



Aclarian Software License and Consultant Agreement

This Software License and Consultant Agreement (“Agreement”) is made and entered into between Aclarian LLC, a Florida limited liability company (“Aclarian”), and Levy County, Florida (“County”). Either party may be referred to individually as the “Party” or collectively as “the Parties.”

WHEREAS:

Aclarian owns all right, title, and interest in the Software (as defined below); and

The County desires a license to use the Software.

NOW, THEREFORE:

The Parties have agreed to the following terms and conditions:

- I. Definitions. Terms used in this Agreement have the following meaning:
 - a. “Proprietary Information” shall be defined as all proprietary or non-public information owned or created by Aclarian, including the Software, and any know-how, trade secrets, data, materials, inventions, copyrights, trademarks, or discoveries that are necessary or substantially related to the Software.
 - b. “Software” shall be defined as the accounting program known as “Aclarian,” and any software products related thereto provided by its affiliated subcontractors or third-party vendors, including but not limited to human resources and payroll related software, as well as any technical information or documentation relating thereto.

- II. Grant of License.
 - a. Scope of License. Aclarian grants to the County a non-exclusive, limited license to use the Software solely for the internal business purposes of employees and contractors of the County that are involved in the accounting, financials, and operations of the County. The County’s rights in the Software shall be limited to those expressly granted in this Agreement. The County shall not distribute, rent, resell, lease, sublicense, or otherwise disclose or transfer the Software to any third party (including but not limited to competitive businesses) without Aclarian’s express written consent, and subject to additional license fees. The County shall not modify, reverse engineer, decompile, or create derivative works of the Software. Any use which exceeds the scope of the license grant shall constitute a breach of this Agreement, and shall be subject to emergency injunctive relief and the payment of any related attorneys’ fees and court costs incurred by Aclarian. Aclarian acknowledges that the County shall be the sole and exclusive owner of the financial, accounting and customer information input into the Software for the County’s use.
 - b. Maintenance and Support. For the duration of this Agreement, Aclarian will provide, at no charge to the County, maintenance and support. Maintenance refers to modifications, such as patches, corrections, and updates, as needed to ensure the software is functioning as intended. With regard to Support, Aclarian shall use commercially reasonable efforts, commensurate with the severity level, to achieve its support response and resolution targets with respect to resolving errors. An error is defined as a verifiable and reproducible failure of the Aclarian’s software product to operate as intended under normal use, and where the error is directly attributable to the Aclarian’s software product as updated with current modifications. Support is available through the interactive “Help” feature within the Aclarian’s software.

Support does not include implementation of Aclarian's standard software product, onsite or remote training, adding, deleting or modifying data entered into the Software due to error or omission by the the County, or development and installation of custom enhancements specifically requested by the the County in addition to the standard software product. Pricing for implementation services, onsite and remote training, and custom enhancements is disclosed in *Exhibit B*.

III. Indemnification – Use of Software

- a. Indemnification of the County. To the extent permitted by law, Aclarian agrees to indemnify, defend, and hold harmless the County, its officers, directors, employees, and agents from and against any and all claims, damages, liabilities, losses, and expenses (including reasonable attorney's fees and costs) arising out of or related to (i) any claim that the software or any component thereof infringes, misappropriates, or violates any intellectual property rights of any third party; (ii) Aclarian's breach of any representation, warranty, or covenant set forth in this Agreement; or (iii) any negligence or willful misconduct by Aclarian or its employees, agents, or subcontractors in connection with the performance of this Agreement.
- b. Indemnification of Aclarian. To the extent permitted by applicable law, the County will indemnify and hold harmless Aclarian and its agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) the County's use of the software in violation of this Agreement, applicable laws, or third-party rights; (ii) the County's breach of any representation, warranty, or covenant set forth in this Agreement; or (iii) any negligence or willful misconduct by the County or its employees, agents, or contractors in connection with the use of the software. The foregoing indemnification shall not be construed as a waiver of the County's sovereign immunity, and shall be interpreted as limited to only such tort liability for which the County could be liable under the sovereign immunity waiver provision found in Section 768.28, Florida Statutes. An action may not be instituted on a claim against the County unless the claimant presents the claim in writing to the County within 3 years after such claim accrues and the County denies the claim in writing. For purposes of this paragraph, the requirements of notice to the County and denial of the claim are conditions precedent to maintaining an action but shall not be deemed to be elements of the cause of action and shall not affect the date on which the cause of action accrues. The County shall not be liable to pay a claim or a judgment in favor of the indemnified party that exceeds the sum of \$200,000 or any claim or judgment, or portions thereof, that when totaled with all other claims or judgments paid by the County arising out of the same incident or occurrence exceeds the sum of \$300,000. In addition, this indemnification shall be construed to limit recovery by the indemnified party only those actual damages caused by the action or inactions of the County and its officers, employees, or agents, and shall specifically exclude any attorney's fees or costs.
- c. Indemnification Procedure. A party seeking indemnification (the "Indemnified Party") shall (i) promptly notify the other party (the "Indemnifying Party") in writing of any claim, demand, or action for which indemnity is sought, provided that failure to provide such notice shall not relieve the Indemnifying Party of its indemnification obligations except to the extent that the failure to provide timely notice materially prejudices the Indemnifying Party's ability to defend the claim; (ii) permit the Indemnifying Party to assume full control of the defense, including the selection of legal counsel, at the Indemnifying Party's expense; and (iii) cooperate fully with the Indemnifying Party in the defense of the claim.
- d. Exclusion from Indemnification. Aclarian shall have no obligation to indemnify the County to the extent any claim arises from the County's continued use of the software after receiving notice of a claim or demand alleging that the software infringes a third party's rights, where Aclarian has provided a non-infringing alternative or otherwise instructed the County to cease use.

