

**Infoma** 

## Financial accounting

The solution for all financial  
accounting tasks



# Contents

## ► 03

Processes for the administration of the future

## ► 05

Security and innovation for your forward-thinking administrative work

## ► 15

We handle implementation, organization, and operation

## ► 04

Certified financial accounting for every phase of modernizing your administration

## ► 06-14

**Infoma newsystem financial accounting – the best solution for any accounting style**

Financial administration department

Cash department

Tax office

Other departments

Cross-departmental applications

## Our portfolio of products and services

### LOCAL GOVERNMENT CONSULTING

PLUS REPORTING SYSTEM & BUSINESS INTELLIGENCE (BI)

FINANCIAL ACCOUNTING

eGOVERNMENT & DIGITIZATION

CLOUD

PROPERTY AND FACILITY MANAGEMENT

UTILITIES, MUNICIPAL DEPARTMENTS, & PUBLIC INSTITUTIONS

## YOUR EXPERIENCE.

# Processes for the administration of the future

Forward-thinking – faced with issues like generational equality, demographic change, and more transparency for citizens, the vast majority of German federal local authorities and public institutions are working to modernize their administrations. Developing all of their processes from a structural and technological standpoint is a key step in this project. Consistent digitization and customized, efficient processes that support employees in their everyday work are both an opportunity and a challenge.

Financial accounting is both the starting point and focus of these kinds of measures. It plays a central role in administrative IT and forms the basis for improved budget planning and controlling. However, institutions need to find the right balance between internal efficiency and reasonable investment in the future to benefit their citizens. What municipalities need is more clarity and transparency so they can make the right decisions, and so they can more clearly recognize and follow decision-making processes.

Modern financial accounting provides the reliable foundation of information and data they need quickly and reliably at all times, but needs to do much more: relieve users of routine tasks, support them in planning their work, and provide each user their preferred type of access. But above all, the software needs to ensure administrations security in their everyday work.

This includes supporting processes and simple operation through an intuitive, self-explanatory interface, as well as legal conformity and comprehensive consulting from their solution partner.



We can support you in implementing efficient and transparent administrative modernization

## CHALLENGE

- Improved budget planning and controlling
- Administrative modernization for internal efficiency
- Forward-thinking processes creating space for investment
- Generational equality
- Demographic change

## CONCLUSION

The path to forward-thinking administration must include a financial accounting system that efficiently fulfills the demands of different generations in the workplace while fulfilling citizen and policy expectations for transparent investment in the future.



## OUR COMPETENCE.

# Certified financial accounting for every phase of modernizing your administration

Attractive, powerful, sustainable; in short: ready for the future. These are the attributes you want in your administration after a modernization process. Your goal is our goal. That's why we develop and create innovative products in dialog with our customers – gained in practice, for use in practice – and deliver our integrated financial accounting as a solution precisely tailored to your needs.

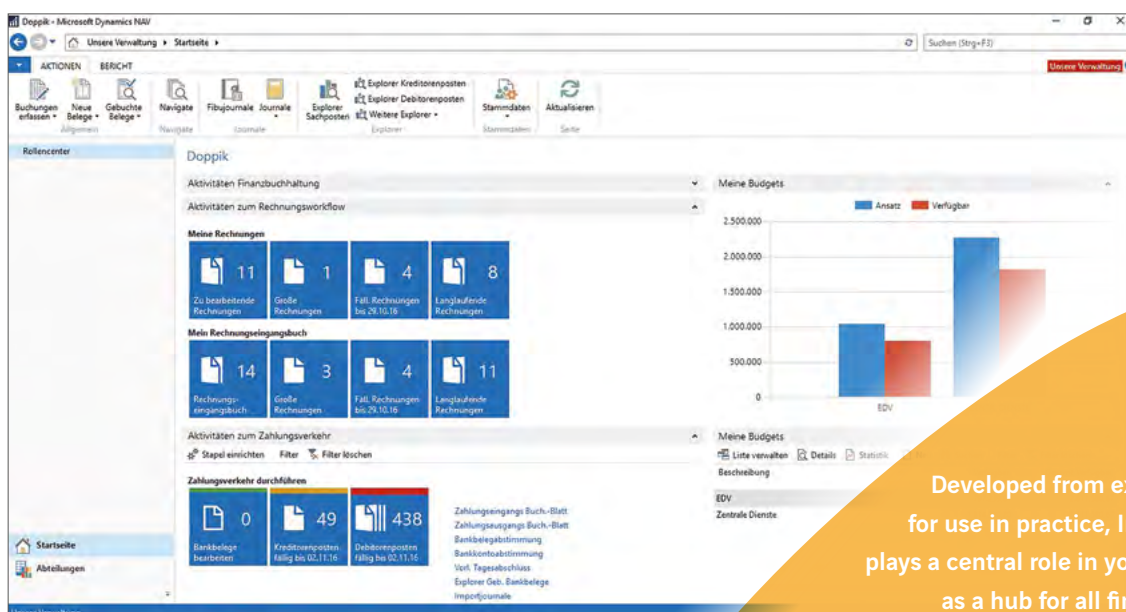
Based on highly modern technology and equipped with all the features you need for different variations of classic simple-entry bookkeeping and double-entry bookkeeping, the software optimizes your administrative work. Acting as a hub for all financial data and processes, it integrated applications beyond financial accounting – without media disruptions. The option to customize all standard screens helps you set up an optimal, personally tailored work station.

