



**ORGANISATION OF EASTERN CARIBBEAN STATES – THE COMMISSION**

***Accounting Software Solution  
Specifications***

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# General Financial System Requirements

#	Requirement	Yes	No	Comments
<b>General Ledger – Security</b>				
	Provide file backup and recovery capabilities to restore damaged files.			
	Provide online password security at multiple levels (e.g., user, operation, menu, file, field, screen, etc.).			
	Suppress passwords so that they do not appear on the terminal as they are being entered.			
	Log all update transactions in a secure audit trail file. Provide clear trails of all transactions from source data entry through summarization at higher levels or integration with other application systems.			
	Report attempts of unauthorized system access of use.			
	Provide the ability to define an access category relating to groups of users (e.g., members of a department or management class).			
	Provide ability to lock entry screen after a user-specified number of incorrect password attempts.			
	Provide transaction logs to assist in recovery of data or files.			
	Provide for required changes to user passwords based on a user-specified period of time.			
	Automatic time-out after the user has not had any activity.			

#	Requirement	Yes	No	Comments
<b>General Ledger – Functionality</b>				
	Allow project tracking and reporting capabilities for multi-year projects and activity based grants.			
	Allow sufficient dimensions to allow grouping or rollup levels for GL reporting or on-line inquiry to meet all users' needs.			
	Provide for automated monthly and year end closing entries.			

#	Requirement	Yes	No	Comments
<b>General Ledger – Functionality</b>				
	Provide automated journal entries for the allocation of costs			
	Provide user friendly drop-down menus for all parameters currently available in the system, such as Cost Center, Unit Codes, Account Codes, and so on.			
	Provide for the differentiation between a "soft- close" and a "hard close" based on cost center			

Provide reconciliation capabilities for Accounts Payable, Accounts Receivable, and so on.			
Access any data elements and files (permanent or temporary) within the system			
Allow the capability to associate new cost center numbers with historic cost center numbers.			
Provide multiple-user operations down to the program level so that many people may access the same files and programs at the same time.			
Allow data exchange with other subsystems and automatic posting to the GL from other subsystems			
Perform screen prints on request			
Provide user-defined on-line HELP screen for field description, policies or procedures related to specific screens			
Allow easy creation and deletion of cost centers			
Copy standard reports over to user libraries and make specified changes to them without altering the original report.			
Ability to activate or inactivate accounts for specified date range periods			

#	Requirement	Yes	No	Comments
<b>General Ledger – Functionality</b>				
	Allow the user to move from screen to screen without moving through menu hierarchies and/or without signing off one application to sign on to another			
	Ability to run other applications alongside the GL system software			
	Have the ability to assign a responsible person to each cost center			
	Create and post transactions for subsequent accounting periods (i.e. Month or year) before the current account period is closed			
	Automatic reversing entries			

#	Requirement	Yes	No	Comments
<b>General Ledger - Controls</b>				
	Automatically identify and warn the user of errors on-line before posting (account code, budget allowance, duplicate entry, dr/cr balance.)			
	Allow users to print a proof report to verify entries before posting			
	Provide system restart procedures			

Have built-in software safeguards to ensure general ledger accounts are always in balance and subsidiary ledgers totals to control accounts, even during computer crashes.			
Maintain a history of all changes made to accounts and cost centers (not only the latest change)			
Provide on-line access to audit trail information including terminal operator ID, time, date, revised amount, and before and after update results			
Restrict the user from duplicate entry using real-time			
Provide procedures queue for "after-hours" tasks, including daily backup procedures			

#	Requirement	Yes	No	Comments
<b>General Ledger - Controls</b>				
	Allow easy correction of data entry errors within a batch before posting			
	Provide the ability to selectively assign access rights to accounts. (activate cost centers for Accounting while they are deactivated for programs/operations)			
	Allow the correction of errors after the posting process has been completed			
	The ability to flag elimination accounts.			
	Ability to set up logic in the system so it will provide a warning if the user has entered an account that may be wrong. For example, if someone enters a cash account on a purchase order.			

#	Requirement	Yes	No	Comments
<b>Financial Reporting – General</b>				
	Ability to report true fund and encumbrance accounting			
	Ability to provide real time reporting and inquiry.			
	Provide Standard Financial Statements, Cost Center Expense Reports, Revenue Reports, Account Detail Report, Trial Balance etc.			
	Ability to produce Consolidated financial Statements and Reports			
	Ability to report to screen, to printer or to file.			
	Ability to report for any selected time period (monthly, quarterly, multi-year, prior year, etc.)			
	Ability to create reports that allow			
	<ul style="list-style-type: none"> <li>● Set-up the format of the report</li> <li>● Specify subtotal and total lines</li> <li>● Custom headings, columns and rows</li> <li>● Set-up prompts to request report parameters from user</li> <li>● Roll up by cost center, division, group, etc.</li> </ul>			

<ul style="list-style-type: none"> <li>• Set-up analysis/variance reporting</li> </ul>			
<ul style="list-style-type: none"> <li>• Unit or statistical information</li> </ul>			
<ul style="list-style-type: none"> <li>• Use of data from the budget, actual, encumbrance, commitment summary files or actual transaction detail</li> </ul>			
<ul style="list-style-type: none"> <li>• Comparative balance sheets, extract balances for multiple years</li> </ul>			
<ul style="list-style-type: none"> <li>• Calculations on columns such as adding or subtracting columns and print account descriptions</li> </ul>			
View financial reports electronically outside of the Financial Reporting Dept.			
Modify standard reports easily through drag and drop down window			
Captures detailed statistical data			
Automated systems interfaces			
Variable, flexible reporting capabilities			
User-defined output formats like TXT, CSV, DBF, Word, Excel, PDF, RTF, HTML, XML or Images			
Comprehensive Ad-Hoc Report Writer			

#	Requirement	Yes	No	Comments
	<b>Financial Reporting – General</b>			
	Ability to create comprehensive financial reports by management and funding sources at grant and contract, activity and entity-wide levels			
	Multiple grants and contracts with different grant years are accounted for within the overall system			
	Provide capability for interactive file interface for downloading and uploading of data while maintaining security controls and data integrity. Download information and reports to standard personal computer formats.			
	Ability to move reports to a standard word format and/or Excel.			
	Copy standard reports over to user libraries and make specified changes to them without altering the original report.			
	Design a report based on user-defined criteria (e.g., sort sequenced data elements, calculations, print formats, etc.)			
	Extract data and move it to personal computer software applications for further analysis and reporting (Word, Excel, etc.).			

#	Requirement	Yes	No	Comments
	<b>Financial Reporting – General</b>			
	Provide report accuracy such that all reports provide summary totals and cross-foot regardless of rounding factors			

Define data extraction routines that create separate data files that can later be used by other report writer programs to create reports			
Create report writer programs using “English” descriptions for data elements rather than specifying the exact file data element name			
Keep detailed transaction history for at least 5 years			
Ability to monitor cost centers and accounts that are overspent (Frequency – Daily alert)			
A customized report writer that incorporates logic/statistical functions within the application, such as “if” and “then” functions.			
Reports allow the user to dynamically select the reporting basis of an analysis, query, or report from cash basis, to modified accrual, to full accrual, to budgetary, and/or other comprehensive basis.			

#	Requirement	Yes	No	Comments
	<b>Grant and Project Administration – General</b>			
	Ability to electronically transmit quarterly grant/project progress reports			
	Ability to electronically submit project applications to external funding sources			
	Ability to establish and adjust budgets for each grant or project.			
	Ability to set budget by phase or other sublevel to enable tracking by participating departments, divisions or any other user defined organization units.			
	Ability to apply budgetary restraints (revenue and/or expenditures) which have been either established by the legislature or administrative directive.			
	Ability to compare current costs to budgeted costs.			
	Ability to track and report current performance against past year’s performance and/or established goals.			
	Ability to re-open previously closed grants.			
	Ability to inactivate accounts upon closure of grant.			
	Ability to properly handle general ledger carryovers.			
	Ability to allow authorized managers to access, inquire report and reconcile status of grants and all other funding sources the following information:			
	<ul style="list-style-type: none"> <li>● Obligations</li> </ul>			
	<ul style="list-style-type: none"> <li>● Encumbrances</li> </ul>			

	<ul style="list-style-type: none"> <li>Expenditures</li> </ul>			
	Ability to flag expenditures, encumbrances, and commitments based on user-defined criteria (e.g., match exhausted, 90% expended, etc).			

