Offerors shall use the following response indicators:	
Indicator	**Definition**
FP	Feature/Function is fully provided through the proposed ERP software and is included in the base price detailed in Column A of Appendix C: Proposal Cost Summary Form.
TP	Feature/Function is not included in the current software release and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system, which is not included in the base price. This system should be specified in the Comments column. An estimated cost of the third-party system must be included in Column B of Appendix C: Proposal Cost Summary Form.
CU	Feature/Function is not included in the current software release, is not planned to be a part of a future software release, and is not included in the proposed base price. However, this feature could be provided with custom modifications. An estimated cost of the customization must be included in Column B of Appendix C: Proposal Cost Summary Form.
NI	Feature/Function could be provided with a third-party system or customization, but is *not* included in the proposed price provided in Column B of Appenix C: Proposal Cost Summary Form.
NA	Feature/Function cannot be provided.

Appendix K: Functional and Technical Capabilities Response Matrix

1. General Functional Requirements

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
	General			
GFR.1	Accommodate Public Sector processing.			
GFR.2	SaaS Application.			
GFR.3	Provide migration of all current historical data in the City's current ERP solution. This is intended to include attachments (pdf, Word, Excel, Notepad, etc.) to internal documents, such as receipts, invoices, journals, etc.			
GFR.4	Capable of single sign on.			
GFR.5	Interfaces to other applications and is easily configurable with minimal IT involvement.			
GFR.6	Share a Fiscal Calendar and Chart of Accounts across all modules.			
GFR.7	Mobile capable.			
GFR.8	Capability to add notes to transaction documentation.			
GFR.9	Contain Collaborative functions application wide.			
GFR.10	User administered workflows with notifications.			
GFR.11	Create custom forms with workflow and notifications.			
GFR.12	Utilize workflows in all modules to pass documents through the system for electronic edits, approvals, etc. on a predetermined set of criteria. All approvers must have at least read-only access to the requisition or PO detail so notes, attachments, etc., can be reviewed.			
GFR.13	Accommodate electronic storage and retrieval of supporting documentation as required including notes.			
GFR.14	View historical information and all changes made based on security permissions (e.g., compensation over years).			
GFR.15	Link scanned documents to specific records.			
GFR.16	Allows a user to scan documents directly into the system.			
GFR.17	Supports documents that are scanned directly into the system and that are searchable.			
GFR.18	Supports record retention by content type.			
GFR.19	Provides an automated way of identifying "orphan" files that are not attached to a specific system record.			
GFR.20	Provides "Document Management System" functionality to track electronic files associated with specific system records.			

Appendix K: Functional and Technical Capabilities Response Matrix

2. Technical Requirements

Reference #	Technical Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
TR.1	Allows users to create, read, update, and delete data for the purpose of business licenses.			
	User Licenses			
TR.2	User license types (Concurrent or Seat).			
TR.3	Renewal options (Subscription or Maintenance).			
TR.4	User licenses are transferable.			
	Service Level Agreements			
TR.5	Notification process of outages and resolution.			
TR.1	Service package offerings for support (Silver, Gold, Platinum).			
TR.6	Patch testing to be performed in Test environment with designated City Staff for sign-off and approval.			
	Data Management			
TR.7	Data to be hosted and managed by Provider.			
TR.8	Test environment is provided - must be maintained and kept current with production.			
	Ownership of Data			
TR.9	Data belongs to the City.			
TR.10	Provider does not acquire any rights or licenses to use the data for its own purposes by virtue of the transaction.			
TR.11	Provider is obligated to return the City's data in both the Provider's format and in a platform-agnostic format.			
TR.12	Provider does not acquire or may not claim any security interest in the data.			
	Data Retention			
TR.13	Provider to retain all City data consistent with City Retention requirements and all local, state and federal laws.			
TR.14	Provider to destroy all City data on provider's server within thirty (30) days of written request by the City.			
	Location of Data			
TR.15	Location and process that the data is stored and backed up.			
TR.16	Backup should be stored in multiple physical locations for disaster recovery purposes			
TR.17	Certifications for specific information types			
TR.18	Provider to produce any required certification for specific data/information types (e.g. PHI, CJI, etc.).			
TR.19	Provider to identify any special requirements or restrictions for particular information or data types (e.g. if a separate agreement must be entered to store PHI).			

2. Technical Requirements (cont.)

Reference #	Technical Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
	Data Accessibility			
TR.20	Vendor should provide a methodology by which the City can access the data via scheduled ETL (extract, transform, and load) processes.			
	Data Security			
TR.21	Provider to specify the specific independent security standard utilized by the Provider.			
TR.22	Provider to provide an audit (SSAE).			
TR.23	Provider to provide notice of security/data breaches immediately upon learning of such a breach. This notification is in addition to any breach notification requirements set forth in local, state or federal law.			
TR.24	Logging capabilities available. Please describe in the comments section.			
	Data Privacy			
TR.25	Provide a privacy policy that describes the different types of information collected; how it is used, disclosed, and shared; and how the provider protects the information.			
	Data Encryption			
TR.26	Provide the encryption of data in both transmission and storage ("at rest") and explain the encryption standards applied.			
	Cyber Security Insurance			
TR.27	Provider to identify whether it carries cyber security insurance.			
TR.28	Provider to add the City as an additional insured to any cyber security policy and provide a certificate of insurance naming the City as an additional insured.			
	Suspension and Termination of Service			
TR.29	Provider to identify the events or conditions that would allow for suspension or termination of services.			
TR.30	Provider must provide a minimum 60 days advance notification of suspension and termination of services.			
TR.31	Provider must identify the basis for the suspension or termination.			
TR.32	Provider must give adequate time for the City to make arrangements for migration of its data and the identification of a new service provider.			
TR.33	Provider must ensure the data remains available to the City, in a usable format, for a specified period of time following a termination.			
TR.34	Regardless of the reason for the termination, Provider must return the data to the City in an agreed upon format within 30 days of termination.			
TR.35	If suspension is due to Provider fault, no payment will be made for the period of suspension or Provider will credit the City for any days when the service is suspended.			
	Warranty			
TR.36	Provider to warrant that the service conforms to and will perform to in accordance with its specifications and that it does not infringe on any third-party intellectual property rights.			

Appendix K: Functional and Technical Capabilities Response Matrix

3. General Ledger & Financial Reporting

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
GL.1	Accommodate public sector accounting, which includes fund accounting, modified accrual accounting, and full accrual accounting.			
GL.2	Accommodate an "interfund" cash account.			
GL.3	Provide a flexible user defined chart of accounts which can be modified as needed by a system administrator with appropriate security permissions (e.g., segmented for fund, department/division, unit, sub-unit, object, and sub-object).			
GL.4	Match fund structure to the financial reporting in the City's Comprehensive Annual Financial Report (CAFR).			
GL.5	Provide a General Ledger that is integrated with all other system modules so that reconciliation between applications is user friendly and efficient.			
GL.6	Mechanism that allows accounting entries to interface to the general ledger.			
GL.7	Produce statements at any user defined interval (i.e. daily, weekly, monthly, quarterly, and annually) in summary or detail and can be subtotaled at multiple levels in the chart of accounts.			
GL.8	Allow month end closings to occur in a new fiscal year without having to close the previous fiscal year, including producing all month end financial statements.			
GL.9	Support multi-year funds.			
GL.10	Automatically roll forward balances for balance sheet accounts at year end for a soft close.			
GL.11	Automatically roll forward balances for balance sheet accounts at year end for a hard close.			
GL.12	Store at least 7 years of transactional data in a live or transactional environment with the ability for the City to determine when data will be archived based on the number of years.			
GL.13	Allow archived data to be accessed by user based upon system permissions.			
GL.14	Limit account inquiry access to the balance/summary level.			
GL.15	Restrict user access to a City defined group of account numbers when entering a journal entry.			
GL.16	Prompt a warning to the user when creating a journal entry that crosses funds. This would be a soft warning but not a hard stop.			
GL.17	Restrict GL posting (i.e. live or batch) by account number.			
GL.18	Flag an account as inactive.			
GL.19	Flag an account as inactive based on a specified effective date.			
GL.20	Carry the entire chart of accounts forward to eliminate the need to manually key these accounts into the system.			
GL.21	Carry a range of chart of accounts forward to eliminate the need to manually key these accounts into the system.			
GL.22	Provide users the option to select accounts with zero balances or accounts that have no activity when carrying forward the chart of accounts to eliminate the need to manually key these accounts into the system.			
GL.23	Carry forward active and inactive accounts, even if they have zero balances.			
GL.24	Perform "soft closes" on periods so that a period may be opened again with proper permissions for the purposes of posting activity to that period.			
GL.25	Record a journal entry type (Document Type) in the general ledger for reconciliation purposes.			
GL.26	Restrict one-sided journal entries from being entered, with the ability to override with appropriate security permissions.			
GL.27	Perform automatic posting of recurring journal entries with appropriate approval process.			
GL.28	Flag a journal entry as a reversing journal entry and identify the new journal entry number and date.			
GL.29	Perform automatic reversals of month-end accruals at the beginning of the next period with appropriate approval process.			
GL.30	Drill down to see all account activities, to include the related accounts of the source journal.			
GL.31	Allow users to retrieve GL related information that is more than one year old.			
GL.32	Perform basic validation routines before data can be entered (e.g., data type checking, account validation, project numbers).			
GL.33	Produce GASB 34, GASB 42, GASB 45, and other compliance reports.			

