

# Functional Requirements

## General

### Section I

Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)			RESPONSE	COMMENTS
FUNCTIONAL REQUIREMENTS - GENERAL Section I				
GENERAL SYSTEM CAPABILITIES:				
1	The software must be commercial off-the-shelf that can be tailored to customer needs through configuration instead of custom software development.			
2	Provides a one-time, single-point of data entry to reduce redundant work.			
3	Modules should integrate to maximize operator and system efficiency where applicable.			
4	Provides an easy to use tool for preparing various statistical and analytical reports.			
5	Allows searching on all application fields and includes search operators such as greater than, less than, in between, etc.			
6	Allows for unlimited historical data to be stored and maintained in the production system.			
7	Performs real-time data validation and error checking at the time of data entry.			
8	Provides identification of an individual who last entered or changed any transaction and the date of that change.			
9	Allows for multiple users to be on the system at the same time and multiple users to be in the same program at the same time.			
10	The software must use a relational database.			
11	Provides functionality for data to be output directly from an application to multiple formats including, but limited to printer, email, Microsoft Excel, Microsoft Word and PDF.			
12	Allows customized access and user experience, to be maintained by role.			
13	Provides user defined fields for the master files and input screens in applicable modules.			
14	Provides comprehensive document management capabilities.			
15	Allows users to design site specific output forms for applicable modules.			
16	Allows for reports to be scheduled for automated generation with multiple output options.			
17	Provides integrated checklists and/or wizards to guide users through complex processes.			
VENDOR SERVICES				
18	Provides future updates and enhancements on a regular basis. Vendor will note such provisions and identify associated costs.			



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19	Provides well defined all inclusive migration processes for software releases.		
20	Supports all client software modifications in a generally available release.		
21	Provides client specific software modifications available to all clients at no additional charge.		
<b>TECHNICAL CAPABILITIES</b>			
22	Provides field level edit checks for transactions during data entry and provide immediate user feedback, including error messages and possible corrective actions (i.e., warnings when entering existing SSN, address, etc.)		
23	Provides online documentation and training materials such as context-specific help, release notes, and process overviews.		
24	Allows authorized users to obtain/update information through self service applications when applicable.		
25	Supports importing and exporting standard desktop office application files to Microsoft Office suite where applicable.		
26	Displays all date fields with a century indicator.		
27	Includes multiple application environments. This should include separate environments for end-user training and to install application updates without affecting production.		
<b>APPLICATION ARCHITECTURE</b>			
28	Allows applications to be browser-based and not require additional software or add-ons installed on end user devices.		
29	Includes real-time RESTful APIs for third-party application integration.		
30	Processes should occur in real-time, but allow for select processes to be scheduled.		
31	Supports standard Windows clipboard functionality to cut/copy/paste to and from fields.		
32	Allows for files to be attached directly to application records and transactions.		
33	Allows for documents to be scanned directly and attached directly to application records and transactions.		
34	Supports mass changes to definable groupings of transactions, where applicable.		
35	Provides effective dating for transactions and table updates, including both future and retroactive changes, where applicable.		



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36	Allows drill down functionality to supporting records, including across application modules.		
37	Supports either on-premises or cloud deployment.		
38	Supports industry standard virtualization platforms.		
39	Supports system on Microsoft Windows Server operating systems.		
40	Allows for communication between end-user and application server/s to be over HTTPS.		
<b>SYSTEM ADMINISTRATION &amp; CUSTOMIZATIONS</b>			
<b>Provides user-defined:</b>			
41	Tables		
42	Fields		
43	Reports		
44	Menus		
45	Output forms		
46	Business rules and workflows		
47	Allows all application customizations to be retained following any system update.		
48	Allows administration tasks to be decentralized.		
49	Supports industry standard backup solutions and practices.		
50	Supports database transaction log backups and point-in-time restoration.		
<b>DATABASE MANAGEMENT SYSTEM</b>			
51	Allows system to be optimized for Microsoft SQL Server RDBMS.		
52	Provides functionality to lock database records at row and field level.		
53	Includes a data dictionary.		
54	Allows for the administrator to track user behavior as well as database utilization.		
55	Provides documented best practices including but not limited to optimum database configuration and client maintenance.		
<b>SECURITY</b>			
<b>Allows integrated Role-based Access Control security system and includes the following features:</b>			
56	Unlimited number of roles to be assigned to a user		
57	Roles include several levels of access customization including, but not limited to application, process, record,		



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58	Roles can be effective dated to be automatically applied or expired on future dates		
59	Role administration to be decentralized per application module		
60	Supports Microsoft Active Directory for end-user authentication.		
61	Allows use of single login for all products from same vendor.		
62	Provides self-service applications to allow end users to register for a new account.		
63	Allows for end users of self-service applications to reset their own password, including "forgot password" capability.		
64	Allows an administrator to suspend a user ID from further use.		
65	Automatically log users off after defined idle time. Must be able to define idle time by user role and/or per application module.		
66	Provides functionality to record who changed security profiles and when changes are made (user name, date and time stamp).		
67	Includes summarized and detailed reports on user security rights.		
	<b>REPORTING</b>		
68	Allows user to generate charts and graphs based on report data within the system.		
69	Provides multiple output formats for reports including printer, PDF, Word, Excel.		
70	Allows scheduling of applicable reports to run automatically.		
71	Provides reporting by exception.		
72	Allows print preview of all reports before printing and have print screen functionality.		
73	Supports industry leading ad hoc reporting tools including Microsoft SQL Server Reporting Services.		
74	Provides a user-configurable, centralized access point for analyzing and aggregating data from all modules and applications allowing users to view key performance metrics and drill down for further detail.		
	<b>WORKFLOW</b>		
75	Includes integrated workflow engine across all modules to provide automated notifications and approval requests.		
76	Includes pre-defined business rules to include in customized workflows.		



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77	Allows for workflow design and administration to use point-and-click/drag-and-drop tools and require little technical expertise.		
78	Allows for workflow administration to be decentralized per application module.		
79	Allows multiple approval paths based on item to be routed, where applicable.		
	<b>Allows for the following workflow configuration:</b>		
80	First approver can complete workflow step for group		
81	All approvers needed to complete workflow step for group		
82	Ability to set a catchall rule, this rule would be activated if there are no other business rules applicable to the process.		
83	Provides automated approval notification where applicable.		
84	Provides multiple methods of receiving and acting upon workflow notifications and approvals, including from desktop and mobile platforms.		
85	Allows for a designated user to override particular workflow step.		
86	Provides functionality to set an alternate approver on a business rule so that workflow is automatically forwarded if not acted upon after a user-defined period of time.		
87	Tracks documents submitted for approval and review with a time/date stamp.		
88	Provides functionality to migrate workflow processes between application environments. For example, workflow processes can be built and tested in a non-production environment, then migrated to a production environment.		
	<b>DASHBOARD</b>		
89	Includes a centralized dashboard to access, analyze, and process data across proposed applications.		
90	Includes a comprehensive library of pre-defined content.		
91	Allows existing dashboard content to be customized and new dashboard content can be created through non-technical, point-and-		
92	Displays dashboard data in a variety of formats including tables and charts.		
93	Provides customized dashboard content per role and per user.		
94	Provides a wizard to assist new users in setting up their dashboard for the first time.		
95	Allows for dashboard content to be applied by end user or pushed to users by administrators.		



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96	Provides functionality for data surfaced to the dashboard to adhere to user permissions of source application.		
97	Provides integrated help, training, and support materials for dashboard.		
98	Dashboard data includes interactive controls to easily sort and filter data real-time.		
99	Dashboard data includes performance indicators for the organization. The organization should be able to both personalize the dashboard for each of their		
100	Dashboard data can be output in a variety of formats including, PDF, Excel, or CSV.		
101	Dashboard data includes links to drill into source application system for detailed information.		
	<b>FORMS PROCESSING</b>		
102	Allows users to create configurable forms from a rich library of templates.		
103	Forms output configuration options should include, but not be limited to form layout, logo, background and font colors, addresses, and signatures.		
104	Forms processing should allow for customized output options including print, email, and archiving.		



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	E-LEARNING TRAINING SOLUTION		
105	Provides courses integrated with client application environment.		
106	Allows searching for classes by subject and to expand modules to see all of the available classes.		
107	Provides prerequisites for new users getting started using system programs.		
108	Allows submitting of a weekly report on classes taken to the manager.		



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FUNCTIONAL REQUIREMENTS - GENERAL LEDGER Section II				
GENERAL PROGRAM CAPABILITIES:				
1	The software must provide a means to reduce costs and burdens of complying with Federal, State, and other grant regulations by serving as a basis for satisfying standardized reporting and auditing requirements.			
2	The software must provide a central inquiry program that provides an Accounts view that indicates the type account type is balance sheet, expense, or revenue. The status of the account and whether it is a multi-year account. This view should also display a bar graph of the debits, credits, and overall account level. Finally, this view should allow a user to drill down to budget history for the account.			
3	The software must provide a central inquiry program with the ability to filter on Accounts, Account Segments, Budget and/or Trial Balance.			
4	The software must track the user of each transaction.			
5	The software must comply with financial accounting and reporting standards set forth in the National Committee of Governmental Accounting (NCGA) publication, "Government Auditing and Financial Reporting" (GAAFR) and pronouncements by the Government Accounting Standards Board (GASB).			
6	The software must support accounting process functions that are required to maintain various fund types, individual funds and account groups, such as special revenue funds, fiduciary funds, etc.			
7	The software must provide a complete system of encumbrance accounting supported by open purchase order tracking.			
	<b>The software must process financial information using a modified accrual basis of accounting for the following type of funds:</b>			
8	General			
9	Special Revenue			
10	Capital Projects			
11	Debt Service			
12	Agency			
13	Expandable Trust			
14	Other			
15	The software must provide the ability to specify all major system variables, e.g., chart of accounts, report definition, and processing parameters, through system administration-maintainable tables.			
16	The software must support task alerts; when a user logs in, the system should automatically display the responsibilities, such as report approvals, budgeting, P.O. approval, etc., that need attention for the day, week, month, based on user-defined preferences.			
17	The software must support flexible, organization-defined chart of accounts structure. The account # should be at least 40 characters in length and have at least 8 user definable segments			
18	Ability to merge two accounts into one while maintaining all account history.			
19	The software must provide consolidation codes for cross-organization consolidating reports.			
20	The software must support unlimited historical data.			
21	The software must support organization-defined fiscal year, which can vary by fund.			
22	The software must provide comprehensive inquiry option with drill down capabilities to the user to access summary information or detail information as needed.			
23	The software must provide access to other modules from the General Ledger inquiry and to view the source information for each transaction. For example, a user should be able to drill down to a specific purchase order or vendor check.			
24	The software must allow for easy access to transaction inquiry, including access to the actual check, invoice, or purchase order image using the vendor's document management system.			
25	The software must support multiple fiscal year-end purchase order options including, but not limited to: void, carryover or carryover with re-appropriation.			
26	The software must support a multiple department organizational structure (within a fund and for all funds).			