#	Requirement	Yes	No	Comments
	<b>Grant and Project Administration – General</b>			
	Ability to track post-closing project costs.			
	Ability to transfer expenditures amount between phases.			
	Ability to record expenditure by phase.			
	Ability to identify each phase by a unique user-defined ID number.			
	Ability to transfer excess phase/project funds back to overall grant.			
	Ability to track grants from starting date to completion of audit and/or user-defined completion.			

#	Requirement	Yes	No	Comments
	<b>Grant and Project Administration – General</b>			
	Ability to assign project budgeted amounts to data parameters set			
	Ability to input costs for a project submitted by sub-recipients			

#	Requirement	Yes	No	Comments
	<b>Grant and Project Administration – Reporting</b>			
	Ability to roll-up grants to higher levels such as grantor agency for internal and external reporting.			
	Ability to review online summary of all financial information by grant.			
	Ability to report across organizational boundaries.			
	Ability to produce grant/project reports showing:			
	<ul style="list-style-type: none"> <li>Status of expenditures</li> <li>Revenues</li> <li>Encumbrances for the current period</li> <li>Encumbrances - inception to date</li> <li>Billings</li> <li>Payments</li> </ul>			
	Ability to report over several different reporting periods (organization fiscal year, grant fiscal year, inception to date)			

#	Requirement	Yes	No	Comments
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<b>Grants and Project Administration – Reporting</b>			
Ability to generate program history report or inquiry showing funds budgeted and expended by a date range.			
Ability to generate listings of remaining grant monies.			
Ability to generate for individual grants or all grants the following:			
<ul style="list-style-type: none"> <li>• Trial balance</li> </ul>			
<ul style="list-style-type: none"> <li>• Year end and interim financial statements</li> </ul>			
Ability to include grant titles in all reports.			

#	Requirement	Yes	No	Comments
	<b>Grants And Projects Administration – Interfaces</b>			
	Ability to provide online inquiry capabilities for project control information.			
	Ability to record payment of accounts receivable invoice into corresponding revenue account.			
	Ability to produce accounts payable voucher for payment to sub-recipient.			
	Ability to interface with the cash receipts/cash to determine program revenue/interest income dollars for cash management purposes.			
	Ability to integrate with the Accounts Receivable module including edits to prevent double billing transactions.			

#	Requirement	Yes	No	Comments
	<b>Project/Cost Accounting - General</b>			
	Ability to lookup and modify grant funding information.			
	Ability to maintain payment history and fund line status through project life-cycle.			
	Ability to allocate expenses by fund number, account number, cost center, project number, etc.			
	Ability to view transactions and their dates over life of project.			
	Ability to enable tracking of multiple funding sources per project.			
	Ability to calculate and report financial status of the project including all direct costs and provide for indirect cost allocations.			
	Ability to accommodate the transfer of funds between projects.			
	Ability to prevent deletion of a project account for which funds are encumbered until the project is closed out.			

Ability to allow for encumbrance before a contract or purchase order is awarded.			
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#	Requirement	Yes	No	Comments
	<b>Project/Cost Accounting - General</b>			
	Ability to set-up project start and operational close date (project unavailable for accepting new costs) at line item, contractor, and project levels by authorized individual.			
	Ability to provide approval and status fields (e.g., responsible parties, approval and pending dates, etc.).			

#	Requirement	Yes	No	Comments
	<b>Project/Cost Accounting - Reporting</b>			
	Ability to enable user to view expenses incurred but not billed.			
	Ability to enable user to view bills in progress of being paid.			
	Ability to enable user to view bills not paid.			

#	Requirement	Yes	No	Comments
	<b>Fixed Assets - Depreciation</b>			
	Have the ability to provide for automatic calculation of depreciation and posting of entries to the General Ledger			
	Have the ability to selectively post depreciation based on asset category, account, status, or other field.			
	Have the ability to allow depreciation to be calculated on either a monthly, quarterly, or annual basis.			
	Have the option to depreciate on a variety of methods (straight line, sum of years digits, double declining balance, etc.)			
	Compute depreciation expense on one basis for financial statement purposes and another basis for internal accounting purposes			
	Provide for depreciation comparisons, such as Last Year Amount, Year to Date Amount, Last Depreciation Amount, etc.)			

#	Requirement	Yes	No	Comments
	<b>Fixed Assets - Depreciation</b>			
	Have the ability to provide the option of having depreciation data updating the General Ledger or being stored in Fixed Assets for information purposes only.			
	Have the ability to allocate depreciation expense to the functions/programs/activities			

#	Requirement	Yes	No	Comments
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<b>Fixed Assets - Functionality</b>			
	Allow for maintenance/improvement adjustments to an asset to increase the value and/or extend the useful life.		
	Track the history of maintenance/improvement on an asset		
	Allow the creation of detailed retirement records in relation to an asset, including sales price, disposal date, method of sale, vendor, address, etc.		
	Allow for tracking multiple funding sources related to one asset		
	Allow for tracking multiple/split expense accounts related to the purchase of one asset		
	Have the ability to allow for the definition of user-defined categories/codes of fixed assets (for location codes, primary class, etc)		

#	Requirement	Yes	No	Comments
<b>Fixed Assets - Functionality</b>				
	Have the ability to track the transfer of assets and all associated history			
	Have the ability to maintain detailed property or vehicle records for insurance purposes.			
	Have the ability to maintain cost, insurance, and replacement values.			
	Have the ability to maintain detailed warranty records			
	Allow the interface/integration of the system with other, independent asset management systems.			
	Have the ability to automatically post the appropriate entries for all capital expenditure purchases to fixed asset accounts (with appropriate entries based on whether they are a governmental or proprietary purchase)			
	Have the ability to perform ad-hoc reporting on any field or feature within the fixed asset screens to produce depreciation reports, inventory reports and such			
	Allow the association of an asset with an old asset number (in relation to a trade-in, retirement, theft, etc)			
	Allow the ability to link related assets together			
	Provide miscellaneous fields for user defined information			
	Provide sufficient location information fields, such as building, department, room, room description, address, phone			
	Track information related to the purchase, such as contract number, purchase order number, bid number, check number, invoice info, vendor, GL account			
	Allow the association of an asset with a responsible person, such as a custodian			
	Provide a notes section to allow free form text entry			

Allow the attachment of an image to each asset.			
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#	Requirement	Yes	No	Comments
<b>Fixed Assets - Functionality</b>				
	Allow the user to copy asset information from another, pre-existing asset			

#	Requirement	Yes	No	Comments
<b>Fixed Assets - Controls</b>				
	Allow the assignment of fixed asset numbers based on a 'seed' number so that numbers will not be skipped or duplicated			
	Interface with receiving so that Property Management will know when an asset has been received and is ready for tagging.			
	Have the ability to compare actual fixed asset expenditures versus budgeted amount comparisons			
	Restrict the automatic creation of assets based on a minimum dollar amount threshold			
	Generate physical inventory reports by location, cost center, employee name or number, asset type, etc.			
	Provide history of assets by custodian or location			
	Barcode capability with Physical Inventory input			
	Adequate asset description			
	Separate field for Serial Number, Manufacturer, other identifying marks			
	Ability to export information to Excel			
	Inventory reports that indicate additions and deletions			
	Ability to extract reports by asset class/category			

#	Requirement	Yes	No	Comments
<b>Purchasing – General</b>				
	Ability to allow departments to view a complete audit trail for requisitions, open purchase orders, invoice payments and other related information.			
	Ability to generate bid tabulations and store bid price and quantify bid data for historic comparison purpose.			
	Ability to track items that are currently out for bid.			
	Ability to provide savings breakdown on bids and quotes.			
	Ability to provide a tracking system that can target bidders' performance, including vendors who consistently do not bid.			