3. General Ledger & Financial Reporting (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
GL.34	Allow the produced compliance reports to be editable by a user for formatting and final edits.			
GL.35	Provide fund accounting capability that complies with GAAP and GASB standards.			
GL.36	Display user defined reasons for rejecting general ledger transactions.			
GL.37	Provide at least 13 open periods, including one for audit adjustments (per 13).			
GL.38	Move a division or project from one department to another and carry over all associated history.			
GL.39	Allow selected accounts to be flagged in order to disallow any postings to occur to those accounts.			
GL.40	Flag by account number to require a work order, project number, or grant number to be associated with the posting transaction.			
GL.41	Attach documentation to an account based on account access permissions.			
GL.42	Enter comments on the account based on account access permissions.			
GL.43	Perform interest projections based on user specifications.			
GL.44	Allocate interest earnings, including negative interest, based on average balances calculated from user defined to/from dates and accounts.			
GL.45	Allocate interest earnings, including negative interest, based on a point in time balance and accounts.			
GL.46	Auto-post interest distribution to the General Ledger module with appropriate approval process.			
GL.47	Create a journal entry for interest distribution to the General Ledger module.			
GL.48	Export all GL queries to Excel.			
GL.49	Query for life-to-date information and year-to-date to include through any month, through any period, for any month, for any quarter, or for any year, to include or not include the accrual period.			
GL.50	Provide on-line queries for any journal entry based on user-defined criteria.			
GL.51	Ensure balanced entries in all transactions including those involving cash pool accounts, balance sheet accounts, budgetary accounts and Journal entries.			
GL.52	Import journal entry transactions from other vendor-developed and in-house developed systems (i.e., journal import functionality).			
GL.53	Edit journal entry data that was imported prior to posting to the GL with appropriate security and audit trail information.			
GL.54	Post statistical or non-financial data.			
GL.55	Use workflow technology to automatically route journal entries with attachments to approvers prior to posting.			
GL.56	Provide standard, recurring, and reversing journal entry capabilities.			
GL.57	Automatically populate fiscal year and period based on transaction type with the ability to override and disable.			
GL.58	Automatically populate fiscal year and period based on effective date with the ability to override and disable.			
GL.59	Automatically transfer activity from one account to another account with the ability to limit the setup of automatic transfers based on security permissions.			
GL.60	Disallow further posting to an account that is closed or inactive.			
GL.61	Disallow further posting to an account that is in the process of being closed or inactivated.			
GL.62	Disallow posting to a closed period.			
GL.63	Allow posting to a closed period based on user-defined permissions.			
GL.64	Prevent posting a journal entry to a control account.			
GL.65	Prevent editing a sub-system batch prior to posting to the GL based on security permissions.			
GL.66	Generate date-specific reversing entries.			
GL.67	Accommodate free form text or attachments associated with a journal entry based on security permissions.			
GL.68	Automatically assign sequential numbers to all journal entry transactions for audit trail purposes.			
GL.69	Capable of user- or system-added supporting documentation electronically.			

3. General Ledger & Financial Reporting (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
GL.70	Journals must include line item drill-down capability for each journal line when the journal source is from another ERP module.			
GL.71	Support user-defined Journal allocation rules to reallocate or prorate any line item as needed based on user-defined allocation criteria.			
GL.72	Support user-defined recurring journals which can be built and scheduled as needed.			
GL.73	Disable or re-enable any Chart of Accounts segment values			
GL.74	Limit individual or ranges of Chart of Account segment values for use with other segment's individual or ranges of values.			
GL.75	Provide a "reverse" feature which will allow any journal to be reversed for any reason. Reversals must be directable to reverse either in the same period in which it was originally posted or in any future period, depending on business needs.			
GL.76	Contain a core set of ledger reports for Expenditures, Revenue, Balance Sheets and Income Statements. Each segment of the Chart of Accounts must be able to present a balance sheet. Each balance sheet must have the capability to add a secondary balance sheet segment. For example, a balance sheet for a Fund can be combined with a segment Department which effectively provides a balance sheet for each department with a specific fund.			
GL.77	Include a feature which will allow staff to build and publish a complete Comprehensive Annual Financial Report. This will include the capability to combine multiple funds for reporting purposes into one of several reporting columns and to have separate reporting for Governmental, Internal Service, Proprietary, Component Unit, etc., fund types. The most recent reports are available on the City's website at http://www.chattanooga.gov/finance/finance-division/cafr			
GL.78	The fiscal calendar must encompass a year plus an accrual period. The calendar must be established for a July 1 - June 30 fiscal year, with July being month 1, through June being month 12. The calendar's accrual period for fiscal year-end adjusting journal entries which post effective June 30 but which is separately identifiable as its own period ("Period 13"). Must be able to have multiple fiscal years or periods open at the same time.			
GL.79	Expenses associated with Debt should be tracked as such. As bond proceeds are used, for example, what was purchased with those proceeds? Explain how the system would track use of bond proceeds. Discuss the system capability to facilitate "post issuance' compliance reporting for the SEC, including addressing Rule 15c2-12 for Municipal Securities.			
GL.80	Full audit trail for journal entries.			
GL.81	Upload attachments to each journal entry and the ability to change/add attachments even after the journal entry has been posted.			

4. Budgeting and Forecasting

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
	Budgeting			
BF.1	Revenue and expenditure projections compared to budget.			
BF.2	Extract General Ledger information for development of scenarios for future budget development.			
BF.3	Develop scenarios within the system.			
BF.4	Track all budget changes.			
BF.5	Show original budget, encumbrance budget rolled from prior fiscal year, and all budget amendments.			
BF.6	Track Budget against actuals for both current budget and rolled budget.			
BF.7	Workflow approval of budget modification.			
BF.8	Track budget and expenditures separately for encumbrances, associated budget, and expenditures for items which roll forward to a new fiscal year as committed against prior budget (set at fund level).			
BF.9	Secure distribution of projections.			
BF.10	Supports data upload and download.			
BF.11	Original and final budget information.			
BF.12	Support and track budget development worksheets.			
BF.13	Budget development, tracking, reporting.			
BF.14	Capability for user to download the budget from the system, created a spreadsheet version of the file for manipulation and editing by other users, then upload altered budget to the system.			
BF.15	Incorporate and add identifiers relating to specific Budgets and Expenses such as Results Areas, Offers, Capital Project #, etc.			
BF.16	Add Budget Narrative at the GL Segments/Identifiers level (i.e. Budget Variance Explanations).			
BF.17	Provide Budget Change Tracking and version including a prompt to update Actuals for current period.			
BF.18	Link Budget For Outcomes Request (BFO) to budget financials for reconciliation.			
BF.19	Input specific GL Segments into tables (Master List) which automatically updates the corresponding budget.			
BF.20	Add/change subsets of Funds and Department in addition to chart of account segments down additional levels (i.e. Cost Center, Fund).			
BF.21	Enable budget reports to be rolled up to a summary for management review, ad hoc reporting and all budget versions with comparisons.			
BF.22	Produce hard copy and PDF version of budget book that includes Links and tab inserts.			
BF.23	Produce a Comprehensive Annual Budget Report (CABR) in PDF with tabs and Links, Pictures, graphs, verbiage linked to financials.			
BF.24	Perform variable budgeting based on: rates, standards, volumes, user-specified factors.			
BF.25	Provide a current year vs. last year budget/actual vs. New Budget request comparison.			
BF.26	Final Budget automatic Journal Entry development and/or automatic upload.			
BF.27	System must publish draft Ordinance and adjust systematically in real time.			
BF.28	Roll-up expenses from the GL for specific periods (from-thru) in total, or monthly breakdown subtotals (i.e. Capital Project expenses).			
BF.29	Notifications when actual Revenue or expenses for specific GL segments have exceeded budget.			
BF.30	Change Budget For Outcome Funding.			
BF.31	System must be able to distinguish/identify Budgets & Encumbrances by current year vs. prior years.			
BF.32	Include HR within workflow for Personnel Changes during Budget process for approval/denial.			
BF.33	Excel export and import; budget upload, budget adjustments, etc.			
BF.34	Drill down from Dashboard view or queries at object level; drill to source Budget entries.			
BF.35	Pull in data from Payroll module to generate personnel budget for a specific time period.			
BF.36	Interfacing with the personnel systems for budget-relevant data such as existing positions, incumbents, contractuals, grades, salary tables, and bargaining units.			

4. Budgeting and Forecasting (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
BF.37	Implementation of a control process or workflow for adding or removing positions as part of budget submissions or decision packages, including discrepancy reporting and reduction processes.			
BF.38	System-assisted or automated calculations for salaries, benefits, vacancy rates, turnover, retirement costs, etc.			
BF.39	Support for personnel budget calculations such as positon control, headcount analysis, vacancy rates and savings goals.			
BF.40	Formulaic and security controls over selected budget line items (e.g. FICA rates, health insurance contributions).			
BF.41	Make universal increases or deceases to budgets as a percentage or dollar amount.			
BF.42	Accommodate rate changes for all benefits.			
BF.43	Accommodate pay increases.			
BF.44	Accommodate fixed costs (essential costs).			
BF.45	Multi-level approvals and phases of budget submission.			
BF.46	Accommodate service level measures (KPIs).			
BF.47	Distinction between programs that are being enhanced/improved or added/deleted.			
BF.48	Workflow approval capabilities to include budget Finance for position control and manage position additions and changes for budgetary compliances.			
BF.49	Accommodate budget submissions from external users.			
Forecasting				
BF.50	5 Year Revenue Forecasting with user ability to change indicators while maintaining existing preset indicators for future forecasting.			
BF.51	Establish baseline revenue and expenditure assumptions that include any recommendations for process improvements. These baseline assumptions must include maintaining fund reserves, meeting pension obligations, sustaining internal service funding to meet replacement cycles, fulfilling the City's debt service obligations, and other major factors that staff will identify with the consultant at the outset.			
BF.52	The workbook must be scenario driven. This means the workbook visualizes graphically all revenues, expenditures, required reserve limits, and with a graphic representation of any impact to actual reserves. Related graphs must be dynamic in nature, but also understandable, repeatable, and flexible.			
BF.53	The workbook must allow the end-user to make changes using an "if this, then that" approach. For instance, if the City adds 2 officers to the police department, then the impact to reserves will be X, running a deficit by fiscal year XXXX. Or, if the City introduces revenue measure Y, the impact on fund reserves would generate a surplus in fiscal year YYYY.			
BF.54	Personnel/Position Budget projections - all salary and benefits, including change scenarios (e.g. "What if").			
BF.55	Projections (expenditure forecast) to include current authorize, Filled, Vacancies, Overfilled positions.			
BF.56	Track Personnel changes and associated costs for variance explanations.			
BF.57	Merge projections (Position financials and Operating).			
BF.58	Routine COLA adjustment scenarios which may differ depending on internal organizational structure.			
BF.59	Accommodate multiple pay plans in wage growth simulation/forecasting.			
BF.60	Extract minimum salary and calculate all related benefits for new personnel requests.			
BF.61	Interface with HR for review and approval of Position changes (Workflow) and determination of position titles, pay grades, and starting salary.			
BF.62	Able to track position swaps (connect them).			
BF.63	Move an individual into another position with all their associated benefits.			
BF.64	Add a "employee start date" with expectation of employee not to be hired the entire 12 month period. The associated salaries will adjust based on months hired.			
BF.65	Adjust projections (salary & benefits) to the appropriate pay periods while maintaining the original annual salary.			

