

Mt. View Sanitary District Enterprise System Catalog

ADDRESS: **Mt. View Sanitary District**
3800 Arthur Road
Martinez, Ca 94553

PHONE: (925) 228-5635

Enterprise System Catalog

January 3, 2019

VENDOR AND PRODUCT: **Sage, Sage 50**

SYSTEM PURPOSE: District's Accounting Software

CATEGORIES/TYPES OF DATA: Necessary data needed to complete various aspects of accounting: Accounts Payable, Accounts Receivable, and Payroll.

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Adobe, Acrobat 9 Standard**

SYSTEM PURPOSE: Documents, Accounting & Emails

CATEGORIES/TYPES OF DATA: Working with and Formatting Documents for: accounting, email purposes and Board Minutes

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Adobe, Acrobat 2017**

SYSTEM PURPOSE: Documents, Accounting & Emails

CATEGORIES/TYPES OF DATA: Working with and Formatting Documents for: accounting, email purposes and Board Minutes

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Office Suite**

SYSTEM PURPOSE: Document creator, Email, Reports, Fee Processing

CATEGORIES/TYPES OF DATA: Creating and Reading Documents, Flyers, Newsletters, Exchanging emails internally and externally, Running reports, Sewer Services Charging Processing

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Google, Google Documents**

SYSTEM PURPOSE: Data Recording

CATEGORIES/TYPES OF DATA: Recording Water Level Readings

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: Every Day

FREQUENCY OF UPDATE: Every Day

VENDOR AND PRODUCT: **Google, Maps**

SYSTEM PURPOSE: Locating property addresses

CATEGORIES/TYPES OF DATA: Street Views to confirm District mapping

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Webssoft, Mobile Maintenance Management System**

SYSTEM PURPOSE: Maintenance Coordination

CATEGORIES/TYPES OF DATA: Maintenance scheduling, record keeping and asset management

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed