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27	The software must support cross-department and cross-fund functional account analysis detailing inter-fund transactions with specific due-to and due-from and transfer-in and transfer-out, and maintain detailed record of outstanding due-to and due-from.		
28	The software must provide comparative financial information, including comparisons of current information with the same period last year, YTD last year, financial position at the end of last year, current operating budget, and with an annual finance plan (budget allocations).		
29	The software must calculate and present amount expended for each account as a percentage of annual budget, including open encumbrances and YTD expenditures.		
30	The software must allow authorized users to select certain information from the general ledger to prepare special one-time or recurring financial analyses.		
31	The software must have the option to store financial transactions in a temporary hold status until approved for posting to the general ledger by accounting personnel.		
32	The software must support pre-closing and post-closing trial balances to allow the user to review account balances, including current period transactions, before posting and after posting.		
33	The software must allow for multiple months and fiscal years to remain open simultaneously.		
34	The software must summarize and list on screen, or printed copy, in detail all inter-fund due-to and due-from transactions.		
35	The software must track anticipated cash receipt and disbursement activity by integrating with other applications.		
36	The software must accommodate a single or multiple bank account system.		
37	The software must have security to restrict a user to certain accounts in each application, which could vary by application.		
38	The software must have security to authorize a user to override the budget and where this can be done.		
39	The software must have security to authorize a user to approve requisitions and/or PO's and/or invoices.		
40	The software must support creating budgets versus actual inquiry by organization, with next and last year's capability.		
41	The software must support wild card searches of general ledger transaction descriptions.		
42	The software must allow for vendor inquiry by either name, vendor number, social security number, or Federal I.D.		
43	The software must authorization approvals by different levels of management and dollars.		
44	The software must support default report selections, which are saved by user, so they can view how a job was processed during a previous selection.		
45	Ability to provide for the maintenance of separate funds, each of which is a self-balancing set of accounts with all fund records being processed simultaneously by the common system.		
46	Ability to optionally balance a specific fund to a secondary segment.		
	<b>Ability to accommodate real-time on-line inquiry capability for the following items:</b>		
47	Beginning Budget Balance		
48	Year-to-Date Budget Activity		
49	Current Budget Balance		
50	Unspent/Remaining Budget Balance		
51	Beginning Transaction Balance		
52	Year-to-Date Transaction Activity		
53	Current Transaction Balance		
54	Beginning Encumbrance Balance		
55	Year-to-date Encumbrance Activity		
56	Current Encumbrance Balance		
57	Ability to require that all transactions are two-sided and balanced.		
58	Ability to drill down from summary account totals to the underlying detailed transactions.		
59	Ability to accommodate multiple fiscal year calendars.		
60	Ability for the system to support workflow for general journal approvals.		



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61	Ability to limit access to general ledger data by any element in the chart of accounts based upon security set-up.		
62	Ability to query a range of user-specified account numbers for any date and/or period range, with appropriate security control.		
63	Ability to accommodate any electronic document, including images, as an attachment to transactions.		
64	Ability to accommodate the pooled cash method.		
65	Ability to accommodate elements that are numeric.		
	<b>Ability to designate each general ledger account by a user-definable "account type" as follows:</b>		
66	Asset account		
67	Liability account		
68	Fund equity account		
69	Revenue account		
70	Expense or expenditure account		
71	Project/Grant		
72	Ability for segments of the chart of accounts to be grouped on a user-defined basis into multiple reporting hierarchies.		
73	Ability to share accounts across multiple years (i.e., project and grant accounts).		
74	Ability to add general ledger account numbers for next year's budget and restrict access until budget is approved.		
75	Ability to allow for filtering of the chart of accounts.		
76	Ability to print information displayed on the screen.		
77	Ability to add accounts in an active or inactive status at any time throughout the year.		
78	Ability to "hard" deactivate an existing account as long as there are no transactions in the current fiscal year.		
79	Ability to prevent deletion of an account with activity in any period of the current year.		
80	Ability to allow user, with appropriate security to make mass deletions of accounts with no history.		
81	Ability to allow user, with appropriate security to make mass account changes and keep history.		
82	Ability to sort, query, or view any element of the chart of accounts by its text description.		
83	Ability to provide a hierarchical structure that groups projects across departments for entity - wide reporting purposes.		
	<b>JOURNAL POSTINGS</b>		
84	Ability to accept both standard and recurring journal entries, with both the amount and account recurring.		
85	Ability to accept both recurring journal entries and annual renewals with only default account information, with entry allowed for the amounts.		
86	Ability to drill-down from within the journal entry screen.		
87	Ability to accommodate reversing journal entries.		
88	Ability to post journal entries through batch processing or real time transactions with work flow approval.		
89	Ability to allow the user to look up the chart of accounts on the screen as a reference during journal entry and to select the account.		
90	Ability to provide for budget control by checking available funds before posting.		
91	Ability to make adjustments to budget, transaction and encumbrance balances through the use of journal entries.		
92	Ability to have an unlimited number of lines in any part of the journal entry.		
93	Ability when entering journal voucher to view the multiple entries within the journal transaction on one screen.		
94	Ability to enter journal entries for multiple departments and funds under one journal header.		
95	Ability to provide default data within journal fields (e.g., year, date, period).		
96	Ability to have a description field of a user-defined length for each line in the journal entry.		
97	Ability to validate field values within the journal entry screen.		
98	Ability to highlight errors on the screen for immediate correction (online, immediate validity checks).		



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99	Provide flexible import to upload transactions from other operational systems to a journal entry and validate prior to posting.		
	<b>Ability to accommodate the following correction options, at a minimum, for journal entry errors:</b>		
100	Delete the pending journal entry		
101	Change/edit the journal entry		
102	Ability to view pending transactions before posting, with appropriate security.		
103	Ability to reverse a group of journal entries in the current reporting period.		
104	Ability to provide descriptive error messages.		
105	Ability to create a journal entry using a previously entered journal entry as a template (copy functionality).		
106	Ability to accommodate interfund transactions in accordance with GAAP and maintain an audit trail.		
107	Ability to automatically generate an interfund transfer when needed and initiate the appropriate approval path.		
108	Ability to automatically create due-to/due-from entries for interfund transfer transactions.		
109	Ability for one department to process a payment within the same fund to another department for goods or services rendered (with multiple revenue and expense codes) without issuing a check.		
110	Ability to ensure due to/due from and transfer in/transfer out balances across funds.		
111	Ability to input journal entries as a correction or adjustment to prior accounting periods with security.		
112	Ability to support accrual journal entries, which can (optionally) automatically reverse themselves on user-specified dates in the following period.		
113	Ability to adjust, supplement, or reduce existing pre-encumbrances and encumbrances, maintaining an audit trail of all adjustments.		
	<b>CLOSING &amp; ADJUSTMENTS</b>		
114	Carry forward all encumbrances		
115	Cancel blanket purchase orders		
116	Ability to encumber payroll at year-end.		
117	Ability to perform monthly and year-end closings on a site level.		
118	Ability to reopen a closed period multiple times for transaction processing with appropriate security.		
119	Ability to hold a period or fiscal year open before closing.		
120	Ability to have more than one period open.		
121	Ability to have more than one fiscal year open.		
122	Ability to initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).		
123	Ability to make post-closing adjustments at any point during the closing period.		
124	Ability to close all selected open purchase orders/encumbrances and requisitions/pre-encumbrances with user-defined parameters at year-end.		
125	Ability to define closing periods and period closing dates.		
126	Ability to prevent transactions from being processed in closed prior years and unopened future years.		
127	Provide Month End Manager with user-friendly interface to close a fiscal period and run inquiries on fund balances and unposted transactions by period.		
128	Provide Year End Manager to simplify process of year end close including a checklist to ensure all necessary steps are completed prior to closing the fiscal year.		
	<b>REPORTS</b>		
129	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)		
130	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		
131	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		
132	Ability to create PDF files or HTML links.		
133	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
134	Ability for scheduled reports to be emailed to a user.		
135	Ability to export queries to popular desktop applications (i.e., Word, Excel).		



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136	Ability to produce trend reports along with key performance indicators using pre-built Excel Data Cubes.		
137	Ability to provide user-specific dashboard tools to define and report on key metrics of financial information.		
	<b>System provides the following general ledger reports:</b>		
138	Account history		
139	Detailed transaction journal		
140	Budget journal		
141	Budget to Actual Expenditures (for any user-defined date or period range)		
142	Budget to Actual Revenue Estimates (for any user-defined date or period range)		
143	Department Budget (including both actual and budgeted amounts) for any user-defined date or period range		
144	Trial Balance		
145	Balance Sheet		
146	Statement of Revenues, Expenditures and Changes in Fund Balance by Fund Type		
147	Encumbrance listings by Department & Fund, showing liquidations & remaining balance		
148	Chart of Accounts		
149	Ability to sort queries and reports based on any element (e.g., date range, period range, individual account number, account number range, etc.).		
150	Ability to produce combined financial statements by fund, a select group of funds, or in total for all funds.		
151	Ability to print budget-to-actual comparison reports at any level of the account number for any user-defined date or accounting period range.		
	<b>Ability to accommodate the following query and report options:</b>		
152	Print all lines		
153	Drop accounts with all zero columns		
154	Drop detail lines below last sub-total line		
155	Ability to search for and report on a range of account numbers.		
156	Ability to search for and report on types of accounts.		
157	Ability to summarize individual line-item accounts into groups of accounts for use in financial reporting based on user-defined criteria.		
158	Ability to support online inquiry to account balances, available funds, and to detail posted transactions.		
159	Ability to run reports by various accounting methods (i.e., cash, accrual, modified accrual, GAAP).		
160	Ability to maintain a history of all general ledger entries and to produce detailed transaction reports to provide an appropriate audit trail.		
161	Ability to comply with GASB 34 financial reporting.		
162	Ability to filter, search, and report month-to-date, period-to-date, and year-to-date budget, estimated revenue, expenditures, revenue, pre-encumbrances, and encumbrances by any segment in the chart of accounts.		



