluation Software](#) | [White Papers](#)

Bassets
Fixed Asset System

[PRODUCTS & SERVICES](#) |
 [DOWNLOADS](#) |
 [MEDIA CENTER](#) |
 [RESOURCES](#)

[Home](#) |
 [About](#) |
 [Help](#) |
 [Contact](#)

Products

- [Pricing](#)
- [Features](#)
- [Optional Modules](#)
- [Reports](#)
- [System Requirements](#)
- [Depreciation Audit](#)

Services

- [Annual Maintenance](#)
- [Data Conversion](#)
- [System Setup](#)



Information

- [Request a price quote](#)
- [Try an online web demo](#)
- [Free evaluation copy](#)
- [Contact Bassets](#)

[Home](#) > [Products](#) > [System Requirements](#)

System Requirements

Desktop and/or Workstation/LAN Environment:

The minimum requirements for The Bassets Fixed Asset System operating in a Desktop and/or Workstation/LAN environment are as follows:

The Bassets Fixed Asset System requires 30 MB of disk storage to load the application, plus an additional 2 MB of disk storage for every 1,000 asset records.

The minimum server requirements are as follows:

- ☒ MS Windows NT Server or Novell with a minimum configuration of a Pentium 166 MHz processor and 128 MB of RAM.
- ☒ MS Windows 2000 Server with a minimum configuration of a Pentium III 1.26 GHz processor and 256 MB RAM.

The minimum workstation requirements are:

- ☒ MS Windows 95, 98, NT Workstation operating system with a Pentium 90 MHz processor and 32 MB of RAM.
- ☒ MS Windows 2000, XP operating system with a Pentium III 850 MHz processor and 128 MB of RAM.

Microsoft SQL Server Environment:

The minimum requirements for The Bassets Client/Server Fixed Asset System operating on a Microsoft SQL Server are as follows:

The Bassets application will require 30 MB of disk storage, plus an additional 2 MB of disk storage for every 1,000 asset records.

Two Server operating system are available:

- ☒ MS Windows NT Server, Version 4.0 with a minimum configuration of a Pentium 166 MHz processor, 128 MB of RAM, Service Pack 3 and SQL Server NT database engine, Version 7.0.
- ☒ MS Windows 2000 Server with a minimum configuration of a Pentium III 1.26 GHz processor, 256 MB of RAM, Service Pack 2 and SQL Server 2000 database engine.

The minimum workstation requirements are:

- ☒ MS Windows 95, 98, NT Workstation operating system with a Pentium 90 MHz processor and 32 MB of RAM.
- ☒ MS Windows 2000, XP operating system with a Pentium III 850 MHz processor and 128 MB of RAM.



Decision Support Technology | P.O. Box 665 | Ramsey, New Jersey | Phone (201) 995-9500

Navigation: [Home](#) | [Products & Services](#) | [Downloads](#) | [Case Studies](#) | [Press Releases](#) | [Site Map](#)

Features: [Fixed Asset Management](#) | [Reports](#) | [Optional Modules](#) | [Depreciation Audit](#)

Downloads: [Price Quote](#) | [Web Demonstration](#) | [Evaluation Software](#) | [White Papers](#)

Bassets
Fixed Asset System

[PRODUCTS & SERVICES](#) |
 [DOWNLOADS](#) |
 [MEDIA CENTER](#) |
 [RESOURCES](#)

[Home](#) |
 [About](#) |
 [Site Map](#) |
 [Contact](#)

Products

- [Pricing](#)
- [Features](#)
- [Optional Modules](#)
- [Reports](#)
- [System Requirements](#)
- [Depreciation Audit](#)

Services

- [Annual Maintenance](#)
- [Data Conversion](#)
- [System Setup](#)



Information

- [Request a price quote](#)
- [Try an online web demo](#)
- [Free evaluation copy](#)
- [Contact Bassets](#)

[Home](#) > [Products](#) > [Optional Modules](#)

Optional Modules

While the Bassets Fixed Asset System is a complete fixed asset solution, several optional modules are available to complement our core package. These modules provide additional functionality to:

Use a non standard calendar:

- **445** define a custom calendar to match your corporate month ends
- **13 Period** define a calendar as 13 periods of 28 days each

Provide alternate calculations:

- **Foreign Currency**
display reports in either reporting or functional currency
- **Expense Allocation**
spread depreciation expense to various company entities
- **Units of Production**
depreciate assets based on their production

Exchange data with other software packages:

- **A/P Import**
user defined import of invoice detail from Accounts Payable
- **G/L Interface**
user defined export to corporate General Ledger System
- **Barcode Interface**
import of data from any barcode scanner

IRS Tax Forms: 4562, 4797, 4626, 3468, 4255 and 8824 are provided. Bassets will NOT generate a form that may be filed with the IRS, rather a schedule will be printed containing the required information. As with the other reports, the user can export the tax information to a file that can be easily imported into a tax preparation package.

