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	Functional Requirements - General		
	GENERAL SYSTEM CAPABILITIES:		
1	The System must use "rule based" configuration options that allows the site to design how the software will be deployed.		
2	The staff must be able to adjust common variables, such as codes, tables, report parameters, etc., without the services of a professional programmer.		
3	The software must have a one-time, single-point of data entry to reduce redundant work.		
4	All software programs must seamlessly integrate to maximize operator and system		
5	The software must have an easy to use system for preparing various statistical and analytical reports.		
6	Totally integrated search capabilities on all fields without the use of a secondary application.		
7	The software must provide a look-up capability for frequently entered information; and, once selected the information will automatically populate the corresponding data record.		
8	The software shall provide the ability to input, access, and store a user-defined level of historical data.		
9	The software must verify the validity of the data being entered into the database by performing immediate error checking.		
10	The software must provide the ability for the system manager to identify any individual who entered, edited, deleted or otherwise changed any transaction and the date and time that the change was made.		
11	The software should allow all corrections to be done in the source module.		
12	The software must provide the ability for multiple users to be on the system at the same time and multiple users to be in the same programs at the same time.		
13	The software must be written using a relational database.		
14	The software must provide the ability to direct output of a data search to a printer upon user demand.		
15	The system must provide the ability for the user to create PDF, spreadsheet(XLS, ODF), delimited text file format for all reports		

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	Functional Requirements - General		
16	System should allow different input entry screens based on uses needs (i.e. a simple requisition entry screen for casual users, fully featured screens for power users)		
17	User experience should be customizable by user. This would include program launch portal, menu's, reports and browse screens.		
18	Modules must provide for user defined fields for the master files and input screens.		
19	System should provide capability to integrate with a Document Management system		
20	System must provide the ability to design site specific output forms (PO's, Checks, etc.)		
21	Software should provide a "query" builder to create, save and run common database queries.		
22	Software should provide a report auto schedule capability to run reports at designated times in the future.		
23	System should utilize "checklist" that the user can create to guide them through a process (such as hiring). Need to indicate if step on checklist is mandatory or informational.		
24	System should have a notification system for process that are coming due, such as reapplying for a grant, license expiring, etc.		
25	System should have the ability for electronic delivery of forms that include Direct Deposit Advices, Purchase Orders and Bids.		
26	System should provide staff ability to clock in and out electronically.		
27	System should provide self service modules for employees, vendors, businesses and citizens.		
28	Software enhancements provided to other customers should be made available to the client at no charge.		

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	Functional Requirements - Technical		
	TECHNICAL CAPABILITIES:		
1	The system should provide the ability to support public/private key certificates (X.509) and digital signatures for online form approvals.		
2	The system should have a user-friendly, read-only data dictionary (for non-technical users).		
3	The system should provide the ability to support purging, with appropriate archival and audit trails, on individual or project specific data from all relevant system modules.		
4	The system should provide field level edit checks for transactions during data entry and provide immediate user feedback, including error messages and possible corrective actions (i.e., warnings when entering existing SSN, address, etc.)		
5	The system should provide online documentation and training materials such as context-specific help, search capability, Organization-specific business process documentation and process maps.		
6	The system should allow authorized users to obtain/update information through self service applications.		
7	The system should support importing and exporting of standard desktop office application files, including but not limited to Microsoft Office suite.		
8	The system should provide scheduling capabilities directly with Microsoft Outlook/Exchange.		
9	Ability to send encrypted and/or authenticated email messages directly from the system.		
10	The system can be deployed in a SaaS (Software as a Service) model.		
11	The system should support complete Windows x64 Server architecture.		
12	The system should provide tight integration and scheduling with Microsoft Exchange.		
13	The system should provide integration with Microsoft SharePoint technologies.		
14	The system should provide integration with Microsoft Communications Server.		
15	The system should support Mozilla Firefox.		
16	The system should support Internet Explore.		
17	The system should supports Apple Safari browser		
18	The system should support EDI.		
19	The system should comply with all current government standards and web-based transaction encryption standards.		
20	The system should provide the ability to maintain and update test environments.		
	APPLICATION ARCHITECTURE		
21	The system should provide all screens, reports and transactions through a web browser.		
22	The system should support Rich Internet Application interfaces (i.e. Silverlight or Flash).		
23	The system should provide easy deployment to desktops, either through web-based technologies or provide deployment tools to push or pull software to the desktop.		
24	The system should provide customizable user interfaces.		
25	The system should supports real time bi-directional XML web services.		
26	The system should provide the ability to schedule batch jobs.		
27	The system should accommodate background (batch) jobs concurrently with online		
28	The system should provide data and transaction logic validation through the use of centralized or distributed business rules.		
	The system should provide support for interprocess communication including, but not limited to, the following:		
29	Attachment of standard object types in an object library		
30	Cut and paste capability from data fields and screens to other applications		
31	The system should provide the ability to attach imaged documents.		
32	The system should provide the ability to attach scanned documents to database objects.		
33	The system should support mass changes to definable groupings of transactions.		
34	The system should accommodate separate instances of databases and database number		
35	The system should support effective dating for transactions and table updates, including both future and retroactive changes.		
36	The system should provide the user with the ability to drill down from a transaction view to the respective and supporting source record view irrespective of the module containing information.		
37	Access to the system should be encrypted using an industry standard mechanism such as SSL Certificates for all web access.		
	SYSTEM ADMINISTRATION & CUSTOMIZATIONS		
38	Tables		
39	Fields		
40	Screens		
41	Reports		
42	Forms		
43	Hot keys		
44	Menus		
45	Business rules and workflows		
46	Application customizations should use an application based toolset and require little or no programming expertise.		

47	The system should include a "default" that can be reverted to after customizations have been made rather than make changes directly to the system.		
48	All application customizations should be retained following any system update.		
49	The system should allow administration tasks to be decentralized.		
	DATABASE MANAGEMENT SYSTEM		
50	The system should be optimized for Microsoft SQL Server RDBMS.		
51	The system should include application and system configuration tables accessible by all modules.		
52	The system should provide for simultaneous access to data by concurrent users.		
53	The system should provide the ability to lock database records at a row and field level.		
54	The system should provide data modeling, data definition and data dictionary components.		
55	The system should provide a database that is integrated with all tools supplied for application development ad hoc database access and ad-hoc reporting.		
56	The system should support Microsoft Analysis and Integration Services for Business Intelligence capabilities.		
57	System should provide published data cubes for Business Intelligence.		
58	The system should provide standard structured query language (SQL) capabilities for database queries.		
59	The system should provide the ability to set up log event triggers to automatically notify administrator when a user defined database condition or set maximum/minimums are exceeded.		
60	The system should provide the ability for the administrator to track user behavior as well as database utilization.		
61	The system should allow for data replication including but not limited to SQL Server Database Mirroring and Microsoft Distributed File System (DFS).		
62	The system should provide documented best practices including but not limited to optimum database configuration and client maintenance.		
	NETWORK AND OPERATING ENVIRONMENT		
63	System supports Microsoft Windows Server 2008 or newer operating system.		
64	The system should support industry standard virtualization platforms.		
65	The system should provide the ability to copy and/or archive data to external storage media (e.g., tape, CD-ROM) based on user-defined selection criteria and times.		
66	The system should provide the ability to maintain multiple operating environments for development, test, training and production.		
	SECURITY		
67	The system should display the last date and time the user logged onto the system at the time of logon.		
68	The system should use single sign-on (SSO) with Microsoft Active Directory.		
69	The system should allow an administrator to suspend a user ID from further use.		
70	The system should allow an administrator to suspend all user access when a user is terminated.		
71	The system should time out or suspend users after a period of time of being idle.		
72	The system should restrict access to the file containing security parameters.		
73	The system should allow an administrator to add and modify user security information using online screens with immediate profile update.		
74	The system should allow an administrator to generate online inquiry and batch reports to review access profiles and types given to the users defined to the system.		
75	The system should record and maintain past security profiles (history of security access for an employee) when changes are made to an employee's security profile.		
76	The system should record in the system who changes security profiles and when changes are made (user name, date and time stamp).		
77	The system should assign application access rights across entire suite of applications at a single point of entry.		
78	The system should support a decentralized security administration function by component and business unit		
79	The system should control access by level, which will apply to online activities, batch processing, report writer or retrieval software and system utilities, at the following levels:		
80	System		
81	Database		
82	Module		
83	Field		
84	Inquiry		
85	Record		
86	Report		
87	Approval		
88	Transaction		
89	Table		
90	Individual		
91	Work Unit		
92	Group		
93	Organization		
94	Department		
95	User roles (supervisor, data entry, review only) across all functional areas		
96	User site (location) across all functional areas		
97	Position held (HR clerk, Payroll Clerk, Payroll Manager) across all functional areas		

98	The system should provide summarized and detailed reports on user access, usage and audit logs, etc.		
99	The system should utilize a role-based security system allowing an unlimited number of roles to be assigned to each user.		
100	The system should allow an administrator to define start and end dates for security roles.		
	BACKUP AND RESTORE CAPABILITIES:		
101	The system should provide full recovery and backup capabilities for all online and batch transactions.		
102	The system should provide the ability to restore transactions from the database transaction log.		
	REPORTING		
103	The system should generate charts and graphs based on report data within the system.		
104	The system should generate reports directly to HTML or PDF formats.		
105	The system should provide the ability to view previously generated reports by all users or by specific users.		
106	The system should schedule reports to run automatically.		
107	The system should allow for reporting by exception.		
108	The system should allow print preview of all reports before printing and have print screen functionality.		
109	The system should utilize electronic spreadsheets to:		
110	Download information from the application		
111	Upload information into the application		
112	The system should provide for the following types of custom report writing tools that will use the application established security at the database level:		
113	User-friendly end-user report-writer		
114	Graphical report-writer		
115	Reporting from multiple databases		
116	The system should include read-only Database views or Data Models for use with third-party reporting tools which include the same data access restrictions as defined in the user security file.		
117	such as SAP Business Objects / Crystal Reports and Microsoft SQL Server Reporting Services.		
	WORKFLOW		
118	The system should provide best practice workflow templates.		
119	The system should provide multiple approval paths based on item to be routed.		
120	The system should provide an internal mail box for approval actions.		
121	The system should provide automated approval notification.		
122	The system should provide workflow tools that integrate with Microsoft Outlook e-mail for automated notifications.		
123	The system should provide the ability for a designated user to override particular workflow step.		
124	The system should provide the ability for the approver to see only items that need their approval.		
125	The system should provide the ability for the secondary approver to see items needing approval when primary approver indicates he or she is unavailable (or system administrator indicates that approver is unavailable).		
126	The system should provide the ability to create custom workflows based on rules based tools.		
127	The system should provide an internal real-time message routing capability for broadcasting information to all or a selected portion of users.		
128	The system should provide the ability to track documents submitted for approval and review with a time/date stamp.		
129	The system should allow for workflow management and approval hierarchies.		
	GIS		
130	System provides integrated export/import capabilities via batch for GIS applications such as exception listing prior to import and/or data comparison tool		
131	Ability to interface with ArcSDE and/or ArcGIS and/or ArcGis Server.		
132	including pan, zoom bar, hotlink tool (provides users a shortcut for linking to EDMS URLs associated with map layer objects), previous/next map views, zoom.		
133	Ability to display specified parcel, permit, licensing, request for service, code enforcement and capital asset information		
134	Ability to highlight GIS objects returned from a query.		
135	Vendor is an ESRI partner.		
	BUSINESS ANALYTICS		
136	Ability to build 'on the fly" customizable reports		
137	Reports can be created in Excel		
138	Reports can be created in SSRS Report Writer		
139	Reports can be created in Crystal Reports		
140	The system provides the ability to create the report, save it and refresh the data at any time.		
141	The system can use Windows Authentication for securing the data being displayed from the cubes.		
142	Reports can be shared with users and non users of the system.		
143	Leverage several of the tools within Excel.		
144	Ability to drill down to detail transactions		

	MAINTENANCE		
145	System supports single point of install for updates		
146	All updates, both major and minor releases, are included as part of annual maintenance		
147	Updates are performed at the server level and do not depend on client installs.		
	TECHNICAL - REMOTE ABILITY		
148	System supports remote access through use of VPN.		
149	Vendor has developed applications for IOS devices available through the Apple App Store.		
150	Vendor has developed applications for Android devices available through the Android		
151	Vendor has developed applications for Windows tablets and devices available through the Microsoft Store.		
152	Tablet applications can connect directly to system without the use of VPN software or applications.		

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	Functional Requirements - Accounts Receivable & Cashiering		
	GENERAL PROGRAM CAPABILITIES:		
1	Receivable system can track payments (receivables) linked to a billing or loan.		
2	Ability to recognize or accommodate:		
3	Revenue earned and billed		
4	Revenue earned, but not billed		
5	Revenue previously reported as deferred		
6	Estimated revenue		
7	Ability to specify the order in which receipts are processed against outstanding receivables with the option of overriding the order. This would include outstanding receivables across all modules.		
8	Ability to accept partial payments to reduce receivable amounts.		
9	Projecting cash flow of receipts based on historical data by accounts receivable type		
10	Sorting and displaying accounts receivable in a prescribed aging format		
11	Ability to enter a cash receipt transaction on a decentralized (departmental) or centralized basis.		
12	Ability to automatically assign sequential customer and invoice numbers.		
13	Ability to apply credit memos or adjust customer bills.		
14	Ability to accommodate decentralized cash deposit entry.		
15	Ability to support use of bar-coding and scanning technology for invoicing and receiving.		
16	System should provide method of user defined structures for classifying customers into unique groups.		
17	Ability to set up one time customers with minimal data entry as compared to a regular customer.		
18	Ability to indicate upon customer entry when a customer already exists for a given SSN.		
19	Ability to security sensitive customer information (e.g. Date-of-Birth, SSN, EFT, and driver's license)		
20	Ability to merge customer records (singly or en masse.)		
21	Ability to accept overpayments and store a credit balance in the appropriate account/customer record or interface to Accounts Payable to generate a check for the difference between what was due and what was paid.		

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	Functional Requirements - Accounts Receivable & Cashiering		
22	Ability to track and maintain customer draw down accounts / retainers where customer pre-pays (e.g., deposits, escrows, pre-pays, impact certificates) and as transactions occur/services provided, the balance is adjusted down.		
23	Ability to attach documents to invoices, customers, and/or receipts.		
24	**CUSTOMER DATA RECORD**		
25	Ability to flag a customer as 'inactive."		
26	Ability to track and retain user-defined fields in relation to a customer:		
27	Last account activity		
28	Multiple Contact names		
29	Contact email address		
30	Multiple ID's (cross reference to feeder systems)		
31	Social Security Number or Tax ID Number		
32	User-Defined ID Number (e.g., property index number)		
33	Multiple Phone number (e.g., office, cell, etc.)		
34	Multiple Addresses		
35	Address Type		
36	Current and unpaid late payment penalty and interest charges		
37	Balance due - aged (current, 30, 60, 90+)		
38	Last payment amount		
39	Last payment date		
40	Year-to-date payments		
41	Bad check or dunning status		
42	Sent to collection agency		
43	Lien filing and status		
44	Ability to flag customer with a bankruptcy status and notes		
45	Customer type (multiple)		
46	Statement cycle (e.g., weekly, monthly)		
47	Notes/comments (miscellaneous additional information)		
48	Date customer was added		
49	**INVOICES/STATEMENTS**		
50	Ability to itemize charges on customer invoice.		

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	Functional Requirements - Accounts Receivable & Cashiering		
51	Ability to develop customized invoices.		
52	Ability to produce one-time or recurring invoices.		
53	Ability to develop pre-coded transaction templates assigned to each department (i.e. department X receipts against GL account code Y for the Z transaction).		
54	Ability to quickly inquire the lists of pre-coded transaction templates for receipting.		
55	Ability to filter the list of AR and charge codes when processing a payment based on the user's location.		
56	Ability to generate invoices for internal customers.		
57	Ability to suppress invoices for internal customers and create automatic journal entries for workflow approval with sufficient detail of charges.		
58	Ability to charge different rates for internal and external customers.		
59	Ability to include the billing date range and/or period on invoices.		
60	Ability to maintain and send invoices to multiple addresses for the same customer.		
61	Ability to generate statements showing activity and beginning and ending balances for any user-defined time period.		
62	Ability to generate account statements for the following:		
63	Specific accounts		
64	Range of accounts within a department		
65	Range of customers		
66	Delinquent accounts		
67	Ability to generate consolidated statements for customers with multiple accounts.		
68	Ability to maintain detail of unbilled charges.		
69	Ability to exclude / include billing detail data elements, allowable charges, and overhead on specific bills or all bills.		
70	Ability to correct and reprint invoices and statements.		
71	Ability to accommodate online cancellation and one step automatic reversals of invoice entries.		
72	Ability to print a duplicate bill on request.		
73	Ability to store multiple user-defined dunning messages and/or letters, according to user-specified parameters.		
74	Ability to classify dunning notices (e.g., groups of customers)		

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	Functional Requirements - Accounts Receivable & Cashiering		
75	Ability to handle accounts sent to collection agency including:		
76	Identifying accounts sent to collection agency.		
77	Provide a file to transfer accounts to a collection agency.		
78	Provide data entry of collections received for accounts sent to collection agency.		
79	Ability to write-off small discrepancies between the amount due and the amount received with proper security.		
80	Ability to generate an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process		
81	System should allow for a single invoice to be distributed to multiple accounting distributions based on a user-defined allocation (e.g., percentage)		
82	Ability to retain history on written-off accounts for user-defined periods		
83	Ability to track and retain user-defined fields in relation to a invoice header		
84	Ability to track and retain user-defined fields in relation to an invoice line		
85	**RECEIPTS**		
86	Ability to provide pre-coded templates for ease of input.		
87	Ability to enter comments (to be used internally) at time of receipt.		
88	Ability to reprint duplicate receipts.		
89	Ability to prompt user at time of receipt entry that the account being receipted to has had a history of bad checks or other user-defined alerts.		
90	Ability to apply revenue to multiple funds and/or accounts.		
91	Ability to accommodate the following transactions for payment:		
92	Cash, check and money order		
93	Electronic Fund Transfers (EFT) and echecks		
94	Lock box		
95	Credit Card/Debit		
96	Other electronic receipts		
97	Imported payment file		
98	Ability to define multiple payment types (i.e., EFT, money order) on the same transaction.		
99	Ability to accommodate multiple payments for an invoice.		
100	Ability to accommodate single payments applied against multiple invoices.		
101	Ability to accommodate payments in excess of or less than the bill rendered.		

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	Functional Requirements - Accounts Receivable & Cashiering		
102	System will notify customer that credits or overpayment has been made.		
103	Ability, upon customer overpayment, to optionally select to carry a credit balance or to generate a refund, kicking off the payment process and associated approvals.		
104	Ability to systematically prevent refunds for less than a certain dollar amount, which can vary by type of refund.		
105	Ability to calculate and accommodate user-defined discounts (i.e., a 2% discount for early payment or ebill rather than mailed bill, etc.).		
106	Ability to generate interest on overdue amounts.		
107	Ability to adjust interest dates at time of payment and recalculate interest owed		
108	Ability to generate late payment fees by either a percentage or flat amount.		
109	Ability to accommodate different fee structures for different receivable types.		
110	Ability to generate the following information on cash receipts:		
111	Amount		
112	Customer Name		
113	Customer ID (optional)		
114	Customer address (optional)		
115	Account number(s) and description(s)		
116	Default accounts (multiple)		
117	Date of service		
118	Current date		
119	Individual who received the payment		
120	Form of payment (check, cash, credit)		
121	Bank code		
122	Ability to designate certain fields as required on the receipt and require valid data elements in those fields.		
123	Ability to pull up an existing cash receipt entry and reverse it, with the appropriate accounting affect automatically.		
124	Ability to reverse a batch of receipts		
125	Ability to close registers at the end of the day to a holding area until they are later approved and posted. Summary information is posted to the G/L with drill down capabilities and the detail receipt information posted to the individual modules.		

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	Functional Requirements - Accounts Receivable & Cashiering		
126	Ability to balance cash drawers at any point in time.		
127	Ability to settle batches individually versus all open batches.		
128	Ability to define payment batch creation by type, such as over the counter, mail, EFT, etc.		
129	Ability to support multiple depository bank accounts and create separate bank deposit slips.		
130	Ability to provide Centralized Cashiering functionality that will receipt payments for the		
131	Misc. Billing/AR		
132	Utility Billing		
133	Permitting		
134	Bank Reconciliation		
135	Ability to provide both cash register and multiple cash drawer functions.		
136	Ability to calculate the amount of change due back from the amount tendered.		
137	**CREDIT CARD PROCESSING**		
138	If direct credit card processing is desired rather than interface with third party vendors,		
139	Ability to generate credit card authorizations.		
140	Ability to print credit card receipts with authorization number.		
141	Ability to support credit card refunds.		
142	Ability to support multiple Merchant IDs for each physical location for accepting credit cards.		
143	**REPORTING / QUERYING**		
144	Ability to generate a report by user or by department for:		
145	Daily cash receipts, totals and by payment type		
146	Cash register journals		
147	Daily bank deposits		
148	Ability to list receivables written off.		
149	Ability to accommodate multiple cash accounts		
147	Ability to generate a variance report showing revenue accruals vs. actual collection.		