Ability to track and manage contracts from initiation to completion (e.g., update progress of bids/RFPs, bid process, track start date and completion date of projects, 1st and 2nd year of a maintenance contract, contractor compliance, etc.)			
Ability for the system to perform budget checking during requisition			
System should provide checks for duplicate orders/payments/invoices			
Prevent AP the ability to pay on an invoice if receiving has not taken place.			
Utilize electronic workflow to process, track, edit, review, or approve invoices/vouchers. If disapproved, provide reason code why.			
Prevent the ability to assign a purchase order number until the purchase requisition has been approved.			
Ability to establish a tolerance level for overspending on blanket orders.			

#	Requirement	Yes	No	Comments
	<b>Purchasing – General</b>			
	System should display an error message when an inactive or erroneously cost center, account number, vendor ID or any other required field is entered.			
	Ability to reconcile purchase order totals to encumbrance totals			
	Ability to automatically encumber funds during the requisition process.			
	Ability to design customized "Request for Quote", purchase request and purchase order forms			
	Inquiry/view only screens for requisitions/purchase orders			
	Be able to shows status of which items have been received and/or paid for on partials			
	Support "wild card" searches on all data fields.			
	Multiple data retrieval ability by vendor name, invoice number, amount, month, year, purchase order number, commodity and account code with a user friendly search feature.			
	Ability to provide on-line access to open bids, preferred vendors, contract terms, etc. so the user knows what options are available.			
	Ability to enable departments to perform on- line inquiry to check the status of quotes, requisitions and purchase orders			
	Ability to extract information on the PO to the AP screen.			
	Ability to automatically flag a fixed asset request when the purchase request is created.			

The purchasing module should interface with general ledger, accounts payable, encumbrance, inventory, project ledger, fixed assets, and grant administration.			
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#	Requirement	Yes	No	Comments
	<b>Purchasing – General</b>			
	Ability to identify vendors who have won bids and the activity for those bids.			–
	Ability to track vendor performance, quality of product delivered and timeliness of delivery.			
	Ability to maintain master vendor files, including vendor information and types of commodity/service they can bid on.			
	Allow Purchasing staff to change or update addresses on the purchase order when necessary.			
	Ability to allow for electronic approval of requisitions with different workflow requirements for each department.			
	Ability to sort requisitions by:			
	• date			
	• vendor name and ID			
	• cost center/department			
	• commodity			
	Ability to split requisition into multiple purchase order			
	Ability to combine several requisitions into one purchase order			
	Automatic extension of quantity times price to come up with a total			
	Ability to split requisitions between buyers			

#	Requirement	Yes	No	Comments
	<b>Purchasing – General</b>			
	Ability to track the name and telephone number of the initiator			
	Ability to automatically assign requisitions to buyers.			
	Ability to track buyer workload and be able to display outstanding requisitions by buyer.			
	Ability to automatically notify the Purchasing Department that there are open requisitions ready to be processed.			
	The "entered by" or "requestor" field should be automatically populated when the data entry staff logs on to the system.			
	Provide on-screen display of a running total of line items to avoid errors during data entry of requisitions.			
	Provide a "comments" field that has the option to either print or not print on the purchase order			

Ability to store descriptive information on the purchase order document, including vendor name and address, shipping instructions, special instructions, and a menu of Terms & Conditions.			
The description field of a purchase order should have word-wrap capabilities.			
Ability to generate single or multi-page purchase orders			
Allow numerous line items to be charged to a single account and a single line item to be charged to multiple accounts.			
Automatic assignment of purchase order number (with override ability)			
Ability to revise and cancel purchase orders			
Need to include "ship to" address on purchase order			

#	Requirement	Yes	No	Comments
	<b>Purchasing – General</b>			
	Ability to create term contracts			
	Ability to automatically generate a purchase order from on-line requisitions.			
	Ability to track purchase orders and payments issued against blanket orders.			
	Ability to allow buyers to override either user-specified or system generated vendors and prices.			
	Allow for either centralized or decentralized processing of receipt of goods and services.			
	Ability to process changes to purchase orders without having to re-enter purchasing information.			
	Ability to track a purchase order, particularly when a change is made, so that all users of the purchase order are alerted to the change.			
	Ability to provide for immediate printing of the purchase order.			
	Ability to electronically transmit purchase orders to Vendors.			
	Provide a field for the delivery location on a purchase order.			
	System should maintain historical information for change orders.			
	Ability to allow for the tracking of items received and the recording of goods returned to the vendor.			
	Provide an automated back order system that informs the requisitioning department of all open back orders and shipping dates.			

#	Requirement	Yes	No	Comments
	<b>Purchasing – General</b>			
	Prevent receipt of goods or services until purchase orders have been completed and printed by the Purchasing Department			

Reports on number of outstanding requisitions and purchase orders			
Be able to report on vendor history and activity analysis			
Ability to run year to date reports for vendors			
Ability to provide real time purchasing reports showing goods requested versus goods ordered and available balances.			
Ability to provide complete on-line and hard copy reporting of purchase orders issued and goods received.			
Ability to create customized reports with report name and description			
For all reports, encumbrances should decrease as purchases are made.			
Provide a report whereby the users can select the number of purchase orders created during a specific date range.			
Provide payment history and status report by vendor			
Provide receiving reports			
Be able to report and inquire purchasing activities by:			
• vendor name and ID			
• funding source			
• by date			
• ordering site/department			
• commodity			
At a minimum, detailed transaction report should include the following:			
• Cost center number and description			
• vendor number and name			
• account number and description			
• cheque number			
• purchase order/contract number			
• requisition number	X		

#	Requirement	Yes	No	Comments
	<b>Purchasing – General</b>			
	• paid status			
	• cheque release date			
	• cheque pickup/mail date			
	• invoice number			
	• invoice date			
	• paid amount			
	• optional parameters			
	• report header (run date, business date, name of report, parameters selected, user name, page number, etc.)			
	Retain our current expense/revenue report format. At a minimum, the fields should include:			
	• cost center			
	• account number			
	• account description			
	• carryover (prior year revenue and expenditure)			
	• ending date (default = fiscal year end date)			



<ul style="list-style-type: none"> <li>beginning date (default = fiscal year begin date)</li> </ul>			
Provide an encumbrance report with flexible selection criteria. At a minimum, the users should be able to select by:			
<ul style="list-style-type: none"> <li>date range (not just end date)</li> </ul>			
<ul style="list-style-type: none"> <li>vendor name</li> </ul>			
<ul style="list-style-type: none"> <li>vendor ID</li> </ul>			
<ul style="list-style-type: none"> <li>requisition number</li> </ul>			
<ul style="list-style-type: none"> <li>purchase order/contract/blanket number</li> </ul>			
<ul style="list-style-type: none"> <li>dollar amount</li> </ul>			
<ul style="list-style-type: none"> <li>status (purchasing stage)</li> </ul>			
<ul style="list-style-type: none"> <li>buyer name with phone extension</li> </ul>			

#	Requirement	Yes	No	Comments
	<b>Contract Management - General</b>			
	Ability to log requests and amounts for proposed contract modifications, by project code as well as by bid line items.			
	Ability to route the contract modifications (change orders) to the seller for approval and record status of modification, i.e., approved, not approved or approved as noted.			
	Ability to flag when modified contract amount exceeds available funds.			
	Ability to modify and monitor stated and revised contract amounts.			
	Ability to establish default retainage percentage and/or amount for projects and contractors.			

#	Requirement	Yes	No	Comments
	<b>Contract Management - General</b>			
	Ability to allow for a user defined multi-level retainage structure for calculation of progress payment (payment request) based on criteria of percentage complete or total amount paid to a contractor.			
	Ability to enter "Authorization to start" dates for consultant contracts.			
	Ability to capture a historical record and audit trail.			
	Ability to flag when a contract has been outstanding for pre-defined duration (days/months).			
	Ability to track bid opening dates and contract award dates.			
	Ability to look up information by contractor.			
	Ability to look up information by specification.			
	Ability to look up information by contract number.			
	Ability to track numerous modification numbers.			

