



Edmonds Community College

User Manual

Draft for Review

Prepared 5/29/14

Prepared by Team Unicorn:

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Memorandum

To: Vice President Patrick Jay

From: Team Unicorn

Date: May 29th, 2014

Subject: User Manual

The attached document contains the users manual for the automated contractor payment system at the Bank of Xanadu. This document includes an overview, navigation summary, step-by-step procedures for each entry screen, and how each entry screen is to be used. Team Unicorn would like to review the design document with you on Saturday May 31st at the Bellevue Branch.



Bank of Xanadu

Contractor Account Tracking

User Manual

Prepared 5/29/14 Spring 2014

Prepared by Team Unicorn:

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Introduction

The purpose of this User Manual is to present information the user will find helpful when using the new Contractor Account Tracking System. This document contains the following sections:

- System Overview – This section describes the business purposes of the system, as well as how it is to be used.
- Navigation – Explanation of the navigation structures, menus, and procedures.
- Data Entry Screens – Detailed step-by-step explanation of each screen and how each data field is to be used.
- Reports – Instructions for running reports, and descriptions of each report.
- Additional Help – Additional help resources beyond the scope of this manual
- Appendix – the Appendices will contain all of the supporting documentation pertaining to this manual.

System Overview

The Automated Vendor Contract Payment system is designed to allow the accounting department to easily track billing information for outsourced software Development vendors only. The system will keep track of Vendors, Project Managers, Exception Memo's, Invoices, Accruals, Contracts, and Bank Units. The system also provides automation for the following processes:

1. Verify that the work performed and billed on an invoice falls within the valid contract date range.
2. Verify the hourly rate billed on the invoice matches the hourly rate stipulated on the contract.
3. It must calculate whether there is enough funding left on the contract to pay the invoice.

The system will also generate reports for bank management and for accounting management. The system is intended specifically for the management of independent programming contractors and the corresponding invoicing procedures mentioned above.

Navigation

Bank of Xanadu's Automated Contractor Payment system is designed to be easily navigable, so the few tasks that are not completely automated can be quickly accessed & executed. The interface will mirror common website tab navigation that most users are already familiar with. The navigation will be displayed using four tabs for the main working sections, and a splash screen for logging in and out of the system. Bank of Xanadu's reporting system will be segmented into the following sections for ease of navigation:

Invoices Menu:

Under the Invoices menu, users will be able to View Previous Invoices, update existing invoices, and add new invoices.

Contracts:

Under the contracts menu, users will be able to create and renew contracts, update and add both vendor and programmer information

Reports Menu:

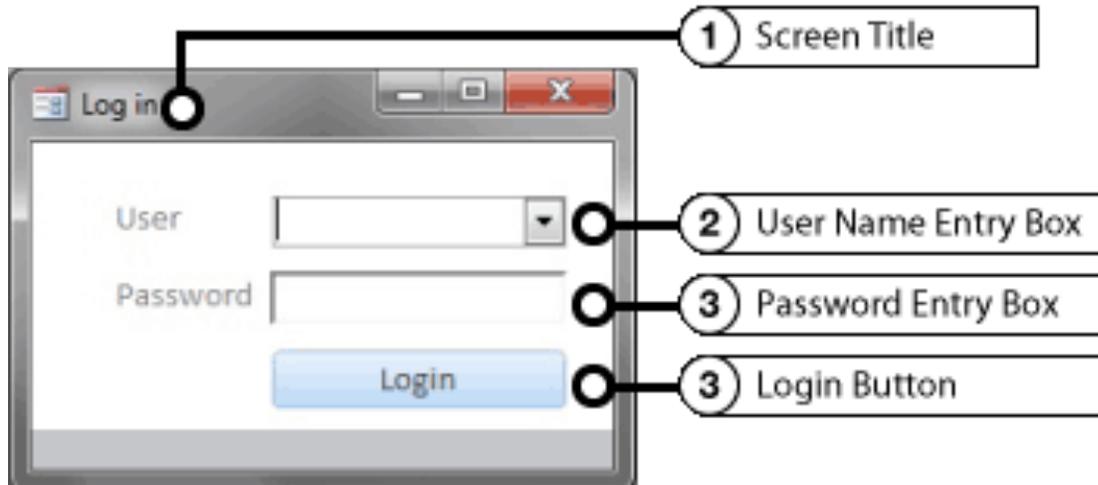
Under the reports menu users will be able to generate reports for contracts nearing their end date, accrual reports, invoice reports, and contract reports.

Maintenance Menu:

Under the maintenance menu, users will be able to update and enter new information for: Contacts, Vendors, Divisions, Units, Employees, and programmers.