IV. Outsourced Services.

- a. The County may engage Aclarian to perform outsourced services. Consulting services may include one or more of the following: annual budget preparation, annual audit preparation, bank reconciliation, purchasing, invoice processing, customer billing, and other related services. Pricing and proposed scope of services based on the County's specific needs are provided in *Exhibit A*.
- b. It is understood by the parties that Aclarian will be an independent contractor, and not the agent or servant of the County and will not be entitled to any benefits granted to employees of the County. The County will not provide fringe benefits, including health insurance benefits, paid vacations, or any other employee benefit to Aclarian. Each party agrees to assume complete responsibility for its own employees with regard to federal or state employers' liability and withholding tax, worker's compensation, social security, unemployment insurance, and Occupational Safety and Health Administration requirements and other federal, state and local laws. Aclarian will be responsible for its own property and casualty, general liability, and workers compensation insurance, taxes, professional training, and other personnel costs related to the operation of Aclarian's business.
- c. Additional assignment or subcontracting for consulting services shall be permitted under this Agreement, unless expressly prohibited by the County.
- d. Aclarian's role is strictly limited to the tasks and projects agreed between Aclarian and the County for outsourced services, and Aclarian offers no assurance as to the results or ultimate outcomes of this engagement or of any decisions that the County may make based on Aclarian's communications and reports provided. The County agrees that it is appropriate to limit the liability of Aclarian LLC, its owners, officers, employees, and consultants (each an "Aclarian party") and that this limitation of remedies provision is governed by the laws of the state of Florida, without giving effect to choice of law principles.
- e. The County agrees that it will not hold Aclarian LLC liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this Agreement for outsourced service provided under this Agreement, the work product, or for any deliverables, plans, actions, or results of this engagement, except to the extent authorized by this Agreement. In no event shall any Aclarian party be liable to the County for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.
- f. The exclusive remedy available to the County shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by an Aclarian party of duties owed relating to outsourced services under this Agreement, but any recovery on any such claim shall not exceed the portion of the total fees actually paid by the County to Aclarian that corresponds to the particular service(s) that give(s) rise to the claim (i.e., the specific service(s) that an Aclarian party performed in such a manner as to cause Aclarian to be liable to the County).

V. Public Records

- a. Aclarian acknowledges that information and data it manages as part of the services may be public records in accordance with Chapter 119, Florida Statutes, and the County's public records policies. Aclarian agrees that prior to providing services it will implement policies and procedures to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies.
- b. As required by 119.0701, Florida Statutes, the following notice is given regarding Contractor's duty to comply with Florida's public records laws (Chapter 119, Florida Statutes), as the same may be amended. Failure to comply shall constitute a breach of this Agreement. Specifically, but not by way limitation, Contractor shall:

- i. Keep and maintain public records required by County to perform the services;
- ii. Upon request from County’s custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the services to be provided by Contractor under this Agreement if Contractor does not transfer the records to County; and
- iv. Upon completion of this Agreement, transfer, at no cost, to County all public records in possession of Contractor or keep and maintain public records required by County to perform the services. If Contractor transfers all public records to County upon completion of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon requests from County’s custodian of public records, in a format that is compatible with the information technology systems of County.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

