



DEAN || DORTON || ALLEN || FORD PLLC

TECHNOLOGY



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## General Technology Consulting

IT Audit Services

Full Technology Assessments

Sarbanes-Oxley Compliance Consulting

## Our Services

DDAF Technology offers a full range of services:

- Technology Assessments
- IT Project Management
- Litigation and Forensic Support
- Disaster Recovery and Business Continuity Planning
  
- Complete Outsourced Solutions
- Network Design
- Server and Desktop Support
- SPAM Filtering Services
  
- Accounting Software Implementation and Support
- Industry-Specific Software Selection and Implementation Management
- Business Application Training
  
- SAS 70 Audits
- Sarbanes-Oxley 404 Compliance (Implementation and Testing)

## We Know the Value of Technology

What is the value of technology to you? Have you ever used a pair of pliers when only a wrench will do or tried to turn a Phillips-head screw with a flat-head screwdriver? Imagine trying to run a business day to day with the same sort of limitations. Outdated or inadequate technology hinders productivity and limits profitability. Having the right tools makes a job much easier.

Technology is only as good as the ease and efficiency it brings to your work flow, and only as valuable as the return on investment it produces. Even if you know a lot about computers, managing the day-to-day demands of your company's technology systems can be a burden, taking you and other valuable employees away from the activities that generate revenue.

Often, companies are reluctant to upgrade or implement new technology because they are intimidated by what they don't know or are afraid of the perceived cost of implementing new technology. Many small to mid-sized companies cannot justify a full-time technology staff. Responsibilities are often passed to someone who knows very little about technology issues.

That's why DDAF technology wants to be your technology advisor. Our services can be tailored to the diverse need of your company. We will become your professional technology staff, supporting your daily operations, helping your staff take full advantage of existing software, and identifying opportunities for business improvement. Our expertise includes systems design, software implementation, training, support, and maintenance. Think of us as an extension of your current staff at a cost far less than having comparable full-time employees.

DDAF Technology is a full-service professional technology team dedicated to quality technology services. Our goal is to partner with your company to implement technology that enhances your bottom line. We offer seamless, cost-effective solutions. Our services begin with professionally managing your complete technology infrastructure on a part-time basis. And we stay with you every step of the way, as your business grows and your needs change.

DDAF Technology frees your managers so that they can focus on servicing your customers. Our services give you the advantage of a professionally managed technology department - without the full-time overhead.

## Software Consulting

Accounting Software Implementation and Support  
Industry-Specific Software Selection and Implementation  
Software Training

## Outsourced Solutions - Technology Partnership

Our Technology Partnership packages information technology (IT) services in a way that makes outsourcing simple and cost-effective for your company. It is scalable to fit the needs of any size organization.

The broad objectives of our Technology Partnership include:

- Providing a consistent, reliable technology staff
- Developing a budgeted and consistent technology expense
- Leveraging technology to improve business processes
- Freeing internal staff to do their primary jobs and focus on the business
- Increasing employee/user satisfaction with regard to business technology
- Minimizing technology interruptions in daily business
- Maximizing the efficiency of technology at all levels

### *Consistent Team*

As part of our engagement, it is our goal to provide a consistent and reliable team. The team generally consists of a manager, primary support engineer, and a backup engineer. The primary engineer will be assigned regularly scheduled, on-site time.

### *Comprehensive Services*

DDAF Technology provides a multitude of services for our clients, whether from a standard package or specialized list. The following is a list of broad service categories.

## Managed Services

Complete Outsourced Technology Management  
Network Design  
Server and Desktop Support

### *Planning*

- Assist management with creating and maintaining a technology budget
- Monitor and implement life-cycle projections and replacement plans for current technology
- Asset procurement (purchase technology hardware through DDAF discount sources)

### *Documentation*

- Maintain IT usage policies and procedures
- Maintain an inventory of technology equipment, including software

### *Preventative Maintenance*

- Perform periodic testing of backups
- Monitor and install software service packs
- Maintain up-to-date anti-virus software
- Monitor critical technology and provide upgrade recommendations to management

### *Support*

- Troubleshoot PC problems
- Answer user questions
- Provide software support - email, word processing, spreadsheets

The services listed here would be covered by a set monthly fee. Specialized projects that require services not described above are not included in the agreement and would be billed separately. In the event that a specialized project arises, a detailed quote and explanation of services will be provided in advance of the project beginning.



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## About Dean Dorton Allen Ford

DDAF is a full-service accounting and business consulting firm providing services to clients of all sizes in a variety of industries. The firm has grown to be one of the largest Certified Public Accounting firms based in the Commonwealth of Kentucky.

At DDAF, our philosophy centers on an unyielding commitment to provide services that exceed our clients' expectations and are consistently superior to our competitors in quality and timeliness. Further, we strive to do so in a setting that is satisfying professionally and personally for firm employees.

### Software Consulting

#### *Accounting Software*

DDAF Technology Consultants specialize in accounting software. We sell and support the Microsoft Business Solutions line of accounting software (Dynamics GP and Small Business Financials). For our smaller clients, we sell and support the QuickBooks and Peachtree lines of products.

#### *Industry-Specific Software*

Our services include evaluation, selecting, and implementing the software. Our expertise guides us in analyzing bids and selecting the most appropriate software package. We have project managers who act as liaisons between software vendors and your company to articulate the expectations of the end user and ensure that the chosen software meets those expectations. DDAF Technology can serve as the vendor's point of contact throughout the entire process of implementing or upgrading software.

#### *Business Application Training*

Successful companies ensure that their employees are properly trained on business applications. A person's productivity can increase exponentially when that person is utilizing the full power of the company's software. DDAF Technology is now offering training in basic Microsoft Office programs to help increase your employees' skills to make them more proficient and productive for your company.

### IT Audit Services

Our Technology Consultants work closely with our Assurance Services Group to provide IT general controls audit services on our audit engagements.

We have worked to develop the same IT general control framework that can be used to perform a general IT assessment for any company.

In addition to our IT general control audit work, we also specialize in performing SAS 70 audits and Sarbanes-Oxley Section 404 IT compliance assistance.

A unique difference between DDAF IT auditors and other IT auditors is that, when we are not auditing, we are consulting and supporting daily IT operations. This gives us a unique hands-on perspective.