

# DASB Budget Request 2021-2022

## For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

Applications and attachments must be typed and submitted via email to Dennis Shannakian at [ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: Accounts Office System
2. Is this a new DASB account? Yes  No  DASB Account Number: 41-51330
3. Amount requested for 2020-2021 \$ 9,100
4. Total amount allocated for 2020-2021 \$ 9,100
5. How long has this program existed? 40+Years
6. Number of students directly served in this program: All DASB members

**Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.**

7. List ALL other accounts and/or sources of income (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified.

**Failure to disclose ANY and ALL non-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.**

B Budget Accounts: N/A

Trust Accounts: N/A

Fund 15 Accounts: N/A

FHDA Foundation Accounts: N/A

Grant Funded Accounts: N/A

Other District Accounts: N/A

Off-Campus/Off-District Accounts: N/A

On-Campus Co-Sponsorships: N/A

Off-Campus Co-Sponsorships: \_\_\_\_\_

8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students? Provides a computerized accounting system for DASB and club accounts. Our Blackbaud accounting software (Financial Edge) requires maintenance and support and we would like to upgrade to FENXT, the Financial Edge cloud based solution. Blackbaud costs increase 7% annually for the maintenance fees, however, upgrading to FENXT requires a 3 year contract with pricing to remain stable for that time period and includes unlimited training for four users. We receive updates to the software and a speedy resolution to any accounting software issue that may arise. We also need annual maintenance and support for Omatic Software, a plug in to our Blackbaud accounting software. Omatic costs increase 5% annually for the maintenance fees. We added the Positive Pay solution from Omatic to meet bank requirements to send files to the bank to authorize payments for the checks we process. This is a necessary measure to prevent check fraud.

9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? All students have the opportunity to become club members and/or officers. They would all benefit from DASB's accounting software as the system contains all club financial info in addition to the financial info for DASB. All DASB officers must be DASB members, and they use the accounting system to check/review DASB account activity. A variety of reports are also prepared to meet external auditor requirements. Individual account reports are available for review on our website along with the monthly financial statements at [www.deanza.edu/studentaccounts/](http://www.deanza.edu/studentaccounts/)

10. What would be the impact if DASB did not completely fund this request? DASB would not have the support required for their accounting software and problems would not be resolved. This could result in

inaccurate financial records and ultimately the halt of processing financial transactions. Computerized accounting software and maintenance/support is an absolute necessity.

**11. Total amount being requested for 2021-2022 (from page 2)                    \$ 14,290**

## Software Maintenance (5315)

	Item	Intended Use	Cost
1.	<u>Blackbaud Financial Edge Maintenance/Support (with FENXT upgrade)</u>		<u>13,915</u>
2.	<u>Omatic Software Positive Pay Maintenance/Support (for check processing)</u>		<u>375</u>
		TOTAL:	\$ <u>14,290</u>

**Total amount requested (also complete line 11 at bottom of first page)      \$ 14,290**

Delete the Object Codes and lines within Object Codes you do not need.

**Signatures are not Required for this Application**

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

**Signatures that are Required for Utilizing Funds**

All future financial documents, forms, requests, requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASB funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

**Budgeter and Administrator Information**

Budgeter’s Name:	<u>Lisa Kirk</u>
Phone Extension:	<u>8528</u>
E-mail:	<u>KirkLisa@deanza.edu</u>
Relationship to Project:	<u>Office Staff</u>
Position on Campus:	<u>Accountant</u>
Administrator’s Name:	<u>Martin Varela</u>
Phone Extension:	<u>8857</u>
E-mail:	<u>VarelaMartin@fhda.edu</u>
Relationship to Project:	<u>Office Supervisor</u>
Position on Campus:	<u>Director, College Fiscal Services</u>

# blackbaud<sup>®</sup>

## Financial Edge NXT Proposal

De Anza College

Presented by  
Erin Hanssen  
Blackbaud, Inc.

blackbaud<sup>®</sup>

# Financial Edge NXT™ for Higher Education

- Includes 4 Full Access Users
- Includes 10 View Only Users
- 3 year Learn More training subscription