You can rely on a certified solution with convenient user guidance. And on the security that we will consistently fulfill legal requirements and take professional and technological developments into account. We use innovative modules to meet the demands of digitized administration and a consistent eGovernment strategy.

Our financial accounting keeps up with you at every step – and at your pace – as you modernize your administrative work. It is available as an autonomous solution or hosted in your computing center (hosted private cloud). We've been using our expertise to impress over 1,100 customers of every size across Germany for more than three decades.

## SOLUTION

- ▶ Practical development and implementation of innovative topics in dialog with customers
- ▶ Performance features for simple-entry bookkeeping and double-entry bookkeeping
- ▶ Integration of cross-platform applications
- ▶ Innovative modules for the requirements of digital management
- ▶ Certified, and used across Germany



Your personal start-up screen shows you key information and tasks at a glance

## CONCLUSION

Developed from expertise gained in practice, for use in practice, Infoma financial accounting plays a central role in your management IT, serving as a hub for all financial data and processes. Legally conforming, secure, efficient, and with highly modern technology.

SECURE **FUTURE.**

# Security and innovation for your forward-thinking administrative work

"Your experience. Our competence. Secure future." That's our guiding principle. It means: We want to support you and your work in effectively meeting the challenges of the future – with sustainable, economical, and modern solutions already able to take aspects of the digital transformation into account today.

High performance and investment security are both equally important to us – both features of our financial accounting that we continue to develop alongside our customers and computing centers, as well as in close cooperation with scientific partners. This is the best way to provide you with the greatest security for efficient and forward-thinking administration.

Implementing modern, innovative issues early on is a key part of our company and product strategy. That's why we integrate not only classic budget tasks but also advanced solutions into our financial accounting system, including invoice workflows, ePayment manager, and facility management. Interdisciplinary applications like business intelligence and electronic files create even more efficiency.

You decide how to handle your financial accounting: Install the solutions in your own systems, or operate them from a computing center or in the cloud.

Of course, we've also kept the needs of employees at modern work stations in mind. With apps that can be used on smartphones or tablets, we've taken a big step to join the trend towards mobile government.

We place the highest premium on offering "comprehensive" services. This means we not only use our expertise to advise you on introducing software, but also believe it is our responsibility to support your everyday administrative work and ongoing operations.

## OPPORTUNITY

- ▶ **Effective support for your future-focused actions**
- ▶ **The best conditions for your digital transformation**
- ▶ **Broad portfolio for the greatest efficiency**
- ▶ **Different operating models**

## CONCLUSION

As an experienced partner, we can perfectly implement your financial accounting requirements. Our strategy of continuously investing in innovative topics and highly modern technologies provides the best possible satisfaction and future security.



Infoma newsystem can be used on all kinds of devices, such as desktops, tablets, or smartphones

# Infoma newsystem financial accounting – the best solution for any accounting style

Our goal in developing our financial accounting was clear right from the beginning: offer both our simple-entry and double-entry customers the best solution. We didn't want to force an either-or decision; the choice is up to you. That's why our solution fulfills all requirements for both simple-entry bookkeeping and double-entry bookkeeping and their specific characteristics.

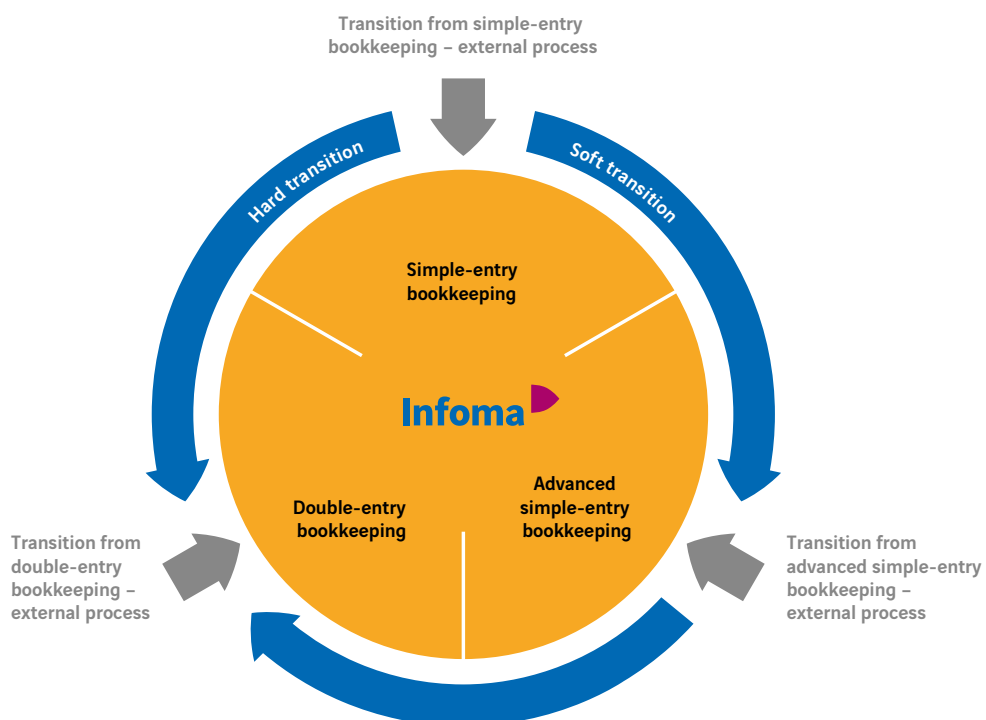
The entire range of applications for both classic and advanced simple-entry bookkeeping is available to you in Infoma newsystem financial accounting – from budget planning to the cash department to billing by consumption and, if desired, in combination with integrated financial accounting.