Ability to incorporate memos in system and forward for review and approval.			
Ability to prioritize contractual amendment actions.			
Ability to track contractor by a unique identifier.			
Ability to run standard reports and create customized reports on all data fields.			
Ability to generate boiler-plate contract agreement to shorten legal approvals.			
Maintain historical record of contracts (i.e. amounts, revisions, dates, contractors, items, quantities, etc.).			
Ability to link multiple contract amounts to one project.			
Ability to identify contract modifications either as quantity change or scope changes.			
Ability to provide automated records management and/or document management for logging, routing and storage of documents.			

#	Requirement	Yes	No	Comments
	<b>Contract Management - General</b>			
	Ability to verify participation and payment to sub-contractors by the prime contractor.			
	Ability to override a retainage amount at invoice entry with appropriate authorization.			
	Ability to release retainage at the contractor and project level (lump sum release or percentage release) in a single or multiple transactions.			
	Ability to establish a separate retainage percentage for change orders (contract modifications).			
	The ability to allow for the closing of "short" (partially fulfilled) contracts with proper authorization. The closing transaction must update encumbrances and budget.			
	Provide ability for an electronic (workflow) contract approval process.			
	Ability to prevent a contract from achieving a closed status if all required closing activities have not been achieved.			
	Ability to calculate the number of change orders (contract modifications) by reason code for a specific contract and project.			
	Provide a text field in order to list any possible exceptions or qualifications by bid or bid item.			
	Ability to allow authorized personnel to select a successful bidder from the list of bid responses and to record a comment for cases where the low bidder was not selected.			
	Capacity to create an award letter, once a successful bidder is selected, as well as letters for contractors that were not selected.			

Ability to require contractor invoice number and invoice date (in addition to contract number or purchase order number if applicable) in order to process all invoices.			
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#	Requirement	Yes	No	Comments
<b>Contract Management - General</b>				
	Ability to track the length of time required to make a contract change from submittal of proposed contract modification to approval by legal or other parties.			
	Ability to provide the capability to record reason codes and/or remarks for missed milestone dates. (Provide a link to Timeline project management software).			
	Automatic interface to the Purchasing, encumbrances, budget, accounts payable and other applicable modules.			
	Ability to enable users to view and report on current and past contracts by year.			
	Ability to enable users to view and report on contractor status (MBE/WBE).			
	Ability to enable users to view and report on contracts by fund, account and/or department.			

#	Requirement	Yes	No	Comments
<b>Accounts Receivable – General</b>				
	Ability to maintain a master customer file.			
	Ability to access all customer and billing data on-line			
	Ability to purge all paid invoices on file for a user-defined period			
	Ability to activate/deactivate customers on request			
	Ability to display the open item/balance forward status and aging for customer invoices			
	Ability to enter invoices, credit/debit memo and payments individually			
	System should Automatically assign unique invoice numbers			
	System should allow user defined aging categories (e.g., current, 30,60,90 days)			
	Ability to enter credit memos to update accounts receivable.			

#	Requirement	Yes	No	Comments
<b>Accounts Receivable – General</b>				
	Ability to enter debit/credit memos on-line individually			
	System should provide ability to produce refund checks from AR through AP			

Allow the entry of negative credit memos (to act as internal adjustments)			
Automatically assign unique credit memo number			
Ability to print debit and credit memos on request			
Allow partial billing of an invoice amount			
Separate open receivables by fund for collections purposes			
Maintain daily Accounts Receivable billing control total with supporting detail			
Generate reconciliation style customer statements showing beginning open items, charges during the month, credits during the month and ending open items with an again recap			
Post cash receipts on-line			
Ability to apply a single check to multiple open items			
Allow partial payments to be applied to specific invoice line items in a predetermined order, or designated at posting, or to the invoice as a whole			
Ability to receive cash for items other than invoices such as miscellaneous cash			
Process miscellaneous cash receipts through the cash receipts application			
Process insufficient funds checks with correct posting to the general ledger			
Review on-line all customer accounts past due			
Review on-line customer aging and other statistics such as last payment date			
Billing and Payment History: all invoices, adjustments and payments by customer for a user-specified period of time			

#	Requirement	Yes	No	Comments
	<b>Accounts Receivable – General</b>			
	Cash Receipts Journal: Payments received each day by customer, including check number, payment type, invoice number, invoice date, amount of cash received and special General Ledger account entries such as write-offs			
	Cash Receipts and Adjustments Journal: Lists cash payments received and adjustments made by customer and related general ledger accounts			
	General Ledger Distribution Report: Summarizes the distribution of Accounts Receivable general ledger transactions by account and date.			
	All A/R reports should contain entries by all accounts users			
	The A/R report should be sorted numerically by receipt number (column 1), User number/ID number (Column. 2), description (Column 3), and amount (Column 4)			

Users should have ability to drill down on specific items when they display invoices for a specific customer, including:			
• Invoices			
• Credit Memos			
• Debit Memos			
• Statements			
General Ledger/cash receipts, invoices and credit memos should be posted automatically			
Ability to perform billing and posting to the accounts receivable			
Bill - to customer number			
Bill - to customer name			
Bill - to address (including foreign addresses)			
Customer billing and payment history			
Date and amount of last billing			
Date and amount of last payment			
Year to date billing and payment dollars			
Customer number			
Invoice number			
Invoice date			
Invoice line item(s)			

#	Requirement	Yes	No	Comments
	<b>Accounts Receivable – General</b>			
	Amount of credit			
	General Ledger account distributions			
	Check Number			
	Check Amount			
	Apply-to document /invoice numbers			
	Apply-to document/invoice Amount			
	Date of Payment			
	Account Numbers			
	Invoices			
	Credit memos			
	Debit memos			
	Check/Payments			
	Specified Customer Account			
	Specified General Ledger Account			
	Specified Period of Time			
	Track all maintenance activity in the master customer files			
	Support extended payment terms and automatically adjust aging			
	Initiate cash posting by entering a customer number, customer name, partial customer partial name or invoice number			
	Display all open customer invoices during payment posting			
	Customer Master List: lists all active customers including name, address and telephone number			
	Telephone			
	Contact name(s)			
	Service hours			
	Reason for credit (e.g., error adjustment, etc.)			
	The date of Entry			
	Miscellaneous cash receipts can be processed			

#	Requirement	Yes	No	Comments
	<b>Accounts Receivable – General</b>			
	Cash receipts can be printed immediately			
	Automatically track cash entries and cash on hand and provide cash receipt register and deposit reports for cash reconciliations			
	Automatic posting to appropriate subsidiary and general ledger accounts			
	Print invoices and/or statements in any desired order (i.e. Customer #, alphabetical, zip code)			
	Print statements by user defined criteria			
	Print informational messages on invoices/statements			
	Suppress statements with zero and credit balance			
	Customer Data			
	Date account opened			
	A customer status (active/inactive)			
	Invoice information			
	Capability of running reports for user specified time			
	Invoice numbers or cash receipt numbers should not be duplicated			

#	Requirement	Yes	No	Comments
	<b>Accounts Receivable – General</b>			
	There should be an interface developed between several other systems new ERP system. There should be a data dump from these systems to provide invoice information and payment information.			
	Employees should be set up as vendors on the A/P system. There will be an accounts receivable bucket for employee Travel advances-- A/P issues advance check to an employee and post to A/R employee advance account			
	Employee pays the advance within 7 days and A/R post payment received against the outstanding balance on the A/R employee advance account.			
	Payroll deducts the travel advance from the payroll check. Payroll makes all the appropriate entries to offset the A/R employee advance account.			
	Ability to set up multiple A/R accounts. Each A/R account tracks one type of customer			
	Ability to generate aging reports which query for payments 30, 60, and 90 days late			
	Ability to provide complete on-line and hard copy reporting of accounts receivable activity and aging.			
	Ability to allow for on-line inquiry and hard copy reporting of all accounts receivable by fund, organization, account and program.			
	Customer number 4 characters-- Not mandatory			

Description/ Yes			
Dollar amount formatted to \$x,xxx,xxx.xx			
During cash receipt when cost center is the active accounts should be displayed via a drop down menu			
System should not allow duplicate receipt numbers to be generated			

#	Requirement	Yes	No	Comments
<b>Accounts Receivable – General</b>				
	When A/R is posted there should be security associated with the user ID and capability of specifying business date. The user ID determines whether the person has privileges to access current period vs. prior period.			
	The ability to track petty cash			
	Ability to segregate the type of receivables- set up different rules to accommodate the different types of operations/funds			
	Ability to view the detail transaction of the A/R in General Ledger			
	Ability to process different invoice formats from the system to accommodate different program needs.			

