

# Banyon Software Demo Kit

## 1. INTRODUCTION

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Welcome to Banyon Data Product Demonstration. This supportive material is provided to guide you through our presentation and highlight many of the desired features and functions of our software applications.

It is our pleasure to present the demonstration and we are excited that you have chosen to review our products and services.

Please feel free to browse our website at [banyon.com](http://banyon.com) to view our screens, data sheets, and manuals.

Banyon Data also has a municipal leasing arrangement with Lease Corp of America. This reputable leasing company can offer many options for leasing the software. They can be contacted at

<https://www.leasecorp.com/resources/customer/documentation-customer/small-ticketprogram.html>



**IF THIS MATERIAL IS BEING SENT VIA EMAIL, PLEASE PRINT IT  
BEFORE YOUR DEMONSTRATION**

## 2. TENTATIVE DEMO AGENDA

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Areas to be demonstrated may vary, but the list below will be addressed.

- I. Company History – YEARS OF SERVICE
- II. Core Products and Modules Available
- III. Fund Accounting
- IV. Utility Billing
- V. Payroll
- VI. Other Products
- VII. High Profile Features Reviewed
- VIII. Questions and Answers (Questions may also be raised at any time)

## 3. DEMO LEADER / GUIDE

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Your demo leader or presenter is always a qualified employee of Banyon Data Systems, trained in every aspect of our software. This does not mean that they know it all. You may have questions that apply or relate specifically to your organization. In the rare case when the leader cannot answer question or in the event that the leader needs to consult with our programming department or management, we will do so in a timely and thorough manner.

SPECIAL NEEDS ASSESSMENT – Let Us Know!

Cash or Receivables (Modified Accrual) Accounting Used?

What kind of forms are planned to be use?

Do you offer a payroll retirement benefit?

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## 4. WHAT MINIMUM HARDWARE TO RUN APPLICATIONS?

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<b>COMPUTER (CPU)</b>	<b>AMD or Pentium System 4 or higher (2 GHz)</b>
<b>MEMORY</b>	<b>4GB minimum - 8GB recommended</b>
<b>OPERATING SYSTEM</b>	<b>Windows 7, 8, 10, or Windows 13. 32 or 64 bit</b>
<b>DISPLAY</b>	<b>VGA Monitor (1024 X 768) or higher - 17" Viewable</b>
<b>INPUT DEVICES</b>	<b>Enhanced 101 Keyboard, Optional Bar Code Scanner, Meter Devices (Sensus INVENSYS, Badger, Neptune, Itron and other approved vendors)</b>
<b>DRIVES</b>	<b>500 GB Hard Drive, (80 GB minimum) Zip Drive or USB port for Flash Drive CD or DVD (Optional for installing software)</b>
<b>FILE SPACE RECOMMENDED</b>	<b>Allow minimum 3GB of storage for each application installed.</b>
<b>COMMUNICATION</b>	<b>Internet Access. FTP access enabled.</b>
<b>PRINTER</b>	<b>HP Laser Printer that can feed card stock for Utility forms. Check with business retailer.</b>
<b>NETWORK (if networking)</b>	<b>WINDOWS NETWORKS</b>

## 5. FOLLOW ALONG DATA SHEETS

# Banyon Fund Accounting

## Accounting Highlights

- ▶ Full featured Windows supported
- ▶ Customized chart of accounts
- ▶ Voucher/PO modules integrated
- ▶ Pre-set payment entry by vendor (amount or %)
- ▶ Monthly or yearly budgeting
- ▶ Create recurring batches for easy posting
- ▶ Fast account lookup showing codes and descriptions
- ▶ Keep multiple years opened
- ▶ End of month and year end integrity
- ▶ Invoices, POS, and Fixed Assets modules integrated
- ▶ User definable sorts and selects in report writer
- ▶ Print forms to preview screen and printers.
- ▶ History/audit reporting by year and period
- ▶ Check reconciliation includes payables and payroll

