CHANGE THE WORLD. SOONER.

The Ultimate Guide to Sparkrock 365 for Nonprofits

YOUR CHALLENGE: INTEGRATION

If your nonprofit organization is typical, you use many applications for finance, human resources, scheduling, payroll and reporting.

These systems don't talk to each other. Everyone on your staff works in their own little silo. Which means you are continually concerned about the integrity and accuracy of your data. Errors are common. Bottlenecks are frequent.

And reporting? We won't get you started. We know that pulling data from disparate systems and collating it into reports takes far too many people, takes way too long, and takes a toll on everyone concerned.

Sparkrock 365 solves these challenges and plenty more.

INTRODUCING SPARKROCK 365

Sparkrock 365 is the only ERP software purpose-built for nonprofit organizations. It integrates finance, HR management, payroll and employee scheduling into one cloud-based application.

Sparkrock 365 makes reporting stress-free, reduces multiple data entry time and risk, and ensures the minimal administration required to run your organization. We support your digital transformation from paper-based processes to automated and intelligent online workflows—all in a secure environment.

One solution for simplified finance & procurement, HR, scheduling and payroll

VISIBILITY	COLLABORATION	EFFICIENCY	SAVINGS
Generate data insights and gain full visibility into your organization with one source of truth	Share financial data and insights in real-time without generating time-consuming reports	Eliminate bottlenecks in your procurement process and improve your budgetary controls	Reduce administrative spend by automating burdensome paperwork and manual processes

Sparkrock 365 is a very large solution as it was purpose built to do everything needed for nonprofits in North America. In this guide we show you many of the key requests that we get from customers just like you.

PICK YOUR SOLUTION

Our ERP software is available in 3 ways

1. **Finance & Human Resources Software Suite** Our solution integrates Finance Management and Human Capital Management into one cloud-base application. Sparkrock365 makes reporting stress-free reduces multiple data entry time and risk, and ensures the minimal administration required to run your organization.
2. **Financial Management** Rid yourself of multiple finance, procurement and expense tracking systems and gain the security and full reporting access you need to make fast and accurate decisions. Our solution makes reporting stress-free, reduces multiple data entry, improves data integrity, and ensures the minimal administration required to run your social benefit organization. You can always roll out Workforce Management in the future.
3. **Human Capital Management** Already have your Finance System in place? Our HR management and payroll system can optimize your headcount, better engage your staff, and confidently make payroll. Integrate this into our scheduling and time entry capabilities to reduce unexpected overtime.

HOW TO USE THIS GUIDE?

If you love detail, then just keep reading. But If you want to cut to the chase, this table of contents will help you flip to your area of interest.

Table of Contents

FINANCIAL MANAGEMENT

Sparkrock 365 includes a robust Finance and Procurement product designed to reduce errors, duplication, and delays, with an integrated system that seamlessly connects all components of your organization's finances. It automates tedious administrative tasks and helps mitigate financial risks, while empowering staff at all levels to be more accountable for informed financial decisions.

GENERAL LEDGER

The flexible dimensional structure of the chart of accounts handles all segments of an account effectively and efficiently. Our customers have realized huge benefits moving into a dimensional G/L structure for data entry, ad-hoc inquiries and reporting.

General Ledger and Dimensions

Get basic functionality necessary for setting up your organization and posting to the general ledger, chart of accounts, general journals, recurring journals, and source codes. Use our standardized chart of accounts and dimensions structure that aligns with chart of accounts structure based on funding; better supporting reporting. Define default dimension values and rules for all account types to help you easily add dimensions to all transactions.

General and Recurring Journals, Imports and Approvals

Record general and recurring journal entries in the application and import entries from Excel in various formats, or copy and paste directly from Excel. When more control is needed in your department, turn on approvals so that general and recurring journal transactions must be approved before they can be posted.

Account Sets

Configure predefined list of combinations of G/L Accounts and dimensions that you can use as speed key to enter data. For more control, specify which components of the account set you want validated against data entered on orders, invoices and journals.

Financial Reporting

Get rich insight into your financials with a comprehensive analysis of general ledger data across easy-to use pivot-like interfaces. Choose how you want to view and analyze your data with flexible row and column definitions that can be easily combined to generate comprehensive financial statements and Government reports.