TELEPHONE: (352) 486-5218
EMAIL: LEVYBOCC@LEVYCOUNTY.ORG
MAILING ADDRESS: P.O. BOX 310, BRONSON, FL 32621

VI. Term and Termination

- a. Software Subscription Term. The County’s initial subscription period of three (3) years (“Initial Term”) will occur on the date that one or more modules of the Software becomes available for use (“Effective Date”) and shall automatically renew on the one (1) year anniversary of the Effective Date, and on the anniversary of the Effective Date each year thereafter, for subsequent one (1) year term(s) (“Renewal Term” and collectively with Initial Term, the “Term”); *provided, however* that Aclarian or the County may provide written notice of termination at least sixty (60) days prior to the anniversary of the Effective Date, with such termination effective on the anniversary of the Effective Date.
- b. Software Subscription Termination. A party may terminate this Agreement upon the other party’s material breach which is not cured within sixty (60) days of receipt of written notice reasonably describing the breach. Upon termination, Aclarian shall disable the County’s account on Aclarian’s web-based software application. Upon request, the County’s data may be extracted from the software and provided to the County in a manner and format agreed upon by both parties. Pricing for data extraction services is disclosed in *Exhibit B*. In addition, this Agreement may be immediately terminated by the County in the following circumstances: funds necessary to pay for the Contractor’s services are no longer budgeted and appropriated or the Contractor fails to comply with Florida’s

public records laws.

- c. Fees for Software Subscription Termination without Cause during Initial Term. If the County terminates this Agreement during the initial term for any reason other than cause, or if Aclarian terminates this Agreement during the initial term for failure to pay annual subscription fees, the County shall pay Aclarian the following early termination fees:
 - i. 100% of the subscription fees through the date of termination plus 50% of annual subscription fees for the remainder of the Initial Term
- d. Outsourced Services Term and Termination. The Term shall begin upon execution of this Agreement and shall remain in effect for one (1) year. At the end of the term, this Agreement may be extended for successive monthly terms, on an as needed basis, or such other renewal terms agreed to by the parties. This Agreement may be terminated by either party at any time without cause by giving thirty (30) days prior written notice.
- e. Fee Increases. Aclarian may increase the Fees pursuant to this Agreement by providing at least sixty (60) days' written notice to the County. In that event, the County may provide written notice of termination of this Agreement within sixty (60) days thereafter, prorated for any partial month, as applicable. If no such termination right is exercised within sixty (60) days, the Fees increase is deemed accepted by the County. Aclarian shall not refund or prorate the Fees if the County earlier terminates this Agreement for any reason other than an increase in Fees.

VII. Payment.

- a. In exchange for the grant of license to use the Software as outlined herein, the County agrees to pay the subscription fees and implementation costs ("Software Fees") outlined on attached *Exhibit B*. In the event that the County receives outsourced services but declines implementation of the Software, then no Software Fees are due and payable. Software subscription fees will be invoiced on or around the Effective Date and then each year thereafter, subsequent to the Effective Date. If the County desires to increase its subscription package to allow for additional users, the resulting increase in the subscription cost will be prorated based on the number of months elapsed and number of months remaining within the annual subscription term. Implementation fees are based on a fixed payment schedule, and such fees will be billed monthly based on the percentage of completion by module, multiplied by the total cost of implementation per module. Pricing for implementation services will be disclosed in a separate addendum to this Agreement, should the County elect to implement the Software.
- b. Fees for outsourced services will be due and payable on a monthly basis, following the County's receipt of an invoice from Aclarian. Payment for services shall be made in accordance with the Local Government Prompt Payment Act, Florida Statute § 218.70 et.seq., which states the Contracting Party's rights and the County's responsibilities concerning interest, penalties and time limits for payment of invoices.

VIII. Data Security and Privacy.

- a. In the course of providing the Software and related services under this Agreement, Aclarian will employ information security and physical security safeguards, procedures and practices to protect the privacy and security of the County's data that Aclarian receives, accesses, uses, creates, or discloses. Such safeguards shall be at least equal to industry standards and be reasonably appropriate to protect against accidental or unlawful destruction, loss, alteration or unauthorized third party disclosure or access of the County's data. Aclarian shall make a good faith effort to detect, respond to, and mitigate data security incidents, and to notify the County of any such incidents involving the County's data as soon as reasonably practicable and in accordance with applicable laws.

