Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The General Ledger System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:							
2	Accommodate the structural requirement of fund accounting such as maintaining multiple fund general ledgers, appropriation/expenditure/revenue ledgers, and should interface with financial support systems which collect report data associated with the entity's day-to-day financial activities.							
3	Provide for the maintenance of separate funds, each of which is a self-balancing set of accounts, with all funds recorded being processed simultaneously by the common system.							
4	Allow the user to determine the basis for accounting for each fund separately in cash, accrual, or a modified accrual basis.							
5	Capability to post to any of the months in the current fiscal year or the first three months of the next fiscal year without closing any of the months of the current fiscal year.							
6	During all processing, the system should edit transactions to insure that each entry to a fund is balanced and complete and also that each fund is maintained as a self-balancing entity.							
7	Provide the option to use dashes, periods, or other defining characters in the GL account number configuration. If dashes or periods are used, the user should be able to predefine account number configurations for each type of account (expense, asset, revenue, liability, etc.) so that the dashes or periods are automatically inserted in the appropriate spaces.							
8	Ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds which are accounted for in one centralized (pooled) bank account.							
9	Account for cash in funds where cash is maintained separately from the pooled cash bank account.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
10	Define accounts as either having optional or required status in the Project Accounting module.							
11	Ability to define different fiscal year ending dates for individual funds, i.e., not all funds are required to have the same fiscal year-end date.							
12	Ability to maintain unlimited historical financial data, i.e. actual amounts for both budgetary and financial data. This information must be available for both systems reports and inquiry functions.							
13	Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. At any point during the year, the user may either inquire on-screen or request a printed inquiry of this information.							
14	Provide the ability to import budget adjustments in a pre-defined format from third-party applications.							
15	Maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget.							
16	Provide for user defined groupings of accounts for budget control purposes. Budgets will be established on a line item basis, however an option should be provided to group accounts for budget control purposes (i.e. all supplies accounts within a department) in the purchase order input process.							
17	Allow for the projection of revenue and expense account balances for budgeting purposes. The system should accept balance projections manually or calculate projections based on the year-to-date account balances (thru a user-defined period), the last saved projection or the last calculated projection. Account selection should be based on user-defined criteria.							
18	Accept automatic posting of journal transactions from other subsystems or third-party applications in predefined journal entry format.							
19	Run interim financial reports during an accounting month.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
20	The system must have the ability to load previously posted transactions for reposting with new dates.							
21	Automated bank reconciliation process for multiple cash and bank accounts.							
22	Maintain and process transactions for a "prior" fiscal year and a "current" fiscal year simultaneously before the prior year is closed. Make an "adjustment period" available for posting audit adjusting entries to prior year balances.							
23	Load previously posted transactions with debits and credits reversed to create reversing entries.							
24	Provide ability to suspend account activity.							
25	Create accounts with a future status for future budget periods and restrict current year posting to the account until changed to an active status. Provide for automated status change of future accounts during budget implementation process.							
26	Provide the user an average daily balance by account within a pooled cash account.							
27	Ability to automatically upload posting of cleared items from the entity's bank to the bank reconciliation system.							
28	Provide the ability to protect an account from journal entries while allowing system postings.							
29	Provide the ability to flag a fund with an active or inactive status. Inactivating a fund will inactivate all accounts within the fund.							
30	Maintain and print notes for individual funds and GL accounts with the ability to secure notes from any future changes.							
31	Provide the ability to purge all transactions from the G/L history for a selected fiscal year. A report listing the proposed transactions to be purged may be generated prior to running the purge process.							
32	Audit changes made in key files (General Ledger system file, fund maintenance and account transfer maintenance file) and provide an audit report listing changes to these General Ledger files. Filter options should include date, file, function and operator.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
33	Provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Journal Entry Capabilities							
34	Journal entries must have a unique identifying transaction code or number. Journal entry input should be processed in a packet format creating a system level audit trail of input, edit, approval, and update of data. Packets can be department specific and merged together for processing purposes.							
35	Prevent journal entries from posting to months, fiscal years, or accounting periods which have already been closed for accepting business transactions, or have not been opened for accepting business transactions.							
36	Maintain detailed transaction descriptions in the general ledger for both system and manually generated journal entries.							
37	Prevent posting transactions to invalid general ledger account numbers.							
38	Ability to track the day, month, and year of the journal entry.							
39	Provide for optional automatic creation of journal entries and reversal of journal entries after period close. The user must be able to identify which entries should be reversed at the time of entry.							
40	Automatically generate all "due to" and "due from" journal entries when posting a transaction to one fund which will affect other funds.							
41	Provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
42	Accept both standard and recurring journal entries, both as to amount and account. For recurring journal entries, data entry should be required only once. Edit recurring entries as to coding accounts and amounts as necessary. Preferably, the user should be able to initiate a batch which would have all the recurring entries for the period for review and edit.							
43	Allow the user to reverse or cancel a previously posted/updated journal entry. Also allow user to re-post a journal entry after reversal. Provide a complete audit trail in the general ledger for journal entry reversal and re-post by requiring a separate journal entry number or code for each reversal/repost.							
44	Allow the user to edit and/or correct both manual and/or system generated journal entries as to account number, amounts, descriptions, etc.. Even after user debits, the system should edit the entry to verify that the edited journal entry is still in balance as to both debits and credits and individual funds.							
45	Print journal entry transaction detail prior to posting the journal entry to the general ledger.							
46	Ability to set up predefined sets of accounts and corresponding descriptions for repetitious journal entries. Provide ability to distribute the amount of the journal entry on a predefined percentage basis or by stated amounts entered by the operator.							
47	Perform allocation calculation such as interest, based on an allocation method selected (average daily balance, monthly beginning balance, monthly ending balance, percent, or fixed amount) during the journal entry process.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
48	Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to post audit adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data.							
49	There should be a default general ledger fund equity account maintained in the general ledger master chart of accounts or fund table. This fund equity account will be used in the fund during the year-end close process.							
50	Ability to assign journal notes to transactions in situations where descriptions would be helpful for justification or clarification purposes. An option to view the journal notes on screen or print the journal notes on appropriate reports should be provided.							
	Inquiry Capabilities							
51	The system should provide on-line account number look-up at any prompt for a general ledger account number. This look-up feature should be based on a portion of the account number and/or the account name. The appropriate accounts should be displayed, with the ability to select the desired account.							
52	General Ledger Data Display - Data on status and history of an account including general ledger number, account name, account type and account balance information including encumbered balance, current balance and the net amount of any pending transactions. Drill-down is available to view the details for the journal entry transactions which comprise the pending amount.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
53	Provide on-line account information including account number, account name, type of account (asset, revenue, expense, etc.), department name, and account balance. For both the original and current budget the amount budgeted, account balance, amount encumbered, current amount encumbered, amount currently reserved (amounts entered as requisitions that are awaiting to be approved as purchase orders, or excess or reduction in PO during receipt process that is not been posted to accounts payable), unencumbered budget balance, and percent of budget obligated. Total amounts expended and encumbered for each month of the fiscal year should be displayed. Total amounts budgeted for each month (both original and current budgets) should be displayed.							
54	The inquiry program should provide an option to display detailed information on transactions posted during the fiscal year. Options should be provided to display transaction detail based on parameters such as dates, ranges of amounts, or transaction number. The system should display the transaction date, transaction number, reference (ck number, etc.), description, and amount of the transaction. User should be able to filter the transaction detail by source, date, amount, transaction type, and encumbrance amount. If appropriate, the vendor, invoice, purchase order or work order number should be displayed. The detail records should support drill-down functionality on the transaction number, vendor number, invoice number, purchase order number and work order number.							
55	The monthly activity, budget information and transaction detail information described above should be available for on-line inquiry for the current fiscal year as well as for a user defined number of previous years.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
56	Online display for monthly balance activity, budget adjustments, history and transaction detail information provides dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information. User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
57	Provide for inquiry by a user defined group of accounts (i.e. all accounts within a department, personnel accounts across all departments in a fund, etc.). Totals for monthly expenditures and budgets should be displayed.							
58	Ability to inquire on transactions by journal entry numbers.							
59	Ability to reconstruct previously posted transaction packets and print registers.							
60	Ability to inquire on transactions with journal notes by journal note number.							
	Reporting Capabilities							
61	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
62	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
63	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.							
64	Provide the ability to design and create reports in a user defined format without being required to purchase a special report writer application. Data elements for purposes of creating reports should include at a minimum, the following: current and/or prior year-to-date actual, current year-to-date including encumbrance, outstanding encumbrance at the end of the period, current and/or previous year total budget, current and/or previous year year-to-date budget, current month actual, prior year month actual, and percentage comparison of YTD amount and total budget amount.							
65	The system should print a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account.							
66	The system should print an expenditure report by fund, organization and expense object, showing budget, expenditures for the period, expenditures YTD, percent of budget expensed, outstanding encumbrances and uncommitted balance with totals by summary account as defined in the table.							
67	All reports should include the name and title of the report, date and time the report was produced and the date(s) for which the report covers.							
68	Option to view any report on screen with subsequent option to print.							
69	Ability to generate financial statements by individual funds or for all funds.							
70	Ability to consolidate financial statements when more than one fund is used to account for various fund types or groups.							
71	Ability to print a report including all journal notes.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
72	Ability to print a report for a user defined range of journal numbers, sorted by journal entry number.							
73	Provide the ability to run all applicable reports for the current fiscal year's data or from data from a previous fiscal year.							
74	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the General Ledger system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.							
75	The system must generate data necessary for compliance with state and federal reporting financial statements produced with the data should conform to MFOA and GAAFR standards. The following financial reports must be included in a user defined format:							
76	Account Listing							
77	Chart of Accounts							
78	Statement of Revenues and Expenditures							
79	Trial Balance							
80	Balance Sheet							
81	Budget Worksheet							
82	Budget Presentation							
83	The system should also print interim financial statements, to be prepared in a format desired by the customer.							
84	Provide the following predefined reports:							
85	**General Ledger Detail Report: Report parameters should include the ability to choose fund, range of dates, range of accounts, debits, credits or both, option to include encumbrances, option to print vendor numbers only or vendor numbers and names, and option to print journal notes and projects. For each account selected, the report should print the account number and name, beginning balance, and ending balance. The report should print for each transaction, the transaction date, posting date, transaction number, reference, description, vendor number/name, invoice number, purchase order number, amount of the debit or credit, balance, and journal notes (if applicable).**							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
86	General Ledger Detail Vs Budget Report: This report shows transaction detail by account along with budget, year-to-date, and balance information for accounts. Transactions are listed for the selected General Ledger accounts for specified accounting periods and budget information resulting from the transactions. The transactions can be limited by fund, time period, transaction date, and account range. Additional report parameters include the ability to include active accounts only, monthly totals, and restricted accounts. The report includes the transaction date, number, reference, description, vendor, journal entry number, budget, activity and account balance. Department totals are presented at the end of the report.							
87	Cash Analysis: Report parameters should include the ability to choose the fund, month and year, days of the month to include in the report, and option for summary or detailed version of the report. The detailed version of the report should print for each cash account within the fund selected, for each day of the month, the total amount for all checks, deposits, service charges, interest, miscellaneous, net change,							
88	Template Report: This report shows the accounts that comprise the distribution defined for a template. For percent-type templates, the report also shows the distribution percentages. For flat amount-type templates, the report shows the distribution amounts. The report includes account totals for the accounts in the distribution. The report can be printed for a single template or for all templates.							
89	Transaction Audit Report: Report parameters should include the ability to choose the fund(s), accounting period, account or range of accounts, option to include encumbrances, and option to include journal notes. For each transaction selected, the report should print the transaction number, transaction date, posting date, reference, description, accounts debited and credited, amounts, and journal notes (if applicable).							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
90	**Budget Analysis Report: Report parameters should include the ability to choose the fund(s), budget code, accounting period(s), starting and ending general ledger account, with option to include vendor names on the report. For each account selected, the report should print the account name and number, and beginning balance, current balance, and current amount encumbered. For each transaction, the report should print the transaction date, posting date, transaction number, reference, description, vendor number and name, invoice number, purchase order number, amount of the transaction, unencumbered budget balance, and net total of budget amount for the included accounts.**							
91	**Budget Adjustment Report: This report shows for each budgeted account, the original budget amount, along with the date, description, and amount of adjustments made to the budget account. It also shows the current budget amount, after the adjustment was applied, and an option to include budget adjustment notes. Report filters include budget adjustment number and date ranges.**							
	System Interfaces							
92	The General Ledger system should interface with the following modules:							
93	Accounts Payable							
94	Purchase Orders							
95	Payroll							
96	Bank Reconciliation							
97	Budgetary System							
98	Project Accounting							
99	Fixed Assets							
100	Inventory							
100	GASB MSDE Module with Adjustments & Reporting							
100	Utility Billing							
100	Miscellaneous Accounts Receivable							
100	Business License							
100	Building Projects							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Central Cash Collections							
100	Sales Tax							
100	Special Assessments							
100	Court Case Management							
100	Cemetery Records							
100	Property Tax Management							
100	EMS Billing							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Budget Preparation system must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:							
2	The system must include a user defined budget work sheet and budget proposal report as specified by the Customer. A report generator should be provided that will provide the capability for the user to create additional user defined budget reports.							
3	Budget work sheets and proposals should be capable of including account number, account name, one or more previous year's budget amounts, one or more previous year's actual amounts, current year's actual YTD, and current fiscal year budget in addition to the proposed budget.							
4	The system must allow automatic installation of the adopted budget.							
5	The system should allow the user to create projected budgets with the ability to multiply selected portions of the current budget or other specified model budgets, by a user defined multiplier and automatically create new budget amounts.							
6	The model budget, variance, percentage change, and new projected budget amount should be displayed providing full screen edit capabilities to the new budget column.							
7	The system should provide the ability to include free form text notes at the line item, department, and fund level. These notes can then be defined as permanent, current, and next year. These notes can be printed with budget work sheets and budget proposals at the user's discretion.							
8	Provide the ability to create free form text notes that may be associated with specified departments that may be printed on budget reports.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
9	Support ability to print notes on budget worksheets, budget proposals, or budget presentation reports at the user's discretion. These notes can also be viewed in the General Ledger in Account Management.							
10	The system should allow the user to run the projected budgets through the current financial statement formats.							
11	During budget formulation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem.							
12	There must be system security available to control access to the budgeting windows. Budget codes should be protected as to users authorized to perform actions on them (Create/Delete, Initialize, Copy, and Install). Additional security should be provided down to the line item level (i.e. giving a department head the ability to work with budget projections only within accounts in his/her department).							
13	For each cost center, the system must have the capability to maintain multiple versions of the budget. Each version would typically contain not only the base budget but also various enhancements, or changes, at the line item level.							
14	Provide the ability to develop budgets in the system for grants or other funds for fiscal years ending at dates other than the Customer's fiscal year-end.							