FUND ACCOUNTING

Keep financial statements balanced by operating fund in order to meet reporting required for Fund Accounting. Record inter-fund entries for General Journals, Account Payable or Accounts Receivable entries and let the system compute and post the Due To and Due From entries for you.

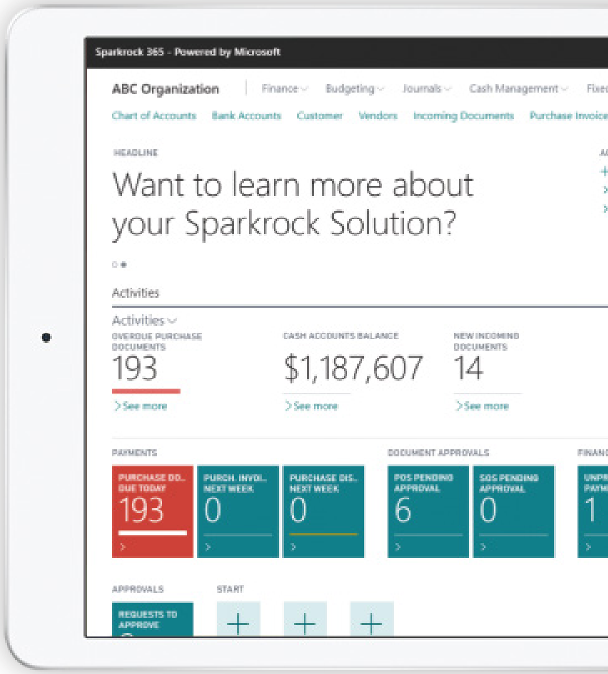
COMMITMENTS AND ENCUMBRANCES

Encumbrances are fully integrated with purchase orders and budget checking. When an order is released, encumbrance entries are automatically created and then adjusted as invoices are posted, reducing the outstanding encumbrances for the purchase order.

REQUISITION MANAGEMENT

Purchase Requisitions and Payment Requests

Provide authorized employees with access to enter purchase requisitions or payment requests and the ability to check their budget in real time. Allow employees to request adding a new vendor that they can purchase good or services from. Enforce your purchasing policies with flexible workflows that include email approvals for amount thresholds and/or budget availability.



Reduce errors by importing specific vendor catalogs or setting up expense types for general categories with default account codes and tax treatment. Attach electronic documents at any stage in the process and have them transferred along to related documents.

Viewing of Purchase Orders and Archived Purchase Orders

Provide authorized employees with the ability to view purchase orders for their organizations.

Purchase Receiving

Authorized employees can enter receipts of goods and services and request post or post these receipts to support three-way matching of purchase orders, receipts, and invoices for Accounts Payable.

Viewing of Posted Purchase Invoices and Credit Memos

Provide authorized employees with the ability to view posted purchase invoices and credit memos for their organizations.

PURCHASING

Vendor Management

Vendor management is fully integrated with Accounts Payable and supports the tracking of multiple order addresses, vendor prices, discounts, expense types, and locations. Enable vendor creation approval workflow to further improve the control in this process. Purchasing or Accounts Payable can view and process new vendor requests from employees.

Purchase Requisition Processing

Administrative staff can efficiently review all requisition and payment requests in progress and process fully approved documents. Requisitions can easily be sent to the originator to be edited and re-posted if something does not meet your organization's policies.

Purchase Orders and Approvals

Purchase order entry includes an integrated process for converting purchase requisitions to one or more purchase orders. Check purchase orders against available budget and all commitments to date to ensure appropriate funds are available. Approval workflows support the easy tracking of the buyer's signing authority to issue purchase orders.

Automatic Purchase Orders

Automate some or all purchase orders by establishing business rules based on amount or order type. When a requisition meets the appropriate criteria, the system can convert the purchase requisition into a purchase order and automatically email the order as a pdf attachment to the vendor without any manual effort.

Blanket Orders

Establish blanket orders with a vendor that can be drawn from and adjusted as purchase orders are issued against it.