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	Functional Requirements - General Ledger		
	GENERAL PROGRAM CAPABILITIES:		
1	The software must provide a means to reduce costs and burdens of complying with Federal, State, and other grant regulations by serving as a basis for satisfying standardized reporting and auditing requirements.		
2	The software must provide an easy method to inquire real-time account balances at any time.		
3	The software must track the user of each transaction.		
4	Ability to provide historical records for every financial transaction as a complete audit trail.		
5	Ability to generate and index audit trails based on user-defined criteria.		
6	The software must comply with financial accounting and reporting standards set forth in the National Committee of Governmental Accounting (NCGA) publication, "Government Auditing and Financial Reporting" (GAAFR) and pronouncements by the Government Accounting Standards Board (GASB).		
7	The software must support accounting process functions that are required to maintain various fund types, individual funds and account groups, such as special revenue funds, fiduciary funds, etc.		
8	The software must provide a complete system of encumbrance accounting supported by open purchase order tracking.		
9	The software must automatically interface all automated financial application functions, including:		
10	Payroll		
11	Accounts Payable		
12	Accounts Receivable		
13	Budgeting		
14	Cash Receipts Processing		
15	Purchasing		
16	The software must process financial information using a modified accrual basis of accounting for the following type of funds:		
17	General		
18	Special Revenue		
19	Capital Projects		

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	Functional Requirements - General Ledger		
20	Debt Service		
21	Agency		
22	Expandable Trust		
23	Other		
24	The software must provide the ability to specify all major system variables, e.g., chart of accounts, report definition, and processing parameters, through system administration-maintainable tables.		
25	The software must support task alerts; when a user logs in, the system should automatically display the responsibilities, such as report approvals, budgeting, P.O. approval, etc., that need attention for the day, week, month, based on user-defined preferences.		
26	account # should be at least 40 characters in length and have at least 8 user definable segments		
27	The software must provide consolidation codes for cross-organization consolidating reports.		
28	The software must support unlimited historical data.		
29	The software must support organization-defined fiscal year, which can vary by fund.		
30	The software must provide comprehensive inquiry option with drill down capabilities for the user to access summary information or detail information as needed.		
31	The software must provide access to other modules from the General Ledger inquiry and to view the source information for each transaction.		
32	The software must support various inquiry options by segment.		
33	The software must allow for easy access to transaction inquiry, such as retrieval by check number, dollar amount, description or other variables.		
34	The software must support multiple fiscal year-end purchase order options including, but not limited to: void, carryover or carryover with re-appropriation.		
35	The software must support a multiple department organizational structure (within a fund and for all funds).		
36	The software must support cross-department and cross-fund functional account analysis detailing inter-fund transactions with specific due-to and due-from and transfer-in and transfer-out, and maintain detailed record of outstanding due-to and due-from.		

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	Functional Requirements - General Ledger		
37	The software must provide comparative financial information, including comparisons of current information with the same period last year, YTD last year, financial position at the end of last year, current operating budget, and with an annual finance plan (budget allocations).		
38	The software must calculate and present amount expended for each account as a percentage of annual budget, including open encumbrances and YTD expenditures.		
39	The software must allow authorized users to select certain information from the general ledger to prepare special one-time or recurring financial analyses.		
40	The software must have the option to store financial transactions in a temporary hold status until approved for posting to the general ledger by accounting personnel.		
41	The software must support pre-closing and post-closing trial balances to allow the user to review account balances, including current period transactions, before posting and after posting.		
42	The software must allow for multiple months and fiscal years to remain open simultaneously.		
43	The software must summarize and list on screen, or printed copy, in detail all inter-fund "due-to" and "due-from" transactions.		
44	The software must track anticipated cash receipt and disbursement activity by integrating with other applications.		
45	The software must accommodate a single or multiple bank account system.		
46	The software must have security to restrict a user to certain accounts in each application, which could vary by application.		
47	The software must have security to authorize a user to override the budget and where this can be done.		
48	The software must have security to authorize a user to approve requisitions and/or PO's and/or invoices.		
49	The software must accumulate and report financial information for a particular fund by department (specific function or service) and by defined service levels.		
50	The software must support creating budgets versus actual inquiry by organization, with next and last years capability.		
51	The software must support wild card searches of G/L transaction descriptions.		

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	Functional Requirements - General Ledger		
52	The software must allow for vendor inquiry by either name, vendor number, social security number, or Federal I.D.		
53	The software must allow for authorization approvals by different levels of management and dollars.		
54	The software must support default report selections, which are saved by user, so they can view how a job was processed during a previous selection.		
55	Ability to provide for the maintenance of separate funds, each of which is a self-balancing set of accounts with all fund records being processed simultaneously by the common system.		
56	Ability to accommodate real-time on-line inquiry capability for the following items:		
57	Beginning Budget Balance		
58	Year-to-Date Budget Activity		
59	Current Budget Balance		
60	Unspent/Remaining Budget Balance		
61	Beginning Transaction Balance		
62	Year-to-Date Transaction Activity		
63	Current Transaction Balance		
64	Beginning Encumbrance Balance		
65	Year-to-date Encumbrance Activity		
66	Current Encumbrance Balance		
67	Ability to require that all transactions are two-sided and balanced.		
68	Ability to drill down from summary account totals to the underlying detailed transactions.		
69	Ability to accommodate multiple fiscal year calendars.		
70	Ability to have an error file where un-posted transactions are stored for research and editing.		
71	Ability of the system to support workflow for General Journal Approvals.		
72	Ability to limit access to general ledger data by any element in the chart of accounts based upon security set-up.		
73	Ability to query a range of user-specified account numbers for any date and/or period range, with appropriate security control.		
74	Ability to accommodate any electronic document, including images, as an attachment to transactions.		
75	Ability to accommodate the pooled cash method.		

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	Functional Requirements - General Ledger		
76	Ability to accommodate elements that are numeric.		
77	Ability to designate each general ledger account by a user-definable "account type" as follows:		
78	Asset account		
79	Liability account		
80	Fund equity account		
81	Interfund account		
82	Revenue account		
83	Expense or expenditure account		
84	Project		
85	Ability for segments of the Chart of Accounts to be grouped on a user-defined basis into multiple reporting hierarchies.		
86	Ability to share accounts across multiple years (i.e., project and grant accounts).		
87	Ability to add G/L account numbers for next years budget and restrict access until budget is approved.		
88	Ability to track chart-of-account organization structure changes and report using the appropriate structure.		
89	Ability to allow for filtering of the chart of accounts.		
90	Ability to print information displayed on the screen.		
91	Ability to add accounts in an active or inactive status at any time throughout the year.		
92	Ability to "hard" deactivate an existing account as long as there are no transactions in the current fiscal year.		
93	Ability to prevent deletion of an account with activity in any period.		
94	Ability to allow user, with appropriate security to make mass deletions of accounts with no history.		
95	Ability to allow user, with appropriate security to make mass account changes and keep history.		
96	Ability to sort, query, or view any element of the chart of accounts by its text description.		
97	Ability to provide a hierarchical structure that groups projects across departments for entity - wide reporting purposes.		
98	**JOURNAL POSTINGS**		

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	Functional Requirements - General Ledger		
99	Ability to optionally use coding reduction techniques or tools to significantly reduce the amount of data entry required on a transaction.		
100	Ability for the creation and editing of these reduction codes to be optional to each department.		
101	Ability to accept both standard and recurring journal entries, with both the amount and account recurring.		
102	Ability to accept both recurring journal entries and annual renewals with only default account information, with entry allowed for the amounts.		
103	Ability to drill-down from any field within the journal entry screen.		
104	Ability to accommodate reversing journal entries.		
105	Ability to post journal entries through batch processing or real time transactions with work flow approval.		
106	Ability to allow the user to look up the chart of accounts on the screen as a reference during journal entry and to select the account.		
107	Ability to provide for budget control by checking available funds before posting.		
108	Ability to make adjustments to budget, transaction, and encumbrance balances through the		
109	Ability to have an unlimited number of lines in any part of the journal entry.		
110	Ability when entering journal voucher to view the multiple entries within the journal transaction on one screen.		
111	Ability to enter journal entries for multiple departments and funds under one journal header.		
112	Ability to provide default data within journal fields (e.g., year, date, period).		
113	Ability to have a description field of a user-defined length for each line in the journal entry.		
114	Ability to validate field values within the journal entry screen.		
115	Ability to highlight errors on the screen for immediate correction (online, immediate validity checks).		
116	Ability to accommodate the following correction options, at a minimum, for journal entry errors:		
117	Delete the pending journal entry		
118	Change/edit the journal entry		
119	Ability to view pending transactions before posting, with appropriate security.		
120	Ability to reverse a group of journal entries in the current reporting period.		

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	Functional Requirements - General Ledger		
121	Ability to provide descriptive error messages.		
122	Ability to create a journal entry using a previously entered journal entry as a template (copy functionality).		
123	Ability to accommodate interfund transactions in accordance with GAAP and maintain an audit trail.		
124	Ability to automatically generate an interfund transfer when needed and initiate the appropriate approval path.		
125	Ability to automatically create due-to/due-from entries for interfund transfer transactions.		
126	Ability for one department to process a payment within the same fund to another department for goods or services rendered (with multiple revenue and expense codes) without issuing a check.		
127	Ability to ensure due to/due from and transfer in/transfer out balances across funds.		
128	Ability to input journal entries as a correction or adjustment to prior accounting periods with security.		
129	Ability to support accrual journal entries, which can (optionally) automatically reverse themselves on user-specified dates in the following period.		
130	Ability to adjust, supplement, or reduce existing pre-encumbrances and encumbrances, maintaining an audit trail of all adjustments.		
131	Ability to import journal entries from popular desktop formats (i.e., Microsoft Office).		
132	Capability to allocate expenses to multiple GL accounts		
133	**CLOSING & ADJUSTMENTS**		
134	User-initiated carry forward of user-selected encumbrances		
135	Cancel blanket purchase orders		
136	Ability to encumber payroll at year-end.		
137	Ability to roll over encumbrances, reverse the rollover, and re-roll once the fiscal year has closed.		
138	Ability to perform monthly and year-end closings on a site level.		
139	Ability to define security for users with varying levels of allowed transactions surrounding closing and to establish approval workflow for closing.		
140	Ability to reopen a closed period multiple times.		
141	Ability to hold a period or fiscal year open indefinitely before closing.		
142	Ability to have more than one period open.		

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	Functional Requirements - General Ledger		
143	Ability to have more than one fiscal year open.		
144	Ability to have an unlimited number of closing periods.		
145	Ability to initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).		
146	Ability to make post-closing adjustments at any point during the closing period.		
147	Ability to close all selected open purchase orders/encumbrances and requisitions/pre-encumbrances with user-defined parameters at year-end.		
148	Ability to define closing periods and period closing dates.		
149	Ability to prevent transactions from being processed in closed prior years and unopened future years.		
150	Ability to reopen a closed period for transaction processing with appropriate security.		
151	Ability to update fund balance, on demand, based on previous year's revenue and expense activity with security.		
152	Ability to allocate interest across funds based on monthly fund balance.		
153	**REPORTS**		
154	Account history		
155	Detailed transaction journal		
156	Budget journal		
157	Budget to Actual Expenditures (for any user-defined date or period range)		
158	Budget to Actual Revenue Estimates (for any user-defined date or period range)		
159	Department Budget (including both actual and budgeted amounts) for any user-defined date or period range		
160	Trial Balance		
161	Balance Sheet		
162	Statement of Revenues, Expenditures and Changes in Fund Balance by Fund Type		
163	Encumbrance listings by Department & Fund, showing liquidations & remaining balance		
164	Chart of Accounts Listing		
165	Ability to sort queries and reports based on any element (e.g., date range, period range, individual account number, account number range, etc.).		
166	Ability to produce combined financial statements by fund, a select group of funds, or in total for all funds.		
167	Ability to create delimited text, PDF files or HTML links.		

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	Functional Requirements - General Ledger		
168	Ability to copy existing reports to new report titles for modification to a new report.		
169	Ability to print budget-to-actual comparison reports at any level of the account number for any user-defined date or accounting period range.		
170	Ability to accommodate the following query and report options:		
171	Print all lines		
172	Drop accounts with all zero columns		
173	Drop detail lines below last sub-total line		
174	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
175	Ability for scheduled reports to be emailed to a user.		
176	Ability to export queries to popular desktop applications (i.e., Microsoft Office).		
177	Ability to search for and report on a range of account numbers.		
178	Ability to search for and report on types of accounts.		
179	Ability to summarize individual line-item accounts into groups of accounts for use in financial reporting based on user-defined criteria.		
180	Ability to support online inquiry to account balances, available funds, and to detail posted transactions.		
181	Ability to run reports by various accounting methods (i.e., cash, accrual, modified accrual, GAAP).		
182	Ability to maintain a history of all G/L entries and to produce detailed transaction reports to provide an appropriate audit trail.		
183	Ability to filter, search, and report month-to-date, period-to-date, and year-to-date budget, estimated revenue, expenditures, revenue, pre-encumbrances, and encumbrances by any segment in the chart of accounts.		
184	Ability to comply with GASB 34 financial reporting.		

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	GENERAL PROGRAM CAPABILITIES:		
1	Accommodates unlimited user-defined utility types/services and associated charges. Establishes required services and adds new services, as necessary, without additional programming.		
2	Maintains utility account master file information in a relational database, including:		
3	User Defined Account Number (XXX15 digits minimum).		
4	Contact Phone Numbers		
5	E-mail address		
6	Cycle/book number (6 digits numeric)		
7	State Property ID Number (24 digit numeric)		
8	Meter Reading Sequence Number (10 digits numeric minimum)		
9	Account status (active, inactive, being finaled, write-off, snow bird, sabbatical, vacant, construction, collection agency, lien filed, etc..)		
10	Services (wastewater, trash & recycling, storm water, other services ,e.g. fire protection fee/hydrant)		
11	Number of Units (stores, apts., etc.)		
12	Final notice override with proper authority		
13	Past Due Notice override with proper authorization		
14	Shut Off Notice override with proper authorization		
15	Final bill indicator		
16	Tap date		
17	Tap size		
18	Customer Initiation Date		
19	Service Initiation Date (when individual service on an account was started)		
20	Customer type (residential, commercial, church, school, hospital, wholesale, government, or others user configurable, etc.)		
21	Billing/Consumption/Usage/Adjustment/Collection History		
22	Amount Due/Received		
23	Name and address for owner, owner's agent, renter, and alternative contacts		
24	Designate alternative contacts for bills and notices		
25	Ability to designate alternate and/or seasonal addresses		
26	Name and Address follow USPS standard		
27	Ability to accept international address formats		
28	EFT Bank Account & ABA Routing Number		
29	EFT Start/Stop Dates		
30	EFT Bank Account Type		
31	Service property use type (single family, single family rental, multifamily, commercial, institutional, etc).		
32	User defined field for legal description of parcel (unlimited text)		
33	Comments/Notes (unlimited)		
34	Water Meter size		
35	Water Meter type		
36	Meter Number (with ability to assign multiple meters per account)		
37	Remote Location Description (unlimited)		
38	Meter number of dials		
39	Rate Codes		
40	Meter Number (with ability to assign multiple meters per account)		
41	Read Date		
42	Current/Last read		
43	Refuse and recycling container code (type).		
44	Refuse and recycling container ID number.		
45	Billing specific comments and notes		
46	Trash and recycling route codes		
47	The ability to automatically assign the next available number for new accounts based on cycle and route.		
48	Billing work flow should accommodate various tenant-landlord relationships, and identify who receives bill, delinquent notices, is responsible for delinquencies		
49	System provides ability to bill storm water services and miscellaneous charges separately for owner versus renter at same location (separate bills).		
50	System provides ability to associate a landlord account with every account and provides tools to perform an automated landlord notice or landlord even if a renter finals.		
51	System provides a customer master screen, with the ability to display multiple utility accounts and multiple addresses per customer account.		
52	Provide for the automatic sequencing of input screens for multi-step transactions including account opens and closes.		
53	System provides a customer overview screen displaying all customer information, including pending activity.		
54	Provide for the ability to access customers and service address by:		
55	Customer number		
56	Address		

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	GENERAL PROGRAM CAPABILITIES:		
57	Partial address		
58	Customer name		
59	Partial customer name		
60	Parcel identification number		
61	Service address number		
62	Owner name		
63	Provide the ability to look-up on customer name by the following methods:		
64	Alpha look-up (for example, based on a partial name entry)		
65	Word search (for example, locate all "Smith" on file)		
66	Phonetic search		
67	System provides search of accounts with wildcards.		
68	Retains and displays (user defined) multiple years of billing and collection history in 'Live' database.		
69	Provide a reference table for street names which is checked during account set-up to ensure consistent spelling of street names.		
70	Maintain a customer record as a component of the service address record including the following minimum fields:		
71	Customer name		
72	Billing address		
73	Open and close dates		
74	Deposit detail		
75	Refund detail		
76	Budget billing detail		
77	Exemption information (tax, penalties, discount, collection)		
78	Telephone number		
79	Email address		
80	Own or rent indicator		
81	Reduced fee customer		
82	Drivers License Number		
83	Social Security Number		
84	Additional name on account for billing inquiry security		
85	Special handling flags		
86	Return check information		
87	Free-form notes information		
88	Service property use type (single family, single family rental, multifamily, commercial, institutional, etc).		
89	Summary account balance		
90	Provide for the ability to enter and track complaints and complaint resolutions.		
91	Ability to reinstate an inactive account.		
92	Ability to maintain inactive accounts for a user-defined period of time before purging from the system.		
93	Ability to retain inactive account information, including trash container location.		
94	Ability to reinstate an inactive account.		
95	Ability to change account status to 'off' or inactive, but with past due amount.		
96	Ability to inactive all services at once when an account is being closed out rather than having to close each service individually.		
97	Allows the addition and reassignment of cycles and routes without affecting the customer or location identification numbers.		
98	System provides tools to allow for batch creation of accounts		
99	System provides tools to allow for batch edits to accounts		
100	Provides for mass changes to accounts due to the deletion of a cycle, the merging of existing cycles, or moving a sub-segment of a cycle to another.		
101	Ability to add, delete, or suspend (for a user-defined time period) and itemize service charges and/or any miscellaneous fees to utility bill.		
102	Ability to create, edit and revise rate tables, tracking history of prior rate tables.		
103	Define a winter period, calculate an annual winter average based on consumption, and then use this winter average to bill the sewer service year round		
104	Ability to prorate charges for partial billing due to initiation or termination of accounts.		
105	Change and prorate rates within a billing cycle		
106	See what steps of the bill run process have been performed and what's left to do		
107	Ability to maintain inactive accounts on-line for a user-defined period of time before purging from the system.		
108	System has ability to enter identify the related necessary service order activities when account is opened or closed including:		
109	take a deposit		
110	take additional fees for creating a new account		
111	interface with the Work Order system for completion of work		
112	Ability to update G/L with journal entries made in utility billing after proper approvals.		
113	Interfaces with General Ledger, Accounts Receivable, Inventory, Cash Receipting/POs and an office automation suite.		