Track supporting detail:

- **Construction in Progress**
maintain invoice detail and consolidate to assets
- **Lease Asset Tracker**
maintain lease information for any leased assets

Bassets also ships with a powerful end-user custom report manager and writer. This allows you to easily generate reports by selecting fields and setting individual properties.

- [445 Accounting](#)
- [Construction in Progress](#)
- [Expense Allocation](#)
- [Currency Conversion](#)
- [G/L Interface](#)
- [Lease Asset Tracker](#)
- [Units of Production](#)
- [A/P Import](#)
- [Barcode Asset Inventory Control](#)

445 Accounting

Most companies end their year on December 31st or the last calendar day of some other month. There are other companies, for example, whose year end will be the last Saturday in some month. Generally speaking, these companies will divide each quarter of the year into three monthly periods consisting of two (2) four (4) week "months" of 28 days each and one (1) five (5) week "month" of 35 days, hence the name 4-4-5 Week Accounting Periods. This grouping of monthly periods can also be set up as 5-4-4 weeks or 4-5-4 weeks, but 4-4-5 seems to be the most common arrangement.

The heart of this module is a calendar that allows the user to enter the first and last day of each accounting period. For example, if the first day of the year was January 02 and the last day of the first accounting period was January 29, we would have a four (4) week period of 28 days. The 13 Period Accounting module is the same as the 4-4-5 Week Period Accounting except that the tax year will consist of 13, 28 day accounting periods.

Q1R1 Accounting Period							
Tax Year: 2008							
QTR	Start	End	Days	QTR	Start	End	Days
1	01/01/2008	03/31/2008	90	1	01/01/2008	03/31/2008	90
2	04/01/2008	06/30/2008	90	2	04/01/2008	06/30/2008	90
3	07/01/2008	09/30/2008	90	3	07/01/2008	09/30/2008	90
Q1R2				Q1R3			
1	01/01/2008	03/31/2008	90	10	10/01/2008	12/31/2008	90
2	04/01/2008	06/30/2008	90	11	11/01/2008	11/30/2008	30
3	07/01/2008	09/30/2008	90	12	12/01/2008	12/31/2008	31



Decision Support Technology | P.O. Box 665 | Ramsey, New Jersey | Phone (201) 995-9500

Navigation: [Home](#) | [Products & Services](#) | [Downloads](#) | [Case Studies](#) | [Press Releases](#) | [Site Map](#)

Features: [Fixed Asset Management](#) | [Reports](#) | [Optional Modules](#) | [Depreciation Audit](#)

Downloads: [Price Quote](#) | [Web Demonstration](#) | [Evaluation Software](#) | [White Papers](#)



Technology & Services
for best practice

SERVICES

www.ais-web.com
410-561-0778
866-247-4621
866-AIS-INC1

AccountMate Software Services

- User Training of AccountMate LAN, Express, and SQL
- Optimization and Configuration of modules to meet your exact needs
- Training in accounting and process flow
- Programming Experts - Twenty years of customizing AccountMate
- Data Conversion to current technology
- LAN and SQL version Support
- AccountMate Add-In modules

Business Analysis & Consulting

- Business Process and Accounting Consulting – Analysis and development of process efficiency
- Technology Consulting – Assessment and development of current and future functional needs and objectives of organization or department
- System Design & Implementation - optimum information system automation including data manipulation, report and function development, as well as equipment recommendation

Design & Development of Custom Programs

- Fully integrated systems, to meet your specific business needs
- Specialized accounting and management systems
- Programs to support and integrate with existing programs
- SQL C/S based systems, internet ready
- Active WEB page , program design, and hosting



Technology & Services
for best practice

ROI

www.ais-web.com

410-561-0778

866-247-4621

866-AIS-INC1

Many businesses see real rewards from Technology...not all...

"A survey conducted by Computer Sciences Corp and Financial Executives Institute revealed the failure of chief financial officers to consider information technology as a strategic management tool."

From "what's technology worth? (quantifying the value of technology in business)", 'Financial Executive' magazine

Are you getting the returns from your investment?

- **Increasing Your Value to Your Customers** - [@ \$4 Mil / yr 4% retention or attraction = \$160,000/Yr] Your Value to customers grows as you become faster and more responsive to their needs. You can serve your customers better, faster, and with less effort than ever before.

- **Improving Staff Value** - Efficiency and ease of use [@30K x 5 employees x 30% increase=\$45,000 of labor/Yr] Industry statistics state that computing power is 80% un-utilized throughout the business community. You can close that gap through Training, Technology, Consulting, and Support.

- **Improved Management Decisions** - Data Mining [@ 4Mil 5% better decisions = \$200K / Yr] Management decisions make or break companies by hundreds of thousands to millions. Technology can help management to identify important data in a timely way and allow it to be easily used to make better decisions.

- **Cost Control Through Better Management** - [15% cost reduction on \$1,000,000 = \$150K / Yr] By making it easier to update, track, and use activity detail, you cut labor costs, improve performance, and respond proactively to organizational needs.