5. Capital Planning

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
CP.1	Connect bids/invoices/requisitions for easier tracking of project budgets.			
CP.2	Build projects consisting of multiple GL segments such as (cost centers, Funds) funding sources.			
CP.3	Build projects consisting of multiple funding sources while tracking those sources in capital reporting.			
CP.4	Support for multi-year (CIP) budget planning, including funding projections; multi-year projects; identification of "required" projects such as basic maintenance, paving, fleet purchases, transportation projects with federal funding, etc.			
CP.5	User defined Additional Identifiers (i.e. District #, types of Capital - Infrastructure).			
CP.6	Analytics for Future Operational Impact, i.e. new maintenance costs associated with a new park.			
CP.7	Systematic way of requesting Project Balance(s) be moved to other projects and maintain tracking, approval, disposition of requests.			
CP.8	Manage capital project information (e.g. location, type, description, facility, purpose, work days, commencement date, end date, cost estimates at 30%, 60%, 90% design, total project cost, final project cost).			
CP.9	Create sub-projects, task orders or work items associated with a capital project or program.			
CP.10	Individual contract and grant information as well as funding details associated with that project. In some cases, multiple contracts/grants will fund a single project or a single project may be funded by multiple grants			
CP.11	Assign Soft Costs to projects (e.g. Construction Management, Project Oversight Costs) by project phase.			
CP.12	Develops a capital program to be submitted for approval, including what-if scenarios reflecting different funding levels.			
CP.13	Capital Project Expense tracking for Bond Reimbursement (cash flow / investments interface).			

Appendix K: Functional and Technical Capabilities Response Matrix

6. Procurement & Inventory

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
	General			
PI.1	Fully integrated with the General Ledger and Payables modules.			
PI.2	Capable of being the system of record for all procurement requirements including, but not limited to, electronic documentation of bids, quotes, vendor response packages, and executed contracts.			
PI.3	Scan and attach documents.			
PI.4	Approval workflow with comprehensive capability for modeling and customizing business processes into automated workflows that drives the functionality of the system.			
PI.5	View multiple levels of audit history in the application, not just the last change, to include user, date, time stamp.			
PI.6	User configurable menus, screens, and fields, hide unused fields, set tab order, define mandatory fields.			
PI.7	Rules based workflow routing to multiple approvers that can be concurrent or consecutive with prioritization, alerts. Define out-of-office and backup approver process.			
PI.8	Visibility to Workflow queue that allows anyone in the process to view the workflow.			
PI.9	Searchable notes fields by key word across records and modules.			
PI.10	Allow for two, three, four and five digit pricing. Pass rounded (2-decimal) totals to the GL.			
PI.11	Requisition, Purchase Order, RFQ, Quotation, Receipt numbering must be system generated.			
PI.12	Month end and year end close process.			
PI.13	Accommodate document management within the application, including retention.			
PI.14	Track bond related purchase orders and transactions since their retention period extends to the related bond maturities.			
PI.15	Training resources provided for technical and user training post go-live; approach to delivery, training materials provided and available online tutorials, etc.			
PI.16	Provide a training module containing a repository to gather employee related training.			
PI.17	Reports - Required reports Requisition, Purchase Order, Bid, Request for Quote, Formal Bid, Quotations, etc.			
PI.18	Specify system reporting capabilities related to Procurement.			
PI.19	Report that lists Requisitions & PO when tying to GL.			
PI.20	Budget visibility and alert notification of spending limits;			
PI.21	Portal/Integration capability with P-Card.			
	Vendor Management			
PI.22	Share vendor master file between Purchasing and A/P.			
PI.23	User defined codes to classify vendor's minority status.			
PI.24	Classify vendor by NIGP Commodity Codes.			
PI.25	Vendor master file data to include, at a minimum: Contact Information, Vendor Number System Assigned, Legal name, Business type, Parent/Child, Tax ID, EIN, SSN, Address - Physical, Remit To, Status - Active, Inactive, W-9, ACH information.			
PI.26	Single vendor master for all integrated modules to prevent dual entry.			
PI.27	Vendor Sourcing - Decentralized vendor master maintenance permissions with review and approval before updating record.			
PI.28	Functionality to prevent or correct duplicate vendors and addresses.			
PI.29	Deactivate and archive vendor; retain history.			
PI.30	View vendor history - name change , dba, order history, etc.			
PI.31	Vendor history and changes flow to purchase order without having to cancel and re-issue.			
PI.32	Accommodate dozens of different locations/addresses for the same vendor.			

6. Procurement & Inventory (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
	Requisitions, Purchase Orders, Blanket Contracts			
PI.33	Web based requisitioning.			
PI.34	Create requisition with or without a vendor.			
PI.35	Allow multiple General Ledger accounts per line item on Requisition and Purchase Order.			
PI.36	Reference Work Order, Project, Grant, and/or Contract number on a Requisition and Purchase Order.			
PI.37	Rules -based workflow routing for approval of Requisitions and Purchase Orders based on dollar amount, General Ledger account, department, etc.			
PI.38	Requisition and Purchase Order approval via mobile device.			
PI.39	Convert approved Requisition to a Purchase Order.			
PI.40	Option for employees to shop a catalog (self-service).			
PI.41	Requisition system as the basis for procurement. Requisitions should be capable to encumber funds in the GL with budget checking, if desired.			
PI.42	Option to re-open underlying requisition upon cancellation.			
PI.43	eCatalog punch-out.			
PI.44	Real-time PO encumbrance with budget checking.			
PI.45	Accommodate multiple Purchase Order types: Standard, Blanket, etc.			
PI.46	Create Purchase Order without a Requisition.			
PI.47	Purchase Order Change Order processing with workflow approval, security settings, and history of change orders.			
PI.48	Auto-Create Requisition/Release against a Blanket Agreement once the buyer approves the requisition.			
PI.49	Utility to disencumber all Purchase Order at year-end with the ability to identify specific encumbers and "dis-encumber" as a batch vs. individually. The City cannot disencumber grants and projects with a longer life than fiscal year.			
PI.50	Flag procurement method used for each type of purchase (i.e.RFQ, RFD, Written Quote, Phone Quote, No Quote).			
PI.51	Cancellation in whole or in part should relieve the encumbrance.			
PI.52	Accommodate commodity level or document level purchase orders and releases.			
PI.53	Accommodate multiple accounting lines.			
PI.54	NIGP coding for line items.			
PI.55	Determine actual utilization rather than estimated utilization. For example, if a purchase order is for $1000 and only $900 is actually used (spent), report the $900 as utilization of a commodity or service order.			
PI.56	Edit the ship to address without having to cancel and re-issue the purchase order.			
PI.57	Blanket Contracts should able to set upper spending limits.			
PI.58	Releases against blanket contracts draw down against spending limits.			
PI.59	Cancellation of any unused portion of a Release reflected in the available balance of the underlying Blanket Contract.			
PI.60	Blanket Contracts do not encumber funds.			
PI.61	Blanket Releases encumber funds.			
PI.62	Expiration dates can be established, with the ability to extend.			
PI.63	Provisions for price increases can be included, if desired.			
PI.64	Blanket Releases and Purchase Orders should encumber funds in the General Ledger.			

6. Procurement & Inventory (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
	Vendor Portal			
PI.65	Functionality to support Bid and Quote management.			
PI.66	Purchase-To-Pay with vendor catalogs and punch-out catalogs.			
PI.67	Secured e-Bidding (eRFI/eRFP/eRFQ/eIFB), including line itemization, calculation w/Net terms.			
PI.68	RFP event set up, permit city staff to register evaluation panel members w/review and scoring roles for structured collaboration.			
PI.69	RFP automated evaluation functions, including sharing documents, evaluation criteria development, pre-qualifying prior to evaluation, review/score/rank matrix with/without knowledge of pricing, monitor evaluator status, including consensus scoring, automatic and custom email notifications, tracking of notes and information disseminated and collected from evaluation panel members.			
PI.70	Automated bid tabulation and sealed bidding.			
	Receiving			
PI.71	Partial receiving allowed.			
PI.72	Support entry and reconciliation of quantity received vs. quantity ordered.			
PI.73	Receiving capabilities - please describe in the "Comments" column.			
	Contract Management			
PI.74	Contract management - Manage new contract request, capture data related to contract and document authoring, contract creation, review and approval process, tracking, visibility, storage with easy access. (Multiple Users)			
PI.75	Routing/workflow for contracts.			
PI.76	Add/edit contract template drafting.			
PI.77	Track subcontractor information.			
PI.78	Upload contract document files.			
PI.79	View existing and past contract history.			
PI.80	Contract modifications tracking (change orders, amendments, etc.).			
PI.81	Milestones and event tracking: terms, renewals, task, etc.			
PI.82	Contract Management Compliance/Performance Tracking.			
PI.83	Generate standard and Ad-Hoc Reports, analysis, graphical charts, audit trails.			
PI.84	Automated email.			
PI.85	Secure negotiation portal.			
PI.86	Searchable contract repository w/index variables, publicly accessible.			
PI.87	Category and Spend Analytics Management, reporting on purchasing transactions, including metrics tracking, w/Clear audit trails, archiving, and search tools for completed sourcing events.			
PI.88	Supplier performance management.			
PI.89	e-signature ('DocuSign') SaaS.			