Double-entry bookkeeping forms the core of financial accounting in the double-entry version, with additional modules added on. With consistent financial, earnings, and balance sheet accounting and planning, our solution implements legal requirements and the original intention of financial accounting reform seamlessly.

You can change also your accounting style at any time – without high added expenses. You can get started with either simple- or double-entry bookkeeping. Or you can choose a soft transition using advanced simple-entry bookkeeping by supplementing your classic simple-entry bookkeeping system with double-entry financial accounting with or without financial statements, as well as cost and results accounting and asset accounting.

## Convenient software for every area of your financial management

Financial management is responsible for handling finances related to functions and tasks. Our integrated financial accounting covers all the related requirements – from planning to annual accounts, from processing payments to monitoring receivables and enforcement, from assessing all taxes, fees, and dues to cross-departmental tasks. Our modules also ensure seamless, efficient processes for invoice workflows, eInvoices, ePayment, and interactive budgets.



No matter how you use our Infoma newsystem financial accounting system – you'll receive a powerful, functional solution for all your requirements

# Financial administration department

The central importance of finance / financial administration departments within local government becomes clear when we consider their core mission: They must lay the groundwork for financial management as a basic requirement for a well-regulated budget, and as preparation for all administrative and policy decisions that have a financial impact. Our integrated financial accounting, with its flexible modules, supports this mission:

## Budget planning

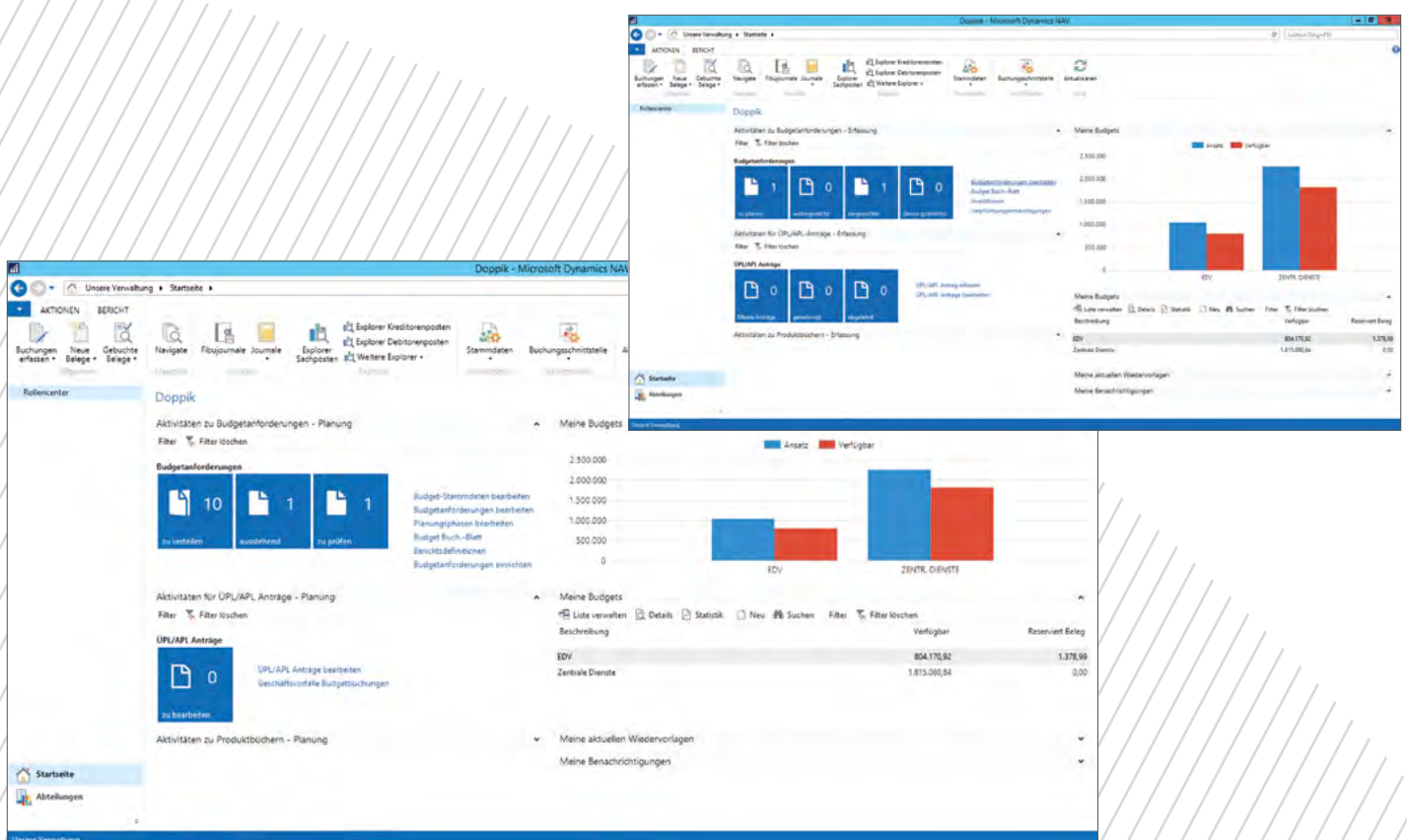
Establishes an updated, complete budget for financial management focused on transparency and efficiency. Provides paperless, workflow-supported budget planning.