CLOUD ACCESS	Current Subscription	FENXT Essentials
Hosting (web & mobile)		✓
SKY API (25,000 calls per day)		✓
Training videos & chat support		✓
Full Access Users	✓	✓
Advanced Security		✓
<b>Accounting &amp; Reporting</b>		
General Ledger	✓	✓
Project, Grants and Endowments	✓	✓
<i>Accounts Payable w/ EFT</i>	✓	✓
<i>Purchase Orders</i>		✓
<i>Treasury and Cash Management</i>		✓
<i>Budget Management</i>	✓	✓
<i>Cash Receipts</i>	✓	✓
<i>Accounting Forms</i>		✓
<i>Credit Card Management</i>		✓
<i>Accounting Queue</i>	✓	✓
<i>Fixed Assets</i>	✓	✓

# Financial Edge NXT™ for Higher Education

Total Investment	Cost	Cost (Valid until June 18 <sup>th</sup> 2021)
Financial Edge NXT Subscription	\$11,052	\$9,395
FENXT Migration Preparation	\$1,000	\$1,000
FENXT Learn More Training Subscription	\$4,400	\$3,520
YEAR 1	\$16,452	\$13,915
YEAR 2	\$15,452	\$12,915
YEAR 3	\$15,452	\$12,915

# Financial Edge NXT™ for Higher Education

Training & Consulting options	LIST Cost
*Annual Training Subscription 3 years	\$4,400/yr

\*Learn More Training Subscription **provides unlimited online training for any user** at the Foundation. It is a great tool for users to get up-to-speed on the new system, provides a training plan for new employees, and is the solution to on-going education as new functionality continues to roll out. Many of the classes will also qualify towards any Continuing Education requirements. See details on the classes offered here:

[https://www.blackbaud.com/files/resources/downloads/Datasheet\\_Training\\_Learn\\_FENXT.pdf](https://www.blackbaud.com/files/resources/downloads/Datasheet_Training_Learn_FENXT.pdf)



# Financial Edge NXT™

## Benefits & Capabilities Recap

# Designed with **Clients in Mind**

*Portability*      *Security*      *Ease-of-Use*      *Speed*      *Architecture*