15	The system must be able to accommodate a minimum of ninety-nine versions, per fund, of the budget and multiple changes per cost center.							
16	These changes must be maintained in separate records, and displayed in separate windows in the system.							
17	Subsequent to the final approved budget being established in the system, all versions used during budget formulation should still be available for on-line inquiry.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
18	The system should include a budget manager tool to consolidate the budget preparation and analysis functions. This tool should provide multiple options for viewing and maintaining budgets: by fund, by department, by type, by account or by adjustments. Summary views should include drill-down capabilities to the lowest level of account detail, notes and distribution information.							
19	The budget manager tool should generate side-by-side comparisons of two budgets, defined by the user. Multiple options for viewing budget comparisons should be available: by fund, by department, by type, or by account. Comparison information should include, for each level of detail displayed, an amount and percentage variance.							
20	The budget manager tool should include an import function to automatically transfer in personnel budgets created in the HR Budgeting module.							
21	The budget manager tool should provide extensive reporting capabilities for budgets, with convenient access to the budget reporting menu.							
22	The budget manager tool should display selected budget data with dynamic grid controls, allowing greater flexibility in sorting, viewing and grouping information. Users should have the option to define and save screen configurations. Functionality should also include the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
23	On the budget work sheet view shown by line item, the system must have the capability to calculate amounts for the proposed budget column based on a fixed increase/decrease percentage. The user must be able to indicate whether the calculation should be done for selected cost centers only or for all cost centers for which this line item is budgeted.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
24	On the budget work sheet view shown by line time, the system must provide automatic distribution of the budget amount evenly to all months or to each month in proportion to the actual amounts, from a historical year specified. Additional capabilities should include manual distribution of annual budgeted amounts to months based on a specific spending plan, dividing the annual amount by twelve or based upon a percentage distribution per month.							
25	Once a split has been established, if the budget amount is changed, the new budget amount should automatically be distributed according to the percentages established when the original split was input.							
26	The User must be able to change amounts at any time. All changes to the final approved budget must be input as amendments and maintained in a budget adjustment file. An audit trail should provide data for the budget adjustment date, description, adjustment amount and new budget. Any files in other subsystems or the primary financial system using budget data, should reflect these changes.							
27	The system must provide the ability to import proposed budgets, budget adjustments and budget notes in a pre-defined format from third-party applications.							
28	Must provide on-line context sensitive documentation, with table of contents, index, key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Reporting Capabilities							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
29	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
30	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							
31	The system should print budget work sheets for each budget. The format for budget work sheets may include one historical budget, an original budget, current budget and one proposed budget and shall be defined by the Customer and provided by the vendor as a part of the installation and configuration process.							
32	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the General Ledger/Budget Prep system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.							
	System Interfaces							
33	The Budget Prep system should interface with the following software modules:							
34	General Ledger							
35	HR Position Control Budgeting							
36	Report Generator							
	TOTALS	0	0	0	0	0	0	

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Accounts Payable system must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:							
2	Multiple bank accounts							
3	Designated disbursement fund							
4	Pooled cash account							
5	-OR- combinations thereof.							
6	Support length of vendor name, address & city fields up to 50 characters.							
7	Support cash, accrual, modified accrual, or combinations thereof.							
8	Ability to process credit memos on-line.							
9	Ability to store credit memos for each vendor.							
10	Provide a complete bank reconciliation process.							
11	Ability to provide a comment field that can accommodate various comments, which are printed on the check.							
12	Provide a status code to allow placing a hold on all payments for an individual vendor.							
13	When updating vendor records, the user does not need to know vendor codes, type codes, etc., the user simply moves to the appropriate field and selects from a drop-down list of codes for the field with optional add/edit functionality.							
14	Provide options for new vendor numbers to be set up manually or set up automatically by the system.							
15	The system should provide the ability to capture multiple user-defined data elements through the use of comment codes with the following attributes:							
16	Data is entered in a code format with the ability to enter a description, the record for which the code is to be associated with (AP Vendor record), field label, type of data to accept (text, number, integer, currency, date, phone, social security number, value list, federal ID, format field) and an option to flag the comment code as a "template".							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
17	Template comment codes are assigned to every account automatically, thus eliminating the need to manually place the same code on every account.							
18	The system should automatically search for and notify an operator of other records in the system with identical comment data, when the operator enters comments for template comment codes setup with a "unique" or "warn" value .							
19	Account searches and inquiries should be provided using user-defined comment codes.							
20	At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history. Once the inquiry is completed, a single mouse click or keystroke must return the user to the original screen and field.							
21	Provide an option for the system to automatically assign a unique item number in circumstances when the operator has no invoice number.							
22	Provide an option to designate specific bank accounts for payment of each invoice.							
23	Tracks additional taxes due for goods or services purchased out of state or not charged by the vendor. User-defined tax codes and rates are utilized to track and calculate additional taxes.							
24	Option to support multiple vendor sets in the event the user processes accounts payable for an entity with a separate taxpayer ID number.							
25	Ability to set up pre-defined sets of accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers. Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
26	Provide budget checking features within Accounts Payable Input Processing with flexible options for handling account distributions that go over budget. Options should include: Ignore, Show Warning, Password Required and Prevent.							
27	The system must internally generate all "due to" and "due from" entries to keep all funds in balance if an item is expensed to multiple funds.							
28	The user must be able to restrict, through system security, individual access to the accounts payable system and to individual programs within the accounts payable system.							
29	The system must maintain a record of the last check number used, which may be overridden by management to accommodate manual checks written since the last check cycle.							
30	Ability to pay an invoice out of current calendar year before printing 1099's from previous calendar year.							
31	Support multiple types of 1099s. Support electronic filing of 1099s.							
32	Option to automatically base the 1099 setting for vendor invoices on the setting in the vendor record with another option to override default 1099 setting for vendor invoices.							
33	Support W-9 tracking by providing a flag to prevent payments to a vendor if a W-9 has not been received from the vendor.							
34	The system must accommodate payment from various general ledger cash accounts within specific funds, with the option to designate which cash account to use for each invoice if desired.							
35	Provide function for automated process of reversing accounts payable checks. Provides option to automatically create reversing entries in the general ledger, void the check in the check reconciliation system, and either re-issue a check or delete the item from the accounts payable system.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
36	The system must allow the user to set up recurring charges for repetitious items such as monthly lease purchase payments, rent, etc.							
37	Vendor numbers and G/L account numbers must be validated by the system at the field level.							
38	The system must accept future dated entries which would not be processed until that date is reached. These entries must be maintained in the unpaid file until processed.							
39	The system must allow for invoices, debit memos, and credit memos to be processed in packets or batches with system maintained audit trail on integrity of input, edit, approval, and update of data.							
40	Ability to provide for either regular or laser-printer generated checks.							
41	The system must provide an option to print separate checks for a single vendor, when needed. The system default, however, must be to pay all invoices selected for payment, with one check.							
42	Checks must be printed in a format prescribed by the Customer.							
43	Ability to specify a method of payment for each vendor by check or EFT for each vendor. The system maintains EFT profile information for vendors paid by EFT, including bank and contact information as well as a prenote flag and effective date for EFT processing. A prenote process should be available to create a prenote file and produce an EFT Prenote Report for vendors being prenoted. The system should print notices of EFT payments for vendors.							
44	Payment information will be maintained both on a calendar basis and on a fiscal year basis for each vendor.							
45	When checks have been issued, and files are updated, the vendor file must automatically be updated for subsequent 1099 use.							
46	The system must not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain why it is necessary.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
47	Vendor record must contain fields for both ordering and remittance addresses.							
48	Provides drilldown capabilities in Vendor Management to maintain vendor contact information including fields for address, e-mail, and multiple telephone numbers. Allow emails to be sent to vendors directly from Vendor Management.							
49	Interface to Purchase Order system supports ability to handle open ended purchase orders. (i.e. Can a portion of the purchase order at the encumbrance stage remain while moving some items forward to the invoice stage?).							
50	Must allow for invoices, debit memos, and credit memos to be processed in packets or batches with system maintained audit trail on integrity of input, edit, approval, and update of data. Must be able to produce all registers and audit reports necessary to provide a complete audit trail.							
51	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Vendor Information							
52	Vendor data must include but not necessarily be limited to:							
53	Vendor number							
54	Name							
55	Remittance address							
56	Shipping address							
57	Telephone number							
58	Fax number							
59	Email address							
60	Contact person							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
61	Taxpayer ID number							
62	1099 Type Flag							
63	W-9 Received Flag							
64	IRS Levy Flag							
65	Customer's account number with the vendor							
66	Payment terms with the vendor							
67	Date of last activity with the vendor							
68	Hold status							
69	User defined vendor class							
70	Current balance due for all outstanding items with the vendor							
71	Pending amount of payables not yet posted for the vendor with drill-down to detailed transactions							
72	The system must record and display as a part of vendor data purchases year-to-date and discounts taken year-to-date for the current and previous two fiscal years.							
73	Provide lookup capability by vendor number or vendor name with the ability to filter on vendor status. If a portion of the vendor name is entered, the system must display all vendors starting with the letters entered and provide scroll and point selection of the selected vendor.							
74	The vendor record must have a field to complete for use in calculating the scheduled payment date. The figure to enter would be the number of days following receipt of any invoice from this vendor in which to pay. There must also be a default number of days, to be used in calculating the scheduled payment date and the discount date if cash discounts are available.							
	Item Processing Features							
75	Select invoices for payment based upon manual selection or automatic selection based on:							
76	Due date							
77	Discount date							
78	- OR - for all unpaid items							
79	Provide option to select items to be paid from specific bank (cash) accounts only if desired							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
80	Option to pay items with a specific vendor or for all vendors.							
81	Item selection for payment must include option for specific user defined customer classes and accommodate vendors with "hold" status.							
82	Ability to print edit report of selected items with option to make desired changes prior to processing checks.							
83	Ability to allow for the addition of freight and bulk charges.							
84	Provides the option to record additional taxes owed such as use taxes on goods & services purchased out of state or sales tax not charged by the vendor.							
85	Print accounts payable checks and check register.							
86	Provides emergency check writing.							
87	Process payment adjustments and canceled/voided checks.							
88	Print accounts payable check for specific vendor on demand.							
89	The system must provide the ability to process invoice and payments to one-time vendors without having to create a permanent vendor record. The system should retain the name and address for one-time vendors for historical transaction purposes.							
90	Ability to add/edit vendors from item input with system maintained security.							
91	The system must be able to calculate default discount amounts, discount dates, and due dates on a vendor by vendor basis.							
92	The system must be able to handle electronic signatures. Provide ability to scan and encrypt signatures and secure with password.							
93	Each item entered into the system must be able to be expensed to 9,999 expense accounts and at least 99 different funds.							
94	The system must be capable of grouping all items for a particular vendor on a single check or print a separate check for each item on a vendor by vendor basis.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
95	The system must be able to handle handwritten checks and bank drafts.							
96	The system must accept up to 9,999 accounts for distribution of the invoice amount. Prior to processing, the user must be able to access the invoice to change the account distribution as needed. The user must be able to make these changes directly to the accounts and/or amounts.							
97	The system must be able to process recurring contractual payments, such as those for leases, with no additional input after the initial payment voucher. At each payment date, the voucher must be generated by the system and placed in suspense for approval prior to processing. A report must be generated for those items needing approval.							
98	Ability to allow individual documents to be held back when generating a packet of recurring documents and allow transactions from two recurring charge packets to be merged into one packet for processing.							
99	Ability to allow vendor terms, codes, and predefined General Ledger allocation to be over-ridden at document entry time. System must not require "tab-through" of unnecessary fields in input - i.e. Project code field if general ledger account is not defined to require project association.							
100	Allow invoices to be associated with predefined projects from the Project Accounting system directly from input with project code lookup using drop-down lists.							
100	The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.							
100	A feature must be provided that will allow the user to enter an invoice into the system without having to set up a vendor. If this option is selected, the operator must be prompted to enter a vendor name and address from within the invoice input program.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Anytime a General Ledger account number is required in the Accounts Payable system, the user must have the ability to look-up General Ledger accounts based on a portion of the account number or account name. The system must display the accounts providing scrolling selection of the desired account. The account number and name must then automatically be displayed in the desired field. Option to allow add/edit capabilities for general ledger accounts from input with system maintained security.							
	Item History							
100	The system must provide on-line item detail for user defined length of time. This detail must include:							
100	Vendor number							
100	Vendor name							
100	Invoice number							
100	Description							
100	Due date							
100	Discount date							
100	Adjustments and purchase orders number							
100	Item date							
100	General ledger distribution							
100	Amount paid							
100	Discount taken							
100	Date paid							
100	Check number paid and check status (posted or void)							
100	An unlimited amount of history must be available, with an option to purge all paid items prior to a user specified date for vendors with selected status criteria (All, Active, Inactive, On Hold).							
100	Provide ability for operator to lookup and display all checks issued to a vendor. The system must provide online display of all payments made to a vendor with the following capabilities:							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Drill-down capabilities on the check number to reconciliation details including general ledger cash account, payment date, payment type (check, EFT), check number, description, amount, reconciliation status (outstanding, posted, cleared), date cleared and statement date.							
100	Drill-down capabilities on the payment amount to see the detail of items paid including vendor name & number, item ID, item date, general ledger distribution, item description, item amount & payment amount.							
100	All invoices, even when paid, must be available for on-line review for a user specified period of time. - AND -							
100	Provide an option to look at unpaid items or all items.							
100	Provide option to sort invoices during inquiry by payment date with the most recent invoice displayed first.							
100	Provide a reconstructor feature for previously processed invoices and packets including input, payment, check, and department registers.							
100	Online display of history for both invoices and checks provides dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
	Reporting Capabilities							
100	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for later retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings							
100	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.							
100	The system must be able to print 1099's for selected vendors at the end of the calendar year.							
100	The system must be able to provide a cash requirement report based on user defined periods of time.							
100	The system must produce all registers and audit reports necessary to provide a complete audit trail.							
100	Users must be able to print the contents of the 1099 fields in report format, prior to the actual production of the 1099s.							
100	Department Payment Report: Printed in department sequence. Prints vendor number, vendor name, invoice number, General Ledger account number, General Ledger account name, description and amount for each item that is expensed to each department. Summarizes General Ledger account totals and department totals as well as comparisons of annual expenses to line item and group budget amounts for the budget code requested.							
100	Vendor Report: Prints a listing of the vendors with the ability to choose a summary listing that includes name, class, address, and balance, or a more detailed format that also includes other vendor information such as phone number, tax ID number, template, payment terms, year-to-date purchases and discounts and user-defined fields. The report can be printed for a selected vendor class and as well as the ability to restrict the report to vendors with hold or levy flags.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Vendor List: Prints a summary list of vendors. For each vendor included, the report shows the vendor number, vendor name, and vendor class, and either the vendor's mailing address or phone number. The report can be sorted by vendor number, vendor name, or vendor class. Vendors can be filtered by last activity date. The list can be printed for up to five selected vendor classes or for all vendor classes.							