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	GENERAL PROGRAM CAPABILITIES:		
114	Credit transfer/apply deposit/reversal functionality within or outside of bill run		
115	System provides the ability to establish billing cycle records with month / year; bill distribution date; bill due date and final due date.		
116	Estimates a utility bill based on criteria established by the City (i.e.: on the average consumption over a user defined number of months or cycles, or using last year's actual for the same period) and shows "Estimate" on the customer's bill.		
117	Capability of automatically applying certain misc. charges of varying amounts against selected accounts based upon meter size.		
118	System has the ability to change a read and individually rebill or recalculate the bill. In essence, cancel and rebill accounts.		
119	System provides an Odd Bill list that details bills that meet the City's user-defined exception criteria.		
120	System provides the ability to send final notices to the landlord if a tenant is responsible for the bill, and the landlord would like to be informed of non-payment.		
121	Generates final bill, once the date and final read is entered, at any point during the billing cycle.		
122	Ability to apply credit and debit adjustments and positive / negative consumption adjustments to accounts anytime during the billing cycle.		
123	Provides the ability to enter adjustments to customer accounts (dollar amounts and/or consumption used) and reprint single billing statements reflecting the adjustments made.		
124	Ability to bill various services at differing frequencies (i.e.: monthly, bimonthly, semi-annually or annually).		
125	Adjustments report displays adjustment details including dollar amount, consumption volume (hundred cubic feet) and rate code.		
126	System provides ability to bill storm water services and miscellaneous charges separately for owner versus renter at same location (separate bills).		
127	System provides functions to research account details and perform account adjustments		
128	Ability to define an unlimited number of transaction charge codes.		
129	Ability to define a discount code by form of payment, e.g. payment online or ACH debit versus by paper check		
130	Ability to designate specific transaction codes as taxable or exempt.		
131	Ability to update different general ledger accounts by transaction code.		
132	Ability to designate billing periods at a transaction code level.		
133	Allows for different charge methods for each user-defined service charge type:		
134	Flat charge		
135	Multiplier based on meter definition or user defined multiplier		
136	Multi-tiered based on user defined values		
137	Based on consumption, measured by meter		
138	Recurring Charges for contracts		
139	Ability to utilize seasonal rates on all services.		
140	Ability to attach a flat rate, step consumption rate, or both on all transaction codes.		
141	Provide for the assignment of minimum and maximum billing charge by rate transaction code that is utilized automatically when computing billing charges.		
142	Provide for a user-defined unit of measure for meters that can differ from the billing unit of measure.		
143	Provide for consumption calculation steps per rate table. **Please provide number of calculation steps allowed in comments.**		
144	Allow for automatic citizen discounts through special handling flags.		
145	Allow for the maintenance of customer deposits.		
146	Provide the option for a customer to apply deposits toward final payment.		
147	Allow interest earnings to be applied toward final billings.		
148	Provide the option for a customer to transfer a deposit or credit balance to a new account.		
149	Provide for the ability to combine consumption usage from multiple meters for usage calculations.		
150	Ability to designate account for send to collection agency.		
151	Ability to designate an account for lien filing.		
152	Allow for a minimum penalty amount.		
153	Allow for certain charges to be exempted from penalties.		
154	Allow for penalty calculations to vary by Utility type.		
155	Differential delinquency ("System is capable of issuing differing fee amounts and per differing past-due times for different services or customer types, or combinations thereof.		
156	Ability to exempt any transaction code from penalties.		
157	Ability to view a "Change History" of records changed by internal staff.		
158	Event History—track the number of times a delinquent notice has been sent to a customer, etc.		
159	Ability to establish "alerts" (cash only; lien exists; e.g.) on customer accounts with the following characteristics:		
160	All alerts are user definable		
161	Unlimited number of alerts may be defined		

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	GENERAL PROGRAM CAPABILITIES:		
162	Each alert has unique start and stop dates		
163	User may define screens where alerts will appear		
164	Ability to perform write off processing for accounts finaled and uncollectable by final date.		
165	Ability to change the bill date and/or due date in mass if error was made during the bill calculation		
166	Ability to bill internal departments for water/sewer usage and other miscellaneous work performed.		
167	System has the ability to change a read and individually rebill or recalculate the bill. In essence, cancel and rebill accounts.		
168	Ability to create payment priority levels for partial payment distribution. By the following		
169	Transaction Code		
170	Utility Type		
171	Ability to automatically distribute receipt of payments against the individual accounts on a "Master Account Bill" when payments are received.		
172	Apply credit adjustments by payment priority or transaction code.		
173	Ability to support multiple banks/bank accounts and designate deposits by charge code.		
174	Provide budget billing capabilities including the following key features:		
175	Automatic payment calculation based on at least one year's history		
176	Automatic payment adjustment during budget billing period		
177	Equalization billing		
178	Automatic cancellation of delinquent customers		
179	Automatic customer notification		
180	Manual customer enrollment/cancellation		
181	Capability to enroll multiple customers in budget billing at one time		
182	Reverses payment for bad checks and optionally assesses a user-defined NSF charge.		
183	Allow for partial payments.		
184	Allow for payment terms to be created on a per customer basis.		
185	Payment term capability should include the following:		
186	Ability to be based a flat dollar amount until paid off		
187	Ability to be based on a number of installments		
188	Ability to fall out of payment terms and back into delinquent calculations		
189	Provide for the automatic interface of refunds to the accounts payable system for check generation.		
190	Maintain the following minimal information on each trash/recycling container and temporary loaner meter:		
191	Address		
192	Delivery or pickup date		
193	Container or number		
194	Container Type		
195	Free Form Notes		
196	Provide for the ability to maintain ongoing inventories on:		
197	Refuse container		
198	Recycling container		
199	Loaner outdoor water meters		
200	Other - user-defined		
201	Provide for location data on each above inventory record.		
202	Ability to display or list service addresses by trash route		
203	Ability to accept upload of file providing number of containers or mass of trash for billing purposes.		
204	**BILLS AND COLLECTIONS**		
205	Provide the ability to include messages on Utility bills. Message criteria should include:		
206	Selection of message by route, user type, utility type, and region.		
207	Message to a specific customer.		
208	Message on first bill, final bill, delinquent bill, bill on account with lien.		
209	Allow for the billing to a service address to be automatically sent (or duplicated) to a second address for billing purposes.		
210	Capability to print previous period/last year's comparative period consumption and current period consumption on each bill.		
211	System provides tools for flagging accounts for sorting associated printed bills as "Pulled" for review by staff before mailing		
212	Ability to format and print standard 8.5" x 11" bill.		
213	System provides the ability to reprint individual bills.		
214	Ability to cancel and rebill an individual account or an entire route.		
215	Allow the restarting of bill printing in midstream.		
216	Ability to export a file of utility bills to an external bill printing organization.		
217	System provides tools for flagging accounts for sorting associated printed bills as "Pulled" for review by staff before mailing		
218	Capability to print previous period/last year's comparative period consumption and current period consumption on each bill.		

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	GENERAL PROGRAM CAPABILITIES:		
219	Ability to generate bills capable of being read via Optical Character Recognition OCR. Information must include:		
220	Account #		
221	Bill Amount		
222	Ability to designate the bill printing sequence for transaction codes.		
223	Report & Export files for electronic fund transfers and lock box files are available in standard format; EFT process can be run inside or outside a bill run		
224	Uses Zip+4 software for sorting of utility bills by zip code to obtain the best postal rate possible.		
225	System accommodates the following payment types for utility payments and applications, either via the utility system or a separate Cash Receipting system which is integrated to the utility system:		
226	Cash		
227	Check		
228	EFT		
229	Credit Card Payments		
230	Credit/Debit Card Payments taken over the Internet or phone.		
231	File import from 3rd party payment organization (i.e. lock box, ACH, etc.)		
232	Ability to use Interactive Voice Response-collection calls		
233	**REPORTS AND QUERIES**		
234	Produces a consumption audit register over a user-specified time interval highlighting the following parameters:		
235	High/Low audits based upon user definable percentages		
236	Zero consumption		
237	Negative consumption		
238	Payment History, reporting bills and associated payments receipted by account. Shows dates, amounts, arrearages, penalties, account name, consumption, and address. Can be run for one account and allow user to view-on-line.		
239	Customer Receivables Aging, presenting aging of user-defined criteria and / or general accounts receivable by customer indicating total amount due and amounts aged by 30, 60, 90 and 120+days, etc.		
240	Billing Statistics (Rate Codes, Consumption Amt, Dollar Amt, Consumption & Demand charges broken out)		
241	Account Adjustment Detail (Rate Codes, Consumption Amt, Dollar Amt, Consumption charges broken out)		
242	Payment Detail (identify fund/account payment applied to)		
243	Provide for a standard billing exception report, detailing customers falling above or below the maximum and minimum bill amounts.		
244	Account Transitions (listing of move-in, move-out by date range)		
245	Billing Register (dollar and consumption detail of accounts to be billed)		
246	Account Write Off Report		
247	Aging Report		
248	Transaction Listing/Recap (for selected or all accounts for given date(s), and/or by transaction type).		
249	General Ledger Entry detail (for all utility billing processes)		
250	Detail of # of accounts by customer type, identifying consumption & dollars billed for given time period.		
251	Security Deposit Detail		
252	Security Deposits Refunded/Applied		
253	Security Deposit – all changes for time period		
254	Surcharge billing & collection report		
255	System automatically generates a exception edit list when reads are applied to customer accounts (Meter Not Read Report).		
256	Trial Balance Report		
257	Audit Trail reports for all update processes		
258	Ability to generate a consumption report that shows top consumption users based upon:		
259	Date range		
260	Desired number of customers to be reported		
261	Consumption type		
262	Provide for a standard billing exception report, detailing customers falling above or below the maximum and minimum bill amounts.		
263	Ability to generate a largest dollar amounts report that shows top revenue generators based upon:		
264	Date range		
265	Desired number of customers to be reported		
266	Charge category or categories		
267	Billing Calendar showing all critical dates in the selected month		
268	**SELF-SERVICE**		
269	Citizen Self service provide online functionality where customers can access information related to their account. Including:		

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	GENERAL PROGRAM CAPABILITIES:		
270	Billing History		
271	Consumption history		
272	Payment history for minimum 1 year		
273	Current bill		
274	Ability to pay online		
275	General account information including status		
276	Ability to enroll in ebill		
277	Ability to view account alerts for delinquency		

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	Functional Requirements - Budget		
	GENERAL PROGRAM CAPABILITIES:		
1	The software must bring current year's budget forward to develop a base date for preparing the new year's budget.		
2	The software must prepare performance budget with quantification of departmental services.		
3	The software must increase or decrease line item budgets by either a fixed or variable percentage globally or by department for both revenue and expenditure items.		
4	The software must have the ability to support and store up to 5 different user definable version of the budget for comparison during the budget process.		
5	The software must support distributing annual budgets to monthly figures by multiple methods including evenly, by defined percent or based on trend analysis.		
6	The software must maintain an annual or monthly budget.		
7	The software must support requested, recommended, and approved budget amounts.		
8	The software must accommodate budget requests at reduced, current, and expanded levels.		
9	The software must modify planned budget for an account and automatically update department and fund totals with appropriate amendment or commission approval.		
10	The software must retain initial and amended budget data in file.		
11	The software must generate an ad hoc basis budget worksheet to distribute to departments for use as computer turnaround documents, to provide input budget information remotely or to allow online budget worksheets.		
12	The software must report actual revenue and expenditures against approved annual and allotted budget during the year.		
13	The software must record and track budget amendments during the year with references (resolution number, refund, etc.)		
14	The software must allow online status inquiry for department to retrieve up-to-date detail account status, including revenues, expenditures and encumbrances.		
15	The software must allow organizations to define a minimum of 5 budget levels needed and name them.		
16	The software must support budgeting for current or next fiscal year.		
17	The software must provide access to GL inquiry from the online budget worksheets.		
18	transactions, zero budget or working with last years adopted, amended and actual times a percent increase/decrease.		

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	Functional Requirements - Budget		
19	The software must provide "estimated" and "locked" projections for department heads to enter actual figures.		
20	The software must support distributing annual budgets to monthly figures by multiple methods including evenly or by defined percent.		
21	The software must allow users to enter narrative justifications at the account or department level.		
22	The software must allow users to define their budget reports by choosing information from the last five years adopted, amended and actual figures; the software must support user-defined budget levels or projections for up to five years in the future.		
23	The ability to provide 5 year budgeting to comply with GASB 34		
24	The ability to export and import budget to desktop tools (Excel/Word)		
25	Ability to control budget by all elements in the chart of accounts.		
26	Ability to accommodate multi-year budget control.		
27	Ability to specify the appropriate category level and/or function for each account.		
28	Ability to accommodate pre-encumbrance control based upon funds availability.		
29	Ability to accommodate encumbrance control.		
30	Ability to validate pre-encumbrances, encumbrances, and expenditures against the appropriation budget.		
31	Ability to support budgetary allotments by month, quarter, year or other period as defined		
32	Ability to set up "uncontrolled" or tracked budgets (i.e., salary).		
33	Ability to notify specified users when uncontrolled factors are being used		
34	Ability to validate field values within the budget entry screen.		
35	Departments site wide can access budget information on an inquiry basis for their unit, with authorized users only being able to make changes.		
36	Security features are robust to control the "views", "changes" and "approvals" by different organizational units.		
37	Ability to display information graphically (i.e. pie chart, bar chart, graph).		
38	Reports are capable of including data for the prior year actual, current budget, current year-to-date actual, current year projections, and future year proposed. Reports should be able to include up to 5 years in the past and 5 years in the future.		
39	Ability to accept entry of budget requests at all organizational levels based on user authorization.		
40	Ability to restrict access to confidential data by user.		
41	Ability to prohibit multiple users from updating the same record simultaneously.		

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	Functional Requirements - Budget		
42	Ability to provide department budgets (separate from the appropriation budget), used to control budgets at a lower or different level of detail than the appropriation budget.		
43	Ability to ensure that all transactions using or affecting budget authority (appropriation, grant, project, department) are validated online, real-time against up-to-date budget totals based on established budgetary controls.		
44	Ability to provide multiple levels of controls for department budgets.		
45	Ability to provide different workflow and approval rules by department.		
46	Ability to provide separate data entry for appropriation and department budgets and budget transactions.		
47	Ability to track original budget, budget adjustment, and budget transfer line items for each line item and appropriation.		
48	Ability to prevent department level users from updating budget information after it has been submitted or as of a specific cut-off date.		
49	Ability to receive data from and export data to spreadsheet (Excel) and database application (Access).		
50	Ability to attach files (i.e., Word, Excel) to particular issues, revisions and line items with the system.		
51	Ability to budget by quantity and unit cost, rather than total amount.		
52	Ability to route proposed budget through Purchasing for unit costing.		
53	Ability to allow a central budget office (e.g., Finance Office) to "push" via workflow system-embedded spreadsheets out to departments electronically for budget preparation.		
54	Ability for Departments to "return" budgets back to the Clerk-Treasurer/Controller or Mayor electronically via workflow.		
55	Ability to track, through an audit trail, every movement of the departmental worksheets.		
56	Ability to easily identify when viewing a department budget whether or not it has been submitted to the Clerk-Treasurer/Controller or Mayor.		
57	Ability to summarize or roll up department/division worksheets into department budgets.		
58	Ability to roll up department worksheets into site-wide master budget.		
59	Ability to require completion of line item detail worksheets for each appropriation request and these worksheets are accessible by drill down from the budget line item.		
60	Ability to roll up department worksheets into site-wide master budget at various user-defined levels.		
61	Clerk-Treasurer/Controller and Mayor have access to view progress by departments in budget preparation.		

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	Functional Requirements - Budget		
62	Departments have access to view progress by sub-units as defined by the user.		
63	Ability to "lock" (prevent other changes to that budget version) budgets at any phase of the budget, including after submission by departments.		
64	Ability to unlock a frozen budget with the appropriate security control at the department level unless it has already been submitted to the Finance Office.		
65	Ability to develop both detail budgets, at any level of the chart of accounts, and summary budgets in a distributed environment.		
66	Ability to provide for data entry into multiple budget versions during budget preparation.		
67	Ability to allow users to attach narratives and justifications to budget worksheets.		
68	Ability to allow documents (e.g., contracts, MS Word/Excel documents) to be attached to budget worksheets.		
69	Ability to allow entering, storing, and reporting performance data linked to programs and program budgets, including performance measures and results, and associate these with financial data.		
70	Ability to record budget credits (negative numbers).		
71	Ability to allow users the option of including multi-line text in budget issues for justification purposes (e.g., contractual increased because of bargaining agreements).		
72	Ability for user to list budget issues at any level in the hierarchical structure.		
73	Ability to process and maintain all budget iterations, from Department request to Clerk-Treasurer/Controller Proposed to final Adopted Budget.		
74	Ability to record various "review" dates (e.g., departmental review, Mayor, Clerk-Treasurer/Controller, Budget & Finance Committee review, etc.)		
75	Ability to compare budget versions to demonstrate cost changes that have been made between versions.		
76	Ability to provide an "approved" or "not approved" flag to mark budget issues within a decision package by line item or by total.		
77	Ability to provide for approval of budget issues within a decision package at an amount greater than, less than, or equal to the amount requested.		
78	Ability to forecast real account balances, revenues and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters and allows for adjustments to the forecast.		
79	Ability to round budgets to nearest $1, $5,10, etc.		
80	Ability to drill down to compare budgets to actual from highest level to lowest level of detail.		

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	Functional Requirements - Budget		
81	Ability to import standard templates and style sheets.		
82	Ability to provide document publishing features including:		
83	Ability during budget formulation to access all expenditure and revenue line items currently in use by the financial system.		
84	Ability through security to control access to the budgeting system.		
85	**BUDGET ENTRY**		
86	Three or more years historical budget and actual data		
87	Year-to-date Actual		
88	Original Current Year Budget		
89	Modified Current Year Budget		
90	Current Year Projected		
91	Next Year's Budget		
92	Program		
93	Project		
94	Ability to provide worksheet information by month, quarter, or user-defined period.		
95	Ability to apply a percentage, fixed amount or other formula driven increase or decrease to a budgeted figure on a line-by-line basis, at both the department and site level.		
96	Ability to create an initial version of the budget using the following:		
97	Zero balances in all accounts		
98	Current year's original budget		
99	Current year's modified budget		
100	Last year's budget		
101	Last year's actual		
102	Current year's budget or actual plus/minus a percentage		
103	Previous year's budget or actual plus/minus a percentage		
104	Ability to forecast current year budget and actual (either on a line-by-line basis or on an entire budget) based on:		
105	Straight line projection		
106	Percentage based on last year actual		
107	Ability to utilize more than one method (straight line projection and percentage based on last year actual, for example) within the same budget.		
108	Ability to perform what-if scenarios.		
109	Ability to save scenarios.		
110	Ability to enter budget seasonally by month, quarter, or user-defined period.		

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	Functional Requirements - Budget		
111	Ability to create budget relationships (e.g., salary changes automatically adjust benefits and vice versa).		
112	Ability to budget by fund.		
113	Ability to budget for multi-year projects under one project name.		
114	Ability to control spending by revenue source.		
115	Ability to accommodate workflow.		
116	Ability to enter budget adjustments in a pending status for final approval.		
117	Ability, through workflow, to notify appropriate personnel of adjustments for approval and update to GL.		
118	Ability to adjust budgets within user-defined security profiles.		
119	Ability to override budget control within user-defined security profiles.		
120	Ability to drill down to all aspects of a budget amendment (moved to/moved from).		
121	Ability to stamp all budget adjustment activity by:		
122	User		
123	Date		
124	Transaction Code (minimum of 18 numeric characters)		
125	Final Approval Number		
126	Approval Date		
127	**QUERY/REPORTS**		
128	Ability to drill-down from any field within the budget entry screen.		
129	Ability to run various types of budget reporting (accrual vs. cash, etc.)		
130	Ability to query the following online information by year, date, fund, budget, department, program, line item and/or by period:		
131	Beginning Balance		
132	Beginning Budget		
133	Amended Budget		
134	Department Summary to Department Detail		
135	Pre-encumbrances		
136	Encumbrances		
137	Actual		
138	Transfers (In and Out)		
139	Balance		
140	Revenues by Funding Source		
141	Expenditure Report by Funding Source		

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	Functional Requirements - Budget		
142	Performance-based reports (measures and financials)		
143	Ability to generate a budget variance report for current and prior years.		
144	Ability to review multiple versions of budget online with proper security access.		
145	Ability to group account numbers for internal and external reporting purposes, including category levels.		
146	Ability to develop and save a standard set of reports and inquiries for end-users.		
147	Ability to merge other module data into budget reports (e.g., budgeted and actual positions).		
148	Ability to provide the following online queries by year and by period:		
149	Actual Fund Balances for user-defined periods		
150	Beginning Expenditure Balance		
151	Beginning Expenditure Budget		
152	Amended Expenditure Budget		
153	Pre-encumbrances		
154	Encumbrances		
155	Actual Expenditures		
156	Actual Revenues		
157	Transfers (In and Out)		
158	Available Expenditure Budget Balance		
159	Balance Sheet Account		
160	Revenue Budget		
161	Amended Revenue Budget		
162	Accrued Revenue		
163	Collected Revenue		
164	Revenue Surplus/Deficit		
165	Negative Expenditure Balances		
166	Ability to import journal entries from popular desktop formats (i.e., Microsoft Office).		
167	Ability to create estimated income statement and balance sheet based on budget scenario.		
168	Ability to provide reports/inquiries, including graphs, to accommodate analysis of historical trends.		
169	Ability to generate file for budget upload to Indiana Gateway.		
170	**PLEASE NOTE ADDITIONAL CHECKLIST QUESTIONS UNDER SALARY AND BENEFIT PROJECTION SECTION, HUMAN RESOURCES TAB, LINES 203-231.**		

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	Functional Requirements - Treasury Management		
	GENERAL PROGRAM CAPABILITIES:		
1	Ability to integrate with accounting system transactions to provide a "budget vs. actual" cash flow analysis		
2	such as payroll expenditures		
	Ability to have unlimited number of banks and accounts.		
3	Ability to reconcile cash accounts (book balance) with their corresponding bank accounts (bank balance), including:		
4	Ability to create multiple bank account numbers for each bank		
5	Define which GL cash accounts correspond to each bank account		
6	Automatically provide "bank items" reconciliation file of adjustments, deposits, and AP and payroll reconciliations		
7	Ability to search bank items by bank code/account, date range, item type (adjustments, deposits or both), and status (cleared/not cleared/all)		
8	Ability to view check reconciliation information by check number, voucher #, vendor #/ name.		
9	Ability to reconcile bank accounts daily.		
10	Ability to use both automated and manual reconciliation features.		
11	Ability to notify, track and monitor the resolution of adjustments that need to be made as a result of an error identified within bank reconciliation.		
12	Support for bank reconciliation of both open and closed months		
13	Ability to view a listing of transactions affecting GL cash accounts (payroll, AP, cash receipts, etc.).		
14	Ability to drill-down into transaction details for cleared and outstanding totals within date range		
15	Ability to view the originating transaction documentation via a document management program for a specific check.		
16	Ability to allocate interest across one or more cash accounts based on average daily balance		
17	Ability to track investments and debt service in detail		
18	Standard reports, including but not limited to:		
19	Daily treasurer's totals		
20	Cash flow summary and detail		
21	Receipts, disbursements, and balances each day		
22	Investment Journal		
23	Debt Service Journal		
24	Ability to forecast cash account cash flows for any date range; integrating with actual transaction provides a "budget vs. actual" cash flow file		
25	Support for check/warrant reconciliation, including:		
26	Auto-processing of files to/from the bank		
27	Payables/Payroll check writing history files		
28	Can manually indicate that checks have cleared		
29	**REPORTS**		
30	Ability to print a cleared check register.		
31	Ability to create an outstanding check list.		
32	Ability to print an outstanding check report, sortable by department and age of the outstanding check		
33	Ability to print void check report which can reference replacement checks as appropriate.		
34	Ability to provide a daily banking transaction log by account number.		
35	Ability to create a Reconciliation Report to summarize and show errors (non-match, date errors, etc.).		
36	Daily Payments Journal that includes a detailed list of payments received, as well as a summary by receipt, tender type, and bank code		
37	Ability to create a Deposit Details Report by day (with subtotals) - needed to reconcile daily bank statements.		
38	Ability to create a General Ledger Cash Summary Report.		