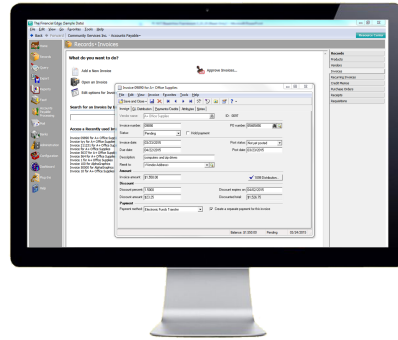
**Users Transition at Their Own Pace**

➤ Full Financial Edge Feature Set

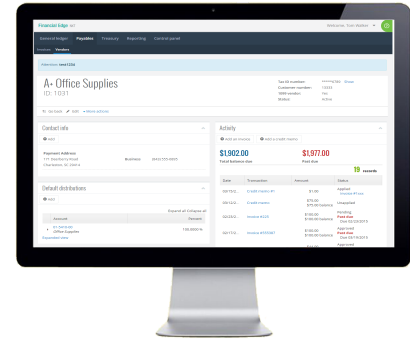
NXT Generation Benefits ←

# Two Views, One Data Model

**What do I do here?**  
Admin & setup  
Allocations  
Accounts Receivable  
Payroll



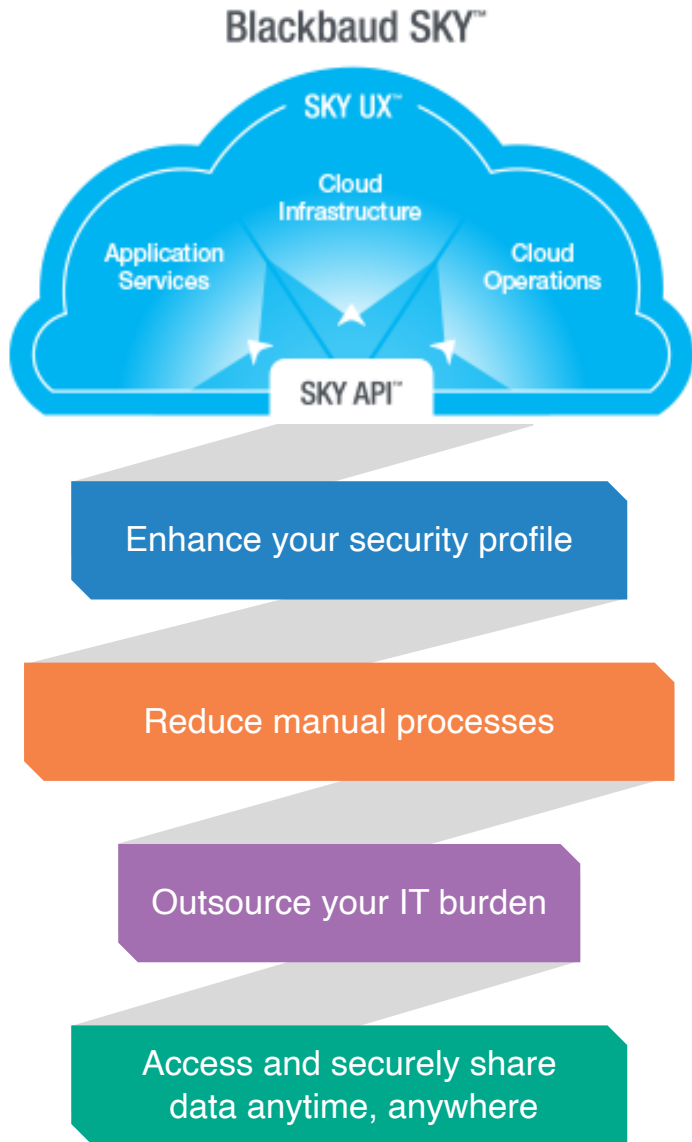
*“Database”  
View*



*“NXT Web”  
View*

**What do I do here?**  
General Ledger  
Journal Entry  
Grants and Projects  
Endowments  
Accounts Payables  
Fixed Assets  
Cash Management  
Purchase Orders  
Cash Receipts  
Bank / card reconciliation  
Budgeting  
Reporting and Analysis  
Users and Security





# Secure and reliable cloud technology

99.9% contractual uptime service-level

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24/7/365 physical, operational, software monitoring