Accounts Payable  
Section III

<p>Proposers must use one code only per requirement. The following answer key <u>must be used</u> when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)</p>			RESPONSE	COMMENTS
FUNCTIONAL REQUIREMENTS - ACCOUNTS PAYABLE Section III				
GENERAL PROGRAM CAPABILITIES:				
1	The system should provide a single, streamlined program for processing accounts payable cash disbursements.			
2	The software must maintain an accounts payable open-item (unpaid invoice) file that contains detailed records of vendor invoices.			
3	The software must allow for a user to place a payment on hold for any open item or for all invoices of a particular vendor.			
4	The software must control payments by due date, vendor and selected hold.			
5	The software must accommodate processing of debit/credit memos and manual checks.			
6	The software must provide detailed audit trail reports to support payable items and liabilities reflected in the general ledger.			
7	The software must post manual checks and include them in the general ledger distribution.			
8	The software must reconcile bank accounts (outstanding check reconciliation).			
9	The software must distribute invoice payments by item or total into multiple general ledger funds, accounts, organization or program.			
10	The software must consolidate vendor payments onto one check, detailing invoice numbers and dates or selectively produce individual checks.			
11	The software must be able to view vendor information from the invoice entry screen.			
12	The software must automatically liquidate encumbrances for invoiced, encumbered purchase orders.			
13	The software must provide the ability to input invoice due date and hold invoice payment until the due date occurs.			
14	Ability to provide two-way and three-way matching capabilities.			
15	The software allows for the following three-way match status: None, Do Not Allow Liquidations, Do Not Allow Liquidations - Line Item/Quantity Validation or Allow Liquidations.			
16	Ability to track vendor W9 & 1099 information.			
17	Ability to mass inactivate vendors and exclude vendors created after a specific date.			
18	Ability to maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.			
19	Ability to have numeric vendor numbers that are system generated.			
20	Ability to search vendor files from within purchasing processes (i.e., requisition and purchase order).			
21	Ability to create vendor groupings for specific commodities, locations, etc.			
22	Ability to maintain an accumulated purchase history for each vendor in system.			
23	Ability to maintain an audit trail for changes to the vendor master file.			
24	Ability to route updates to vendor record through workflow.			
25	Ability to select EFT file type of either CCD (Cash Concentration or Disbursement format) or PPD (Prearranged Payment and Deposit Entry format) on vendor record.			
26	Ability to update vendor name without losing the history.			
27	Ability to maintain a history of payments made to vendor.			
28	Ability to support one-time vendors.			
29	Ability to track insurance certificate information for vendors.			
30	Ability to track multiple remit addresses for vendor records.			
31	Ability to support standard invoice entry or quick entry.			
32	Ability to support recurring invoices.			



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33	Ability to support the calculation and automatic spread of discount amount.		
34	Ability to support the automatic spread of freight amount.		
35	Ability to allow an invoice to be re-established when a check is voided.		
36	Ability to support voiding an invoice.		
37	Ability to allow checks to be reconciled manually or via electronic file.		
38	Ability to automatically hold retainage on an invoice and pay in mass when approved.		
	<b>Ability to track the following types of retainage:</b>		
39	Contract Retainage		
40	1099 Retainage		
41	General Retainage		
42	Ability to support Procurement Cards and automatically update accounts payable and detailed general ledger.		
43	Ability to reverse an unintended import of purchase card transactions.		
44	The software must provide the ability to put vendor and all invoices on hold.		
45	Ability to inquire on the status of a check (e.g., outstanding, voided, cancelled, stale-		
46	Ability to identify all "stale" checks that are outstanding after a user-specified period of time. These stale checks will need to be automatically reallocated to a different account number until processed or cancelled.		
	<b>Ability to view:</b>		
47	Purchases by vendor (i.e., by invoice, purchase order/contract number, purchase item, budget unit).		
48	Purchases by service type and/or commodity code		
49	Payments to vendor, including the ability to view the actual check image from the Vendor's Document Management system.		
50	Ability to deactivate vendor from vendor listing by date with reason. Historical data would be retained.		
51	The software must share a single vendor file between accounts payable and purchasing modules.		
	<b>Ability to match items by the following:</b>		
52	Invoice		
53	Purchase order		
54	Ability to schedule invoices for payment based on vendor terms, future dated invoices, etc.		
55	Ability to default information from the purchase order to the invoice entry screen to simplify data entry.		
56	Ability to automatically balance encumbrances in expenditure accounts to control accounts and reserve for encumbrance accounts.		
57	Ability to manually or automatically relieve an encumbrance, either partially or completely, when an expenditure transaction is entered.		
58	Ability to maintain and release recurring payments (e.g., rental or lease payments) based upon user defined amounts and payment dates using an automatic batch process or real time transaction processing with the appropriate workflow approvals.		
59	Ability to reject transactions for insufficient appropriation and cash / fund balances (with override feature based upon security).		
60	Ability to set up soft and hard stops for processing transactions with insufficient funds appropriations.		
61	Ability to establish soft and hard stops for insufficient funds (e.g., electric bills must be paid).		
62	Ability to compare accounts receivable data to accounts payable to identify payees who owe money.		
63	Ability to drill across from a purchase order to and from the invoice.		
64	Ability to alert user of potential duplicate payments based on vendor number and invoice number combination, with the ability to override with the appropriate user security.		



Accounts Payable  
Section III

65	Ability to accommodate the following payment methods: printed check, electronic fund transfer, active card integration or direct disbursement.		
66	Ability to retain prior year(s) data for comparative reporting.		
67	Ability to accommodate one time vendors and identify them as such.		
68	Ability to automatically re-encumber a PO with a credit memo invoice.		
<b>Ability to track the following fields on the Vendor file:</b>			
69	Name		
70	DBA Name		
71	Title (e.g., Dr., Attorney, etc.)		
72	Employee designation		
73	Vendor number		
74	Multiple addresses (i.e., bid, orders, multiple remit to, etc.) (Please list in the Comments column the number of addresses allowed per vendor.)		
75	Vendor e-mail & web site information		
76	Contact person(s)		
77	Federal Tax Identification Number (TIN)		
78	Phone, mobile phone, and fax number(s)		
79	Minority/woman/disadvantaged business indicator		
80	Default chart of account information		
81	Payment methods		
82	Type of company (e.g., corporation, partnership, etc.)		
83	Commodity		
84	Standard payment terms		
85	Vendor-on-hold flag (e.g. litigation, payment dispute, etc.)		
86	Other user-defined information		
87	Ability to classify one-time vendors.		
88	Ability to track vendor performance		
89	Ability to track the following by vendor but limited to: purchase orders, invoices, contracts, awarded bids, issued checks		
<b>1099 CAPABILITIES</b>			
90	The software contains an Accounts Payable 1099 Manager program providing a centralized resource for processing 1099 records.		
91	The software must separate different types of 1099's within system, and print year-		
92	Ability to flag vendor, or certain invoices for a vendor, as 1099 reportable.		
93	Ability to collect necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).		
94	Ability to correct 1099 information in the system, reprint the 1099 form(s), and produce a correction file for the IRS.		
95	Ability to change a vendor's 1099 status at any time during the year, and all new activity will be updated with new 1099 designation.		
96	Ability for individual invoices to be included or excluded from 1099 income for a vendor as appropriate.		
97	Ability for 1099 status for individual invoices to be changed after invoice has been posted.		
98	Ability to change the 1099 status for all invoices for a selected vendor.		
99	Ability to flag invoice line item by GL object code to be 1099 reportable		
<b>AP INVOICE POSTING</b>			
100	Ability to default vendor's remittance address from the vendor record when processing invoices, with ability to select a different vendor remittance for use on transaction.		
101	Ability to override default vendor discount terms.		
102	Ability to assign automatic voucher numbers in sequence.		
103	Ability to allow for decentralized payment approval with centralized check printing.		
104	Ability to have a decentralized invoice process, and identify current pending invoices from all sources through invoice entry.		



Accounts Payable  
Section III

105	Ability to allow multiple invoices to be entered against the same purchase order reference, with validation of the total quantity and amount to be paid.		
106	Ability to accommodate account distributions by line item.		
107	Ability to suspend invoices from batch. Suspended invoices may be easily added into any batch as a pending invoice.		
108	Ability to change chart of account number distribution charges at the line item level on either requisition or purchase order, with appropriate user security restrictions.		
109	Ability to enter up to 200 lines on a single invoice.		
110	Ability to cancel a payment voucher.		
111	Ability to process debit and credit memos by purchase order and/or line item.		
112	Ability for credit memos to be applied against an open invoice.		
113	Ability to record the credit memo on the vendor record and automatically apply it with the next invoice to be paid.		
114	Ability for changes or deletions to invoice information before generation of checks.		
115	Ability to create custom import file for importing invoices.		
116	Ability to schedule invoices for payment.		
117	Ability to process invoices for which no purchase order exists, with the appropriate security.		
118	Ability to allocate an invoice amount to various accounts according to a percentage of the invoice amount or by dollar amount.		
119	Ability to enter one-time comments on the check stub to a single vendor.		
120	Ability to generate accounts payable checks daily, weekly, monthly or on demand.		
121	Ability to generate checks based on pay dates established when invoices are entered and the range of dates selected for payment.		
122	Ability to create an invoice list and preliminary check register prior to check generation.		
123	Ability to generate individual checks that include payments from multiple funds.		
124	Ability to add user defined fields to the invoice entry screen.		
125	Ability to compare control totals of invoices entered (amount) to total check run (amount) and permit correction before check production.		
	<b>Ability to provide audit trails with the following information:</b>		
126	Invoice number		
127	Disbursements		
128	Purchase order number		
129	Check number		
130	Date(s) (e.g., payment date, etc.)		
131	Payee		
132	Payee Address		
133	Approver and User ID		
134	Account number		
135	Ability to pay invoices by discount date		
	<b>CHECK INFORMATION</b>		
136	Ability to automatically update the budget when a check is voided.		
137	Ability to automatically update the vendor file when a check is voided.		
138	Ability to automatically generate check numbers based on user-defined starting numbers.		
139	Ability to compute the number of checks written per check run.		
140	Ability to produce manual checks.		
141	Ability to produce, through secure printers, checks with electronic signatures.		
142	Ability to ensure security on check writing signatures.		
143	Ability to support the use of multiple bank accounts within the same fund.		



Accounts Payable  
Section III

144	Ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check, and itemize the invoices on the check stub.		
145	Ability to prevent the printing of blank, negative, or zero amount checks.		
146	Ability to void checks by check number or range of check numbers.		
147	Ability to create custom export file for checks.		
148	Ability to post voided checks to system in exact same manner as original entry with reversing entry to general ledger having date of void, not original check date.		
149	Ability to provide for restart procedures for the check printing routine.		
150	Ability to produce a daily report showing all activity in the system.		
151	Ability to add comments or notes to a payment/entry that has already been processed, having no impact on financial information.		
152	Ability to accommodate automatic reconciliation of bank information (i.e., by uploading data from tape or file).		
153	Ability to produce a file containing all rejected check reconciliation transactions which could be available for online corrections (i.e., exception file).		
154	Ability to void checks online and automatically generate general ledger transactions to reverse all accounting distributions associated with that check.		
155	Ability to retain cleared checks in a check reconciliation database for inquiry and/or reporting purposes.		
156	Ability to place a "stop payment" on checks and generate the appropriate General Ledger transaction.		
157	Ability to suppress the printing of checks that are below a certain dollar threshold		
	<b>QUERY/REPORT</b>		
158	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)		
159	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		
160	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		
161	Ability to create PDF files or HTML links.		
162	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
163	Ability for scheduled reports to be emailed to a user.		
164	Ability to export queries to popular desktop applications (i.e., Word, Excel).		
165	Ability to produce trend reports along with key performance indicators using pre-built Excel Data Cubes.		
166	Vendor Inquiry (including history of commodities, departments, etc. as defined by user)		
167	Inquiry by purchase order number, invoice number, receiver document number, or any other associated document		
	<b>Ability to produce the following reports:</b>		
168	Vendor Master Listing (by any element in the file)		
169	Vendor Multiple Address listing		
170	Summary Payment Report by Vendor (for a user determined time period)		
171	Open A/P Invoices as of date report		
172	Vendor Invoice List		
173	Vendor Fiscal Year Summary		
174	Invoice History by GL Account		
175	1099 MISC Reporting		
176	Check register		
177	Cash Requirements Report		
178	General Ledger Interface Report		



Accounts Payable  
Section III

179	Retainage Report		
180	Invoice Aging Report		
181	Expenditure Report		
182	Three Way Matching Exception Report		
183	Vendor Certificate Report		
184	Discounts Taken/Lost Report		
185	Ability to query for invoice information on any data element (e.g., invoice amount, invoice number, date, voucher number, etc.).		
186	Ability to accommodate Federal IRS Reporting Requirements for W-9's, 1099-M, 1099-I, 1099-G, 1099-S, Electronic 1099 submissions, B-Notices, and Backup Withholding.		
187	Ability to generate 1099 paper forms as well as on electronic media.		
188	Ability to produce graphical representations in the form of a chart, graph, etc. from accounts payable data.		
	<b>VENDOR ACCESS</b>		
189	Ability to allow Internet vendor e-registration and updating of company information.		
190	Allow vendor to inquire on 1099 information.		
191	Allow vendor to view checks that have been issued to them.		
192	Allow vendors to view invoices they have submitted.		
193	Allow vendor to electronically attach document to their profile.		