100	Label Print: Ability to provide a vendor mail option that can be selected for a range of vendors, generating standard continuous mailing labels or file folder labels. Provide options to sort by vendor name or number and filter on a range of vendors, vendor status, vendor activity date and vendor class. Allows for various label sizes by indicating lines per label, columns per page and labels per column. Option to print vendor number, address and/or taxpayer ID number on the labels.							
100	Open Item Report: User defined parameters must include range of payment dates, item dates and posting dates with the ability to filter on paid items, partially paid items and unpaid items as well as vendor number, vendor class, bank codes and vendor hold status. Report must print in vendor number order and print vendor number, vendor name, invoice number(s), open item dates, due dates, discount dates, date paid/check number, invoice description, gross amount owed, and balance. Available sort options should include vendor name, vendor number or fund. Other print options should include the ability to print in detail or summary and include the General Ledger distribution and/or check stub comments.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Accounts Payable Check Register: User-defined parameters must include selection of vendors, bank codes, range of check numbers, dates and amounts with the ability to sort by check number or vendor. Report must print vendor number, invoice number, vendor name, check type (regular, manual, void, drafts), check date, discount, amount for each invoice, check number and check amount. Other report options should include the ability to include the general ledger distribution and limit the selection to unposted checks or manual checks. Report should include totals by type.							
100	Accounts Payable Cash Requirements Report: Printed for selected funds with up to three analysis dates.							
100	Purchase Order Report: Provide the ability to print a report for any range of posting dates, paid dates, and purchase order numbers. The report must include purchase order number, vendor number and name, description, posting date, paid date, check number and amount. Totals must be provided for number of vendors, number of purchase orders, and amounts.							
100	History Check Register: Provide the ability to print a check register for any range of dates.							
100	1099 Print: User defined parameters must include minimum purchases, vendors with TIN numbers only (Y/N), and three lines for free form payer information.							
100	Accounts Payable Disbursements Report: User defined parameters must include paid items (Y/N), partially paid items (Y/N), unpaid items (Y/N), range of payment dates, range of invoice dates. Sort sequence options must include check number, fund, department and vendor. Choice to print General Ledger distribution and fund totals.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	**Use Tax Report: Shows additional tax amounts by vendor. For each vendor included, the report shows vendor number & name, item date, payment date, tax code, invoice number, GL accounts affected, gross taxable invoice amount and additional tax amount. The report includes totals by tax code and GL account. Report filters include payment date and item date**							
100	**Audit Trail Report: Lists changes to the Accounts Payable files. Filter options include vendor set, vendor numbers, date, file, function and operator. For each record selected, the report lists the vendor number and name, the action taken on the record (Add, Change, or Delete), the date & time of the action, and the user ID of the operator responsible for the action.**							
100	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.							
	System Interfaces							
100	The Accounts Payable system must interface with the following modules:							
100	General Ledger							
100	Purchase Orders							
100	Payroll							
100	Bank Reconciliation							
100	Fixed Assets							
100	Project Accounting							
100	Budgetary System							
100	Utility Billing							
100	Business License							
100	Building Projects							
100	Miscellaneous Accounts Receivable							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Payroll/Personnel System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:							
2	The system must provide the ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis or any user-defined combination thereof.							
3	Provide for complete security and restrictions to access with an option to further restrict access at the payroll and department levels, allowing department heads to access and view payroll information specific to their department only.							
4	Ability to define multiple earnings types.							
5	Ability to support employees in multiple job assignments.							
6	Ability to support employees in multiple labor distributions. Support automatic distribution of pay and other benefits on a percentage basis.							
7	Ability to produce an hourly or salaried payroll or a combination thereof.							
8	Ability to produce a supplemental payroll.							
9	Ability to automatically recover salary advances with a defined pay-back amount.							
10	Provide for unlimited number of payrolls in the event payrolls are processed for two or more entities with different taxpayer ID numbers.							
11	Provide the ability for the user to change tax tables and withholding and dependent limits within tables available at the menu level.							
12	Ability to pay employees for multiple positions in one pay period.							
13	Provide at least nine different hourly/salary rates and expense distributions for each employee. For each regular pay rate, the user can define up to three overtime pay rates.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
14	Ability to associate start and stop dates for pay codes at the employee level to control when pay codes are included in a payroll period. System should respect dates when auto-loading base pay records in the payroll process as well as when preparing a manual check.							
15	Ability to inactivate a pay code at the employee level. System should respect inactive status of pay code when auto-loading base pay records in the payroll process as well as when preparing a manual check.							
16	Define maximum limits on pay codes based on: pay period, monthly, annual and lifetime.							
17	Provide the ability to designate Federal Tax, State Tax, FICA Tax, and/or Medicare Tax withholding criteria on an employee by employee basis.							
18	Provide the ability to enter a flat amount or an additional amount for Federal and State Tax withholding purposes, on an employee by employee basis.							
19	Option to print on the customers existing checks or on standard checks recommended by the software vendor.							
20	Must be able to enter hours worked, vacation, and sick time taken, along with General Ledger distribution.							
21	Provide the capability to edit and verify the labor distribution to the actual payroll.							
22	The system should provide the capability to automatically distribute an employee's base pay, overtime, leave pay, employer retirement contribution and other applicable information based on a predefined percentage to multiple funds/departments/line items within the General Ledger.							
23	The system should optionally automatically generate unpaid items to be posted to the Accounts Payable system. These items should cover liabilities generated from the Payroll as well as employer contribution. These employer contributions may be in association with but not limited to deductions in which the employee participates.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
24	This Accounts Payable interface should include all General Ledger distributions, due dates and distribution coding.							
25	Support ability to handle earned income credits resulting in reduction of payroll tax deposit, reporting on 941 and reporting on W-2.							
26	Provide a variance limit check on each check produced by the system.							
27	Support direct deposit capabilities. Prepare an ACH file for transmission to a central repository bank for input into the Federal Reserve System for deposit into individual employee accounts.							
28	Ability for each employee to designate up to ten bank/savings accounts, etc. for direct deposit and indicate one account as the "primary" account. An option should be available during the payroll process to have all direct deposits go to employee accounts designated as primary. And, the system should allow for not printing a direct deposit stub, if an employee is receiving a check stub.							
29	Provide audit trail of on-line file maintenance to critical fields with operator ID, workstation ID, date/time, and old/new data Track rate changes, date of change, old and new rate, and reason for change.							
30	Prepare employee earnings\check stub for each employee, including employees on direct deposit, showing all hours earnings, deductions and all year to date totals with option to print leave balances.							
31	Allow employee designated direct deposit accounts to be individually activated or inactived.							
32	System will provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained.							
33	System shall allow for special pay allowances such as car used for personal use, customer owned lodging, and other use of customer property.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
34	Capability to handle a cafeteria benefits plan with flexible spending accounts.							
35	Maintain prior year's detail and totals for a user specified period of time.							
36	Provide capability to archive payroll data prior to a user designated date to an archive file or tape and then purge the data from the system.							
37	System should have capability to separate allowance from base pay.							
38	Ability to correct or change time accounting up to the deadline for processing payroll.							
39	Provide the capability for automated check reconciliation							
40	The system must provide the ability to expense the payroll to multiple funds and internally generate all "due to" and "due from" entries to keep all funds in balance.							
41	Create both payroll and General Ledger distribution data from same input.							
42	The system must provide the ability to pay reimbursements directly to the employee on the paycheck and correctly account for the reimbursements for W2 reporting purposes.							
43	Provide for the calculation of overtime pay with user defined parameters.							
44	Ability to select tax treatment of earning categories for various tax calculations.							
45	Allow for an extra withholding tax deduction in any amount at the option of the employee.							
46	Ability to compute shift and overtime premium or exception pay.							
47	Provide capability for time to be entered for an employee who works temporarily in a higher pay class or position.							
48	Ability to adjust pay for "differential" hours worked at a different rate than the employee's normal rate.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
49	Provide a method for projecting pay increases for both hourly and salary rates based on selected job classes, with the option to simply print a report of the projection results and actually update the system with the pay rate increases. The report should show the effect of the rate increase on the individual employees affected as well as the effect on each job class affected, by step.							
50	Ability to accurately track State Employment Commission codes and Workers Compensation codes for each employee, including tracking employees that change positions resulting in different codes for various ranges of dates during the year. Ability to identify up to twelve deduction codes as exempt from state employment tax calculations.							
51	Payroll processing will include updates to employee data, time reporting, adjustments, calculation of gross and net pay, accruals disbursements, registers, and other reports.							
52	Allow the preparation of manual checks at any time during the pay period for terminated employees, back pay, special allowances, and other reasons.							
53	Calculate payroll and print payroll checks and related reports.							
54	Permit the input of car allowances, which will be used to automatically calculate the imputed income for each employee.							
55	Provide the capability to reconstruct a previously posted payroll register, along with related payroll check registers and deduction registers.							
56	Provide popup warning to remind user to check the G/L distribution if user changes the department that an employee is assigned to.							
57	The system should provide the ability to capture multiple user-defined data elements through the use of comment codes with the following attributes:							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
58	Data is entered in a code format with the ability to enter a description, the record for which the code is to be associated with (Employee record), field label, type of data to accept (text, number, integer, currency, date, phone, social security number, value list, federal ID, format field) and an option to flag the comment code as a "template".							
59	Template comment codes are assigned to every account automatically, thus eliminating the need to manually place the same code on every account.							
60	The system should automatically search for and notify an operator of other records in the system with identical comment data, when the operator enters comments for template comment codes setup with a "unique" or "warn" value .							
61	Account searches and inquiries should be provided using user-defined comment codes.							
62	Maintain the following general information for each employee:							
63	Employee name and number							
64	Address							
65	Social Security Number							
66	Normal hours worked per pay period and annually							
67	Pay cycle (weekly, bi-weekly, semi-monthly, monthly, etc.)							
68	Number of dependents							
69	Home state and work state							
70	Title and primary department number							
71	Date of birth							
72	Date of last raise							
73	Date hired							
74	Date terminated and termination code							
75	Longevity calculation date							
76	Full time / part time							
77	Sex and race							
78	EEO-4 Category							
79	Home telephone number							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
80	Previous, current, and projected job grade and step and effective dates							
81	Exempt flag							
82	I-9 Flag							
83	Days worked and hours worked per day							
84	Allow emails to be sent to employees directly from the Employee Management program.							
85	Ability to generate payroll forms, letters, etc., from MS Word templates for one or more employees, based on the following selection criteria: employee, department, employment status, type, user-defined comment codes, direct deposit status, as well as, date ranges for hire date, leave date and termination date.							
	Time Entry							
86	Time entry is to be required by the system on an exception basis; for example, only exceptions to a pre-established work schedule should require entry.							
87	Provide option to print several variations of payroll time sheets or a format designed by the customer.							
88	The system should be capable of facilitating time entry at any point or points during the pay period, including daily if desired.							
89	The system must have the ability to accommodate varied work cycles used in determining hours worked in accordance with Federal Labor Standards Act (FLSA).							
90	The system should permit the entry of information concerning multiple types of leave. Accrual of leave amounts should be automatic and should not require input during the time entry process.							
91	Provide the ability to capture the input of comp earned leave hours at the project level to track hours associated with a project in Project Accounting.							
92	Provide the ability to change the status of an employee's time for a specific pay period.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
93	During the time entry process, the system should allow the user to override the default labor distribution to specify possible multiple accounts for distribution. Changes to the distribution should not affect the liabilities recorded to federal and regulatory authorities, unless specified by the user.							
	Benefits & Deduction Features							
94	Support an unlimited number of deduction codes for items such as insurance, retirement, child support, etc.. These deductions should be able to set up as a flat amount or a percentage of gross or net disposable income or other user defined pay field. Options should be provided to designate the tax treatment of the deduction code (after federal and state tax, before federal and state, before FICA, etc.) in order to accommodate various retirement plans and Section 125 type deductions.							
95	Provide the ability to assign up to thirty-six of the unlimited number of deduction codes to each employee.							
96	Ability to designate if a deduction code is global or employee specific for purposes on ongoing maintenance of deduction codes. A retirement plan deduction might be global (all employees pay the same percentage, the employer contributes the same percentage for all employees, meaning an increase or decrease would apply to all the employees with the deduction code), a child support code would be employee specific (changes would have to be made at the employee record level).							
97	Provide the ability to assign accounts payable vendors to each deduction code with flexible parameters for definition of due dates. Payables resulting from a payroll process should automatically pass to the accounts payable system for processing.							
98	Provide the ability to distribute the employer's share of benefits across multiple funds and departments in the same percentages that an employee's pay is distributed.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
99	Once a deduction code is set up, provide the ability to stop and start a deduction on an employee by employee basis. Year-to-date totals should be maintained.							
100	Ability to provide global control of what deductions are included in each payroll process.							
100	Ability to establish limits for deductions based on maximum deductions amounts defined for the pay period, month, year or lifetime. The deduction should stop when a specified limit for the employee is reached. Option to automatically re-establish the deduction for purposes of employee bond purchase plans, etc..							
100	Ability to distribute deduction and benefit expenses to the Project Accounting module.							
100	Ability to withhold garnishments.							
100	Ability to void or reverse checks on-line.							
100	Ability to calculate deductions based on net pay.							
100	Provide for up to three one-time or manual deductions per employee per pay period.							
100	Ability to calculate pay differentials based on user defined grade and step tables.							
100	Ability to withhold IRS tax levies.							
100	Support employee and employer contributions made to a self-insured health plan.							
100	Provide comprehensive reporting capabilities for deductions including user defined parameters. Deduction reports should provide options such as range of dates (including prior years data), sorting options (alpha, employee number, by department, social security number, etc.), deduction code(s) (options for one, multiple, all). Option to print gross amount of pay, employer's share of deduction code, department totals, general ledger detail, and social security numbers.							
100	Ability to setup predefined consolidation codes for purposes of grouping deduction codes for reporting purposes (i.e. one report consolidating information for several retirement plans, or all cafeteria plan deductions).							
100	Ability to calculate and track employer paid benefits, including longevity.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	The system should base longevity calculations on total years/months of service or on a 12-month fiscal period, as well as, user-defined longevity codes and parameters. Parameters should include at a minimum, how to prorate longevity for partial months or years of service and the association of a description, pay code, base group, pay cycle, and annual maximum amount for each longevity code.							
100	Ability to handle deferred compensation.							
100	Ability to generate deduction calculations automatically for:							
100	First Pay period of the month							
100	Second pay period of the month							
100	Third pay period of the month (when applicable)							
100	All pay periods							
100	Current pay period only							
100	Or any other user defined cycle							
	Leave Tracking Capabilities							
100	Accrue holiday, sick, vacation and comp time and up to six other user defined leave categories for each employee based on user defined tables with leave category, length of service, and/or job classification.							