Purchase Order Receiving

Record partial or full receipts of goods and services against a specific purchase order. Invoicing receipt lines can be used to comply with three-way matching of orders, receipts and invoices.

Contract Management

Create a list of your contracts with vendors. Track information on your contracts and attach documents related to them.

Vendor Certifications

Track various certifications per vendor and their status. Monitor certifications expiry and vendor compliance with rules within and outside your organization.

FINANCIAL ANALYSIS

Enjoy secure access to specific departments, projects, cost centers, or grants. Give permission to principals and budget managers to make timely and proactive decisions by providing them real time access to budget to actual information. Provide authorized employees and managers with real-time budget data for any combination of dimensions (segments) in your General Ledger. Managers can access real-time budget vs actual details, including the ability to drill down to source documents and even view electronic images of the source documents, filter on dates, and export details to Excel.

CASH MANAGEMENT

Bank Account Management

Define currencies and set up bank account information within the application. Add specific attributes such as Electronic Funds Transfer (EFT), check printing with signatures, and bank reconciliation formats when defining bank account information.

Bank Account Reconciliation and Integration

Easily import bank statement data from electronic files sent from your bank. Reconcile your bank statement data automatically to open bank account ledger entries and keep track of all bank statements.

Cash Receipts

Easily receive funds that are tied directly to accounts receivable, record miscellaneous payments, and issue receipts. Receipts can be issued in printed form or emailed to recipients.

Cash Flow Forecasting

Get greater accuracy in predicting how your organization's liquidity will evolve over time. Cash Flow Forecasting consists of cash receipts (the money you expect to receive) and cash disbursements (the money you expect to pay out plus the liquid funds you have available).

HUMAN CAPITAL MANAGEMENT

Human Capital Management brings together all the components of a modern HR operation, making managing employee records, performance appraisals, benefits, training and even collective agreements simple.

EMPLOYEE MANAGEMENT

Qualifications

Gain better control and visibility over staff qualifications by defining all qualifications to be tracked for your staff. Maintain ongoing qualifications for employees and keep track of required and expiring employee qualifications using smart alerts, dashboards, and reports.

Assigned Company Items

Effectively report and track on company-owned items assigned to each employee at any time in order to gain better visibility into company items that are issued. These items can include pass cards, keys, laptops, computers, smartphones, or other IT items. When an employee is hired, the system creates a list of items that need to be assigned. The same process applies during termination.

Tasks

Create onboarding or ongoing tasks and assign them to an employee group (Employee, Manager, HR, or Payroll) to keep track of the type of tasks within the organization. Tasks are automatically created and assigned to each employee based on their employee group during the hiring process to reduce manual workload and errors. Reduce administrative overhead by providing self-serve access for employees through mySparkrock, which includes links to forms that need to be filled out by new employees and submitted to the HR department.

Employee Onboarding

Reduce manual workload and errors by automatically creating and assigning tasks to employees, managers, HR, or Payroll based on their employee group. With self-serve access, new employees get links to forms that need to be filled out and submitted to the HR department.

Employee Experience and Seniority

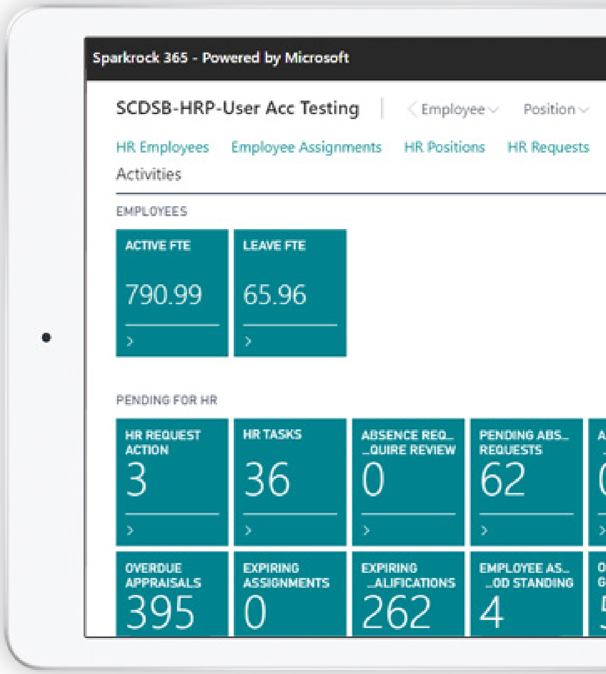
Record previous employee experience with the ability to relate that to types and groups for seniority purposes. Current experience can be calculated by actual days worked or calendar days.

