

CATALOG OF ENTERPRISE SYSTEMS

VENDOR	PRODUCT	PURPOSE	CATEGORIES/TYPES OF DATA	CUSTODIAN	FREQUENCY	
					COLLECTION	UPDATE
Quicken	Quicken	Payment of bills	Bills and reporting	Administration	Weekly	Weekly
Active Network	Active Net	Recreation software management	Online registration, online payments, class tracking	Recreation	Daily	Daily
Microsoft, Inc	Excel	Vendor Management	Log bills, payment of bills, tracking vendor payments Billing Reports,	Administration	Weekly	Weekly
Microsoft, Inc	Excel	Payroll	Log employees to be paid, track hours for sick leave	Administration	Bi-weekly	Bi-weekly
Sac County	Compass	Paying invoices, transfer monies via journal vouchers	Check to see if invoices have been paid, check if taxes have come in for our budget.	Sac County	As needed	As needed
Sac County	ePersonality	Managing Employees profiled	Input new employees, prepair payroll, address/taxes/457 plan changes.	Sac County	As needed	As needed
ePaiges	Website	Promoting district program and events.	Programs, district information, employee information, events, and rates.	Recreation	Bi-weekly	As needed
Adobe	Acrobat Pro DC	PDF creation & editing	General publications and program specific publications	Administration	Daily	Daily
Microsoft, Inc	Office 365	Management of calendars, emails, database, spreadsheets, presentations, and word processing	Management of calendars, emails, database, spreadsheets, presentations, and word processing	Administration Recreation Parks	Daily	Daily
When I Work	When I Work	Employee Scheduling	Employee names & schedules	Recreation	Daily	Daily