Data Entry Screens

Login Screen

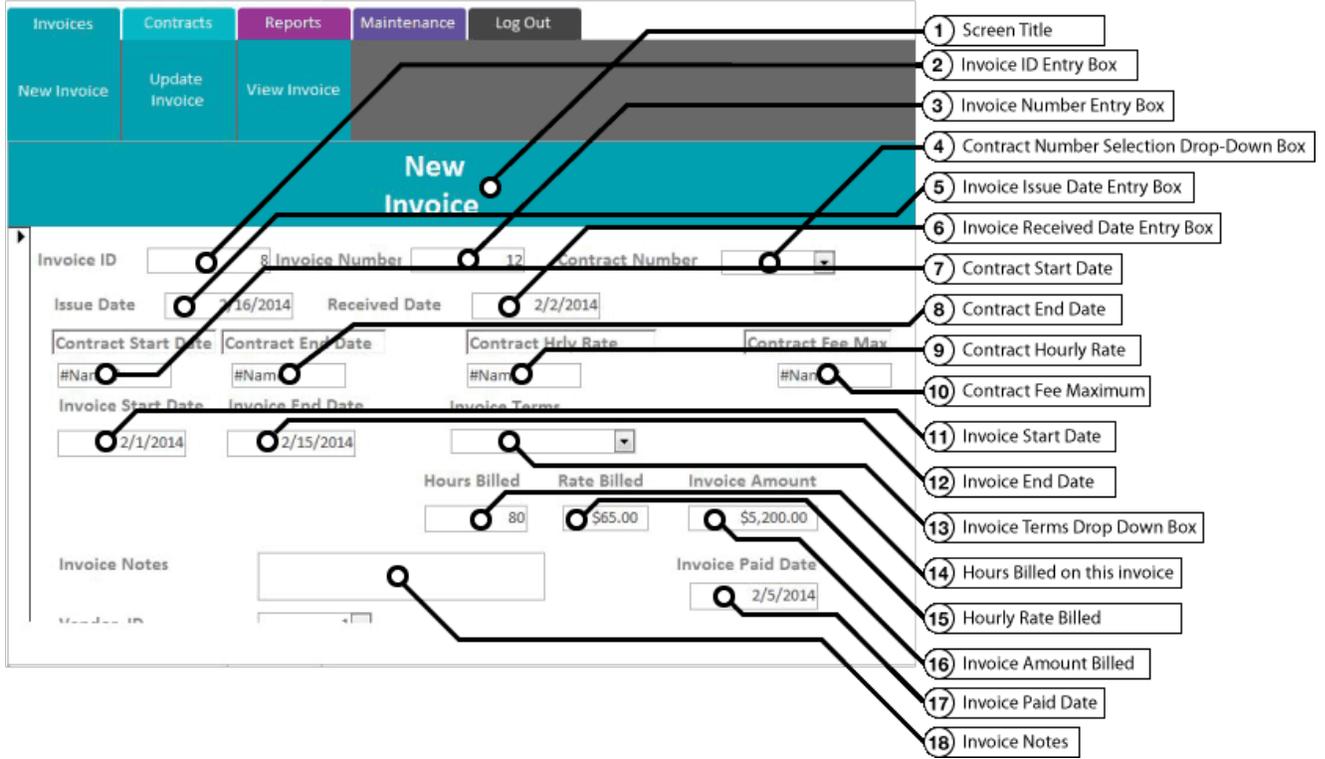


This screen is where the user logs in to the system. The required password ensures the user audit trail is accurate. The login also ensures the user is granted the correct level of access.

Login to the System

1. Click on the User name Entry box (#1 Above) and *type* in your username.
2. Click on the Password Entry box (#2 above) and *type* in your password.
3. Click on the login button (#4 above).
4. You will be taken to the new invoice screen.

New Invoice Entry



The screenshot shows the 'New Invoice' entry screen. At the top, there are navigation tabs: 'Invoices', 'Contracts', 'Reports', 'Maintenance', and 'Log Out'. Below these is a sub-menu with 'New Invoice', 'Update Invoice', and 'View Invoice'. The main title of the screen is 'New Invoice'. The form contains the following fields and controls:

- 1. Screen Title
- 2. Invoice ID Entry Box
- 3. Invoice Number Entry Box
- 4. Contract Number Selection Drop-Down Box
- 5. Invoice Issue Date Entry Box
- 6. Invoice Received Date Entry Box
- 7. Contract Start Date
- 8. Contract End Date
- 9. Contract Hourly Rate
- 10. Contract Fee Maximum
- 11. Invoice Start Date
- 12. Invoice End Date
- 13. Invoice Terms Drop Down Box
- 14. Hours Billed on this invoice
- 15. Hourly Rate Billed
- 16. Invoice Amount Billed
- 17. Invoice Paid Date
- 18. Invoice Notes

The new invoice entry screen is the default screen the user is taken to after login. The invoice Entry Screen allows the user to enter all information required to add a new invoice to the system. Most of the data required to populate the new invoice screen can be found on the invoice provided by the Vendor. An example of a vendor invoice can be found in Appendix A: Invoice Example.

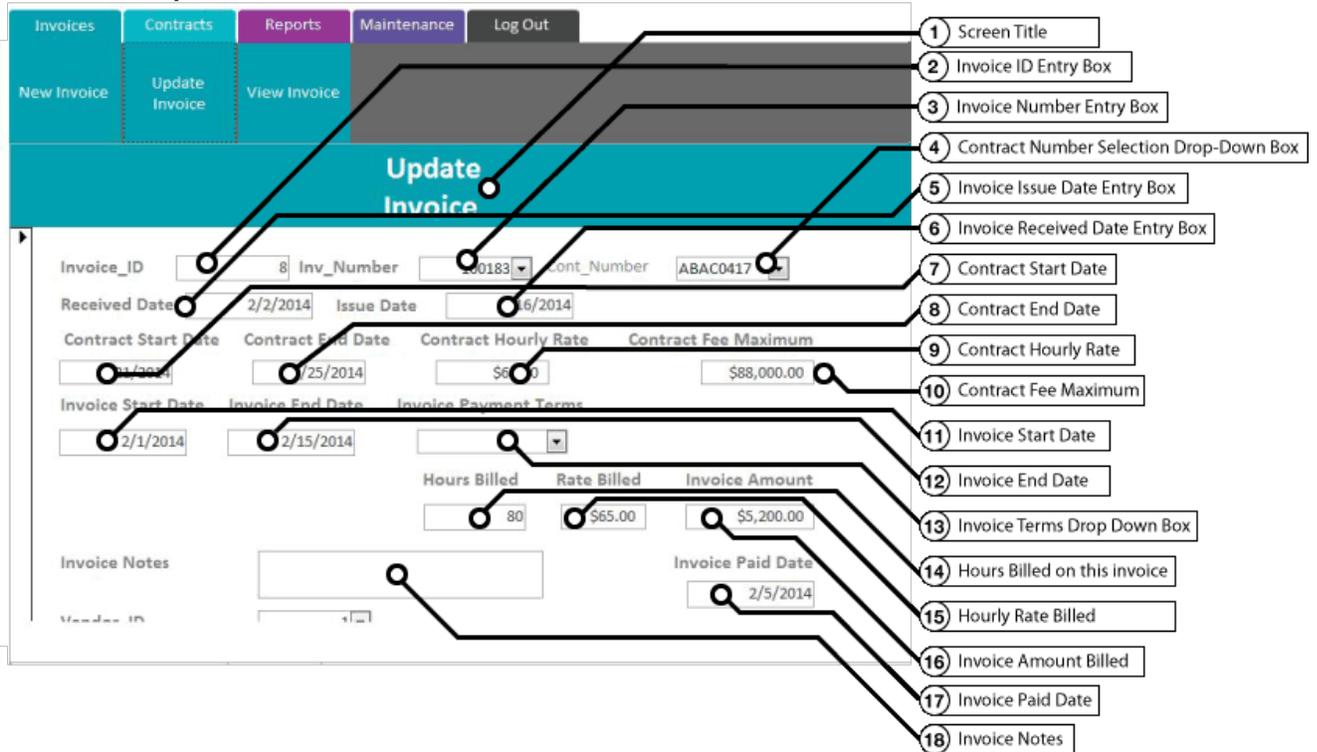
Creating a New Invoice

1. Click on the Invoice ID Entry Box (#3) and enter the invoice id from the hard-copy invoice.
2. Click on the Invoice Number Entry Box (#4) and enter the invoice number found on the hard-copy invoice.
3. Click on the Contract Number Selection Drop-Down Box (#4) and select a contract from the list. The Contract Start Date Box (#7), the Contract End Date Box (#8), the Contract Hourly Rate Box (#9) and the Contract Fee Maximum Box (#10) will be automatically populated after you select the contract number.
4. Click on the Invoice Issue Date Entry Box (#5) and type in the invoice issue date found on the hard-copy invoice.
5. Click on the Invoice Received Date Entry Box (#6) and type in the invoice received date found on the hard-copy invoice.
6. Click on the Invoice Terms drop-down Menu (#13) and select the terms found on the hard-copy invoice.