Employee Discipline Tracking

In a secure and confidential manner, track disciplinary measures taken against employees using notes, attachments, or specific tracking codes to ensure that proper disciplinary processes are met in your organization.

Appraisal Management

Manage employee performance appraisal plans effectively and make staff's lives easier by prompting them to complete appraisals and reminding them about upcoming appraisals. Track employee appraisal history in a detailed and organized manner using attached documents and completed details. Through Manager Self-Service, display pending appraisals to managers in an easy-to-read way, and give managers control over the process by linking supporting documents, marking appraisals as "complete", and tracking whether HR approved the process.



A/P Expense and Bank Integration

When employees are hired, expenses capabilities and banking information are automatically setup and synchronized to help your HR team avoid headaches.

ABSENCE AND LEAVE MANAGEMENT

Attendance Balances

Review employee-specific absence balances at a glance based on attendance plans. See more details under Absence Management.

Attendance Plan Definition

Effectively create and manage attendance plans for employees and maintain business rules associated with them. Track details you need, such as causes of absence, entitlement, and consumption (including sequencing and top ups) to get greater visibility into your attendance plans. Assign plans to an employee with HR requests for transactions, and report and analyze absence data as it is collected.

Entitlement Plan and Creation

Easily generate annual or per pay employee entitlements based on attendance plans, which provides you the flexibility to edit details before applying entitlements and override entitlements, if necessary. Track data to manage allocations for Earned Leave based on collective agreements.

End of Year Processing

Gain control of end-of-year processes by establishing end of year entitlement rules and reduce your workload by running a batch process that applies these rules to employee entitlements.

Absence Requests and Approvals

Give employees the ability to view their own balances for sick days, vacation days, or any other type of entitlement and then enter their own absence requests. Effectively control activities related to absences, including absence request entries that trigger calculations for duration, and enjoy visibility into absence balances and consumption. Managers are automatically notified about required approvals through email and employees are informed when entries are approved or denied, allowing them to obtain up-to-the minute information without adding workload.

EMPLOYEE AND MANAGER SELF-SERVICE

mySparkrock

mySparkrock accounts are automatically created for new employees based on employee class, which saves time and reduces workload for your HR and IT staff.

Employee Self-Management with Profile, Attendance Balances, Pay Statements, and Tax Forms

Give employees access to HR information with mySparkrock to create a more efficient way to communicate and update data. This includes giving staff the ability to update personal information, view absence balances, make time off requests, view pay statements, complete assigned tasks, review qualifications and training details, and download tax forms.

Manager Self-Management with My Team and Appraisals

Provide managers with access to HR data through mySparkrock for them to make effective decisions in a fast and easy way. This includes access to upcoming and pending appraisals, pending attendance approvals, and pending tasks for all direct and indirect reports.

POSITION MANAGEMENT

Flexibly structure HR data using relationships, hierarchies, and business rules. Link unions to positions and link employees with multiple assignments to different unions simultaneously. Define and update pay grids based on union or employee agreements. Report and analyze budgeted positions and understand vacancies, and easily track all major HR transactions.

Job Requisitions

Add, modify, and approve job requisitions to streamline your hiring process when looking to fill a position. Create positions easily and post them onto the external talent portal to offer registered applicants the opportunity to view and apply for listed positions.

COMPENSATION MANAGEMENT

The Compensation Journal collects all earnings to be paid in a pay period from various sources (employee assignments, time entry, scheduling, paid leave, etc.). This allows for analysis prior to payroll gross to net calculations. Run test reports to see how earnings will post to the general ledger after payroll is completed and posted.

TRAINING & QUALIFICATIONS MANAGEMENT

Schedule and track training events for employees. Register employees for training events or allow employees to register themselves and integrate with Scheduling to eliminate double-booking for shifts during training. Print documents for attendees and use communication tools to engage with them, track results, and automatically update employees' qualifications upon completion.