- Simple, paperless, workflow-supported budget planning

## Interactive budget and preliminary report / accounting and management reports

Allows you to present your budget online, in combination with the portfolio of services from our affiliate IKVS. You can prepare graphic, visual budget data across all hierarchical levels without additional work. Receive preliminary budget reports as required by law, as well as management and accounting reports, at the push of a button.

- Preliminary budget reports, as well as management and accounting reports, at the push of a button
- Interactive budget online



Workflow-supported budget planning: Budget planning and recording

# Financial administration department

## Budget implementation

Processes your booking volumes quickly and easily through either a centralized or decentralized procedure (paper-based or electronic), allowing you to actively manage and monitor your finances. In addition, a quick fee entry function is available to easily, quickly, and regularly record miscellaneous fees.

- ▶ **Centralized or decentralized, paper-based or electronic financial management**
- ▶ **Integrate all relevant subledger accounting into central accounting**

## Reporting system plus

Easily prepares financial accounting reports (such as weekly, monthly, and quarterly reports) with automatic, schedule-based distribution. The uniform and standardized reporting system provides each manager and each employee in your specific departments exactly the right information at the right time and in the right format.

- ▶ **Simple, automated, and customized reporting system**
- ▶ **Time-controlled distribution**

## Accounting workflow

Fully integrated into financial accounting and handles all the steps in the invoice approval process through an automated procedure. The solution provides optimal support for the entire process, from scanning to invoice booking. Usable with invoices and credit notes, the integrated invoice workflow can be custom-configured for your specific needs and supplemented with an electronic signature component. Tamper-proof archiving for your invoices and process documents round out the digital process if required.

- ▶ **Complete integration**
- ▶ **Automated mapping of all steps in the invoice approval process**

The screenshot displays the Infoma software interface for invoice processing. The main window is titled 'EDV-Zubehör Maus - INFO...' and shows a form for entering invoice details. The form is divided into several sections: 'ALLGEMEIN' (General), 'ZELENDATEN' (Line Item Data), and 'FAKTURIERUNG' (Billing). The 'ALLGEMEIN' section contains fields for 'Nummer' (KRE-000021), 'Name' (EDV-Zubehör Maus), 'Adresse' (Tannengplatz 5), 'PLZ' (35500), 'Ort' (UnsereStadt), 'IBAN' (DE1810010010004545454), 'Betrag inkl. MwSt.' (127,90 €), and 'Buchungsdatum' (03.11.2016). The 'ZELENDATEN' section shows a table with columns for 'Art', 'Nummer', 'Kontobez.', 'Kostenstelle', 'KST-Name', 'Kostenträger', and 'Buchungstext'. The 'FAKTURIERUNG' section shows a table with columns for 'Rechnungsnummer', 'Rechnungsdatum', 'Rechnungsart', 'Rechnungsart', 'Rechnungsart', and 'Rechnungsart'. On the right side, there is a preview of the invoice document, which includes the company logo 'm.a.s.' and the title 'RECHNUNG'. The preview shows the invoice details and a table with columns for 'Menge', 'Bezeichnung', 'Einheit', 'Preis', and 'Summe'.

Menge	Bezeichnung	Einheit	Preis	Summe
1	Fluoreszenz		8,99	8,99
2	Teiler für HP LaserJet 1200		58,00	116,00
	<b>Zwischensumme</b>			124,99
	<b>Mehrwertsteuer 7%</b>			8,91
	<b>Gesamt</b>			133,90

Preparing and account assignment for an incoming invoice



## ePortal

Digitally maps administrative processes in financial accounting, replacing paper- or Excel/Word-based internal processes. Convenient services are available for areas like ordering, billing, purchasing, checkout displays, approval workflows, key product book figures, and ÜPL/APL, even to decentralized users. Optimally pre-configured web interface tailored to the process, for instance to approve requests, create notifications of charges, or clarify unallocated incoming payments.

- ▶ **Process-controlled and inter-departmental processing**
- ▶ **Using customer-specific forms/form server requests**

## eInvoice manager

Handles structured preparation of eInvoice data, no matter the format. All invoice data is intelligently enriched and supplemented with added value content – no matter whether it is received electronically from portal and cloud services, via e-mail or interfaces, or in paper form – such as suggestions from historic accounting data for a current account assignment.

- ▶ **Structured preparation of eInvoice data from any format**
- ▶ **Intelligent enrichment and supplementing with added value content**

## Cost and results accounting

Gives you the opportunity to assess organizational and/or product areas based on their actual efficiency. Cost types, cost center groups, cost bearers, and even processes can be handled in full.

- ▶ **Redistribution options based on fixed and variable reference values for planned and actual data**
- ▶ **Flexible cost calculation**

## Fixed asset accounting

Handles all asset accounting tasks, including grant management, in an integrated process. A wide variety of requirements are covered, under tax, commercial, budget law, or other framework conditions. This means purchasing, sales, central, and subledger accounting are always in synch.