7. Click on the Hours Billed Entry Box (#14) and enter the hours billed found on the hard-copy invoice.
8. Click on the Rate Billed Entry Box (#15) and enter the rate billed found on the hard-copy invoice.
9. The Invoice Amount Billed Box (#16) will automatically generate based on the figures entered in the Rate Billed Entry Box (#15) and the Hours Billed Entry Box (#14). After the invoice amount has been calculated, it will be automatically checked against the contract, to verify there is enough funds remaining on the contract to pay the invoice. If there are insufficient funds, the Invoice Amount Box (#16) text will turn red, and a pop-up box will appear informing the user of insufficient funds. The pop-up box will contain a link allowing the user to create an exception memo.

Invoice Update Screen



The screenshot shows the 'Update Invoice' screen with the following elements labeled:

- 1 Screen Title
- 2 Invoice ID Entry Box
- 3 Invoice Number Entry Box
- 4 Contract Number Selection Drop-Down Box
- 5 Invoice Issue Date Entry Box
- 6 Invoice Received Date Entry Box
- 7 Contract Start Date
- 8 Contract End Date
- 9 Contract Hourly Rate
- 10 Contract Fee Maximum
- 11 Invoice Start Date
- 12 Invoice End Date
- 13 Invoice Terms Drop Down Box
- 14 Hours Billed on this invoice
- 15 Hourly Rate Billed
- 16 Invoice Amount Billed
- 17 Invoice Paid Date
- 18 Invoice Notes

The invoice update screen can be accessed by clicking on “Update Invoice” in the navigation tabs. The Invoice Update Screen allows the user to update or modify all information available for an existing invoice.

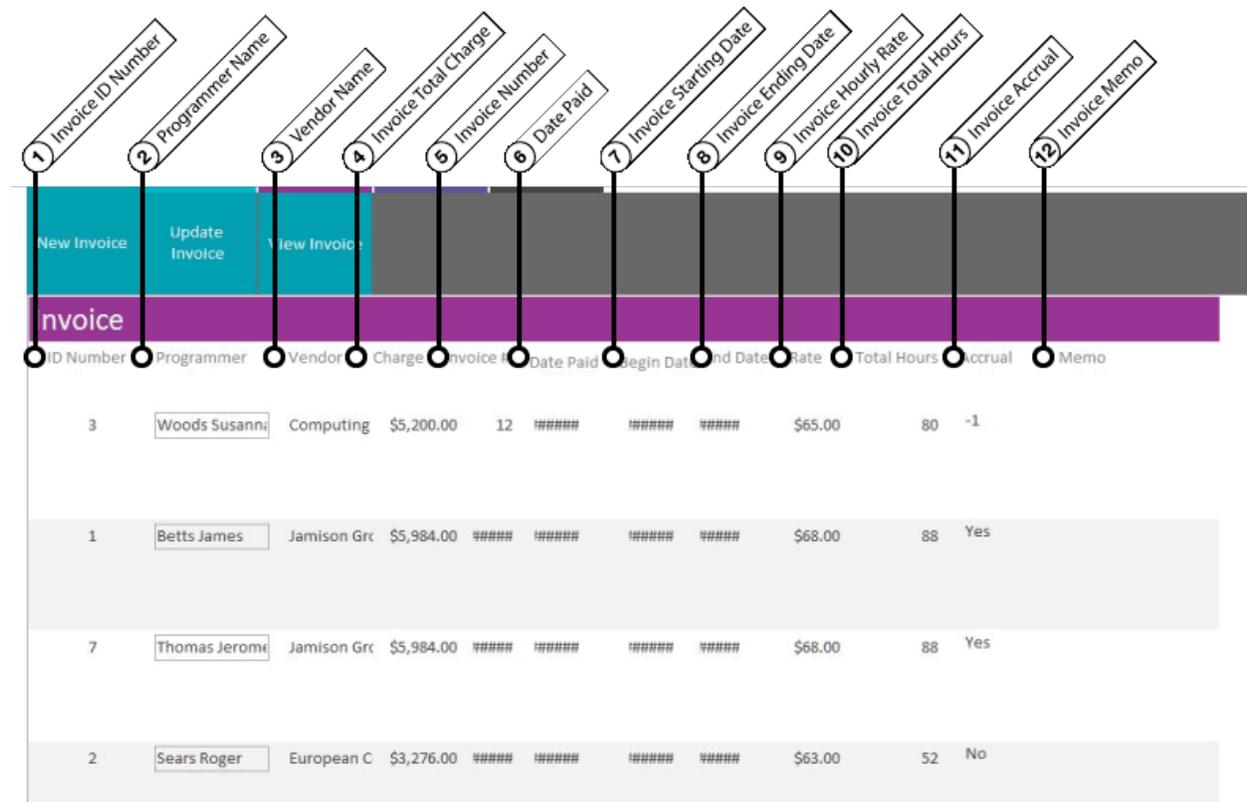
Updating an existing invoice

1. Click on the Invoice ID Entry Box and type in the invoice ID to be modified. All other data fields will be automatically populated based on the existing invoice ID entered.
2. The Invoice Number is unique, and cannot be modified.
3. To modify the Contract Number, click on the Contract Number Selection Drop-Down Box (#4) and select an existing contract number.
4. To modify the Invoice Issue Date, click on the Issue Date Entry Box (#5) and type in a new invoice entry date.
5. To modify the Invoice Received Date, click on the Received Date Entry Box (#6) and type in a new invoice received date.
6. The Contract Start Date is determined by the contract, and cannot be modified.
7. The Contract End Date is determined by the contract, and cannot be modified.
8. The Contract Hourly Rate is determined by the contract, and cannot be modified.
9. To modify the Invoice Start Date, click on the Invoice Start Date Entry Box (#11) and type in a new Invoice Start Date.
10. To modify the Invoice End Date, click on the Invoice End Date Entry Box (#12) and type in a new Invoice End Date.



11. To modify the Invoice Terms, click on the Invoice Terms Drop-Down Box (#13) and Select the new terms.
12. To modify Hours Billed, click on the Hours Billed Entry Box (#14) and type in a new Hours Billed.
13. To modify the Hourly Rate Billed, click on the Hourly Rate Billed Entry Box (#15) and type in a new Hourly Rate Billed. (Any adjustment to the Hourly Rate Billed or the Hours Billed will automatically result in a recalculated Invoice Amount (#16))
14. To modify the Invoice Paid Date, click on the Invoice Paid Date Entry Box (#17) and type in a new Invoice Paid Date.
15. To modify the Invoice Notes, click on the Invoice Notes Entry Box (#18) and type in a new Invoice Notes. The Invoice notes are not required.

View Invoice Screen



ID Number	Programmer	Vendor	Charge	Invoice Number	Date Paid	Invoice Starting Date	Invoice Ending Date	Invoice Hourly Rate	Invoice Total Hours	Invoice Accrual	Invoice Memo
3	Woods Susanni	Computing	\$5,200.00	12	#####	#####	#####	\$65.00	80	-1	
1	Betts James	Jamison Grc	\$5,984.00	#####	#####	#####	#####	\$68.00	88	Yes	
7	Thomas Jerome	Jamison Grc	\$5,984.00	#####	#####	#####	#####	\$68.00	88	Yes	
2	Sears Roger	European C	\$3,276.00	#####	#####	#####	#####	\$63.00	52	No	

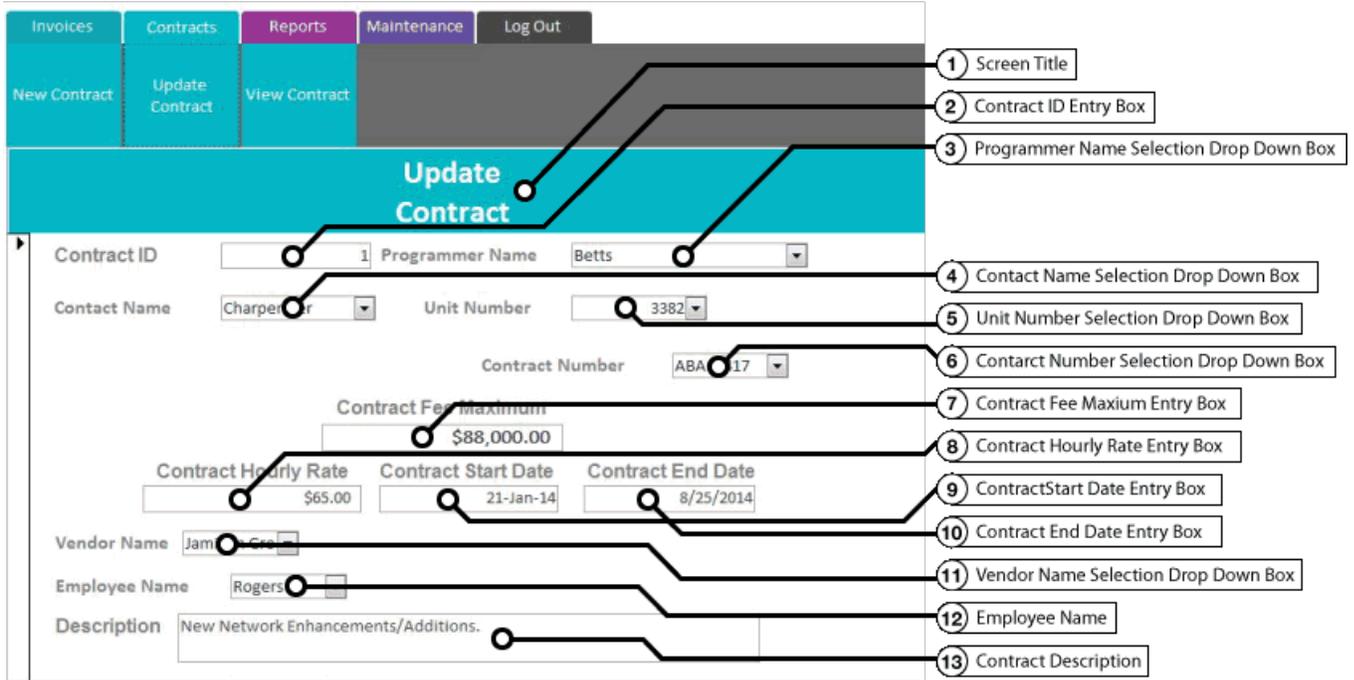
The view invoice screen can be accessed by clicking on “View Invoice” tab in the navigation tabs. The View Screen allows the user to view all information available for existing invoices in the system. The view invoice screen displays information in the following columns:

View an existing invoice

1. Invoice ID Number (#1) The unique invoice ID number.
2. The Programmer Name (#2) displays the name of the programmer associated with the unique Invoice ID.
3. The Vendor Name (#3) displays the name of the vendor associated with the unique Invoice ID.
4. The Invoice Total Charge (#4) displays the name of the total charge amount associated with the unique Invoice ID.
5. The Invoice Number (#5) displays the name of the invoice number associated with the unique Invoice ID. The invoice number is initially found on the invoice provided by the vendor.
6. The Date Paid (#6) displays the date the unique Invoice ID was paid. The Accounts payable department provides the date paid.
7. The Invoice Starting Date (#7) displays the start date of the billing period associated with the unique Invoice ID. The starting date is initially found on the invoice provided by the vendor.

8. The Invoice Ending Date (#8) displays end date of the billing period associated with the unique Invoice ID. The end date is initially found on the invoice provided by the vendor.
9. The Invoice Hourly Rate (#9) displays the hourly rate for the billing period associated with the unique Invoice ID. The hourly rate is initially found on the invoice provided by the vendor.
10. The Invoice Total Hours (#10) displays Total Hours for the billing period associated with the unique Invoice ID. The Total Hours are initially found on the invoice provided by the vendor.
11. The Invoice Accrual (#11) displays the current status of the invoice accrual associated with the unique Invoice ID.
12. The Invoice Memo (#12) displays any notes that are associated with the unique Invoice ID.

Update Contract Screen



The screenshot shows the 'Update Contract' screen with the following fields and callouts:

- 1 Screen Title
- 2 Contract ID Entry Box
- 3 Programmer Name Selection Drop Down Box
- 4 Contact Name Selection Drop Down Box
- 5 Unit Number Selection Drop Down Box
- 6 Contract Number Selection Drop Down Box
- 7 Contract Fee Maximum Entry Box
- 8 Contract Hourly Rate Entry Box
- 9 Contract Start Date Entry Box
- 10 Contract End Date Entry Box
- 11 Vendor Name Selection Drop Down Box
- 12 Employee Name
- 13 Contract Description

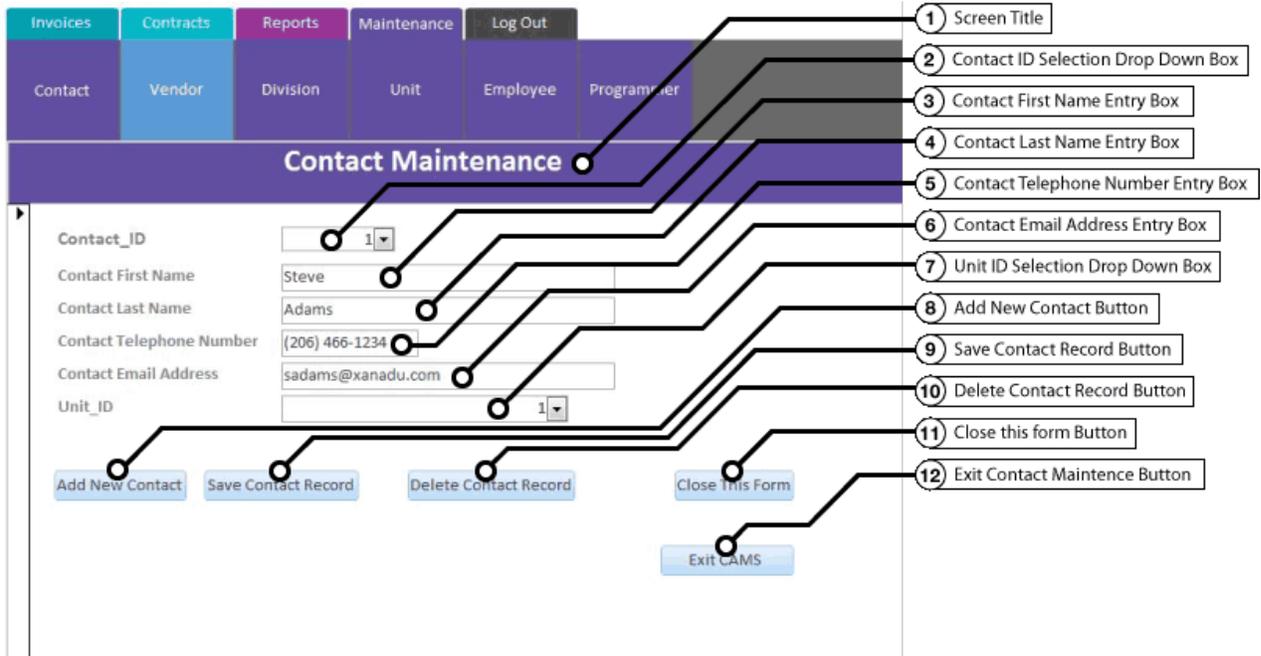
The contract update screen can be accessed by clicking on “Update Contract” in the navigation tabs. The Contract Update Screen allows the user to update or modify all information available for an existing contract. Updates to existing contracts are required when a contract extension has been submitted. An example of a contract extension can be found in Appendix B: Contract Extension Example.

Updating an existing contract

1. Click on the Contract ID Entry Box (#2) and select an existing contract ID. Contract ID's cannot be modified.
2. To modify the programmer name, click on the Programmer Name Selection Drop Down Box (#3) and select a name from the list of existing programmers.
3. To change the Contact Name, click on the Contact Name Selection Drop Down Box (#4) and select a name from the list of existing contacts.
4. To change the Unit Number, click on the list Unit Number Selection Drop Down Box (#5) and select a new unit number from the list of existing unit numbers.
5. To change the Contract Number, click on the Contract Number Selection Drop Down Box, (#6) and choose a contract number from the list of existing contract numbers.
6. To update the contract fee maximum, click on the Contract Fee Maximum Entry Box, (#7) and type in a new contract fee maximum.
7. To Update the Contract Hourly rate, click on the Contract Hourly Rate Entry Box, (#8) and type in a new hourly rate.
8. To Update the Contract Start Date, click on the Contract Start Date Entry Box, (#9) and type in a new start date.

9. To Update the Contract End Date, click on the Contract End Date Entry Box, (#10) and type in a new end date.
10. To update the vendor name, click on the Vendor Name Selection Drop Down Box, (#11) and select a new vendor name from the list of existing vendors.
11. The Employee Name (#12) is the name of the employee modifying the record. This field is automatically populated with the username that was used to login to the system. This field cannot be changed.
12. To Update the Contract Description, click in the Contract Description Entry box, and type in a new Description.

Contact Maintenance Screen



The screenshot shows the Contact Maintenance screen with the following elements labeled:

- Screen Title
- Contact ID Selection Drop Down Box
- Contact First Name Entry Box
- Contact Last Name Entry Box
- Contact Telephone Number Entry Box
- Contact Email Address Entry Box
- Unit ID Selection Drop Down Box
- Add New Contact Button
- Save Contact Record Button
- Delete Contact Record Button
- Close this form Button
- Exit Contact Maintenance Button

The form fields are populated with the following data:

Contact_ID	1
Contact First Name	Steve
Contact Last Name	Adams
Contact Telephone Number	(206) 466-1234
Contact Email Address	sadams@xanadu.com
Unit_ID	1

Buttons at the bottom: Add New Contact, Save Contact Record, Delete Contact Record, Close This Form, Exit CAMS.

The contact maintenance screen can be accessed by clicking on “Maintenance” in the navigation tabs. The Contact Maintenance Screen is the default sub navigation tab under Maintenance. The Contact Maintenance Screen allows the user to update, add, or delete a contact.

Viewing a Contact

- To view an existing contact, click on the Contact ID selection Drop Down Box, (#2) and select a contact ID from the list of existing contacts. When you select a contact ID, the following fields will be populated:
 - Contact First Name (#3)
 - Contact Last Name (#4)
 - Contact Telephone Number (#5)
 - Contact Email Address (#6)
 - Unit ID (#7)

Editing an existing contact

- To edit an existing contact, click on the Contact ID selection Drop Down Box, (#2) and select a contact ID from the list of existing contacts. When you select a contact ID, the following fields will be populated:
 - Contact First Name (#3)
 - Contact Last Name (#4)
 - Contact Telephone Number (#5)
 - Contact Email Address (#6)
 - Unit ID (#7)
- Manually review the information in boxes #3 - #7 to verify that the correct contact ID has been selected

3. Modify the data required in fields #3- #7 and then click on the Save Contact Record Button (#9) to commit the changes.