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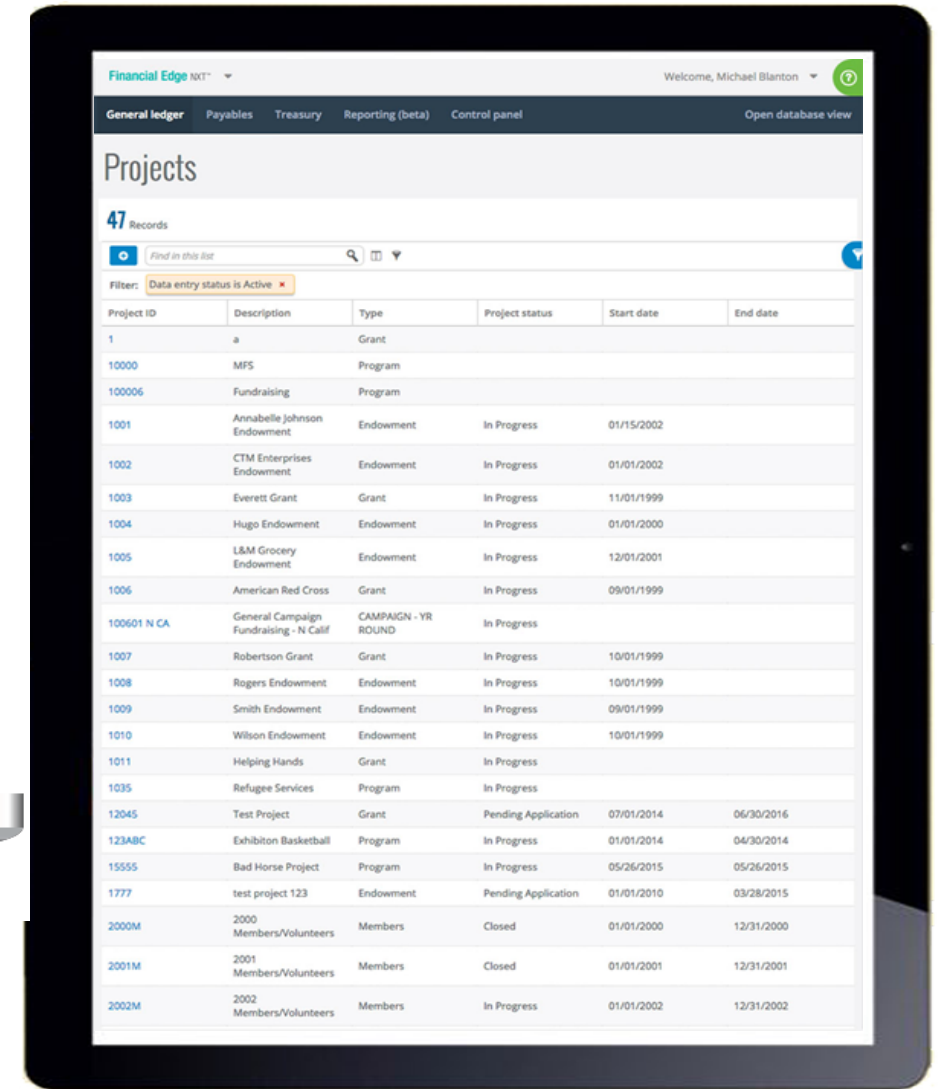
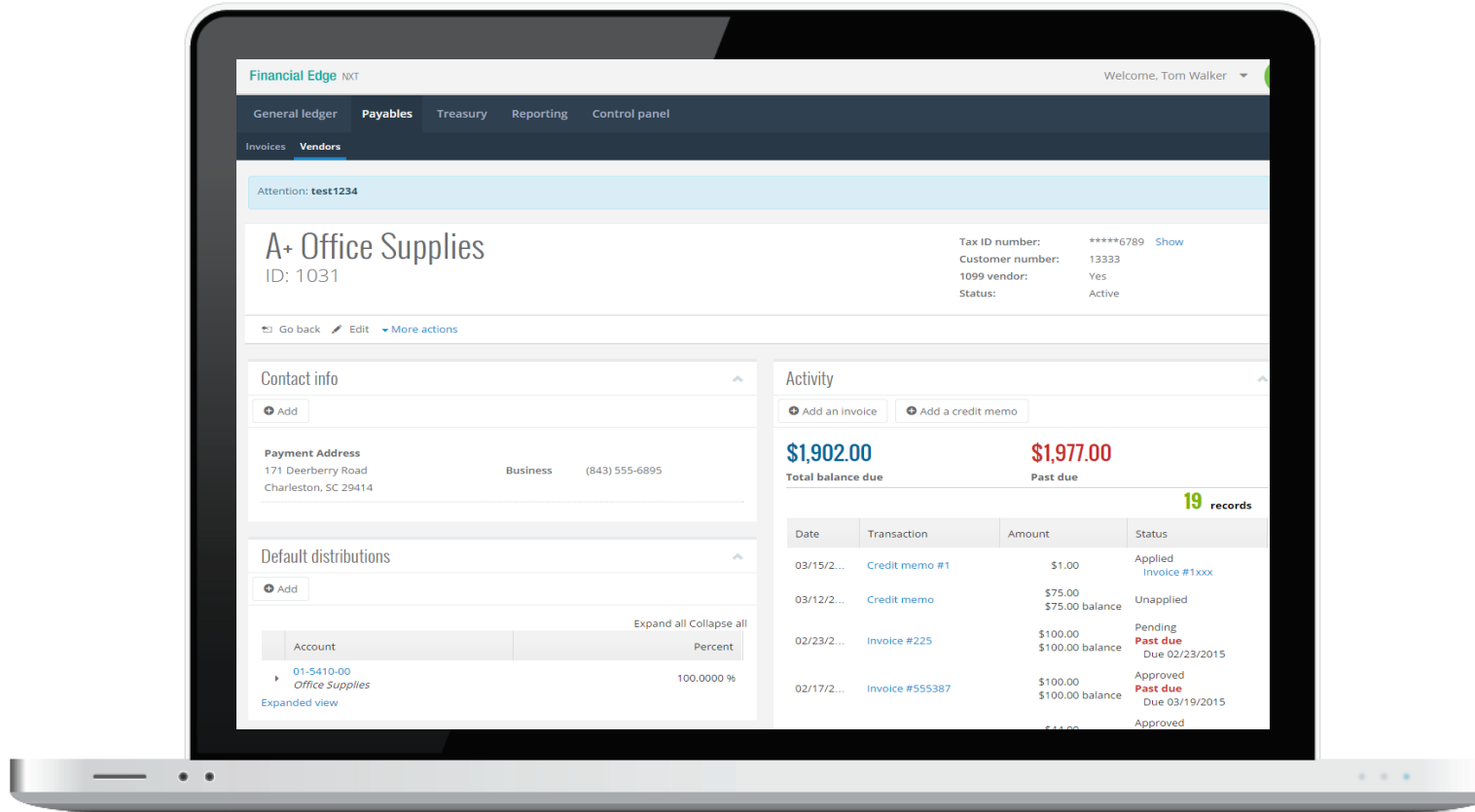
Nightly, weekly, monthly off-site backups

