

ADDRESS **Saratoga Fire Protection District**
14380 Saratoga Avenue
Saratoga , CA 95070

PHONE 408-867-9001 X 2

Enterprise System Catalog:

JUNE 27, 2016

VENDOR AND PRODUCT: **Sage Software, BusinessWorks**

SYSTEM PURPOSE: All accounting functions including general ledger, accounts payable, accounts receivable and payroll.

CATEGORIES/TYPES OF DATA: General ledger - journal entries
Accounts Payable - vendor information, purchase information, payments
Accounts Receivable - customer information, charges, customer payments
Payroll - employee information

DEPT./PRIMARY CUSTODIAN: Accounting

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Excel**

SYSTEM PURPOSE: Maintain a master list of customer information by account number, address, and last name

CATEGORIES/TYPES OF DATA: Accounts organized by account number, last name, and address

DEPT./PRIMARY CUSTODIAN: Accounting

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Excel**

SYSTEM PURPOSE: Contains a list of residences by fire area for tracking ordinance change notifications.

CATEGORIES/TYPES OF DATA: Names, addresses and dates of notifications.

DEPT./PRIMARY CUSTODIAN: Administration

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Outlook**

SYSTEM PURPOSE: To send and receive emails

CATEGORIES/TYPES OF DATA: Email addresses

DEPT./PRIMARY CUSTODIAN: All departments

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed