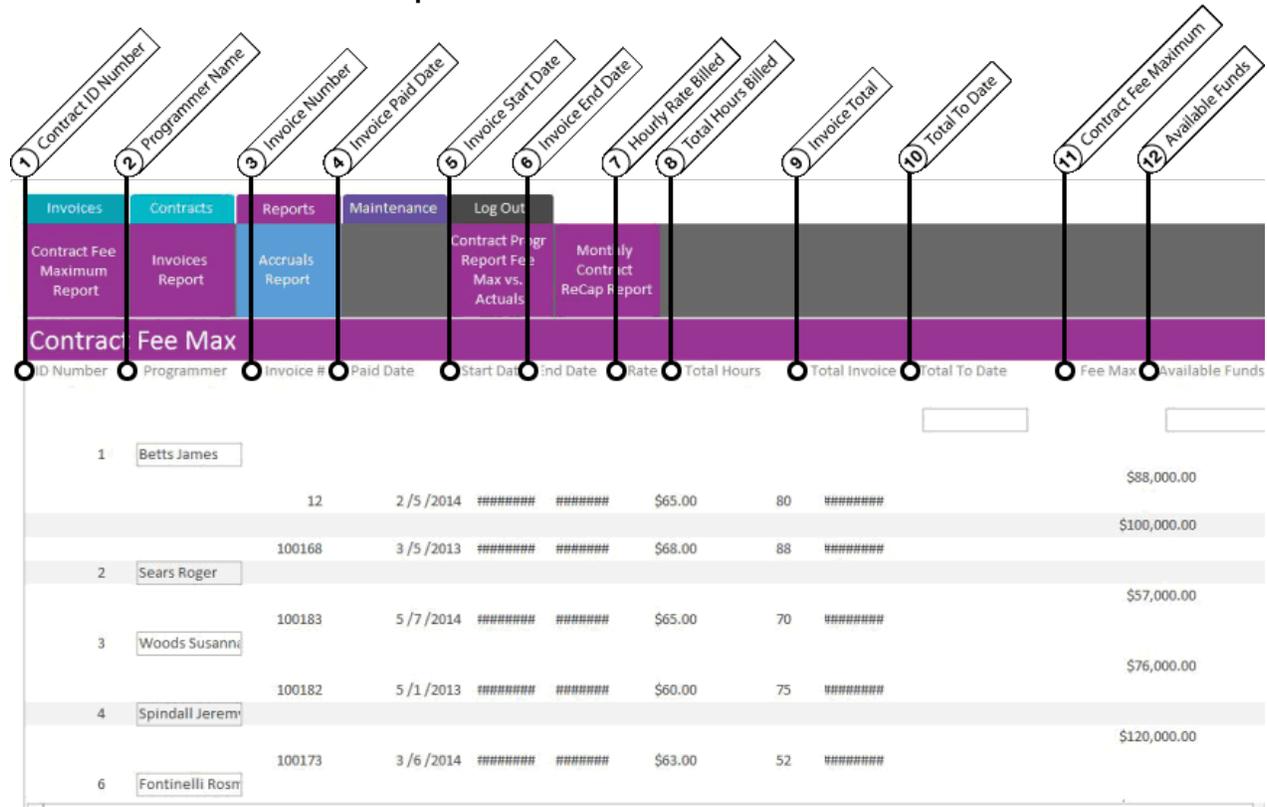
Adding a Contact

1. To add a new contact, click on the Add New Contact Button (#8). Enter all the data required in fields #2- #7 and then click on the Save Contact Record Button (#9)

Deleting a Contact

1. First select a contact ID from the Contact ID Selection Drop Down Box (#2). Click to select a contact ID from the list of existing contacts.
2. Manually review the information in boxes #3 - #7 to verify that the correct contact ID has been selected
3. Click on the Delete Contract Record Button. (#10) This permanently deletes the contact, and the deletion cannot be reversed.

Contract Fee Max Report Screen



The screenshot shows a navigation menu at the top with tabs for Invoices, Contracts, Reports, Maintenance, and Log Out. Below the menu is a table with 12 columns. Callouts 1-12 point to specific elements: 1 (Contract ID Number), 2 (Programmer Name), 3 (Invoice Number), 4 (Invoice Paid Date), 5 (Invoice Start Date), 6 (Invoice End Date), 7 (Hourly Rate Billed), 8 (Total Hours Billed), 9 (Invoice Total), 10 (Total To Date), 11 (Contract Fee Maximum), and 12 (Available Funds). The table contains data for six programmers: Betts James, Sears Roger, Woods Susanna, Spindall Jeremy, and Fontinelli Rosm.

ID Number	Programmer	Invoice #	Paid Date	Start Date	End Date	Rate	Total Hours	Total Invoice	Total To Date	Fee Max	Available Funds
1	Betts James	12	2/5/2014	#####	#####	\$65.00	80	#####		\$88,000.00	
		100168	3/5/2013	#####	#####	\$68.00	88	#####		\$100,000.00	
2	Sears Roger	100183	5/7/2014	#####	#####	\$65.00	70	#####		\$57,000.00	
3	Woods Susanna	100182	5/1/2013	#####	#####	\$60.00	75	#####		\$76,000.00	
4	Spindall Jeremy	100173	3/6/2014	#####	#####	\$63.00	52	#####		\$120,000.00	
6	Fontinelli Rosm										