**(800) 229-1130**  
**banyon.com**



**Banyon Data Systems, Inc.**

350 W Burnsville Pkwy • Burnsville • MN • 55337 (952) 882-7730 • (800) 229-1130 • Fax (952) 882-7734

Status	Account	Description	Budget 2001	Total 2001	Total 2000	Comment
Active	E 10-61-00000-111	SALARIES AND WAGES	\$0.00	\$0.00	\$0.00	Spl
Active	E 10-61-00000-156	WORKMENS COMP INSURANCE	\$0.00	\$0.00	\$0.00	Spl
Active	E 10-61-00000-158	UNEMPLOYMENT INSURANCE	\$0.00	\$0.00	\$0.00	Spl
Active	E 10-61-00000-159	MISCELLANEOUS FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	Spl
Active	E 10-61-00000-620	SURETY BOND INSURANCE	\$0.00	\$0.00	\$0.00	Spl
Active	E 10-61-51110-111	SALARIES AND WAGES	\$7,200.00	\$3,405.00	\$7,015.00	Spl
Active	E 10-61-51110-151	CITY SHARE SOCIAL SECURITY	\$698.00	\$361.62	\$637.84	Spl
Active	E 10-61-51110-300	TRAVEL	\$0.00	\$0.00	\$0.00	Spl
Active	E 10-61-51110-900	COMMITTEE OF THE WHOLE	\$1,900.00	\$1,300.00	\$1,300.00	Spl
Active	E 10-61-51110-990	MISCELLANEOUS EXPENSES	\$50.00	\$0.00	\$0.00	Spl
Active	E 10-61-51310-111	SALARIES AND WAGES	\$2,400.00	\$1,600.00	\$2,400.00	Spl
Active	E 10-61-51310-151	CITY SHARE SOCIAL SECURITY	\$200.00	\$122.43	\$201.96	Spl
Active	E 10-61-51310-900	COMMITTEE OF THE WHOLE	\$240.00	\$240.00	\$240.00	Spl
Active	E 10-61-51310-990	MISCELLANEOUS EXPENSES	\$50.00	\$240.00	\$0.00	Spl

# Banyon Utility Billing

## Utility Billing Highlights

- Look up customer 7 different ways
- Unlimited services and rates
- Flexible payment/receipt priority
- Easily reprint customer bill & history
- Owner, penalty, & disconnect notices
- Print work orders & final read orders.
- Easily un-post receipt or penalty
- Flag for high, low, & no usage/readings
- Certify unpaid balances to taxes
- Schedule services to bill by period(s)
- Estimate based on last usage or last year
- Use avg, low, high usages from period(s)
- Print postcard bills or full statement
- Interface to handhelds/radio/phone reads
- Direct Payment, Email bill, Online Pay
- Easy & fast final bill process
- Tier Report module to do rate studies
- Year/month/quarter end reports
- Receipts sent by batch to accounting

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Utility Billing Account Screen - CITY OF MEDFORD - Info

Account: 01 00007440 00 4

Service Address: 1008 LAKE ST NE

Billing Name: JOHNSON, BARBARA

Owner Name: JOHNSON, BARBARA

Book/Sheet/LA: 320

PARCEL #

Billing: Owner | Property | Names | Aging | Mac | Service | Meter | Surcharge | Memo | Trans | Profile | Mtr Hist

IF Person  Commercial

Name: BARBARA JOHNSON Home Phone: \_\_\_\_\_

Lookup: JOHNSON, BARBARA Work Phone: \_\_\_\_\_

Addr: 8217 30TH AVE N Cell Phone: \_\_\_\_\_

City: NEW HOPE State: MN Zip: 55427 DP Code: 00

Country: \_\_\_\_\_ SSN: \_\_\_\_\_

**Print label or envelope**

Print Label | Print Envelope | View Map | **View Map Over Internet**

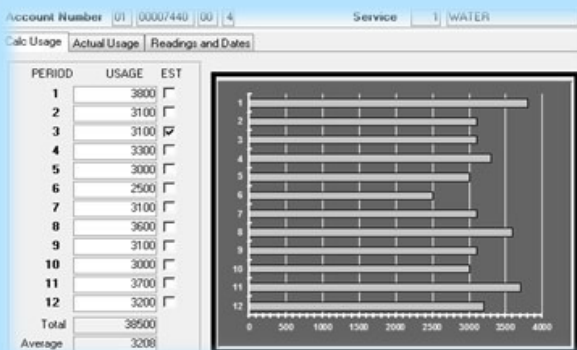
Billing	Owner	Property	Names	Aging	Mac	Service	Meter	Surcharge	MEMO	Trans	Profile	Mtr Hist
NOT Used	0					1 Water Ov #1		\$208.00	\$0.00	30	Single R1	
NOT Used						2 Water Ov #2						
NOT Used						3 Water Ov #3						
NOT Used						4 Water Ov #4						
NOT Used						5 Water Ov #5						
NOT Used						10 Wtr Ov Combs						
NOT Used						11 SUB METER						
NOT Used						20 Summer Water						
NOT Used						22 Water AD						
NOT Used						25 Sprinkler HD						
NOT Used						28 OTHER CHRGS		\$1.60	\$0.00	30	MIN TEST FEE	
NOT Used						30 MIN TEST FEE						
NOT Used						30 PRE CUST SERV						
NOT Used						51 CUS SER TAPS						
NOT Used						52 SFR OTH CUST						