Budget  
Section IV

Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)		RESPONSE	COMMENTS
FUNCTIONAL REQUIREMENTS - BUDGET Section IV			
GENERAL PROGRAM CAPABILITIES:			
1	The software must bring current year's budget forward to develop a base date for preparing the new year's budget.		
2	The software must prepare performance budget with quantification of departmental services.		
3	The software must increase or decrease line item budgets by either a fixed or variable percentage globally or by department for both revenue and expenditure items.		
4	The software must maintain an annual or monthly budget.		
5	The software must support requested, recommended, and approved budget amounts.		
6	The software must accommodate budget requests at reduced, current, and expanded levels.		
7	The software must modify planned budget for an account and automatically update department and fund totals with appropriate amendment or commission approval.		
8	The software must retain initial and amended budget data in file.		
9	The software must generate an ad hoc basis budget worksheet to distribute to departments for use as computer turnaround documents, to provide input budget information remotely or to allow online budget worksheets.		
10	The software must report actual revenue and expenditures against approved annual and allotted budget during the year.		
11	The software must record and track budget amendments during the year with resolution references.		
12	The software must allow online status inquiry for department to retrieve up-to-date detail account status, including revenues, expenditures and encumbrances.		
13	The software must allow organizations to define a minimum of 5 budget levels needed and name them.		
14	The software must support budgeting for multiple years concurrently.		
15	The software must provide access to general ledger inquiry from the online budget worksheets.		
16	The software must provide multiple methods for projecting the starting budget, from detail transactions, zero budget or working with last years adopted, amended and actual x a percent.		
17	The software must provide "estimated" and "locked" projections for department heads to enter actual figures.		
18	The software must support distributing annual budgets to monthly figures by multiple methods including evenly or by defined percent.		
19	Ability for budget detail to specify which period the budget will be applied to.		
20	The software must allow users to enter or attach narrative justifications at the account level.		
21	The software must allow users to define their budget reports by choosing information from the last three years adopted, amended and actual figures; the software must support user-defined budget levels or projections for up to five years in the future.		
22	The ability to provide 5 year budgeting to comply with GASB 34		
23	The ability to export and import budget to desktop tools. The software must have seamless integration with Excel for the Budgeting process.		
24	Ability to import budget detail for desired accounts using Excel import file		



Budget  
Section IV

25	Ability to control budget by all elements in the chart of accounts.		
26	Ability to accommodate multi-year budget control.		
27	Ability to specify the appropriate category level and/or function for each account.		
28	Ability to accommodate pre-encumbrance control based upon funds availability.		
29	Ability to accommodate encumbrance control.		
30	Ability to validate pre-encumbrances, encumbrances, and expenditures against the appropriation budget.		
31	Ability to support budgetary allotments by month, quarter, year.		
32	Ability to validate field values within the budget entry screen.		
33	Departments site wide can access budget information on an inquiry basis for their unit, with authorized users only being able to make changes.		
34	Security features are robust to control the "views", "changes" and "approvals" by different organizational units.		
35	Reports are capable of including data for the prior year actual, current budget, current year-to-date actual, current year projections, and future year proposed. Reports should be able to include up to 3 years in the past and 3 years in the future.		
36	Ability to accept entry of budget requests at all organizational levels based on user authorization.		
37	Ability to restrict access to confidential data by user.		
38	Ability to configure a formal budget approval process that has versioning control and workflow		
39	Ability to prohibit multiple users from updating the same record simultaneously.		
40	Ability to provide department budgets (separate from the appropriation budget), used to control budgets at a lower or different level of detail than the appropriation budget		
41	Ability to ensure that all transactions using or affecting budget authority (appropriation, grant, project, department) are validated online, real-time against up-to-date budget totals based on established budgetary controls.		
42	Ability to provide multiple levels of controls for department budgets.		
43	Ability to provide different workflow and approval rules by department.		
44	Ability to provide separate data entry for appropriation and department budgets and budget transactions.		
45	Ability to configure a formal budget approval process that has versioning control and workflow		
46	Ability to track original budget, budget adjustment, and budget transfer line items for each line item and appropriation.		
47	Ability to prevent department level users from updating budget information after it has been submitted or as of a specific cut-off date.		
48	Ability to receive data from and export data to spreadsheet (Excel).		
49	Ability to budget by quantity and unit cost, rather than total amount.		
50	Ability to route proposed budget through Purchasing for unit costing.		
51	Ability to track, through an audit trail, every movement of the departmental worksheets.		
52	Ability to easily identify when viewing a department budget whether or not it has been submitted to the Budget Office.		
53	Ability to summarize or roll up department/division worksheets into department budgets.		
54	Ability to roll up department worksheets into site-wide master budget at various user-defined levels.		
55	Ability for the Budget Office to view progress by departments in budget preparation.		
56	Ability to "lock" (prevent other changes to that budget version) budgets at any phase of the budget, including after submission by departments.		
57	Ability to unlock a frozen budget with the appropriate security control at the department level unless it has already been submitted to the Budget Office.		



Budget  
Section IV

58	Ability to develop both detail budgets, at any level of the chart of accounts, and summary budgets in a distributed environment.		
59	Ability to provide for data entry into multiple budget versions during budget preparation.		
60	Ability to allow entering, storing, and reporting performance data linked to programs and program budgets, including performance measures and results, and associate these with financial data.		
61	Ability to record budget credits (negative numbers).		
62	Ability to indicate, by line item, one time expenditures in the budget "issues."		
63	Ability to allow users the option of including multi-line text in budget issues for justification purposes (e.g., contractual increased because of bargaining agreements).		
64	Ability for user to list budget issues at any level in the hierarchical structure.		
65	Ability to process and maintain all budget iterations, from Department request to Budget Office Proposed to final Adopted Budget.		
66	Ability to record various "review" dates (e.g., departmental review, Budget Office review, Finance Committee review, etc.)		
67	Ability to compare budget versions to demonstrate cost changes that have been made between versions.		
68	Ability to provide an "approved" or "not approved" flag to mark budget issues within a decision package by line item or by total.		
69	Ability to provide for approval of budget issues within a decision package at an amount greater than, less than, or equal to the amount requested.		
70	Ability to forecast real account balances, revenues and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters and allows for adjustments to the forecast.		
71	Ability to provide reports/inquiries, including graphs, to accommodate analysis of historical trends.		
72	Ability to drill down to compare budgets to actuals from highest level to lowest level of detail.		
<b>BUDGET ENTRY</b>			
<b>Ability to record the following information during budget entry:</b>			
71	Three or more years historical budget and actual data		
72	Year-to-date Actual		
73	Original Current Year Budget		
74	Modified Current Year Budget		
75	Current Year Projected		
76	Next Year's Budget		
77	Program		
78	Project		
79	Ability to provide worksheet information by month, quarter, or user-defined period.		
80	Ability to apply a percentage, fixed amount or other formula driven increase or decrease to a budgeted figure on a line-by-line basis, at both the department and site level.		
<b>Ability to create an initial version of the budget using the following:</b>			
81	Zero balances in all accounts		
82	Current year's original budget		
83	Current year's modified budget		
84	Last year's budget		
85	Last year's actual		
86	Current year's budget or actual plus/minus a percentage		
87	Previous year's budget or actual plus/minus a percentage		
<b>Ability to forecast current year budget and actual (either on a line-by-line basis or on an entire budget) based on:</b>			
88	Straight line projection		
89	Percentage based on last year actual		
90	Ability to utilize more than one method (straight line projection and percentage based on last year actual, for example) within the same budget.		
91	Ability to perform what-if scenarios.		
92	Ability to save scenarios.		
93	Ability to enter budget seasonally by month, quarter, or user-defined period.		



Budget  
Section IV

94	Ability to budget by fund.		
95	Ability to budget for multi-year projects under one project name.		
96	Ability to control spending by revenue source.		
97	Ability to enter budget adjustments in a pending status for final approval through electronic workflow.		
98	Ability, through workflow, to notify appropriate personnel of adjustments for approval and update to GL.		
99	Ability to adjust budgets within user-defined security profiles.		
100	Ability to override budget control within user-defined security profiles.		
101	Ability to drill down to all aspects of a budget amendment (moved to/moved from).		
<b>Ability to stamp all budget adjustment activity by:</b>			
102	User		
103	Date		
104	Transaction Code (minimum of 18 numeric characters)		
105	Final Approval Number		
106	Approval Date		
<b>SALARY AND BENEFIT PROJECTIONS</b>			
<b>Salary and benefit functionality includes:</b>			
107	Add or delete positions		
108	Reclassify positions		
109	Modify positions		
110	Transfer positions		
111	Freeze or unfreeze positions		
112	Split positions		
113	Change the number of authorized full time equivalents per position		
114	Control the number of employees filling a position based on the authorized full time equivalents online in real time		
115	Ability to override controls for specific position types.		
116	Ability to perform online edit checking and validation to prevent more than one employee from being assigned to the same position number, if so desired.		
117	Ability to create budget relationships (e.g., salary changes automatically adjust benefits and vice versa).		
118	Ability to route position change requests online to various staff members for approval.		
119	Ability to notify requestor when position has been approved and initiate other related events, such as recruitment file, etc.		
120	Ability to maintain position history.		
<b>QUERY/REPORTS</b>			
121	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)		
122	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		
123	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		
124	Ability to create PDF files or HTML links.		
125	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
126	Ability for scheduled reports to be emailed to a user.		
127	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
128	Ability to run various types of budget reporting (accrual vs. cash, etc.)		
<b>Ability to query or report the following online information by year, date, fund, budget, department, program, line item and/or by period:</b>			
129	Beginning Balance		
130	Beginning Budget		
131	Amended Budget		
132	Department Summary to Department Detail		
133	Pre-encumbrances		
134	Encumbrances		
135	Actuals		
136	Transfers (In and Out)		
137	Balance		
138	Revenues by Funding Source		
139	Expenditure Report by Funding Source		
140	Performance-based reports (measures and financials)		