IX. General.

- a. Modifications and Additions. No modifications or additions to the terms and conditions of this Agreement shall be binding unless in writing and acknowledged by both Parties.
- b. Limitation of Remedies. The exclusive remedy available to Aclarian shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by duties owed by the County under this Agreement. The County's total liability to Aclarian from all causes of action and under all theories of liability shall be limited to the total amount of the annual subscription fees paid pursuant to this Agreement, excluding fees for implementation and other services, for the most recent twelve (12) month period then ended. This provision shall survive termination of this Agreement.
- c. Enforcement of Agreement. In the event that either Aclarian or the County is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.
- d. Governing Law. The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida. Any claim, objection or dispute arising out of this Agreement that remains unresolved after mediation may seek remedies in a court of competent jurisdiction.
- e. Assignment. Either Party may transfer and assign this Agreement to a successor entity or assignee in the event of the purchase of all or substantially all of the assets or ownership interests of the Party. Written notice shall be provided to the other Party in the event of a sale or merger.
- f. Notices. All notices provided in connection with this Agreement will be in writing and will be delivered by (i) certified or registered mail, postage prepaid and return receipt requested or (ii) courier and will be deemed effective upon receipt at the address set forth above, or (iii) by e-mail to the listed contacts.

To the County:

Levy County, Florida, Attn: Mary-Ellen Harper
PO Box 310
Bronson, FL 32621
Harper.Mary-Ellen@LevyCounty.org

To Aclarian:

Aclarian LLC, Attn: Andrew Laflin
4240 W Morrison Ave, Tampa, FL 33629
alaflin@aclarian.com

g. IN WITNESS WHEREOF, each of the Parties have caused its duly authorized representatives to execute this Agreement as of the date below.

Aclarian LLC

Levy County, FL

Name: Andrew Laflin

Name: Desiree Mills

Title: President

Title: Chair

Date: _____

Date: _____

EXHIBIT A

EXHIBIT A: CONSULTANT SCOPE OF SERVICES & PRICING

DESCRIPTION OF SERVICES – BUDGET DIRECTOR

Aclarian will provide the following services to the County on an ongoing basis:

- Facilitate in-person and virtual trainings to all relevant users on accessing and utilizing electronic forms within the budgeting software.
- Coordinate the annual budgeting process and assist department heads and other relevant stakeholders in submitting applicable information to be used for preparing the annual operating and capital budget.
- Attend and actively participate in budget workshop meetings as requested and present agenda items pertaining to budget preparation and adoption, as determined by the County Manager.
- Prepare the annual budget document for final adoption by the Board of County Commissioners and posting on the County's website.
- Perform other related services as mutually agreed upon.

PAYMENT FOR SERVICES.

The County will pay compensation to Aclarian for the Budget Director services based on a fixed monthly amount of **\$8,000**.

Aclarian shall submit invoices for work performed. All payments shall be made in accordance with the Local Government Prompt Payment Act, Florida Statute § 218.70 et.seq., which states the Contracting Party's rights and the County's responsibilities concerning interest, penalties and time limits for payment of invoices.

RELATIONSHIP OF PARTIES.

It is understood by the parties that Aclarian will be an independent contractor, and not the agent or servant of the County and will not be entitled to any benefits granted to employees of the County. The County will not provide fringe benefits, including health insurance benefits, paid vacations, or any other employee benefit to Aclarian. Each party agrees to assume complete responsibility for its own employees with regard to federal or state employers' liability and withholding tax, worker's compensation, social security, unemployment insurance, and Occupational Safety and Health Administration requirements and other federal, state and local laws.