Select to edit or adjust services

← Click on a service to attach service or view detail information

Add New Service

[X]  Used Only  Unused Only





# Banyon Payroll

## Payroll Highlights

- ▶ Full-featured windows supported.
- ▶ Designed specifically for public organizations.
- ▶ Employee template for easy data entry.
- ▶ User defined schedule guides your payroll cycles.
- ▶ Supplemental payroll is a single click step.
- ▶ Check voiding with automatic entry reversal.
- ▶ Full integration with BDS Fund Accounting.
- ▶ Check reconciliation module included.
- ▶ Report Writer lets you design your own reports.
- ▶ History retained for inquiry and reporting.
- ▶ One step window for leave and time card entry.
- ▶ User definable password security.

The screenshots display the Banyon Payroll software interface. The top window shows employee information for 'Chasus Employee No. 00000760' and 'Wilson, Samantha', including address, phone, and emergency contacts. Below this, a 'Check List' window shows a 'Scheduled Pay Lookup' table with columns for 'Code', 'Description', 'Amount', and 'Units/Hours'. The 'Periodic Processing' window shows 'Deductions & Benefits' with a table listing various codes and amounts. The bottom window shows 'BANYON DATA SYSTEMS - Pay Cycle of April 2014' with a 'Send Distribution to BDS Accounts' table showing 'Account', 'Amount', 'Fund', 'Total Debits', and 'Total Credits'.

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## 6. FEATURES LISTING

A.

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### FUND ACCOUNTING

- Have multiple month(s) or year(s) open without having prior closed.
- Reduce routine processes using recur payments, receipts, and journal entry batches.
- Easily print one check for a vendor or multiple checks to multiple vendors.
- Monthly or yearly budgeting.
- **GENERATES STATE BUDGET AND FINANCIAL REPORTS.**
- Use project management to create project codes, set a budget, start/end date, track cost, and run reports based on projects.
- Easily void a check and re-issue.
- Flag for previously paid invoices.
- Flag if account will go over budget with entry.
- Easily inquire on account codes or vendors directly from entry screen.
- Easy vendor history and printing.
- Vendor attachments
- Print vendor label or print name/address directly to envelope.
- Print stored signatures on checks with password protection.
- Over 100 standard reports to choose from. Modify or create your own
- Export any reports to Word or Excel.
- Pay vendors via ACH transfer.
- Print Vouchers or claims registers.
- Bank reconciliation download.
- Audit reporting area to enhance auditing process.
- PDF reports stored automatically to Year and Month folder
- We receive many referrals from auditing firms and accountants.

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#### ***Fund Accounting Additional Modules***

**Purchase Orders:** Our Purchase Order module is fully integrated with the general ledger. Encumbrance option allows money to be set aside from the budget when the PO is posted even though it is not paid for yet. The encumbered PO is then waiting to be paid off in the accounts payable area of the software. You can also choose to just print a PO without using the encumbrance feature. Print your logo and customize a message at the bottom of the PO.

**Manage Payables:** Great for year end when you want to expense an item in December, but not pay for until following month/year.

**Billing/Invoicing:** No more generating invoices from Word or Excel. This module integrates with Fund Accounting Accounts Receivable. Easily generate an invoice or statement for items that need to be billed to customers. Recur invoice items can be set up along with recur invoices to a customer. Print customer invoice summary to show transactions.

**Asset Tracking:** Our Fixed Assets program will take the place of your spreadsheet and allow you to maintain continuing accountability of general fixed assets. Fixed Assets has easy to follow steps for calculating year end depreciation and posting of journal entries.

**GASB Reporting:** Generates required reports to comply with GASB.

**Deposit Slip:** Print a deposit slip from a receipt batch.

**ACH Payments:** Pay vendors via electronic payment.

**Accounts Payable Credit Card Import:** Import credit card transactions from a spreadsheet directly into a Banyon payment batch.