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	Functional Requirements - Fixed Assets		
	GENERAL PROGRAM CAPABILITIES:		
1	System can be used to track "non-capitalized" asset / equipment items (i.e.: computer equipment, non-licensed vehicles) per department / division for risk management purposes.		
2	System has the ability to track non-depreciable technology inventory items (desktops, laptops, etc) including detailed information such as component detail, serial numbers, technical specifications, etc.		
3	Systems has the ability to identify grant funded assets in the following situations:		
4	by identifying more than one grant associated with an asset		
5	by identifying the percentage split, or capitalization breakout (to each grant) for each asset		
6	Fixed Asset system has robust query ability with wildcards.		
7	Fixed asset module has the ability to export / import information to/from common spreadsheet applications		
8	The system should support bar coded asset tags and portable bar code readers for performing physical inventories.		
9	Asset numbers do not necessarily need to correlate to asset tag numbers - Allow the system to generate tag numbers, have external tag numbers assigned, or not have tag numbers		
10	b) System lists and values infrastructure capital assets		
11	c) System identifies capital outlay by program the assets support		
12	d) System depreciates capital assets and allocates depreciation to those programs that use the assets		
13	The Fixed Asset module interfaces with the Accounts Payable modules. Information on newly obtained fixed assets is reported for verification, then automatically transferred from the A/P module into the Fixed Assets master file system.		
14	Can track multiple "user defined' fields on the asset master record		
15	Provides a classification scheme to code fixed assets according to type (i.e., desks, cars, etc.).		
16	Accommodates free-form descriptive text to further describe any asset. The text is electronically associated with the master file.		
17	Security access to edit assets is assigned to each asset		
18	Ability to idle assets (suspend depreciation)		
19	Ability to link to all related ERP modules (AP, fleet management, etc.)		
20	Ability to access a master file by entering any asset field		
21	Ability to accommodate alpha numeric asset numbers.		
22	Ability to accommodate parent/child relationships between related assets, such as a master unit with one or more accessories.		
23	Ability to reassign parent/child relationships.		

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	Functional Requirements - Fixed Assets		
24	Ability to capitalized items in aggregate (as a group)		
25	- Ability to perform partial disposals / retirements		
26	- Can track "Quantity" in the asset master record - minimum of 6 digits		
27	Project Based Assets		
28	- Interfaces with the Work Order system to capture project costs for aggregate / project assets		
29	- Allows a project to be associated with multiple assets		
30	- Allows an asset to be associated with multiple projects		
31	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each		
32	Allows for tracking of Construction in Process (CIP) assets		
33	Allows for process to transfer CIP asset to an active assets and perform		
34	Allows for transfer of assets between departments, locations and funds, accommodating interfund and inter-dept. transfers, duplicating all identifying data from original record.		
35	Maintains online history of asset transactions, including:		
36	ID Number Changes		
37	Location Changes		
38	Account Number Changes		
39	Status change		
40	Change to key field in auxiliary system		
41	Partial disposals		
42	Valuation change		
43	Date of Last Depreciation Adjustment		
44	Ability to calculate asset values to replacement costs for insurance purposes.		
45	Supports asset value appreciation for real property and provides a detailed audit trail. Any appreciation does not affect cost basis.		
46	Ability to record and report on asset replacement information, such as:		
47	Expected Useful Life (years, mileage, cycles, etc.)		
48	Date of Expected Replacement		
49	Current Asset Value		
50	Anticipated Asset Value at Time of Replacement		
51	System has the ability to support multiple depreciation schedules.		
52	Retention of fully depreciated assets in fixed asset master file for inventory control purposes prior to disposition.		
53	**ASSET MASTERFILE**		

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	Functional Requirements - Fixed Assets		
54	Fund/Account Group		
55	Fund Type		
56	Property Type		
57	Building or Facility		
58	Location		
59	Responsibility		
60	Department		
61	Program		
62	Acquisition Date		
63	Original Cost		
64	Current Value		
65	Status (active, disposed, idle, etc.)		
66	Previous asset number		
67	Document Reference Number		
68	Acquisition method (purchased, donated, etc.)		
69	Depreciation, Life-to-Date		
70	Depreciation, Year-to-Date		
71	Parent/Child Descriptions and Asset Numbers		
72	Purchase Order Number		
73	ID or Tag Number		
74	Vendor Name and ID Number		
75	Multiple Description lines (brand, model, and manufacturer of asset)		
76	Check Number and Date		
77	Serial Number		
78	License Number		
79	Replacement Cost		
80	Group / Assets Classification Number		
81	Fund and Department Numbers		
82	Quantity		
83	Unit Cost		
84	Grant Number		
85	Grant Percent		
86	Grant Type		
87	Asset Life		

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	Functional Requirements - Fixed Assets		
88	Square Footage		
89	Insurance Value		
90	Disposal Value		
91	Disposal Date		
92	Transfer Date		
93	Previous Location		
94	Responsibility Code		
95	Funding Source		
96	Sale Price or Trade In Value		
97	Warranty information		
98	Donation		
99	Condition		
100	Contractor		
101	General Fund Category		
102	Document Reference #		
103	Location Roll Up		
104	User-defined fields		
105	**REPORTS**		
105	Reporting on assets by building, including all building contents		
106	Schedule of Assets, grouped by function and/or departments. The report can also be produced down to the division and/or cost center level.		
106	Transaction Register audit trail of all acquisitions, transfers, changes, and retirements during a user-defined time period by asset type, department, or purchase amount.		
107	New Acquisition Report showing all newly acquired fixed assets which have not been entered into the Fixed Assets master file system. (Requires Purchasing, A/P module interface).		
107	property type, location, and their associated cost or replacement value, and accumulated depreciation.		
108	Physical Inventory Worksheet, sorted by department, location, and/or person responsible to assist in conducting physical inventory. Report provides the maximum amount of asset details that would assist in identifying asset locations.		
108	Vehicle/Equipment Listing of master file information, including property tax number, item name, description, location, class number, charge account number, equipment ID number, motor number, model and manufacturer. Acquisition and disposition information		
109	Schedule of Current Year's Depreciation associated with each asset.		

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	Functional Requirements - Fixed Assets		
109	Replacement Report listing all assets which should be considered for replacement during a user-defined period.		
110	Valuation (orig. cost, acc. depr., book value)		
110	Net changes (additions, deletions, financial adjustments)		
111	Schedule of assets (original cost or book value)		
111	Asset Listing - Short Form		
112	Asset Listing - Detail		
112	Asset Transaction History		
113	Depreciation Register (YTD & Total Accumulated)		
113	Depreciation Estimator (annual depreciation on existing assets for future years)		
114	Schedule of Additions		
114	Schedule of Disposals		
115	Assets Transferred		
115	Assets Idled		
116	Financial Adjustments		
116	Grant Funding		
117	Grant Associated Valuation (orig. cost, acc. depr., book value)		
117	Grant Associated Depreciation (YTD & Total Accumulated)		
118	Related Assets (Parent/Child or Split Funded)		
118	Table Listings		

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	Functional Requirements - Project & Grant Accounting		
	GENERAL PROGRAM CAPABILITIES: PROJECTS		
1	Ability to maintain historical data for all capital and operating projects independent of G/L data (across multiple fiscal years).		
2	Ability to customize workflow options for all project accounting processes.		
3	Ability to record timesheet information against a project.		
4	Ability to add projects in or change projects to an active or inactive status.		
5	Ability to enter text or comments on-line to a specific project. (Please specify in the Comments column how many characters are allowed.)		
6	Ability to accommodate multiple change orders and multiple transfers of funds within projects.		
7	Ability to enter line-item data for future expenditures to reserve funds.		
8	Ability to maintain data across multiple fiscal years for as long as the project is open and for a user-specified period after project close.		
9	Ability to restrict access by various levels of security.		
10	Ability to establish project budgets (balanced) across funds.		
11	Ability to establish project accounts to record project budgets, encumbrances and expenditures.		
12	Ability to clone project accounts established from previous projects, then modify for a newly created project.		
13	Ability to record project activity over multiple years.		
14	Ability to record project activity over multiple departments.		
15	Ability to accommodate a variety of projects such as:		
16	Small capital expenses (e.g., remodeling)		
17	Large capital projects (e.g., buildings, infrastructure)		
18	Miscellaneous projects, such as elections		
19	Routine work order(s) for non-capital expenditures		
20	Ability to classify project costs according to task (i.e., inspection, design).		

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	Functional Requirements - Project & Grant Accounting		
21	Ability to prevent charges from being allocated to a closed project, sub-project, or phase with the ability to override with the proper security.		
22	Ability to track dedicated funds set aside for selected activities in projects (e.g., set aside funds for planned activities as they become known).		
23	Ability to validate charges against project master files to determine if:		
24	Charges are to open projects		
25	Accounts charged are valid for specified projects (e.g., costs are valid or budgeted for the project)		
26	Ability to prevent entry to closed projects.		
27	Ability to search project titles on-line, primarily to assist in proper identification for data entry.		
28	Ability to perform flexible budgeting for projects while adhering to the level of budgetary controls established in the General Ledger.		
29	**PROJECT DATA**		
30	Type of project (paving, building, etc.)		
31	Location (enterprise zone, geographical area, etc.)		
32	Administering department		
33	User defined category indicating CAFR or GASB 34 categories (General Government, Public Works, Public Welfare, Public Safety, Parks)		
34	Ability to track the following dates:		
35	Planned start date		
36	Actual start date		
37	Planned completion date		
38	Project completion date		
39	Project Name		
40	Ability to Connect Related Projects/Phases of Projects		
41	Ability to integrate project data above in other applications such as with GIS.		

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	Functional Requirements - Project & Grant Accounting		
42	Ability to create notification lists for addition of new project or changes in project status.		
43	**GENERAL PROGRAM CAPABILITIES: GRANTS**		
44	Ability to define the program or budget year of the grant/project differently than the system established fiscal year.		
45	Ability to set up and report budget items based on multiple fiscal years and grant years.		
46	Ability to calculate on a user defined basis and track matching fund requirements associated with any grant and to provide system generated entries.		
47	Ability to track internal transfers for the Site's cash match amount in the appropriation amount.		
48	Ability to accommodate grant year accounting and comply with both calendar year and fiscal year budgeting requirements.		
49	Ability to carry forward appropriations at year end.		
50	Ability to track the Grant application process.		
51	Ability to establish and monitor against a grant budget separate and unique from the departmental or appropriations budget.		
52	Ability to track actual expenditures against budgeted/allowable expenditures by user-defined period (i.e., monthly, quarterly, daily, etc.).		
53	Ability to access salary costs associated with a specific grant (on an hourly or partial hour basis), with the appropriate security.		
54	Ability to generate hard-copy reimbursement requests to grantor agencies from expenditure data.		
55	Ability to establish and adjust budgets for each grant, with budget amendment.		
56	Ability to assign multiple user defined categories for budget purposes.		
57	Ability to duplicate preexisting grants to establish templates for new grants.		
58	Ability to add or modify grant information online with audit trail of all changes.		
59	Ability to hide or archive grant information after user-defined period without activity.		

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	Functional Requirements - Project & Grant Accounting		
60	Ability to provide for grant summary history online.		
61	Ability to support multiple programs per grant (sub-grants).		
62	Ability to uniquely identify each sub-grantee for grants and all grant financial activity related to sub-grantees.		
63	Ability to archive expired grants or non-awarded grants after user-specified period of time, with proper security.		
64	Ability to accept electronic wire transfers for draw-down/letters of credit.		
65	Ability to route approval documents to charge expenses against grant		
66	Ability to process data from purchasing system for purchase orders and encumbrances.		
67	Ability to accommodate the following budget preparation capabilities:		
68	Expendable budgets		
69	Reimbursable budgets		
70	Budget by total grant amount		
71	Budget by year		
72	Make adjustments for any accounting period in any fiscal year with the appropriate security		
73	Ability to drill-down from any field within the projects/grants accounting modules.		
74	Ability to create user defined reimbursement categories.		
75	Ability to generate bills for reimbursement costs and update G/L accordingly.		
76	Ability to accumulate, track and report on costs by any element in the chart of accounts.		
77	Ability to accumulate, track and report on costs associated with a particular activity or type of service.		
78	Ability to maintain, track, and accumulate actual costs, and combine these actual costs with user-calculated or user-input costs (e.g., estimates).		
79	Ability to track and report reimbursable percentages of costs.		
80	Ability to accumulate costs either manually or automated from the following sources:		
81	Ability to distribute employee costs to a project.		

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	Functional Requirements - Project & Grant Accounting		
82	Ability to distribute and track any expense item cost to a project.		
83	Pay variances including overtime, sick days, holidays, etc.		
84	Accounts payable information		
85	Mileage/fuel expenditures		
86	Equipment/asset costs		
87	Other user defined fields		
88	**GRANT INFORMATION**		
89	Grant Title		
90	Grantor agency name		
91	Federal agency CFDA number		
92	Grant, Capital Project, Federal Assistance Grant, or Site-approved Contract Number or Reporting Category		
93	Multiple Grant numbers		
94	Grant name		
95	Grant description		
96	Grantor		
97	Grantor Contact (Name, Phone Number, E-mail Address)		
98	Grantor's mailing address		
99	Date application submitted		
100	Date application approved		
101	Original grant approval amount		
102	Grant budget		
103	Grant amendments		
104	Grant carryovers		
105	Grant fiscal calendar		
106	Grant beginning date		
107	Grant expiration date		

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	Functional Requirements - Project & Grant Accounting		
108	Amounts of cost-share/matching funds and third party contributions		
109	Ability to track cost-share/matching funds and third party contributions through sub-account linked to a specific grant		
110	Responsible department or division		
111	Department or division contact		
112	Ability to capture all grant transaction activity through the general ledger.		
113	Ability to uniquely identify each grant through the assignment of an agency defined grant number.		
114	Ability to capture grant expenditures and revenues by:		
115	General ledger account numbers		
116	Grantor-defined categories or accounts		
117	Grant purchase orders and encumbrances		
118	Grants status codes		
119	User defined fields		
120	Narrative fields for miscellaneous information		
121	**GRANT REPORTS**		
122	Ability to produce reports for any user-defined period, including grant life to date or grant year.		
123	Ability to generate reports on either a cash or accrual basis.		
124	Ability to produce all reports using both grantor-defined categories or the site's chart of accounts.		
125	Ability to set reminder for automatic notification of financial or progress report due		
126	Ability to provide the following reports:		
127	Expenditures and revenues per grant within varied periods (monthly, quarterly, annual)		
128	Schedule of Federal Financial Assistance		
129	Sources of revenues		

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	Functional Requirements - Project & Grant Accounting		
130	Reimbursed costs		
131	Budget vs. actual costs with real-time available balance		
132	Combined grant revenue and expenditure reports		
133	Pending approval grant report		
134	Pending expiration or expired grant report		
135	Cost-share and third-party contributions within varied period		

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	Functional Requirements- Accounts Payable		
	GENERAL PROGRAM CAPABILITIES:		
1	The software must maintain an A/P open-item (unpaid invoice) file that contains detailed records of vendor invoices.		
2	The software must allow for a user to place a hold payment on any specific open item or for all invoices of a particular vendor.		
3	The software must control payments by due date, vendor and selected hold.		
4	The software must accommodate processing of debit/credit memos and manual checks.		
5	The software must provide detailed audit trail reports to support payable items and liabilities reflected in the GL system.		
6	The software must support unlimited vendor addresses.		
7	The software must post manual checks and include them in the GL distribution.		
8	The software must reconcile bank accounts (outstanding check reconciliation).		
9	The software must distribute invoice payments by item or total into multiple GL funds, accounts, organization or program.		
10	The software must consolidate vendor payments onto one check, detailing invoice numbers and dates or selectively produce individual checks.		
11	The software should allowing a separate check to be cut if more than one payment to the same vendor has been input during the A/P cycle		
12	The software must automatically post GL from A/P.		
13	The software must support online maintenance of vendor information from the invoice entry screen.		
14	The software must automatically liquidate encumbrances for invoiced, encumbered purchase orders.		
15	The software must provide the ability to input invoice due date and hold invoice payment until the due date occurs.		
16	Ability to provide two-way or three-way matching capabilities.		
17	Ability to track vendor filing of E-Verify affidavit (Indiana specific form), and attach affidavit.		
18	Ability to maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.		
19	Ability to have numeric and/or alpha vendor numbers that are system generated or manually entered.		
20	Ability to search vendor files from within purchasing processes (i.e., requisition and purchase order).		
21	Ability to create vendor groupings for specific commodities, locations, etc.		

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	Functional Requirements- Accounts Payable		
22	Ability to maintain an accumulated purchase history for each vendor in system.		
23	Ability to maintain an audit trail for changes to the vendor master file.		
24	Ability to change vendor name without losing the history.		
25	Ability to maintain a history of payments made to vendor.		
26	Ability to display a history of payments made to vendor by an individual department where multiple departments have the same vendor.		
27	The software must support one-time vendors.		
28	The software must support standard invoice entry or quick entry.		
29	The software must support recurring invoices.		
30	The software must support the calculation and automatic spread of discount amount.		
31	The software must support the automatic spread of freight amount.		
32	The software must allow an invoice to be re-established when a check is voided.		
33	The software must support voiding an invoice.		
34	The software must allow checks to be reconciled manually or via cleared check files.		
35	Ability to automatically hold retainage on an invoice and pay when approved.		
36	Ability to track the following types of retainage:		
37	Contract Retainage		
38	Contract retainage based on percent complete of contract.		
39	Ability to support Procurement Cards (Chase) and automatically update A/P and detailed G/L		
40	Ability to track vendor history for procurement card transactions		
41	Ability to assign default GL account codes for procurement card transactions with the ability to override		
42	Ability to assign procurement card to an end user		
43	Ability to track and review procurement card transactions by end user		
44	The software must provide the ability to put vendor and all invoices to be put on hold.		
45	Ability to check on the status of a check (e.g., outstanding, voided, cancelled, stale-dated, etc.).		
46	Ability to identify all "stale" checks that are outstanding after a user-specified period of time.		
47	Ability to capture transaction counts and other statistical data by department and/or fund.		
48	Purchases by vendor (i.e., by invoice, purchase order/contract number, purchase item, budget unit).		
49	Purchases by service type and/or commodity code		
50	Payments to vendor.		
51	Ability to age accounts payable.		
52	Ability to merge one vendor into another (vendor buyout of another vendor)		
53	Ability to delete or deactivate vendor from vendor listing by date with reason. Historical data would be retained.		

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	Functional Requirements- Accounts Payable		
54	Ability to match items by the following:		
55	Invoice		
56	Purchase order		
57	Ability to schedule invoices for payment based on vendor terms, future dated invoices, etc.		
58	Ability to default information from the purchase order to the invoice entry screen to simplify data entry.		
59	Ability to support pre-encumbrances.		
60	Ability to automatically balance encumbrances in expenditure accounts to control accounts and reserve for encumbrance accounts.		
61	Ability to manually or automatically relieve an encumbrance, either partially or completely, when an expenditure transaction is entered.		
62	Ability to maintain and release recurring payments based upon user defined amounts and payment dates using an automatic batch process or real time transaction processing with the appropriate workflow approvals.		
63	Ability to set up user-defined templates for invoice data entry (e.g. monthly contract) and allow templates to be saved globally for multiple users.		
64	Ability to close out / reverse encumbrances and purchase orders by user defined parameters.		
65	Ability to reject transactions for insufficient appropriation and cash / fund balances (with override feature based upon security).		
66	Ability to set up soft and hard stops for processing transactions with insufficient funds appropriations.		
67	Ability to establish soft and hard stops for insufficient funds by line item (e.g., electric bills must be paid).		
68	Ability to compare accounts receivable data to accounts payable to identify payees who owe money, suspend the payment processor and notify vendor of the amount owed.		
69	Ability to drill across from a purchase order to and from the invoice.		
70	number, dollar amount and date, with the ability to override with the appropriate user security.		
71	Ability to accommodate electronic payments (e.g., EFT, ACH, etc.).		
72	Ability to maintain multiple line items within one vendor and maintain separate history for each (for example, multiple departmental accounts under an electric company).		
73	Ability to retain prior year(s) data for comparative reporting.		
74	Ability to accept multiple invoices for one claim.		
75	Ability to print Indiana State Claim Form.		

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	Functional Requirements- Accounts Payable		
76	Ability to create a report that shows all claims to be paid on a certain day (Claim Docket) with summary giving fund totals.		
77	Ability to create signature form for State-prescribed Claim Docket.		
78	Ability to input claims at departmental level, and have a work flow for review, edit, approval or disapproval of payment.		
79	Ability to print claims list in vendor name order or number order.		
80	Ability to produce a report on bank transfers needed based on claims to be paid, i.e. each cash fund is coded to a bank account.		
81	Ability to accommodate one time vendors and identify them as such.		
82	Ability to automatically re-encumber a PO with a credit memo invoice.		
83	Ability for recurring invoices to buy down PO and/or Contracts.		
84	**1099 CAPABILITIES**		
85	Ability to track vendor W9 & 1099 information.		
86	The software must separate different types of 1099's within system, and print year-end 1099's.		
87	Ability to flag vendor, or certain invoices for a vendor, as 1099 reportable.		
88	Ability to collect necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).		
89	Ability to correct 1099 information in the system, reprint the 1099 form(s), and produce a correction file for the IRS.		
90	Ability to change a vendor's 1099 status at any time during the year, and all existing activity will be automatically updated.		
91	Ability for individual invoices to be included or excluded from 1099 income for a vendor as appropriate.		
92	Ability for 1099 status for individual invoices to be changed after invoice has been posted.		
93	Ability to change the 1099 status for all invoices for a selected vendor.		
94	**VENDOR MASTERFILE**		
95	Ability to accommodate user defined vendor categories (e.g., Disadvantaged Business Enterprises, Problem vendors, etc.).		
96	Ability to provide a vendor comment file that may contain a user-defined amount of information, viewable by any user but updateable only by users with authorized security.		
97	Ability to maintain and print out an audit trail for changes to the vendor master file.		
98	Ability for users with authorized security to add or change vendor master file records.		
99	Ability to hide inactive vendors after a user-specified period of time without activity, with appropriate workflow approval.		