100	The system should track each of these leave categories on an annual or employee anniversary basis.							
100	Provide on demand leave accrual for holidays.							
100	On-screen inquiry should display balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number.							
100	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.							
100	Ability to post adjustments to an employee's leave balances. A history of any adjustments posted must be maintained for inquiry or reporting purposes.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Provide the capability to process year-end forfeitures of vacation time.							
100	Ability to limit accrual of leave time past maximum allowed.							
100	System should be able to accumulate compensatory time with limits set by various department rules.							
100	Provide a report at fiscal year end that prints the employer's liability for accrued benefits.							
100	Validate leave availability of leave at time of payroll input.							
100	Leave bank tracking capabilities allow employees to bank accrued leave time for allocation to other employees who participate in the leave bank. Tracking features should include enrollment, contributions and withdrawals to the leave bank.							
100	Leave bank features should include the ability to establish a beginning bank balance, define leave types for contributions, # of hours required for initial contribution, and # of hours to contribute regularly for each user-defined leave bank code.							
	Payroll History Capabilities							
100	Provide unlimited online detailed history of all payroll checks with ability to provide dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information based on posting date, check date, check number, gross pay, deductions, taxes, reimbursements, and net pay. User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
100	On-screen inquiry should display balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.							
	Personnel/Human Resources Features							
100	The system must have the capability of tracking information related to the performance review of the individual:							
100	- date review due							
100	- date of discussion with employee							
100	- next review date							
100	- follow-up review date							
100	- pay increase granted							
100	Maintain date employee goes on C.O.B.R.A benefit and C.O.B.R.A code with validation performed by the system on the code selected.							
100	Maintain date of last physical and date of next physical.							
100	Maintain date of last drug test. Provide ability to create group of employees subject to random drug testing. Generate random drug test listing and perform random selection.							
100	Provide emergency information for each employee including name, address, phone number, and relationship.							
100	Provide for date of termination and user-defined code field.							
100	Provide fields for disabled veteran flag and code, military code, and veteran code.							
100	Unlimited free form text area for maintaining a history of employee reviews. The information should be displayed in reverse chronological order.							
100	Unlimited free form text area for maintaining a history of employee promotions. The information should be displayed in reverse chronological order.							
100	Unlimited free form text area for miscellaneous notes for each employee. The information should be displayed in reverse chronological order.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Ability to set up user defined fields to track human resources related data such as educational qualifications, licenses held, continuing education requirements and history, spouse's name, address, phone number, date of birth, employer, employer phone number, insurance data such as group health census data, life insurance amounts, number of children covered, types of insurance coverage, etc.							
100	Provide for the recording and retention of data relating to employee performance, commendation, and disciplinary action.							
100	Provide an online rate change log reflecting rate changes for the selected employee including the date of the rate change, the rate type & number of the change, the old rate before the change, the new rate after the change and the reason for the change The information displayed may be filtered on rate type and rate number and sorted in ascending or descending order.							
100	The system should be able to record, in the employee record, the various training courses an employee completes while working for the employer, including such information as grade or certification received in the course.							
100	Provide alerts when terminated employees are rehired with prior direct deposit information is on file with the option to update the information.							
	Reporting Capabilities							
100	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							
100	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel and Access as well as the ability to have the data set exported directly to a XML or CSV formatted file.							
100	Print check numbers on computer generated check register.							
100	Prepare monthly, quarterly, and year end reports as required for Workers Compensation, insurance, tax withholding, and FICA.							
100	Prepare W2's as required including capability to prepare a tape file for transmission of federal and state withholding as well as social security deductions. File format must meet federal requirements.							
100	Ability to create a W-2 work file which includes all information required for W-2 reporting (both hard copy and magnetic tape) and the ability to perform on-line file maintenance to the work file in order to adjust amounts for taxable, non-income fringe benefits, such as life insurance, take-home vehicle, etc. if necessary.							
100	Capability to maintain and report employee tax withholding data and generate W-2's at any time of the year.							
100	Ability to run W-2's for prior year after payrolls for current calendar year have been posted.							
100	Create and print the W-3 Form associated with W-2 Form filings.							
100	System must be capable of storing and retrieving necessary data about employees, both current and former, to produce the EEO-4 Report.							
100	Ability to support state employment commission electronic filing.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Ability to produce quarterly reports at any time during the year or a previous year.							
100	**Payroll Check Register: Print employee number, name, check date, check amount and check number and provide number of regular and manual checks printed with totals.**							
100	**Leave Liability: A report showing the employer liability for unused leave and sick time and other user defined leave categories. Report will be by department/division. Totals by department/division and overall totals.**							
100	**Worker's Compensation Report: Provides ability to input the employer's discount rate and experience factor for purposes of automatically calculating the Worker's Compensation premium for the period specified. Produces the necessary report for the customer's Worker's Compensation carrier.**							
100	**Deduction Report: The system will have the capability to produce a report for all deduction codes or an unlimited number of selected codes. This report will list at a minimum employee name, employee title, social security number, department, effective beginning and ending dates, amount of deduction, total amount, and total number of employees participating in the deduction. The report provides options to sort by employee name, employee number, department number, or social security number.**							
100	**Deduction History Report: The report should itemize deductions by pay date for each employee included in the range selected. User can also filter by deduction code and specify a report sequence (employee #, employee name, department or social security #) and a range of dates on which to report. If the Department option is selected for the report sequence, the department may be selected for which to include employees on the report. In addition, the user may select whether to print totals only for each employee and whether to print information for each employee on a separate page.**							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Deduction Exception Report: The report should list employees without a specified deduction code. User-defined parameters are to include payroll number, deduction code, employment status and department with an option to print the report for active employees only. For each employee without the deduction code, the report should include the employee number and name, department,							
100	Employee Profile Report: User defined parameters should include sort sequence (number, department, alpha), department, and employee number if information on a single employee is requested. This report should print a summary of all information in an employee's information in the master file.							
100	941 Report: Option to print for any range of dates and print the 941 forms with an overlay.							
100	Payroll History Report: User defined parameters should include range of dates to include employee number(s). The report should print the following information from each pay period: check number, posting date, the following in both hours and dollars: net pay, gross pay, overtime pay, vacation pay, sick pay, holiday pay, any other leave pay. All deductions should be included, including employer contributions. Should include totals by calendar quarter.							
100	Employee Review Report: Should print history of an employee's reviews. Ability to provide reminder of employees who may be due a review.							
100	Retirement Plan Report: Prints necessary information for state's Municipal Retirement system in format acceptable by the Municipal Retirement system.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	**Leave Balance/Usage Report: Listing of accumulated leave and leave taken so that beginning balance, taken, and current balance are reported. Listing should be for each employee in department/division sequence. Should provide both summary and detail reports. Detail report should allow selection to print history of one or more leave categories and list leave time earned, taken and any adjustments for each leave**							
100	**Leave Bank Report: Listing of leave bank transactions associated with the Leave Bank Process.**							
100	**Payroll Calculation Report: This report is to be used to proof payroll data prior to printing payroll checks. The report should be printed in employee number order, subtotaled by department and should include, but not necessarily be limited to, the following information for each employee:**							
100	Employee number							
100	Employee name							
100	Earnings in hours and amount for each applicable earnings type							
100	Leave time in hours and amount for each applicable leave category							
100	Benefits and reimbursements							
100	Deduction information including both employee and associated employer contributions							
100	Taxable wage totals, employee and employer contributions for federal withholding, state withholding, FICA and Medicare							
100	This report should show totals for all departments, provide department recap totals, and detailed journal of transactions to be posted to the Accounts Payable system. General Ledger totals should also be provided showing all debits and credits that will be posted to the General Ledger. Errors and/or warnings regarding this report should be listed including page numbers on which errors and/or warnings appear.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	**Employee List: User defined parameters should include department, employee status and employment type, with the option to print job class, annual wages, monthly salary, hourly rate, address, job title, social security number and a choice of one of the following: hire date, termination date, birthday or years of service. Sort sequence options should include employee number, name, social security number, department and state employment code.**							
100	**Performance Review Reminder Report: This report should include the next review date, for those reviews overdue and also include those due within the next sixty days.**							
100	**Project Distribution Report: This report should reflect employee hours logged against projects in the Project Accounting module. Each detail line includes the following: project #; line item #; project description; employee's department #; employee # & name; check date; pay code; and hours, pay rate & amount from the pay record. Report filter options should include payroll #, check date, master project, project and pay**							
100	**Audit Trail Report: This report is used to print an audit trail of changes to payroll system files. User may select records for the report by a range of employee numbers, by a range of activity dates, by payroll audit file (Employee, Information, Year-To-Date, Deduction, Distribution, Deduction Code or Pay Code), by function and by operator ID.**							
100	**Rate Change Log Report: This report prints the contents of the rate change log for the employees in user selection for the range of rate change dates the user specifies. For each rate change, the report shows the date of the change, the pay rate, the program where the change originated, the old pay rate, the new pay rate, and the reason for the rate change.**							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Payroll system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.							
	System Interfaces							
100	The Payroll system should interface with the following software modules:							
100	General Ledger							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Fixed Asset system must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:							
2	The system should have the ability to track assets for multiple funds, departments and locations. The system should be able to handle but not be limited to land, improvements, fixed and personal property.							
3	The system must have on-line inquiry for each asset with the ability to lookup assets based on asset description, asset ID, fund, department, tag number, serial number, primary location and user-defined comment code value, with the ability to filter results by asset type, asset class and asset status. This inquiry must include all basic information for the asset including asset profile, acquisition, disposition, depreciation, maintenance, user-defined comment codes, asset notes and detailed historical transactions.							
4	The system should provide the ability to track identifying information for an asset such as the fund and department associated with the asset as well as the asset type (summary, normal, detail), asset class, asset location (primary & secondary), tag number, original serial number, manufacturer, model, asset photo, asset notes and insurance information. Insurance coverage details should include policy name, insurance company, policy expiration date, policy value, replacement value and insurance notes. An optional flag should also be available to designate an asset as infrastructure.							
5	The system must provide the ability to record how and when an asset was acquired, the original cost of the asset, the General Ledger asset control account and any detailed notes as well as the vendor from which the asset was purchased and any invoice or PO number associated with the purchase.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
6	The system should allow for tracking improvements made to assets including the effective improvement date, the cost of the improvement, length in months of the additional life of the asset due to the improvement and related notes associated with the improvement.							
7	The system should allow for recording how and when an asset was disposed of, the amount of any proceeds and any cost related to the disposal as well as notes specific to the disposal.							
8	The system should accommodate partial disposal of assets with the ability to adjust the asset cost, accumulated depreciation and asset life as well as capture detailed notes for the partial disposal. Adjustments to accumulated depreciation should be clearly reflected on the asset record.							
9	The system should allow for assets to be flagged as depreciable and for specifying the depreciation method and General Ledger depreciation control accounts. The system should maintain the accumulated depreciation for the asset with the ability to drill-down to depreciation history and details of the depreciation calculation.							
10	The system should allow for tracking maintenance and repair information for an asset as well as scheduling next assessments and scheduled repairs. This should include warranty information and the details of any maintenance contract that covers the asset as well as the ability to record maintenance notes and drill down to view assessment and repair history.							
11	Provide the ability to split expense and accumulated depreciation amounts among up to twenty General Ledger accounts on a percentage or fixed amount basis.							
12	Provide the ability to protect changes to the Original Cost field and to the G/L account fields through passwords.							
13	The system should provide the ability to capture multiple user-defined data elements through the use of comment codes with the following attributes:							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
14	Data is entered in a code format with the ability to enter a description, the record for which the code is to be associated with (Asset record), field label, type of data to accept (text, number, integer, currency, date, phone, social security number, value list, federal ID, format field) and an option to flag the comment code as a "template".							
15	Template comment codes are assigned to every account automatically, thus eliminating the need to manually place the same code on every account.							
16	The system should automatically search for and notify an operator of other records in the system with identical comment data, when the operator enters comments for template comment codes setup with a "unique" or "warn" value .							
17	Account searches and inquiries should be provided using user-defined comment codes.							
18	Provide the ability to change the ID that identifies an existing asset, provided that the new ID is not already in use. The system will change the history to reflect the new ID.							
19	The system should provide a copy function that allows the operator to create a new asset record based on the attributes of an existing asset record. Once created, any necessary changes to the attributes for the new asset record may be made.							
20	Provide the option to either manually enter a tag number for an asset or have the system generate the next available tag number. Provide the option to either allow or not allow duplicate tag numbers.							
21	Provide for a mobile device interface that supports the ability to selectively transfer asset data to a mobile device where users can verify locations and update asset information. The updates can then be transferred back to the asset records and saved in the asset file.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
22	Online display of history on the asset record provides dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
23	The system should provide the ability to review and evaluate items that have been posted to asset G/L accounts in a preliminary asset file to determine if they should be set up in the Fixed Assets module. Operators should have the ability to create a new asset, enter an improvement for an existing asset, reclassify the item to another GL account or remove the item.							
24	The system should record the transfer, sale and full disposal of assets through an automated disposal process. This process should accommodate the transfer of assets from one fund to another, as well as, early and normal disposal of assets with automatic updates to the General Ledger.							
25	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Depreciation Capabilities							
26	Ability to run preliminary versions of the Depreciation Calculation report.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
27	Provide a selection process for identifying assets to include in the depreciation calculation. Selection criteria should include a single or range of assets, funds/departments and asset class as well as the ability to limit selection to assets flagged as infrastructure. Once the selection process is run, the operator should have the ability to selectively exclude assets from the depreciation process.							
28	Ability to print depreciation calculation register in department or asset class sequence.							
29	Ability to manually override the system calculated depreciation for one or more assets. Depreciation transactions should be flagged in the asset's detailed history when the depreciation amount represents an override of the calculated amount.							
30	Ability to report only newly acquired assets during the reporting period.							
31	Ability to report only assets disposed of during the reporting period.							
32	A Depreciation Register should be provided to show depreciation information for assets selected in the depreciation process. Information should include asset ID and description, fund and department associated with the asset, asset class, acquisition date, expected life of the asset in months, depreciation method, original cost, salvage value, reserve amount, period depreciation, adjusted depreciation, accumulated depreciation, and the net value as well as departmental and fund totals for posting to the General Ledger System. A "Manual" notation should be reflected next to the period depreciation for amounts manually overridden. The register should also include a list of assets excluded from depreciation processing along with the reason for exclusion.							
33	The system should keep disposed of assets in the file until a user specified purge process.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
34	Please indicate which of the following methods of depreciation your system accommodates:							
35	Straight Line							
36	Double Declining Balance							
37	Half Declining Balance							
38	Modified Accelerated Cost Recovery							
39	Quarter Declining Balance							
	Reporting Capabilities							
40	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
41	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							
42	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.							