BENEFIT MANAGEMENT

Efficiently define benefit groups, plans, components, default selections, and waiting periods for each plan offered by your organization. Use HR Requests to reduce manual effort and human error. When you attach a plan to a position, it automatically applies the benefits plan to all employees under that position. Attach specific plans to all employees under a position, and edit each employee's plan details, such as effective dates and selections. Employees can view their information through mySparkrock.

Employee Benefits Details

Increase visibility into your company's benefits details by editing benefits plans attached to each employee, such as effective dates and selections for employees, and allow employees to view this information when they sign on to mySparkrock.

COLLECTIVE AGREEMENT MANAGEMENT

Efficiently track collective agreements, articles, and subsections, easily defining team members and leadership for each. Manage grievances with records, responses, and timelines, and analyze data to identify any problematic sections of the agreement. Privately report harassment complaints to follow proper procedures.

SENIORITY MANAGEMENT

Record previous employee experience via the Experience Worksheet. Categorize all employee experience by Type and Group. Current experience can be calculated by actual days worked or calendar days. View employee seniority hours (or days) on the employee assignment as it is updated with the posting of each payroll based on the number of hours/days the employee works in each pay period. Causes of Inactivity can be included or excluded from employee experience calculations

PAYROLL

Sparkrock 365 includes Payroll Administration capabilities designed to ensure an accurate, streamlined payroll process that frees up time for staff to focus on serving community constituents.

Advanced Calculations

Use an extensive library of pre-created payroll codes to easily set up and maintain hassle-free payroll calculations. Customize calculations to your unique needs, including support for union or employee agreements.

Direct Deposits

Efficiently generate EFT files directly from payroll batches and update payroll documents with remittance numbers. Supports all major EFT formats.

Direct and Indirect Cost Allocations

Effectively and accurately allocate direct and indirect employee costs according to timesheets and salary allocations.

Comparison Analysis

Get more visibility into your payroll and reduce potential errors. Analyze earnings and/or hours by comparing them to prior periods and identifying any differences over a threshold.

Pay Codes and Deduction Codes

Supports a comprehensive list of pay codes and deduction codes ensuring your employees are paid correctly the first time.

Compensation Journal Validation

Perform an automated employee and earnings review to accurately resolve any reported errors before finalizing a pay run.

Employee Earnings Allocations

Attach allocations to employee earnings to control posting to specific G/L Account(s) and dimension combinations. Allocations can contain one or more lines splitting the earnings by percentage for G/L Posting.

SCHEDULING AND TIME ENTRY

Sparkrock 365 includes Scheduling and Time Entry capabilities that ensure staffing transparency, automates workflows and helps organizations maintain oversight of labour costs.

EMPLOYEE SCHEDULING

Nonprofit organizations often must manage complex, distributed workforces with dynamic shift schedules. Ensuring you have qualified personnel available is important to effectively serve the people who depend on you. But calling around, sending emails and logging time on spreadsheets is slow and open to lapses or negligence. With Sparkrock 365, getting the right person on site and accurately tracking their time all becomes much easier. Tightly integrated with finance, HR and payroll—each purpose-built for social impact organizations—Sparkrock 365's cloud-based scheduling and time entry improves transparency, automates workflows and helps you maintain oversight of labour costs.

Eliminate Manual Guess Work

Make scheduling more efficient and organized, with templates, auto-fill settings, and self-service capabilities for employees and managers alike.

Schedule the Right Person Every Time

Staff details such as qualifications, seniority, and availability are at supervisors' fingertips, giving you the confidence your community will be served well.

Control Overtime Costs

Gain visibility into overtime risks and proactively prevent budget issues with automatic warnings for schedule changes that could lead to overtime costs

Templates and Schedule Management

Define templates and create staff schedules by unit or location, establish business rules and post created schedules for staff to view online in real-time.

Schedule Confirmation and Approval

Automatically email reminders to employees and managers about schedule confirmations before the schedule is processed by payroll.