#	Requirement	Yes	No	Comments
<b>Cash Management - General</b>				
	Seamlessly integrate all cash, check and credit card transactions.			
	Allow sorting of transactions by either type or date			
	Allow the ability of pooling cash for all participating funds and maintain "claim on cash" balances either at the fund level or a user designated organizational level. The sum of "claim on cash" for all the participants should equal to "pooled cash".			
	Allow quick marking of transactions that have cleared the bank by allowing the selection of either single transactions or entire ranges of transactions			
	Automatically post reconciliation adjustments to the General Ledger			
	Provide on-screen reconciliation summary information, such as adjusted bank balance, adjusted book balance, difference, number of cleared payments, cleared payments total, number of cleared deposits and cleared deposits total.			
	Allow the reconciliation of multiple accounts at the same time			
	Allow the users to selectively view transactions by status, check date, or other field data.			
	Allow the posting of interest income and service charges to the GL during reconciliation			

Automatically match cancelled checks from the bank statement to the system by check amounts, check number, and bank ID.			
Allow automatic upload of bank statements into the system			
Allow controlled direct update of check or deposit information			

#	Requirement	Yes	No	Comments
<b>Cash Management - General</b>				
	Allow the users to query a group of records from the system and update them all simultaneously with a chosen event date (cancelled date).			
	Have the ability to stale date checks automatically based upon the difference in the amount of days between check issuance and the current date			
	Allow the user to selectively purge transactions from the system			
	Receive automatic updates for each check printed, reprinted, handwritten, void or reversed from the Payroll or Accounts Payable subsystems.			
	Receive automatic updates for each deposit made from the Cash Receipts subsystem.			
	Log all transactions related to any given document, such as Issue Date, Review Date, Stop Date, Cancel Date, Reverse Date, etc.			
	Allow association of a replacement check number with the original check			
	Provide for the creation of an unlimited number of bank accounts and cash accounts			
	Distinguish between the different types of checks issued			
	System must offer password secured access			
	Provide audit trails			

#	Requirement	Yes	No	Comments
<b>Cash Management - General</b>				
	Ability to perform basic treasury functions. (If you would like this function, please answer the following)			
	Ability to perform treasury accounting and reporting functions such as:			
	<ul style="list-style-type: none"> <li>transaction journals</li> </ul>			
	<ul style="list-style-type: none"> <li>investment income projection</li> </ul>			
	<ul style="list-style-type: none"> <li>receivable tracking for coupons, maturities and dividends</li> </ul>			
	<ul style="list-style-type: none"> <li>exceptions tracking</li> </ul>			
	<ul style="list-style-type: none"> <li>complete audit trail</li> </ul>			
	<ul style="list-style-type: none"> <li>securities ledgers</li> </ul>			
	<ul style="list-style-type: none"> <li>trade or settlement date basis</li> </ul>			
	<ul style="list-style-type: none"> <li>calculations of amortization and accretion</li> </ul>			
	<ul style="list-style-type: none"> <li>purchased interest tracking</li> </ul>			



• portfolio segmentation			
• principal and interest payments tracking			
• cash flow projections			
• adjustment of book, par and accruals			
• error correction			
• calculations of gain/loss on sale of investments			
• on-line report writer			
• interface to the General Ledger			

#	Requirement	Yes	No	Comments
<b>Cash Management - Reporting</b>				
	Provide a check listing by bank ID and check number			
	Allow drill down function to the originating transaction (deposit, check, or other bank transaction)			

#	Requirement	Yes	No	Comments
<b>Cash Management - Reporting</b>				
	Provide a listing of deposits with detail information			
	Provide a summary listing of deposit information			
	Provide a list of cancelled checks			
	Provide a history report on any given document			
	Provide a list of outstanding checks			
	Provide a check history by Vendor			

#	Requirement	Yes	No	Comments
<b>Internal Service Billing – General</b>				
	Ability to change rates for internal billing activity, such as space rate and Indirect cost rate "IDC"			
	Ability to make entries on a detail level			
	Ability to run reports on individual invoices			
	Ability to post invoices to G/L by invoice date			
	Ability to change the status of cost center from Active to "Inactive" or "Inactive" to "Active"			
	Ability to track posting by, JE #, Invoice #, Invoice Date, Internal repayment #,			
	Automate the internal billing Process			
	Ability to cross charge department by using cost centers			
	Ability to allocate by square foot, number of employees, number of copies			
	Ability to set up an inter-fund receivable and payable to track interdepartmental charges			

Direct and indirect schedules are prepared by each department responsible for internal services and submitted to the accounting to set up journal entry to charge appropriate cost centers and set up the inter-fund receivables and payables.			
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#	Requirement	Yes	No	Comments
<b>Internal Service Billing – General</b>				
	General Fund is reimbursed by the receiving cost centers via wire transfer or cheque. When Accounting receives the wire the journal is prepared to clear out the inter-fund receivable and payable.			
	Customizable screens based on direct cost or indirect cost.			

#	Requirement	Yes	No	Comments
<b>Accounts Payable – General</b>				
	System should allow new vendor set up during invoice positing			
	System should allow entering invoices into AP batches on-line with control totaling			
	System should automatically generate unique AP batch numbers			
	System should allow correction to the distribution of an invoice without reentering the invoice prior to general ledger distribution			
	System should allow processing debit and credit memos when it's received from vendors			
	System should allow posting debit/credit memos to the General Ledger automatically			
	System should allow to reference a debit/credit memo to multiple vendor invoices			
	System should allow selecting invoices for payment by due date range, and payment date, AP batch numbers, etc.			
	System should allow generating Payment to multiple vendor invoices on one check			
	System should support multiple payment types (e.g., system check, wire transfer, etc.)			
	System should provide on-line warning if total payment amounts exceed invoice amount			
	System must Flag duplicate vendor invoices to preclude generating a check			
	System should Provide automatic balancing control of the data entry			
	System should support on-line inquiries for invoice-by-invoice number, invoices by check number and invoices by vendor number			
	System should Distribute expenses at the gross dollar total level			

#	Requirement	Yes	No	Comments
<b>Accounts Payable – General</b>				

System should provide on-line AP data entry validation as well error correction and reentry of information.			
System should allow generating Cash Disbursements Journal, which lists each payment made and the general ledger accounts affected			
System should allow creation of fixed or variable recurring payments with option of end date and separate payment cycle			
System should be able to handle purchase orders with nominal (approximate) quantities specified			
System should allow processing inter-fund payables entries			
System should allow tracking of all changes to invoice adjustments/cancellations			
System should allow for Automatic calculation of an estimated payment date or estimated receipt date as part of the AP process			
System should provide user-defined aging categories			
System should age payable invoices based on the invoice date			
System should apply prepayments to specific invoice line items with balance reflecting the total net amounts to be paid			
System should allow checks drawn on multiple bank accounts or on a single bank account			
System should allow multiple partial payments against an invoice up to the total dollar value of the invoice.			