- **Risk Reduction & Security** - [The impact of interruption of business can equal \$10,000 / Hr] What is needed is expertise and responsiveness from an integrity based organization offering accounting and business methodology consulting along with technology.

If you're interested in optimizing your technology, one of our associates would be glad to see how we can bring you more value. Give us a call at 410-561-0778 or email mhambleton@ais-web.com.

Analysis & Information Services, Inc
Technology Consulting * Hardware * Software * Support
410-561-0778



AccountMate

Software That Fits

AccountMate's General Ledger module gives maximum control over the management of all your accounting transactions. Whether setting up and maintaining a chart of accounts, generating financial statements and reports or creating journal entries and budgets, AccountMate General Ledger provides top-flight power and performance to help you control your financial data.

General Ledger also comes standard with fund accounting capabilities. Enabling General Ledger's fund accounting features addresses not only the specific reporting needs of the not-for-profit organization, but also provides the tools necessary to provide a detailed accounting for sources that require special handling of the funds they contribute.

AccountMate 7 for SQL or Express General Ledger Module

Multi-Segment Chart of Accounts Offers Maximum Flexibility

Account ID's can be up to 30 characters in length, with up to 9 segments. You can define major account segments, departments, projects, divisions, locations, and other business segments. These segments may be set up in a preferred sequence, eliminating the restriction to use the first segment as the major account segment that many other Accounting applications impose.

Automate Segment Account Descriptions

AccountMate automatically copies all segment descriptions to the account description, allowing faster creation of new accounts. The default General Ledger Account Description can be changed to suit your needs.

Set Up Posting and Allocation Accounts

An account can be designated as either a posting account or an allocation account. Amounts can be entered directly into posting accounts or they can be entered into allocation accounts and pro-rated among the various assigned posting accounts.

Chart of Accounts Maintenance

Flexible Account Number Setup

Account IDs for a new department, division or other business segment can be automatically generated based on an existing department, division or other business segment. Also, accounts can be copied across companies that have the same General Ledger Account ID structure.

Segment Definition is Modifiable

You are able to redefine account segments at any time. Flexibility exists to add new segments, lengthen existing segments and change existing segment names, types and sequence. These features make it easy to update the Chart of Accounts as your company's reporting needs evolve.

User-Definable Fiscal Periods

Define up to 52 periods for your fiscal year, with options for defining weekly, monthly, quarterly or other fiscal periods. AccountMate's General Ledger automatically adds an extra year-end adjustment period.

Fiscal and Posting Period Control

Define the beginning and ending dates of a company's fiscal year and its fiscal-period date ranges. You can set your fiscal year to cover more or less than 365 days. This is a useful feature for companies that have the "4-4-5 period setup". In addition, a Posting Period Restrictions function provides the ability to prevent recording of transactions that generate journal entries for posting to a selected period in the General Ledger. This protects the restricted period from further changes when a final statement is being prepared for the period or when the period's account balances have been audited.

Financial Report Drill-Down

You can reconcile General Ledger statement information with subsidiary module transactions by drilling down on the amounts in the Income Statement and Balance Sheet for viewing their composition in the General Ledger Listing. From the account balance details, you can further drill down to view the source batch's posting entries, and ultimately drill down to a report showing the source transaction details. This allows for easy and flexible reconciliation of major General Ledger account balances with your subsidiary ledger balances (i.e. Customer, Vendor and Inventory balances).

Journal Entry Creation and Editing

Journal entries can be created from scratch or imported from text files, copied from existing journal entry batches or generated from recurring journal entry templates. To further speed up journal entry creation, entries can be copied from Microsoft Excel and pasted on the journal entry grid. Journal entry descriptions and references can be automatically applied to each journal entry line. Journal entries can be edited before posting and can be viewed, printed and voided after posting. Reversing entries are generated automatically, saving time and reducing errors.

Support Multi-currency Transactions

The General Ledger module allows recording of journal entries in a foreign currency. It supports posting of journal entries in both the home and foreign currency for those multi-currency transactions recorded in the subsidiary ledgers. It uses the exchange rates defined

for the currency codes maintained in the system to help ensure consistency in recording multi-currency transactions.

Flexible Budget Set Up and Export/Import

AccountMate supports multiple sets of budget data. Each set can be configured for all or a range of posting accounts, and can also be used to identify variances between actual and budgeted amounts. Budgets can be set up individually or by applying a percentage of existing actual or budget amounts. Budget amounts can be entered directly into individual periods or annual amounts can be averaged over the fiscal periods. Budgets can be exported to spreadsheets for further computation and analysis and then imported back into the system.

Perform or Schedule Batch Period-End Closing and Transfers to General Ledger

For convenience, the General Ledger module provides the ability to perform period-end closing or to transfer data to General Ledger for a range of periods and a group of modules. It also provides the option to schedule batch closing or transfer to run at a later time thus allowing for scheduling the closing or transfer at the end of a business day.