- ▶ **Account assignment for invoice vouchers for general ledgers and all subledgers in one accounting process**
- ▶ **Consistency between general and subledger accounting**

## Municipal consolidated financial statement

Offers you convenient support for preparing consolidated financial statements using double-entry bookkeeping. We map the entire process in the software using task lists. Manage any number of investments. Investments in Infoma newssystem can be consolidated with the push of a button – external clients can be imported in a wide variety of formats.

- ▶ **Pre-defined, editable task lists that can be executed depending on the level of progress**
- ▶ **Notification sheets can be prepared, then just as easily read again after editing**

## Loan management

Provides you with decision-making aids, planning tools, and tools to reduce your workload when issuing or receiving loans. Prepares tools such as automated interest and repayment plans automatically and can be booked directly in Infoma newssystem financial accounting.

- ▶ **Integrated transfer of interest and repayments to bookkeeping and budget planning**
- ▶ **Comprehensive reporting system using pre-defined reports such as loan overview and lists of due dates, or custom generated evaluations and maps of official debt statistics (GFSchu)**
- ▶ **Automatic mapping of interest limits and booking in financial accounting**

# Cash department

Key tasks in the cash department range from processing revenues and expenditures to cash management, to initiating enforcement proceedings. We provide the modules you need:

## Cash Department

Always handles all bookkeeping tasks in an up-to-date manner, automatically assigns incoming payments to open items with a high hit rate, makes automated offsetting and payment suggestions, manages legally required statistics, automatically allocates payment streams to financial ledgers, and much more. In addition, with Infoma newssystem we also offer active receivables management for seamless dunning processes.

- ▶ Read in account statements with a high hit rate with automated allocation to open items
- ▶ Active receivables management

## Fees and cash management

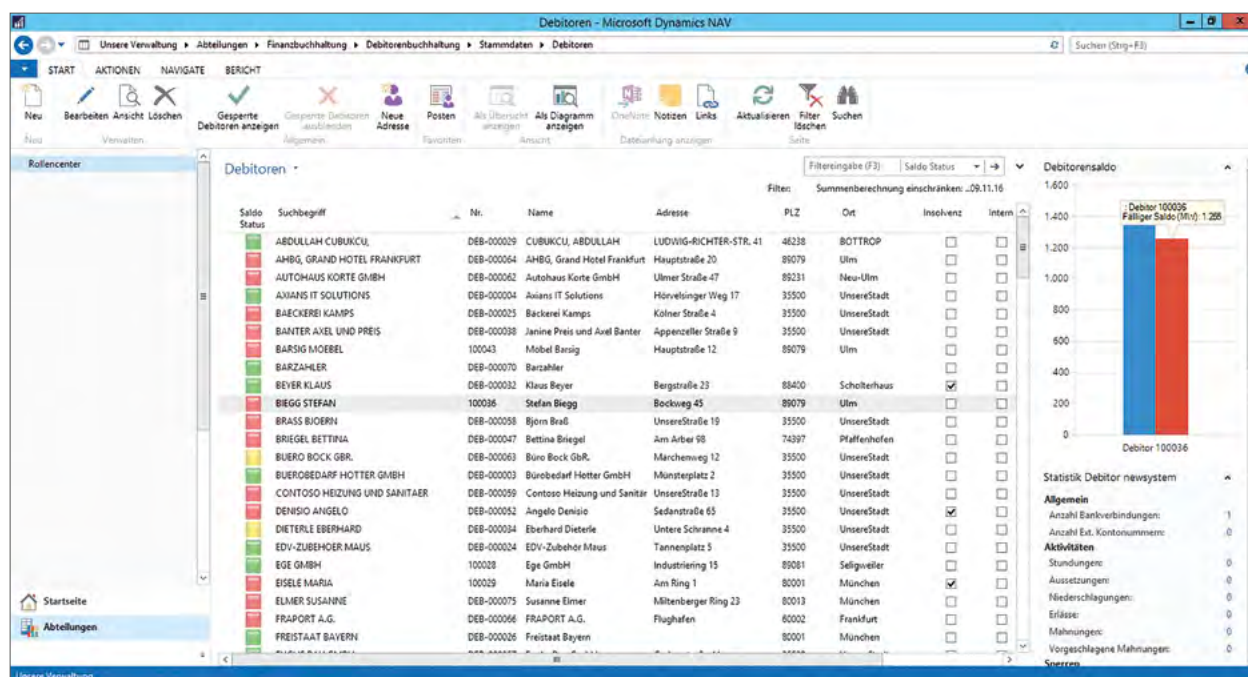
Conveniently manages any number of cash drawers – including from individual specialist departments – and settles cash balances with the main cash office(s). A link via an e-cash interface (Pepper) is also integrated.

- ▶ Easy handling of cash sales and cash payments for fast processing, for instance in local city offices
- ▶ Integrate cash boxes into the daily closing settlement

## ePayment manager

Facilitates fast and secure online payment processes for taxes, fees, and contributions, offering convenient service to citizens with automatic bill settlement. A direct payment option helps improve receivables management in particular and lessen administrative workloads.

- ▶ Automatic recording of all payments incl. allocation to open items
- ▶ Integration into existing payment portals such as GovConnect, or through the Infoma newssystem portal if desired



Debtor overview with clear information on open vs. due balances, including graphic

## Enforcement

Simplifies and accelerates back office processes for enforcement offices, enforcement processes, and data exchange processes – without media disruptions and with completely consistent and transparent data between the cash department and enforcement. Online investigations allow integration of the debtors record and list of assets online directly from financial accounting for automated searches to find information relevant to the enforcement process.