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Compliant with best practices



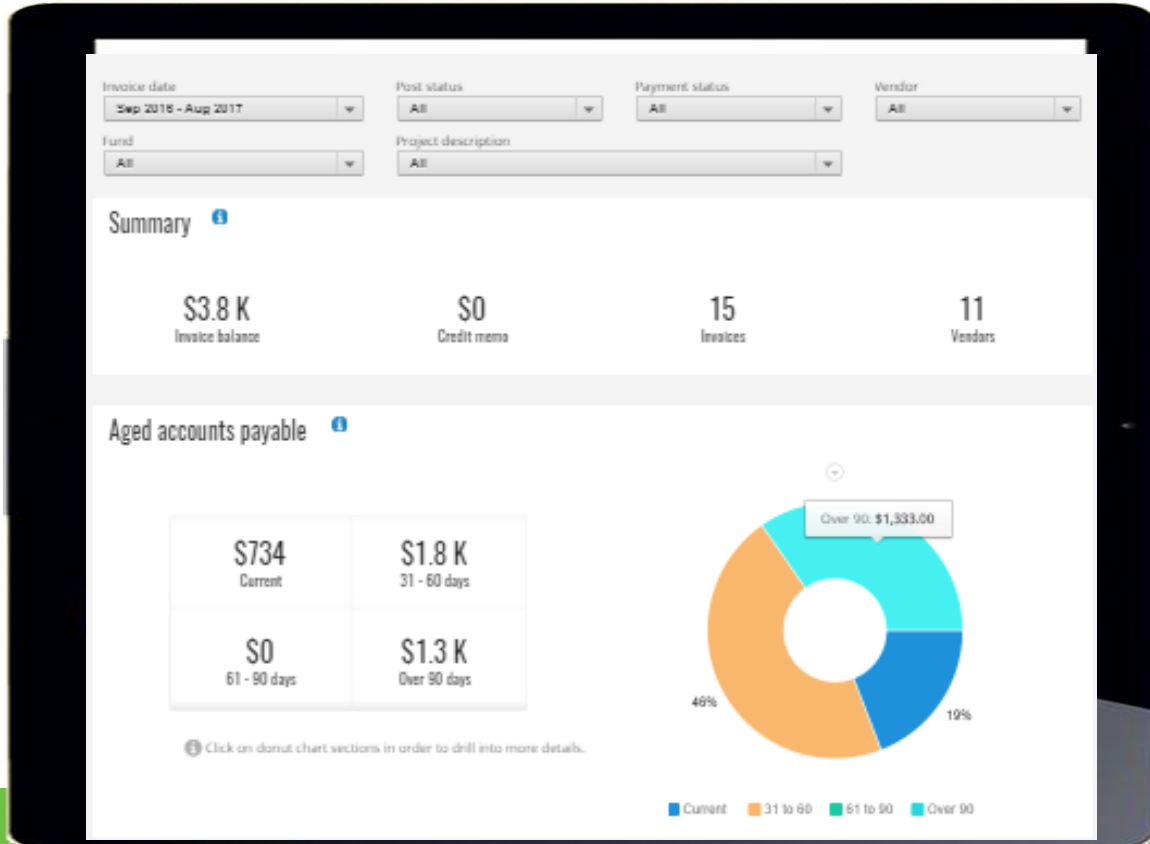
# Enhanced User Interface



- Access all record information on one screen as opposed to clicking from tab to tab.
- Design improvements to dramatically improve data entry, search, and user-specific views
- List screens can be customized and provide a more pervasive search tool.

# Reporting and Dashboard Enhancements

- Drill down to details from the report.
- Export to Excel and preserve column formatting.
- Drag and Drop reporting (currently in Beta)
- Pre-built, interactive Dashboards that are ready for use immediately.