6. Procurement & Inventory (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
**Insurance Certificate and Bond Management**			
PI.90	Add/edit insurance certificates, Upload ACORD certificates in PDF.			
PI.91	Broker/Agent and insurance administration.			
PI.92	View existing and past ACORD certificates for history.			
PI.93	Run reports (e.g. vendor name, insurance type, status, certificate dates, notes, contract title, contract administrator, project names).			
PI.94	Automated notification settings, i.e. renewal, change, etc.			
**Asset Management**			
PI.95	Comprehensive inventory system which allows tracking of non-capitalized assets.			
PI.96	Section for adding lists of items to track that is not transferred to the GL. as well as a section for tracking storeroom values at various locations which can be tracked in GL and issued to work orders for costing of expense.			
PI.97	Section for tracking storeroom values at various locations which can be tracked in GL and issued to work orders for costing of expense.			
PI.98	Small Material Equipment (SME) tracking / Technology Trackings / peripherals assigned to individuals or departments.			
PI.99	Workflow to guide surplus decision and approval process that goes from the department all the way to auction for both capitalized and non-capitalized assets.			

Appendix K: Functional and Technical Capabilities Response Matrix

7. Accounts Payable

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
AP.1	Accommodate 3-way match of invoice, electronic receipt, and purchase order.			
AP.2	Accommodate 4-way match, if desired, for certain commodities.			
AP.3	Match process automated to allow the system to do the 3-way match when possible.			
AP.4	Provide invoice workflow with an audit trail for approvals.			
AP.5	Allow invoice match requirement to be waived for certain invoices when management approval through workflow is complete, based on predetermined criteria.			
AP.6	Allow for payments initiated from the Invoice without POs but have Invoice workflow and notification for approvals.			
AP.7	Automatically select invoices which have met the match or workflow approval criteria and make them available for payment. Payables staff can "select all" as well as de-select individual invoices for the payment processing run.			
AP.8	Accommodate payment by Check, ACH, Wire, or Purchase Card.			
AP.9	One-time vendors can be used when it is necessary to produce payments to individuals or companies which are not expected to be recurring payees.			
AP.10	Accommodate invoices created by data provided from other City-managed software for purposes of reimbursement (such as overpayment of property taxes or utilities).			
AP.11	Payment runs will provide an original and a non-negotiable image of checks, pdf images of ACH and Wire payments, and images of payments by Purchase Card.			
AP.12	Invoices to pay items which should be capitalized in the Fixed Asset system will create sufficient information in that system to create asset records.			
AP.13	Provide a portal for vendors to place electronic images of invoices which can then be matched, processed, and electronically preserved as payment support.			
AP.14	Check remittance can be attached to corresponding documents within system.			
AP.15	Communication tool to keep inquiries and comments with invoice from procure to pay.			
AP.16	Allow Payables inquiry of Purchasing system to include verification of PO date, account distribution, invoice history, receipt history, item unit prices, quantities ordered, units, billed units, unbilled units.			
AP.17	Allow pre-entry of invoices with department designation.			
AP.18	Allow unlimited documentation of payment problems and follow ups.			
AP.19	Allow automatic notification of items on hold due to variances, insufficient funds, supplier holds.			
AP.20	Provides check runs to allow addition or deletion of items as needed.			
AP.21	Provides auto signature on paper checks.			
AP.22	Provides as minimum for Remittance advice to be printed on checks and file copy: Supplier number, Supplier name, Supplier address, invoices listed separately, line description for payment if necessary, and check total.			
AP.23	Provides minimal interaction to correct payment matching.			
AP.24	Report violation of any tolerances.			
AP.25	Import invoices from other software to allow for completion of the following payments: Property tax refunds, Voluntary Payroll deductions.			
AP.26	Preparation of files to transmit payment information to Deferred Compensation companies.			
AP.27	Provide reports featuring the following: Scheduled selected payment-for verification of supplier totals for check run; listing on non-paid pre-entered invoices; listing of non-paid entered invoices on hold; listing of Retainage setup in-house and in Escrow; listing of receipts not matched to invoices.			
AP.28	Inquire only the purchasing and requisitioning module.			
AP.29	Query all payments made against a single Purchase Order.			
AP.30	Mass input invoices.			
AP.31	1099 reporting with the capability to issue multiple 1099 types to a single vendor depending on income type.			
AP.32	Allow alternative payment mechanism for invoices that are exempted from completive procurement process			
AP.33	Process credit memos.			
AP.34	Automatically accept and create liabilities from Payroll and Utility Billing.			

7. Accounts Payable (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
AP.35	Set up pre-defined sets of accounts and corresponding descriptions for vendors with recurring type invoices (i.e. electric bills) that are always expensed to the same general ledger account numbers. Provides ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.			
AP.36	Provide a function for automated process of voiding accounts payable checks. Provides option to automatically create reversing entries in the general ledger and void the check in the check reconciliation system. When voiding a check, the system gives the user the option to leave the invoice open for payment or void the invoice automatically.			
AP.37	Vendor record contain fields for both ordering and is able to accommodate multiple remittance addresses.			
AP.38	Address employee travel & expense transactions electronically.			

8. Accounts Receivable

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
AR.1	Customer Master File data to include: Number, Category or Type, Status, Name, Address, Email, Phone.			
AR.2	Track payment history, e.g. bad checks, delinquency, etc.			
AR.3	Track tax status.			
AR.4	User defined fields.			
AR.5	Define multiple billing types.			
AR.6	Define multiple billing invoice templates.			
AR.7	Create Contract for services provided by the City and billed to other agencies, e.g. set up recurring invoices.			
AR.8	Import receivables from other City applications to generate invoices.			
AR.9	Support decentralized entry of billing information with electronic approval process of bills generated for customers.			
AR.10	Invoice Granting agencies for reimbursable expenses or grant installment payments.			
AR.11	Classify Grant receivable as a different type to include or exclude from processes and reports.			
AR.12	Support centralized or decentralized cash receipting with multiple sessions at one-time.			
AR.13	NSF Check and returned ACH processing with ability to charge fines or interest.			
AR.14	Produce monthly Customer statements with current balance due plus accumulated interest, late fees, penalties, etc.			
AR.15	Turn late fee calculations on or off or override based on user security permissions.			
AR.16	Run aging summary or detailed aging reports by customer or in aggregate for specific intervals, e.g. 30,60,90 days etc.			
AR.17	Maintain notes on customer accounts with date and user stamp.			
AR.18	Generate, review and issue past-due notices using pre-defined templates.			
AR.19	Write off uncollectible Accounts Receivable with reason code.			
AR.20	Send AR info to collection agency interface.			
AR.21	Manage customer billing.			
AR.22	Process customer payments.			
AR.23	Process receipts through lockbox.			
AR.24	Manage funds capture.			
AR.25	Manage accounts receivable balances.			
AR.26	Manage revenue for Receivables.			
AR.27	Manage bills receivable.			
AR.28	Manage cash management and banking.			
AR.29	Manage collections.			

9. Fixed Assets

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
FA.1	Automated load of asset system for items purchased through Accounts Payable which meet predetermined criteria for capitalization based on predefined rules.			
FA.2	Manual additions of assets for items donated or for other needs.			
FA.3	Mass retire assets if criteria change (such as an increased capitalization threshold).			
FA.4	Close and reopen any month without re-running the depreciation for the month against all assets. (Incremental)			
FA.5	Provide a "staging area" (our "Modified Fixed Asset Book") where potential assets are initially presented from the AP system or by direct entry if donated, where a determination is made to capitalize, delete, retire, surplus, transfer, or combine components. These finalized assets are then copied over to a permanent book (or "Full Accrual Asset Book").			
FA.6	Record depreciation in a different GL Fund than in the GL Fund used for purchase. For example, governmental fund depreciation is all recorded in a single fund that serves to record an entity-wide expense whereas assets purchased within an enterprise fund will depreciate within that fund's books.			
FA.7	Depreciation and other GL entries pertaining to Fixed Assets will only be forwarded to the Full Accrual GL. This will facilitate daily operations in the Modified GL on a budgetary basis while also properly recording capitalization and depreciation on a GAAP basis in the Full Accrual GL for entity-wide financial statements.			
FA.8	Create / view depreciation schedules in modified asset and full accrual asset books.			
FA.9	Requires a specific account range used solely for fixed asset expenses (ex. 760000 - 769999).			
FA.10	Separate fixed asset into major categories such as vehicles, land, buildings, infrastructure, construction in progress, etc. Utilize multiple subcategories of each major type to facilitate depreciation on various schedules.			
FA.11	Search fixed asset using specific parameters such as date, asset type, invoice number, supplier number, any Chart of Accounts segment value, etc.			
FA.12	View scanned documents such as checks and invoices involved with fixed asset accounts.			
FA.13	Drill back to the transaction source that created the asset record (i.e. - invoice with the AP module).			
FA.14	Assign multiple components to a single asset.			
FA.15	Remove and delete charges from the fixed asset module.			
FA.16	Assign tag numbers.			
FA.17	Transfer assets from one fund to another fund or from one department to another department. This may require accounting adjustments as if an internal sale or donation has taken place. This can also include dealing with different depreciation rules with regard to the respective funds.			
FA.18	Capitalize, retire, and surplus fixed asset charges.			
FA.19	Create a manual data interface within the fixed asset module.			
FA.20	Control "placed in service" date regardless of the purchase date. This will impact the capitalization date and therefore depreciation.			
FA.21	Change the location and description of the asset. (Descriptive field showing department and individual responsible, to include address and room number if needed).			
FA.22	Flag all new entries into the system with a unique internal number. This unique internal number may ultimately stand alone and be assigned a "Fixed Asset Tag" number, or may be combined with other internal reports to show all phases of a numbers into a single asset with one "Fixed Asset Tag."			
FA.23	Monthly close and transfer to GL showing the results of all monthly activity.			
FA.24	Create draft of transfers to the general ledger before finalizing the transaction.			
FA.25	Search and extrapolate specific charges within a date range and account type.			
FA.26	Run depreciation reports regarding ledger, summary, retired, and additional asset reports applied to the fixed asset module.			
FA.27	Create a report detailing every asset assigned to each department.			

