

City of Soledad
 Disclosure of Enterprise System Information
 (SB 272: Government Code 6270.5)

Vendor	Product	System Purpose	Description or categories of types of data	Custodian	Frequency Collected	Frequency Updated
Tyler Technologies	Incode	Financial Accounting System	Accounts Receivable Accounts Payable General Ledger Utility Billing Payroll Business Licenses Cash Management Human Resources Budgeting	Finance	Daily	Daily
Microsoft	Microsoft Office Suite	Outlook Word Excel	Email system Word processing Spreadsheet program	All employees have access to Office suite	Daily	Daily
Microsoft	Microsoft Exchange	Email system	Enterprise electronic mail	I.T.	Daily	Daily
Intuit	Quickbooks	Accounting software	Accounting for Housing Authority	Finance	As needed	As needed
Acrobat Reader						
Laserfiche	Laserfiche	Document management	Storage of documents in portable document format (pdf) for record retention: Council agendas, minutes, records HR records Financial records: audit reports Contracts, agreements, etc.	City Clerk Public Works Finance HR	As needed	As needed
Black Bear	PT Win	Permit tracking	Permits	Community & Economic Development	As needed	As needed
Infosend	Infosend	Onlinebiller.com	Utility billing third party contractor	Finance/Public Works	Daily	Daily
Paymentus	Paymentus	Third party utility bill collection company	Utility payments	Finance/Public Works	Daily	Daily
FiServe	FiServe	Online utility payments	Utility payments	Finance/Public Works	Daily	Daily
SEMS Technologies, LLC	SEMS	Asset management	Data management for drinking water and wastewater	Public Works	Daily	Daily