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## B. UTILITY BILLING

- Look up customer 7 easy ways
- Customize unlimited services and rates
- Flexible payment/receipt priority
- Easily reprint customer bill & history
- Owner, penalty, & disconnect notices
- Print work orders & final read orders
- Easily un-post receipt or penalty
- Flag for high, low, & no usage/readings
- Certify unpaid balances to taxes
- Flex-schedule services to bill by period(s)
- Estimate based on last usage or last year
- Bill out average, low, high usages compare period(s)
- Print postcard bills or full statement
- Interface to handhelds/radio/phone reads
- Direct Payment, Email bill, Online Pay
- Easy & fast final bill process
- Tier Report module to compliment rate studies
- Year/month/quarter end reports
- Receipts sent by batch to accounting
- Web pay and email bills interface



## Modules to compliment Utility Billing

**Direct Payments:** Directly debit customer bank account.

**Meter Device Interface:** Automatically load readings from handheld device(s).

**Certification of Unpaid Balance to Taxes:** Automatically certifies unpaid balances to certification file and sends out notices.

**Fire Hydrant Management:** Track location, picture, maintenance & flushing.

**Tier Report:** Run rate studies and "what if" scenarios when considering rate changes.

**Receipt Barcode Scanning:** Scan payments directly into receipt batch or Banyon Point of Sale.

**Disconnect Notices:** Prints on special forms and can be printed as door tag too.

**Customer Web Portal:** Allow customers to view bill online, billing history, and make one time or recur payments.

**Email Bill:** Send utility bills via email (Save on postage)

**Deposit Slip Printing:** Print a deposit slip right from posted receipt batch.

**Accounts Receivable Transfer:** Directly send utility billing calculation over to fund accounting where accounts receivable is debited and revenue credited.

**Service Order / Work Order:** Create custom service orders and print or email.

## C. PAYROLL

- Payroll distribution transferred to Banyon Fund Accounting
- Step-by-step payroll process and checklist built in.
- Prints Public Retirement reports and supports electronic filing.
- Print 941 (including schedule B) and Quarterly Wages (SUTA Report).
- Print W-2 & W-3
- Easily re-issue lost checks.
- Track and print any type of leave including comp time.
- Schedule deductions and benefits by pay period.
- Automated wage increase tool by department or employees.
- Retro pay wizard will save you hours figuring out back pay.
- Deduction/benefit reversal wizard.
- Allocate pay by % to account code or by hours worked on timecard.

- Print checks with digital signatures (password protected).
- Budget Forecast for employee, department, account code, and more.
- Easily calculate liability for an employee or show totals for all employees.
- Export reports to Word, Excel, or PDF

Human Resource options included at no additional charge:

- **Emergency contacts**
- **Dependents**
- **Certifications**
- **Reviews**
- **Driver License Number**
- **Attachments**

### ***Payroll Add On Modules***

**Direct Deposit:** Directly deposit payroll checks via ACH transfer to employee bank account(s). Not all employees have to use direct deposit. Payroll information can be printed on paper for employee records.

**Retirement Report Printing:** Automates reporting process for state retirement plans for MN, IA, AK, SD, ND, WI, IN, TX, AR, ID, MT AND MANY MORE.

**Employee Electronic Timecard:** Tired of entering in hours from employee paper time sheets? Use our timecard software to install on employee computers or a centralized computer. Use as time clock or let employees view time sheet to fill in hours. Each employee timecard can be customized.

## 7. CONVERSIONS

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All data considered for conversion needs to be in a comma delimited text file, Excel spreadsheet, or Access database. A successful conversion strongly depends on the integrity of the data file we receive. Before software installation, two conversions will be performed. One initially for testing/evaluation and a final conversion closer to the implementation date. Pricing for a conversion is available after a sample file is received for analysis.

Banyon Data will convert as much as possible.

Please keep in mind that if another vendor tells you that all history can be converted, I would ask for a reference. Conversion of history is complex, costly, and very time consuming.

Make sure you obtain a cost quote to convert and a list of what is to be converted. Finally, be sure to review all converted data to ensure it is correct and accurate.

Should the old data need to re-converted due to delays in getting data or repeated delays in pinning down training dates, Banyon Data may find it necessary to charge a fee for second and even third conversions.

Banyon Data Systems has been successfully doing conversions for customers since 1988 and prides itself on being honest and upfront with the customer when it comes to costs and conversion promises.

Want to know if we can convert your data? Give us a call at 800-229-1130 and we can help you upload a sample file to our secure FTP transfer site for analysis.

REMEMBER TO ASK ONE OF OUR SALES CONSULTANTS FOR A CONVERSION FORM TO BE COMPLETED

## 8. SUPPORT AND MAINTENANCE

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Quick, responsive support is one of the most important services a company can provide, and Banyon Data Systems has just that. 90% of support inquiries are handled on the inbound call. The remaining 10% received are returned quickly. No long waits or support tickets.