10. Debt Management

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
DM.1	Set up mass allocation rules to be run on at least a monthly basis. Mass allocation rules allocate the principal payments made in the modified accrual book to decrease the debt liability in the full accrual book. The MA rules also increases a debt liability in the full accrual book whenever money is drawn down (SRF loans) in the modified book.			
DM.2	Debt service schedules that can be pulled and updated debt directly from the software.			
DM.3	Run reports structured to show outstanding debt at the beginning of the fiscal year, any principal payments made during the current year, outstanding balance at the end of the fiscal year, and amount due in one year for all outstanding debt related to the City.			
DM.4	Mechanism that allows accounting entries to interface to the general ledger.			
DM.5	Account for multiple fund allocations for each debt issue.			
DM.6	Creates accounting entries required to record the debt issue on the General Ledger.			
DM.7	System create accounting entries required to record the debt issue maturity on the General Ledger based on the maturity schedule.			
DM.8	Allows interest expense to be accrued.			
DM.9	Creates the accounting entries associated with accruing interest.			
DM.10	Accounts for issuance costs.			
DM.11	Accounts for premiums and discounts from the sale of the debt.			
DM.12	Creates the accounting entries associated with the amortizing premiums and discounts.			
DM.13	Calculates and accounts for the deferred gain/loss from a refunding.			
DM.14	Creates the accounting entries associated with the deferred gain/loss.			
DM.15	Unlimited number of bond issues that can be entered into the system.			
DM.16	No dollar limit for the amount of an individual maturity or total bond issue.			
DM.17	Provide an audit trail, in either direction, from the original issue to the refunding issue.			
DM.18	For General Government debt, the system must be able to account for debt service payments in one fund (in the modified system) while accounting for the debt liability in a separate fund (full accrual system). Enterprise Funds debt will all be recorded in the same fund.			
DM.19	Capability for Derivative Accounting.			
SEC Reporting (Electronic Municipal Market Access)				
DM.20	Track all debt (outstanding, refunded, partial refunded) by CUSIPs.			
DM.21	Track, but not interface with the GL, outside agencies that must be reported by the City such as Industrial Development Board (IDB) and Health Educational and Housing Facility Board (HEB).			
Accounts for the following types of debt, at a minimum:				
DM.22	- Lines of Credit			
DM.23	- Serial Bonds			
DM.24	- Term Bonds			
DM.25	- Short term anticipation notes			
DM.26	- Commercial Paper			
DM.27	- Advanced refundings of Debt			
DM.28	- Cash Refundings			
DM.29	- Loans			
DM.30	- Leases			

10. Debt Management (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
Accounts for the basic bond information, as follows:				
DM.31	- Issuer			
DM.32	- Original par Value			
DM.33	- Premium			
DM.34	- Discount			
DM.35	- Issuance Cost			
DM.36	- Issue Date			
DM.37	- Settlement Date			
DM.38	- Final Maturity Date			
DM.39	- Bond Type (i.e. revenue, GO, etc.)			
DM.40	- Coupon Interest Rates			
DM.41	- Frequency of Payment			
DM.42	- Maturity Schedule of Principal and Interest			
DM.43	- CUSIP Number			
DM.44	- Underwriter			
DM.45	- Financial Advisor			
DM.46	- Legal Advisor			
DM.47	- Fiscal Agent			
DM.48	- Other (explain)			
DM.49	Accounts for odd date first or last coupon periods.			
Supports the following types of interest rate calculations:				
DM.50	- Calculation basis (30/360, etc.)			
DM.51	- Calculation frequency (semi-annual, etc.)			
DM.52	- Variable Rate			
DM.53	- Other (explain)			
	Reporting			
DM.54	Outstanding debt by issuer.			
DM.55	Issue detail report by issuer.			
DM.56	Debt cost report by issuer.			
DM.57	Future debt payments report by issuer.			
DM.58	Debt maturity distribution report by issuer.			
DM.59	Historical debt position report by issuer.			
DM.60	Built-in function to create graphs.			
DM.61	Ad-hoc reporting capability.			
DM.62	Debt forecasting capabilities.			
DM.63	Use data elements for searching.			
DM.64	Provide a report to identify information to facilitate arbitrage compliance.			
DM.65	Provide arbitrage calculations for investment of proceeds of each unique bond issue.			

11. Investment Management

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
IM.1	Investment Management (integrated).			
IM.2	Auto journal entries for bank transactions between separate banks or the same.			
IM.3	Portfolio analytics/Dashboards.			
IM.4	Notification of maturities by week/Month/day.			
IM.5	Posting of interest income based on the initial investment fund or another fund as defined.			
IM.6	Auto entry for maturity of investments.			
IM.7	Periodic journal entries for accrued interest.			
IM.8	Calculate the rate of return on portfolio on a periodic basis.			
IM.9	Cash Forecasting/ Cash flow analysis.			
IM.10	System create investment transaction journal entries that interface to the general ledger.			
IM.11	System account for and amortize premiums and discounts.			
IM.12	Account for multiple fund allocations for each security/investment.			
IM.13	System provide for the sale, or partial sale, of an investment allocation to another fund, including any accruals or amortization.			
IM.14	Allocate premiums, discounts, and accrued/purchased interest between fund allocations of an individual security.			
IM.15	Calculate and account for fees if applicable at the investment allocation level.			
IM.16	Allow fees to be calculated based on a formula.			
IM.17	Accounts for all investment transactions in compliance with the requirements of GAAP.			
IM.18	Allocates investment earnings to participating funds/departments, according to a predetermined formula.			
IM.19	Multi-portfolio capabilities.			
IM.20	Describe the types of investment securities supported by the system.			
IM.21	Performs all portfolio performance and risk analytics normally employed to monitor and evaluate fixed income portfolios.			
IM.22	Benchmark security/investment to an appropriate index.			
IM.23	Maintain historical data with the ability to compare.			
IM.24	Provide current market prices or have the ability to retrieve pricing data from independent sources.			
IM.25	Investment earnings to be allocated daily/monthly/quarterly/annually.			
IM.26	Manage pooled funds and allocate earnings to accounts within the pool.			
IM.27	Unlimited number of investment pools or participants.			
IM.28	Evaluate the portfolio's degree of compliance with investment policies.			
IM.29	Calculate OES duration with the market probability of calls.			
Maintain an investment inventory including, but not limited to:				
IM.30	- Investment Type			
IM.31	- Original Cost			
IM.32	- Maturity Value			
IM.33	- Market Value (Fair Value)			
IM.34	- Purchase Date			
IM.35	- Maturity Date			
IM.36	- Settlement Date			
IM.37	- Coupon (variable vs Fixed)			
IM.38	- Yield			
IM.39	- Purchased Interest			

11. Investment Management (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
IM.40	- Basis of Calculating Interest			
IM.41	- Interest Payment Frequency			
IM.42	- Amortization Schedule			
IM.43	- Fund Code			
IM.44	- Fund Allocations and the ability to change fund and account allocation if needed			
IM.45	- Call information			
IM.46	- CUSIP Number or Acct No			
IM.47	- Safekeeping Institution			
IM.48	- Broker			
IM.49	- Issuer			
IM.50	Allow interest to be accrued.			
IM.51	Supports interest rate calculations. Please articulate which calculations the system supports.			
IM.52	Calculates periodic Net Asset Value (NAV).			
IM.53	Calculate duration to maturity.			
IM.54	Handles different types of interest rate variations.			
IM.55	Accounts for cash interest received.			
IM.56	Forecasts interest income over any specified period.			
IM.57	Allows for multiple investment pools.			
IM.58	Market Pricing service.			
IM.59	Reports accrued interest, earned income yield, weighted average book yield, average daily balance, market value and book value.			
IM.60	Reports transactions, maturities, and interest income over user defined periods.			
IM.61	Report on portfolio composition by security type, maturity, coupon, broker.			
IM.62	Ad-hoc reporting capability.			
IM.63	Include built-in graph and charting capabilities.			
IM.64	Internal investment number (Unique identifier) by fiscal year.			
IM.65	Investment performance report including graphs and charts (i.e. avg rate of return, benchmarks, investment income, comparative data, etc.).			
IM.66	Interface all transaction to General Ledger.			
IM.67	Workflow approval.			
IM.68	Flag the status of investments (Open/Closed).			
IM.69	Maintain Original Purchase separate from maturities and interest and having a current net investment.			
IM.70	Manually (or have user controlled to auto fill) Investment Description.			
IM.71	Tracking specific Investments from Purchase to maturity to repurchase (with interest).			
IM.72	Provide arbitrage calculations for investment of proceeds of each unique bond issue.			
IM.73	Identifiers for specific Investments to group together.			
IM.74	Ability to report historical data of all bond proceeds including expenditures and investment activities.			