Ready for Fund Accounting

When you select the Use for Non-Profit Organization option for a new company, the General Ledger functions, fields and reports are automatically switched as follows to support fund accounting:

- A Fund segment is added to the Chart of Accounts
- Report headings, format and contents are modified for fund reporting
- Additional reports specific to the non-profit industry are provided, including a Selective Accounts Classification Report, Statement of Financial Position, Summary Statement Report, Statement of Activities, and Schedule of Changes
- Any number of Temporarily Restricted, Permanently Restricted and Unrestricted funds can be set up
- Eight fund types are provided, including General Operating, Plant, Endowments and Restricted
- The Retained Earnings account is replaced with fund balance accounts for the three fund categories
- The automatic inter-fund balancing option ensures the equality of the debit and credit entries affecting each fund.

AccountMate Software Corporation

88 Rowland Way | Novato, California 94945 | USA
800-877-8896 | 415-883-8873 | www.accountmate.com

Software That Fits

AccountMate

Software That Fits

No matter how high a company's revenues, without a full-featured Accounts Payable system it can still lose money. With AccountMate's powerful Accounts Payable module, you can avoid duplicate invoices and late payments, require that invoices entered into the system be supported by purchase orders and automatically take advantage of early-payment discounts.

AccountMate simplifies the payment process by supporting credit card payments and check issuance directly after Accounts Payable invoice recording. It can manage payments to all types of 1099 vendors and prints applicable 1099-MISC forms. And when integrated with AccountMate's Purchase Order module, you have a complete vendor and purchasing system that will enhance your ability to manage your vendor relationships and inventory.

AccountMate 7 for SQL or Express Accounts Payable Module

Instant Access to Vendor Information

Always have instant access to a vendor's balance, open debit, available credit and year-to-date and accumulated-to-date purchase totals while posting an invoice for the vendor. Year-to-date purchase information is automatically calculated.

Enhanced Vendor Maintenance Functions

Vendor Ledger Card—Drill down information displays details of the vendor's balance, showing the invoices, prepayments, payments and invoice distribution.

Activity Tab—Record and track in detail contacts made with the vendor. Define an unlimited number of activity records with contact phases for each activity. Access rights to view and/or update Activity tab entries can be defined by the user.

Set up Authorized Referenced Accounts

Set up a list of General Ledger Account IDs that may be used when posting Accounts Payable invoices for a vendor to minimize data entry errors and control the transactions that affect your General Ledger Account balances.

Information		GL Distribution	Activity	Vendor NotePad
Vendor #	AFF1			
Company	Aero Furniture Factory, Inc.			
Address	6200 Lincoln Avenue Building A			
City	Santa Rosa			
State	CA	Zip	95286	
Phone	707-456-3130			
AP Invoice #	125		ATD Purchase	83,793.45
Terms	2.00%	10 Net 30	YTD Purchase	26,467.68
Invoice Date	05/31/07		Open Debit	500.00
Post Date	05/31/07		Available Prepay	500.00
Discount Date	05/10/07		Balance	5,967.68
Due Date	06/30/07			
Currency	USD			
Invoice Amt	1,332.84		PO #	500035
Non Disc Amt	0.00		Reference	
Discount Amt	26.66		Description	Replace conference room furniture
Rev Accr Amt	1,332.84		1099 Type	N/A
Rev Landed Cost	0.00		Pay Urgency	2
			Bank #	BOFA
<input type="checkbox"/> Hold Payment			USD Amount	
Entered By	Jenny Masterson		Apply Amt	832.84
			Apply Disc	0.00
			Apply Adj	0.00
			Apply Prepaid	500.00
			Nonpayment	0.00
			Inv Balance	832.84

AP Invoice Transaction—Information Tab

Invoice Payment Urgency Code

A payment urgency code can be assigned to each invoice to help prioritize invoice payments and check printing.

Warning about Duplicate Invoices

If a payable invoice with the same invoice number has been recorded for a vendor, an alert appears to help prevent duplicate invoice recording. Invoice look-up is also available during invoice posting to determine whether the invoice is paid or outstanding.

Automated Prepayment Features

With the prepayment invoice entry feature, you are able to process payments even before you receive a vendor's invoice. AccountMate posts the disbursement to a prepayment General Ledger account and handles the expense posting when the prepayment is applied to vendor invoices.

Recurring Invoices

Recurring Accounts Payable invoice templates are easily set up for rent, loan payments and other recurring disbursements. Invoices can be set to recur at different intervals with a defined limit to the number of recurring cycles and/or a recurring end date.

Purchase Order Lookup

The capability exists to view all purchase orders for a selected vendor while posting an invoice helps in matching a purchase order to an invoice.

Mass Payment Authorization

Several invoices can be authorized for payment based on due date, urgency, discount date, vendor or reference. The system will automatically calculate early payment discount and payment amounts for each invoice.

Nonpayment Invoicing

When recording an invoice, designate the amount that will not be paid. This is especially useful when part of an invoice is paid directly by a third party or offset against a receivable.