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	Functional Requirements- Accounts Payable		
100	Ability to delete vendors after a user-specified period of time without activity, with appropriate workflow approval.		
101	Ability to add user defined fields to the vendor file.		
102	Vendor file fields shall include:		
103	Name		
104	DBA Name		
105	Title (e.g., Dr., Attorney, etc.)		
106	Employee designation		
107	Vendor number		
108	Multiple addresses - unlimited (i.e., bid, orders, multiple remit to, etc.) **If limited, please list in the Comments column the number of addresses allowed per vendor.**		
109	Vendor e-mail & web site information		
110	Contact person(s)		
111	Federal Tax Identification Number (TIN)		
112	Phone, mobile phone, and fax number(s)		
113	Minority/woman/disadvantaged business indicator		
114	Last date vendor utilized		
115	Default chart of account information		
116	Payment methods		
117	Type of company (e.g., corporation, partnership, etc.)		
118	Commodity		
119	Standard payment terms		
120	Problem vendor flag		
121	Preferred vendor flag		
122	Vendor-on-hold flag (e.g. litigation, payment dispute, etc.)		
123	Other user-defined information		
124	Ability to support one master vendor file for all modules in the system, with security on the ability to change and/or update vendor records.		
125	Ability to detect duplicate vendor information upon entry of vendor information.		
126	Ability to merge two vendors into one.		
127	Ability to specify payments methods on a per vendor basis -- check (yes), credit card (no), etc.		
128	Ability to classify one-time vendors.		
129	Ability to track vendor performance.		
130	Ability to track the following by vendor but not limited to POs, Invoice, Contracts, Awarded Bids, Issued Checks		

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	Functional Requirements- Accounts Payable		
131	**AP INVOICE POSTING**		
132	Ability to allow transactions with valid vendors only.		
133	Ability to default vendor's remittance address from the vendor record when processing invoices, with override ability to another remittance address established on the vendor		
134	Ability to override default vendor discount terms.		
135	Ability to assign automatic voucher numbers in sequence.		
136	Ability to allow for decentralized payment approval with centralized check printing.		
137	Ability to have an unlimited number of detail and description lines per individual invoice transaction.		
138	Ability to allow multiple invoices to be entered against the same purchase order reference, with validation of the total quantity and amount to be paid.		
139	Ability to accommodate account distributions by line item.		
140	Ability to change chart of account number distribution charges at the line item level on either requisition or PO, with appropriate user security restrictions.		
141	Ability to cancel a payment voucher.		
142	Ability to process debit and credit memos by purchase order and/or line item.		
143	Ability for credit memos to be applied against an open invoice.		
144	Ability for credit memos to be applied against any open invoice for a given vendor.		
145	Ability to record the credit memo on the vendor record and automatically apply it with the next invoice to be paid.		
146	Ability for changes or deletions to invoice information before generation of checks.		
147	Ability to schedule invoices for payment.		
148	Ability to process invoices for which no purchase order exists, with the appropriate security.		
149	Ability to allocate an invoice amount to various accounts according to a percentage of the invoice amount or by dollar amount.		
150	Ability to enter one-time comments on the check stub to a single vendor.		
151	Ability to include "broadcast messages" on all checks in a check run.		
152	Ability to generate accounts payable checks daily, weekly, monthly or on demand.		
153	Ability to generate checks based on pay dates established when invoices are entered and the range of dates selected for payment.		
154	Ability to create an invoice list and preliminary check register prior to check generation.		
155	Ability to generate individual checks that include payments from multiple funds.		
156	Ability to add user defined fields to the invoice entry screen.		
157	Ability to compare control totals of invoices entered (amount) to total check run (amount) and permit correction before check production.		

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	Functional Requirements- Accounts Payable		
158	Ability to provide audit trails with the following information:		
159	Invoice number		
160	Disbursements		
161	Purchase order number		
162	Check number		
163	Date(s) (e.g., payment date, etc.)		
164	Payee		
165	Payee Address		
166	Approver and User ID		
167	Account number		
168	Ability to be alerted to pay invoices by discount date or due date.		
169	**CHECK INFORMATION**		
170	Ability to automatically update the budget with changes/cancellations when a check is cancelled.		
171	Ability to automatically update the vendor file with changes/cancellations when a check is cancelled.		
172	Ability to automatically generate check numbers based on user-entered starting numbers.		
173	Ability to compute the number of checks written per check run.		
174	Ability to produce manual checks.		
175	Ability to produce, through secure printers, checks with electronic signatures.		
176	Ability to ensure security on check writing signatures.		
177	Ability to support the use of multiple bank accounts within the same fund.		
178	Ability to support the use of multiple fund with the same bank accounts.		
179	Ability to accommodate multiple cash accounts		
180	Ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check, and itemize the invoices on the check stub.		
181	Ability to prevent the printing of blank, negative, or zero amount checks.		
182	Ability to void checks by check number or group of check numbers.		
183	Ability to post voided checks to system in exact same manner as original entry with reversing entry to GL having date of void, not original check date.		
184	Ability to provide for restart procedures for the check printing routine.		
185	Ability to produce a daily report showing all activity in the system.		
186	Ability to add comments or notes to a payment/entry that has already been processed, having no impact on financial information.		
187	Ability to accommodate automatic reconciliation of bank information (i.e., by uploading data file).		

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	Functional Requirements- Accounts Payable		
188	Ability to produce a file containing all rejected check reconciliation transactions which could be available for online corrections (i.e., exception file).		
189	Ability to cancel checks online and automatically generate General Ledger transactions to reverse all accounting distributions associated with that check.		
190	Ability to retain cleared checks in a check reconciliation database for inquiry and/or reporting purposes.		
191	Ability to place a "stop payment" on checks and generate the appropriate General Ledger transaction.		
192	Ability to produce positive pay file for bank upload.		
193	**QUERY/REPORT**		
194	Through a centralized view of invoices, provide all relevant data no more than one click (level) from the data element in focus		
195	Vendor Inquiry (including history of commodities, departments, etc. as defined by user)		
196	Inquiry by Purchase Order Number, Invoice Number, Receiver Document Number, or any other associated document		
197	Ability to produce the following reports:		
198	Vendor Master Listing (by any element in the file)		
199	Vendor Multiple Address listing		
200	Summary Payment Report by Vendor (for a user determined time period)		
201	Open A/P Invoices as of date report		
202	Vendor Invoice List		
203	1099 MISC Reporting		
204	Check register		
205	Bank report		
206	Cash Requirements Report		
207	General Ledger Interface Report		
208	Invoice Ageing Report		
209	Expenditure Report		
210	Ability to query for invoice information on any data element (e.g., invoice amount, invoice number, date, voucher number, etc.).		
211	Ability to generate federal and state reporting requirements, such as W-9, Tax IDs, IRS Form 941, IRS Form 940, W-2, IRS Form 1099, backup withholding, Notice B.		
212	Ability to generate 1099 paper forms as well as on electronic media.		
213	Ability to produce graphical representations in the form of a chart, graph, etc. from accounts payable data.		
214	**VENDOR SELF SERVICE**		

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	Functional Requirements- Accounts Payable		
215	Ability to allow Internet vendor e-registration and updating of company information including W-9 and other user-defined forms, such as the e-verify affidavit.		
216	Allow vendor to select commodity codes they wish to bid on.		
217	Ability for vendors to request and check on submitted bids.		
218	Allow vendors to electronically respond to bids.		
219	Ability for vendor to inquire on status of PO that was issued to them.		
220	Allow vendor to inquire on 1099 information.		
221	Allow vendor to view checks that have been issued to them.		
222	Allow vendors to view invoices they have submitted.		

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	Functional Requirements - Purchase Orders		
	GENERAL PROGRAM CAPABILITIES:		
1	Ability to support encumbrance control for budgeted funds.		
2	Ability to support "soft" pre-encumbrance control, whereby a warning is given if sufficient funds are not available.		
3	Ability to copy information from one process to another without rekeying (i.e., requisition to purchase order).		
4	Ability to copy, paste all information.		
5	Ability to drill down to supporting documents within the purchasing system.		
6	Ability to establish and maintain information concerning:		
7	Vendors		
8	Commodities and a commodity coding structure		
9	Standards or specifications for items acquired		
10	Standard text for terms and conditions of purchases		
11	Ability to record and maintain history of purchases, commodities, and volumes.		
12	Ability to support workflow for procurement approval process, including multiple approvals at the departmental and central purchasing levels.		
13	Ability to support two-way and three-way matching of documents.		
14	Ability to utilize the Internet for vendor communication.		
15	Ability to support automatic entry into other modules, such as inventory, work orders and fixed assets from purchasing.		
16	Ability to maintain history of all purchasing processes including requisitions and multiple types of purchases.		
17	Ability for end-users to check expenditures to date against encumbrances and budgets and see results on-line in real time prior to processing an expenditure request.		
18	Ability to support updating general ledger accounts for all procurement transactions.		
19	Ability to look up real-time status of purchasing processes.		
20	Ability to track last purchase date and amount for any item.		
21	Ability to track expenditures against credit cards issued to employees.		
22	Ability to utilize imaged or scanned documents such as vendor invoices and other source documents.		
23	Ability to accommodate partial receipts.		
24	Ability to detect and measure early / late and over / under shipments.		

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	Functional Requirements - Purchase Orders		
25	Ability to maintain discrepancy file by vendor, stock number, item, dates, control number, purchase order number (receiving exception file).		
26	Ability to manually flag purchases for fixed asset tables upon receipt of good, with the appropriate security.		
27	Ability to audit receiving data by logon ID, date, time, etc.		
28	Ability to flag received goods for entry into inventory by item number.		
29	Ability to support electronic (online) or fax capabilities for purchase orders and other vendor/procurement functions.		
30	Ability to create PO user defined fields that are available during PO entry process.		
31	Ability to customize one site-wide purchase order layout/format (and create templates).		
32	Ability to support purchasing thresholds by vendor (e.g., $25,000 bid limit).		
33	Ability to support one master vendor file for all modules in the system, with security on the ability to change and/or update vendor records.		
34	Ability for PO's to specify multiple delivery dates and locations by line item.		
35	Ability to allow the selective inactivation or purging of vendor records by user-defined criteria.		
36	Ability to search for a vendor by item code, number, or description (in other words, attach vendor to an item(s)).		
37	Ability to maintain statistics in dollar amounts for each vendor for user-specified periods for the following criteria:		
38	Payment history		
39	Discounts taken		
40	Discounts lost		
41	Purchase price variances		
42	Ability to 'effective date' transactions, either before or after the current date.		
43	Ability to enter a percentage discount on the purchase order.		
44	Ability to enter future dates beyond the end of the fiscal year		
45	Ability to summarize charges on an account and project level at the end of a purchase order.		
46	Ability to create PO Change Orders to the original PO document and update G/L accordingly.		
47	Ability to have an integrated Document Management System where you can view all related documents within the Purchasing module (Requisition, PO, Invoice and A/P check)		
48	Provide for the following carry forward methods for PO's at year end:		

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	Functional Requirements - Purchase Orders		
49	GAAP		
50	Budgetary		
51	GAAP/Budgetary		
52	Transfer		
53	Ability to disencumber the PO from the prior year; re-encumber and charge the expense to the current year		
54	**PO REPORTS**		
55	Through a centralized view of purchase orders, provide all relevant data no more than one click (level) from the data element in focus		
56	Open Purchase Orders Report by Expense Account		
57	Open Purchase Orders Report by Due Date		
58	Open Purchase Orders Report by Vendor		
59	Open Purchase Orders Report by Commodity Code		
60	Open Purchase Orders Audit Report		
61	Items Not Received Listing		
62	Ability to generate reports of all purchase orders based on calculated user-defined criteria (e.g., >$2500 or between 5/1/ and 6/1).		
63	Report that lists items purchased by vendor stock number or brand.		
64	Ability to workflow enable PO change orders.		
65	Ability to mass cancel selected POs prior to year end processing.		
66	Ability to carry forward open encumbrances to the new year.		
67	Ability for PO receiving to automatically generate an inventory receipt transaction.		
68	Ability to match open PO encumbrances to associated GL accounts.		
69	Ability to have multiple accounts on a PO line.		
70	Ability to have unlimited description on PO line items.		
71	Ability to define ship-to locations per PO line item.		

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	Functional Requirements - Requisitions		
	GENERAL PROGRAM CAPABILITIES:		
1	Ability to electronically process multi-delivery, direct ship, blanket and non-blanket requisitions.		
2	Ability to display multiple account numbers on any line item on requisitions.		
3	Ability to requisition with or without commodity description.		
4	Ability to perform the following requisition functions, with the appropriate security:		
5	Inquiry		
6	Add		
7	Change		
8	Cancel		
9	Delete		
10	Ability to provide for multiple lines of input per individual requisition.		
11	Ability to provide reports to users and management on requisition status.		
12	Ability to create and track all requisitions by date, by requester, by budget, by item, by action item, etc.		
13	Ability to check against the budget and pre-encumber requisition per line item.		
14	Ability to modify items ordered through change order (add or delete) including part, class, quantity, unit of measure, vendor, cost, project, fund, with the appropriate security.		
15	Ability to track requisitions and automatically date and time stamp (received, accepted, returned, re-received) with notes and comments.		
16	Ability to convert lines of requisitions to multiple purchase orders and different vendors.		
17	Ability to carry forward approval and user contact information from the requisition to the purchase order.		
18	Ability to limit G/L distribution accounts to only those valid for that department/user.		
19	Ability to have multiple line items per purchase order with capability for one/multiple delivery schedules per line printed on purchase order.		
20	Ability to automatically or manually number requisitions with the ability to restart the numbering process with each fiscal year.		
21	Ability to create purchase orders from requisitions.		
22	Ability to allow for unlimited standard and free form messages at the header and line item level.		

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	Functional Requirements - Requisitions		
23	Ability to generate bill to and ship to information automatically with secondary or internal delivery to location.		
24	Ability for requisition to specify multiple delivery dates and locations by line item.		
25	Ability to request a budget transfer as part of the requisition process		
26	Ability to notify originator when requisitions have been rejected.		
27	Ability to assign a requisition to a project		
28	user.		
29	Ability for user to check on status of workflow approval		
30	Ability to interface to a contract file for contract items		
31	Ability to create a pick ticket if item is in inventory		
32	Ability to create requisition for a particular work order and task		
33	Ability to change terms and discounts with proper security.		
34	Ability to set and track the # and dollar amount of requisitions to a certain vendor and require a justification note if usage exceeds either limit in a set # of days.		
35	Ability to notify originator when requisitions has been converted to a PO or rejected.		
36	Ability to define by dollar value if a requisition requires quotes		
37	Ability to define by dollar value if a requisition requires a formal bid or contract		
38	Ability to track vendor quotes on a requisition		
39	Ability to automatically or manually route a requisition to a buyer based on any combination of the following: department code, commodity code, GL account code, etc.		
40	Ability to establish shipping locations per line item		
41	Ability to track and report on requisition, purchase order and receiving information.		
42	Ability to merge requisitions into single PO to be sent to vendor		
43	Ability to create an unlimited number of user defined fields on a requisition		
44	Ability to attach documents to a requisition and have those flow onto PO		
45	Ability to create a bid or contract from a requisition		
46	Ability to create both current and next year requisitions with proper permissions		
47	Ability to create a requisition with a vendor on the fly		
48	Ability to customize requisition screens so user only sees fields that are pertinent to them		
49	Ability to copy line items within a requisition or copy the entire requisition to a new one		
50	**REPORTS**		
51	Requisition Report, which can be sorted by buyer		
52	Ability to display and/or print any / all reports and screens.		

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	Functional Requirements - Requisitions		
53	Ability to generate vendor reports based upon user defined criteria.		

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	Functional Requirements - Payroll		
	GENERAL PROGRAM CAPABILITIES:		
1	Ability to manage workforce planning by development of future positions and association of comp structures for financial forecasting.		
2	Ability to integrate a position request with budget module for development of personnel budget.		
3	Ability to do forecast wages and benefits cost by global changes to percentages, fixed amount, or formula changes to current costs.		
4	The software must perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction.		
5	Ability to provide online inquiry to the personnel master file by employee number, by employee name, or by social security number and display in list format.		
6	The software must support online inquiry of the entire employee database, with security on sensitive information such as SSN or addresses.		
7	Ability to support workflow for payroll processes including time entry, multiple-levels of payroll approval, payroll submission to Clerk-Treasurer, payroll correction.		
8	Provide a "checklist" of process to complete a payroll, and indicate what process have been completed.		
9	The software must generate a check for all deductions or vendor payments.		
10	The software must support ACH payments for all deduction transmittals or vendor payments.		
11	The software must support unlimited direct deposit accounts.		
12	Ability to pay employees with hourly rate, biweekly salary, or monthly salary in same payroll cycle.		
13	Ability to have different From/To pay dates in the same payroll run. (Patrol Dispatchers have a different pay period than other employees.)		
14	The software must support specific deduction withdrawn automatically until amount is expended (e.g., maximum contract or limit).		
15	The software must generate special pays which are void of any deductions other than taxes and/or pension.		
16	The software must distribute payroll expense automatically to GL.		
17	The software must update the GL accounts at the time of each payroll run or special pay.		
18	The software must tie back payroll to the budget appropriation for budgetary control.		
19	Ability for users to utilize the system when payroll is running.		
20	Ability to allow employees to charge time to a multiple departments/GL accounts.		
21	The software must have the ability to post labor hours and fringe benefit costs to a project.		
22	The software must code time increments up to two decimals.		
23	the ability to enter and compile hours worked and leave time hours with at least 6 numeric digits (XXX.XX 4 digits plus 2 digits after decimal place)		

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	Functional Requirements - Payroll		
24	The software must report status of payroll checks voided, canceled, or outstanding as an aid to bank statement reconciliation.		
25	The software must display current period, month, quarter, and year-to-date hours, earnings, net, taxes and deductions.		
26	Ability to interface hours worked to or from a work order system		
27	The software must provide for standard governmental reporting features, such as 941, 1099 reports, and W-2's.		
28	The software must support online inquiry of the entire employee database, with security on sensitive information such as SSN or addresses.		
29	The software must support online data entry of employee and payroll data.		
30	The software must maintain the salary and wage structure by position including grade and step range.		
31	The software must print pertinent information about an employee's current pay on the payroll check and check stub, including all pay types and deductions.		
32	The software must provide current and year-to-date leave information on payroll check stubs, including:		
33	Personal leave (accrued, balance, used)		
34	Vacation (accrued, balance, used)		
35	Comp time (accrued, balance, used)		
36	Sick time (accrued, balance, used)		
37	User-defined leave (accrued, balance, used)		
38	Special messages		
39	**PAYROLL PROCESSING**		
40	Automatic processing for user-defined frequency by employee		
41	Automatic start or stop based upon a specified date		
42	Automatic stop when a specified limit is reached		
43	Ability to carry limit into next year		
44	The software must have comprehensive labor distribution capabilities:		
45	Multiple GL accounts per employee		
46	Calculation of fringe benefit costs		
47	The software must support an automatic payroll check reversal for voided checks.		
48	The software must have payroll check reconciliation capabilities.		
49	The software must report status of payroll checks voided, canceled, or outstanding as an aid to bank statement reconciliation.		
50	The software must calculate wages subject to worker's compensation (deduct overtime and holiday premiums).		

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	Functional Requirements - Payroll		
51	The software must calculate all employer-paid benefits.		
52	The software must integrate the payroll processing data with the personnel management subsystem.		
53	The software must simplify the restart procedure for the reprinting of a single check or group of		
54	The software must provide a mechanism for balancing hours input to hours accepted and to be processed.		
55	The software must provide ongoing attendance analysis per employee to include the following for each pay period and year-to-date:		
56	Paid absences - hours and types		
57	Unpaid absences - hours and types		
58	The software must automatically update longevity pay based upon length of service from longevity start date.		
59	The software must allow unlimited types of work performed per employee per period.		
60	The software must create workman's compensation information.		
61	The software must support one-time payments either taxable or non-taxable.		
62	Ability of system to accommodate various attributes such as:		
63	Effective and end dates		
64	User-defined calculation rules		
65	Pay increases based upon earnings factor (formulas)		
66	Pay increases based upon fixed percentage rate(s), fixed dollar amount(s), or a combination.		
67	Short and long descriptions		
68	Leave accruals/subtractions (remaining, carryover by calendar and fiscal year)		
69	Base pay as defined by the user (e.g., base salary plus shift differential plus longevity pay, etc.)		
70	Exception reporting		
71	Earnings type (e.g., regular, overtime, etc.)		
72	Hours/units		
73	Dollar/hour/unit/percentage limits		
74	Ability to accommodate multiple pay schedules/tables. **Please state in the Comments column any limitations on the number of pay types.**		
75	Ability to setup new payroll codes and deduction types as needed, with the appropriate security.		
76	Ability to have pay codes that will generate billable transactions in a general billing module (e.g. Police special duty)		
77	Ability to handle non-cash pay (e.g. taxable fringe benefits)		
78	Ability to compute perfect attendance bonus.		
79	Ability to compute complex overtime calculations that may differ by department.		
80	Ability to accommodate organizational changes and carry history forward.		
81	Ability to accommodate payroll for the following types of employees:		

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	Functional Requirements - Payroll		
82	Full-time		
83	Regular		
84	Temporary		
85	Part-time		
86	Exempt		
87	Non-exempt		
88	Any combination of the above designations		
89	Various user-defined designations		
90	Ability to accommodate automatic movement between steps/increments and/or merit steps.		
91	Ability to adjust pay calculations based on mid-pay period hire or termination date.		
92	Ability to calculate pay during a mid-period change.		
93	Ability to accommodate various pay codes such as the following:		
94	Regular (Full-Time, Part-Time, Temporary, Pension, etc.)		
95	User-defined premium pay		
96	Overtime		
97	Holiday		
98	Floating holidays		
99	Personal Days		
100	Shift differential (multiple types)		
101	Vacation		
102	Sick leave payout		
103	Comp time (exempt and non-exempt with different calculations)		
104	Comp time accrual		
105	Pay-out comp		
106	Safety		
107	Straight pay		
108	Jury duty		
109	Military		
110	Witness		
111	FLSA		
112	FMLA leave		
113	On call/Beeper Pay (multiple)		
114	Call back		
115	Hazard duty		
116	Severance/termination pay		
117	Health and dependent care (Flex Plan) reimbursement		

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	Functional Requirements - Payroll		
118	Sick leave/vacation after death		
119	Training		
120	Leave without pay		
121	Leave of absence		
122	Bonus		
123	Mileage		
124	Administrative leave		
125	Merit		
126	Longevity		
127	Car allowance		
128	Paid Time Off (PTO)		
129	Clothing Allowance (nonaccountable)		
130	Gift card		
131	Clothing (taxable fringe benefit)		
132	Temporary Total Disability Workers Comp)		
133	Light duty (Workers Comp)		
134	Other user-defined pay codes		
135	Ability to track pay types and generate reports on any of the pay types.		
136	Ability to specify taxability on each of the pay codes.		
137	Ability to accumulate earnings and deductions on a weekly, bi-weekly, monthly, quarterly, annual, period, or multi-fiscal year basis.		
138	Ability to manually adjust taxable earning fields on an annual, quarterly, and pay period basis.		
139	Ability to reconcile COBRA payments made through account receivable with eligibility records in HR.		
140	Ability to establish deferred compensation (457) matching rules, allowing for city match based on employee contribution level		
141	Ability to allow for leave without pay with the ability to continue employer paid deductions (FMLA and Police).		
142	Ability to do a monthly accumulation of insurance premiums for reconciliation to insurance providers' invoice file. Provide for method of comparison.		
143	Ability to identify retirement eligible wages from gross wages.		
144	Ability to calculate regular rate of pay, per FLSA requirements: ((Total hours X Base Rate) + (additions to pay))/total hours = reg rate.		
145	Ability to calculate overtime hours for different employee groups with different FLSA periods (e.g.. Police and Firefighters)		
146	Ability to enter and report overtime by subcategories.		