- **Administer in-house processes and administrative assistance intakes**
- **Uniform view of debtor accounts**

## Insolvency administration

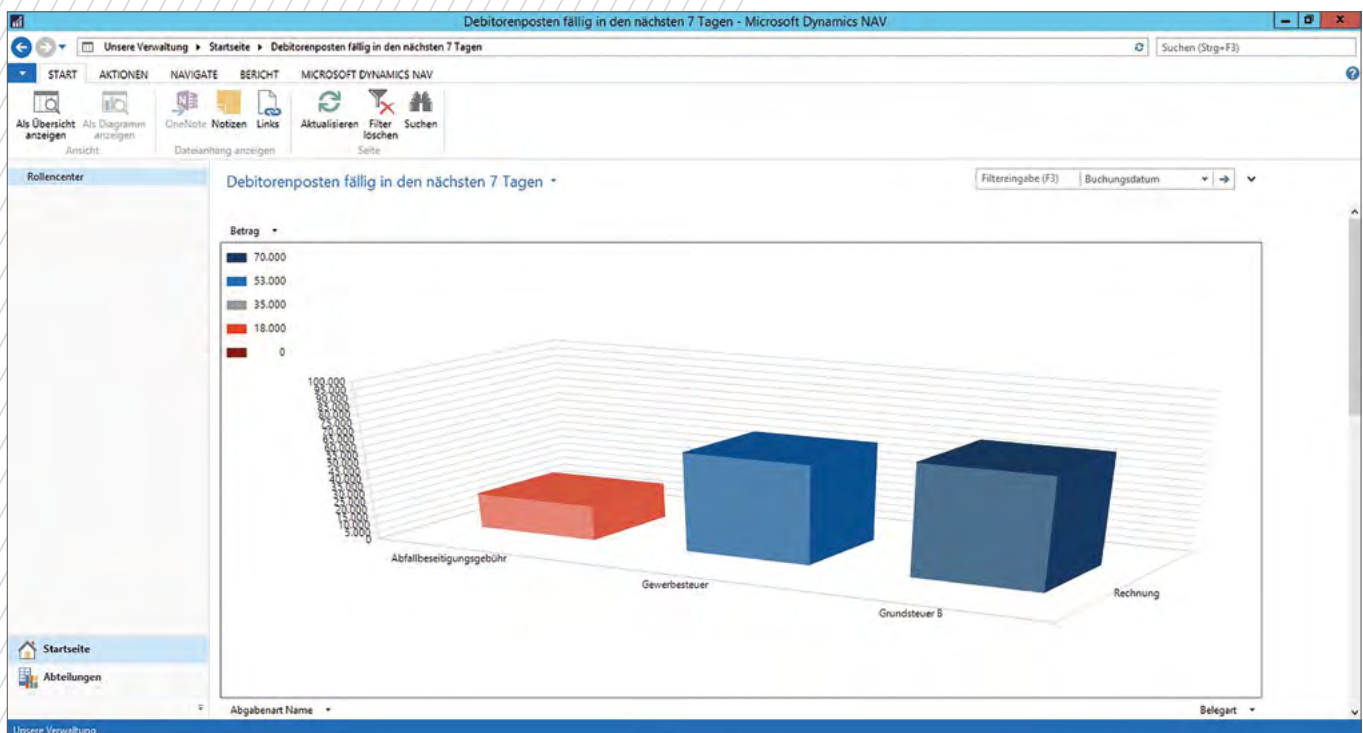
Allows for the creation of an insolvency file for each case of insolvency with comprehensive master data, in order to prepare the claim notice in full and in a timely fashion. Dunning, payment, and enforcement blocks can be set through an automated process. Insolvency administration benefits from seamless integration into financial accounting.

- **Automated summary and classification of all a debtor's claims**

## Central address management

Permanently optimizes your address databases, including in conjunction with connected specialized third-party processes. The transparent address database produced serves as the basis for your successful claim and long-term address management.

- **Uniform display of all addresses for a single individual (citizen account) and address comparison with registration office**



You can obtain clear evaluations of items due in the next seven days at the push of a button

# Tax office

The following modules offer efficient support for all requirements associated with assessing and collecting municipal taxes and handling local government tax law matters:

## Taxes, fees, and dues

Supports all forms of assessment, such as annual or change-related assessments for business tax, property tax, dog licensing fees, and other local government fees. Employee- and citizen-friendly features include easy-to-read assessments with flexible designs, and the option of defining custom field designations in screens for assessing taxes. In addition, the solution provides you with an interface for automated processing of lot dimension assessments.

