

Intacct Configuration and Implementation

Our experience working with Intacct has led us to view it as one of the most effective accounting programs in its price range available to nonprofits. Intacct offers the following benefits:

- Up to 20 dimensions
- Unlimited journals
- Workflow approvals within system for accounts payable, cash management, and employee expenses
- Ability to attach documents to transactions
- Ability to import built in templates
- Ability to import credit card statement transactions
- Ability to import bank statements
- Ability to view disbursement checks before printing
- Generate statistical reports
- Auto set e-mail notifications for issuance of disbursements, request for approvals
- Automatically allocating costs across programs

Configuration and Implementation

FMA will design and implement an appropriate configuration of the Intacct accounting and financial reporting software program. FMA will also train your staff on the redesigned accounting processes, as well as the usage of Intacct.

FMA will begin the configuration phase by installing the chart of accounts and dimensions identified during the design phase, and importing beginning balances at the Trial Balance level.

Intacct is available for implementation at the following levels:

Baseline

- Chart of Account set-up
- G/L – (configuration, create journals, Beginning balances, Monthly T/B for previous FY & Current FY before Go-Live-Date)
- A/P – (configuration, vendors, open invoices, 1099 balances)
- A/R - (configuration, customers, open A/R invoices)
- Cash management – (configuration, Bank accounts, Charge Card transactions, ACH)
- Dashboards - Basic

Second Tier

- Customized reporting
- Dashboards – Advanced customization
- Employee expense tracking
- Allocation Tables – (direct allocations)
- Purchasing
- Order Entry
- Projects

Third Tier

- Statistical – (COA, Journals, Customized Reporting)
- System redesign
- Cleaning up Historical Data & Mapping
- G/L – Detailed transactions for current FY before Go Live Date
- Everything

Training Design and Delivery

To ensure that the system is used as designed, FMA will create and deliver customized training of key processes and Intacct functionality, including key forms and templates.

Engagement Fees

Our estimate of professional fees for the services outlined in this proposal is noted below. Our highly skilled and knowledgeable professionals will be a valuable source of support at fees that we believe to be competitive with the marketplace. We strive to manage our time in ways that are cost-efficient and produce results for you.

Service		Estimated Fee Range *
Intacct Accounting Configuration & Implementation	Baseline	\$10,000 - \$15,000
	Second and Third Tiers	To Be Determined

* Fee estimates do not include cost of software (see below)

Intacct Software	Fee
Initial Software Set-Up	\$1,500
Monthly Fee Per User	\$100