Overtime Warnings

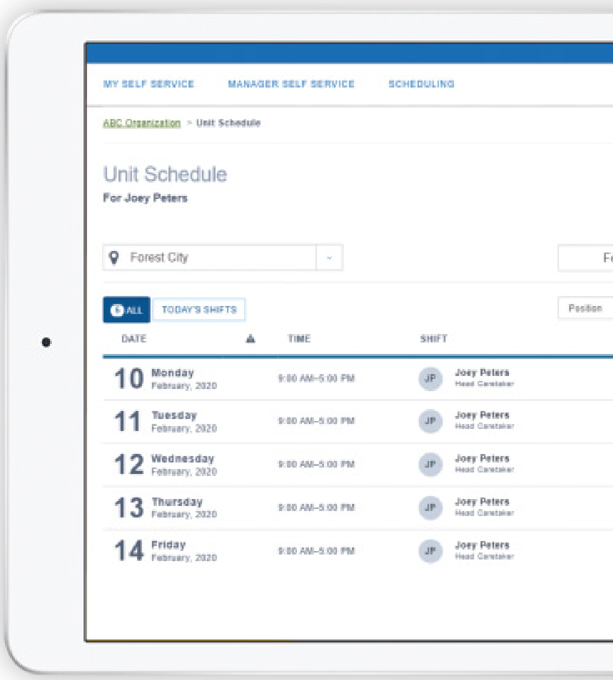
Notify staff of schedule changes that may cause an overtime condition or exceed labour or union agreements.

Seniority/Priority Listing

Make more informed scheduling decisions with a list of preferred staff members based on availability, seniority, priority, and orientation to a particular unit.

Scheduling Payroll Integration

Load approved scheduling entries directly into the compensation journal without any reformatting and seamlessly integrate allocation data for different departments, cost centers, or dimensions.



TIME CLOCK

Capture actual shift times with online clock-in and clock-out, ensuring the employee is in attendance and on time. Restrict time clocking to specific locations or import from external device. Pay staff by their actual attendance, not schedules.

SHIFT TRADING

Post shift offers online and accept bids from staff. Supervisors review all bids, select a candidate, and send out automated notifications. Empower employees to trade shifts directly, automatically requesting supervisor approval.

TIME ENTRY

Time Entry and Approval

Make your time entry process more efficient and traceable. Establish how your staff categorizes activities on their timesheets to collect the information you need, and automate approval notifications to managers about submitted time sheets.

Time Entry Payroll Integration

Load approved time sheet entries directly into payroll without any reformatting and seamlessly integrate allocation data for different departments, cost centers, or dimensions.

CASE STUDIES

ROBIN HOOD ASSOCIATION

"The best thing about the Sparkrock is the way it links Human Resources to Scheduling, to Payroll, and then ultimately to Finance. Now that we have all four modules implemented and stable, the magic and the beauty of it is how they speak to one another for admin and financial purposes."

CANADIAN CENTRE FOR ETHICS IN SPORT

"Since the Sparkrock solution is built specifically for nonprofits, our users find it easy to understand and navigate, and they enjoy having quick access to data at their fingertips. The main strengths of the system include the flexibility to report on project streams, ease of producing financial statements, and retrieving historical transactional information"

Gary Laverdure, Manager of Financial Operations

CBM
embracing a broken world through word & deed

"The Sparkrock solution works really well because it's fully integrated, right from revenue back into the back end. As soon as you have a piece of information the data is there and you can see exactly where you stand in regards to financials and revenue."

Rob Jackett, Director of Administration

ABOUT SPARKROCK

Sparkrock provides enterprise software (ERP) that includes finance, workforce management, payroll and employee scheduling built for the Nonprofit, Human Service, K-12 Education, and Public Sector organizations.

Our customers use our deep industry functionality all the while having the Usability, Flexibility, Reliability and Security of Microsoft's cloud technology. Our intelligent online workflows are as easy to use as your Office 365.

Our software makes reporting stress-free, reduces multiple data entry points and the operational risks associated with disparate data. Sparkrock 365 and Microsoft Dynamics 365, powerful alone. Better together.

Get Started

Your work makes the world a better place. We make the technology that gets you there.

Book a free demo of Sparkrock 365 that's customized to your unique requirements.
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