43	Asset Master Report-Including all data regarding the asset and current depreciation reserves. This report should be able to be printed in Department, Type of Asset or User-Assigned Tag No. sequence. Selection of assets to be included on the report should be available based on fund, department or type of asset. The ability to include or exclude new and disposed of assets should also be available.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
44	Physical Check List Location Report-This report should be printed in physical location sequence to provide a method of performing a physical check for all assets. This report should include, at a minimum, the building and room for each asset.							
45	Tag Report-This report produces a cross reference listing between user assigned tag numbers and original serial numbers for each asset. Users should be able to restrict the report to assets with duplicate tag numbers.							
46	Type/Department Report-This report produces individual asset information by type including ID number, description, date acquired, and disposition date. The report can be generated for a single department or all departments.							
47	Asset ID Report-This report produces an asset listing by ID number including description, date acquired, location (primary and secondary), type, fund, department, serial number and tag number. The report can be generated for a range of ID numbers, a range of acquired dates. Other data selection criteria allow for the report to be run for a single fund, department and type or all funds, departments and types.							
48	Auditor Report-This report lists assets with information for auditors. Assets included on the report can be filtered by fund/department, class, asset ID, original cost, affected G/L accounts, asset type, and primary and secondary locations. For each asset that meets the selection criteria, the report includes the acquisition date, asset description, asset ID, total asset life, total asset cost, salvage value, prior year accumulated depreciation, current year depreciation, and the net value of the asset. General asset notes, acquisition notes, and disposal notes for each asset can be included on the report.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
49	Accounting Report-The Detail version of the report lists assets, the asset description, the acquisition date, beginning balance, additions and improvements, disposals, and net value of assets that meet your selection requirements. The Summary version of the report lists the account or department, beginning balance, additions and improvements, disposals, and net value for assets in each department or account.							
50	Capital Assets Ledger Report-This report prints a listing of assets classified as capital assets and presents a summary of information for these assets by asset category. The report includes two sections for each fund reported on. The first section is a detailed asset listing by fund that shows the purchase date, asset description, serial number/ID, primary location, original cost, expected life in months, disposal date, disposal amount, asset category, and net value. The second section summarizes original cost, disposal amount, net value, and accumulated depreciation by asset category and for all asset categories.							
51	Class Report-This report shows totals by asset class for original cost, improved cost, salvage value, accumulated depreciation, and net value. A an option to run the report in summary or detail is available. The summary report by department includes department totals by class, fund totals by class, and summary totals by fund. The summary report by class includes class totals by fund and summary totals by fund. The detail version of the report printed by department includes everything from the summary version plus a department totals section which itemizes each item that contributes to the totals. The detail version of the report printed by class includes a class totals section which itemizes each item that contributes to the totals.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
52	Warranty Report-This report prints warranty details for the assets that meet selection criteria including fund/department range and asset class as well as warranty period date range, expiration date range, warranty company and warranty contact name. The summary version of the report lists the asset ID, warranty company and contact person, warranty duration, warranty expiration date, and the contact person's phone number. The detailed version of the report includes everything on the summary version plus the asset description, fund/department number, and asset class. An option is also available to exclude disposed assets.							
53	Condition Report-This report shows the condition of the assets that meet selection criteria including fund/department range and asset class as well as minimum condition code, next assessment date range and last assessment date range. The summary version of the report lists the asset ID and description, fund/department number, asset class, minimum acceptable condition, next assessment date, last assessment date, and condition at the last assessment. The detailed version of the report includes everything on the summary version of the report plus assessment history for each asset. An option is also available to include history for all assessments or for the last assessment only and to exclude disposed assets.							
54	Maintenance Report- This report shows maintenance contract details for the assets that meet selection criteria including fund/department range and asset class as well as maintenance expiration date range, cost range and contract name. The summary version of the report lists the asset ID, maintenance contract name, maintenance company, contract expiration date, and contract cost. The detailed version of the report includes everything on the summary version plus the asset description, fund/department number, and asset class. An option is also available to exclude disposed assets.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	**Standard**	**Report Writer**	**3rd Party App. (please specify and est. costs)**	**Modification Required (est. cost)**	**Future Release (please specify est. time frame)**	**Not Available**	**Comments**
55	**Repair Report-This report shows repair information for the assets that meet selection criteria including fund/department range and asset class as well as ranges for next scheduled repair date, last repair date, last repair cost and total repair cost. The summary version of the report lists the asset ID, next repair date, total repair cost, last repair date, last repair cost, and last repair description. The detailed version of the report shows the asset ID and description, fund/department number, asset class, next scheduled repair date, total repair cost plus repair history for each asset. An option is also available to include history for all repairs or for the last repair only and to exclude disposed assets.**							
56	**Audit Trail Report-This report prints a listing of changes to the selected file. File options include: Fixed Assets Master File, Improvements File or Partial Disposal File. The report can be sorted by asset ID, date of change, type of change and operator.**							
57	**Comment Code Report-This report lists assets with assigned user-defined comment codes, with filters by asset type, asset class, fund/department, and comment code. For each asset that meets the selection criteria, the report lists the asset ID, asset description, type, class, fund/department, and the comment code and**							
58	**Tag Report-This report can be restricted to reporting assets with duplicate tag numbers only.**							
59	**Asset Labels- System should be able to print asset labels in ID, tag number, or location sequence.**							
60	**Bar Code Labels- System should be able to print bar code labels in serial number, asset ID, tag number, or location sequence for the assets that meet selection criteria including fund/department range as well as date ranges for last edit date, acquired date and**							
	System Interfaces							
61	The Fixed Assets system should interface with the following software modules:							
62	General Ledger							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
63	Accounts Payable							
	TOTALS	**0**	**0**	**0**	**0**	**0**	**0**	

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Purchase Order and Encumbrance System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:							
2	Ability to define approval levels, user account levels, inquiry/access/input restrictions at the system level. At any time during data entry, inquiry or maintenance, from the application, allow immediate access to vendor data and invoice history with optional add/edit functionality.							
3	Option to designate specific bank accounts for payment of each invoice.							
4	Ability to allow add/edit functionality of general ledger accounts from input with system level security.							
5	Option to support multiple vendor sets in the event the User processes accounts payable for an entity with a separate taxpayer ID number.							
6	Ability to set up predefined sets of accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers. Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.							
7	The User should be able to restrict, through system security, individual access to the purchase order system and to individual programs within the purchase order system.							
8	The system must allow the user to define recurring charge items such as monthly lease purchase payments, rent, etc.							
9	Vendor numbers and G/L account numbers should be validated by the system at the field level.							
10	Requisition input should be processed in a packet format creating a system level audit trail of input, edit, approval, and update of data. Packets can be department specific for approval and processing purposes.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
11	Ability to provide for either regular or laser printer generated purchase orders. The User should have the option to use existing purchase order forms or use a standard form recommended by the software vendor.							
12	Ability to route rejected requisitions automatically via an industry standard e-mail system.							
13	The system should not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain.							
14	Provide the ability to look up purchase orders for inquiry purposes by purchase order number, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.							
15	Purchase order data displayed during inquiry for open, closed, or voided PO's should include vendor name and number, total amount of purchase order, amount outstanding, ordered by, approved by, summary description of PO, shipping address code, date issued, estimated delivery date, free form text, invoice received, invoice date, due date, invoice description, goods ordered and received, and unit prices based on purchase order number.							
16	When requisitions are entered and approved, purchase order is created without additional re-entry required.							
17	Provide for detailed analysis of open, closed, or voided POs.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
18	Provide the ability to define consolidate designated accounts into groups for budget checking purposes during requisition input in the purchase order system. (i.e. group all accounts within a category in a department for budget control purposes in the purchase order system)							
19	Provide the ability to designate different accounts for group budgeting purposes from one department or fund to another.							
20	Through appropriate system security, the User should be able to control those individuals able to access the purchase order system, including security protection at the menu item level. An option to provide security down to the line item level should be available for inquiry and requisition input purposes.							
21	Entry of a requisition into the system should establish a pre-encumbrance in the general ledger.							
22	Approving the requisition and creating the purchase order will clear the pre-encumbrance and establish an encumbrance in the general ledger.							
23	The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.							
24	A feature should be provided that will allow the user to enter an invoice into the system without having to set up a vendor. If this option is selected, the operator should be prompted to enter a vendor name and address from within the invoice input program.							
25	Anytime a General Ledger account number is required in the Accounts Payable system, the user should have the ability to lookup General Ledger accounts based on a portion of the account number or account name. The system should display the accounts providing scrolling selection of the desired account. The account number and name should then automatically be displayed in the desired field.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
26	There should be a table containing authorized delivery addresses, with codes that may be selected via "drop-down" lists.							
27	An unlimited amount of history should be available, with an option to purge all paid items prior to a user specified date.							
28	Purchase order inquiry should provide the ability to display all information about a specified purchase order, but provide no maintenance capabilities.							
29	The system should be able to process recurring contractual payments, such as those for leases, with no additional input after the initial payment voucher. At each payment date, the voucher should be generated by the system and placed in suspense for approval prior to processing. A report should be generated for those items needing approval.							
30	Must have centralized vendor file, accessible by all purchasing/payable transactions, must be accessible by account number or name lookup.							
31	The system must allow next year funds to be pre-encumbered after a specified date in the current year.							
32	Support requisition input at either a central location or at the department level, including remote locations. Option for printing purchase orders at the department locations.							
33	The system must provide on-line status listings of purchase orders as they are processed through the procurement/payment cycle.							
34	After requisition processing, the purchase order should be printed for further use. Any of the fields shown on the entry screen(s) should be available for the printed form.							
35	The system should provide the option for purchase order numbers to be assigned automatically by the system or be manually assigned by the user.							
36	The system should be able to print recurring text messages on purchase orders.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
37	Allow each PO to be distributed to any combination of up to 999 funds and accounts.							
38	Ability to bring forward the comments and journal notes from requisitions to purchase orders.							
39	The system should provide the ability to save requisition approval history for subsequent review when user posts requisitions.							
40	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Requisition Processing Features							
41	The system should provide the option for requisition numbers to be assigned automatically by the system or be manually assigned by the user.							
42	Provide up to fifty characters for the requisition description.							
43	Validation of available budget against the appropriate budget year as each item is entered with option to validate, on line, at the line item account level or by user defined groups of accounts or as defined by user security.							
44	Provide option for one-step process for a purchase order to be issued and received simultaneously. If this option is selected the system should prompt the operator for the invoice number, invoice date, due date, and invoice description.							
45	The system must provide the ability to issue purchase orders for one-time vendors without having to set up each vendor.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
46	Ability to assign journal notes to purchase orders in situations where descriptions would be helpful for justification or clarification purposes in the general ledger. An option to view on screen or print the journal notes and rejection notes on appropriate reports should be provided.							
47	The system should provide the ability to look up requisitions by the requisition number and provide the ability to display all requisitions tied to a specified vendor number or vendor name, with the ability to scroll through the requisitions displayed and select the desired requisition.							
48	The system should provide the ability to enter up to one hundred lines of free form text during requisition input that may be printed on a purchase order, voucher, or requisition audit report.							
49	The system should process requisitions either on-line or in batch mode, at the User's option.							
50	There should be an edit where the user will be informed of missing information/invalid codes, etc. which will prevent the requisition from processing in a batch mode.							
51	The system should provide the ability to "prepay" an item in emergency situations. This feature should allow the user to select a "prepay" option, enter a check number (manual check), date, and print a purchase order upon demand.							
52	Requisition data should include but not necessarily be limited to the following:							
53	Requisition number							
54	Vendor number							
55	Vendor name							
56	Status							
57	Department							
58	Approved by							
59	Ordered by							
60	Summary description							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
61	Ship to address code							
62	Date issued							
63	Estimated delivery date							
64	Free form text to be printed on PO, voucher, or requisition audit report							
65	General Ledger coding for each item							
66	Description for each item							
67	Number of units							
68	Price per unit							
69	Amount							
70	Once a requisition has been processed, the above information should be displayed for each purchase order during the purchase order receiving process.							
71	After the requisitions have been edited and accepted for processing, a report listing all requisitions should be available for supervisory review and approval. The report should flag any items that result in over-budget accounts.							
72	The system must allow pre-encumbrances against multiple funds and accounts at the lowest organizational level on a single requisition.							
73	Before processing the requisition, the user should be able to access the requisition as many times as desired to make changes.							
74	There should be a means of easily deleting requisitions no longer needed from the system.							
75	Once a requisition has been approved and updated, a purchase order is automatically generated and the related amounts moved from a pre-encumbrance to an encumbrance. The original requisition is available for review from a lookup by number, vendor, department, etc. or from the related purchase order via drill down.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
76	Upon entry of a requisition into the system, a pre-encumbrance or reserve should be created, which will be converted to an encumbrance upon issuance of a subsequent purchase order or deleted if the requisition is canceled. These pre-encumbrance entries are not to be posted to the general ledger but should be included for purposes of displaying "available" budget amounts during requisition input.							
77	Ability to allow individual purchase orders to be held back when generating a batch of recurring purchase orders.							
78	Ability to allow vendor terms, codes, and predefined General Ledger allocation to be over-ridden at document entry time.							
79	Must provide for printing and reprinting of purchase orders.							
80	Allow PO's to be printed at requisition input time or in a batch process.							
	PO Receiving Features							
81	Provide ability to account for variances between purchase orders and invoices received against purchase orders.							
82	During the receiving process, provide the ability to look up purchase orders by purchase order number, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.							
83	Provide for both full and partial liquidation of encumbrances and make provisions for properly accounting for items that have been back ordered or discontinued. Allow for "received-as-ordered" function to record invoices with no price or quantity variances.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
84	Record accounts payable and liquidate related encumbrances.							
85	The receiving process must provide for entry of invoice numbers, invoice date, due date, bank account designation and invoice description.							
86	Option to automatically base the 1099 setting for vendor invoices on the setting in the vendor record with another option to override default 1099 setting for vendor invoices.							
87	Provides the option to record additional taxes owed such as use taxes on goods & services purchased out of state or sales tax not charged by the vendor.							
88	Allow the user to specify both percentage and dollar limits for acceptable variance between unit cost ordered and actually received/invoiced.							
89	The total encumbrance established by the purchase order should be reversed upon entry of the vendor invoice. A field should be present to be used when the invoice is entered so that in the event the invoice is not in an amount equal to the encumbrance, the remaining encumbrance will either be reversed or remain, as indicated by the coding in this field. The system must allow up to 999 account codes to be used for a purchase order plus 999 account codes for additions such as shipping costs during the receiving process.							
90	Accommodate multiple invoices for one purchase order. The system must also accommodate direct purchases (no encumbrance) by invoice upon request by authorized personnel.							
91	Allow comments and notes brought forward from requisitions to be viewed, added to or deleted.							
92	Receiving process allows the user to view the requisition approval history including applicable approval levels and related user ID, date and time.							
93	There should be a means of voiding a purchase order and removing the encumbrances from the ledger.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
94	When entering an invoice, the user should be able to override the system calculated payment date with the desired payment date.							