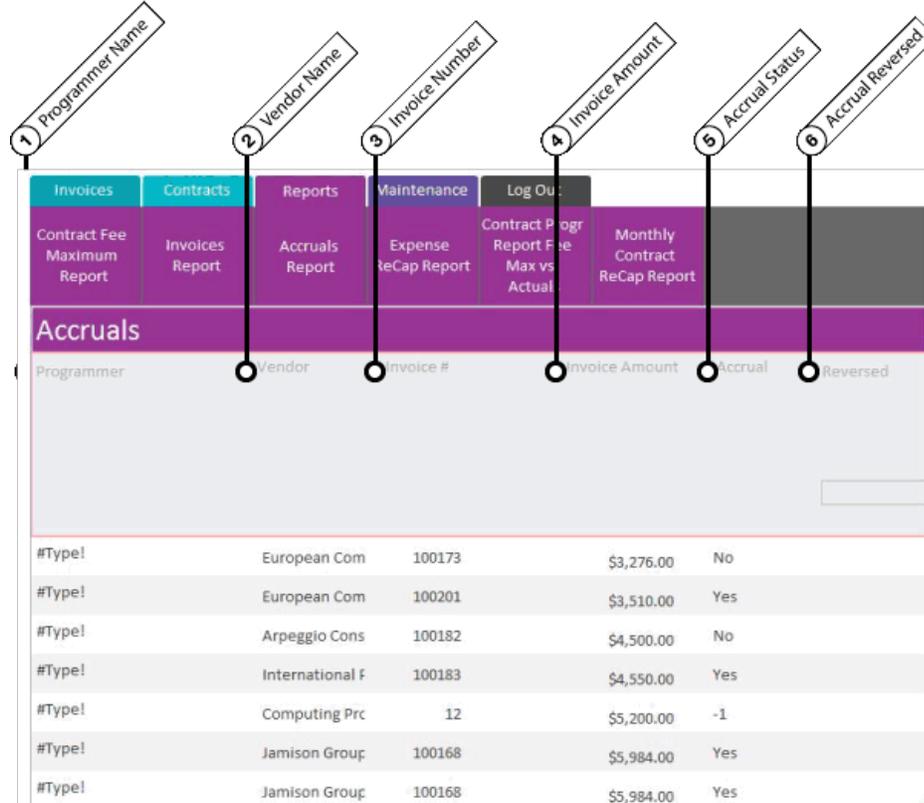
The reports tab on the main tab navigation menu will reveal all the reports available as tabs on the reports Sub Menu. The Contract Fee Maximum Report provides details for the current status of contract payments and their invoices.

Reading the Contract Fee Max Report

1. Contract Id Number (#1) the unique contract ID number.
2. The Programmer Name (#2) displays the name of the programmer associated with the unique Invoice ID.
3. The Invoice Number (#3) displays the invoice number associated with the unique Contract ID.
4. The Invoice Date Paid (#4) displays the date the date the Invoice was paid. The Accounts payable department provides the date paid.
5. The Invoice Starting Date (#5) displays the start date of the billing period associated with the unique Invoice ID. The starting date is initially found on the invoice provided by the vendor.
6. The Invoice Ending Date (#6) displays end date of the billing period associated with the unique Invoice ID. The end date is initially found on the invoice provided by the vendor.
7. The Invoice Hourly Rate (#7) displays the hourly rate for the billing period associated with the unique Invoice ID. The hourly rate is initially found on the invoice provided by the vendor.

8. The Invoice Total Hours (#8) displays Total Hours for the billing period associated with the unique Invoice ID. The Total Hours are initially found on the invoice provided by the vendor.
9. The Total to Date (#10) displays the total amount of charges that have been billed for the Contact ID Number (#1)
10. The Contract Fee Maximum (#11) displays the maximum amount that the Contract ID number (#1) may be billed.
11. The Available funds column (#12) displays the amount remaining that can be paid to invoices for the Contract ID number (#1).

Accruals Report Screen



Programmer	Vendor	Invoice #	Invoice Amount	Accrual	Reversed
#Type!	European Com	100173	\$3,276.00	No	
#Type!	European Com	100201	\$3,510.00	Yes	
#Type!	Arpeggio Cons	100182	\$4,500.00	No	
#Type!	International F	100183	\$4,550.00	Yes	
#Type!	Computing Prc	12	\$5,200.00	-1	
#Type!	Jamison Group	100168	\$5,984.00	Yes	
#Type!	Jamison Group	100168	\$5,984.00	Yes	

The reports tab on the main tab navigation menu will reveal all the reports available as tabs on the reports Sub Menu. The Accruals Report provides details for the current status of invoice accruals.

Reading the Accruals Report

1. Programmer name (#1) displays the name of the programmer that is to be paid for the invoice.
2. The vendor name (#2) displays the name of the vendor associated with the unique Invoice Number.
3. The Invoice Number (#3) displays the unique invoice number associated with the accrual.
4. The invoice amount (#4) displays the payment amount associated with the unique invoice number.
5. The accrual status (#5) indicates whether the invoice has been accrued. This field will contain either “Yes” or “No”.
6. The Accrual Reverted field (#6) indicates whether the invoice accrual has been reversed.

Reports

- **Invoice Reports** – The reports generated are used by the accountants to balance that vendor account at the end of each month.
- **Data Entry Sheet** – Attached to invoices that are sent to the A/P Department for payment.
- **Accrual Report** – Shows invoices that have been accrued, so that accruals can be processed and then reversed the following month.
- **Monthly Expense Recap** – This report shows the contract programmers invoice expenses paid each month. It is sent to each bank division and is then sorted by charge unit.
- **Contract Programmer Report, Fee Maximum vs. Actuals** – This report shows the contract fee maximum and the invoices that have been paid against each contract with the remaining fee max available. It is sent to each division and then sorted by charge unit.
- **Monthly Recap Report** – This report shows contract and invoice information for each Project Manager - it is used by them to keep track of the contract and programmers working for them.

Additional Help

In the event that additional questions arise not addressed in this users manual, additional support may be obtained by contacting team unicorn at 1(555) 555-5555 or support@teamunicorn.com. Additional support is considered outside the scope of this project, and will be billed at the hourly rate. “Blocks” of consultation time may be purchased and applied towards additional training or support.

Appendices

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Appendix A: Invoice Example

DAN VAN RITZ Consulting, Inc. 5820 Stoneridge Mall Road Suite # Pleasanton, WA 98506		INVOICE 100154 08MAR 15 PM 1:24		
10 BANK OF CANADA General Accounting #3707 P.O. Box 37000 BELLEVUE, WA 98002		SALESPERSON: DAN INVOICE DATE: 3/18/08 INFORMATION: Master Agreement #90-3167 Project/Service # Charge Unit #3620		
ACCT#	DATE	PERIOD	TERMS	PURCHASE ORDER #
	3/18/08	3/1-3/15 ←	Net 0	
HOURS	DESCRIPTION	UNIT PRICE	AMOUNT	
88	Computer Consulting RT65	65.00	5720.00	
↑	RITE \$408	↑		
		APPROVED FOR PAYMENT BY <u>B. Sab</u> UNIT # <u>3620</u>		
Thank You			TOTAL	5720.00



team
unicorn

DAN VAN RITZ Consulting, Inc.