- **Uniform personal account management for all fee types and properties**

## Consumption accounting

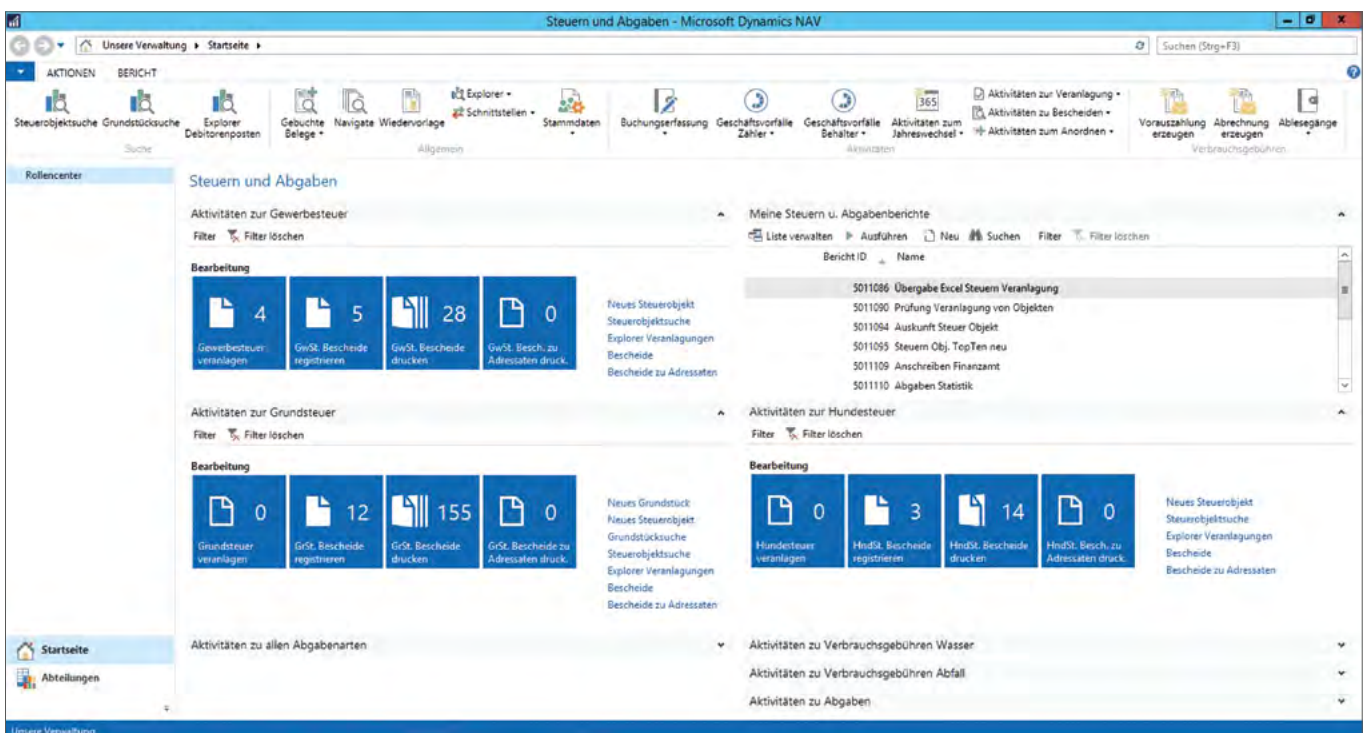
In addition to taxes, fees, and dues, allows you to process and evaluate assessment-related information more efficiently in rolling billing for consumption-dependent fees such as water or waste disposal.

- **Assessments of consumption fees can be combined with other types of revenue collection**
- **Convenient meter and container management**

## Online meter-management

As an online process integrated into consumption fee accounting, allows citizens to record and transmit meter readings directly online. This allows for plausibility checks of meter readings to be completed early on through comparisons with the previous year's values. The reported meter readings are available directly in consumption fee accounting for further processing. Automated processing of meter cards received via mail is also available.

- **Preparation of meter readings to be processed, as well as automated processing of meter readings recorded online**
- **Plausibility check for recorded meter readings**



Your customizable start-up screen shows you key information and tasks at a glance



# Other departments

Of course, our financial accounting can also be used in other departments in a decentralized manner. Integrated departmental processes are also included in our product portfolio for consistent administrative procedures. This includes:

## Property and facility management

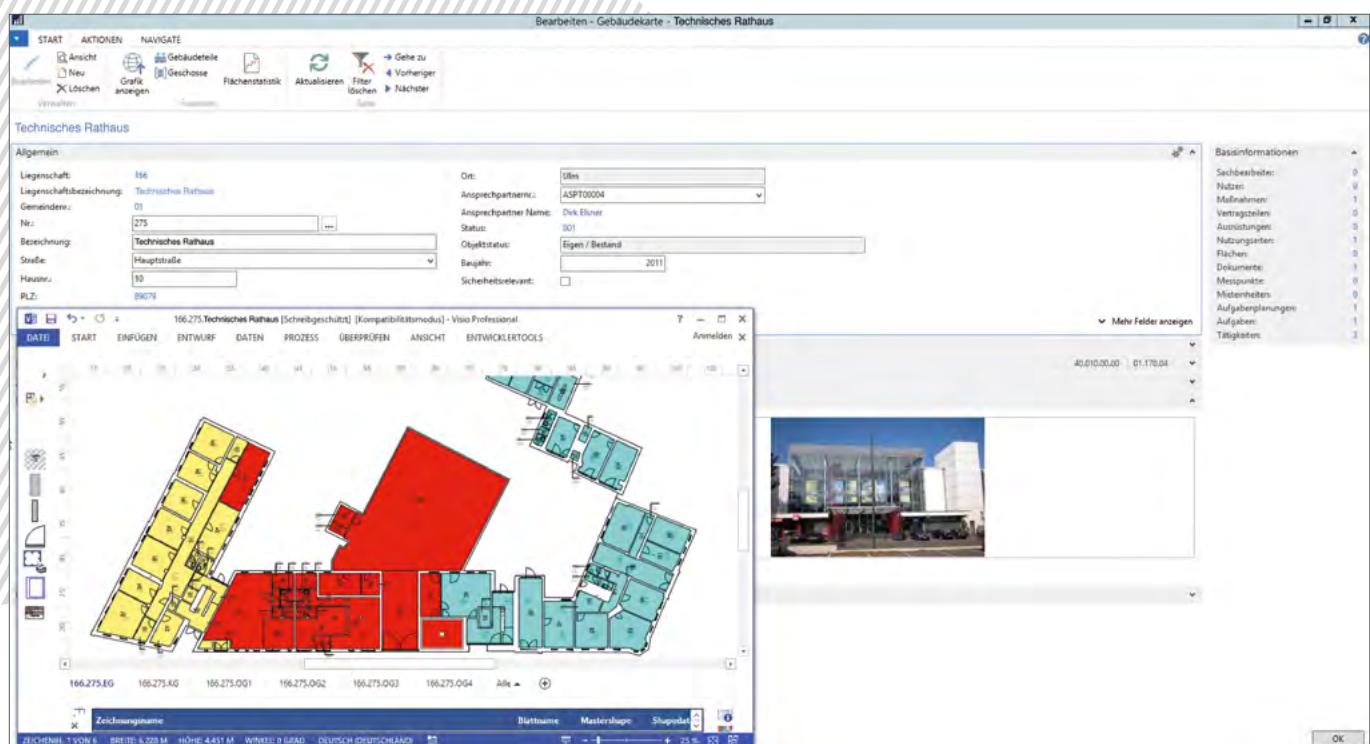
Offers efficient, software-supported management of information on your properties, buildings, and facilities – integrated or as an autonomous industry solution. GEFMA certified, the specialized process handles all of your technical, infrastructure-related, and commercial property and facility management.