**Fund Statement**  
Income Statement

	Foundation Actuals	Athletic Association Actuals	All Entities
<b>Revenues</b>			
Operating Revenues			
01-4100-00 Judo Club Revenue	\$1,700.00	\$337,114.52	\$338,814.52
01-4100-01 Operating Revenue-Technology	\$0.00	\$745.59	\$745.59
01-4150-00 Product Sales-Administration	\$1,020,450.00	\$1,211,326.81	\$2,231,776.81
01-4250-00 Tuition Revenue-Administratic	\$0.00	\$283,732.00	\$283,732.00
02-4150-01 Product Sales-Technology	\$500.00	\$500.00	\$1,000.00
06-4100-00 Change in Value Related to Int	\$2.00	\$2.00	\$4.00
07-4100-00 Change in Value Related to Int	\$4.00	\$4.00	\$8.00
<b>Total Operating Revenues</b>	<b>\$1,022,656.00</b>	<b>\$1,833,424.92</b>	<b>\$2,856,080.92</b>
<b>Contribution Revenues</b>			
01-4200-00 Contributions-Charity	\$0.00	\$5,368,908.00	\$5,368,908.00
01-4200-01 Contributions-Technology	\$0.00	\$39,425.00	\$39,425.00

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01-4200-01 Contributions-Technology	\$0.00	\$39,425.00	\$39,425.00
01-4200-02 Contributions-Development	\$0.00	\$5,100.00	\$5,100.00

# Reconciliation Enhancements

- Bank feeds to automate the bank reconciliation process.
- Onscreen view of Bank transactions vs. Financial Edge transactions.
- Credit card feeds and reconciliation.

Bank feed setup - connect to your online bank accounts

### Add Accounts

\* = required field

#### Bank of America




web: <https://secure.bankofamerica.com>

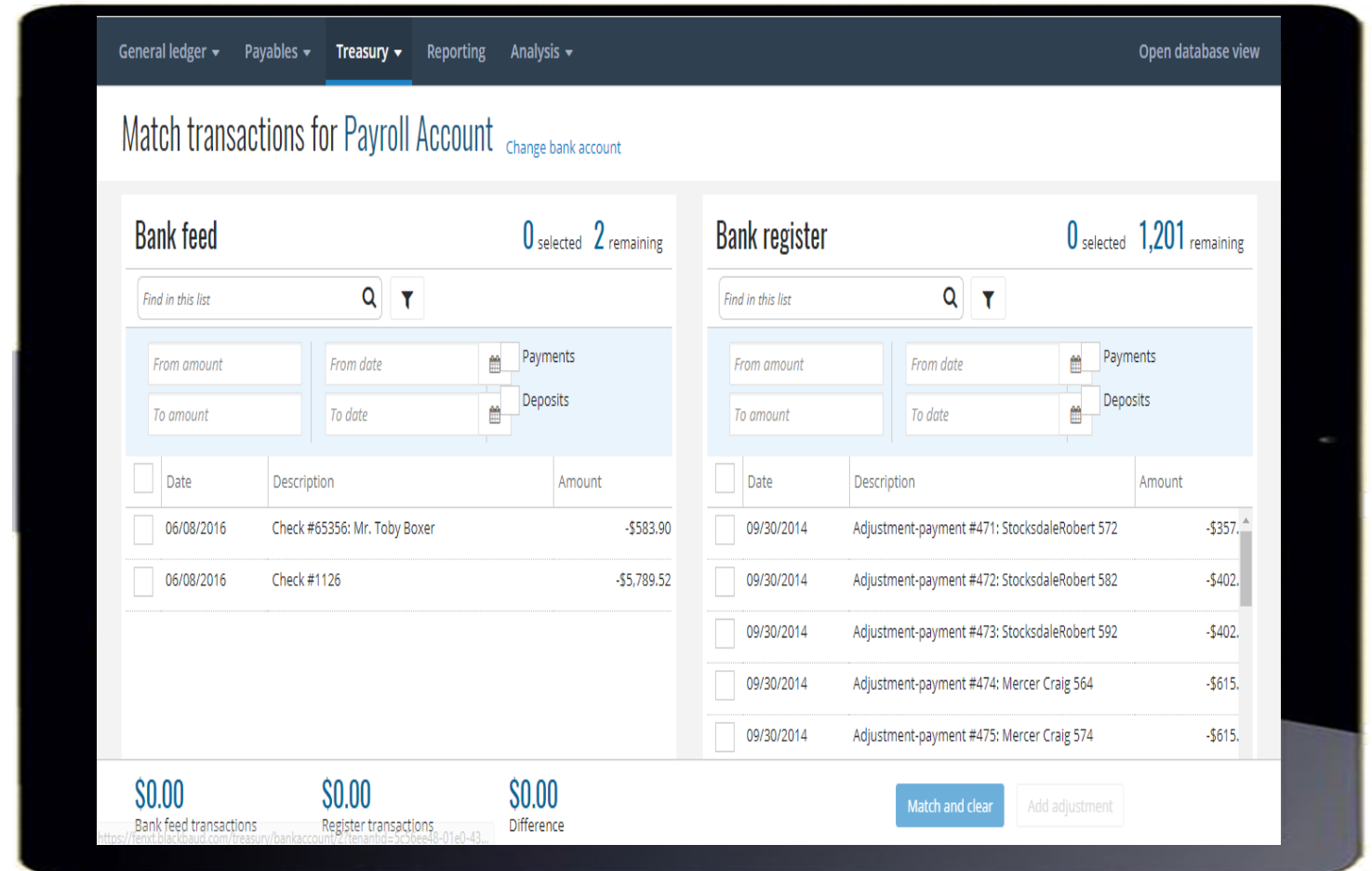
Please enter the same credentials you use to access your **Bank of America** account online.