- **Unlimited telephone access (800) 229-1130 or fax (952) 882-7734**
- **Email us at [support@banyon.com](mailto:support@banyon.com) .**
- **FTP data transfer built right into all Banyon application software programs.**
- **REMEMBER, CALLING IS YOUR FASTEST RESPONSE (800) 229-1130.**
- **Store data backups offsite using BDS Vault add on module.**
- Support is available business days during the hours of 8:00AM - 5:00PM Central Time.

ONLINE SUPPORT IS THE MOST POPULAR METHOD. It's easy and convenient. We access your computer to help and assist.



Online Support Services

Let's take a look at your software online AND find the solution.

Online Session 1. <http://banyonsupport.glance.net>

Online Session 2. <http://bdssupport.glance.net>

Online Session 3. <http://bdatasupport.glance.net>

Online Session 4. <http://banyonds.glance.net>

Online Session 5. <http://banyon.glance.net>

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### **NEED CPA or AUDITING SERVICES? Upper Midwest**

<http://www.mncpa.org/information/Find-a-CPA/Govt-Auditors/auditor-directory.asp>

Banyon has a history of working closely with Kern, DeWenter, Viere, Ltd and Abdo, Eick & Meyers, LLP

**Remember, you can always retain your own trusted auditor and we will send them a complimentary copy of our software so that they can review your data and reports.**

## 9. ORDER UTILITY BILL FORMS - PAYROLL AND VENDOR CHECKS

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Riteway Business Forms

Kelly Faris

[kelly@ritewaybf.com](mailto:kelly@ritewaybf.com)

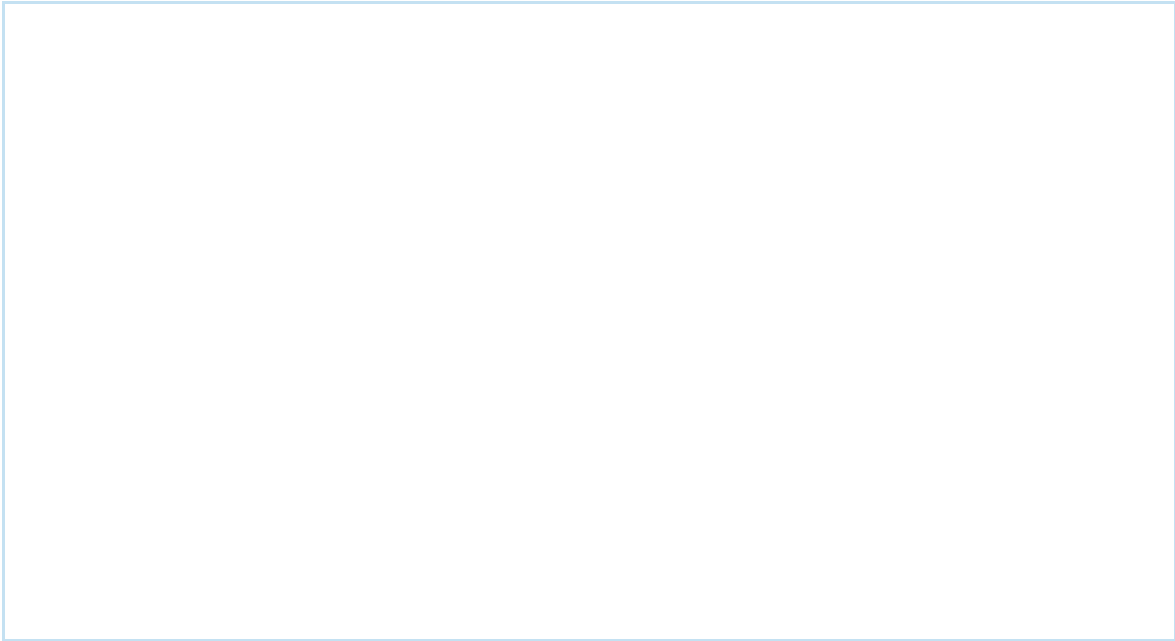
(800) 842-6239

(651) 489-0304



Choose from a large variety of checks and utility bill forms. Samples are provided upon request. **Send us a sample of what you currently use and we will try to match to the best form. Or, choose a new form best suited to your needs.**

## 10. JOTTING DOWN YOUR QUESTIONS AND ANSWERS

A large, empty rectangular box with a thin blue border, intended for students to write down their questions and answers.