

ICOMMANDER Accounting Software for Workforce Development Agencies

CPA/CPA

ICOMMANDER Accounting Software and our support staff provide CPA/CPA to our customers (Computerization Professionally Applied by Certified Public Accountants). Experienced CPA's have designed and built the software and experienced CPA's and other accountants implement, train, and support our users. ICOMMANDER Corporation is not your typical software company. Check out our website (www.icmdr.com) and contact us for a demonstration.

ICOMMANDER developers and support staff include CPA's with over thirty years of experience in working many types of grant-funded entities as auditors and as consultants. Employment and Training Agencies have unique needs among such entities due to the multiple funding sources, varying grant periods, and complex and constantly changing reporting requirements of oversight organizations.

Unique Capabilities for Workforce Development Agencies

Implementation of Employment and Training Consortia on ICOMMANDER General Ledger began in connection with auditing these entities. Whether the books were being done manually or on a computer system, audit efficiencies were gained by loading the year-end balances into ICOMMANDER as the flexibility provided by ICOMMANDER G/L was needed to fully analyze accounting results. ICOMMANDER has a unique account number structure that enables use of fairly simple multiple components for grants, cost categories, object accounts, sub-accounts, and sub-contractor, location, or other codes. The simple components handle the complexities of grouping and analyzing by the many other coding structures involved by defining relationships when the account number components are setup. This enables automatically being able to select, sort, and report by Program Year-End, Alternative &/or Summarized Cost Categories, Alternative &/or Summarized Object Codes, CFDA#, Administrative vs Program Cost, Odd/Even Grant Years, etc. from the seemingly fairly simple account numbers.

ICOMMANDER Accounting Systems are so flexible that the same software is used by simple and complex businesses, as well as local governments, school districts, non-profit organizations. This ability causes all the systems to be adaptable to the needs of each entity with strong capabilities in each package due to the use in so many different environments. Some capabilities exist due to the specific complex needs of grant-based agencies such as the employment and training entities. One such capability of major significance is the ability of the A/P System to handle cost allocation plans. Percentage allocations for cost allocations may be defined where they may be used for any Vendor and any G/L Object Account and/or they may be setup specific to a Vendor and category of material or services involved. This functionality is also available in the P/R System for employee wages and expenses.

Budget handling in ICOMMANDER is also uniquely capable for grants. Budgets for each grant period may be entered with the ability to later enter budget amendments with a full history of all changes for each grant. If desired, the entity-wide budget for the actual fiscal year may be created by summing up the grant budget amounts for each period overlapping in that year.

Budget handling is on a real-time basis if the ICOMMANDER Purchase Order System is in use and the option for real-time updates is activated. Entry of purchase orders immediately updates budget commitment fields in the G/L System. The status of the purchase orders is also tracked so you can tell whether the commitment is pending approval or approved and subsequently when the services or materials have been received and then whether or not matched with an actual invoice.

The extensive features of ICOMMANDER also facilitate avoidance of disallowed costs through both the internal control features available and the analytical capabilities that allow searching for unusual transactions and unexpected trends.

Some other key features of the systems most likely to be used by an Employment and Training Agency are noted below. Detailed lists of the features and the menus for each system are available on the ICommander website (www.icmdr.com). Be sure to review the features of the "Core" ICommander System as well as this covers the extensive features common to all application systems.

General Ledger

The ICommander G/L flexibility discussed above may cause concern about the difficulty of using the potential multiple co-existing groupings and analyses. You will find that the design of ICommander actually makes this very simple as the reporting capabilities in the system present all such codes for doing selections, sorting, and summarization in a very logical manner. Additionally, once a report has been defined which will be re-used, the parameters may be stored for later use via a batch reporting facility, which allows unlimited groups of reports with user-defined names and descriptions to be executed at anytime by just specifying the applicable period to be reported.