Link with Purchase Order Module

Invoices can be matched to specific purchase order line items, providing you with the ability to monitor which of your received items have been invoiced. In addition, this feature provides the ability to enter the per unit invoiced cost of an item. The system compares the projected cost (taken from the Purchase Order) and the invoiced cost and reflects any difference in a cost variance account. In the same way, non-physical charges (such as freight and service charges) that were recorded when the goods were received can also be matched to the accounts payable invoice.

1099 Payments

You can set up a default 1099 type for each vendor and override the 1099 type when recording invoices. AccountMate tracks 1099 payments and produces the appropriate 1099 reports. You can also specify the minimum cumulative amount of each type of 1099 payment within the year that will require you to issue a Form 1099-Misc for the vendor.

Credit Card Handling

Credit cards are a payment option when setting up a vendor. When credit card vendors are set up, you can record purchases against each vendor account and record payment through one or several

credit card companies. Journal entries are generated to reclassify the payable balance from the original vendor to the credit card companies.

Built-in Multi-Currency Feature

When multi-currency is activated, a foreign currency code can be assigned to a vendor, providing billing in the appropriate currency. The system automatically computes the realized gains or losses upon payment of foreign vendor invoices. Outstanding foreign currency invoices can be revalued based on a user-defined exchange rate as of a selected revaluation date.

Flexible Check Printing Options

Print checks on either pre-printed or logo check stock. You are able to customize the order in which the bank routing number, account number and check number are printed using the Microline font that comes standard with AccountMate. Checks can be printed immediately for petty cash-type disbursements.

Record Wire Payments and Handwritten Checks

This function allows users to record wire payments and handwritten checks that were issued outside of the regular check-printing cycle.

Record Cleared Checks

Users can view all outstanding Accounts Payable checks drawn against a bank account. Reconcile bank accounts quickly by matching the checks displayed on-screen against the current bank statement to easily identify which checks have cleared the bank.

Integration with Purchase Order

Integration with the Purchase Order module allows you to record and track a purchase transaction from order entry, through receipt and invoicing, to payment. This allows more effective management of your inventory and vendor relationships.

Other Features

- Aging periods can be defined
- Set up vendor alias to facilitate grouping of related vendor records
- Finance charges can be recorded in the system
- A variety of reports (i.e., showing discounts, checks, vendors and 1099 payments) can be generated
- Purchase order numbers can be required when entering invoices

AccountMate Software Corporation

88 Rowland Way | Novato, California 94945 | USA
800-877-8896 | 415-883-8873 | www.accountmate.com

Software That Fits



AccountMate

Software That Fits

With AccountMate's Payroll module, you can set up salaried, hourly and time card/piece work employees, as well as for independent contractors. It allows you to pay them over a variety of pay periods according to their employment status.

Within this flexible system, deductions can be withheld and/or matched by employers. Additional payments, such as bonuses and fringe benefits, can be recorded for any employee and paid on the same or on separate checks.

The system accrues paid leave hours, calculates worker's compensation liability, allows users to customize check printing on preprinted or logo check stock and supports assignment of multiple state and local tax codes to employees. It also automatically calculates payroll taxes and prints payroll tax returns, W-2 forms and 1099 forms.

Using the Payroll module, employee and federal tax deposit payments can be made electronically.

AccountMate 7 for SQL or Express Payroll Module

Instant Access to Employee Information

You can drill down for instant access to an employee record which allows viewing or editing salary, W-4, earnings, paid leave benefits, dependents, deductions, quarterly taxable earnings and payroll tax information. You are able to update the assigned state and local tax codes, resident status, additional withholding amounts and the setting to override system-calculated withholding taxes. This provides flexibility to review and update employee data before processing payroll.

Additional State Tax Codes

Define up to three additional tax codes for each tax state. For each additional tax, you can set up employee and employer tax rates and define a maximum wage base.

The screenshot displays the 'Apply Payroll/Payment' window. At the top, it shows the employee's name 'Balanger, Edward' and department 'SALES'. Below this, there are three main sections: 'Earnings/Deductions', 'Tax Withholdings', and 'Worker's Comp'. The 'Earnings/Deductions' table lists items like SALARY, COMMISSION, HOLIDAY, OVERTIME, and OTHERNONTX with their respective amounts and taxable status. The 'Tax Withholdings' table lists various deductions such as 401K, CAFÉ, CREDITLIV, MEDICAL, and UNION. The 'Worker's Comp' section provides a summary of totals including Earnings, Total Taxable, Total Non-Taxable, Total Wages, Total Deductions, Federal Tax, State Tax, Local Tax, Prepaid, and Net Amount.

