



ACTIVE Network Statement of Work
ACTIVE Net Technical Services
Financial GL Export

January 2015

FINANCIAL GL EXPORT OVERVIEW

Financial GL Export services involve the planning, configuration, testing and training required to generate a flat file of financial information from the ACTIVE Net sub ledger to your organization's general ledger software.

OBJECTIVES

- **Planning:** Determine a mutually agreeable export specification based upon the constraints identified below and the constraints of your organization's general ledger software
- **Configuration:** Configure ACTIVE Net in accordance with the export specification
- **Testing:** Generate a sample export file out of ACTIVE Net for import into your organization's general ledger software.
- **Training:** Provide instruction to your organization on the controls within ACTIVE Net which manage Financial GL Export generation

TASKS

- **Planning:** A representative from your organization will provide a detailed specification of the import requirements of your general ledger that adheres to the constraints detailed below. ACTIVE will work with your representative to establish a mutually agreeable export specification from ACTIVE Net.
- **Configure:** A representative from Active will configure ACTIVE Net to adhere to the agreed upon specification.
- **Testing:** A representative from ACTIVE will generate a sample file from ACTIVE Net to be imported into your organization's general ledger. The file will be delivered via your organizations preferred method in accordance with the constraints detailed below.
- **Training:** An ACTIVE representative will review the configuration and management settings within ACTIVE Net as they pertain to the operation of the Financial GL Export.

DELIVERABLES

- The creation of a scheduled flat file export from ACTIVE Net in the agreed upon format sent via the preferred method of your organization in accordance with the constraints detailed below.

ASSUMPTIONS

- Your representative is empowered to represent the business and financial interests of your organization. They understand the technical requirements and can make configuration decisions regarding your general ledger software.
- Your organization will perform work associated with each task within the allocated timeframe.
- Your representative will have access to ACTIVE Net, internet, phone, and able to install and utilize Cisco Webex software to participate in remote desktop sharing
- Your organization will report financial data in accordance to ACTIVE Net's accrual accounting principles

CONSTRAINTS

The Financial GL Export Service and ACTIVE Net Financial GL Export are bound to the following constraints:

- All services will be conducted remotely
- All services will be conducted between 6am to 6pm PST, Monday-Friday, excluding North American holidays
- The data in the Financial GL Export can be provided in Summary or Detail
 - The following fields can be included on a summary export. Column order can be established by your organization if necessary. Summary exports are itemized by GL account.
 - Date of Financial GL Export creation
 - GL account name
 - GL account number (may be parsed into multiple fields)
 - Amount
 - Static characters
 - The following fields can be included on a detailed export. Column order can be established by your organization if necessary. Detailed exports are itemized by receipt.
 - Date of Financial GL Export creation
 - Date of receipt
 - Receipt number
 - GL account name
 - GL account number (may be parsed into multiple fields)
 - Amount
 - Static characters
- The available file types for the Financial GL Export are comma separated, tab delimited, pipe delimited, fixed length, or xml. Only a single file type can be used.
- Header fields can be included or excluded in the Financial GL Export.
- Only GL information in ACTIVE Net can be included in the Financial GL Export. Only the GL accounts listed in Appendix A will be included. Only those accounts that have had activity within the reporting period will be included in the export. The inclusion of specific GL accounts will be based on the financial rules established by your organization in ACTIVE Net.
- The financial GL export does not include any expense information
- The financial GL export from ACTIVE Net can be delivered to your organization via
 - Email to an individual or group
 - SFTP hosted by your organization
 - Manual download to a local workstation by a representative of your organization
- The financial GL export can be scheduled to run on a daily or weekly basis. It can be downloaded to a local workstation by a representative of your organization on demand

APPENDIX A: ACTIVE NET GL ACCOUNTS

ACCOUNT NAME	ACCOUNT TYPE	DESCRIPTION	STATUS
Accounts Receivable	Asset	This account is used to recognize balances owing on customer accounts. There can only be one Customer Balance Account.	Required
Customer Credit	Liability	This account is used to recognize balances owed on customer accounts. There can only be one Customer Credits Account. This is sometimes referred to as Accounts Payable.	Required
Expired Credit	Income	This account is used once customer credit on account has reached a certain age and needs to be written off.	Optional
Payment Account: Cash	Asset	This account is used to recognize debits and credits associated with the transfer of cash monies. If separate payment accounts are not created for the different money types, then those monies will post to this account. There can only be one Payment Account: Cash	Required
Payment Account: Check	Asset	This account is used to recognize debits and credits associated with the transfer of check monies. If this account is not created, then the Payment Account: Cash will be used to recognize debits and credits associated with the transfer of check monies. There can only be one Payment Account: Check.	Optional
Payment Account: Credit Card	Asset	This account is used to recognize debits and credits associated with the transfer of credit card monies. If this account is not created then the Payment Account: Cash will be used to recognize debits and credits associated with the transfer of credit card monies. This account is recommended for ease of reconciling remittance payments. There can only be one Payment Account: Credit Card	Required
Payment Account: Credit Memo	Asset	This account is used to recognize debits and credits associated with the transfer of credit memo monies. If this account is not created then the Payment Account: Cash will be used to recognize debits and credits associated with the transfer of credit memo monies. There can only be one Payment Account: Credit Memo.	Optional
Payment Account: ECP	Asset	This account is used to recognize debits and credits associated with the transfer of ECP monies. If this account is not created then the Payment Account: Cash will be used to recognize debits and credits associated with the transfer of ECP monies. This account is recommended for ease of reconciling remittance payments. There can only be one Payment Account: ECP	Optional
Payment Account: Debit (Canada Only)	Asset	This account is used to recognize debits and credits associated with the transfer of debt card monies. If this account is not created then the Payment Account: Cash will be used to recognize debits and credits associated with the transfer of ECP monies. This account is recommended for ease of reconciling remittance payments. There can only be one Payment Account: Debit	Required
Deferred Revenue (RCIA) Account	Income	This account is used to recognize the debits and credits associated with the transfer (purchase/return) of products and services prior to their delivery. There can only be one Deferred Revenue Account.	Optional

ACCOUNT NAME	ACCOUNT TYPE	DESCRIPTION	STATUS
Refund Clearing Account	Liability	This account is used to recognize the debits and credits associated with utilizing another finance or treasury department for processing refunds outside of ACTIVE Net. There can only be one Refund Clearing Account.	Required
Revenue Account(s)	Income	This account is used to recognize the debits and credits associated with the transfer (purchase/return) of products and services. Each product and service can be assigned an individual revenue account.	Required
Tax Account(s)	Liability	This account is used to recognize the debits and credits associated with tax collected from the transfer of products and services. There can be multiple Tax Accounts.	Optional
NSF Account	Income	This account is used to recognize fees collected for NSF charges applied to failed ECP payments.	Optional
Refund Charges	Income	This account is used to recognize fees collected to cover the cost of refund processing.	Optional
Gift Certificate Account(s)	Liability	This account is used to recognize the balance of gift certificates sold but not yet redeemed. There can be multiple Gift Certificate Accounts.	Optional
Scholarship Account	Income	This account is use to recognize the amount of subsidized products and services. Each scholarship campaign can be assigned a unique Scholarship Account.	Optional
Discount Account	Expense	This account is used to recognize the expense of discounting products and services. Each adjustment can be assigned a unique Adjustment Account.	Optional