95	Once items have been processed as "received", the system should provide the ability to release all received items to the Accounts Payable system, or provide the ability to place purchase orders on "hold". Purchase orders placed on hold should not be released and will remain as encumbered items in the Purchase Order system until taken off hold.							
	Reporting Capabilities							
96	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide a report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
97	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							
98	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
99	Requisition Audit Report: User defined parameters should include range of departments to print and range of requisition numbers. Should be available in either detail or summary format. Detailed format should include all pertinent information from requisition for proofing and authorization purposes. Purchase Order totals by General Ledger account number should be printed including fiscal year, account number, account name, purchase order amount, annual budget, budget available and amount over budget if applicable.							
100	Purchase Order Status Report: User defined parameters should include range of vendors, status, purchase order number range, department range. Should be available in both detail and summary formats. Summary report should print one line per purchase order and include purchase order number vendor number, vendor name, purchase order status, department number, date ordered, date items last received, dollar amount ordered, dollar amount received and amount outstanding. Totals should be printed for each status. Detail format should provide more detail on each purchase order.							
100	Purchase Order Receipt Report: Print vendor number and name, invoice number, receipt date, bank code, purchase order number, general ledger account number and name, item description, distribution amount, invoice amount, and totals by vendor.							
100	Purchase Order General Ledger Report: User defined parameters should include fund, range of General Ledger accounts, date range, status, and vendor range. Should be available in both detail and summary formats. Detail format should print the following information for each General Ledger account number affected: General Ledger number, account name, purchase order number, issue date, vendor number, vendor name, item description and amount outstanding with totals for each General Ledger account.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Purchase Order Claim Register: This report would be provided to the City Council to receive approval to pay invoices. The report should by subtotaled by department and include vendor number, invoice number, vendor name, description of item(s) purchased, due date, invoice number and amount.							
100	GL Encumbrance Report: The report prints a listing of outstanding amounts by G/L account for purchase orders in the selection. Current encumbrance or encumbrance for a previous date can be printed in either a detailed or summary format. Data can be sorted by department. Filtering options include purchase order status, G/L account fund, vendor number range, G/L account number range, and issued date range.							
100	**Encumbrance Verification Report: The report lists discrepancies found between the encumbrance totals in the G/L Encumbrance file and purchase order totals. The system checks only those G/L accounts that are set up as expense accounts. For any errors found, the report includes the G/L account number and name, the purchase order amount, the total encumbered amount, and the variance between these amounts.**							
100	Reserved Budget Report: The report prints a list of G/L account activity in the Purchase Orders system that has not yet been posted. For each account listed, the report shows the cross year amount requisitioned, the new year amount requisitioned, the cross year amount received, and the new year amount received.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Budget Reserve Detail Report: The report lists the purchase orders and requisitions that comprise the amount in the Budget Reserve file for a selected G/L account. For each purchase order or requisition listed, the report shows the type (purchase order or requisition), the purchase order or requisition number, the cross year amount requisitioned, the new year amount requisitioned, the cross year amount received, and the new year amount received.							
	System Interfaces							
100	The Purchase Order system should interface with the following software modules:							
100	General Ledger							
100	Accounts Payable							
100	Budgetary System							
100	Project Accounting							
	TOTALS	0	0	0	0	0	0	

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Human Resources System must utilize a true 32-bit Graphical User Interface							
2	The system should share a common Database with Payroll to eliminate the need for duplicate entry							
3	The system should allow for easy navigation from one employee to another							
4	The ability to perform mass cost of living adjustment raises through the Human Resource application should be available for sites that control pay through HR versus Payroll. Employee selection parameters include position, bargaining unit, division and job group.							
5	An ad-hoc forms generation feature should be available to generate and print user-defined HR forms, letters, etc. utilizing MS Word templates.							
6	An alerting feature should allow users to easily identify and respond to important dates on employee records relating to items such as drivers licenses, benefits, certification, testing, discipline, scheduled training, reviews and checklists. This feature should respect tab-level security from HR Employee Manager so users can only be alerted about information they have access to.							
7	A scheduling feature should allow users to schedule training, testing and reviews for groups of employees. Selection criteria should include employee number, department, employee status, employee type, user-defined codes & pay method (check or direct deposit). Employee records should be automatically updated with the scheduled activity.							
8	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Employee Management Features							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
9	The system should allow for the storage of all pertinent personnel information including, but not limited to:							
10	Name							
11	Address							
12	Work location							
13	Home phone							
14	Work phone							
15	Mobile phone							
16	Fax number							
17	Pager number							
18	Email address							
19	Extension							
20	Date of birth							
21	Race							
22	Hire date							
23	Current employee status							
24	Service date							
25	Marital status							
26	Employment type							
27	Scheduling hours per pay period							
28	Bargaining unit							
29	Rate class							
30	Allow for the entry of an unlimited number of additional contacts for each employee							
31	Allow for the entry of withholding information							
32	Allow for the entry of Drivers license information							
33	Allow for monthly reporting of expiring driver's licenses							
34	Allow for the entry of Dependant information							
35	Track I-9 completion and information							
36	Allow for the attachment of employee photos							
37	System should interface with and track all position currently occupied or formerly occupied by each employee							
38	Track start date for each position							
39	Maintain a complete history of position information							
40	Maintain a complete history of pay information							
41	Maintain history of compliance with physical testing requirements							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
42	Control the ability to edit historical test information for an employee at the system level.							
43	Track and ensure compliance with drug testing requirements							
44	Maintain history of equipment issued to each employee							
45	Track and ensure compliance with certification or other training required and completed for each employee							
46	Allow for the creation of user defined incident / discipline codes							
47	Monitor incidents / discipline activities associated with each employee							
48	Allow for tracking the date, time, incident, resolution, and narrative associated with each Incident / resolution							
49	Allow for grievance tracking							
50	Allow for the creation of user defined checklist (such as hire checklist, annual review, termination etc.)							
51	Each checklist should allow for multiple tasks which could be performed by different employees							
52	Each task should have a due date and completion date							
53	HR personnel should have the ability to notify others via e-mail of the tasks due							
54	Provide the option to change the record ID on an existing code. The system will make the changes in history to reflect the new record ID.							
55	The system should provide the ability to capture multiple user-defined data elements through the use of comment codes with the following attributes:							
56	Data is entered in a code format with the ability to enter a description, the record for which the code is to be associated with (HR Employee record), field label, type of data to accept (text, number, integer, currency, date, phone, social security number, value list, federal ID, format field) and an option to flag the comment code as a "template".							
57	Template comment codes are assigned to every account automatically, thus eliminating the need to manually place the same code on every account.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
58	The system should automatically search for and notify an operator of other records in the system with identical comment data, when the operator enters comments for template comment codes setup with a "unique" or "warn" value .							
59	Account searches and inquiries should be provided using user-defined comment codes.							
60	Provide additional levels of security for users with access to the HR Employee Manager programs. User access is granted based on types of HR data such as personal, demographics, positions, benefits, payroll, leave, equipment, training, education, certifications, testing, discipline, grievances, reviews, history, workers compensation, etc.							
61	Provide additional security for access to employee social security numbers within the HR Employee Manager programs. Access to social security numbers can be controlled at the user level.							
	Position Control Features							
62	The system should allow for easy navigation from one position to another							
63	The system should allow for the storage of all pertinent positional information including, but not limited to:							
64	Position ID							
65	Position title							
66	Position status							
67	Position effective date							
68	Position type							
69	Overtime status							
70	Telecommuting status							
71	Pay type							
72	Job group							
73	Reporting relationship							
74	Pay grade							
75	Department							
76	Division							
77	Shift							
78	Work week hours							

	Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.							
	Human Resources Function Requirements	**Standard**	**Report Writer**	**3rd Party App. (please specify and est. costs)**	**Modification Required (est. cost)**	**Future Release (please specify est. time frame)**	**Not Available**	**Comments**
79	Work location							
80	EEO4 category							
81	Competencies required for the position							
82	Allow for the creation of multiple Drug testing groups (i.e.. Random, annual, for cause)							
83	Allow for the association of drug testing group with each position							
84	Allow for the creation of multiple Physical testing groups							
85	Allow for the association of Physical testing group with each position							
86	Allow for the association of required equipment for each position							
87	Allow for the association of required training for each position							
88	Allow for the viewing of all employees currently or formerly assigned to each position							
89	Allow inactive, proposed, and frozen positions							
90	Allow for the assignment of effective dates with each position							
	HR Budgeting Features							
91	Create multiple budget scenarios with personnel data utilizing a budget event wizard.							
92	Budget events are user-defined and include the ability to specify position full-time equivalents and head counts, budgeted salaries and wages, effective dates, included benefits, General Ledger distribution, etc.							
93	Budgeting features include the ability to designate a basis for budgeting pay based on the low point, mid point or high point of a pay grade for the position. An option should also be available to base the budget on a manual amount entered.							
94	Provide an HR Budget Manager Console to view and manage HR budgets including historical budgets. Multiple view options should be available (by Employee, Position, Department, Budget Events). Within the Console, functions should be available to clear events, change scope, copy, combine, report and transfer budgets.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
95	Automatically transfer HR Budgets to the Budgeting Prep module.							
	Benefits Administration Features							
96	The system should allow for easy navigation from one benefit plan to another.							
97	The Benefits Administration system should provide online tools managing a variety of benefits including health insurance, dental insurance, vision benefits, disability, Employee Assistance Program (EAP), flexible spending accounts, group insurance, life insurance, long-term care insurance, retiree health insurance, retirement plans (e.g., 401a, 457, 401k), savings plans, Social Security, survivor's benefits, training, holidays and other leave benefits.							
98	Provide the ability to maintain benefit codes in a table format.							
99	Benefit codes should carry typical information for each benefit including coverage amount, enrollment criteria, premium amounts, rate determination method (fixed or calculated), insurance carrier and third party administrator.							
100	The Benefits Administration system should offer administration with the Payroll system so that each benefit code can be tied to a Payroll deduction code, thus allowing benefits to be loaded into Payroll deduction codes if the benefit amount is calculated in Human Resources.							
100	Provide for the ability to maintain insurance codes which carry name and contact information for insurance carriers.							
100	Allow for third-party administrator codes which carry name and contact information for third-party administrators.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Provide tracking capabilities of each employee's benefit plan and elections, including the plan name and identification number; the employee plan number; dependents covered by the plan; type of coverage (e.g., employee, employee and spouse, family); amount of coverage; physician; premiums (employee and employer costs); smoker/non-smoker status; enrollment and termination history; and eligibility date.							
100	Provide "rules based" eligibility testing on employees for established benefit plans based on user-defined criteria that can include division, department, job group, employee status, position type, work week hours, bargaining unit, minimum/maximum age and gender.							
100	The system should offer accommodation for open enrollment for benefits, allowing entry and review of benefit changes, generation of related reports and mass update capabilities.							
100	Automatically recalculate benefits by benefit code, by plan, by employee or by department.							
100	Provide the ability to create "what if" scenarios for an increase or decrease of benefits.							
100	Allow for the tracking of an employee's decision to decline benefits.							
	Applicant Tracking Features							
100	The system should allow for easy navigation from one applicant to another.							
100	The Applicant Tracking system should provide online tools for tracking submission of applications for positions through the entire interview process, simplifying the process of matching qualifying applicants to vacant positions.							
100	The system should provide the ability to fill vacancies through promotion and transfer of existing employees as well as through recruitment and selection of applicants.							
100	The system should include an electronic personnel requisition process with requisition approval status tracking capabilities.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	The system should offer document management capabilities to allow scanning of application and resume information through integration with a third-party document management software application.							
100	The system must allow applicants to be identified by skill, abilities, experience and education.							
100	The system should allow users to automatically notify applicants about the availability of a position.							
100	A notification feature should be available to email users of changes in the status of jobs, candidates, or interviews associated with the Applicant Tracking Process. User notification profiles should capture the particular Applicant Tracking actions that users are to be notified about.							
100	The system should provide the ability to define special hiring requirements such as background checks or special tests.							
100	The system should offer tracking capabilities of recruiting resources to fill a position.							
100	The system should allow for qualified applicants to be matched with vacant positions. Online views should be available to allow department heads to see all qualified applicants. The department head requesting the new position should be automatically notified of applicants that fit the eligibility requirements for the position.							
100	The system should provide the ability to track which applicants are interviewed and the outcome of interviews.							
100	The system should allow for the storage of all pertinent applicant information including, but not limited to:							
100	Name, address, email (primary & secondary), phone numbers (home, work, cell, fax, pager), preferred contact method, application details, employment term & pay range preferences, work history, education, certifications, competencies, references, job interests and user-defined fields.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	The system should provide the ability to capture multiple user-defined data elements through the use of comment codes with the following attributes:							
100	Allow emails to be sent to applicants and candidates and hired employees directly from the Applicant Tracking module.							
125	Data is entered in a code format with the ability to enter a description, the record for which the code is to be associated with (HR Applicant record), field label, type of data to accept (text, number, integer, currency, date, phone, social security number, value list, federal ID, format field) and an option to flag the comment code as a "template".							
126	Template comment codes are assigned to every account automatically, thus eliminating the need to manually place the same code on every account.							
127	The system should automatically search for and notify an operator of other records in the system with identical comment data, when the operator enters comments for template comment codes setup with a "unique" or "warn" value .							
128	Account searches and inquiries should be provided using user-defined comment codes.							
	Reporting Capabilities							
129	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
130	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							
	General Reports:							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
131	**Master Report - The report parameters include both employee & information criteria. Types of information available to include: All, Personal, Demographic, Withholding, Dependent, Contact, Position, Benefits, Pay, Direct Deposit details, Leave & Leave Tracking, Equipment, Training, Education, Certification, Testing, Discipline, Grievance, Review, Comment Codes, Notes and Workers' Compensation. Social Security numbers should appear only when they have been enabled with proper security.**							
132	Employee Summary Report - The report shows basic employment data for all employees selected, including employee's name, ID, social security number (if allowed by security settings), and department, as well as the employee's address, phone number, birth date, and hire date. An option should be provided to include employees' discipline and grievance history on the report. Filter capabilities should also be provided by employee number, status, department, bargaining unit, division, and position.							
133	Equipment Report - The report lists employees and information about issued equipment. For each employee that meets your selection criteria, the report includes the employee's name, employee number, issued equipment, and issue and returned dates. An option to include equipment notes on the report, and start a new page after each sort option should be available.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
134	Training Report - The report lists employees and information about employee training. For each employee that meets the selection criteria, the report includes the employee's name, employee number, training course, training provider, the employee's next scheduled training dates, the training completion dates, the duration of the training, and the type of training. The report should also be able to include prerequisites for the training course, limit the report to outstanding training courses, include training notes, and start a new page after each change in sort option.							
135	Education Report - The report lists employees and information about the employee's education. For each employee that meets the selection criteria, the report includes the employee's name, employee number, education code, education institution, and award dates. The report should also be able to include education notes and start a new page after each change in the sort option.							