Budget  
Section IV

141	Ability to generate a budget variance report for current and prior years.		
142	Ability to review multiple versions of budget online with proper security access.		
143	Ability to group account numbers for internal and external reporting purposes, including category levels.		
144	Ability to develop a standard and save a set of reports and inquiries for end-users.		
145	Ability to merge other module data into budget reports (e.g., budgeted and actual positions).		
	<b>Ability to provide the following online queries by year and by period:</b>		
146	Actual Fund Balances for user-defined periods		
147	Beginning Expenditure Balance		
148	Beginning Expenditure Budget		
149	Amended Expenditure Budget		
150	Pre-encumbrances		
151	Encumbrances		
152	Actual Expenditures		
153	Actual Revenues		
154	Transfers (In and Out)		
155	Available Expenditure Budget Balance		
156	Balance Sheet Account		
157	Revenue Budget		
158	Amended Revenue Budget		
159	Accrued Revenue		
160	Collected Revenue		
161	Revenue Surplus/Deficit		
162	Negative Expenditure Balances		



Purchasing  
Section V

Proposers must use one code only per requirement. The following answer key <u>must be used</u> when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)		RESPONSE	COMMENTS
<b>FUNCTIONAL REQUIREMENTS - PURCHASING Section V</b>			
<b>VENDOR MASTERFILE</b>			
1	Ability to accommodate user defined vendor categories (e.g., Disadvantaged Business Enterprises, Problem vendors, etc.).		
2	Ability to produce labels (or a label file for export) for vendors requiring a W-9.		
3	Ability to maintain multiple location addresses for each vendor. Please utilize the Comments column to notate the maximum number of addresses for each vendor.		
4	Ability to provide a vendor comment file that may contain a user-defined amount of information, viewable by any user but updateable only by users with authorized security.		
5	Ability to maintain and print out an audit trail for changes to the vendor master file.		
6	Ability for users with authorized security to add or change vendor master file records.		
7	Ability to hide inactive vendors after a user-specified period of time without activity, with appropriate workflow approval.		
8	Ability to add user defined fields to the vendor file.		
9	Ability to delete vendors after a user-specified period of time without activity.		
<b>Ability to track the following fields on the Vendor file:</b>			
10	Name		
11	DBA Name		
12	Title (e.g., Dr., Attorney, etc.)		
13	Employee designation		
14	Vendor number		
15	Multiple addresses (i.e., bid, orders, multiple remit to, etc.) (Please list in the Comments column the number of addresses allowed per vendor.)		
16	Vendor e-mail & web site information		
17	Contact person(s)		
18	Federal Tax Identification Number (TIN)		
19	Phone, mobile phone, and fax number(s)		
20	Minority/woman/disadvantaged business indicator		
21	Last date vendor utilized		
22	Default chart of account information		
23	Payment methods		
24	Type of company (e.g., corporation, partnership, etc.)		
25	Commodity		
26	Standard payment terms		
27	Problem vendor flag		
28	Preferred vendor flag		
29	Vendor-on-hold flag (e.g. litigation, payment dispute, etc.)		
30	Other user-defined information		
31	Ability to classify one-time vendors.		
32	Ability to track vendor performance		
33	Ability to track the following by vendor but limited to: purchase orders, invoices, contracts, awarded bids, checks		
<b>Requisitions</b>			
34	Ability to classify the type of purchase.		
35	Ability to electronically process multi-delivery, direct ship, blanket and non-blanket requisitions.		
36	Ability to display multiple account numbers on any line item on requisitions.		
37	Ability to punch-out to cXML vendor hosted web sites for online shopping catalogs.		
38	Ability to requisition with or without commodity description.		
<b>Ability to perform the following requisition functions, with the appropriate security:</b>			
38	Inquiry		
39	Add		
40	Change		



Purchasing  
Section V

41	Reject		
42	Delete		
43	Ability to provide for multiple lines of input per individual requisition.		
44	Ability to provide reports to users and management on requisition status.		
45	Ability to create and track all requisitions by date, by requester, by budget, by item, by action item, etc.		
46	Ability to check against the budget and pre-encumber requisition per line item.		
47	Ability to modify items ordered through change order (add or delete) including part, class, quantity, unit of measure, vendor, cost, project, fund, with the appropriate security.		
48	Ability to track requisitions and automatically date and time stamp (received, accepted, returned, re-received) with notes and comments.		
49	Ability to convert lines of requisitions to multiple purchase orders and different vendors.		
50	Ability to carry forward approval and user contact information from the requisition to the purchase order.		
51	Ability to limit general ledger distribution accounts to only those valid for that		
52	Ability to have multiple line items per purchase order with capability for one/multiple delivery schedules per line printed on purchase order.		
53	Ability to automatically or manually number requisitions with the ability to restart the numbering process with each fiscal year.		
54	Ability to create purchase orders from requisitions.		
55	Ability to allow for unlimited standard and free form messages at the header and line item		
56	Ability to generate bill to and ship to information automatically with secondary or internal delivery to location.		
57	Ability for requisition to specify multiple delivery dates and locations by line item.		
58	Ability to request a budget transfer as part of the requisition process		
59	Ability to notify originator when requisitions have been rejected.		
60	Ability to assign a requisition to a project		
61	Ability to create unique workflow rules by department, dollar amount, general ledger account or user.		
62	Ability for user to check on status of workflow approval		
63	Ability to interface to a contract file for contract items		
64	Ability to create a pick ticket if item is in inventory		
65	Ability to create requisition for a particular work order and task		
66	Ability to change terms and discounts with proper security.		
67	Ability to notify originator when requisitions has been converted to a PO or rejected.		
<b>REPORTS</b>			
68	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)		
69	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		
70	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		
71	Ability to create PDF files or HTML links.		
72	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
73	Ability for scheduled reports to be emailed to a user.		
74	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
75	Ability to create a requisition report, which can be sorted by buyer.		
76	Ability to display and/or print any / all reports and screens.		
77	Ability to generate vendor reports based upon user defined criteria.		
78	Ability to track and report on requisition, purchase order and receiving information.		
79	Ability to merge requisitions into single purchase order to be sent to vendor.		
80	Ability to create an unlimited number of user defined fields on a requisition.		
81	Ability to attach documents to a requisition and have those flow onto purchase order.		
82	Ability to create a bid or contract from a requisition		
83	Ability to create both current and next year requisitions with proper permissions.		
84	Ability to create a requisition with a vendor on the fly.		



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Section V

85	Ability to indicate on requisition if three-way match is required.		
86	Ability to customize requisition screens so user only sees fields that are pertinent to them.		
87	Ability to copy line items within a requisition or copy the entire requisition to a new one.		
88	Ability to establish shipping locations per line item.		
<b>Purchase Orders</b>			
89	Ability to support encumbrance control for budgeted funds.		
90	Ability to support soft pre-encumbrance control, whereby a warning is given if sufficient funds are not available.		
91	Ability to copy information from one process to another without rekeying (i.e., requisition to purchase order).		
92	Ability to copy, paste all information.		
93	Ability for the purchase order to be submitted back to the vendor via the cXML interface if noted to do so on the vendor profile.		
94	Ability to drill down to supporting documents within the purchasing system.		
95	Ability to email PO's with associated attachments included.		
<b>Ability to establish and maintain information concerning:</b>			
96	Vendors		
97	Commodities and a commodity coding structure (NIGP codes)		
98	Standards or specifications for items acquired		
99	Standard text for terms and conditions of purchases		
100	Ability to record and maintain history of purchases, commodities, and volumes.		
101	Ability to support workflow for procurement approval process, including multiple approvals at the departmental and central purchasing levels.		
102	Ability to support two-way and three-way matching of documents.		
103	Ability to support automatic entry into other modules, such as inventory, work orders and capital assets from purchasing.		
104	Ability to maintain history of all purchasing processes including requisitions and multiple types of purchases.		
105	Ability for end-users to check expenditures to date against encumbrances and budgets and see results on-line in real time prior to processing an expenditure request.		
106	Ability to support updating general ledger accounts for all procurement transactions.		
107	Ability to look up real-time status of purchasing processes.		
108	Ability to track last purchase date and amount for any item.		
109	Ability to track expenditures against credit cards issued to employees.		
110	Ability to utilize imaged or scanned documents such as vendor invoices and other source documents.		
111	Ability to accommodate partial receipts.		
112	Ability to detect and measure early / late and over / under shipments.		
113	Ability to maintain discrepancy file by vendor, stock number, item, dates, control number, purchase order number (receiving exception file).		
114	Ability to manually flag purchases for fixed asset tables upon receipt of good, with the appropriate security.		
115	Ability to audit receiving data by logon ID, date, time, etc.		
116	Ability to flag received goods for entry into inventory by item number.		
116	Ability to select all during purchase order receiving.		
117	Ability to support electronic (on-line) or fax capabilities for purchase orders and other vendor/procurement functions.		
118	Ability to create purchase order user defined fields that are available during purchase order entry process.		
119	Ability to allow purchase orders created from requisitions to automatically post.		
120	Ability to support purchasing thresholds by vendor (e.g., \$25,000 bid limit).		
121	Ability to support one master vendor file for all modules in the system, with security on the ability to change and/or update vendor records.		
122	Ability to detect duplicate vendor information upon entry of vendor information.		