All reports may optionally be created for viewing on the screen with a very capable and sophisticated editor (vim) which allows searching for patterns very rapidly even in very large reports. Also any report may be easily converted to a PDF file with an option on the ICommander General Utilities Menu which is a keystroke away on any menu (Linux/Unix only). Reports may also be archived in electronic form using ICommander utility functions or automatically archived at creation for reports such as posting registers which are needed for an audit trail but which may just take up space if printed when not needed. The archived reports are automatically organized by ICommander and are available for online viewing or printing at anytime.

Free-Form Data Extraction menu options are available to access this same powerful reporting capability to extract information using almost any criteria you can think of to create a tab-delimited file. The file created may be viewed online or may be saved for import into a spreadsheet program or later printing. The files created are extremely simple to import into any popular spreadsheet program. No editing is normally required as the totals at each level of sorting will already be there. As with normal reports, a facility for storing parameters for re-use is available to automate creation of recurring reports.

ICommander G/L allows storing up to 99 years of comparative monthly history. Entities with constantly changing rules and new grants and programs may worry about how this will affect changes after the initial chart of accounts is designed. ICommander deals with this in two ways. The first is the ability to use the background grouping/analysis codes which may remain consistent even though the detail accounts in the chart are changing quite often. If multiple year comparisons are needed, using the consistent background codes for reporting will insure comparability. If conditions change so much that your chart requires major changes, this is accommodated with a unique rearrange function which effectively takes the general ledger data files apart and puts the data and history back together with new account numbers. If you have been using ICommander for ten years when this happens again, you will appreciate the significance of retaining comparative history completely re-routed to a new chart.

Journal entries to a prior fiscal year are permitted for up to a full year after you begin a new fiscal year. Current year balance sheet balances are always automatically updated. Reporting on multiple prior years is always available but we close off the ability to post adjustments after a year. There are no restrictions on monthly or year-end closing procedures so you can always have up-to-date current period information regardless of how much work you still need to do to prior periods.

Any previously posted period may be selected for reporting regardless of the currently selected processing period.

Interfacing other systems into G/L may be done in full detail or summarized by account number totals with the access to the details available via the extensive detailed history always stored in each application system.

Accounts Payable

ICommander A/P is a REAL A/P System versus an expensive check-writing system. It provides all of the capabilities for managing payables needed even by a complex business.

All of the features you need for tracking what is owed to vendors and your history with each of them. Unlimited history by vendor, check number, and general ledger account.

A complete Job Cost System is incorporated into the A/P System. This may be used to track particular projects or can be configured to track capital expenditures including establishing a capital expenditure authorization and budgeting system. It can also be useful in tracking multi-year projects across more than one fiscal or grant year with extended categorization and whole job budgets separate from the G/L Grant Period &/or Fiscal Year Budgets.

In addition to the ability to define cost allocation plans discussed above, there are various other options for automating assignment of G/L account numbers including saving prior distributions for each vendor for recall and re-use on the next invoice from the vendor.

Purchase Order System

The Purchase Order System is driven by Product Codes which are established to enable reliable and consistent coding of expenses by non-accountants.

It can be used to handle a policy of always using purchase orders for all expenses, including printing and tracking open purchase orders. Alternatively or selectively, expenses which are allowed to bypass the purchase order process, may be entered. Manual purchase orders and system-printed purchase orders can both be accommodated.

Expenses incurred but for which an invoice has not yet been received and entered may be automatically accrued at the end of a month to provide an accurate accounting of the actual expense per period.

When the real-time G/L option for actual and budget accounting is activated, the system functions as a complete encumbrance accounting system. This is implemented in a way that does not interfere with normal G/L financial accounting. This avoids the complexity and confusion normally inherent in encumbrance accounting.

An optional review and approval process enables multiple operating departments to enter their own purchase orders while still enabling control by the business office. Paper handling is greatly reduced with this approach while accountability is increased.

Expense history is available within the Purchase Order System using the codes and details unique to it and by account number and vendor in the A/P subset system to which the expenses are also posted.

The Purchase Order System is designed to facilitate use by physically separate departments with consolidated update to the entity-wide files. This enables pushing the expenditure coding out to those involved while at the same time providing centralized control over actual expenditures. If this approach would work for you, the ICommander Remote Site Export and Import systems would need to be installed to enable controlled updates to entity-wide A/P files. The separate or remote processing described may involve installing ICommander on multiple computers but can also be accommodated on a network server where each user works only with the files applicable to them.

Payroll

ICommander P/R is one of the most capable and flexible systems available. If you are aware of the complexities involved with payroll for school districts, ICommander handles all of their needs so generally other operations are fairly simple in comparison.

Separate P/R companies may be established for staff versus participant if you operate programs where participants are paid directly.

An option to complete the distribution of wages to G/L accounts after checks are issued is optionally available. This is to allow for a tight timeframe for issuing checks after a pay period ends which does not provide time to handle the sometimes complex G/L distributions for staff members.

There is essentially unlimited number of pay types and deductions which may be setup to deal with the myriad of complex arrangements unique to a particular entity.

If any unions are involved, all bargaining units and the classifications and wage levels within may be established for automated salary and wage rate assignment and automated update of union-related deductions. This includes cross-referencing to Job Classifications to simplify tracking positions and to facilitate Workers Compensation reporting.

Options for assigning salary and wage account numbers are very extensive and include the ability to setup percentage distributions when needed. Payroll taxes and workers compensation expenses are automatically allocated.

A complete leave-time tracking system is included with many options relating to how and when hours are accrued. There is also an option to use the P/R system to allocate health and other insurance plan expenses automatically and, as a byproduct, track the participants in each plan.

Direct deposit is available for any bank using the standard ACH file layout and other formats are added as needed.

The start of a new calendar or fiscal year is largely a non-event for ICommander Payroll (and the other systems). You can start processing payrolls in a new calendar year as soon as needed and then return to a prior year or quarter at any time.

History is available in about any way you can imagine. Many personnel functions are also built into ICommander P/R so that it can be used to track almost anything about your employees.

The ICommander "Free-Form Tab-Delimited File Creation" option becomes especially valuable in payroll due to the extensive coding structures involved. This option lets you pick and choose fields from various employee files, specify selection criteria, sorts, and column order to automatically create a file which can be imported into Excel and other spreadsheet software and turned into a formatted spreadsheet with just a few mouse clicks. Totals will already be there courtesy of ICommander. Various history reports also include an option to simultaneously or separately convert report output into a tab-delimited file for import into a spreadsheet. This allows simple access to the complex payroll history files more simply than a pick and choose function could enable.

We could go on about the Payroll System features. Think of what you wish you could do with your computerized payroll processing and ask us about whether ICommander can do it. We will be very surprised if you need something we do not already provide. If its beneficial to all users, we will likely add it.

Customization/Interfacing

The design of ICommander files and programs combined with direct support from the ICommander developers enables custom additions/extensions for unique needs to be added and supported. It also, along with our remote site import/export systems, enables interfacing ICommander systems with other software systems when needed.

ICommander Over the Internet

Smaller agencies may find the cost of ICommander systems to be more than they are willing to spend, although a review of the capabilities available will show the obvious benefits in comparison to a less capable accounting system. We offer an option for you to get the benefits of ICommander at a low cost by paying a monthly fee for access to servers at our office to use the software. Inexpensive software that allows this access and provides the necessary security and the ability to print reports back to your location is all that is needed on your computer. There is also an option to pay a higher monthly fee which will be credited towards later acquisition for in-house use.

Prices

You will find ICommander Software prices to be very reasonable for the extensive capabilities provided and the long-term usability of the software. We will provide a price quote upon request. We will also forward our complete price lists in hardcopy or PDF form upon request. You will find the prices on the Linux platform to be especially favorable for multiple users. See our FAQ if you have concerns about what using Linux means to your existing network (basically no impact).

Services

ICommander Corporation also provides installation, implementation, and training services from a staff of experienced accountants and IT personnel. We also offer conversion programming and assistance. Estimates of costs for these services will be provided upon request but require input from you regarding the level and extent of the services needed.

Cost Effective

Spending money on new software when budgets are tight may not seem logical but an evaluation of the productivity gains and annual costs for ICommander will show ongoing savings that make it illogical NOT to change as soon as possible.

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