Seq	Earning Code	Base On	Hours	Amount	Taxable
10	SALARY		80.00	4,447.68	<input checked="" type="checkbox"/>
20	COMMISSION		0.00	500.00	<input checked="" type="checkbox"/>
30	HOLIDAY	SALARY	8.00	452.32	<input checked="" type="checkbox"/>
40	OVERTIME	SALARY	4.00	339.24	<input checked="" type="checkbox"/>
50	OTHERNONTX		0.00	150.00	<input type="checkbox"/>

Deduction	Type	Amnt/Pct/Rate	Deduction Amt	M/C Amt
401K	%	15.00	660.89	186.53
CAFÉ	%	12.00	688.71	660.02
CREDITLIV	\$	25.00	25.00	0.00
MEDICAL	\$	33.33	33.33	0.00
UNION	\$/Hr	0.05	1.40	1.60

Pay Period Range	Value
Earnings	5,889.24
Total Taxable	5,739.24
Total Non-Taxable	150.00
Total Wages	5,889.24
Total Deductions	1,612.33
Federal Tax	1,263.25
State Tax	334.65
Local Tax	0.00
Prepaid	0.00
Net Amount	2,679.01

Apply Payroll

Manage Employee Hours and Pay

The Payroll module allows for tracking of each employee's work hours through the use of earning codes. These may be set up for regular work hours, overtime, holiday or leave time. They can also represent earnings that are independent of work hours such as tips, commissions, bonuses and fringe benefits. By assigning a department to each earning code, you are able to track departmental accountability for employee work hours. The pay rate defined for an earning code is applied by default to each employee who is assigned to the associated department allowing standardized pay rates by department and work type.

Flexible Wage, Tax and Worker's Compensation Expense Distribution

Allocate the expenses for employee wages, employer payroll taxes and worker's compensation claims to multiple General Ledger Account IDs and define a distribution percentage for each. This gives you maximum flexibility to allocate payroll costs to the appropriate cost centers in the organization.

Accrue, Track and Adjust Paid Leave

Accrue paid leave time for qualified employees. Unlimited paid leave records can be set up for vacation, sick, personal or any other paid leave benefits that your company offers its employees. Define the accrual hours, hours required to qualify for accrual and the maximum leave hours that can be accrued or carried over into another year. These settings are applied based on the assigned employee tier. Accrual may be done at the start of the year or each time you apply payroll.

Unlimited Deductions with Option for Employer Matching/Contribution

Set up an unlimited number of deductions and then apply any number of them to each employee. Indicate whether a deduction is to be withheld as a fixed amount per pay period, a percentage of earnings or a fixed rate per hour worked. The capability exists to define whether the deduction will be based on gross or net pay, set a maximum deduction per payroll transaction and set an annual deduction limit. Alternatively, you can apply deduction amounts and annual limits based on the employee's age, as in the case of 401(k) plan contributions. You are able to indicate whether a deduction is to reduce federal or state taxable wages. If applicable, you can also set parameters for calculating employer matching and/or contributions for these deductions.

Calculate Liability for Worker's Compensation

AccountMate provides you the means to calculate and track liability for worker's compensation. Set up an unlimited number of worker's compensation codes and worker's compensation groups. For each combination of worker's compensation code and group, you can enter the rate and annual limit set by each state, as well as the experience factor that applies to your company. Apply these worker's compensation codes and groups to earning codes and employee records to facilitate calculation of worker's compensation liability on qualified employee payroll transactions.

Apply Payroll Automatically or Manually

The automatic application of payroll is a fast and easy way to accrue payroll for a range of employees or independent contractors. If you want the flexibility to review, amend, apply or skip application of payroll for certain employees, you have the option to apply payroll manually. Regardless of the method used, the system calculates earnings, deductions, employer matching/contributions, paid leave accruals, worker's compensation and payroll tax amounts based on the data and settings defined for each employee.

Record Time Card, Piece Work or Additional Payment Transactions

Enter time card information using the preset earning codes will save you valuable time. Record piece work transactions for employees who are paid based on their output rather than the amount of time worked. In addition, you can record bonuses, commissions, fringe benefits, cash conversion of unused leave time and other similar employee payments. Time card, piece work and additional payment records can be processed for calculation of the corresponding deductions, employer matching/contribution, paid leave accrual, worker's compensation liability and payroll taxes.

Support 1099 Payments

The Payroll module supports 1099 payments to independent contractors and tracks these payments for generation of 1099 reports, including printing on 1099-Misc forms. You are able to print 1099-Misc forms for the prior or current tax year.

Alerts Help Prevent Duplication of Payment

The system alerts you when a time card has been recorded for an employee during the day. It also alerts you if there are unpaid applied payroll records for the employee for whom you are applying payroll.

Record Payroll After-the-Fact

This function allows for the recording of payroll checks generated outside the system and the related earnings, deductions and payroll taxes. This is useful for companies that implement the Payroll system part way through the year but need complete payroll data to generate accurate W-2 and other tax reports by year's end.

Support Direct Payroll Deposits and EFTPS Payments

The system supports direct deposit of employee payroll checks through either the National Payment Corporation or the Automated Clearing House network. For each employee, you can define up to three direct deposit bank accounts.