136	Certification Report - The report lists employees with the certifications that are specified. For each employee included, the report shows the employee number and name, the type of certification, the institution from which certification was received, and the completion and expiration dates for the certification.							
137	Testing Report - The report lists employees and information about the employees' tests. For each employee that meets the selection criteria, the report includes the employee name, employee number, the scheduled tests, the type of test scheduled, the last scheduled test date, the next scheduled test date, and the results of the test. The report should also be able to include test notes on the report, and have the system start a new page after each new sort item.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
138	Discipline Report - The report shows disciplinary actions taken for the employees selected (provided the employees have disciplinary action information on file). For each employee included, the report shows the employee's ID, name, and department and the type of incident, incident date, action taken, and person taking the disciplinary action for each disciplinary incident. An option is available to include the beginning and ending dates of disciplinary actions, the next review date, and incident details on the report. The report can be printed for all employees, a single employee, or a particular department with further filtering by bargaining unit and incident date.							
139	Grievance Report - The report lists employees and information about submitted grievances. For each employee that meets the selection criteria, the report includes the employee’s name, employee number, grievances, grievance open dates, grievance close dates, and the status of each grievance. An option is available to have the report include grievance notes, the steps taken for the grievance, and start a new page after each employee.							
140	Review Report - The report lists employees and information about the employee’s reviews. For each employee that meets the selection criteria, the report includes the employee’s name, employee number, review codes, review statuses, next scheduled review date, and last completed review date. The report should be able to print review notes and start a new page after each change in sort option.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
141	Employee Date Report: The report shows the dates for the employees selected. Selection criteria includes employee number and date types (birth, hire, termination, leave, longevity, service, probation). Filter options include department, bargaining unit, division, and position.							
142	Veteran Report: The report prints the number of veterans in each job category. An option is available to show the employee numbers, names, hire dates and veteran codes associated with veterans in each EEO4 category.							
143	Annual Statement - The Annual Statement lists employees with the payroll number and range that are specified. For each employee included, the report shows the employee number and name, personal information such as their birth date, marital status, race, sex, smoking status, age, home phone number, mobile phone number, work phone number, address, county, and email address, and codes showing any disability, military, or veteran status. The report also shows information regarding their employment dates, salary, benefit plans, and related contacts. The report can be filtered by employee status, employee type, and the year.							
144	**Contact Report - The report lists information for employees' designated contacts. For each employee included, the report shows the employee number, employee name, and department. For each of an employee's contacts, the report shows the contact name, relationship to the employee, phone numbers, and address. The report also indicates which of an employee's contacts has been designated as the**							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
145	Comment Code Report - The report lists employees who have one or more of the comment codes that are specify associated with their employee record. For each employee included, the report shows the employee number and name, department, employment status, and comment codes with comment values.							
146	Pay History Report - The report shows the history of pay rate changes for the employees in the selection. For each employee included, the pay change records include the position ID and name, the department, the current position status, the effective date of the pay change, the old pay rate and the new pay rate, the percent change the pay rate change represents, and the estimated annual pay after the rate change. Optionally the pay grade and change reason for each pay change record can be included. The report can be filtered by employee number, employee name, department, bargaining unit, position ID, pay change effective date, and position status.							
147	Annual Salary Report - The report lists employees' monthly and yearly salary amounts for a specific rate code based on information held in the Payroll Master files. The report sequence can be specified and employees can be selected for the report based on their employment status and type. For each employee in the selection, the report includes the employee number and name, pay cycle, pay type, hourly rate, period salary, and monthly and annual salary amounts. The report also shows grand totals for monthly and annual salaries.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
148	Pay Rate Report - The report shows the pay rate structure for each employee in the selection including the rate number(s), hourly and/or salary pay rate, overtime pay rate, and the distribution accounts used for regular and overtime pay. In addition, the report shows each employee's department number, pay type, rate class, annual salary, and the date (anniversary date or last raise date) used as the basis for inclusion on the report. An option to include distribution details for employees with split distributions or job class/pay step information for each employee is available. Employees can be selected for the report based on department, rate class, job class, employment status, pay type, and employment type.							
149	EEO4 Report - The report summarizes employment statistics by job category for the fiscal year specified. An option is available to print a report that includes a detail listing of employment data in addition to the basic EEO-4 report. For each employee selected, the detail list includes the employee number and name, EEO job category, sex, race, pay rate, annual pay, hire date, termination date, employment status, and employment type.							
150	State Employment Report - The report is customized to meet specific state requirements for the State Employment Quarterly Report. The report can be printed any time after the final payroll of the quarter is closed.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
151	Workers' Compensation Report - The report calculates the workers' comp premium and reports the results. Premium calculations are based on the rates set up for each workers' comp code. A date range; the weekly limit; whether to calculate the premium based on gross or taxable wages; the insurer's experience factor, discount factor, and administrative discount factor; and whether to include department totals on the report can be specified at the time the report is created. For each employee, the report includes the employee number and name, the applicable workers' compensation code, the gross amount or taxable amount of wages on which the calculation is based, the exempt amount (if any), the amount of overtime adjustment, adjusted earnings, and covered wages. The report also includes a section that summarizes the premium calculation by code. This part of the report includes the workers' compensation code and description, gross wages, covered wages, premium rate per $100 of covered wages, the experience factor, discount amount, administrative discount amount, and premium amount.							
152	Workers' Compensation Injury Report: The report provides essential details to assist users in completing OSHA forms. The report lists employees that have suffered from injuries during the date range specified. For each employee included, the report summary shows the employee name and title, the case number, the date, location, injury type, and cause of the injury, the body part affected, and the quantity of days taken for absence or recovery. The more detailed report shows detailed information about claims and the results of the injury that affect the employee's ability to work. An option is also available to print "Totals Only" for the report.							
153	**Other reports the system should contain, at a minimum, include an Anniversary Report and Birthday Report .**							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	**Standard**	**Report Writer**	**3rd Party App. (please specify and est. costs)**	**Modification Required (est. cost)**	**Future Release (please specify est. time frame)**	**Not Available**	**Comments**
	Position Reports:							
154	Position Report - This report should list employees by position for the positions and employees that match the selection criteria specified. For each employee included, the report should show the employee ID and name, employment type, employment status, employee position status, position status, start date in the position, job group, department, and division. An option should be provided to filter positions on the report by position type, position status, and job group as well as the option to filter employees on the report by employee status, employee position status, department, bargaining unit, and division.							
155	Supervisor Report: The report lists employees that match the selection criteria. For each employee included, the report shows the employee ID and name, position ID and title, and the supervisor ID, title, and name. Filter options include employee type, employee status, and department.							
	Benefits Administration Reports:							
156	Dependent Report - The report should show dependent information for the employees selected (provided the employees have dependent information on file). For each employee included, the report shows the employee's name and the dependent name, relationship to employee, birth date, age, address, and phone numbers for each dependent. Filter options for the report should include department or bargaining unit.							
	Applicant Tracking Reports:							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
157	**Applicant Skills Report - The report should show basic applicant skill data for all applicants selected, including education, certifications, competencies. Filtering capabilities should also be provided by jobs, education, certification, competency, recruiter, applicant status and application date range as well as the ability to specify whether current or former employees and local residents should be included on the report. Sort options should include applicant number or name. Other options should be available including the ability to include education, certification and competency notes.**							
158	Applicant Report: The report lists applicants with the criteria specified. The report can be filtered by the range of applicant numbers, application dates, applicant statuses, terms, user-data, or job options. Sequence options include displaying the applicants in the order of their name, application date, job group, or position. It can be printed in a detail or summary format. The detail version can include the applicant's ID, name, status, the date they applied, the source of the applicant, the term for which the applicant is applying, the work history, education history, competencies, user-data, job interests, and job candidates. The summary version provides the applicant's ID, name, status, the date they applied, the source of the applicant, and the term for which the applicant is applying.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
159	Job Report: The report lists jobs with the criteria specified. The report can be filtered by the range of job numbers, job groups, positions, terms, needed by dates, status, HR manager, job manager, or any user-data. Sequence options include displaying the jobs in the order of their job number, job group, or needed by date. It can be printed in a detail or summary format. The detail version can include the job's number, title, group, status, term, the date by which the job needs to be filled, the associated position, HR manager, job manager, the job description, competency and other requirements, and the qualified candidates. The summary version provides the job's number, title, group, status, term, the date by which the job needs to be filled, the associated position, HR manager, and job manager.							
	System Interfaces							
160	The Human Resources system should interface with the following software modules:							
161	General Ledger							
162	Budgetary System							
163	Payroll							
	TOTALS	0	0	0	0	0	0	

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Bank Reconciliation Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Bank Reconciliation System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:							
2	The Bank Reconciliation system is an interactive set of programs that allow the user to reconcile monthly bank statements to General Ledger cash accounts.							
3	The system can process multiple cash accounts per fund.							
4	The system allows the user to identify items for clearing during the current month's reconciliation in a batch, full screen, or individual item mode.							
5	Online display of individual item clearing provides dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
6	The status of items can be changed if necessary (from cleared to outstanding).							
7	The system auto clears checks with a "void" status.							
8	A reverse posting feature allows posted or voided items to be reversed to a cleared or outstanding status.							
9	The system tracks key information for each item including system origination, account number associated with the item's source, footprint details and change history.							
10	The system provides a quick lookup feature to find individual items with filters on range of amounts, item type, status, system origination, check date, cleared date and statement date ranges. A Status wizard guides the user through the steps necessary to change the status of the check.							
11	Other integrated systems with cash account transactions are automatically posted to the Bank Reconciliation system.							
12	The Bank Reconciliation System recognizes postings through the General Ledger for items such as bank charges, interest income, returned checks, etc.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Bank Reconciliation Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
13	Adjustments can be processed for adding, editing or deleting transactions including service charges, interest and miscellaneous debits and credits. Adjustments are automatically updated in the General Ledger when the period is updated.							
14	Allow for notes to be entered and attached to adjustments for future reference.							
14	System has the ability to import magnetic information on cleared checks from bank.							
15	The system produces monthly reconciliation statements detailing the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, and miscellaneous items.							
16	Multiple months can be reconciled simultaneously by allowing simultaneous reconciliation of an account for two consecutive periods at a time.							
17	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Reporting Capabilities							
18	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
19	Reconciliation Statement: This report produces a new bank balance with a detail of outstanding items to prove the General Ledger cash account balance. It can be run by account and as of a specific date.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Bank Reconciliation Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
20	Check Reconciliation Register: This report lists items currently in the reconciliation system. The status and type of items to include on the register can be specified as well as the folio where the items originated. In addition, date and amount ranges within which included items must fall can be defined. Items can be grouped by their type and sorted by their cleared date. Details of subsystem deposits can also be included.							
21	Historical Reconciliation Statement: This historical statement retrieves a reconciliation statement that has already been updated in the system.							
	System Interfaces							
22	The Bank Reconciliation system should interface with the following software modules:							
23	General Ledger							
24	Accounts Payable							
25	Payroll/Personnel							
26	Fixed Assets							
27	Cash Collections							
28	Utility Billing							
29	Miscellaneous Accounts Receivable							
30	Business License							
31	Building Projects							
32	Sales Tax							
33	Special Assessments							
34	Cemetery Records							
35	Court							
	TOTALS	0	0	0	0	0	0	

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Central Cash Collection System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation.							
2	Accepts any type of cash receipt including utility payments, accounts receivable, court, building permits, licenses, fees, taxes, etc.							
3	Cashiers are to have a workstation with a dedicated receipt/validation printer, automated cash drawer, and an optional bar code scanner. Certain workstations can be designated for cash collections without the peripheral equipment, but will have restricted capabilities as a result.							
4	The system provides the option to have more than one operator logged in to a work station at the same time. Each operator is given a code that must be used by the operator receiving the payment. If only one operator is logged on to the work station, the code should not have to be re-entered before each payment posted.							
5	Provide department level security for the Centralized Cash Collections system. Departments should be granted or prevented access to the module based on security settings. Associate departments with operators which determines the batches and packets an operator is authorized to access.							
6	Operator profiles should define authorized security parameters for each operator in the Centralized Cash Collections system. Profiles should be tied to operator logins for cash collection terminals. Each operator profile includes the operator name, the terminal to which the login permits access, the operator's cash drawer and printer setup, the operator's login and transaction passwords, the department codes the operator is authorized to access, the transaction codes for which the operator is authorized to accept payments and the payment methods the operator is authorized to receive. A default payment method can also be defined for the operator.							
7	Provide an inactive status flag on the operator profile to suspend an operator who has been terminated. An inactive operator ID cannot be used to access Cash Collections but can still be selected to include on Cash Collections reports.							
8	An Operator Listing should be available for printing from the Operator Maintenance window. The listing should reflect the security parameters set up for each operator in the system.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
9	Each operator can have multiple batches active in the system and the ability to update each separately. These batches are selected and an edit register run, with approval and update functions from the same Operator Process window.							
10	Cash receipts for integrated systems such as Utility Billing, Court, Accounts Receivable, Building Projects, Business License, Sales Tax, etc., will post to those accounts once updated in the Central Cash Collection system. Miscellaneous receipts such as library fees, dog tags, etc. will be posted directly to the General Ledger.							
11	Receipts are reflected in the vendor's integrated sub-system as "pending activity" until such time the daily posting procedure is completed. Utility accounts with adequate payments pending should not be reflected on cut-off lists. Pending activity can be viewed from the account management window in each sub-system without accessing the Central Cash Collection system.							
12	Each type of receipt should carry a unique code that indicates the type of payment being posted. A drop-down list look-up feature should be provided that allows the operator to view the available codes authorized for that operator and make their selection.							
13	The transaction codes must be user defined providing parameters such as description, destination subsystem (Utility Billing System, Accounts Payable, General Ledger, etc.), general ledger accounts receipt will be posted to, an option for a default charge, and a receipt description. An option should be available to inactivate transaction codes. Also provide the ability to require a description for General Ledger type transaction codes.							
14	Support a minimum of 99 predefined general ledger accounts that may be debited/credited for each transaction code. With an option to apply a receipt across multiple general ledger accounts on a predefined percentage basis.							
15	The system should be capable of endorsing checks and validating a customer's utility bill on one pass-through or printing a separate receipt. The time, date, operator code, amount paid, how paid, amount posted, change given, and customer balance should be printed on the receipt or bill.							
16	Provide on-line account number validation for any integrated subsystems such as the Utility Billing System, Court, Accounts Receivable, Building Projects, etc., with on-line look up of the respective account available once the transaction code for that subsystem is selected.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
17	When posting a payment to a integrated sub-system account, the system should default to the balance currently owed by the customer. This amount may be overridden if appropriate.							
18	If a customer pays less than the current balance in a utility account, the system should distribute the payment to revenue categories based on a user defined formula. The system should provide the ability to override this distribution at the operator's request. Any overpayments should be stored in an unapplied credit account until applied against the proper revenue code.							
