



**LIHESLATURAN GUÅHAN**  
**T W E N T Y - E I G H T G U A M L E G I S L A T U R E**  
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March 20, 2006

Senator Robert Klitzkie  
197 Hernan Cortes  
Hagatna, Guam 96910

Dear Senator Klitzkie:

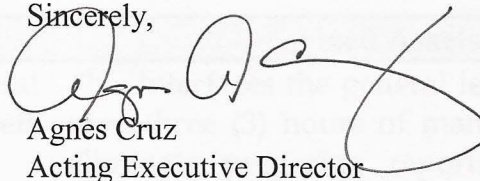
I am requesting the amount of \$40,000.00 from your office savings to upgrade the Guam Legislature's Central Office financial accounting system. The hardware and software in the accounting office has not been fully upgraded in more than 10 years. This has resulted in an outdated system that is not able to process the tasks that are needed in a computer driven, electronic environment that this office ought to be operating. The proposed computer and software upgrade will improve the financial system more specifically by:

- 1.) reducing labor hours in manually entering **payroll entries** and **W2 tax reports** into the accounting system (rather than entering the same numbers into multiple programs);
- 2.) increasing efficiency by combining the **payroll**, **purchase orders** and **general ledger** into one program and creating reports for senatorial offices (rather than creating reports in one program and re-entering those figures into other programs to distribute);
- 3.) tracking **fixed assets** more effectively by interfacing with the general ledger (rather than re-entering those figures and the monthly depreciation manually); and
- 4.) sending **financial status reports** electronically to the senatorial offices (rather than distributing those reports by paper).

Please refer to the attached exhibits for a detailed breakdown of how the proposed software and hardware will benefit the long-term operations of the Central Office accounting system.

Thank you for your consideration of this request.

Sincerely,

  
Agnes Cruz  
Acting Executive Director

Attachments:

Exhibit A  
Exhibit B

Approved: \_\_\_\_\_

  
Sen. Robert Klitzkie

20 March 06  
Date

**Accounting/Payroll  
Overview**

<b>Current (Old)</b>	<b>Upgrade (New)</b>
<b>Payroll Reclassification</b>	<b>Payroll Reclassification</b>
When processing payroll, all payroll expenditures (social sec., retirement, life insurance, medical, and dental) are booked into one expense account due to the limited expense account with the current payroll system. Journal entries are being process to categorize each expense account to the respective senatorial account.	This will create an unlimited expense account which will save two (2) hours of manpower, eliminate the process in preparing and posting journal entries and minimize paper flow.
<b>Payroll W2 Tax Reports</b>	<b>Payroll W2 Tax Reports</b>
The W2 reports are done manually in terms of transferring the data from the payroll system into an Excel spreadsheet due to DC Retirement contributions is not recognized; therefore we properly calculate and manually enter the data.	This save three (3) days of manpower in transferring data and eliminate the process in creating an excel spread sheet.
Then data is transferred to FileMaker Pro for final print due to the payroll program has only a text version design with no coding for page-breaks; this causes problems printing W2's.	
<b>Encumbrances</b>	<b>Encumbrances</b>
Encumbrance for payroll, purchase orders and contracts does not interface with the General Ledger. Journal entries are being prepared and booked into each senatorial account. Excel spread sheet is created to keep a tally of encumbrances balance for each senatorial offices.	This interfaces the general ledger and will generate status reports of the encumbrances, which will save one (1) hour of manpower, also it will eliminate in preparing and posting journal entries and creating excel spread for each senatorial office.
<b>Fixed Assets</b>	<b>Fixed Assets</b>
Fixed Assets does not interface the general ledger. Listing of each senatorial fixed assets and monthly depreciation is done manually.	This interfaces the general ledger which will save three (3) hours of manpower and will eliminate preparing reports and monthly depreciation manually.
<b>General Reports</b>	<b>General Reports</b>
Currently, all management reports are not able to be sent electronically.	Any management report can be sent electronically to all Senatorial offices and will minimize paper flow.

Exhibit B

System Requirements And Current Setup

ACCPAC suggests the following as minimum system configuration requirements for ACCPAC solutions. In addition to the following, ACCPAC requires any and all Service Packs recommended by ACCPAC Technical Support.

Component	Minimum System Requirements (For Client/Server Installation)		Guam Legislature – Currently Installed	
	<i>Client Workstation</i>	<i>Server</i>	<i>Client Workstation</i>	<i>Server</i>
<b>Operating System</b>	Windows 2000 Professional, or Windows XP	Windows 2000 Server, or Windows 2000 Advanced Server, or Windows 2003 Server*** or Linux (RedHat Linux 7.3 and 8.0, Red Hat Enterprise Linux 3 Update 2 ES or AS, SuSE Linux 8.x and SuSE Enterprise Server 8 or 9)* or Novell NetWare 4.x/5.x/6.x	Windows NT	Novell NetWare 4.0 (Novell no longer supports version 4.0; only 4.10 and above)
<b>Database</b>	Workstation component of Pervasive.SQL	Pervasive.SQL 8.6 and above for NetWare/Windows/Linux	None	None
<b>Processor</b>	866 MHz Pentium	2.0 Ghz Pentium	266Mhz / 450Mhz Celeron	450Mhz Celeron
<b>Memory</b>	256 MB	For a 5-user system: For Windows 2000 – 256 MB For Novell	128 MB	128 MB

		NetWare – 256 MB For Linux – 256 MB		
<b>Component</b>	<b>Minimum System Requirements (For Client/Server Installation)</b>		<b>Guam Legislature – Currently Installed</b>	
	<i>Client Workstation</i>	<i>Server</i>	<i>Client Workstation</i>	<i>Server</i>
<b>Monitor</b>	SVGA with 256 or more colors minimum 800x600 resolution	SVGA with 256 or more colors minimum 800x600 resolution	Standard SVGA Monitor 17" (1998)	Standard SVGA Monitor 17" (1998)
<b>CD-ROM Drive</b>	Required	Required	Yes (1 <sup>st</sup> Generation)	Yes (1 <sup>st</sup> Generation)
<b>Other</b>	Microsoft Excel 97/2000/XP/2003, for Financial Reports		MS Office 2000	n/a
<b>Printer</b>	A printer capable of printing 224 characters per line		1-Epson LQ 2480 (capable of printing 224 characters per line) / 1-HP Laser printer	
<b>Pointing Device</b>	A mouse, supported by Windows		Yes	
<b>Free Disk Space</b>	300 MB for application files		Standard 10GB drives when purchased circa 1998	