AccountMate also supports the electronic deposit of Form 940 and 941 federal payroll taxes via the Electronic Federal Payment System. This enables the remittance of payroll taxes directly to the IRS.

Flexible Check Printing and Recording Options

Print checks on either pre-printed or logo check stock. Customize the order in which the bank routing number, account number and check number that are printed using the Microline font that comes standard with AccountMate. In addition, choose to print the

employee's social security number on check stubs using an encryption format that you define.

The system also supports recording of handwritten checks to pay off existing applied payroll records. This flexibility makes it easy to record the issuance of payroll checks outside the Payroll system in case of emergency.

Allow Recalculation of FUTA/SUTA

Recalculate your FUTA and SUTA liabilities for quick adjustment to changes in FUTA and SUTA tax mandates (i.e. rates or maximum wages) that may occur after you have issued paychecks.

Integration with General Ledger, Accounts Payable and Bank Reconciliation Modules

- Integration with the General Ledger module enables easy posting of journal entries for payroll transactions to the General Ledger through the Transfer Data to General Ledger or Period-End Closing functions, respectively.
- Integration with the Accounts Payable module allows linking of a deduction record to an Accounts Payable vendor and report on deduction liability amounts for posting to an Accounts Payable invoice in order to facilitate deduction remittance.
- Integration with the Bank Reconciliation module allows all recorded Payroll checks to be available for reconciliation of the related bank account. For easy identification, transaction descriptions and references are also displayed during bank reconciliation. You are able to choose whether to show the employee names associated with Payroll check amounts during reconciliation.

Other Features

- Support employees with payroll transactions in multiple states and localities
- Options to support complex local tax calculations
- Process deductions based on assigned priority
- Post quarterly beginning earnings, paid leave, deductions and payroll taxes for employees
- Ability to edit federal and state tax tables with a Payroll Tax Subscription Key for the current tax year
- Maintain payroll transaction history to facilitate generation of payroll reports for prior tax years
- Set up salary and performance review
- Drill down to instantly access maintenance records
- Wide variety of payroll reports and report printing options
- Annual tax subscriptions available for Federal, all 50 states, District of Columbia and Puerto Rico

About AccountMate

Since 1984, AccountMate Software Corporation has provided customers with powerful and flexible accounting and business management software.

AccountMate provides the most stable and technologically innovative modifiable accounting solutions for the mid-market. The accounting systems are sold by the module which enables customers to acquire the software they initially need and add modules as their business needs evolve. The availability of source code makes this software highly modifiable so that it can be adapted to any changing business environment.

AccountMate Software Corporation

88 Rowland Way | Novato, California 94945 | USA
800-877-8896 | 415-883-8873 | www.accountmate.com

Software That Fits

Create flexible, customized financial reports in Microsoft® Excel

Excel Based Financial Reporting

F9®

F9 is an easy-to-use Financial Reporting tool that dynamically links General Ledger (GL) data to Microsoft Excel and is available for over 150 different accounting and ERP systems.

Excel users already know how valuable spreadsheets are for financial reporting. F9 leverages that value by delivering your GL data directly to Excel through a live link to the most current information with no exports or manual entries required.

F9 offers an unbeatable feature package including:

- ▶ Flexible Cell Based Reporting
- ▶ Consolidations
- ▶ Drill Down
- ▶ Budgeting
- ▶ Multiple Date Ranges
- ▶ Multi-Currency
- ▶ Lists of Account Segments
- ▶ Report Analysis
- ▶ Report Wizard

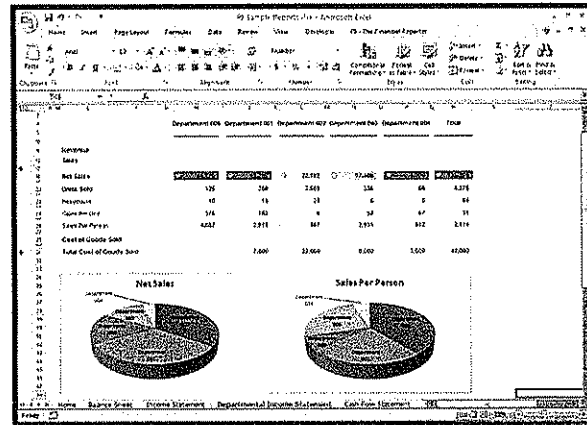
F9 does all of this through a dynamic hotlink to the GL, ensuring that all numbers are timely, consistent, and complete.

SPEED, POWER, AND EASE OF USE

The true value of F9 lies in the scope of reporting functions available with this one simple GL function. When a single GL function is entered once and then copied to other cells, the report grows. New data columns are created by copying existing columns and editing the heading. A one-month report becomes a 12-month report with one COPY command. No need to manually re-key numbers.

Everything you know about your spreadsheet can be applied to the reports you create using F9. Use Excel's functionality to add graphs, buttons, and backgrounds to your reporting systems. You already know how to use your spreadsheet; therefore, you already know how to use F9. It's easy to use, easy to deploy, and easy to maintain.