EXHIBIT B



EXHIBIT B: ACLARIAN SOFTWARE PRICING MODEL

SUBSCRIPTION & IMPLEMENTATION FEES

Name	Description	NASPO State Contract Pricing
Annual Subscription - Core Financial Suite	Tiered Pricing Package: Up to 75 Users	\$ 60,760.00

ESTIMATED IMPLEMENTATION FEES BY MODULE

NASPO State Contract Hourly Rate - \$220.50/hr - \$367.50/hr

Name	Estimated Implementation Fees	Levy County Discounted Pricing (Outsourced Services Bundle)
Initial Mobilization Fee (New Client Setup)	\$4,000.00	\$ 4,000.00
General Ledger	\$ 7,500.00	\$ 7,500.00
Purchasing	\$ 6,500.00	\$ 2,400.00
Payments	\$ 6,000.00	\$ 2,400.00
Projects & Grants	\$ 2,000.00	\$ -
Budgeting	\$ 16,000.00	\$ -
Go Live & Post Implementation Support	\$ 3,000.00	\$ 3,000.00
TOTAL:		\$ 19,300.00

POST-IMPLEMENTATION SERVICES

Maintenance & Support	Cost	Other Software Services*	Cost
Helpdesk Support Team	Included in Subscription	Software Engineer & Consultant	\$175 per hour
Optional Services & Fees	Description		Cost
Auto-Pay Processing - Mailed Checks	Print & Mail Service for Paper Checks		\$0.75 plus postage**
Auto-Pay Processing - Direct ACH	Direct ACH File Transmission to Designated Bank		No Charge
Form 1099 Processing	Form Generation & Federal Filing		\$2.25 / Form
Form 1099 Processing	State Filing		\$0.95 / Form
Form 1099 Processing	Mail Copies to Recipients		\$2.75 / Form

* Post-implementation Other Software Services includes onsite or remote training, adding, deleting or modifying data entered into the Software due to error or omission by the Licensee, or development and installation of custom enhancements specifically requested by the Licensee in addition to the standard software product

** Postage currently \$0.69 per parcel



ACLARIAN

ACLARIAN MODULE DESCRIPTIONS

Module Name	Included Features
Announcements	Send a private message to a single user or an announcement to an entire department or all users within the entity using the Announcements from. Notifications of new unread announcements are clearly identified through an icon in the top right corner of the Aclarian portal. The Announcements module is an effective means for individuals to communicate important messages to other users within the organization in a secure manner.
Billing & A/R	Create invoices on customized template with client logo. 'Email Invoice' option automatically sends invoices and reminders to customers via email. Create an online billing and payment web portal for customers to make payments online. Includes automatic GL entries for invoice creation and payments made online.
Budgeting	Establish relevant budget configurations, such as entity-wide pay increases (COLA), retirement percentages, health insurance costs per employee, etc. Personnel costs are automatically calculated based on employee data inputs. Customized reporting can be exported to Excel via API integration and used for creating the annual budget document for adoption.
Capital Assets	Perform inventories and scan equipment, vehicles, etc. containing bar codes using a cell phone or tablet. Maintain a picture of the scanned item with record of scan history. Within capital outlay reporting, associate capital asset additions with capital outlay entries and easily identify potentially unrecorded assets. Attach and store equipment and vehicle registration information and repair and maintenance documentation within individual asset records in Aclarian's Asset Management for well-organized status tracking.
Central Cashiering	All customer collections from various billing sources logged in the Central Cashiering module and segregated by user (cashier), which as a strong internal control measure, allows for reliable reconciliation and close out procedures by each cashier. Allows for batching by transaction type, namely cash, checks, credit card, and ACH payments, to maximize efficiency in bank reconciliation procedures.
Financial Reporting	Generate schedules, tables, and statements based on general ledger balances and data from Budgeting, Capital Assets, and other modules as needed that can be used to effortlessly create sections of the Annual Comprehensive Financial Report (ACFR), budget book, or other financial reporting deliverables as requested by stakeholders, including creditors, elected officials, and senior management. Available options include standard reports, report writer, and custom reports with design, format and content directed by the client.
General Ledger	Aclarian's journal entry form includes Excel import option for journal entry line items, and schedule recurring entries with automatic reminders to the assigned user. Aclarian's reporting tool, AG Grid, is a fully-featured and highly customizable JavaScript data grid. It allows for custom filtering, customizable appearance, data export to CSV or Excel, grouping/aggregation, and has a look and feel that is almost identical to data filtering and producing pivot tables in Excel for the trial balance, balance sheet, revenues & expenses report, budget versus actual report, and GL detail transaction report.