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123	Ability for purchase orders to specify multiple delivery dates and locations by line item.		
124	Ability to allow transactions with valid vendors only.		
125	Ability to allow the selective inactivation or purging of vendor records by user-defined		
126	Ability to search for a vendor by item code, number, or description (in other words, attach vendor to an item(s)).		
	<b>Ability to maintain statistics in dollar amounts for each vendor for user-specified periods for the following criteria:</b>		
127	Payment history		
128	Discounts taken		
129	Purchase price variances		
130	Ability to effective date transactions, either before or after the current date.		
131	Ability to enter a percentage discount on the purchase order.		
132	Ability to enter future dates beyond the end of the fiscal year		
133	Ability to mass close purchase orders.		
134	Ability to summarize charges on an account and project level at the end of a purchase order.		
135	Ability to create purchase order change orders to the original purchase order document and update general ledger accordingly.		
136	Ability to have an integrated document management system where you can view all related documents within the purchasing module (requisition, purchase order, invoice and accounts payable check).		
	<b>Provide for the following carry forward methods for PO's at year end:</b>		
137	GAAP		
138	Budgetary		
139	GAAP/Budgetary		
140	Transfer		
141	Ability to disencumber the purchase order from the prior year; re-encumber and charge the expense to the current year.		
	<b>PROCUREMENT CARDS</b>		
142	Ability to manage procurement card transactions		
143	Ability to import Procurement card transactions		
144	Ability to track p-card transactions by employee		
	<b>PURCHASE ORDER REPORTS</b>		
145	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services).		
146	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		
147	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		
148	Ability to create PDF files or HTML links.		
149	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
150	Ability for scheduled reports to be emailed to a user.		
151	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
	<b>Ability to create the following purchasing reports:</b>		
149	Open purchase orders report by expense account		
150	Open purchase orders report by due date		
151	Open purchase orders report by vendor		
152	Open purchase orders report by commodity code		
153	Open purchase orders audit report		
154	Items not received listing		
155	Ability to generate reports of all purchase orders based on calculated user-defined criteria (e.g., >\$2500 or between 5/1/ and 6/1).		
156	Ability to process workflow for purchase order change orders.		
157	Ability to mass cancel selected purchase orders prior to year end processing.		
158	Ability to carry forward open encumbrances to the new year.		
159	Ability to indicate on the purchase order if three-way match is required.		
160	Ability for purchase order receiving to automatically generate an inventory receipt		



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161	Ability to match open purchase order encumbrances to associated general ledger accounts.		
162	Ability to have up to 199 line items on a purchase order.		
163	Ability to have multiple accounts on a purchase order line.		
164	Ability to have up to a 210 character description on purchase order line items.		
165	Ability to define ship-to locations per purchase order line item.		
	<b>VENDOR ACCESS</b>		
166	Ability to allow vendors to access and maintain a vendor profile.		
167	Ability to allow vendors to attach electronic documents such as W-9, certificates of insurance, licenses, etc.		
168	Ability to view, download, submit, and print quotes, bids, proposals, invoices, and attachments through an online system.		
169	Ability for vendor to inquire on status of purchase order that was issued to them.		



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Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)			RESPONSE	COMMENTS
<b>FUNCTIONAL REQUIREMENTS - PROJECT &amp; GRANT ACCOUNTING Section VI</b>				
<b>GENERAL PROGRAM CAPABILITIES: PROJECTS:</b>				
1	Ability to maintain historical data for all capital and operating projects independent of general ledger data (across multiple fiscal years).			
2	Ability to record timesheet information against a project.			
3	Ability to add projects in or change projects to an active or inactive status.			
4	Ability to enter text or comments on-line to a specific project. (Please specify in the Comments column how many characters are allowed.)			
5	Ability to accommodate multiple change orders and multiple transfers of funds within			
6	Ability to enter line-item data for future expenditures to reserve funds.			
7	Ability to maintain data across multiple fiscal years			
8	Ability to establish project budgets (balanced) across funds.			
9	Ability to establish project accounts to record project budgets, encumbrances and			
10	Ability to clone project accounts established from previous projects, then modify for a newly created project.			
11	Ability to record project activity over multiple years.			
12	Ability to record project activity over multiple departments.			
13	Provides general ledger account information when viewing project account detail			
<b>Ability to accommodate a variety of projects such as:</b>				
14	Small capital expenses (e.g., remodeling)			
15	Large capital projects (e.g., buildings, infrastructure)			
16	Miscellaneous projects, such as elections			
17	Routine work order(s) for non-capital expenditures			
18	Ability to classify project costs according to task (i.e., inspection, design).			
19	Ability to prevent charges from being allocated to a closed project, sub-project, or phase with the ability to override with the proper security.			
20	Ability to track dedicated funds set aside for selected activities in projects (e.g., set aside funds for planned activities as they become known).			
<b>Ability to validate charges against project master files to determine if:</b>				
21	Charges are to open projects			
22	Accounts charged are valid for specified projects (e.g., costs are valid or budgeted for the project)			
23	Ability to prevent entry to closed projects.			
24	Ability to search project titles on-line, primarily to assist in proper identification for data entry.			
25	Ability to perform flexible budgeting for projects while adhering to the level of budgetary controls established in the General Ledger.			
26	Ability to import projects and project accounts			
<b>PROJECT DATA</b>				
<b>Ability to record the following project data:</b>				
27	Project Code			
28	Type of project (paving, building, etc.)			
29	Project Title			
30	Major Project Code			
31	State Id #			
32	Federal CFDA			
33	Drawdown frequency			
34	Project Description			
35	Project Justification			
36	Department			
37	Status			
38	Project available budget			
39	Estimated dollar amount to complete project			
40	Create Fixed Asset indicator			
41	User defined category indicating ACFR or GASB 34 categories (General Government, Public Works, Public Welfare, Public Safety, Parks)			
42	Project fiscal range			
<b>Ability to track the following dates:</b>				
43	Planned start date			



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44	Actual start date		
45	Planned completion date		
46	Project completion date		
<b>PROJECT REPORTS</b>			
47	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)		
48	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		
49	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		
50	Ability to create PDF files or HTML links.		
51	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
52	Ability for scheduled reports to be emailed to a user.		
53	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
54	Ability to produce trend reports along with key performance indicators using pre-built Excel Data Cubes.		
55	Ability to inquire and report on any field in the Project module.		
56	Ability to track and report on projects over multiple fiscal years.		
57	Ability to create a completed project report.		
58	Project inquiry and reporting display tie to the general ledger.		
<b>GENERAL PROGRAM CAPABILITIES: GRANT:</b>			
59	Ability to define the program or budget year of the grant/project differently than the system established fiscal year.		
60	Ability to set up and manage the following types of grants:		
	In-Kind Match		
	Federal		
	State		
	Foundation		
	Local Match		
61	Ability to set up and report budget items based on multiple fiscal years and grant years.		
62	Ability to track internal transfers for the site's cash match amount in the appropriation amount.		
63	Ability to accommodate grant year accounting and comply with both calendar year and fiscal year budgeting requirements.		
64	Ability to carry forward appropriations at year end.		
65	Ability to establish and monitor against a grant budget separate and unique from the departmental or appropriations budget.		
66	Ability to track actual expenditures against budgeted/allowable expenditures by user-defined period (i.e., monthly, quarterly, daily, etc.).		
67	Ability to generate hard-copy reimbursement requests to grantor agencies from expenditure data.		
68	Ability to establish and adjust budgets for each grant, with budget amendment.		
69	Ability to add or modify grant information online with audit trail of all changes.		
70	Ability to provide for grant summary history online.		
71	Ability to support multiple programs per grant (sub-grants).		
72	Ability to uniquely identify each sub-grantee for grants and all grant financial activity related to sub-grantees.		
73	Ability to process data from purchasing system for purchase orders and encumbrances.		
<b>Ability to accommodate the following budget preparation capabilities:</b>			
74	Expendable budgets		
75	Reimbursable budgets		
76	Budget by total grant amount		
77	Budget by year		
78	Ability to import project budget packages including detail costing records.		
79	Make adjustments for any accounting period in any fiscal year with the appropriate security.		
80	Ability to create user defined reimbursement categories.		
81	Ability to generate bills for reimbursement costs and update G/L accordingly.		
82	Ability to accumulate, track and report on costs by any element in the chart of accounts.		



Project Grant  
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83	Ability to accumulate, track and report on costs associated with a particular activity or type of service.		
84	Ability to maintain, track, and accumulate actual costs, and combine these actual costs with user-calculated or user-input costs (e.g., estimates).		
85	Ability to track and report reimbursable percentages of costs.		
	<b>Ability to accumulate costs either manually or automated from the following sources:</b>		
85	Pay variances including overtime, sick days, holidays, etc.		
86	Accounts payable information		
87	Mileage/fuel expenditures		
88	Equipment/asset costs		
89	Ability to distribute employee costs to a project		
90	Ability to distribute equipment cost to a project		
91	Other user defined fields		
	<b>GRANT INFORMATION</b>		
92	<b>Ability to record the following grant data:</b>		
93	Grant Title		
94	Federal or State grantor agency name.		
95	Grant, Capital Project, Federal Assistant Grant, or Site-approved Contract Number or Reporting Category		
96	Multiple Grant numbers		
97	Grant name		
98	Grant description		
99	Grantor		
100	Grantor Contact (Name, Phone Number, E-mail Address)		
101	Grantor's mailing address		
102	Date application submitted		
103	Date application approved		
104	Original grant approval amount		
105	Grant budget		
106	Grant amendments		
107	Grant carryovers		
108	Grant fiscal calendar		
109	Grant beginning date		
110	Grant expiration date		
111	Amounts of site matching funds		
112	Responsible department or division		
113	Department or division contact		
114	Ability to capture all grant transaction activity through the general ledger.		
115	Ability to uniquely identify each grant through the assignment of an agency defined grant number.		
	<b>Ability to capture grant expenditures and revenues by:</b>		
116	General ledger account numbers		
117	Grantor-defined categories or accounts		
118	Grant purchase orders and encumbrances		
119	Grants status codes		
120	Narrative fields for miscellaneous information		
121	User defined fields		
	<b>GRANT REPORTS</b>		
122	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)		
123	Provides a user-defined dashboard to track real-time status of grant activity with graphical representation of information through charts.		
124	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		
125	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		
126	Ability to create PDF files or HTML links.		
127	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
128	Ability for scheduled reports to be emailed to a user.		



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129	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
130	Ability to inquire and report on any field in the grant module.		
131	Ability to produce reports for any user-defined period, including grant life to date or grant		
132	Ability to generate reports on either a cash or accrual basis.		
133	Ability to produce all reports using both grantor-defined categories or the site's chart of accounts.		
	<b>Ability to provide the following reports:</b>		
134	Expenditures and revenues per grant		
135	Sources of revenues		
136	Reimbursed costs		
137	Budget vs. actual costs		
138	Combined grant revenue and expenditure reports		
139	Pending approval grant report		
140	Pending expiration or expired grant report		



# Content Management

## Section VII

Proposers must use one code only per requirement. The following answer key <u>must be used</u> when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)			RESPONSE	COMMENTS
FUNCTIONAL REQUIREMENTS - CONTENT MANAGEMENT Section VII				
GENERAL PROGRAM CAPABILITIES:				
<b>Designed by the same vendor as the proposed system, for these benefits:</b>				
1	Tight integration with other system modules			
2	Single customer support contact and infrastructure			
3	Tie images of documents to system transactions (for example, link scanned copies of paper invoices to the system's invoice transactions)			
4	Support batch scanning, archiving, and indexing of paper documents.			
5	Must support automatic and manual indexing of archived content.			
6	Must allow full text search of electronic content.			
7	Scanning includes an audit process to date/time/user stamp the scanned files. Should record which records were accessed (modified/deleted) and by which user id.			
8	Image files are identified (indexed) by, and retrieved by, user-definable fields per document.			
9	Ability to print out annotations on images at user's option, based on defined user security.			
10	Industry standard photo and image file formats accommodated (TIF, JPG, PDF, BMP, ODF, Text, Others).			
11	System is capable of importing other various standard content file types (i.e. doc, xls, pdf, etc.) and launching appropriate applications / viewers for support their retrieval and indexing.			
12	System is capable of importing audio content files (MP3, wav, etc.) and launching appropriate media viewers for retrieval.			
13	Output reports and all files must be viewable on-line, real-time for easy review.			
14	Data entry controls to ensure system enters data into all required fields for both batch and on-line data entry. A user should be able to define which fields are required fields.			
15	System must allow documents to be checked in and or checked out.			
16	System must be able to convert .tif file to .pdf files and vice versa, individually or in batch.			
17	Provides keyword search capabilities via the full text of attachments.			