12. Grant & Project Management

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
GPM.1	Grant Tracking: pre and post award, all phases.			
GPM.2	Pre and post award tracking.			
GPM.3	Reports and queries by inception-to-date, inception through fiscal period, and fiscal period (month, quarter, or fiscal year).			
GPM.4	Handle multiple year financial transactions against a single budget.			
GPM.5	Identify grant and project funds, tracking each by fiscal year and inception-to-date.			
GPM.6	Control spending based on the budget.			
GPM.7	Upload and store an unlimited amount of grant related documents in any type of format (PDF, excel, word, etc.)			
GPM.8	Interface with other modules, including GL.			
GPM.9	Organize and batch uploaded document as needed (uniform file structure).			
GPM.10	Download module information into an outside format (GL Connect).			
GPM.11	Create and implement an approval path for grant managers to apply for grants.			
GPM.12	Store all information after grant is closed for historical data purposes.			
GPM.13	Generate reports that pull information across funds.			
GPM.14	Create fillable master documents that grant managers can complete in the module.			
GPM.15	Assign access levels to module users.			
GPM.16	Grant managers to create a grant calendar specific to his/her grant with grant related deadlines that can alert the grant manager and City grants team of the deadlines via email.			
GPM.17	Track project phases.			
GPM.18	Reports and queries by inception-to-date, inception through fiscal period, and fiscal period (month, quarter, or fiscal year).			
GPM.19	Control spending based on the budget.			

Appendix K: Functional and Technical Capabilities Response Matrix

13. Cash Management

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
CM.1	Automated bank import from banks for AP and Payroll.			
CM.2	Manual clearing of checks.			
CM.3	Automated clearing of ACH			
CM.4	Un-clear AP checks, payroll checks, and ACH.			
CM.5	Automated reconciliation of all entries of bank accounts to the corresponding GL accounts.			
CM.6	Accommodate multiple "Zero Balance" or "Control Pay" bank accounts.			
CM.7	Transmit and receive bank files.			
CM.8	Generate outstanding checks listing for AP and payroll.			
CM.9	Cash Forecasting/ Cash flow analysis.			

Appendix K: Functional and Technical Capabilities Response Matrix

14. Human Resources

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to	Comments
	General Requirements			
HR.1	Employee central/master file that is the single source of employee records in which all other system modules interact with.			
HR.2	Integrates with the financial and payroll modules, including but not limited to; time entry, payroll, general ledger, and work orders.			
HR.3	Workflow functionality to support Human Resources management processes, including (but not limited to) personnel actions, new hire on-boarding, employee termination activities, discipline, grievances, and performance management.			
HR.4	Workflow approval capabilities for position control and manage position additions and changes.			
HR.5	Maintain an audit log of all personnel changes.			
HR.6	Process personnel transactions for multiple organizational units (mass changes).			
HR.7	Mass changes on employee data based on reorganizations (reassign departments or divisions.)			
HR.8	Accepts retroactive changes to any element of a personnel record, with appropriate security permissions, ensuring all forward-calculations are made appropriately.			
HR.9	Date-based personnel system that allows "personnel/employee actions" to be automatically triggered based upon effective dates.			
HR.10	Notify a manager(s) based on effective date for step increase.			
HR.11	Provide a notification to a manager(s) in advance of the step increase.			
HR.12	Records personnel related transactions and activity, and provides an ability to view and/or print any electronic approval or action that has been taken.			
Set up and establish rules, workflows, and track changes for the following Personnel Actions, at a minimum:				
HR.13	New Hire;			
HR.14	Transfer;			
HR.15	Promotion;			
HR.16	Rehire;			
HR.17	Retirement;			
HR.18	Separation;			
HR.19	Demotion;			
HR.20	Discipline;			
HR.21	Pay increase or decrease;			
HR.22	One-time award;			
HR.23	Other.			
HR.24	Automatically initiate an onboarding notification and/or workflow process for new hires (i.e. uniforms, tools, incidentals).			
HR.25	Request and accept electronic credit and background checks from outside agencies.			
HR.26	Initiate an automated notification to all necessary parties when an employee is terminated.			

14. Human Resources (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
HR.27	Automatically generate an employee number.			
HR.28	Provide online inquiry to user-defined portions of the personnel master file by employee number, by employee name, or user defined criteria with appropriate security restrictions.			
HR.29	Produce online, customized forms for submitting various automated requests (i.e., employee requisitions, personnel actions, tuition reimbursements, worker's compensation claims, accident/injury reports, leave of absence, etc.) with appropriate security restrictions.			
HR.30	Scan and store employee images (photos).			
HR.31	Scan, link or upload different types of documents and associate them with an employee.			
HR.32	Provide work flow for approval process at multiple approval levels with date/time/ID stamp for electronic signature.			
HR.33	Provide mass pay increase functionality by percentage amount or dollars.			
HR.34	Update salary grade ranges and steps amounts by percentage or flat dollar amounts.			
HR.35	Archive and easily retrieve on-line employee records for up to 30 years after retirement/termination, with various time periods based upon the records (e.g. audit records, asset records, etc.).			
HR.36	Specifically mark records to prevent deletion based on standard record retention policies.			
HR.37	Assign role-based security to a position and/or an individual user to control what employee information is accessible.			
HR.38	Ability to restrict access related to authorization control by department.			
Job Requisitions				
HR.39	Generate electronic requisitions to fill position vacancies.			
HR.40	Upon creation of a job requisition, create a system-generated requisition number and creation date based on the system date (real date).			
HR.41	Uploads and maintains multiple documents (i.e. certifications, licenses, driving records) for a requisition and then maintains this information for the applicant.			
HR.42	Restricts user access to requisitions according to user-defined authorization rules.			
Captures and define different types of job candidates, including the following:				
HR.43	Active			
HR.44	Passive			
HR.45	Pooled			
HR.46	Pipeline			
HR.47	Ensure appropriate approvals have been received on position requests.			
HR.48	Set a user-defined job posting time period.			
HR.49	Automatically close a requisition at a user-defined time to reflect the close of business for the requisition closing date.			
HR.50	Permit authorized users to close or delete a requisition manually.			
HR.51	Automatically close the requisition when the hiring process has been completed.			
HR.52	Automatically track "Date of last update," including name of user making the last saved update.			
HR.53	Notify requestor when position has been approved and initiate other related events (e.g., recruitment process).			
HR.54	Add customizable fields on the requisition.			
HR.55	Add ad hoc reports to show the time to fill, time to start, open requisitions and filled requisitions.			

14. Human Resources (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
HR.56	Pre-populate fields based on position control number with the ability to override.			
HR.57	Manage batch job postings for large quantity positions (such as internships).			
	Applicant Sourcing			
HR.58	Support and track employee referrals.			
HR.59	Interfaces with social media platforms such as LinkedIn, Twitter, Facebook, etc.			
HR.60	Index job postings to other sites.			
HR.60	Interface with external job boards. Please indicate which job boards the City can utilize through the system.			
HR.61	Uses a search function when interfacing with job boards.			
HR.61	Allows applicants to apply through different social media platforms such as LinkedIn.			
HR.62	Tracks candidate leads from conferences and events.			
	Applicant Screening			
Processes pre-screening events, including but not limited to:				
HR.63	Background checks;			
HR.64	Skills assessments;			
HR.65	Experience ratings - licenses, credentials, competencies and certifications;			
HR.66	Personality profiles;			
HR.67	"Hurdle" questions.			
HR.68	Integrates screening events with a candidate's master profile.			
HR.69	Imports screening data/results to applicant record from external systems.			
HR.70	Extrapolates years of experience from dates (i.e. worked from 2005 to 2010 = 5 years experience).			
HR.71	Provides correspondence templates. Please provide examples.			
	Application Data			
HR.72	Maintains applicant data under one profile.			
HR.73	Maintains one candidate/applicant profile that follows the candidate through the system.			
HR.74	Applications and/or resumes can be uploaded and scanned.			
HR.74	Tracks all application changes.			
HR.75	Candidates can submit and maintain multiple applications.			
HR.75	Candidate self service function. Please provide details.			
HR.76	For pooled candidates, indicate if all Managers see one posting.			
HR.76	Indicate if hiring managers may collaborate/view each others' notes and comments.			
HR.77	Supports and processes centralized panels.			
HR.77	Manages pooled and passive candidates.			
	Employee On-Boarding			
Define the ability to produce the following:				
HR.78	Offer letters;			
HR.79	New Hire paperwork (policies, handbook, tax forms, etc.);			
HR.80	I-9 completion;			
HR.81	Identify when documents or steps are missing.			
Support the claim that your system maintains a positive experience:				
HR.82	Personalize messages;			
HR.83	Training videos;			
HR.84	Social media contact.			

