



Case Study

Fidelity House Human Services Streamlines Fixed Asset Management with the Abila MIP Fund Accounting™ Fixed Assets Module and Soft Trac, LLC

Company Profile | Fidelity House Human Services



About

Fidelity House Human Services is a nonprofit organization committed to supporting people with developmental disabilities and their families. We proudly provide 20 community residences along with many specialized services across 68 cities and towns in Northeastern Massachusetts. Our goal is to help children, teens and adults with disabilities such as autism and Down syndrome to live a rich and meaningful life.

This was a huge endeavor for us. We utilized spreadsheets to track prior to implementation. Now, the Fixed Asset module handles the depreciation calculations and records the monthly expense seamlessly. No more importing.

”

Business Situation

The tracking of Fixed Assets and the associated depreciation was being done in Excel. With this process residing outside of their existing Abila MIP Fund Accounting system there was increased risk for potential depreciation calculation errors.

These manual processes also made the maintenance and upkeep of fixed asset information more cumbersome. By moving to the fixed asset module, they could increase accuracy, internal controls and save time and human resources through automation when managing their fixed assets.

Project Scope

Three key goals of their fixed asset project were to:

- Implement the Abila MIP™ Fixed Asset module to capture asset information and calculate depreciation and disposals.
- Establish the Fixed Asset Hierarchy so that the day to day operations of entering assets and the monthly calculation of depreciation and disposals becomes a simple process.
- Import their existing fixed asset information to streamline the setup of the module so they could take advantage of the benefits of automating their fixed assets quickly and seamlessly.

Per Soft Trac Consultant Jeron Comeau, one of the most common Abila MIP modules last to be implemented is Fixed Assets. *“Very frequently when I review an Abila MIP database to provide constructive feedback, I see that Fixed Assets was purchased but never implemented. The reason for the delay is that all transactions result from a well-planned hierarchy of coding that is determined and set up prior to the entry of the first asset. Much like the setup of Accounts Receivable Billing, the organization must have the entire design in place to use and reap the benefits of the module. Expert guidance is key in successfully implementing and deploying this module”.*



Fidelity House Human Services

439 South Union Street
Lawrence, MA 01843
978 685-9471

www.fidelityhhs.org



Soft Trac, LLC

63 New Gloucester Rd
North Yarmouth, ME 04097
(207) 221-0340

www.softtrac.com

Solution

Fidelity House Human Services purchased and implemented the Abila MIP Fixed Assets module. Soft Trac also provided services to import their Fixed Asset information into Abila MIP. Consultation services were provided to creatively plan for the transaction coding that results from depreciation and disposals. These services ultimately culminated in providing meaningful reporting on the fixed asset activity that incorporates the unique segment configuration in Abila MIP of Fidelity House Human Services.

Consultation services resulted in key decisions regarding the depreciation method, the organization of assets and their transaction coding and new asset entry.

- Fidelity House Human Services made the decision to incorporate a simple Straight Line depreciation method rather than a Half-Year convention. This decision further streamlined the automation of depreciation without the need for changing start or end dates.
- The organization of assets into Categories for filtering and reporting, and Asset Types for shared coding, provided the backbone for fixed asset policies. This organization effort resulted in a set of account coding rules of logical asset accounts and coding to Fidelity House Human services unique segment values. The outcome was a precise and accurate ability to report on asset activity.
- A holistic consultative approach also incorporated the review and update to Abila MIP Distribution Codes and the entry of fixed assets via Accounts Payable Invoices.

Data Conversion Services were provided to populate fixed asset related fields in Abila MIP.

- Populating the individual Fixed Assets and their accompanying hierarchical coding structures was a true test in creativity and ingenuity. Typically, the Abila MIP import process would be used for this population of information. For this project, the import process for Fixed Assets was in transition so Soft Trac opted to populate the database via SQL scripts. The result to the customer was the same. The conversion was completed on time, error free and within budget.
- 168 individual assets and the accompanying data were populated by Soft Trac. 89 different Asset Types that represented current and future asset transaction coding were populated. A manual keying of this information would have taken approximately 20 hours of uninterrupted staff time.

I was pleased to work with a consultant whose attention to detail matched mine! Jeron offered great advice as we worked to develop a logical, meaningful hierarchy of fixed asset categories and asset types.

”

Benefits

Incorporating the module into their Abila MIP configuration provided many advantages including:

- Depreciation calculation and transaction creation via the Fixed Asset module has saved Fidelity House Human Services approximately four hours per month. Avoiding monthly calculations done outside Abila MIP (in Excel) which then required importing or manually keying that information into Abila MIP. With the Fixed Asset module, the calculation of Fixed Asset depreciation becomes a sequence of clicks because all the coding and treatment of assets has been predetermined.
- Due to the successful planning and implementation of Fixed Asset related Distribution Codes and Asset Types that contain the associated segment coding, the likelihood for transaction coding errors has been significantly reduced.
- Fidelity House Human Services has alleviated the need to have outside tracking for fixed asset data and calculations. Providing one location (Abila MIP) for the capture and calculation of information provides the added benefit of security access to add, view, delete or perform calculations and access to Fixed Asset Reporting.
- Producing Fixed Asset reporting easily and seamlessly. Some of the reporting they are utilizing includes:
 - Asset Lists
 - Depreciation Calculation reports
 - Fixed Asset Ledger reports

Having designed the system the way that we did, helps us to easily capture amounts to report on our annual Massachusetts 3ABC filings by city/town.

”

Products and Services Used

Fidelity House Human Services purchased the Fixed Assets module for their existing Abila MIP Fund Accounting system. They currently host their Abila MIP software with a third-party provider.

In addition, Soft Trac provided professional services for this project which included installation assistance and setup, consultation, end-user training, and project management. Soft Trac provided data conversion services to import their Fixed Assets information into the system. Services were provided both onsite and remotely.

All quotes included in this case study, unless specified, were provided by Robyn Curry, Accounting Manager at Fidelity House Human Services.