



Banyon Data Conversion Agreement

Banyon Data Systems has been successfully doing conversions for customers since 1988. We take great pride on being honest and upfront with customers when it comes to costs and conversion promises. Conversion services are available if the data is received in the following formats:

- CSV comma delimited (.csv) file with defined heading descriptions
- Access Database (.mdb) file with defined heading descriptions

Banyon Data is not responsible for exporting data from your old software to the above formats. In some cases you might have to hire an outside consultant or require the help of your current software company. A successful conversion strongly depends on the integrity of the data received. Before software training two conversions maybe performed. One initially for testing/evaluation and a final conversion closer to the implementation date. If you are exporting data from an existing system, clean-up of the file might be necessary to ensure good data is in each field for a clean conversion.

Banyon Data will list the cost of the conversion on the proposal as basic and history. The following guide explains what is included with each type of conversion. Conversion of history is complex, costly, and very time consuming. In ***most*** cases, the current software will still be available to access the needed history.

FUND ACCOUNTING CONVERSION

Standard: Chart of accounts, budget amounts for current year, and basic vendor information. Some of the chart of accounts data to be converted will be evaluated for an electronic conversion or a manual entry. Account balances for MTD, YTD debits and credits along with beginning balances are to be evaluated.

History: Three years of invoice, check history, receipts, journal entries, and budgets. More than three years can be converted at an additional cost.

PAYROLL CONVERSION

Standard: Employee names, address, social security number, employment dates, departments, salary or hourly figures, occupations, direct deposit ACH information, leave codes, deductions, and benefits.

UTILITY BILLING CONVERSION

Standard: Billing and owner name, address, services, rates, surcharges/taxes, meter information, 12 consecutive months usage, penalty information, phone numbers, email addresses, direct pay information, and notes.

*For balances to be converted, they must be broken down by service, penalty, & taxes and have date of transaction in the file layout.

History: Three years of receipts, penalties, and adjustments.

VERIFYING CONVERTED DATA

Although the conversion program is designed to convert your data as accurately as possible, there are some instances when the conversion may not convert all data correctly due to data corruption or other anomalies within the original software data format.

When the data is converted and ready for review, Banyon Data staff will contact you. We will also provide a conversion summary, steps to complete, and reports to run so the converted data can be analyzed.

Your entity is ultimately responsible for the condition and accuracy of the data converted. Banyon Data will do our best to ensure that the data is correctly converted from the data files received, but we do rely on your data review. Converted history should be for reference purposes only and not auditing purposes.

IMPORTANT: Once the final data has been converted and training has been scheduled, then any delays or cancellations of training by your entity that results in having to do more conversions, each re-conversion will be a billable charge. Billable charges may also be incurred for new data or information to be converted after the initial conversion phase. So, please have your data in a ready state for conversion.

Based on pre-sale discussions you have chosen to do the following conversion(s) at the price(s) indicated below:

CONVERSION CHOSEN	COST
Fund Accounting Basic	
Fund Accounting History	
Payroll Basic	
Utility Billing Basic	
Utility Billing History	
Total Conversion Cost	

- ✓ For utility billing conversions please also send a copy of your ordinance that shows services, rates, and penalty information.

SIGNATURE VERIFICATION

The _____ has read the conversion agreement and agrees to the proposed cost and terms outlined above. Furthermore, we understand that all completed conversions are non-refundable even if the software is returned within the 90 day timeframe.

AUTHORIZED SIGNATURE: _____

TITLE: _____ DATE: _____

Please email completed form to Debs@banyon.com or fax to 952.882.7734. If you have any questions, please call us at 800.229.1130