14. Human Resources (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
Indicate pre-populated additional areas (such as):				
HR.85	Personnel Action Requests;			
HR.86	Training;			
HR.87	Benefits;			
HR.88	Delineates between multiple on-boarding experiences.			
	Scheduling			
HR.89	Provides a scheduling function which would allow for the scheduling of employees in specific job positons on a real-time basis			
HR.90	Specifically addresses the unique needs of Public Safety and 24-hour scheduling.			
HR.91	Scheduling feature interfaces with Payroll, Time, and Attendance.			
	Time & Attendance			
Track time and attendance, including the following:				
HR.92	Badge swipe, system sign-in, web clock included or requires 3rd party			
HR.93	Time worked			
HR.94	Location			
HR.95	Multiple pay rates & positions			
HR.96	Multiple types of pay, hourly, salary, daily, on-call, differentials, etc.			
HR.97	Holidays and vacation			
HR.98	Capability to audit and display all edits to timesheets			
HR.99	Notifications for missed time or punches			
HR.100	Absence notifications or alerts			
HR.101	Leave entitlements or accruals, personal leave, FMLA, workers comp, etc.			
HR.102	Enter attestations or certifications of time			
HR.103	Automated retro processing available			
HR.104	Clock rounding and/or grace time available			
HR.105	Create and send automated approval reminders included in the system functionality			
HR.106	Set up multiple schedules with meal periods designated			
HR.107	Employees have capability to edit timesheets.			
HR.108	Approvals are automatically rolled up the approval chain or hierarchy.			
	Compensation			
HR.109	Provide an overview of the key compensation features of your system			
HR.110	Pay grades are tied to positions			
HR.111	Automated auditing of pay placement (above/below grade minimum and maximum)			
HR.112	Track compensation for budgeting reasons.			
HR.113	Manage workflow for approvals across multiple departments, levels, professions, locations, grants, etc. Manage Merit, Performance, One Time, Bonus, etc.			
	Benefits			
HR.114	Provide for a Benefits-specific new employee orientation checklist that can be customized by and for each department, job class, and status (temporary or permanent) (all items assigned to employee).			
HR.115	Administer rollover benefit options with the option to allow the user to determine whether or not to rollover benefits.			
HR.116	Establish multiple eligibility rules.			

14. Human Resources (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
HR.117	Restrict enrollment in a specific plan.			
HR.118	Establish benefit eligibility based on position.			
HR.119	Calculate imputed income.			
HR.120	Calculate premium amounts based on user-defined tables.			
HR.121	Start and stop any deductions at any given time.			
HR.122	Suspend benefits and reinstate based upon user-defined criteria (i.e. extended military leave).			
HR.123	Restrict certain benefits-related entry based on user-defined characteristics (e.g., deductions of part-time employees).			
HR.124	Capture and maintain Health, Dental, and other insurance ID numbers.			
HR.125	Identify type of coverage (e.g., single, 2-person, family).			
HR.126	Notify employees of benefit eligibility dates.			
HR.127	Maintain coverage and deduction detail by date.			
HR.128	Accommodates adjusted hire dates for rehires and breaks in service.			
HR.129	Automate complex term dates where different variables are followed for when a benefit ends depending on benefit type.			
Tracks the following:				
HR.130	Coverage effective dates;			
HR.131	Coverage history;			
HR.132	Coverage at a point in time (i.e. three months for a specific year);			
HR.132	Name change history;			
HR.133	Dependent information;			
HR.133	Beneficiary information;			
HR.134	Years of service;			
HR.134	Benefit eligibility.			
Maintains premiums and deduction amounts for multiple benefit plans including but not limited to:				
HR.135	Health Insurance;			
HR.136	Dental Insurance;			
HR.137	Vision Insurance;			
HR.137	Life Insurance;			
HR.138	Deferred compensation plans, including retirement plans;			
HR.138	Flexible spending accounts (FSAs);			
HR.139	Non-city benefit providers;			
HR.139	Long term disability;			
HR.140	Short term disability;			
HR.140	401 plans;			
HR.141	H.S.A.'s.			
Employee Self-Service				
Provides an online, web-based interface for employee self-service with the following functionality (including but not limited to):				
HR.142	Time Reporting;			
HR.143	Leave Requests (i.e. PTO, Floating Holiday, FML, Military Leave);			
HR.144	Payroll Reporting (including W2s, pay stubs, and pay history);			
HR.145	Demographic Information Changes;			
HR.146	Direct Deposit (set up and changes);			

14. Human Resources (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
HR.147	Travel/Employee Expense Reimbursement;			
HR.148	W-4 Tax withholdings;			
HR.149	Benefits Management; and			
HR.150	Deductions Management.			
HR.151	Provide an employee self-service portal that does not require a full user license, or require that an instance of the software be running.			
HR.152	Provide an employee self-service portal that can be customized.			
HR.153	Provide an employee self-service portal that is operational on a 24x7 basis.			
HR.154	Record the date and time an employee accesses a self-service portal.			
HR.155	Display notice of successful submission to a user.			
HR.156	Allow "online form submission" whereby users can complete fillable forms for electronic submission.			
HR.157	Configure certain fields as required fields within the online form submission functionality.			
HR.158	Require letters, numbers, and special characters in passwords for employee self-service portals.			
HR.159	Require that password for employee self-service portals be changed based on a City-defined schedule (i.e., 60 days).			
HR.160	Lock an employee self-service account if the password has been entered incorrectly a City-defined number of times (i.e., lock account after 5 unsuccessful attempts).			
HR.161	Email a user when a change has been made to information on their employee self-service account.			
HR.162	Define work flow processes based on the change or update made on the self-service portal.			
HR.163	Support links to service providers and third party administrators through self service.			
HR.164	Capture record updates made by employees to their central/master file for review and approval by designated approver.			
HR.165	Provide a view to employee central/master file information for review by employees, with appropriate security permissions.			
HR.166	Provide a view to employee pay history for review by employees, with appropriate security permissions.			
HR.167	Send an email notification of current pay stub availability or personal data entry by someone other than employee with security.			
HR.168	View available leave by multiple leave types at a point in time.			
HR.169	View to employee pay history for review by employees, with appropriate security permissions.			
HR.170	Employees can enter and view time via a Mobile App.			
HR.171	Date and time stamp for all requests for changes in schedules.			
HR.172	Provides a web-based portal for access by separated and retired employees.			
Provides employee self service capabilities related to benefits management including but not limited to:				
HR.173	Current benefits elections (with cost and effective dates);			
HR.174	Explanation of benefit options;			
HR.175	Enrollment for all benefits (including insurance, retirement (multiple plans), and other benefits) for both employees and dependents consistent with eligibility rules defined by the City;			
HR.176	Maintenance of dependent information including spouse and children;			
HR.177	Review benefits plan descriptions;			
HR.178	Benefit package pricing worksheet for employee costs;			
HR.179	Benefit eligibility checking at time of enrollment;			
HR.180	Enrollment options (e.g., single vs. family coverage);			
HR.181	Review of premiums paid and current premiums due;			
HR.182	Track current and historical beneficiary information;			
HR.183	Review of benefits and their costs associated to the employer paid and employee paid;			

14. Human Resources (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
HR.184	Review of benefits for employees and dependents;			
HR.185	Review or enroll in benefits for open enrollment period;			
HR.186	Initiate a life event; and			
HR.187	Review HR Policy Manual and Employee Handbook.			
Manager Self-Service				
HR.188	Provide an online, web-based interface for manager self-service that includes functionality consistent with the employee self-service interface.			
HR.189	Allows managers to search for employees by name or employee number using a web browser.			
Allows managers to view and/or modify the following information using a web browser:				
HR.190	Employee personal information (view only);			
HR.191	Employee job information (view only);			
HR.192	Employee job history (view only);			
HR.193	Employee compensation history (view only);			
HR.194	Educational background (view only);			
HR.195	Licenses and certifications (view only);			
HR.196	Salary reviews (view only);			
HR.197	Performance reviews (view only);			
HR.198	Begin requisition process to create job openings with appropriate security;			
HR.199	Review and approve vacation time request with appropriate security;			
HR.200	Review and approve leave request with appropriate security;			
HR.201	Update organizational information with appropriate security (e.g. department, division, supervisor);			
HR.202	Attach documents to an employee record with appropriate security;			
HR.203	Establish whether attached documents are viewable by the employee;			
HR.204	Begin termination workflow process;			
HR.205	Assign online forms/checklists, etc.; and			
HR.206	Other user-defined.			
Talent Management				
HR.207	Accommodates succession planning			
HR.208	Career Maps/Paths/Career development			
HR.209	Tracks individual Career Path process			
HR.210	Tracks disciplinary actions			
HR.211	Provide multi-step approval/workflow for review and approval of performance evaluations.			
HR.212	Provide self-, peer- or "360-" evaluation functionality.			
HR.213	Have finalization of performance review to automatically generate an action to an employee record (i.e. change the next review date).			
HR.214	Have finalization of performance review to automatically generate a Personnel Action Form (PAF) for pay increase.			
HR.215	Create a variety of electronic performance evaluation templates.			
HR.216	Record a variety of performance ratings (e.g., alpha and numeric scales).			
HR.217	Perform a variety of performance rating analyses (e.g. by division, supervisor)			
HR.218	Maintain history of all performance evaluations for active employees according to a user-defined employee file retention rules or other user-defined periods that may be shorter.			
HR.219	Generate a printable copy of employee performance reviews that are accessible to the employee.			
HR.220	Accommodate review schedules and notify employees and supervisors of evaluation due dates.			