#	Requirement	Yes	No	Comments
	<b>Accounts Payable – General</b>			
	System should allow processing installment and lease payments			
	System should allow users to override the invoice amount in the case of discrepancies, and identify the invoice as paid in full			
	System should allow only authorized users to accept invoice prices that differ from vendor contract price. Also, allow only authorized users to override contract pricing, and provide contract			
	System should allow A/P users to select invoices for payment based on invoice due date within specified date range.			
	System should allow for creation of multiple cash AP inter-fund accounts			
	System should allow A/P users to select bank accounts for disbursements, including reviewing multiple bank accounts to determine the proper account from which to issue checks			
	System should allow Scheduling of payments and printing checks			

System should allow the Accounts Payable module to post to the general ledger in summary the entire accounts payable distribution, manual check distribution, and cash disbursements distribution.			
System should allow users to perform electronic matching of purchase order and user-defined invoice information.			
System should provide ability to sort checks by vendor number, by user-defined sequence within bank account number, or by vendor name			
System should allow for voiding checks on- line and reverse the payment from the master file			

#	Requirement	Yes	No	Comments
	<b>Accounts Payable – General</b>			
	System should allow for restarting of the check printing process with automatic restart option			
	Ability to print check stubs with user-defined information such as invoice number(s), invoice line item(s), invoice amount(s), discount taken, vendor name, number, purchase order number or any other AP data field.			
	Ability to print check stub detail on successive check stubs, if necessary, and void successive checks			
	Computer system should be printing the check numbers on the blank check stock.			
	System should print a report Identify all gaps in the check sequence			
	Ability to perform reconciliation of voided, canceled and returned checks on-line or in batch			
	Ability to perform automatic reversal of posted amounts and distributions, and generate accounting adjustments for voided checks.			
	System should automatically print a listing of printed checks after each check printing cycle. This is a control list of checks printed.			
	Ability to print Manually Prepared Check Journal sequenced by check number to provide an audit trail to support the summary entry in the general ledger.			
	Ability to generate a "Check Register" – The check register should be printed after each check run and should be sequenced by check number. This report should provide information on paid invoices such as: invoice gross amount, discount amount, net amount, vendor name/ID number, showing totals for each check number.			
	Ability to print a report showing the outstanding checks			
	Ability to manually void or reconcile a series of checks			

#	Requirement	Yes	No	Comments
	<b>Accounts Payable – General</b>			
	Ability to receive electronic data on cleared checks from the bank to perform bank reconciliation.			
	System should provide ability to withhold checks to vendors even though the invoice is due			
	Ability to generate Check Reconciliation Report. This report is printed upon demand in check number sequence, showing detail on all outstanding checks.			
	Ability to generate paperless wire transfers and ACH transactions.			
	Ability to flag checks such as: negative checks and zero checks.			
	Ability to prevent printing blank checks, negative checks and zero checks.			
	System should allow for one-time or temporary vendors			
	System should maintain vendor payment records for current, year-to-date and prior years.			
	System should accumulate year-to-date purchases by vendor			
	Ability to print the list of vendors upon request based on user specified format such as: vendor ID number, alphabetical, or year-to-date purchase amount (dollars or quantity) sequenced by product line.			
	Ability to generate Vendor Analysis report. This report is printed upon request and should show various breakdowns of activity by vendor (quantity, product line, type) for the current period and year-to-date, and provide a comparison to the previous year's figures.			
	Ability to generate Purchase Analysis report. This report is generated by vendor (Names or ID numbers) showing budgeted items, quantities and dollars purchased, actual items, budget-to-actual purchasing variances, dates purchased, delivery performance, comparisons to prior periods/years.			

#	Requirement	Yes	No	Comments
	<b>Accounts Payable – General</b>			
	The following items are needed in setting up new vendors in the vendor master file.			
	<ul style="list-style-type: none"> <li>Vendor Name</li> </ul>			
	<ul style="list-style-type: none"> <li>Vendor number (alpha or numeric) and address</li> </ul>			
	<ul style="list-style-type: none"> <li>Vendor Telephone</li> </ul>			
	<ul style="list-style-type: none"> <li>Vendor facsimile</li> </ul>			
	<ul style="list-style-type: none"> <li>Vendor contact person</li> </ul>			
	<ul style="list-style-type: none"> <li>Vendor email address</li> </ul>			
	<ul style="list-style-type: none"> <li>Vendor type (e.g., merchandise, non-merchandise, temporary)</li> </ul>			

<ul style="list-style-type: none"> <li>Vendor bank account number for electronic funds transfers</li> </ul>			
<ul style="list-style-type: none"> <li>Vendor bank terms/contract information</li> </ul>			
<ul style="list-style-type: none"> <li>Internal customer number (e.g., number by which we are referenced in the vendor's customer file)</li> </ul>			
<ul style="list-style-type: none"> <li>Last payment date</li> </ul>			
Automatically purge vendors after a user-specified period of inactivity, only if the vendor balance and purchase commitments are both equal to zero			
Ability to run reports on inactive vendors. It should list vendors with no activity for a user specified period of time			

#	Requirement	Yes	No	Comments
	<b>Accounts Payable – General</b>			
	Track all changes to vendor master			
	Identify selected vendors as “critical” for payment scheduling purposes			
	Create system-controlled limits on vendor transactions, total dollar purchases, etc.			
	Search by buyer number and name			
	Definition and description of each stage in the purchasing process should be available within the system.			
	AP Voided Check Log			
	AP Stop Payment Check Log			
	Multiple people should be able to view the same vendor simultaneously, but restrict maintenance of vendor to authorized personnel.			
	Ability to run Vendor Payment Listing by fiscal year and quarter. Should be able to sort by vendor, check date and check date. In addition, the report should provide invoice number and amount.			
	AP system must use invoice date from which aging report is calculated.			
	Allow multiple users to post to the system without locking it up.			
	Ability to run various vendor reports			
	Ability to run cash requirement report			
	Ability to run vendor payment history report.			
	Ability to inquire on status of payment			
	Ability to schedule invoices for payment based on Vendor terms, future dated invoices, etc.			
	Ability to accommodate “one-time” vendors and identify them as such.			
	Ability to process invoice information, including invoice number, amount, payment date, and transaction number, if applicable.			

#	Requirement	Yes	No	Comments
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<b>Accounts Payable – General</b>			
	Ability to generate checks on a daily, weekly, monthly or user defined basis.		
	Ability to produce a reconciliation activity report showing all the daily on-line update activity in the system.		
	Ability to provide invoice tracking for pending department/agency approvals.		
	Ability to produce a monthly report of all cleared checks by check type and by fund.		
	System should differentiate between payments that are due immediate vs. payments that are on hold.		
	System should allow split of several invoices on an obligation		
	System must allow generating outstanding accounts payable report.		
	The invoice date must be a required field so that it can be used as a search criteria for reporting		
	The aging report must be using the invoice date to give an accurate A/P aging report		
	The system must allow holding a credit memo on the vendor file for future off-set		
	The system must allow the invoice number to be used for inquiry purposes on imported transactions.		
	Ability to make changes to the vendor file once the payment has occurred. Example: flag inactive, delete		
	A/P system should allow running reports by check date, fiscal year or any user-defined period. Regardless of when payments were processed.		
	Ability to verify existence of key documents to support the voucher prior to submittal – insurance certificates, performance bonds, etc.		
	Provide status of any submitted voucher or fund or project to review payments to date and committed funds.		
	Ability to place vouchers on hold and to enter reasons for hold.		

#	Requirement	Yes	No	Comments
<b>Accounts Payable – General</b>				
	Retain history of voucher numbers after payment and/or period end to avoid duplicate voucher numbers. Ideally, system generates voucher numbers and does not allow duplicate numbers to be used for A/P vouchering.			
	Ability to remove entered voucher if it has not been properly submitted for payment with corresponding audit trail, and to record reason for change.			
	Ability to consolidate multiple invoices from one vendor and pay with one voucher.			

Ability to maintain open invoice records until paid in full (for unpaid and partially paid vouchers).			
Ability to develop vouchers to partially pay invoices.			
Ability to link owner invoice with subcontractor invoices to correlate the payment received from the owner to the payments made to the subcontractors.			
Ability to warn possible duplicate vendor entries even if entry is not an exact match (e.g. Ace Plumbing vs. Ace Plumbing Inc).			
Ability to delete vendors as required with option of retaining or deleting history.			
Retain vendor history including current period, year to date and all prior history.			
Ability to suspend and restart payment for specified vendors, parent vendor groups, contracts or work orders for user defined duration.			
Ability to record estimates and maintaining a history of changes by contractor and project.			
Ability to track invoices to vouchers and vice versa, and flag if amount paid is different than original voucher submitted.			
Ability to process one-time vouchers for non-contract and non-project invoices.			