Create customized financial reports in Excel, quickly and accurately – with no rekeying!



REPORT WIZARD

The F9 Report Wizard allows you to go from a blank spreadsheet to a fully formatted, hotlinked report in just seconds. Follow a graphical representation and step-by-step procedure; point and click your way to a finished report complete with F9's formulas automatically. This feature is so powerful; it's the only feature many people need to use.

Leverage your knowledge of Excel to get started immediately!

DRILL DOWN

No financial reporting application would be complete without drill down capabilities. F9's Drill Down lets you analyze any balance by the various account code segments or by the general ledger transactions that created it. You can also make use of the drill results in the body of the report for trend analysis or other purposes. Drill Down lets you explore the numbers in your reports to their origins.

CONSOLIDATION

F9 can consolidate general ledgers that do not share the same account structures or are from different accounting systems. All with the push of a button.

REPORT ANALYSIS

Analyze by various criteria such as multi-company or multi-department reports and see which accounts are missing or duplicated.

MINING INFORMATION WITH F9

Take any slice of data to create a report or conduct analysis. F9's hotlink technology makes your most critical business data, your general ledger, instantly accessible, solving the biggest concerns accountants have about their financial systems.

REPORT ON ANY DATE RANGE

Many businesses require reporting for other than fiscal periods. Manufacturing, distribution, non-profit organizations, etc. rely on evaluating information from many non-standard date ranges. With F9, you can create reports for any designated date range.

REPORT AUTOMATION

Create a full-featured production reporting interface for generating consistent reports on a monthly, weekly, or even daily basis. F9 allows you to define and design your report quickly and easily through drop down menus and graphics.

REPORT MIGRATION

F9 reports grow with your business. If and when you change your accounting database to another version or product, F9 reports can easily be migrated.

F9 IS CUSTOMIZABLE

F9 can be custom configured to any accounting or ERP package within a matter of days. Leverage your knowledge of Excel to get started and immediately benefit from this customizable solution for all of your financial reporting needs. If you know Excel, you know F9.

Visit our web site at www.f9.com to download a 30-day free trial!

F9 is the complete, customizable solution for all of your financial reporting requirements.

F9
Income Statement by Location

	Location A	Location B	Location C
Revenue			
Sales	690,261	1,004,226	56,111
Sales Discounts	(23,127)	(26,421)	0
Sales Returns and Allowances	(24,542)	(9,378)	0
Finance Charge	0	611	1
Foreign Exchange	7,094	7,632	0
Inc. Sales	475,627	275,462	52,111
Cost of Goods Sold			
Cost of Goods Sold	42,226	17,521	0
Wages - Manufacturing	27,720	22,258	0
Total Cost of Goods Sold	143,055	150,299	0
Gross Profit	332,572	345,273	52,111
Expenses			
Operating Expenses	3,773	726	0
Amortization			

F9
Balance Sheet
6 Months Actuals

	January	February	March	April	May	June
Assets						
Bank Cash	1,772	1,765	1,855	1,223	1,657	1,954
Bank	19,874	24,223	27,129	30,222	30,221	33,125
Bank - Prepaid Interest	(8,117)	(9,401)	(8,142)	(8,117)	(9,294)	(8,121)
Total Cash	844,129	845,070	856,784	854,652	872,454	887,557
Accounts Receivable - Trade	3,179,247	3,182,571	3,228,737	3,281,837	3,296,723	3,320,629
Accounts Receivable - Employees	1,865	1,202	1,211	1,219	1,218	1,227
Accounts Receivable - Other	96,023	52,804	36,825	32,724	31,607	28,147
Accounts Payable	(22,149)	(22,222)	(22,524)	(24,749)	(25,371)	(27,223)
Net Receivables	1,141,916	1,176,525	1,199,296	1,283,254	1,297,077	1,317,258
Investments - Short Term	6,205	6,205	6,205	6,205	6,205	6,205
Inventory - Raw Materials	34,784	34,259	34,770	34,224	34,722	34,222
Inventory - Finished Goods	225,218	220,227	220,224	220,222	220,221	220,221
Net Inventory	489,027	484,158	484,158	484,158	484,158	484,158
Prepaid Expenses	26,670	23,033	23,033	23,033	23,033	23,033
Liab	226,616	226,616	226,616	226,616	226,616	226,616
Accounts Payable	226,616	226,616	226,616	226,616	226,616	226,616

F9

Suite 710 • 777 Hornby Street • Vancouver, BC V6Z 1S4 • Canada • 1-800-663-8663 • www.f9.com • contactus@f9.com

Copyright © 2008 Infor. All rights reserved. F9 is an Infor company. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. This data sheet is for informational purposes only. All rights reserved. Microsoft is a registered trademark of Microsoft Corporation in the United States and/or other countries. All other trademarks listed herein are the property of their respective owners. www.infor.com.