19	When posting a payment to a customer's account in the Accounts Receivable system, the Central Cash Collection system should provide the ability to look-up accounts by account number, the account name or a portion of the name. (i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM" and provide the ability to select the desired account). Once the account is selected, the operator can choose from all invoices available for that account to apply payment.							
20	When posting a payment to a customer's utility account, the operator should have the ability to look-up an account based on account number, name or a portion of the name, address or a portion of the address(i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM", providing the ability to scroll through the displayed account names and select the desired account), as well as any other user-defined look up criteria.							
21	Operators should be warned by the Central Cash Collection system if they attempt to post a utility payment to a utility account that has a payment pending.							
22	Operators should be prompted by the Central Cash Collections system to choose whether to renew the selected business license if the Business License system is setup to allow renewals in the payment process.							
23	A record of each transaction should be printed on a separate journal tape.							
24	Provide for verification of online credit card payments based on address or credit card security code. Setup requirements may apply for the merchant code when using this feature.							
25	Provide a feature to mask credit card information on Cash Collections receipts and reports. Options should include the ability to mask full credit card numbers and/or expiration dates. Masked numbers are replaced with X's.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
26	Ability for cashier to collect payments for items that are not pre-billed in any system. These transactions would only post to the respective general ledger accounts. These could include, but are not limited to, transaction codes such as animal license, golf course fees, airport fees, vending machine receipts, etc..							
27	From the Operator Process window, the operator can create, open, and close batches. The operator can also enter payments, void a receipt, and reprint a receipt.							
28	At the end of a cashier's scheduled work day, a close-out report should be printed to be balanced with the cash, checks, money orders, etc.. in the operator's drawer. There should be the ability to record cashier over and under to a finance system account, as well as, the ability to print a receipt for the over and under transaction.							
29	The system should provide for the ability to void a receipt.							
30	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Inquiry Capabilities							
31	When processing a customer's utility payment, the system should provide the ability to go to utility billing account management window and inquire on information such as transaction history, detailed data of current bill, consumption history, etc.. Once the inquiry is complete, the system should return the user to the original point of processing.							
32	Provide the ability, at any time during the day, to display all a summary of all receipts processed at a cash collection work station. Information displayed should include the operator's code and name, and total receipts for each type of transaction (utility payments, deposits, building permits, etc.) and by type (cash, check, credit card, etc.). The grand total of all receipts at the work station should be displayed as well as the total number of receipts voided.							
33	Allow for user defined payment methods to be set up with an associated bank reconciliation group to be assigned to each payment method.							
34	Provide the ability to have the system automatically post to specified sub systems or allow for posting from the individual sub systems.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	Receipt Processing							
35	Require a valid operator code in order to process a receipt.							
36	Support the processing of payments for multiple utility accounts from one customer as a single transaction and print the associated receipt(s).							
37	Support the processing of a single payment for different types of transactions from one customer as a single transaction (utility bill, court payment, building project) and print the associated receipt.							
38	Support the processing of payments from more than one person for a single account as one transaction and print the associated receipt(s). For example, college students splitting a utility bill (one pays by check, one with cash, one with a money order).							
39	Support paying multiple utility accounts from a single payment transaction (cash, check, etc.).							
40	For utility account payments, operators are alerted if an active arrangement exists on an account. Operators can drill-down to account details to view outstanding arrangements.							
41	When posting a payment to an integrated sub-system account, the system should default to the balance currently owed by the customer. Allow this amount to be overridden if appropriate.							
42	If a customer pays less than the current balance in a multiple service utility account, the payment should be automatically distributed to revenue categories based on a user defined formula. Provide option for the operator to override this distribution in special situations. Court payments will follow similar distribution logic.							
43	Provide for unique codes to be defined for each receipt being posted that identify the type of transaction being posted. A drop-down list look-up feature should allow the operator to scroll through available codes authorized for that operator.							
44	Receipts should be printed through an integrated receipt printer tied to the cash collections terminal. The receipt should reflect at a minimum the receipt number, time, date, operator code, terminal ID, amount paid, payment method, amount posted, change given, and customer balance should be printed on the receipt or bill.							
45	An option should be available to mask credit card numbers on printed receipts for payments made via credit cards. The system replaces credit card numbers with "Xs" on the receipt.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
46	For miscellaneous receipts posted directly to General Ledger, an option should be available to print the G/L account number on receipts in addition to the account name & amount.							
47	Allow a general user-defined message to be printed on the bottom of the receipt. The message will print on ALL receipts, regardless of the system a payment is collected for.							
48	Automatically prompt the operator to have the receipt printer endorse checks.							
49	The system should provide the ability to optionally clear a utility billing customer from the cutoff list that does not pay their entire balance (i.e. a customer owes $53.00 but only pays $50.00).							
50	Provide a special transaction code for mail-in utility receipts that accommodates efficient processing when bills are not validated and receipts are not printed. The operator should be able to scan the customer's bar code, ensure the amount of the payment matches the balance due, and proceed to the next utility payment. The only input required would be in the event the amount paid does not match the customer's current balance displayed on the screen. Warning messages alert users to possible duplicate entries.							
51	Provide the ability to inquire on past receipts that have been posted. From the receipt inquiry window, provide the ability to view check images.							
	Reporting Capabilities							
52	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
53	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
54	Daily Cash Collection Register: This report should print a summary of all Cash Collection Receipt Registers during the day totaled by operator and workstation. Total receipts for each payment type (utility, court, building permits, etc.) are totaled as well as totals for checks, cash, money orders, credit cards and other. This report should include a listing of check payments as well as a General Ledger posting report and deposit recap. System should allow entire credit card numbers &/or expiration dates to be masked on the report, if desired.							
55	Cash Collection Receipt Register: This report should be printed when an operator is ready to close-out a batch of payments taken by the operator. This report should include all transactions handled by the operator in the batches selected. The report should be printed in receipt number or transaction number order and should include receipt number, date, time, operator code, workstation number, payment type (utility, court fine, etc.), amount tendered, amount applied, change, how paid (cash, check, etc.), reference (i.e. check number), subsystem payment will update, voided receipts, utility account number and utility customer name. The batches can then be approved and updated.							
56	Journal Report: User defined parameters should include the ability to select the operators and workstations to be included in the report as well as a range of amounts applied. The report should be printed in receipt number order and should include receipt number, date, time, operator code, workstation number, amount tendered, amount posted, change, how paid, reference and subsystem the transaction will be posted to. Utility payments should include utility account numbers and customer's names. The report should include summaries by operator and workstation. An option to print general ledger notes associated with any general ledger transaction that contains notes as well as an option to include a Check Listing section should be available.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
57	History Report: The History Transaction Report lists the receipt transactions that have been moved to the History file in the Transfer to Sub-Systems process. You can filter the report results by specifying a history packet, a range of receipt numbers, or a range of transaction dates or posting dates. In addition, you can print the report for a range of transaction codes, for a range of transaction amounts, or for a particular sub-system, summary code, operator, or terminal. You have the option to print messages entered for GLB transactions on the report. Options are also available to include a Check Listing section and a Voided Receipts section. The detailed version of the report consists of four sections: a detail section that prints a line for each transaction and operator, terminal, and transaction summary sections that show the number of voids, batch number, total payments received, and totals by payment method for each transaction code. The summary version of the report consists of the operator, terminal, and transaction summaries only.							
58	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Cash Collections system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.							
	System Interfaces							
59	The Central Cash Collection system should interface with the following modules							
60	Utility Billing							
61	General Ledger							
62	Miscellaneous Accounts Receivable							
63	Business License							
64	Building Projects							
65	Special Assessments							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Service Order Management Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Service Order Management system must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:							
2	Provide for user defined job codes with defaults to preferred departments, employee, and priority level.							
3	Provide automated wizard functionality in Utility Billing System to generate service orders to effect account status changes such as new connections, disconnects, transfers, and rereads.							
4	Provide department codes representing the various departments which will be assigned to service orders via drop-down lists. Employees assigned to the service order are accessed via a drop-down list as well.							
5	The system should automatically assign service order numbers.							
6	Ability to track information through system by contact and property. Provide ability to see all accounts (current and prior) at a given property. Conversely, be able to view multiple accounts associated with a single contact. Properties can also track information such as legal description, address specific comment codes, etc. Contact information can include mailing address, driver license number, etc.							
7	Service order input should prompt for the job code, department the service order is assigned to, employee the service order is assigned to, date the service order is to be printed, estimated date of completion, status, priority, associated utility account number and customer name, if applicable.							
8	Code look-up is accomplished via drop-down lists with system secured add/edit functionality to assure consistency and ease of use.							
9	Automatic look up of utility account numbers by customer name or service address must be provided in the service order input program for utility related service orders.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Service Order Management Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
10	The system must allow printing of service orders on demand or in a batch process at the discretion of the operator. On demand service orders should not be reprinted during batch process.							
11	Criteria for printing of service orders should include the range of service order numbers to be printed, job date range to be printed, selection of job codes, job actions and group, selection of service orders within a specific department(s), and selection of service orders for specific employee(s). Report sequence options include service order number, account number or street address.							
12	Service orders can have multiple actions on the same service order. For example, a single service order could turn on the primary water meter, turn off the sprinkler meter, and perform a meter swap-out on the electric meter.							
13	Allow printing of service orders on-site or at remote locations.							
14	Service order job codes should automatically define the type of information requested on a service order.							
15	The capability to enter up to 6 lines of order notes with up to 60 characters per line that will be printed on the service order and six lines of completion notes with up to 60 characters per line that can be added to the service order in the system during the completion process. The system should allow completion notes to be added after a service order is completed in the event additional information needs to be added after completion.							
16	The system must provide the capability to reprint service orders on demand.							
17	Service orders directly related to utility billing and collections should automatically update the Utility Billing System as the service orders are completed with no duplicate entry of data required.							
18	The system must provide the capability to process service orders unrelated to utility billing and collections.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Service Order Management Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
19	The system must provide the capability to print a service order edit listing that may be reviewed prior to updating utility accounts with completed service order information.							
20	The system must allow easy access to the utility billing inquiry program directly from the service order input and completion screens.							
21	Provide the ability to associate charges with completed service orders that can automatically add fees to a customer's utility billing account.							
22	The system must include extensive inquiry capabilities which must include the ability to look-up the status of service orders by utility account number, job code, department code, employee code and status.							
23	The system should check for pending service orders to prevent duplication with the same job code at the same service address.							
24	The Service Order Management System should interface with the Utility Billing System to allow for easy inquiry of the history and status of service orders related to service addresses and utility accounts.							
25	Provides window level security option , controlling function access by individual authorization. This access should allow each user group to be granted full access, read-only access or no-access on window class basis. Users must be able to have access granted based upon assignment of user groups.							
26	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Reporting Capabilities							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Service Order Management Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
27	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
28	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							
29	Service Order Status Report: Must provide the ability to select by service order number range, utility account number range, job date range, job code, department, employee and status. Must provide the ability to print in service order number order or utility account number order. The report should include, but not necessarily be limited to, the service order number, utility account number (if applicable), job code, description, status, department number the service order was assigned to, priority, creation date, job date and completion date, if completed.							
30	Service Order Edit Listing: The system must provide the capability to print a service order edit listing that may be reviewed prior to updating utility accounts with completed service order information.							
31	**Statistics Report: Must provide the ability to select by service order number range, utility account number range, job date range, job code, department, employee and status. Must provide the ability to print in service order number order or service order code order. The report should reflect the service orders in the sort order selected by the user-selected filter parameters.**							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Service Order Management Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
32	Staff Report: The report shows the staff member responsible for each service order in your selection. You can filter the list of service orders by job date and completion date as well as by staff member, employee group, and job code. For each service order in your selection, the detail section of the report shows the staff member responsible, the service order number, the customer account number and service address, the job code, the number of hours taken to complete the job, the job date and the completion date, an indication of whether the job was completed the same day it was created, and the service order status. The report also includes sections that summarize report information by staff and by job code.							
	System Interfaces							
33	Utility Billing System: Completed service orders with job codes related to utility billing, such as "on's", "off's", "get reading", "change occupant" "swap meter", "add service", "remove service", etc., should automatically update the Utility Billing System.							
34	Automated Meter Reading System: The Service Order Management System should interface with the Automated Meter Reading System to capture orders created by meter readers in the field during the meter reading process. Comment codes entered by meter readers representing various types of service orders such as "check for leak", "replace meter lid", etc., should automatically create service orders when meter reading routes are uploaded to the Utility Billing System.							
	TOTALS	0	0	0	0	0	0	

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Call Center Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Call Center System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation.							
2	Provide the ability to record and track incoming calls, complaints, notifications, and resolutions. The system should also handle notification of staff, track actions taken, and store statistical data related to the incidents.							
3	Provide the ability to set up an unlimited number of user-defined codes for incident types, status, task groups, and priorities.							
4	Provide the ability to automatically generate user-defined letters to various contacts associated with an incident through an industry standard word processing application such as Microsoft Word.							
5	Codes can automatically generate tasks. These tasks can have user-defined resolution codes which can close the incident or generate new tasks upon completion.							
6	Interface to a common property file which may be cross referenced by the software vendor's utility billing, building permits, business license, and other property related applications. The ability should be provided to indicate if each incident code requires a property file cross reference.							
7	Ability to track information through system by contact and property. Provide ability to see all incidents (current and prior) at a given property. Conversely, be able to view multiple incidents associated with a single contact. Properties can also track information such as legal description, address specific comment codes, etc. Contact information can include mailing address, driver license number, etc.							
8	Ability to associate a new contact with an existing incident or an existing contact with a new incident.							
9	Ability to define and assign due dates for each task and track past due status.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Call Center Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
10	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
11	Provide console interfaces for users to view incidents, tasks, properties, and contacts with filter capabilities by groups, tasks, dates, status, etc. Provide ability to create, complete, and drill-down to incidents, tasks, etc. form these consoles.							
	Reporting Capabilities							
12	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
13	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "x". Blank rows will be scored as Not Available.

	Call Center Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
14	Task Activity Report: The report shows activity counts by incident code. You can specify one or two additional categories (task code, group, user, priority) by which to itemize the activity counts. For each incident code and subcategory, the report shows the number of tasks active at the beginning of the reporting period, new tasks, closed tasks, voided tasks, and tasks active at the end of the reporting period. You can filter the report by activity dates, by incident code (and by task code if you filter on a specific incident code), by user, by employee group, by priority, and by system.							
15	Incident Activity Report: The report shows activity counts broken down by one or two categories (incident code, group, user, priority) that you specify. For each category, the report shows number of incidents active at the beginning of the reporting period, new incidents, closed incidents, voided incidents, and incidents active at the end of the reporting period. You can filter the report by activity dates, by incident code, by user, by employee group, by priority, and by system.							
16	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Call Center system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.							
	TOTALS	0	0	0	0	0	0	