

Powerful solutions for the College, University, Research and Healthcare Administrator.



This is no overnight success story. It's the culmination of 18 years of intelligence from over 400 administrators at 50 major universities and hospitals.

Software this powerful, this intuitive, doesn't happen overnight. It takes time, research, testing—lots of it. Which may explain why no other software on the market today can compare with IT Works. Our flexible modular solutions empower you to take control of every aspect of your Accounting, Financial and Personnel Management. And the modular configuration makes it affordable for almost any application. So, whether you're a large university looking for a department level solution or a small college looking for an enterprise wide solution, you'll find it at IT Works.

IT Works software gives you total control over your day-to-day management and financial planning. IT Works software gives you the power to shift from information processing to analysis—enabling a more efficient, flexible management approach. Our easy to read reports and comprehensive tracking systems give you total control over H/R costs, profitability, faculty evaluation, and special commitments unique to your organization. Our solutions are so complete and flexible that customization is rarely needed. However, when modifications do become necessary, they're quick and easy to perform.

Comprehensive Reports for Faculty and Department Administrators. Easy to generate and interpret, IT Works reports deliver powerful analytical data to both administrators and faculty—instantly accessible on your LAN or over the Internet. From simple accounting reports with balances for individual accounts or cost centers to sophisticated reports that combine information from multiple modules, the expert analytical intelligence you need is always at your fingertips.

Administrators at leading hospitals and universities use IT Works solutions to manage their financial, personnel and research resources.





*“In today’s business environment we need to be fast, fluid and flexible.
We now have those capabilities.”*

Projects and Encumbers Personnel Costs. The IT Works salary and fringe benefit projection system offers an effective, time-saving solution for managing personnel costs. The system generates projections of personnel expenditures for individual or groups of employees or accounts. Projection periods may be defined by fiscal year, budget period or user-defined date ranges. Projection results may be loaded as encumbrance transactions or printed in various report formats.

User-defined codes help you manage special commitments and information unique to your organization. User-defined codes bring flexibility to your data management tasks. They allow data to be managed from the departmental level rather than the central administrative level. The codes allow you to define groups of accounting, personnel, grant, and space records to meet your unique management needs.

Electronically interface to your college or university financial system. IT Works solutions integrate with all major financial packages developed for research, academic, and medical environments. Budget, Income, Expense, Encumbrance and Payroll data can be electronically imported from most University financial packages to eliminate redundant data entry. And multiple import procedures may be used for a

single installation, especially where multiple corporate entities are employed. These procedures can be run automatically or at the request of a system administrator.

Track active and pending grant proposals, future personnel actions, and information for faculty evaluations. Our day-to-day management tools let you track active and pending grants, personnel actions (including future salary distribution modifications, visa expirations, faculty appointments, and work performance reviews), space utilization, facilities that bill for services, and account reconciliation. There are also tools for expediting labor-intensive tasks such as faculty evaluations, performing equipment inventory and annual report generation.

Generate consolidated financial statements from multiple funding sources and multiple corporate entities. Use IT Works software to simultaneously manage or combine financial information from multiple corporate entities. A map is used to combine information from the different entities in order to generate consolidated reports. Financial information may be combined by income and expense categories such as salary, fringe benefit, supply, travel, and patient income as well as user-defined cost centers and codes.

Flexible modular solutions empower you to take control of your entire organization.

Institutional Cost Accounting. The Accounting Module is a flexible management tool designed to meet the unique needs of institutional cost accounting. Its multi-ledger system maintains institution-defined accounts and user-defined cost centers to manage special commitments within a department. It can support multiple account structures for budgets that combine funds from different entities such as universities, hospitals and foundations. And it can project and encumber personnel transactions for individual or groups of employees and accounts.

The Accounting Module automatically combines manually entered data (Soft Encumbrances) and transactions electronically imported from your central G/L system. This information is accessed and managed with various transaction data entry, reconciliation, balance check and report options for individual or groups of accounts and cost centers.

Sponsored Research and Clinical Income. Manage grants, clinical income funds, department operating funds, state funds and special commitments with our easy-to-read management and summary reports. They provide budget, encumbrance, revenue and expenditure and balance data. Information can be selected, grouped and sorted by user-defined codes to extract, combine and organize data from multiple accounts or funds.

Field labels can be modified to match local terminology such as sub-code versus object code. An archiving system allows storing of closed accounts for future reference. The system even accommodates budget years that don't match your institution's fiscal year.

The Accounting Module is equipped with a powerful report generation system designed to produce essential reports quickly and seamlessly:

- Produce consolidated income statements and P&L reports
- Include both actual and projected data
- Calculate indirect cost encumbrances automatically

Our three product lines offer flexible solutions for college, university, research and healthcare administrators.

Department Accountant™

Accounting Software for small departments, centers, and research labs at Colleges and Universities

Department Manager™

Financial & Personnel Management Software for larger departments & schools at Universities and Research Hospitals

College Administrator™

Financial & H/R Management Solutions for Colleges & Small Universities



“IT Works empowered us to streamline our management systems, and for the first time, have accurate, usable information the moment we need it.”