Content Management  
Section VII

18	Provides link to employee, vendor and citizens through self service.		
19	Provides built in versioning and audit trail functions.		
20	Allows restricted access to specific content through a self service interface.		
21	Allows users to purchase documents through a self service interface.		
22	Allows auto indexing and redaction on forms.		
23	Archive directly to Content Manager from any application by creating a Content Manager printer.		
24	Automatically Archive Mail Merge Documents.		
25	All related documents can be associated for easy retrieval.		
26	Recognize barcodes for automatic indexing and document grouping.		
27	Support single record scan.		
28	Automatically archive spooled reports.		
29	Automatically archive standard forms.		
30	Capture and store documents in their native format.		
31	Provide active directory integration.		
32	Single Sign On Integration.		
33	Synchronize security roles from the application to content manager.		
	<b>Document Capture</b>		
34	The software interfaces with the Windows Print Manager to allow importing of images from any Windows based application reporting		
35	Ability to capture, store, retrieve, and reproduce irregular-sized (e.g., larger than 8 ½ x 11) documents.		
36	Imaging workstations can be set up in each department and/or building, allowing decentralized scanning and indexing with as few workstations as feasible.		
37	Accommodates an unlimited number of indices per file/image.		
38	Recognizes document orientation and optionally corrects via user option.		
39	System provides the ability to import images provided by an external vendor and import into the system, while assigning the appropriate indexes.		
40	Software has the option to display the image while the image is being scanned.		
41	System provides functionality to assist users with detecting scanning errors, by using correction codes to identify level of use of correction functions.		



Content Management  
Section VII

42	Within an imaged file, be able to insert and remove additional pages within that imaged document after it has already scanned, based on user security.		
	<b>Document Retrieval</b>		
43	Users can return to a search results lists after viewing a result.		
44	Ability to manipulate image displays by scaling, magnifying, rotating, panning, and image enhancement.		
45	Ability to retrieve documents of various sizes and types, including but not limited to blueprints, forms, pictures, fingerprints, cardstock, legal size letters, etc.		
46	Multiple users can view a single stored image (or images) simultaneously.		
47	System includes functionality to create PDF documents from retrieved images.		
48	System provides functionality to be able to adjust page settings for printing vital record documents with specific size paper requirements.		
	<b>Ability to merge application data into electronic form templates that are indexed and archived automatically, including but not limited to:</b>		
49	Accounts Payable Check		
50	ACH/EFT		
51	Purchase Order		
52	1099M		
53	1099R		
58	Ability to create, index, and archive an electronic copy of output from any report in the system.		
59	Allow those electronic copies of reports to be shared by multiple users of the system.		
60	Provide end users the ability to view, print, e-mail documents from desktop computer.		
61	Offer paper or digital output.		
62	Allows for Optical Character Recognition (OCR).		
63	Must allow e-mailing of direct deposit advices.		
64	Must provide security for documents from unauthorized access or permission.		
65	Viewer will automatically select correct metadata set for document type.		
66	System should have option to store files in File System or Database.		
67	System should allow for the creation of custom document codes.		



Content Management  
Section VII

Workflow and Business Process Management			
68	Ability to automate and manage a business process, during which documents, information, or tasks are passed from one participant to another for action, according to a set of user-defined procedural rules.		
69	Workflow features integrate through an email / collaboration platforms, Microsoft Outlook and Zimbra.		
70	Workflow has automatic event notification.		
71	Workflow has routing protocols.		
72	Workflow allows users to define conditions.		
73	Workflow uses "Rules-based" document automation.		
74	Workflow creates an audit trail.		
75	Includes electronic signature capabilities.		
76	Allows user involvement during the process instances, e.g., enactment of a process on-line, to re-assign work tasks, re-prioritize tasks, and monitor audit trail.		
77	A process can have an automated activity and a manual activity in the same instance.		
78	A documented method exists to automatically update the document management and imaging software loaded on client workstations.		
79	User can specify activity (work item) deadlines.		
80	Escalation procedures can be established for the system to invoke when deadlines are not met.		
81	Activities can execute in parallel or in sequence within a process. Alternative routes can be user-defined, based on results of conditions.		
82	Alternative routes can be user defined, based on results of conditions.		
83	Boolean logic (true / false) can be used when specifying a process.		
84	Activities can be re-iterated until a user-defined condition is met.		
<b>The system shall provide the ability to control where, how and in what order you print:</b>			
85	Purchase Order		
86	Invoices		
87	Checks		



Content Management  
Section VII

88	Ability to conform to Records Management requirements, such as document retention schedules.		
89	Allows for Annotations: Sticky Notes, Text Stamps (manual and automatic), Redactions		
90	Workflow enabled for document processes (e.g. approval processing).		
91	Ability to email documents directly from application.		



Cash Management  
Section VIII

Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)		RESPONSE	COMMENTS
<b>FUNCTIONAL REQUIREMENTS - CASH MANAGEMENT</b>			
<b>Section VIII</b>			
<b>GENERAL PROGRAM CAPABILITIES:</b>			
1	Ability to integrate with accounting system transactions to provide a "budget vs. actual" cash flow analysis.		
	<b>Ability to reconcile cash accounts (book balance) with their corresponding bank accounts (bank balance), including:</b>		
2	Ability to create multiple bank account numbers for each bank code		
3	Define which GL cash accounts correspond to each bank account		
4	Automatically provide "bank items" reconciliation file of adjustments, deposits, and AP and Payroll reconciliations		
5	Ability to search bank items by bank code/account, date range, item type (adjustments, deposits or both), and status (cleared/not cleared/all)		
6	Support for reconciliation of both open and closed months		
7	Support for manual or automatic transaction clearing		
8	Ability to drill-down into transaction details for cleared and outstanding totals within date range		
9	Ability to track cash balances by Fund.		
10	Ability to create recurring cash flow records to simplify entry of many redundant records, such as payroll expenditures.		
11	Ability to allocate interest across one or more cash accounts based on average daily balance.		
12	Ability to import all bank transactions via BAI file and match transactions to account activity.		
<b>REPORTS</b>			
13	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services).		
14	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		
15	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		



Cash Management  
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16	Ability to create PDF files or HTML links.		
17	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
18	Ability for scheduled reports to be emailed to a user.		
19	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
20	Daily treasurer's totals.		
21	Cash flow summary and detail.		
22	Receipts, disbursements, and balances each day.		
	<b>Support for check/warrant reconciliation, including:</b>		
23	Auto-processing of files to/from the bank		
24	Payables/Payroll check writing history files		
25	Can manually indicate that checks have cleared		
26	Reports for cleared, outstanding, and voided checks		
27	Support for miscellaneous cash receipts, including walk-in payments from the public, mailed-in payments, turnovers from other departments, payments against any outstanding invoices, including delinquent accounts.		
28	Daily Payments Journal that includes a detailed list of payments received, as well as a summary by receipt and tender type.		



Capital Assets  
Section IX

Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)		RESPONSE	COMMENTS
<b>FUNCTIONAL REQUIREMENTS - CAPITAL ASSETS Section IX</b>			
<b>GENERAL PROGRAM CAPABILITIES:</b>			
1	Ability to track non-capitalized assets / equipment items (i.e.: computer equipment, non-licensed vehicles) per department / division for risk management purposes.		
2	Ability to track non-depreciable technology inventory items (desktops, laptops, etc.) including detailed information such as component detail, serial numbers, technical specifications, etc.		
3	Ability to fully integrate with purchasing, project & grant accounting and work orders to create or improve assets.		
4	Ability to update assets from capitalized to non-capitalized (or vice versa) and automatically create the necessary general ledger posting.		
5	Ability to attach memos, documents, pictures, etc. to asset file.		
6	Ability to restrict separate role permissions for capitalized and non-capitalized assets.		
<b>Ability to identify grant funded assets:</b>			
7	By identifying more than one grant associated with an asset		
8	By identifying the percentage split, or capitalization breakout (to each grant) for each asset		
9	Ability for capital asset system to provide robust query ability.		
10	Ability to export/import capital asset information to/from common spreadsheet applications.		
11	Ability to support bar coded asset tags and portable bar code readers for performing physical inventories.		
12	Asset numbers do not necessarily need to correlate to asset tag numbers - Allow the system to generate tag numbers, have external tag numbers assigned, or not have tag numbers.		
13	Ability for system to list and value infrastructure capital assets.		
14	Ability for system to identify capital outlay by program the assets support.		
15	Ability for system to depreciate capital assets and allocate depreciation to those programs that use the assets.		
16	Ability for the fixed asset module to interface with the accounts payable module. Information on newly obtained fixed assets is reported for verification, then automatically transferred from the accounts payable module into the fixed assets master file system.		
17	Ability to track multiple user defined fields on the asset master record.		
18	Ability to provide a classification scheme to code fixed assets according to type (i.e., desks, cars, etc.).		
19	Ability to accommodate free-form descriptive text to further describe any asset. The text is electronically associated with the master file.		
20	Security access to edit assets is assigned to each asset.		
21	Ability to idle assets (suspend depreciation).		
22	Ability to link to all related ERP modules (Fleet, etc.).		
23	Ability to access a master file by entering any asset field.		
24	Ability to accommodate alpha numeric asset numbers.		
25	Ability to accommodate parent/child relationships between related assets, such as a master unit with one or more accessories.		
26	Ability to reassign parent/child relationships.		
27	Ability to capitalize items in aggregate (as a group).		
28	Can track quantity in the asset master record - minimum of 6 digits.		
<b>Project Based Assets:</b>			
28	Interfaces with the work order system to capture project costs for aggregate / project assets		
29	Allows a project to be associated with multiple assets		