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	Functional Requirements - Payroll		
147	Ability to adjust for daylight savings time related to time and attendance reporting.		
148	Ability to automatically calculate retroactive pay.		
149	Ability to calculate and allow one-time or multiple arrears deductions for an employee’s insurance premiums if needed for retroactive changes in the employee’s enrollment.		
150	Ability to automatically generate pay or adjustments when a retroactive pay-related information is changed - rate, hours, allowances, etc.		
151	The software must be able to automatically calculate retroactive pay for unlimited # of pay periods & update G/L correctly.		
152	Ability to calculate comp time using multiple formulas.		
153	Ability for comp time entry to vary by department and/or classification (e.g., exempt/non-exempt).		
154	Ability to define if pay code is included or excluded for calculating comp time.		
155	Ability to cap compensation time at a user-defined level, which can be different by department.		
156	Ability to track compensation time and generate reports listing lowest number of hours in a user-defined period.		
157	Ability to send alert or notification to employee and supervisor when vacation or compensation time accrual maximum is approaching.		
158	Ability to define and enforce user-defined rules for holiday, vacation, personal, and sick time usage.		
159	Ability to automatically clear personal time when unused by end of year, with the option to override with appropriate security.		
160	Ability to track all days that any accruals were used by dates.		
161	Ability to prorate accruals based on time worked.		
162	Ability for employee's leave accruals to adjust as necessary with an employee type change (i.e. part time to full time).		
163	Ability to set effective dates for accruals (e.g., 2014 has 3 personal days, 2015 has 2 personal days)		
164	Ability to process more than one payroll simultaneously.		
165	Ability to accommodate online entry of manual checks including automatic update of all employee and employer accumulators.		
166	Ability to process future pay data while current pay period is still open (i.e., need last check).		
167	Ability to generate off-cycle payroll runs.		
168	Ability to run payroll calculation multiple times for checks and balances before actually printing checks.		
169	Ability for users to utilize the system when payroll is running.		
170	Ability to replace a check all in one step (void original, assign new number, etc.) even in prior year.		
171	Ability to allow payroll adjustments to final paychecks for refund of vacation, sick, etc.		
172	Ability to reflect SSN changes in both current and historical records, for year end reporting purposes (move data).		

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	Functional Requirements - Payroll		
173	Ability to access effective dated tax tables.		
174	Ability to provide mass update capabilities of the information in the deduction table.		
175	Ability to identify which payroll run the deductions are scheduled for (only first & second, all, etc.).		
176	Ability to accommodate the following deductions:		
177	Medical (multiple)		
178	Life insurance (multiple)		
179	Voluntary benefits (e.g.. legal, accident, life insurance) **Please include any limitations on the number of deductions in the Comments column.**		
180	Health Savings Accounts		
181	Dependent Care Flex Plan Accounts		
182	Garnishments (multiple)		
183	Deferred compensation plans (multiple)		
184	Retirement plans (multiple)		
185	Charitable contributions (e.g., United Way)		
186	Other user defined deductions **Please include any limitations on the number of deductions in the Comments column.**		
187	Ability to withhold duplicate deductions in a single pay period		
188	Ability to add additional new deductions by HR as necessary without programming assistance.		
189	Ability to track flexible spending accounts.		
190	Ability to calculate deductions based upon the following:		
191	Flat amount		
192	Percent of gross		
193	Percentage of any combination of pay		
194	Pay after combination of deductions		
195	Ability to handle the following deduction controls:		
196	One time only		
197	Every pay period		
198	Bi-monthly		
199	Start and stop dates		
200	Annual dollar limits		
201	Pay period dollar limits		
202	Maximum deductions per year or pay period based upon dollar amount or percentage of salary (i.e., minimum net pay requirements).		
203	Ability to "shut off" benefits accumulation for an employee or group of employees, but maintain a record of the accumulations.		
204	Ability to handle the following types of garnishments:		

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	Functional Requirements - Payroll		
205	Multiple garnishments on the same check		
206	Flat amount or percentage		
207	Calculation of total after all deductions		
208	Ability to impose a fee for garnishments.		
209	Ability to maintain garnishment information including date of order, case/court number, collection agency, name, total collection amount. The ability to attach documentation.		
210	Ability to compute, on a before or after tax basis, employer and employee portions of deductions for items such as:		
211	Taxes (Federal, State and Local, etc.)		
212	Life Insurance		
213	Medical Insurance		
214	Deferred Compensation plan		
215	Long-term disability		
216	Social Security and Medicare		
217	Retirement		
218	Other user-defined deductions. **Please include any limitations on the number of user-defined deductions in the Comments column.**		
219	Ability to prioritize deductions.		
220	Ability to query employee benefit deductions by line of coverage by payroll period, month, or year.		
221	Ability to query employee census data by line of coverage.		
222	Ability to override deductions on paycheck.		
223	Ability to support pre and post tax payroll deductions.		
224	Ability to process negative pre- and post- tax deductions.		
225	Ability to track imputed income for life insurance for amounts over $50,000.		
226	Ability for group life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed salary coverage and/or plan cost parameters.		
227	Ability to comply with INPRS retirement deduction rules that require voluntary employee contributions, which are a percentage of gross pay, to be rounded down to the nearest penny.		
228	Ability to adjust or reverse previous hours (hours worked and accruals).		
229	Ability to perform edits to previous pay periods and recalculate pay and leave accruals from previous pay period forward.		
230	Ability to do year-end accruals of salaries and benefits.		
231	Buy out unused balance at a % of normal pay		
232	Carry Forward		
233	Lapse excess		
234	Transfer Balance		

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	Functional Requirements - Payroll		
235	Transfer over Limit		
236	Donate to Pool		
237	Zero Balance		
238	Ability to deliver client specified timesheets to various groups and/or types of employees, based on workflow.		
239	The software must automatically generate of time-sheets by department or cost center.		
240	Ability to view, edit, and/or enter hours on an individual or group basis.		
241	Ability to provide exception time only reporting for user specified groups.		
242	Ability to produce default hours for exception-based employees based on user profile.		
243	Ability to interface with timekeeping systems.		
244	Ability to verify hours worked based on work schedule and pay codes and present exceptions to a specified user.		
245	Ability to deliver client specified timesheets to various groups and/or types of employees, based on workflow.		
246	Ability to edit time prior to payroll processing, with an audit trail of all changes.		
247	Ability to display current leave accrual rates, codes and maximum balances for each employee while time is being entered or reviewed.		
248	Ability to handle mid-period work schedule/shift changes.		
249	Ability to view employee's schedule with shift and off day information at any time.		
250	Ability to record attendance history by day and print report.		
251	Ability to prevent the use of accruals over earned amount, with the ability to override with the appropriate security.		
252	Ability to receive notification when an employee has not been paid for pay period and is not on established leave.		
253	Ability to provide edit reports after time input that will capture user defined deviations such as excessive overtime or zero hours for active employees.		
254	Ability for managers to approve advanced scheduled leave.		
255	Ability to future date transactions for processing during the appropriate pay period.		
256	Ability to automatically post pre-approved leave during effective pay period.		
257	Ability for all fields in the database to be printed on the pay stub as desired (e.g., detailed pay, deductions, leave balance accumulators) with the associated "through" date.		
258	Ability to print multiple messages on the pay stubs based upon:		
259	Site-wide		
260	Department		
261	Job classification		
262	Benefit status		

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	Functional Requirements - Payroll		
263	Health plan		
264	Bargaining unit		
265	By any deduction category		
266	Ability to accommodate online entry of manual checks including automatic update of all employee and employer accumulators.		
267	Ability to accommodate automatic direct deposit of paychecks through electronic funds transfer to:		
268	Multiple accounts within a bank		
269	Multiple banks		
270	No limit to number of automatic direct deposit accounts		
271	Ability to print manual checks on laser printers with digital signatures.		
272	Ability to provide totals for reconciliation of:		
273	Benefit information for cost to organization		
274	Changes to employer deductions and taxes		
275	Government reporting for each employee		
276	Annual wages in taxes from payroll to 941's and W-2s		
277	Ability to provide a payroll proof list of all payroll calculations, gross-to-net, before checks are produced, including:		
278	Hours by type		
279	Earnings by type		
280	Employee tax liabilities		
281	Employee deduction amount		
282	Employer contribution amount		
283	Deductions not taken and set-up in arrears		
284	Employer portion of all taxes		
285	Totals by employee, project, fund, grant, cost center, division, department, total County		
286	Ability to record each replacement check number in the payment history record for the check that is replaced and the replacement number should not overlay the original check number.		
287	Ability to locate and view every check record using the replacement check number, employee ID number, or check date as a search key.		
288	Ability to automatically re-apply deductions from voided checks to subsequent payments.		
289	Ability to allow payroll adjustments to final paychecks for refund of vacation, sick, etc.		
290	Ability to enter future date for changes to employee or retiree's benefits: e.g.. age 65, end of probationary period, etc.)		
291	**EMPLOYEE SELF SERVICE**		
292	Ability for employee to view accrued leave balances.		

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	Functional Requirements - Payroll		
293	Ability to create a variety of user-defined workflows for self service tasks. These may include notification to employees, ability to NOT activate a change until proper approval, instant activation, etc.		
294	Ability to request time off through self service and have approved time automatically update the appropriate payroll processing run.		
295	Ability for employee to view benefit information and current selections.		
296	Ability to complete yearly benefit open enrollment online.		
297	Ability for the employee to view and request change to contact, direct deposit, and demographic information (Site determines which fields that an employee can view, which ones they can request for change, and allows for work flow for approval and posting changes)		
298	Ability to allow employees to request changes to insurance plans, dependent care flexible spending accounts, Health Savings Account contributions at allowable times in year.		
299	Ability for the employee to view current and past pay and tax information (paystub, W-2s, withholding status and exemptions)		
300	Ability for the employee to enter time sheet information via the Employee Self Service Module.		
301	Ability to enter the number of hours by the following:		
302	Hours code		
303	Shift		
304	Project		
305	Ability to enter a comment on the number of hours.		
306	Ability to view totals of what has been entered in the timesheet.		
307	Ability to submit the timesheet for the manager's review.		
308	Ability for the manager to login and view their department employee's timesheets.		
309	Ability for the manager to approve or reject the timesheet.		
310	Ability for the manager to add a comment when approving or rejecting.		
311	Software must maintain an audit history of changes with date, time and employee information.		
312	Ability to import approved timesheets into the payroll process.		
313	Ability to view and sign up for available training courses o line		
314	**STATE & FEDERAL REPORTS**		
315	The software must provide for standard governmental reporting features, such as 941, 1099 reports, W-2's, and W-3 (Indiana).		
316	Ability to produce all W-2 information for employees and reporting agencies (i.e., IRS and State, etc.) on laser printer.		
317	Ability to sort W-2 information in a user-defined format.		
318	Ability to reprint a single W-2 from current or prior year or do mass reprints.		
319	Ability to generate multiple state tax reports.		

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	Functional Requirements - Payroll		
320	Ability to produce files for transmitting W-2, 1099R, and payroll taxes electronically to Federal and State reporting agencies.		
321	Ability to generate standard reports that reconcile earnings to 941's.		
322	Ability to know if employee has both a W-2 and 1099.		
323	The software must gather all data necessary to prepare the federal EEO-4 report.		
324	The software must have capability to prepare the federal EEO-4 report.		
325	Ability to test W-2 information before making available to the employee.		
326	**STANDARD PAYROLL REPORTS**		
327	Employee Detail Report		
328	Detail Check History Report		
329	Payroll Register both Summary and Detail		
330	A report of deductions that were not taken and reason why		
331	Detail G/L Distribution Report		
332	Balancing Report		
333	INPRS file and report that Indiana requires.		
334	SUI file and report that Indiana requires.		
335	Deferred compensation file and report (Hoosier START).		
336	Ability to track pay types and generate reports on any of the pay types.		
337	Ability to produce a Cash Requirements report for each pay cycle		
338	Ability to run preliminary payrolls that do not update year-to-date balances but simulate the update of year-to-date balances with simulated postings to the general ledger (e.g. a test run).		

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	Functional Requirements - Applicant Tracking		
	GENERAL PROGRAM CAPABILITIES:		
1	The system shall support the function of recruiting and applicant tracking. At a minimum the following broad functions will be supported:		
2	Ability provide secure access to application data to designated staff		
3	Creation of job requisitions		
4	Automated workflow routing and approval of requisitions when position becomes vacant		
5	Tracking of requisition status		
6	Ability to apply on line with a user defined application(s)		
7	Tracking of applicants		
8	Processing of eligibility and referral lists		
9	Management and scheduling of testing and interview process		
10	Maintain minimum qualifications for each position.		
11	Automatic transfer of applicant to employee once hired.		
12	Automatic generation and routing of applications to hiring department.		
13	**JOB REQUISITION AND TRACKING**		
14	Support the following types of job openings:		
15	Promotional (intra-departmental)		
16	Inter-departmental (all employees)		
17	Open competition (internal and external applicants)		
18	Vacancy notice		
19	Other user defined types of openings (e.g., volunteer)		
20	System allows for recruiting, tracking, and monitoring of vacancy postings to determine an internal candidate pool.		
21	System supports notifying applicants by e-mail or US mail of the job opening.		
22	Ability to notify the applicant that their application has been received via e-mail.		
23	System has the ability to post job opening information on a web site or on IVR and TTY based joblines.		
24	Creation of a job opening within the system automatically (based on user defined option) makes the position available on the web site and the jobline.		
25	Creation of a job opening within the system notifies appropriate personnel that a personnel requisition is required.		
26	System allows applicants to apply for multiple job openings.		
27	System supports various workflow approval routings for departments with openings to make them aware of qualified applicants.		

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	Functional Requirements - Applicant Tracking		
28	System supports authorization approvals for hiring, central authorization approval when appropriate with the ability to appoint approval power.		
29	System supports maintenance of an effective dated eligibility list.		
30	System notifies user of existing valid eligibility list when a job opening is created.		
31	System records testing and hiring process requirements (process - not applicant specific), including:		
32	Steps required (written test, appraisal of promotability, rating from record, etc.)		
33	Order of testing steps		
34	Dates of tests		
35	Locations of tests		
36	Testing step may be specified as general and applicable to many positions (typing test) with expiration dates.		
37	General steps (typing test) may be skipped for individual applicants that have passed this step for another application process.		
38	System supports test item analysis (for validation of test components) and exam scoring.		
39	Provide ability to exclude items that are deemed invalid from final scoring of tests.		
40	**APPLICANT TRACKING**		
41	Ability for current employees to apply for a position that auto-populates with existing employee data.		
42	Ability for applicants to indicate job preferences, such as teaching grade level.		
43	System provides an applicant tracking system for both external and internal job applicants.		
44	System provides ability for users at remote locations (e.g., principals at schools) to see both in-house candidates and Web applicants.		
45	System produces and manages Certification Lists.		
46	System provides requisition tracking of all vacant positions.		
47	System evaluates application data against job prerequisites and indicated applicant preferences.		
48	System provides on-line entry of interview and test results.		
49	System stores the test scores of applicants.		
50	Ability to track interview history.		
51	System provides tracking of offers made to applicants.		
52	System records results of offers.		
53	System provides the ability to identify applicants in various stages (e.g. tested and untested) as separate groups.		
54	System supports an applicant file which can be purged or archived by user defined criteria.		
55	System provides for user-defined application forms (both paper and web based)		

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	Functional Requirements - Applicant Tracking		
56	System supports pre-employment criminal background screening for required positions and designated sensitive positions by establishing workflow processes to track an applicant's progress through the background screening, recording the information regarding the background, medical and psychological check.		
57	Ability to track post-offer pre-employment physicals and medical screenings for various job categories.		
58	System records, tracks, and reports on the people in the screening process and sub-processes.		
59	Ability to notify appropriate persons that a background screening(s) is required according to type of application (e.g., professional).		
60	System can automatically generate "no thank you" letters to non-hires when a position is filled.		
61	System facilitates the generation of follow-up letters according to status in the hiring process (e.g., schedule test, passed test, failed test, etc.).		
62	System integrates employee information with all other components to eliminate duplicate data input.		
63	System tracks all exams individual applicants complete.		
64	System tracks whether degrees, licenses and certifications have been verified, the date verified and by whom.		
65	For all contacts with applicants and people on certification lists, system tracks the following:		
66	Date and time		
67	Method of contact (telephone, mail, email, etc.)		
68	Person doing the contacting		
69	Tracks any material or notifications sent		
70	Position		
71	Response		
72	Ability to attached scanned documents such as resumes or integrate with document management system that contains such documents		
73	**DATA REQUIREMENTS**		
74	Personnel Requisitions and Applicant Tracking module has at least the following information:		
75	Position number for every position		
76	Position classification title		
77	Ability to identify positions that are vacant		
78	Valid dates		

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	Functional Requirements - Applicant Tracking		
79	Filing dates		
80	Role		
81	Task		
82	Assignment		
83	Sub-classification title		
84	Hiring manager		
85	Organizational Unit requesting		
86	Date Requested		
87	System tracks at least the following data on each applicant:		
88	Name		
89	Address		
90	Phone numbers (2 - primary and secondary)		
91	Social Security number		
92	Email address		
93	Person taking information (if different from applicant)		
94	Date of contact/application		
95	Position(s) applied for		
96	Interview schedule		
97	Interview results		
98	Test schedule		
99	Test results		
100	Effective Dates for contact or application		
101	Referral source - identify the recruitment method used to attract the person.		
102	Qualifications for specific job classification (multiple text entries)		
103	Training for specific job classification (multiple text entries)		
104	Special skills for specific job classification (multiple text entries)		
105	Work eligibility (yes/no)		
106	References:		
107	Name		
108	Address		
109	Phone Number		
110	Date Contacted		
111	Person having contact		
112	Method of contact (telephone, mail, email, etc.)		
113	Results		
114	Interviewers (name, personnel ID#, date interviewed)		

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	Functional Requirements - Applicant Tracking		
115	Eligible for hire/rehire		
116	System supports the optional EEOC statement questionnaire items:		
117	Race		
118	Ethnicity		
119	Gender		
120	Date of Birth		
121	Driver's License		
122	System provides a text/comment field to record comments and events. Example is an applicant's ad hoc request for reasonable accommodation.		
123	System provides comment field for each Applicant Tracking event, such as:		
124	Application		
125	Exam participation		
126	Exam results		
127	Other		
128	System tracks at least the following data for each exam or test:		
129	Exam or test name		
130	Exam or test number		
131	Persons responsible for exam process (exam analyst)		
132	Valid start date		
133	Valid End date		
134	Person requesting		
135	Person authorizing		
136	Minimum requirements for the position (10 user defined text based fields) per exam		
137	Uniquely identified valid test number (unlimited number) for any exam (to identify exact test version)		
138	Attachments (any type of file (word document, spreadsheet, pdf, links, etc.)		
139	Unique answer key number		
140	Score / pass / fail criteria		
141	**QUERYING/REPORTING**		
142	System allows applicants to query the database to find open vacancies.		
143	System allows applicants to determine the status of their application for any open vacancy.		
144	System allows user to inquire on all positions applied for by an applicant.		
145	System shall provide flexible reporting that allows the analysis of personnel requisition information, including:		
146	Open personnel requisitions		
147	Closed personnel requisitions		

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	Functional Requirements - Applicant Tracking		
148	Application activity		
149	Demographic information of applicants		
150	Status of personnel requisitions		
151	System allows inquiry of vacant positions (with flexible criteria) that are actively being recruited for.		
152	System provides ability to query database for prior applications by applicant.		
153	System produces at least the following reports:		
154	Individual applicant profile		
155	Vacant position listing		
156	List all applicants by name (show other data elements - user definable)		
157	List all applicants by job code		
158	Test / Interview schedule list		
159	Unqualified applicants list		
160	Qualified applicants list		
161	Eligibility extended list		
162	Eligibility expired list		
163	System provides listings of vacant/frozen/unfunded positions as required.		
164	System allows inquiry against applicant list.		
165	System prints mailing lists for all applicant correspondence.		
166	System prints form letters for distribution to applicants.		
167	System produces statistical reports reflecting historical EEO data on applicants.		
168	System provides a detailed report of cancellations and no-shows.		
169	System provides a report of training session, lesson, class, course, program, and outside training attendance.		

