

| Type of Decision  |                       |                  |  |    |                 |                        |      |  |        |
|-------------------|-----------------------|------------------|--|----|-----------------|------------------------|------|--|--------|
| Meeting Date      | Friday, June 12, 2015 |                  |  |    | Report Date     | Tuesday, June 02, 2015 |      |  |        |
| Decision Required | X                     | Yes              |  | No | Priority        | X                      | High |  | Low    |
| Direction         | X                     | Information Only |  |    | Type of Meeting | X                      | Open |  | Closed |

## #12/06/14/1201 – A Second Asyst Software License

**Subject:** Request the purchase of a second Asyst software license to add an additional user.

### RECOMMENDATION:

It is staff recommendation to purchase a second Asyst software license to add a second user.

**WHEREAS** the municipality currently has a software program with individual modules to facilitate accounting and taxation processes;

**AND WHEREAS** obtaining a license for an additional user will allow the new user to process tax payments, cash receipts & accounts receivable entries on their computer and allow 2 users to work on the same module at the same time.

**AND WHEREAS** the most cost effective way to process these payments is to add an additional user at a \$ 600.00 one-time license fee and \$ 220.00 annual support fee providing greater efficiency when there is more staff in the office;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby agree to authorize the Treasurer to purchase a second Asyst software license from USTI to add a second user.

### BACKGROUND/EXECUTIVE SUMMARY:

Currently, in the Treasurer’s absence processing is not completed unless the modules are disabled in the main computer.

A second user cannot process tax payments, cash receipts or account receivable invoices on the main computer (as opposed to Treasurer laptop) unless that particular module is disabled in the main computer. Prior to disabling the module, the data must be backed up to an external hard drive then to the drive on the other person’s computer and registered to that computer before it can be utilized. Then the module is no longer accessible on the main computer. This is a time consuming process.

One alternative is to have someone accept the payments, issue paper receipts if required and have Noella process the transactions later.

A third alternative is to license a second user or purchase licenses for individual modules to be installed on specific computers. With licensing a second user, any staff member could have

access to all of the modules if desired even while the Treasurer is using the system. The treasurer can use the security feature to block access to certain modules which others should not likely use.

HCM currently has licensing for 13 modules which may be shared as we grow. With the option suggested, there would be no additional charges.

I've contacted United Systems Technology, Inc (USTI) and alternatively the cost to add new modules for a second user for Property Tax, Accounts Receivable and Cash Receipts is much higher than simply licensing an additional user.

Details of purchasing additional module licenses:

- Property Tax License Fee \$ 1495.00 and Annual Support \$ 530.00
- Accounts Receivable License Fee \$ 595.00 and Annual Support \$ 210.00
- Cash Receipts License Fee \$ 595.00 and Annual Support \$ 210.00

As you can see, it is much more beneficial to add a second user to the account than purchasing a licence for individual modules.

### **Options/Discussion:**

**Financial Considerations/Budget Impact:** A one-time cost of \$600 and \$220 annually thereafter. Funds are available in the current year's software budget to cover the one time cost and the \$220 will easily be absorbed in future years software and licensing budget.

**Policy Impact:** None

**Others Consulted:** Melinda Reith, CAO/Clerk, Paulette Delaney, USTI Regional Sales Representative

**Prepared by:** Noella LeBreton, Treasurer

Approved and Recommended by the  
Treasurer/Deputy Clerk

Melinda Reith,  
Municipal Clerk

*M Reith*