#	Requirement	Yes	No	Comments
<b>Accounts Payable – General</b>				
	The ability to accumulate multiple invoices on a single voucher and/or group payments for remittance based on selected criteria (i.e., payment due date).			
	The ability to automatically calculate payment due date from receipt of goods/services or invoice, and allow for user override.			
	The ability to identify the organizational unit or agency originating a voucher.			
	The ability to flag and report duplicate purchase orders and invoices.			
	The ability to generate multiple vouchers from a single invoice or request for payment.			
	The system must include provisions to allow multiple invoices processing on a single contract or purchase order without the potential for overpayment (paying twice for the same item).			
	Ability to generate voucher for progress payment indicating: item number, description of material or services, quantities, unit price, line item total for the voucher and total-to-date for the given contractor or project.			
	Ability to verify existence of all required documents for preparing a progress payment voucher.			
	Ability to generate a receiving request.			



Ability to inhibit specified users from modifying invoice data once the invoice has reached approval status through project manager release.			
Ability to record an invoice for partially received material or for over shipments of material.			
Ability to enable user to view bills in progress of being paid.			
Ability to enable user to view bills not paid.			
The ability to pay a vendor automatically on one warrant for multiple invoices with different pay dates.			
Ability to select or not to select vendors for payment by due date.			

#	Requirement	Yes	No	Comments
	<b>Accounts Payable – General</b>			
	Ability to input an invoice in the system without a receiver in the system.			
	Ability to sort report by vendor, by dollar amount, or provide year-to-date vendor information.			
	Ability to quickly select line items on purchase orders for receiving.			
	Ability to force a decision to keep a purchase order open or close it out.			
	Ability to process travel vouchers automatically with electronic approval.			
	Ability to allow for virtually unlimited multiple addresses for each vendor.			
	Ability to provide for the establishment of discount and payment terms for each vendor.			
	Ability to allow for invoice data to be processed on-line.			
	Ability to automatically retrieve vendor name and address, goods ordered and received, and unit prices based on purchase order number.			
	Ability to allow on-line changes to the retrieval data.			
	Ability to allow for the addition of freight and bulk charges.			
	Ability to calculate multiple taxes, as appropriate, by item.			
	Ability to provide automatic on-line budget account validation, as well as funds availability.			
	Ability to automatically liquidate associated encumbrances as invoices are processed.			

#	Requirement	Yes	No	Comments
	<b>Accounts Payable – General</b>			
	Ability to provide for the issuance of “on demand” checks that automatically update the General Ledger and liquidate associated encumbrances.			

Ability to automatically handle recurring payments.			
Ability to establish "one-time" vendors.			
Ability to provide a complete bank reconciliation process including the matching of outstanding and cleared checks with issued checks.			
Ability to provide document history retrieval on-line, linking requisitions, bids, purchase orders, packing slips, stores issues, invoices, checks, returned goods, and received goods.			
Ability to prevent the entry of an invoice that would cause the cumulative invoiced amount to exceed the contract or purchase order value.			
Accounts Payable – Reports			
Ability to generate a report of open and closed vouchers based on user-criteria, such as daily or weekly time period, fund number or project code.			
Ability to generate a complete on-line reports and hard copy reporting of Accounts Payable activity.			
Ability to allow for on-line inquiry of all Accounts Payable by fund, organization, account and program.			
Ability to make adjustments to posted transactions in the system, so that the transaction is affected in both AP and GL.			

#	Requirement	Yes	No	Comments
	<b>Budgeting – Consolidated Budget</b>			
	Hierarchical structures can be defined that allow for reporting of individual as well as aggregate revenues and expenditures.			

#	Requirement	Yes	No	Comments
	<b>Budgeting – Consolidated Budget</b>			
	An audit trail (including time and user identification) is maintained automatically reflecting all budget entries.			
	Ability to perform budget modifications and maintain an audit trail of modifications.			
	Budget request data can be entered easily and/or copied forward from a user defined period.			
	Ability to compute "what if" scenarios using actual budget data or adjusted budget data compared to actual expenditure data or adjusted expenditure data in any combination.			
	Capabilities allow users to develop budget forecasts using base-year budgets.			

Ability to accommodate various budget recording methods such as increasing, decreasing, or replacing existing budgets (e.g., versions, revisions, or changes in a grant agreement).			
Ability to perform a variety of revenue, expenditure, and fund balance forecasting including the ability to perform fee analysis.			
Ability to create, modify, and establish a budget for a specific project and component of a project.			
Ability to develop budget for grants with different fiscal years			
Capabilities allow forecasts to be expressed in terms of percentage increases or decreases.			
Capabilities provide a process to apply inflation factors to a budget model.			
Subsequent proposals and changes to budgets can be analyzed without affecting current budgets.			
System has the capability of posting to either of two fiscal years during the lapse period.			
System should provide online worksheet to facilitate preparation of budgets. Information from a user defined period should flow into this worksheet.			

#	Requirement	Yes	No	Comments
	<b>Budgeting – Consolidated Budget</b>			
	Allows budgets or budget items to be frozen at a certain level of approval to prevent further change by the projection percentage during the revision process.			
	Provided the ability to make mass adjustments to budget line items throughout the comprehensive budget.			
	Ability to budget at account and sub object level.			
	Ability to budget by position based on interactivity with HR and Payroll			
	Ability to provide dollar and percentage change techniques by budget line item or line item group to simplify budget preparation.			
	Ability to specify the basis for computing the budget based on user defined criteria (e.g., salary, total labor cost, billing rates, etc.)			
	Ability to allocate budgets across departments for the same line item as well as roll up to one total cost.			
	Ability to perform reallocation and tracking of budgets by funding source			
	Ability to perform reallocation and tracking of budgets by individual projects			
	Ability to perform reallocation and tracking of budgets by fund number.			

Ability to track actual project costs and compare with budgeted project costs (adjust if reallocations are made).			
Ability to track expenses by categories and allocate cost to project cost accounts as required.			
Ability to accommodate project contingency line items in budgets.			

#	Requirement	Yes	No	Comments
	<b>Budgeting – Consolidated Budget</b>			
	Ability to allocate overhead and administration costs to departments, cost centers, programs, and sub-program levels automatically. (IDC – Indirect Cost)			
	Ability to support Activity Based Costing budget preparation			
	Each cost center should have a contact person or “responsible person” assigned to it in the system. All users should be able to view this field on any cost center. This functionality would allow for better communication and assist with compiling group/departmental reports			
	System must support the entire budget process such as preparation, approval, amendments, monitoring, etc.			
	Budget module must recognize account attributes (groupings) that are built into the account structure in the general ledger			
	Users must be able to assign temporary cost center numbers and be able to delete them if not approved.			
	Ability to identify accounts with budgetary balances that meet criteria for being carried forward to the next fiscal period.			
	Ability to close budgetary amounts from the current file at the end of the fiscal year.			
	Ability to allow the rollover of selected budget lines, or all budget lines into the new fiscal year and adjustment of appropriate spending allocations and encumbrance balances.			
	Allow comparison of different budget versions			
	System must provide a high level of security that would only allow specific users to access, create and/or approve specific budgets.			
	The system has the ability to block entity or specific account or object transfers.			

#	Requirement	Yes	No	Comments
	<b>Budgeting – Consolidated Budget</b>			
	Ability to establish a tolerance level for budget warning			

Ability to display a warning notice when transactions are proposed for accounts whose budgets have been exceeded.			
Ability to set spending controls at various levels relating to funds available for expenditures.			
Ability to check for unauthorized charges against budgeted line items on a timely basis.			
Ability to deny financial transaction if budgetary amount is not adequate to cover the transaction being posted.			
Ability to determine sufficiency of funds prior to processing change orders.			
Ability to monitor (through rules and/or procedures) for erroneous charges.			
Ability to permit the modification of encumbrances (e.g., increase, decrease, or cancel) and produce an audit trail of the transaction.			
Ability to track the original amount, current amount, payments made, and remaining balance for an encumbrance.			
Ability to allow for pre-encumbrance and/or encumbrance before a contract or purchase order is awarded.			
Ability to provide liquidation of encumbrance when final payment is made against an account when specified by project manager.			
Ability to automatically close encumbrances with appropriate journal entries for year-end financial reporting.			
Ability to flag a warning for Non-Sufficient Funds (NSF) condition when vouchers exceed encumbered funds.			