5820 Stoneridge Mall Road Suite #
Pleasanton, WA 98506

INVOICE 100154

08MAR 19 PM 1:24

SALESPERSON Dan	INVOICE DATE 3/18/08
INFORMATION Master Agreement #90-3167 Project/Service # Charge Unit #3620	

TO
BANK OF CANADA
General Accounting #3707
P.O. Box 37000
BELLEVUE, WA 98002

ACCT#	DATE	PERIOD	TERMS	PURCHASE ORDER #
	3/18/08	3/1-3/15 ←	Net 0	

HOURS	DESCRIPTION	UNIT PRICE	AMOUNT
88	Computer Consulting RT65	65.00	5720.00
	<i>RITZ #408</i>		
TOTAL			5720.00



APPROVED FOR PAYMENT
BY *B. Hubs*
UNIT # *3620*

Thank You

Appendix B: Contract Extension Example

MEMO TO: Rob Watt
TAM #3411

MEMO FROM: Del Billingsley
Vice President/Project Manager
Consumer Lending Division - Consumer Loan Services
Project Management & Technology Support #3454
Xnet 666-1464

COPY TO: Mike DeVico #3454
Jim Petersohn #3761
Frank Smikoski #3326
Kris Walunas #3454

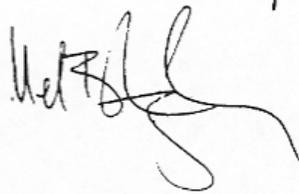
DATE: April 19, 2008

SUBJECT: Marathon Contract Extension - CPR PROJECT (#287)

The "Completion Date" on the Marathon Systems Consulting Service Agreement, Master Agreement #91-3664, has been extended to May 15, 2008. The Total Fees do not change; they will not exceed \$77,000.

Please make note of this change in your files.

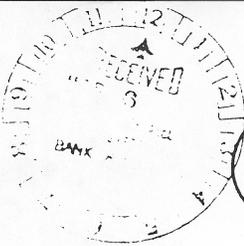
Thanks for your help and call me if any questions.



Edie Bloch 4/08
Kennedy 4/08
Ewing 4/08
Zatore 4/08



Appendix C: Contract Example



APPENDIX A

TECHNOLOGY
MANAGEMENT #341

APPROVED
NAME R. V. H.
DATE 2/27/08

AGREEMENT TO PROVIDE PERSONNEL BETWEEN
Bank of XANADU
and Savings Association (BANK)
and
DAN VAN RITZ, INC. (Contractor)

I. All work and/or services provided under this Appendix shall be performed in accordance with the provisions of this Appendix and Master Agreement: _____

Project/Services Number: 16358.000 Charge Unit #: 3620

Bank Project Manager/Phone: Peter Tripple 206/675-2696
XANET 785-2696
NEFAX /675-2459

II. Scope of Services:

A. Provide an overview of the project:
Support product development projects, as well as acquisition preparation for Demand Deposit Systems.

(See attached sheet for continuation of Scope of Services)

III. Fee Schedule: Total fee shall not exceed \$ 26,000.

Name of Individual	Generic Job Level	Hourly Rate	Start Date	End Date
<u>Dan Van Ritz</u>	<u>CSE</u>	<u>\$65.00</u>	<u>2/16/08</u>	<u>4/15/08</u>

A NEW APPENDIX A MUST BE EXECUTED TO AUTHORIZE PAYMENT BEYOND THE AMOUNT NOTED ABOVE IN III.: FEE SCHEDULE, OR TO AUTHORIZE WORK BEYOND THE COMPLETION DATE NOTED ABOVE.

Agreed and Accepted:

DAN VAN RITZ, INC.
(Contractor)

Signature: _____

Vendor Officer: DAN VAN RITZ

Title: President

Date: 2/15/08

Agreed and Accepted:

BANK OF XANADU
SAVINGS ASSOCIATION (BANK)

Signature: _____

Name: MaryLou Corrigan

Title: Vice President

Date: 2/14/08

Countersigned: _____

Name: Christos Skeadas

Title: Vice President

Date: 2/15/08

Bruce Fadern, Senior Vice President

Invoices should be directed to:

Bank of XANADU
Retail Automation Serv. #3464
P.O. Box 37000
BELLEVUE, WA 98002

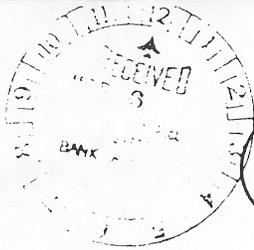
ATTN: Bryan Davis

RITZ 0408



APPENDIX A

TECHNOLOGY
MANAGEMENT



AGREEMENT TO PROVIDE PERSONNEL BETWEEN Bank of XANADU and Savings Association (BANK) and

APPROVED
NAME [Signature]
DATE 2/27/08

DAN VAN RITZ, INC. (Contractor)

I. All work and/or services provided under this Appendix shall be performed in accordance with the provisions of this Appendix and Master Agreement:

Project/Services Number: 16358.000 Charge Unit #: 3620

Bank Project Manager/Phone: Peter Tripple 206/675-2696

II. Scope of Services:

A. Provide an overview of the project:

Support product development projects, as well as acquisition preparation for Demand Deposit Systems.

(See attached sheet for continuation of Scope of Services)

RITZ 0408

III. Fee Schedule: Total fee shall not exceed \$ 26,000.

Name of Individual	Generic Job Level	Hourly Rate	Start Date	End Date
DAN VAN RITZ	CSE	\$65.00	2/16/08	4/15/08

A NEW APPENDIX A MUST BE EXECUTED TO AUTHORIZE PAYMENT BEYOND THE AMOUNT NOTED ABOVE IN III.: FEE SCHEDULE. OR TO AUTHORIZE WORK BEYOND THE COMPLETION DATE NOTED ABOVE.

Agreed and Accepted:

DAN VAN RITZ, INC.
(Contractor)

Signature: [Signature]

Vendor Officer: DAN VAN RITZ

Title: President

Date: 2/15/08

Invoices should be directed to:

Bank of XANADU
Retail Automation Serv. #3464
P.O. Box 37000
BELLEVUE, WA 98002

ATTN: Bryan Davis

Agreed and Accepted:

BANK OF XANADU
SAVINGS ASSOCIATION (BANK)

Signature: [Signature]

Name: Marylou Corrigan

Title: Vice President

Date: 2/14/08

Countersigned: [Signature]

Name: Christos Skeadas

Title: Vice President

Date: 2/15/08

[Signature]

Bruce Fadem, Senior Vice President