Bank of America Online ID \*

Bank of America Passcode \*  [Show Typing](#)

Re-enter Passcode \*





General ledger ▾ Payables ▾ Treasury ▾ Reporting Analysis ▾ Open database view

## Match transactions for Payroll Account [Change bank account](#)

### Bank feed

0 selected 2 remaining

Find in this list

From amount  From date  Payments

To amount  To date  Deposits

<input type="checkbox"/>	Date	Description	Amount
<input type="checkbox"/>	06/08/2016	Check #65356: Mr. Toby Boxer	-\$583.90
<input type="checkbox"/>	06/08/2016	Check #1126	-\$5,789.52

### Bank register

0 selected 1,201 remaining

Find in this list

From amount  From date  Payments

To amount  To date  Deposits

<input type="checkbox"/>	Date	Description	Amount
<input type="checkbox"/>	09/30/2014	Adjustment-payment #471: StocksdaleRobert 572	-\$357.00
<input type="checkbox"/>	09/30/2014	Adjustment-payment #472: StocksdaleRobert 582	-\$402.00
<input type="checkbox"/>	09/30/2014	Adjustment-payment #473: StocksdaleRobert 592	-\$402.00
<input type="checkbox"/>	09/30/2014	Adjustment-payment #474: Mercer Craig 564	-\$615.00
<input type="checkbox"/>	09/30/2014	Adjustment-payment #475: Mercer Craig 574	-\$615.00

**\$0.00** Bank feed transactions

**\$0.00** Register transactions

**\$0.00** Difference

# Excel Add-Ins

- Excel Add-In provides journal entry form in Excel WITH validation!
- Creates open journal entry batch once submitted
- Valuable for repetitive transactions or items that are historically imported into the system
- Also available for Budgets

The screenshot displays the Microsoft Excel interface with the 'FE NXT Excel Add-in' dialog box open. The dialog box is titled 'Create Journal Entry Batch' and contains a 'Description' field with the text 'Pension addition from dev'. Below the field are 'Validate' and 'Submit' buttons. A green message box at the bottom of the dialog states 'No validation errors found!'. The background Excel spreadsheet shows a table with columns: Account number, Account description, Post date, Encumbra, Debit amount, Credit amount, Journal, Journal re, Project ID, Project de, and Class. The data rows are as follows:

Account number	Account description	Post date	Encumbra	Debit amount	Credit amount	Journal	Journal re	Project ID	Project de	Class
01-1000-00	Operating Cash Account-Default	1/12/2017	Regular	\$550,000.00		Journal En	Excel	1001	Annual Fu	unrestricted ne
01-1001-00	Pension Cash Account-Default	1/12/2017	Regular	\$1,502,150.00		Journal En	Excel	1001	Annual Fu	unrestricted ne
01-4100-00	Operating Revenue-Default	1/12/2017	Regular		\$2,052,150.00	Journal En	Excel	1001	Annual Fu	unrestricted ne



# Thank you!

Erin Hanssen

Financial Solutions Account Executive

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