#	Requirement	Yes	No	Comments
	<b>Budgeting – Consolidated Budget</b>			
	Ability to perform standard encumbrance accounting activities.			
	Ability to track current year and inception-to- date allocation and authorization amounts in the budgetary accounts.			
	Budget data can be established and maintained on-line for any number of past, present, and future years.			
	Actual revenue and expenditure data can be stored and retrieved on-line for any number of past years.			
	Ability to have centralized viewing capabilities for entity-wide sorting and roll up of all budget information.			
	Ability to view the detail charges of actual spending or encumbrance amounts on-line.			
	Ability to have all prior history for actual spending and budgets available on-line for multiple years.			

Approved budget is automatically recorded for use by general ledger in new fiscal year.			
Ability to use workflow for budget approval and calendaring			
Ability to roll up department or grant budgets to the fund level.			
Ability to accommodate the transfer of funds between budgeted line items.			
Budget projections can be made for multiple years according to user-defined parameters.			
Intermediate and final budget reports are available.			
Allows monthly and quarterly budget figures to be established, if desired.			
Ability to keep multiple budget years open at one time.			
Ability to identify budgets by original budget, first revised budget, second revised budget, third revised budget etc.			
Ability to maintain as many sub-budgets and program budgets for certain line items and projects as needed.			

#	Requirement	Yes	No	Comments
	<b>Budgeting – Consolidated Budget</b>			
	Ability to create and maintain multiple budget versions			
	Ability to create an on-line long-term capital budget that is integrated with purchasing, accounts payable, budgeting, and project management.			
	The ability to put budget processing for certain line items on hold. (flag budgets on hold)			
	Ability to create cost centers in the Budget module before they are created in the GL to accommodate non-approved budgets that should not carry forward to the GL.			

#	Requirement	Yes	No	Comments
	<b>Budgeting - Reporting</b>			
	Ability to produce budget to actual reports			
	Ability to provide centralized monitoring of spending, budget preparation process, and available balances.			
	System has capability to produce comprehensive management and budget reporting.			
	System has capability to produce both standard and ad hoc reports as well as allow for the use of standard statistical and logically functional packages so that research and analysis can take place.			
	System has capability to produce internal reports of an organization unit as well as government-wide reporting			

Ability to allow the comparison of budget (spending plan) to actual obligations and expenditures, including a variance and percentage variance.			
Ability to provide variance reports illustrating budgets versus appropriations versus actual encumbered amounts to the respective budgets.			

#	Requirement	Yes	No	Comments
<b>Budgeting - Reporting</b>				
	System must be able to report on cost centers by the date any budget modification is received			
	Reports should have a "to and from date", with the default being our fiscal year.			
	Need to be able to generate exception reports or criteria-driven reports (e.g. accounts that are 75% expended at mid-year)			
	The system should allow users to run reports at a high level and drill down to lower levels			
	Ability to create the final budget document on-line in its finished form.			
	Cost allocation rates can be assigned to specific range of dates for individual cost centers and/or other user-defined criteria.			
	Cut and paste features or easy export to Excel, Access, or other software programs.			

#	Requirement	Yes	No	Comments
<b>Data Conversion – General</b>				
	Ability to convert detailed and/or transactions for at least 5 years			
	Ability to review and validate conversion data before and after conversion.			
	Ability to identify errors in the conversion file(s)			
	Ability to evaluate, review data and mapping information before actual conversion.			

#	Requirement	Yes	No	Comments
<b>IT - General System</b>				
	Ability to interface with multiple systems internal and external to the individual departments.			

#	Requirement	Yes	No	Comments
<b>IT - General System</b>				
	Ability to provide for separate and distinct environments supporting software design life cycle phases: Vision, configuration, development and testing, training, and production.			

Deliver, prior to implementation, the necessary licenses and software of each commercially available third party software application used in conjunction with the proposed system, database system, system development support tools, documentation and query tools.			
Access any financial database from any network attached client platform by any user with the appropriate access authorization privileges.			
Integrate financial database structures as a uniform and authoritative source of financial data to all interfacing applications and all authorized ad hoc query requests.			
Provide for systems modules that are fully integrated with one another to avoid redundant data entry and which allow for drill down and hierarchical data summaries			
Ability to support purging of individual, project-specific data from all relevant system modules.			
Ability to incorporate workflow functionality.			
Ability to integrate with word processing, spreadsheet, and database documents.			
Ability to attach imaged documents.			
Ability to accommodate narrative on selected screens.			
Ability to track documents submitted for approval and review with a time/date stamp.			
Ability to optically image voucher documentation for later verification.			

#	Requirement	Yes	No	Comments
<b>IT - General System</b>				
	Ability to provide automated records management and/or document management for logging, routing and electronic archiving of documents.			
	Ability to incorporate an audit trail of all transactions.			
	Ability to customize fields for proposed or unanticipated requirements.			
	Ability to record the status of workflow and approvals for documents.			
	Ability to customize fields and look-up tables.			
	The system must provide an on-line inquiry access to any transaction.			
	Ability to interface with current desktop OS: Windows 10			

#	Requirement	Yes	No	Comments
<b>IT - Networking (LAN, WAN, Wireless)</b>				
	Ability to run on current network operating systems: Windows			
	Ability to accommodate TCP/IP protocol			



Ability to interface with current WAN connectivity.			
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#	Requirement	Yes	No	Comments
<b>IT - Security Control</b>				
	Ability for employees to charge time to a specific program or project and specify the type of work performed.			
	Support profile based privileges such that database access privileges may be assigned to a named individual and collection of users having the same functional role, class, or organizational assignment (bureau).			
	Inhibit display of passwords whenever a user is prompted to enter a password.			
	Ability to perform electronic approval and/or digital signatures for various documents.			
	Ability to apply security at field, record and document report levels.			
	Ability to generate alarms or alerts for security violations.			
	Ability to interface or integrated with Windows Active directory service security control			

#	Requirement	Yes	No	Comments
<b>IT - Application Development</b>				
	Ability for all fields in the database to be printed on the pay stub as desired (e.g., detailed pay, deductions, and leave balance accumulators).			
	Ability to interface with current and future mail systems: Gmail.			
	Ability to interface or create data warehouse Engine			
	Ability to provide report tools to create customized report			

#	Requirement	Yes	No	Comments
<b>IT - User Interface</b>				
	Ability to customize user menus and screens based on user access authority.			
	Ability to provide a graphical user interface (GUI) for viewing information.			
	Ability to accommodate narrative on selected screens.			

#	Requirement	Yes	No	Comments
	<b>IT - Database Backup And Restore</b>			
	Ability to provide archiving of data.			
	Ability to interface with current backup:			
	Ability to provide database backup & restore, monitor tools for DBA			

#	Requirement	Yes	No	Comments
	<b>IT - Document &amp; System, Application Log</b>			
	Ability to provide detail technical documents for system administrator, system engineer, application engineer			
	Ability to provide application system log for system administrator, application engineer			

	Ability to provide security log for network engineer, system administrator			
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#	Requirement	Yes	No	Comments
	<b>IT – Additional Questions From The IT Department</b>			
	How are updates and patches disseminated and implemented? (Can they be removed if necessary?)			
	How is the application distributed? (Web- based, client/server, drive mapping, Terminal Server)			
	How are the date fields addressed? (text field or date)			
	Is technical support 24 X 7? What are the hours of operation and time zone?			
	What is the average response time for technical support questions?			
	How often are major revisions to the product released? What is the timeframe of planned improvements?			
	What are the requirements for the software.?			