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30	Allows an asset to be associated with multiple projects		
31	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each.		
32	Ability to track Construction in Progress (CIP) assets.		
33	Ability to transfer CIP asset to an active assets and perform.		
34	Allows for transfer of assets between departments, locations and funds, accommodating interfund and inter-dept. transfers, duplicating all identifying data from original record.		
<b>Maintains on-line history of asset transactions, including:</b>			
35	Location changes		
36	Account number changes		
37	Status change		
38	Change to key field in auxiliary system		
39	Partial disposals		
40	Valuation change		
41	Date of last depreciation adjustment		
42	Ability to calculate asset values to replacement costs for insurance purposes.		
43	Supports asset value appreciation for real property and provides a detailed audit trail. Any appreciation does not affect cost basis.		
44	System has the ability to support multiple depreciation schedules.		
45	Retention of fully depreciated assets in fixed asset master file for inventory control purposes prior to disposition.		
46	Provides additional depreciation method for assets that are depreciated by amount used/consumed.		
47	Ability to add and retire asset by a quantity.		
<b>ASSET MASTERFILE</b>			
<b>Ability to record the following information on a capital asset:</b>			
48	Fund/Account Group		
49	Fund Type		
50	Property Type		
51	Building		
52	Location		
53	Responsibility		
54	Department		
55	Custodian		
56	Program		
57	Acquisition Date		
58	Original Cost		
59	Current Value		
60	Status (active, disposed, idle, etc.)		
61	Previous asset number		
62	Document Reference Number		
63	Acquisition method (purchased, donated, etc.)		
64	Estimated salvage value		
65	Estimated useful life		
66	Replacement Cost		
67	Capitalize flag		
68	Depreciation flag		
69	Depreciation method		
70	Depreciation, Life-to-Date		
71	Depreciation, Year-to-Date		
72	Parent/Child Descriptions and Asset Numbers		
73	Purchase Order Number		
74	ID or Tag Number		
75	Vendor Name and ID Number		
76	Multiple Description lines (brand, model, and manufacturer of asset)		
77	Check Number and Date		



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78	Serial Number		
79	Manufacturer		
80	Model		
81	Model year		
82	License/Registration Number		
83	Group / Assets Classification Number		
84	Fund and Department Numbers		
85	Quantity		
86	Unit of Measure		
87	Unit Cost		
88	Acres		
89	Square Footage		
90	GIS layer ID		
91	Insurance Value		
92	Disposal Restriction indicator		
93	Disposal price		
94	Disposal Date		
95	Transfer Date		
96	Responsibility Code		
97	Funding Source		
98	Sale Price		
99	Scheduled replacement date		
100	Warranty information		
101	Donation		
102	Condition		
103	Contractor		
104	General Fund Category		
105	Picture to provide visual reference for asset record		
106	User Defined fields		
<b>REPORTS</b>			
107	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)		
108	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		
109	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		
110	Ability to create PDF files or HTML links.		
111	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
112	Ability for scheduled reports to be emailed to a user.		
113	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
114	Schedule of Assets, grouped by GAAFR function and/or departments. The report can also be produced down to the division and/or cost center level.		
115	Transaction Register audit trail of all acquisitions, transfers, changes, and retirements during a user-defined time period by asset type, department, or purchase amount.		
116	New Acquisition Report showing all newly acquired fixed assets which have not been entered into the fixed assets master file system. (Requires purchasing, accounts payable module interface).		
117	Fixed assets detail and summary maintained by department, fund/ account, responsible person, property type, location, and their associated cost or replacement value, and accumulated depreciation.		
118	Physical inventory worksheet, sorted by department, location, and/or person responsible to assist in conducting physical inventory. Report provides the maximum amount of asset details that would assist in identifying asset locations.		



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119	Vehicle/equipment listing of master file information, including property tax number, item name, description, location, class number, charge account number, equipment ID number, motor number, model and manufacturer.		
120	Schedule of current year's depreciation associated with each asset.		
121	Replacement report listing all assets which should be considered for replacement during a user-defined period.		
	<b>The following information can be displayed in a fixed asset report:</b>		
122	Valuation (orig. cost, acc. depr., book value)		
123	Net changes (additions, deletions, financial adjustments)		
124	Schedule of assets (original cost or book value)		
125	Asset Listing - Short Form		
126	Asset Listing - Detail		
127	Asset Transaction History		
128	Depreciation Register (YTD & Total Accumulated)		
129	Depreciation Estimator (annual depreciation on existing assets for future years)		
130	Schedule of Additions		
131	Schedule of Disposals		
132	Assets Transferred		
133	Assets Idled		
134	Financial Adjustments		
135	Grant Funding		
136	Related Assets (Parent/Child or Split Funded)		
137	Table Listings		



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Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)		RESPONSE	COMMENTS
<b>FUNCTIONAL REQUIREMENTS - ACFR Section X</b>			
<b>GENERAL PROGRAM CAPABILITIES:</b>			
1	Allows internet access to system.		
2	Provides a hosted solution.		
3	Ability to create and maintain multiple reporting agencies statement and schedules.		
4	Maintains multiple reporting years for comparative reporting.		
5	Interface to import trail balance and budgetary data from the ERP general ledger.		
6	Ability to enter or modify budgetary data.		
7	Ability to create, import and report on component units not maintained in ERP.		
8	Ability to create pseudo accounts from imported accounts and allocate beginning and ending balances.		
9	Ability to consolidate and unconsolidate funds.		
10	Ability to change fund type of imported funds.		
11	Ability to change account type of imported accounts.		
12	Provides 5/10 testing to determine major and nonmajor funds.		
13	Ability to create adjusting entries for government-wide statements. System provides guidance base on GFOA Blue Book recommendations.		
14	Ability to copy modified and full accrual entries from the previous year.		
15	Ability to create modified accrual entries for fund level statements.		
16	Ability to classify equity balances to fund balance and net position classifications.		
17	Ability to restate beginning fund balance and net position.		
18	Provides year-end process that updates adjustments and beginning balance for the next reporting year.		
19	Ability to purge prior reporting years.		
20	Support for audit trails.		
<b>Dashboard:</b>			
21	Displays main navigation to system applications		
22	Provides user roles that define security access to system applications		
23	Allows customization of Dashboard		
<b>Reporting Groups:</b>			
24	Supports classification of accounts to reporting groups used when compiling financial statements and schedules		



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25	Pre-defined groups are based on GASB recommended classifications		
26	System rules insure correct classification of accounts to reporting groups		
27	Support for user-defined reporting groups		
28	Reporting groups are retained each year		
<b>Templates:</b>			
29	Pre-defined GASB compliant templates of financial statements and schedules		
30	Ability to modify, format and save templates		
31	Ability to preview statements and schedules from the template		
32	Ability to drilldown to accounts that rollup to the reporting amount		
<b>Microsoft Excel Interface:</b>			
33	Ability to export statements and schedules to Microsoft Excel		
34	Export retains row and column total formulas		
35	Export retains formatting		
36	Ability to incorporate exported statements and schedules into existing audit/ACFR reports or display online		
<b>Includes the following ACFR Statement and Schedules:</b>			
<b>Management's Discussion and Analysis:</b>			
37	Comparative Statement of Net Position		
38	Comparative Statement of Changes in Net Position		
39	Comparative Statement of Capital Assets		
<b>Expenses and Program Revenues - Governmental Activities:</b>			
40	Displays Tabular Data		
41	Displays Graphical Data		
<b>Revenues by Source - Governmental Activities:</b>			
42	Displays Tabular Data		
43	Displays Graphical Data		
<b>Expenses and Program Revenues - Business Type Activities:</b>			
44	Displays Tabular Data		
45	Displays Graphical Data		
<b>Revenues by Source - Business Type Activities:</b>			



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46	Displays Tabular Data		
47	Displays Graphical Data		
	<b>Basic Financial Statements:</b>		
	<b>Government-wide Financial Statements:</b>		
48	Statement of Net Position		
49	Statement of Activities		
	<b>Governmental Funds:</b>		
50	Balance Sheet - Governmental Funds		
51	Reconciliation of the Balance Sheet to the Statement of Net Position		
52	Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds		
53	Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities		
54	Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General Fund		
	<b>Proprietary Funds:</b>		
55	Statement of Net Position		
56	Statement of Revenues, Expenses and Changes in Net Position		
57	Statement of Cash Flows		
	<b>Fiduciary Reports:</b>		
58	Statement of Fiduciary Net Position		
59	Statement of Changes in Fiduciary Net Position		
	<b>Combining and Individual Fund Statements and Schedules:</b>		
60	Combining Balance Sheet - Nonmajor Governmental Funds		
61	Combining Balance Sheet Summarized - Nonmajor Governmental Funds		
62	Comparative Balance Sheet - Major Governmental Funds		
63	Combining Balance Sheet by Subfund - All Governmental Funds		
64	Combining Statement of Revenues, Expenditures and Changes in Fund Balance - Nonmajor Governmental Funds		
65	Combining Statement of Revenues, Expenditures and Changes in Fund Balance Summarized - Nonmajor Governmental Funds		
66	Combining Statement of Revenues, Expenditures and Changes in Fund Balance by Subfund - All Governmental Funds		
67	Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual		



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68	Comparative Statement of Revenues, Expenditures and Changes in Fund Balance - Major Governmental Funds		
69	Combining Statement of Net Position - Nonmajor Enterprise Funds		
70	Combining Statement of Net Position - by Subfund		
71	Comparative Statement of Net Position - Major Enterprise Funds		
72	Combining Statement of Revenues, Expenses and Changes in Fund Net Position - Nonmajor Enterprise Funds		
73	Combining Statement of Revenues, Expenses and Changes in Fund Net Position - by Subfund		
74	Combining Schedule of Revenues, Expenses, and Changes in Net Position - Budget and Actual (All Proprietary Funds)		
75	Comparative Statement of Revenues, Expenses and Changes in Fund Net Position - Major Enterprise Funds		
76	Combining Statement of Cash Flows - Nonmajor Enterprise Funds		
77	Comparative Statement of Cash Flows - Major Enterprise Funds		
78	Combining Statement of Net Position - Internal Service Funds		
79	Combining Statement of Revenues, Expenses and Changes in Fund Net Position - Internal Service Funds		
80	Combining Statement of Cash Flows - Internal Service Funds		
81	Comparative Statement of Cash Flows - Internal Service Funds		
82	Combining Statement of Net Position - Fiduciary Funds		
83	Combining Statement of Changes in Net Position - Fiduciary Funds		
84	Combining Schedule of Changes in Fiduciary Net Position		
85	Combining Statement of Net Position - Component Units		
86	Combining Statement of Activities - Component Units		
87	Combining Schedule of Cash Flow - Component Units		
88	Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - Nonmajor Governmental Funds		
	<b>Statistical Section Reports - Adheres to Statement 45 Requirements:</b>		
89	Net Position by Component		
90	Changes in Net Position		
91	Changes in Net Position of Fiduciary Funds		
92	Fund Balances of Governmental Funds		
93	Changes in Fund Balances of Governmental Funds		
	<b>Miscellaneous and Setup Reports:</b>		
94	Budget by Fund Report (shows original and final budget by fund account)		
95	Adjustment Reconciliation (reconciliation of governmental funds balance sheet to the government wide Statement of Net Assets)		
96	Fund Totals Report (shows difference in the funds assets and liabilities to the change in net assets)		
97	5/10 Report (Analysis of Funds - Major vs. Non-major)		
98	Schedule of Equity Restatement (Schedule for Notes section)		
99	Comparative Account Balances (shows beginning and ending balances per account for two years)		



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100	Audit History Report (Audit Trail for Modified Accrual Entries)		
101	Reconciliation to Fund Level Adjustments (Statement of Revenues Reconciliation to Modified Accrual)		
102	Drilldown Reports (shows detail behind each figure in the statements and schedules)		
103	Setup Reports (shows the setup of system )		