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	Functional Requirements - Human Resources		
	GENERAL PROGRAM CAPABILITIES:		
1	**EMPLOYEE DATA**		
2	Name		
3	Prefixes (i.e., Mr., Ms., Dr.)		
4	Suffixes (i.e., Jr., III)		
5	Hyphenated names		
6	Multiple home addresses		
7	Home address confidentiality flag		
8	County of residence		
9	Marital status		
10	Spouse and multiple dependent data		
11	Ability to notify when dependent turns a user-defined age that changes benefit eligibility		
12	Dependent SSN's		
13	Social Security Number		
14	SSN confidentiality flag		
15	Employee number (option for manually or automatically assigned)		
16	Birth date		
17	Gender		
18	Ethnicity		
19	Home phone		
20	Phone number confidentiality flag		
21	Cell phone		
22	Pager		
23	Multiple e-mail addresses		
24	Multiple emergency contact name(s)		
25	Emergency contact phone (multiple)		
26	Labor group code (for EEO4 purposes) - defaults from Position Control		
27	Veteran status		
28	Reserves status		
29	Work authorization flag		
30	Work visa information including type, number, and expiration date		
31	Original date of hire		
32	FICA class		
33	Benefit Date (multiple)		
34	Retirement date and plan		
35	Date of death		
36	Driver's license information including expiration date and state		

37	Education (type of degree, college, # of years attended, year earned)		
38	Multiple certifications and licenses and their expiration dates		
39	Multiple memberships in professional organizations or associations		
40	Digitized photograph		
41	Employment type (user-defined)		
42	FLSA designation, exempt/non-exempt designation and category - defaults from Position Control		
43	ADA accommodation		
44	Reference field for IRS code justifying FLSA exemption determination		
45	Grade and step plans and open range plans with a min, mid, and max		
46	Current assigned division/department/function and temporary assignment(s)		
47	Employee status (FMLA, active, suspended, etc.)		
48	Employee group (defaults from benefit info on position control)		
49	Base Salary		
50	Scheduled Hours (default from scheduling system)		
51	Shift and Shift Differential		
52	I-9 information (user-defined)		
53	Multiple user-defined fields		
54	**OTHER CAPABILITIES**		
55	Ability to accommodate workflow approvals of human resources related processes and documents.		
56	Ability to attach in date order by subject matter any electronic data (such as scanned or imaged forms) to an employee's record.		
57	Ability to perform HR-related transactions both real-time and in batch.		
58	Ability to track language ability (speaking and writing) other than English, including sign language.		
59	Ability to track length of time an employee has filled a position.		
60	Ability to track and report on driver's license expirations and provide notice to employee and supervisor of need for updated information.		
61	Ability to track positions that require CDL licensing and expirations of licenses.		
62	Ability to track and report on driver's license suspensions with associated reason.		
63	Ability to record and track the items that have been assigned to an employee (i.e., keys, cell phones, pagers, ID cards, parking passes, key cards, etc.).		
64	Ability to keep history on property assigned to the employee.		
65	Ability to track employee movement between positions within the organization and keep a permanent record of this information within the system.		
66	Provide for a separate file for terminated employees		
67	Ability to generate employee groups for tracking purposes.		
68	Ability to track and record volunteers with a unique identifier, separate from an employee.		
69	Ability to move from volunteer status to regular employee.		
70	Ability to track post retirement benefit costs and who is eligible.		
71	Ability to maintain record of employee plan history.		
72	Ability to validate that the employee is eligible for the plan selected.		

73	Ability to determine the coverage and deduction amounts for the employee using the parameters stored in the benefit plan structure tables.		
74	Employee Evaluation Module to schedule and record evaluations.		
75	Training Module to schedule and track all required training for an employee		
76	Ability to load individual classes and create a course catalogue		
77	Ability to assign training requirements by job title, department and facility		
78	Ability to register participants		
79	Ability to email registration confirmation and notifications		
80	Ability to create sign-in sheets		
81	Ability to track attendance		
82	Ability to grade or pass/fail a class		
83	Ability to notate class requirements for certifications		
84	Ability to create custom reports on all data		
85	Ability to allow employees to register for class directly		
86	Ability to allow employees to access their own training record		
87	Ability to import existing training tracking data		
88	Ability to track domestic partner benefits status		
89	Ability to indefinitely view terminated employee information for reference check information.		
90	Ability to provide for multiple salary schedules.		
91	Ability to accommodate salary table linked to job/position class.		
92	Ability to accommodate sets of benefit options linked to employee group.		
93	Ability to provide tracking of death for employees, retirees, or dependents.		
94	Ability to provide for mass updates of employee plan designation.		
95	Ability to track current benefit elections for retirees and spouses.		
96	The software has OSHA reporting module or functionality to track and report on all on the job injuries and generate summary OSHA log reporting.		
97	Ability to generate a specific EEO analysis, incorporating:		
98	History of appointments by nationality, gender, and job category.		
99	Current number of positions in class		
100	Number of positions to be filled		
101	Ability to track turnover data, identifying reasons for turnover (e.g. resignation, transfer, promotions.)		
102	Ability to accommodate sets of benefit options linked to employee group.		
103	Ability to provide tracking of death for employees, retirees, or dependents.		
104	Ability to provide for mass updates of employee plan designation.		
105	Ability to track current benefit elections for retirees and spouses.		
106	Ability to randomly selecting employees for city-wide random drug screen program.		
107	**FMLA TRACKING**		
108	Notice employees		
109	Identify multiple start dates with capability to handle intermittent time		
110	Identify multiple ending dates		

111	Ability to track different leave types which accumulate concurrently as defined by user for each employee (e.g. Workman's Comp., FMLA, leave of absence).		
112	Ability to view FMLA time off in the current rolling 12 month period.		
113	Ability to stop accruing leave when contracted maximums are reached.		
114	Ability to have multiple accrual maximums for different classes of employees.		
115	Ability to identify hours worked per week/year (to help determine FMLA eligibility)		
116	Ability to generate reminders to the person managing the FMLA leave (i.e. when we need a recertification from a doctor, remind when FMLA time is going to expire, need return to work statement from doctor, etc)		
117	Identify reason for leave (i.e. birth of child, own illness, military, FMLA, etc.)		
118	Calendar to track leave (easily see how much time has been used instead of having to go to Big Ben to see it)		
119	Ability to list physician information		
120	Ability to identify if paid leave is being used at the same time		
121	Ability to list date employment ended if they did not return to work		
122	Ability to see all past FMLA time off, not just current 12 month period		
123	**POSITION CONTROL**		
124	Ability to automatically assign a number upon position creation.		
125	Ability to report on an encumbered position and easily identify when a position is eliminated.		
126	Ability to ensure that only budgeted positions can be filled.		
127	Ability to maintain the following position data:		
128	Position created date		
129	Position status (open or closed)		
130	Job title		
131	Job specification code		
132	Supervisor or Manager indicator		
133	EEO code		
134	Union code		
135	Physical work location		
136	Department/Program/Project		
137	Percent of full time		
138	Salary grade and step		
139	Full-time/part-time flag		
140	Regular/temporary flag		
141	Division/Department/Program start date		
142	Workers Compensation Code		
143	Unemloyment seasonal code (required for Indiana.)		
144	Function Code (denotes sub-organizations within a department)		
145	Employee Group (to denote benefit entitlement)		
146	Cost Distribution Code		
147	Functional Labor Code (mandatory for EEO4)		
148	Skills Test Requirements		

149	Other user-defined fields		
150	Ability to maintain position history.		
151	Ability to automatically calculate new annual salary for budgeting and pay calculations based upon changes to pay tables, etc.		
152	Ability to accommodate split funded positions.		
153	Ability to create, delete, and make changes to positions and track history for the following including:		
154	Reclassify positions		
155	Modify positions		
156	Transfer positions		
157	Freeze or unfreeze positions		
158	Split positions		
159	Change the number of authorized full time equivalents per position		
160	Ability to maintain the following current salary information and display on line in a list format:		
161	Effective date (including future dates)		
162	Salary grade and step		
163	Wage grade		
164	Pay change reason code (table driven)		
165	Pay change reason notes/memo field		
166	Previous salary		
167	Other user-defined fields (e.g., appointed, rank, sworn, etc.)		
168	Ability to provide position control tracking of filled and vacant positions.		
169	Ability to follow organization history of the position (list of employees who filled a position over a user-specified period of time).		
170	Ability to have one employee be in multiple positions.		
171	Ability to track funding source to the position.		
172	Ability to maintain job descriptions for each position in the system.		
173	Ability to support condition based position changes (e.g., positions marked for attrition or title change).		
174	Ability to accommodate positions assigned in hierarchical structure and relationships.		
175	Ability to provide position control tracking of filled and vacant positions.		
176	**FMLA TRACKING**		
177	Notice employees		
178	Identify multiple start dates with capability to handle intermittent time		
179	Identify multiple ending dates		
180	Ability to track different leave types which accumulate concurrently as defined by user for each employee (e.g. Workman's Comp., FMLA, leave of absence).		
181	Ability to view FMLA time off in the current rolling 12 month period.		
182	Ability to stop accruing leave when contracted maximums are reached.		
183	Ability to have multiple accrual maximums for different classes of employees.		
184	Ability to identify hours worked per week/year (to help determine FMLA eligibility)		

185	Ability to generate reminders to the person managing the FMLA leave (i.e. when we need a recertification from a doctor, remind when FMLA time is going to expire, need return to work statement from doctor, etc)		
186	Identify reason for leave (i.e. birth of child, own illness, military, FMLA, etc.)		
187	Calendar to track leave (easily see how much time has been used)		
188	Ability to list physician information		
189	Ability to identify if paid leave is being used at the same time		
190	Ability to list date employment ended if they did not return to work		
191	Ability to see all past FMLA time off, not just current 12 month period		
192	**STANDARD REPORTS**		
193	Personnel Action Reports		
194	The software must generate paid time off, vacation, sick pay and comp time reports by department, of each employee's paid time off, vacation, sick and comp time including beginning balance, days taken, and remaining balance.		
195	The software must provide a listing of seniority information, including continuous service dates, review dates, birth dates, departments and job classifications.		
196	The software must generate a listing of benefits by employee.		
197	Salary Analysis Report		
198	Pension Reports		
199	Life Insurance Reports		
200	Vacancy reports		
201	**WORKERS COMPENSATION**		
202	Track when an employee is assigned to light duty.		
203	Track when an employee begins temporary total disabiltiy and returns to work from a workers comp injury		

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	Functional Requirements - Work Orders		
	GENERAL PROGRAM CAPABILITIES:		
1	Ability to track maintenance activity and costs related to facilities and equipment.		
2	Ability to access full history of work orders and activities against assets.		
3	Ability to attach unlimited reference documents of any file type to the work order.		
4	Ability to send automated notifications to the requesting department via electronic methods of changes in the work order status or material availability.		
5	Ability to identify work orders by billable status and track completed work orders through the accounts receivable module.		
6	Ability to generate template-based notification documents based upon work order type, type of work requested or status of work order to be sent to either internal or external users.		
7	Ability to have the system assign service/work order numbers with the ability for authorized users to override the system to assign a number (system should have the ability to insure no duplicate numbers are assigned).		
8	Ability to interface the entire ERP system.		
9	Ability to track purchasing history of materials used on a specific work order.		
10	Ability to have work order system open a requisition when sufficient inventory is not available to complete task assigned on a work order.		
11	**SERVICE REQUESTS**		
12	Required fields can be established that must be completed before a service request is submitted		
13	Ability to accommodate service order request generated by any of the following:		
14	Departments or Facilities		
15	Building		
16	System generated (e.g., preventative maintenance)		
17	Ability to generate multiple work orders from one service request and maintain tracking of the original service requests.		
18	Ability to track the following items for each service request:		
19	Requestor		
20	Requestor's phone number		
21	Date of request		
22	Problem description (short description field and long description free flow text)		
23	Long text description (unlimited text - indicate any limitations in the comments field		
24	Location (support multiple location/sub location combinations)		
25	Department		

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	Functional Requirements - Work Orders		
26	Requested completion date		
27	Equipment (support multiple equipment / sub equipment types)		
28	Request category code		
29	Priority		
30	Priority items have flags or color codes to alert reviewers		
31	Multiple contacts		
32	Other user-defined fields		
33	Ability to assign the service request for inspection before actually performing work.		
34	Ability to create work order from service request.		
35	Ability to default information into the work order from the service request.		
36	Ability to notify requestor when work has been completed through automated notification.		
37	**WORK ORDERS**		
38	Ability to generate work orders without a service request.		
39	Ability to generate work orders for scheduled and non-scheduled tasks.		
40	Ability to automatically generate Preventive Maintenance (PM) work orders based on the PM due dates, meter readings, etc.		
41	Provide for multiple, unique preventative maintenance schedules to be established for stationary equipment, facilities, or piece of equipment based on user-defined criteria.		
42	Ability to schedule the assembly and transportation of loaned assets, i.e. tables, chairs, and other furniture, to other facilities for special use purposes.		
43	Ability to track the following information associated with a work order:		
44	Unique work order number		
45	Unique tag number		
46	Requestor		
47	Location		
48	Date and time of request		
49	Complaint or problem		
50	Emergency (Y/N)		
51	Facility ID and/or name		
52	Asset number and description		
53	Multiple contact names and information		
54	Problem Description		
55	Category code (type of work requested)		
56	Priority		
57	Task codes (specific tasks completed to correct problem)		

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	Functional Requirements - Work Orders		
58	Start date		
59	Scheduled start date		
60	Status Code		
61	Completion date		
62	Requested completion date		
63	Project number		
64	General location		
65	GIS coordinates (Indiana State Plan and Lat/Lon)		
66	Location ID		
67	Multiple user-defined fields based on category code selected		
68	Department		
69	Assigned To		
70	Customer/Campus		
71	Other user-defined data		
72	Ability for work orders to display and print special instructions.		
73	Ability to track and/or query work orders by any of the elements on the work order (listed above).		
74	Ability to track multiple activities and tasks to a work order.		
75	Ability to enter information specific to a job when a work order is created or executed .		
76	Ability to assign work order to one person or multiple people.		
77	Ability to assign work orders to supervisors, technicians, and/or crews.		
78	Ability to assign work orders by type of trade.		
79	Ability to track a group of work orders to a project.		
80	Ability to track all dates throughout the work order life cycle (e.g., date received, date scheduled, date started, etc.).		
81	Ability to record date and time, changes made, and the user who made changes to any work order.		
82	Ability to create approval process prior to closing a work order.		
83	Ability to identify and prevent duplicate work orders.		
84	Ability to prioritize work orders based on user-defined parameters or assignments.		
85	Ability to create master work orders with associated sub-work orders (e.g., renovation project work order is made up of destruction, construction, electrical, plumbing, etc.) and provide an obvious cross-reference.		
86	Ability to generate automatic form letters (notification documents) to notify specified users when preventative maintenance is due.		

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	Functional Requirements - Work Orders		
87	Ability to override/modify recurring or PM work orders before they are actually generated.		
88	Ability to print out work orders for technician or field use.		
89	Ability to create work orders that contain multiple tasks.		
90	Ability to base standard charges on work order history and specific task.		
91	Ability to charge either prior to or upon completion of the work order.		
92	Ability to automatically schedule tasks to the assigned trade group at the first available time slot after the scheduled start date.		
93	Ability to execute tasks sequentially or in any order.		
94	Ability to modify existing work orders by adding tasks or new work.		
95	Ability to automatically update the equipment value or projected life as a result of the work performed on the work order.		
96	Ability to prioritize Work Orders based upon staff availability, safety requirements, regulatory requirements, public health, and annual master work schedule.		
97	Ability to automatically generate an on-line bill when billable work order is completed.		
98	Ability to define available hours for each technician or group per day.		
99	Ability to schedule work based on availability.		
100	Ability to see an overview of all scheduled work for all technicians from the Master Schedule.		
101	Ability to archive and/or purge closed or canceled work orders based on user-defined criteria.		
102	Ability to compile and sort technician information, including special skills and available work hours.		
103	Ability to create a preliminary master schedule for each group based on each technician's available work hours.		
104	Ability to produce scheduled work orders on a weekly, monthly, quarterly, and annual basis for facilities and equipment.		
105	**PREVENTIVE MAINTENANCE**		
106	Preventive Maintenance work orders must include:		
107	Unique WO Number		
108	Unique tag number		
109	Asset Number/Component ID		
110	Maintenance Activity Code		
111	Schedule Frequency		
112	Date Initiated		
113	Date Scheduled		

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	Functional Requirements - Work Orders		
114	Date Assigned		
115	Date Completed		
116	Date Closed		
117	Location		
118	Crew ID		
119	Supervisor ID		
120	Work Type Code		
121	Maintenance Type Code		
122	Total Cost		
123	Equipment		
124	Chargeable Account		
125	Labor & Parts		
126	GIS Link (including Feature ID/Tag and Feature Class/Type i.e.. Hydrant)		
127	GPS or GIS Coordinates (IN State Plane and Lat/Lon)		
128	Ability to exporting work order data and coordinates to GPS for use in field with mobile devices.		
129	Ability to provide a comment area on each work order to allow room for the crews to list preventive maintenance work not performed due to other conflicts.		
130	Ability to easily modify a preventive maintenance schedule.		
131	Ability to indicate preventive maintenance work orders that are delinquent.		
132	Ability to create a master list of scheduled preventive maintenance activities due in a selected period.		
133	Ability to move scheduled preventive maintenance when downtime or outages present performance opportunities.		
134	Ability to record undone preventative maintenance for immediate follow up or delay until next regularly scheduled maintenance activity.		
135	Ability to have the system display an icon indicating that an attachment is available online to describe maintenance steps usually performed on the asset reflected by the work order.		
136	**FACILITIES MANAGEMENT**		
137	Ability to track facility inventory including:		
138	facility name		
139	facility type		
140	description		
141	address - with standardized address fields		
142	location description (not all locations have an address)		

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	Functional Requirements - Work Orders		
143	area		
144	year built		
145	special instructions field for comments		
146	user-defined fields		
147	Ability to prioritize and schedule preventative maintenance based on risk assessment factors.		
148	Ability to track maintenance activity and costs related to facilities and equipment.		
149	Ability for all parts information to be accessed by part number, vendor part number, or manufacturer part number.		
150	Ability to establish and maintain a record of all parts used in maintenance and overhaul activities.		
151	Ability to record and display all parts issues, receipts, transfers and audits.		
152	Ability to maintain a record for each vendor that is used for supplying parts for the maintenance equipment.		
153	**RESOURCES**		
154	Ability to track to a work order the following:		
155	Equipment utilized		
156	Labor hours		
157	Overtime		
158	Labor overhead		
159	Materials		
160	Outside contractors		
161	Parts		
162	Associated fees		
163	Other user-defined elements		
164	Ability to report activity by relevant statistic (e.g., tables rented, etc.).		
165	Ability to charge time to a work order to the task or activity level of detail.		
166	Ability to estimate budget amounts of projects by using standard costing for personnel, equipment, materials, and contract resources.		
167	**REPORTS**		
168	Ability to sort and query information by date, work order number, or any element in the work order module.		
169	Ability to generate the following queries and/or reports:		
170	Active Orders		
171	Task by Status		

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	Functional Requirements - Work Orders		
172	Task Assignment by Technician		
173	Late Orders		
174	Order Charges		
175	Order Charges by Work Order		
176	Work Order Register		
177	Backlog Report by Trade and Shop		
178	Work Completion Register		
179	Work Order Efficiency Report		
180	Work Order Cost per Building		
181	Planning and resource utilization reporting		
182	Deferred preventative maintenance tasks		

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	Functional Requirements - Inventory		
	GENERAL PROGRAM CAPABILITIES:		
1	Define and enter new inventory items including all item attributes with an Item Template		
2	Ability to update or change item attributes or description.		
3	Must have common units of measure i.e. foot, unit.		
4	Capability to make items inactive or place on hold		
5	Field(s) to enter item manufacture's stock number for each item and the capability to cross reference and search by these stock numbers or manufacturer name.		
6	Field to list specifications for each item.		
7	Ability to group items together and make one entry to issue these items to a specific GL account.		
8	Define min/max quantities per item.		
9	Define reorder points per item.		
10	Ability to either receive items into inventory through the purchasing module or manually enter through a miscellaneous receipt		
11	Must be able to tie a purchase of and inventory item to a specific vendor and requisition number		
12	Enter serial numbers for some items.		
13	Enter costs for new inventory items and update item cost only.		
14	Inventory Costing method is FIFO but should have flexibility to alter method.		
15	Issue items from inventory and automatically expense to a specific GL accounts with the ability to manually override the account number.		
16	Ability to issue items to a specific service address.		
17	Ability to issue items with a "reason code" such as seasonal maintenance, correction for input errors etc.		
18	Ability to issue items with an assigned work order number to each issue.		
19	Ability to issue items and charge items to a specific contractor.		
20	Capability to print an issue ticket for each work ordered entered into the system either by the service address or work order number.		
21	Enter adjustments or corrections to increase or decrease inventory levels.		
22	Ability to override an item & issue it to a work order if the on hand quantity is zero.		
23	Process to transfer issues to GL and to Project module.		
24	Ability to define cycle count items, generate cycle count sheets and enter cycle counts entries.		
25	Ability to enter user defined transaction types and reasons.		
26	Ability to view item transaction summaries on screen for specific periods		
27	Ability to view supply and demand for a specific period on screen.		
28	View on hand quantities on screen.		