ACLARIAN

ACLARIAN MODULE DESCRIPTIONS, CONTINUED

Module Name	Included Features
Implementation	<p>Make the ERP software implementation more streamlined and organized through the implementation module, which consists of a standard form for each module to be implemented. Each implementation form consists of a series of questions and data requests which will provide the Aclarian development team sufficient information to prepare the module according to each client's exact specifications. The implementation forms also provide a secure means to transmit data files needed in the data conversion process.</p>
Integrations	<p>The Aclarian Integrations module will display the status of file transfers from external software applications that interface automatically with the Aclarian ERP system typically through API call or SFTP upload. This module can also store additional data from other applications and provide reporting using AG Grid in accordance with user specifications.</p>
Inventory	<p>Manage pricing and quantity for each inventory item and easily generate reports that can be exported to Excel displaying balances and activity by item. Complete Receiving Forms and perform a three way reconciliation between receiving form, purchase order, and invoice form.</p>
Lease Accounting	<p>The New Capital Lease Form is an intuitive, easy to use form that, when completed, will generate a capital lease record under GASB 87 or 96. Aclarian's library of reports includes all information needed to efficiently record journal entries each period based on the accumulation of all activity from each individual lease, as well as capture and report all necessary disclosure information derived from each Capital Lease Form and summarized within the report.</p>
Payments	<p>Scan receipts and record itemized transactions in the purchasing/credit card form. Instruct vendors to submit invoices online via a custom-built online Vendor Portal, and the invoice information entered automatically creates an Invoice Approval Form (including attachments). Aclarian's Auto-Pay payment processing service automatically sends vendor payments via mailed check or via electronic ACH, as well as automatically transmit a Positive Pay file to the client's banking institution.</p>
Projects & Grants	<p>Track project and grant activity using assigned project and grant numbers that will be included in the GL string. Easily track revenues and expenses by project and grant through integration with the general ledger. Dictate notes and respond to comments regarding project status within Project/Grant Management; add sub-tasks and close projects and grants through simple form creation. Also included is project burdening via integration with Aclarian Payroll timesheet as projects and grants are created, allowing employees to charge time to applicable projects and grants as applicable.</p>
Purchasing	<p>Purchase Requisition Forms can be customized according to a specific procurement policy (form can require documentation of written bids, quotes, or other documentation for sole source or emergency purchases, etc.). Enable vendors to register to do business with the entity online via a link to the entity's website, which will automatically populate a New Vendor Form. Allow for workflow approval of bids and contracts and manage contract status (such as upcoming expiring contracts and insurance requirements) through Contract Management.</p>



ACLARIAN

ACLARIAN MODULE DESCRIPTIONS, CONTINUED

Module Name	Included Features
Segmentation	Create additional GL segments, such as programs, locations, facilities, and more, that fit your organization's tracking and reporting needs. Associated GL strings with each sub-segment, apply annual budgets, and generate budget versus actual and transaction detail reports by fiscal year and sub-segment.
Task Management	Employees can manage tasks ranging from the Finance team preparing for the year end audit to the Public Works and Utilities departments establishing and assigning work orders using custom developed forms to assign to individuals and approvers via workflow. Work Order Forms include Google Maps and Google Earth views when entering property addresses.
Templates	Create templates for recurring tasks and save as well as edit in the future or even delete if needed. Common templates include journal entries, cash receipts, payment requests, and more. Once created, the template will be included in the template list within the applicable form and can be selected as needed.
Treasury Management	Perform bank reconciliations efficiently within Aclarian's Treasury Management module. Either manually Import transaction files from the bank, or Aclarian can automatically receive daily BAI2 or CSV files directly from the bank containing deposit and withdrawal transactions. Amounts per bank and per GL with matching check numbers, amounts, or other possible unique identifiers will automatically be matched. Complete monthly bank reconciliation forms based on transaction matching results within the Bank & GL Transaction listing.
Training	Watch a multitude of instructional videos from Aclarian's vast training library that typically range from two to ten minutes in length. Training videos are available for all modules and provide demonstrations with explanation on how to complete forms, manage data records, and generate reports within a module. All training videos are organized by module.
User Management	Authorized employees can manage access for users by restricting the modules, forms, data management items, and reports that each user can access. Allow certain users to skip approvers, edit forms currently in workflow approval, and view all forms for a particular form section within Form Search.
Workflow Management	Set workflow approvers and sequence (first approval, second approval, third approval, etc.) for any form within any module in the system. Also, create workflow groups (such as Capital Assets Approvals Group or Accounts Payable Processing Group) and determine the number of approvals required as a workflow step for each created workflow group. Set thresholds for approvals within a workflow group, define project managers within the Projects & Grants module, and more. Complete user workflow designation forms to assign substitute approvers when a user will be on vacation or otherwise unavailable for a known period of time.