- Use pre-formatted or customized report formats
- Allow faculty to access easy-to-read financial statements via the Internet
- Use drill-down technology to retrieve live information with minimal training

Data Security. All IT Works software solutions are armed with a sophisticated, multi-level data security system that lets you control access to data and accounts throughout the enterprise. This important feature allows multiple organizations such as departments and divisions to share the same system.

Personnel Management. The Personnel Module is a comprehensive human resource system that allows you to manage and document every aspect of personnel activity. It maintains current and historical demographic, appointment and financial information on faculty, staff, students, post docs and temporaries for easy tracking and reference.

Personnel Financial Reports. The Personnel Module creates the professional financial reports you need for ongoing operations and future projections:

- Employee salary comparisons for equity reporting
- Three-year salary histories

- Formats for identifying salary shortfalls or shortages in funding, by month, for individuals or groups of employees
- Personnel Action Reports display current salary distributions and percent effort on accounts
- Additional reports identify personnel to be removed from payroll and salary sources that end at user-defined time periods
- Faculty profile reports summarize space, grant, salary, and staff information for individual faculty

The Personnel Module tracks essential data from a variety of fields:

- Demographic data including date of birth, gender, race, marital status, VISA, veteran and handicap
- Home and office addresses for mail generation
- Historical title and tenure information for multi-departmental faculty appointments
- Staff employment histories
- Work performance reviews, leave, education, effort and certification
- List reports can be displayed by names, social security numbers, titles, appointment dates or salaries

Powerful tools help you to manage all of your research resources.

Grant Management. The Grant Module gives business administrators and department chairs the ability to track, sort and retrieve information according to their unique needs. The system organizes and summarizes pre-award and post-award data, tracking general, financial, investigator effort, IRB and other support information for both active and pending grants. It's the ultimate tool for grant funding decision-makers, providing information in report format in just seconds.

A powerful report system lets users select and print subsets of grant data in various list and table formats. You can choose from several grant report sorting options, including principal investigator, department, division, funding agency and status. Information can be retrieved by active or pending grants, project periods, funding sources and more, and other support pages print directly onto NIH forms. There's even a function for comparing actual salaries to original grant budgets, and for comparing faculty funding amounts to assigned research space.

The Grant Module produces report documentation required for NCI Cancer Centers. Reports include other support pages and Summary Form 2, which are designed for submission to the NCI for NCI Cancer Center Core Grants.

Space Distribution Tracking. Administrators can now take complete control of their space distribution requirements

thanks to the IT Works advanced tracking system. Users can enter room information on a single screen to track square footage, department/division ownership, usage codes and Hegis codes, as well as the faculty member currently using the space. Reports display space distribution for buildings, departments or faculty in a variety of formats.

Space can be analyzed from different perspectives using multiple user-defined coding systems. Offices, classrooms, labs, and other spaces are first defined from an architectural or facilities management viewpoint. Each space is then defined according to its use, such as administration or research. In most cases, a room is defined by multiple use codes. For example, a professor may have a single office that is used for administration, research, and teaching. These multiple coding systems allow organizations to tailor the database to individual needs and generate reports for indirect cost analysis or faculty evaluation.

Facility Management. The Facility Management module generates invoices, tracks payments, and produces management reports for organizations that operate re-charge centers or research facilities that charge for services. One installation will manage multiple facilities and multiple billing rates can be established for different services or groups of facility users. Management reports let you track facility usage by



“The reports provide the tools we need to track past history, analyze the current climate, project and identify future needs, and develop long range plans—in essence shifting us from accounting to analysis.”

work completion date, type of work completed, or principal investigator.

Invoice generation procedures apply the proper billing rates to the work and create invoices for each investigator. Once invoices are sent, the system tracks payments and balances, generating aging reports and late notices. Management reports, available in various formats, monitor the quantity and cost of individual items sold or services provided by the facility or to individual investigators.

System features:

- Manage multiple facilities with one installation
- Differentiate between internal and external research for setting billing rates
- Format invoices to meet institution specifications
- Automate billing with electronic import systems
- Generate aging and reminder reports to aid in the collection process
- Create management reports to improve facility effectiveness

Equipment Inventory Maintenance and Organization. The Inventory Module combines state-of-the-art database software with barcode scanner technology to quickly place concise, informative asset management reports at your fingertips.

The software records specific information about each piece of capital equipment in your organization. Over 45 variables are tracked, including equipment description, manufacturer, origin of purchase, cost, location and current status. User defined codes let you classify equipment according to specific needs. A tracking number links this information to the equipment via barcode labels. A barcode scanner is used to verify the location of each item.

The stored data is then organized into reports that group and sort by location, status, equipment type and owner—providing important information for tracking equipment used with particular grants or investigators and identifying relocated or missing equipment.

Talk to an IT Works representative today. To meet the challenges of today's business environment, you need a technology partner with the experience, resources and vision of IT Works. Contact an IT Works representative now to arrange a free live Web demo. It's the essential first step toward a more productive, successful future.



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