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	Functional Requirements - Inventory		
29	Capability to review cost history on a items during a specific time period.		
30	Ability to track warranty information.		
31	Ability to notify when warranty period on inventory items is about to lapse.		
32	**INVENTORY REPORTS**		
33	Inventory Value Report		
34	Account distribution summary		
35	Transaction register		
36	Items cross reference report		
37	Cycle count entries and adjustment report		
38	Items demand history report		
39	Transaction historical summary		

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	Functional Requirements - Parcel Management		
	GENERAL PROGRAM CAPABILITIES:		
1	Ability to interface to existing GIS system for land and parcel information.		
2	Ability to access GIS mapping data for road/street locations		
3	Ability to interface GIS functionality/applications into the Land Management module.		
2	Ability to track parcels of land including, but not limited to the following information:		
3	Address (Allow for multiple addresses per parcel)		
3	Resident (Allow for multiple residents)		
4	Structure type (e.g., two-car garage, mobile home)		
5	Use type (e.g., residential, agricultural, etc.)		
4	Sub division		
5	Unlimited user-defined fields		
6	Ability to track both the owner and resident (could be different) for each address.		
5	Ability to associate multiple addresses per parcel of land and a parcel of land to multiple addresses.		
6	Ability to capture multiple physical addresses and mailing addresses for each parcel.		
7	Ability to enter freeform text and/or attach electronic documents concerning a particular address or parcel (e.g., owners have dogs).		
6	Ability to query and/or report on the following parcel characteristics		
7	Community Name		
8	Parcel ID		
7	Owner Last Name		
8	Owner First name		
9	Address (Allow for multiple addresses per parcel)		
8	Status		
9	Developed (yes/no)		
10	Map Reference		
9	Zoning Class		
10	Property Class		
11	Exemption Class		
10	District Type		
11	District		
12	Related Information including:		
11	Utility Account Number		
12	Fixed Asset Number (integration with Financial System)		
13	Code Enforcement Case Type		
12	Code Enforcement Case Number		
13	Permit Type		
14	Permit Number		
13	Business/Animal License Type		
14	Unlimited Ownership History		
15	Unlimited Improvement Listing including the following characteristics for each improvement:		
14	Address of improvement		
15	Improvement Type		
16	Improvement Class		
15	Improvement Usage		
16	Tenant/Description		
17	Occupancy Type		
16	Year Built		
17	Number of Stories		
18	Unlimited user-defined fields		

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	Functional Requirements - Parcel Management		
17	Ability to attach documents (jpeg, bmp, doc, xls, gif, htm, pdf, txt, xml, xls)		
18	Unlimited Zoning History		
19	Split/Merge History		
18	Unlimited attachment of Documents (jpeg, bmp, doc, xls, gif, htm, pdf, txt, xml, xls)		
19	Integration and access to associated Utility Accounts		
20	Integration and access to associated Capital Assets		
19	Integration and access to associated License files		
20	Integration and access to associated Permits		
21	Integration and access to associated Permit, Inspection, Rental Property Certification cases.		
20	Parcel Messaging for an unlimited number of message types including but not limited to:		
21	Liens, Code Violations, Flood Zone, Outstanding Receivables, Etc.		
22	Ability to have pop - up message show up on all screens that reference the property.		
21	Messages can be a warning only.		
22	Messages can be a hard stop which will prevent activity from happening at that property.		
23	System provides the ability for mass messaging for properties by several criteria.		
22	**REPORTING**		
23	Parcel Listing by the any or all of the following criteria:		
24	Effective date (any historical date)		
23	Property Status		
24	Jurisdictions		
25	Districts		
24	Mapping levels		
25	Property Class		
26	Zoning Class		
25	Exemption Class		
26	Ability to view GIS map of resulting data		
27	Parcel Ownership Change Report by user defined date range		
26	Parcel Split/Merge activity Report by user defined date range		
27	Parcel Improvement Report by user defined year		
28	Zoning Change or Activity Report by user defined data range		

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	Functional Requirements - Permits		
	GENERAL REQUIREMENTS	-	
1	Users must have ability to add additional user defined license/permit types		
2	Assigns differing workflow approvals based upon license/permit type with the ability to override, based upon security level.		
3	Maintains a history of recurring license/permit applicants		
4	System alerts user when a license/permit/permit holder's insurance is about to expire		
5	Provides interface with geographical information systems (GIS) mapping and parcel data for generating project area maps and site location activity reports		
6	All information integrated with a single county parcel code.		
7	Provides identification for non-renewable license/permit/permit types and ability to automatically remove these upon expiration from active license/permit/permit list		
8	Provide configurable email messages that can be (optionally) configured to alert any party of interest (customer, contractor, department head, etc). Ability to specify body of email and recipients.		
9	Performs mass updates.		
10	Ability to revoke a permit without adversely impacting the rest of the project/application and its non-revoked permits		
11	Data Entry Features:		
12	Use of keystroke combinations and other shortcuts to navigate to fields.		
13	Logical location and order of fields with tabular progression from field to field.		
14	Automatically jumps to next field when current field data has been entered.		
15	Automatic completion of standard data entry inputs such as street names. Automatic function can be disabled if desired.		
16	Design focuses on the entering of any item of data only once across permit types		
17	Ability for users to establish permit category and subtypes, construction classifications, status indicators, inspection types, and other key attribute types based on easily- configured and managed data tables		
18	System should have a clear and consistent relationship between tables containing applicant data, project data, permit data, and inspection data.		
19	System must have conflict resolution features so that two different users may not update a record differently at the same time.		
20	Automatic date/time stamp on log entries		
21	Displays and reports the number of license/permits issued.		
22	User have ability to attach scanned documents, plans, image files, etc. to a permit application that can be launched for viewing within the application.		
23	**DATA REQUIREMENTS**		
24	Maintains information on license/permit and applicant including:		
25	Application/permit type (e.g. liquor, etc.)		
26	Owner Name		
27	Owner Address		
28	Agent (Applicant) Name		
29	Agent (applicant) Address, phone numbers, email, etc.		
30	Business License Number		
31	Business Name		
32	Doing Business As name (DBA)		
33	Business Type		
34	Telephone (multiple)		
35	Email		
36	Date of issuance		
37	Date of original application		
38	Dates of public hearings		
39	Date of final approval		
40	Characteristics for Mobile Homes (VIN, Make Model, etc)		
41	Date of expiration (if applicable)		
42	Maintains the following information on each license/permit:		
43	Estimated Cost of construction		
44	Prerequisite documents regardless of agency are tracked within the systems in any user defined order		
45	Whether APC (Area Plan Commission) approval is required		
46	Whether City Council approval is required		
47	Other user defined Boards/departments in order of approval		
48	Public hearing actions		
49	Department which must be notified that license/permit will be issued		
50	Whether application must be advertised		
51	Related projects (by ID number)		
52	Original application or amendment of conditions		
53	List of types of contractors, contractor names, license numbers, and other user defined characteristics		
54	Relevant section of code including URL link		

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	Functional Requirements - Permits		
55	Staff Comments		
56	Additional User Defined Fields		
57	List of documents to be provided applicant along with license/permit		
58	Occupancy types including user defined sub classifications		
59	Other information such as, but not limited to:		
60	Street Closures		
61	Parade		
62	Block Party		
63	Other Activity on City Owned Property		
64	Other user defined permit types		
65	**APPLICATION PROCESS**		
66	Provide the ability to record review actions made by various agencies and the time spent in review		
67	Provide the ability to assess fees and collect payments for planning projects. Fees displayed during processing should be determined by the type of project with only the fees applicable to the project type displayed		
68	Allow for duplicate permit fees to appear on the same application		
69	Allow for unlimited number of permits fees to appear on an application		
70	Ability to require certain pre-requisites		
71	Ability to specify levels on pre-prerequisites to control the sequence, ordering, and dependencies amongst inspections		
72	Ability to track applications for a variety of permit types		
73	Ability to track well and septic information of environmental health permits		
74	Provide user-defined fields on an application		
75	Ability to track buildings		
76	Provide user-defined fields on buildings		
77	Ability to track building systems (e.g. sprinkler systems, elevators, etc.)		
78	Provide user-defined fields on buildings systems		
79	Ability to track sub-divisions		
80	Ability to assign default restrictions and setbacks for a subdivision. These values are defaulted into new properties or into properties where a new subdivision code is assigned.		
81	Automatically calculate user-defined key dates for projects as part of the review process for a project		
82	Provide on-demand listings of planning projects in various sort orders (by address, type of project, project number, planner assigned, etc.) and with various selection criteria (status of project, application date ranges, planner assigned)		
83	Allow automatic scheduling of appropriate meeting dates as part of the review process of a project		
84	CAD or PDF technology utilized to markup and manage electronic drawing documents		
85	Assigns time constraints on permits and issues an automatic notice when the time constraint expires to the owning department/division		
86	System has the ability to manage all communications between the applicant, owning department and reviewers		
87	Applicants have ability to denote number of units		
88	Applicants can denote square footage		
89	Applicants can denote occupancy or use		
90	Routes certain license/permit through multiple departments or external agencies for approval. Different license/permit may need different routing processes.		
91	Provides review comments on this approval process.		
92	Automatically or manually assign license/permit numbers		
93	Routes certain license/permit through multiple departments as notification (approval not required)		
94	Maintains a history of recurring license/permit/permit applicants		
95	Prints all information, including scanned documents, that must be presented before public bodies		
96	Tracks issuance of certified letters to adjoining/nearby property owners		
97	Includes advertisement requirement		
98	Duplicates an existing permit application and all associated information to a new application at a different location. Another example would be a "standard plan" type of application that is being built repeatedly by a contractor		
99	Accommodates multiple names, addresses, and telephone numbers to be entered for an application		
100	**INSPECTIONS**		
101	Tracks the following details:		
102	Scheduled inspection date/time		
103	Requestor's phone number		
104	Actual inspection date/time (if different from the one scheduled above)		
105	Inspector Name		
106	Inspection type		
107	Inspection/reinspection		

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	Functional Requirements - Permits		
108	Inspection result		
109	Findings (Types, Cleared/Not Cleared, Failures)		
110	Clear date		
111	Fees assessed for special inspection or reinspection.		
112	Delinquent Accounts		
113	Inspector notes with audit trail of changes		
114	Compliance requirements for applicant		
115	Inspector checklists		
116	Permit revocation/suspension		
117	Notice of Violation		
118	Stop work notice		
119	Ability to assign inspections to staff by type and geographic attributes of the address/parcel.		
120	Ability to accommodate in-field or remote data entry capabilities by inspector through the use of notebook computers or hand held devices with wireless communication.		
121	Ability to specify levels on inspections to control the sequence, ordering, and dependencies amongst inspections		
122	Ability to link an inspection to a building systems (e.g. sprinkler systems, elevators, etc.)		
123	Ability to automatically populate inspections by permit types		
124	Audit changes made to inspections		
125	Ability to complete inspection scheduling and assignment online with multiple types of inspectors		
126	Provision of standardized inspection checklists. For example, an electrical inspection form might include established spaces to enter the number and capacities of circuits, size of main service, type of ground-fault interrupters, etc.		
127	Provision of error checking and permit validation routines that verify that all required fees have been paid, contractor licenses are valid, permit has not expired, etc. before an inspection is scheduled.		
128	Generates standard or custom inspection failure/correction notices.		
129	Users have ability to add freeform comments to inspection failure/correction notices.		
130	Users have ability to setup and maintain commonly used comments in a lookup table that can be accessed during results entry and modified for the specific entry.		
131	Provisions for reassignment of inspectors.		
132	Provision of convenient re-inspection fee collection.		
133	Determines and manages pre-determined inspections and sequences for different application types.		
134	**CALCULATING FEES**		
135	Provide integration to general ledger for posting cash entries to proper accounts		
136	Uses the system's Accounts Receivable module to post payments, handle bill printing, and reversals		
137	posted to open charges for permits, inspections, and any other charges that may be incurred.		
138	Provides for calculation of standard fees with effective dates using user provided formulas or tables, with history of any changes made.		
139	Determines permit fees on the basis of a standard fee schedule. Discuss system’s capabilities for alternative permit fee calculation methods.		
140	Includes and distinguishes county and state fees.		
141	Displays fee amount on screen when application is entered		
142	Tracks fee collections and receivables, provide for late penalties as appropriate, and generate payment receipts		
143	Generates multi-tiered fees		
144	Maintains information on impact fees and other developer assessments.		
145	Calculates fees with a base fee plus additional charge based on various user-defined statistics (e.g. square footage)		
146	Overrides default fee with a manual amount		
147	Suppresses fees with appropriate security		
148	Facilitates reconciliations with collections		
149	Ability to accommodate sales tax calculations		
150	Ability to create "what if" scenarios for process and/or fee estimation		
151	Fee collection information should include:		
152	Date		
153	Amount paid		
154	G/L category		
155	Partial payments		
156	Overpayments		
157	Refunds		
158	Manage and track refundable bonds		
159	Other adjustments		
160	Other pertinent, user-defined data		
161	**PLANNING**		

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	Functional Requirements - Permits		
162	History of land and use of that land		
163	System records subdivision of land and changes to land use plan		
164	Ability to capture impervious allocation for current and future storm water management		
165	**REPORTING/QUERIES**		
166	Reports on applications submitted (with status) over a user-defined period		
167	Reports on types of license/permit issued over a user-defined period		
168	Listing of inspections, selected by inspector and date range		
169	Listing of applications by various categories with tabulation of application/permit fees		
170	Listing of current code enforcement actions with date, responsible official, and status		
171	Standard required government reports		
172	Certificates of Occupancy issuance activity		
173	Permit expiration reports with option to print letters for expiring		
174	Owner builder reports		
175	Listing of applications entered into the system, where additional information or fees are needed before approval or permit issuance		
176	Complete project record including data in all fields, plan review status, and inspection summaries		
177	A weekly detailed listing of all projects that have not met pre-established performance dates		
178	Summary of average and median staff time for permit types for completed projects		
179	Reports on planning statistics		
180	Violation reports		
181	Produces a report on the license/permits that will expire within a user-defined time period by type of license/permit		
182	Produces reports for Law Enforcement/Fire/EMS department indicating the date range during which the license/permit is effective		
183	Produces a report indicating which departments have not approved		
184	Produces a report of collected payments for permits		
185	Prints license/permits/certifications		
186	Prints renewals and renewal notices		
187	Generates letters and/or address lists to property owners that might be affected by a proposed development project; integrate with Microsoft Word		
188	Provide integration to Microsoft Word to produce meeting documents (such as agendas) for all projects scheduled for a particular meeting and date. Allow retrieval of comments and/or conditions keyed in as part of the individual project reviews.		
189	Provide integration to Microsoft Word for entry of comments and conditions and to produce project summary documents		
190	Reports on residential vs. commercial permit valuation on a user defined time period.		
191	Supports Plan Tracking		
192	Ability to accommodate in-field or remote data entry capabilities by inspector through the use of notebook computers independently of wireless connection. Inspectors can update results on returning to the office.		
193	Ability to request an inspection over the internet		
194	Ability for a citizen to log a complaints/violation over the internet		
195	Ability to apply for a permit over the internet		
196	Provides the ability to manage property splits.		
197	Tracking of rental properties and occupants.		
198	Periodic inspection processing for rental properties, health inspections, business inspections.		
199	Tracking of restrictions and hazards associated with a property.		
200	Tracking of contractors/tradesmen licenses and license requirements.		
201	Ability to audit changes made to contractor's information		
202	Ordinances for Code Enforcement associated with the code enforcement master at the time of violation with historical ordinances maintained over time.		
203	Allows permit, inspection, code enforcement fees to be invoiced.		
204	Integration of inspection scheduling to Microsoft Exchange		
205	**SELF-SERVE**		
206	Applicants can enter application for a permit/license via web-browser interface. Process will allow checklist of process for applicant .		
207	System will provide web access for applicant that will guide applicant through the application process for different types of permits		
208	Limits which applications are available for online application, i.e., some applications may require an in-person visit to the City to apply.		
209	Supporting documents for an application can be attached to an online submitted application		
210	Ability for citizens to log in and view permit activity within the community		
211	Ability for residents to apply for a permit		
212	Ability for contractors to apply for a permit		
213	Ability for contractors to request inspections		
214	Ability for residents and contractors to make payment online		

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	Functional Requirements - Permits		
215	Ability for system to provide automatic updates to contractor on status of permit for the following:		
216	Permit Application approved		
217	Permit Application denied		
218	Permit Expired		
219	Permit Canceled		
220	Inspection Requested		
221	Inspection Passed		
222	Inspection Failed		
223	Ability for Contractors to print their permit online		
224	Ability for system to provide automatic updates to citizen on status of permit for the following:		
225	Permit Application approved		
226	Permit Application denied		
227	Permit Expired		
228	Permit Canceled		
229	Inspection Requested		
230	Inspection Passed		
231	Inspection Failed		
232	Ability for citizens to print their permit online		
233	Applicants can enter application for a permit/license via web-browser interface. Process will allow checklist of process for applicant .		
234	System will provide web access for applicant that will guide applicant through the application process for different types of permits		
235	Limits which applications are available for online application, i.e., some applications may require an in-person visit to the City to apply.		
236	Supporting documents for an application can be attached to an online submitted application		

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	Functional Requirements - Data Warehouse		
	GENERAL PROGRAM CAPABILITIES:		
1	The system provides an integrated data warehouse		
2	Access to the data warehouse can be set by user		
3	Access to the data warehouse can be set by role		
4	The snapshot of the data warehouse can be scheduled to be refreshed daily		
5	The snapshot of the data warehouse can be scheduled to be refreshed weekly		
6	The data can be displayed in multiple formats, such as bar graphs, line graphs, pie charts, and line charts		
7	The data from the warehouse can be exported in multiple formats, such as CSV, TAB and PDF.		
8	**DATA EXTRACTION AND LOADING**		
9	Uses an automated data extraction and loading process		
10	Ability to transfer large volumes of data to and from heterogeneous data sources and targets, including performing joins on tables contained in different databases, and handling type conversion and concatenation/splitting of data between different source and target models		
11	Ability to load data from those other application modules		
12	Includes data integration, movement, and shaping, to provide data cleansing and interoperability		
13	Able to handle scheduled routines		
14	Data extraction and load process modifiable as the business rules change and the data files involved change		
15	Provides security at the field level of all data tables		
16	Provides role base security for all display pages. Allows each user and each page to be associated with many different role types		
17	Provides the ability to limit specific users to specific types of data		
18	Allows users to select from different home pages		
19	Provides general dashboard features such as linking to other applications and generalized web searches		
20	Provides extensive documentation and online help functions		
21	Provides the ability to combine data from any number of source systems		
22	Supports concurrent use by multiple entities		
23	Supports user managed dynamic sorting of the displayed data and reports		
24	Offers paper or digital output		
25	Provides the ability to maintain an unlimited set of history on both imported and calculated data		
26	Generates reports and graphs, plus export data to spreadsheets and other analytical tools (formats such as: CSV, Tab delimited or PDF, etc.)		
27	Ability to disaggregate data based on data elements within the various data sets		
28	Ability to sort or rank order data. Ability to modify the data by applying if then statements, formulas or equations to the data set as part of the analysis process.		
29	Allows interactive development of data sets for end user display to link/merge data sets and pull appropriate data elements into the analysis		
30	Ability to combine data from various application systems into a single user viewing page		
31	Integrate visual representation and tabular display of the data and the ability for end-users to filter data by pre-defined constraints?		
32	Filtering data by subgroups?		
33	Flexibility in the graphic representation of the query results including: bar chart, pie chart and other common-use graphical presentation methods?		
34	Ability to link data sets based on multiple data elements to increase accuracy of the data merge process?		
35	Complies with state and federal laws and statutes that protect the confidentiality, integrity and availability of student information such as regulations from FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).		
36	**DATA REPORTING**		
37	Ability to develop standard data reporting templates that will be used by staff		
38	Data dashboard capability that can be modified to meet the needs of individual departments or changing needs of district		
39	Data dashboard can be set up with color coded levels and active reminders when levels fall below a set criteria. Criteria and color coding can be modified as needed by measure.		
40	Staff with minimal training can create their own templates or a Information Technology administrator can create templates to share with others		
41	Ability to link from page to page (generally drilling functions) by clicking on displayed data		
42	Ability to utilize color alternatives (background and font colors) to indicate user specific data conditions		
43	Ability of non-technical end-users the means to customize reports through a filtering function		
44	**PORTAL AND CENTRALIZED MANAGEMENT**		
45	Provide the district, schools and other staff access to appropriate education data and tools through a flexible, easy-to-use web interface		

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	Functional Requirements - Data Warehouse		
46	End-user tools provide quick response times to their end-users; describe your ability to consistently provide sub-second response times.		
47	Public portal accessible by any end-user with an Internet connection		
48	Supports common web browsers and windows sizes		
49	Supports current browser versions, yet remains backward-compatible as new versions are released		
50	Online help features are available		
51	Modifiable at some levels by internal staff to meet on-demand needs		

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	Functional Requirements - ADA		
	GENERAL PROGRAM CAPABILITIES:	-	
1	The software fully complies with the Web Content Accessibility Guidelines 2.0.		
2	The conformance level as defined by W3C WAI's Authoring Tool Accessibility Guidelines 2.0 is the following:		
3	Level A		
4	Level AA		
5	Level AAA		