- Convenient and results-oriented, integrated or autonomous, simple- or double-entry bookkeeping
- GEFMA certified specialized process for all technical, infrastructure, and commercial tasks

## Utilities, municipal departments, and public institutions

Automates your operational processes to ensure even better economic efficiency. This solution for modern service providers can be integrated into financial accounting or used autonomously as a pure industry software option.

- Covers all the facets of your work – from A to Z
- Autonomous industry solution – also available for integration



You can visualize available CAD drawings in Infoma newsystem at any time

# Cross-departmental applications

In addition to our modules for seamlessly handling all relevant financial accounting tasks, we make work simple and efficient with optimal support in cross-departmental functions:

## Business Intelligence (BI)

Handles systematic collection, evaluation, processing, and presentation of all available financial data in municipal administration. It provides administrators and policy makers exactly the information they need to make important decisions from the wide array of available data – as needed, in the right format, and at the right time. Prognosis and forecast functions provide support in effective control. In addition, all reports are available via app for meetings and discussions. In combination with the IKVS portfolio of services, this function also allows for target-based comparisons of key figures relevant for controlling.

- ▶ **Automates daily preparation of all financial data**
- ▶ **Unique, comprehensive solution offer to map all tasks in municipal finances and controlling in combination with IKVS**

## Electronic file

Transfers all documents created in Infoma newssystem automatically for filing and management in electronic departmental files, such as financial, tax, enforcement files, etc. Developed as an integral component of Infoma newssystem, the electronic file provides you with reliable and efficient process support in your everyday work. Available options include tamper-proof archiving of all document types – such as incoming invoices, tax assessments, and much more – with custom mapping of archive terms and other legal regulations for each document type.

- ▶ **Integrated solution for filing and managing documents in electronic departmental files**
- ▶ **Direct delivery of information and fast processing times in departments**

## Central contract management

Handles your efficient contract management with centralized or decentralized maintenance. The integrated module collects all contracts into a central directory, giving you an overview of amounts to be paid, documents associated with the contract, and upcoming deadlines.

- ▶ **Contract data is available centrally, with an option for decentralized administration – i.e. in specific departments**

## Automation

Lightens administrative user workloads, handling periodic tasks with automated job processing. Time-intensive, regular recurring, or diversified activities and routine work are completed through automated background processes. Allows you to conveniently plan, control, and monitor all relevant jobs. Printing control guarantees an optimized printing and mailing process for reports and assessments. Fully-automated update or patch uploads also available.

- ▶ **Complete, reliable updates to application objects and user rights, as well as reorganization of application data**

## Variable accounting interface

Guarantees an accelerated, schedule-based, and optimized exchange of data between financial accounting and any relevant departmental processes, either via classic file exchange or automated web services.

- ▶ **Automated import and export of master and posting data**



## We handle implementation, organization, and operation

In our solution portfolio, our central focus is always on achieving a holistic approach. That means we're here for you before, during, and after introduction of your financial accounting. If needed, we can provide consultation during the software launch process, support you in creating an implementation concept, and advise you on content- and design-based questions related to your organization, strategy, and the economic efficiency and sustainability you want to achieve – so that you can generate the maximum benefits in modernizing your administrative processes.

We provide you all the expertise you need for your everyday work with our financial accounting through software training sessions, as well as theoretical background information on new issues in municipal financial accounting and other topics in specialty trainings.

We provide you with customized consulting tailored to your situation during ongoing operations – and even a proactive package of services if necessary, so you don't have to handle anything related to software or any components necessary for operation.

If you have any further demands for our financial accounting based on your highly specialized, individual administrative situation, we can develop integrated individual solutions for you – with 100 percent update capability standard to guarantee the security of your investments and your future reliability.



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