14. Human Resources (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
HR.221	Allow authorized users to override performance review dates.			
HR.222	Allow authorized users to prepare and submit a non-scheduled performance review.			
HR.223	Accommodate multiple milestone dates in a performance review and development plan schedules (e.g. planning, quarterly, midterm, end-of-term).			
HR.224	Trigger e-mail notification for an evaluation based on an user-definable amount of time prior to due date.			
HR.225	Track probation periods of differing lengths including initial, extended, department transfer, promotion, demotion and job code.			
HR.226	Electronically notify supervisor that a review or other performance management milestone is due.			
HR.227	Electronically notify supervisors of all overdue performance management milestones			
HR.228	Provide email notification to departments for personnel evaluations not received or past due.			
HR.229	Provide email notification to employee when evaluation has been completed and approved.			
HR.230	Provide supervisors with list of their employees and projected review date.			
HR.231	Integrate employee performance review documentation with employee development information where applicable.			
HR.232	Link salary information to performance review with restrictions based on security permissions.			
HR.233	Provide for more than one supervisor to complete evaluation for same time period when employee works in more than one position with multiple supervisors.			
HR.234	Provide for more than one supervisor to complete evaluation for same time period when employee changed positions during that time period.			
HR.235	Provide user-defined performance weighted scoring manually or automatically.			
HR.236	Attach documents to the performance review.			
HR.237	Allow employees to document their responses to performance reviews.			
HR.238	Allow employees to set personal goals for performance reviews.			
HR.239	Support a performance review template that pre-populates employee goals based on job type and other user-defined criteria.			
	Training and Certifications			
HR.240	Track HR Department, vendor, and department delivered training.			
HR.241	Track all training provided to employees allowing supervisors access to this information.			
HR.242	Allow employees to register for and request approval for training which is external to the City (e.g., vendor-lead training).			
HR.242	Send a confirmation of registration email with calendar invite.			
HR.243	Initiate notifications when employees have successfully completed a City defined criteria for training, education, and learning initiatives (e.g., safety, wellness, supervisor training).			
HR.243	Initiate notifications when employees have successfully completed training/certification linked to employee pay (e.g., incentive certifications, Police certifications).			
HR.244	Review current training and certifications of employees and recommend employee training plans that relate to their specific position or job function.			
HR.244	Assign and track mandatory training by job code and position.			
HR.245	Track training hours.			
HR.245	Support tuition reimbursement with workflow approval, including a running total of credit hours and cost per year.			
HR.246	Track individual training history by work unit, division, department, role, and supervisor.			
HR.246	Track training by CEU's (continuing education units), CPE (continuing professional education), CLE (continuing legal education), etc.			
HR.247	Provide automated notification of mandatory training, certifications and licenses that are set to expire within specified parameters established by the department (i.e., notification of certification expiration 3 months in advance so time is available for re-certification, etc.)			

14. Human Resources (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
HR.247	Track employees' annual acknowledgement of receipt/awareness of employee policy handbook.			
HR.248	Attach training and certification documents to the employee file.			
HR.248	Track classes and courses needed for career / job progression planning.			
HR.249	Track career paths and track achievement of licenses and certifications.			
HR.249	Provide career development curriculum.			
HR.250	Competency, Certification and License Tracking			
HR.250	Allows for 30 day, 60-day notifications based on expiration dates entered for license, certification and background data.			
HR.251	Allows license and certification renewals to be entered as a new license entry to preserve historical data.			
HR.251	Allows multiple license and certification entries for each employee.			
	Reports			
HR.252	Provide online view and reporting of employee's total compensation package including but not limited to benefits, employee and employer contributions, base pay, add pay, accruals, FLSA status, and overtime.			
HR.253	Use a single data source for report generation.			
HR.254	Perform ad-hoc reporting on any field or feature for a user defined point in time or date range (i.e. salary as of a user defined date, health election as of a user defined prior date or year).			
Report all required and optional training, licenses, certifications, and other related reports by:				
HR.255	Employee;			
HR.256	Year;			
HR.257	Department;			
HR.258	Training Sessions;			
HR.259	Training source (i.e. web-based external training); and			
HR.260	Other, user-defined.			
HR.261	Provide online performance review reports, including percent completions and past due reviews.			
HR.262	Report on employee performance review history.			
HR.263	Provide dashboard displays for certain data to report such things as number of accidents, employees on leave, or other information that user departments may want to regularly view.			
HR.264	Provide incident reporting capabilities.			
HR.265	Provide FMLA reporting capabilities.			

Appendix K: Functional and Technical Capabilities Response Matrix

15. Payroll

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
PR.1	Provide a Payroll module that is integrated with all other system modules such as the General Ledger, Budget, Project Accounting, Grant Management, and Human Resources.			
PR.2	Integrate the payroll application with the General Ledger to make payroll journal entries.			
PR.3	Integrate payroll with FTE reporting.			
PR.4	Integrate payroll with position tracking.			
PR.5	Maintain an unlimited amount of prior years' payment related details and totals.			
PR.6	Allow continuous updating of employee personnel and job records in such a manner as not to interfere with payroll processing.			
PR.7	Maintain payroll history, including earnings, deductions, taxes and other related supporting information for a minimum of ten (10) years.			
PR.8	Archive payroll history, including earnings, deductions, taxes, and other related supporting information older than ten (10) years.			
PR.9	Allow former employees limited access to payroll information online.			
PR.10	Provide for complete security and restrictions to access all payroll related data.			
PR.11	Process special payroll on demand.			
PR.12	Support a "cafeteria plan" which currently includes pre-tax treatment of things such as Employee's cost of pension deductions, health insurance, etc.			
PR.13	Meet all Federal and State reporting requirements such as, W2's, ACA, Quarterly filings with Federal and State governments, SUTA, MUTA, etc.			
PR.14	Support employee self service - paystub, W4, W2, ACA (1094 & 1095) ,direct deposit, miscellaneous voluntary deductions.			
PR.15	Support ACH capability - including the ability to recall an ACH payment and replace with a check.			
PR.16	Supports Third Party Payments.			
PR.17	Supports Retro pay and associated impacts on contributions & deductions and reporting to benefit providers.			
PR.18	Supports involuntary payroll deductions, reporting & payment (garnishments, child support, bankruptcies, etc.).			
PR.19	Interfaces with Timeclock Plus (TCP) or provide integrated equivalent.			
PR.20	Federal and State reporting: wages, multiple worksites, labor statistics (annual census reporting).			
PR.21	Supports multiple payrolls.			
PR.22	Easily move employees from one payroll to another.			
PR.23	Process data FTP - Banking, Deferred comp, State quarterly, W2.			
PR.24	Multiple EINs If needed.			
PR.25	Void and reverse Payroll payments or replace an old check number with a new check number without affecting payroll results such as when taxes are due, quarterly, etc. Do not negatively impact quarterly reports retroactively.			
PR.26	Fully integrated with General Ledger/Accounts Payable/Human resources/Benefits.			
PR.27	Provide payroll expense forecasting for a variety of scenarios and time periods based on predetermined criteria. This should include incumbents, authorized vacancies, raise scenarios, employer expense scenarios (i.e. - various rates for health insurance, life insurance, pension coverage requirements,).			
PR.28	Accommodate exempt and non-exempt (FLSA) employees, multiple work period schedules (i.e. - 7-day work period for civilians, and Section 7(k) work periods for sworn personnel which currently includes a 27-day work period for firefighters and a 14-day work period for police), multiple leave plans.			
PR.29	Utilize multiple complex pay plans for large groups of employees			
PR.30	Process equalized pay for employees who work less than a full year but must be paid equally over the entire year.			
PR.31	Calculate and process mid-period pay changes for all employees; active, terminations, new hires, etc.			

15. Payroll (cont.)

Reference #	Functional Requirements	Response	Module(s)/Sub-Module(s) Required to Fulfill Requirements	Comments
PR.32	Calculate and process off cycle pay runs as required.			
PR.33	Process multiple accountable leave plans, tracking balances, and process different rules for exempt and nonexempt employees with regard to reducing pay if an accumulated leave balance is insufficient to cover time off.			
PR.34	Process overtime on multiple work period schedules.			
PR.35	Include or exclude holiday pay as if worked for purposes of overtime calculation.			
PR.36	Include overtime, if desired, for days worked within the work period which are outside an employee's "normal work days" (i.e. - overtime for Saturday and Sunday if required).			
PR.37	Include call-back pay, on-call pay, bereavement pay			
PR.38	Track leave balances			
PR.39	Include or exclude personal time off, as desired, toward hours worked for purposes of overtime.			
PR.40	Retroactively adjust overtime pay upward to factor into base pay those items which are required to be included, such as call-back, on-call, and other supplemental base pay items which are not known as to value in advance of the fact.			
PR.41	Send balanced entries to the General Ledger. Any payroll ledger items which are not properly costed should utilize a system of suspense accounts for the GL posting. These suspense items must be easily traceable to the root cause for easy correction in the GL.			
PR.42	Support an Injured on Duty plan in lieu of a Worker's Compensation Insurance plan. That includes special calculating of pension & other pretax deductions.			
PR.43	Support qualified pre-tax deferred compensation "457" plan payments.			
PR.44	Support 401(a) and 403(b) pension plans if required by employment service contracts.			
PR.45	Exception reports for reviewing, balancing, correcting errors of payrolls & deductions.			
PR.46	Eligibility processes & reports for paying longevity, uniform allowances, etc.			
PR.47	Security limits for multiple departments to only have access to their individual departments for entry, viewing & reporting.			
PR.48	Assist in monitoring maximum allowed hours worked for part time employees.			
PR.49	Provides audit trail of on-line file maintenance to critical fields with operator ID, date/time, and old/new data. Track rate changes, date of change, old and new rate, and reason for change.			
PR.50	Capability of accounting for cell phone allowances, uniform allowances, car allowances, and tool allowances			
PR.51	Accurately track workers compensation codes for each employee, including tracking employees that change positions resulting in different codes for various ranges of dates during the year.			
PR.52	Provides automated process of voiding payroll check(s) and re-issuing.			
PR.53	The system is capable of facilitating time entry at any point or points during the pay period, including daily if desired.			
PR.54	Accommodate varied work periods in accordance with the Fair Labor Standards Act (29 C.F.R. Part 553)			
PR.55	Once a deduction code is set up, stop and start a deduction on an employee-by employee basis. Year-to-date totals will be maintained.			
PR.56	Track any leave category on an annual or employee anniversary basis.			
PR.57	Accrue personal time and an unlimited number of other user-defined leave categories for each employee based on user-defined tables with leave category, length of service, and/or job classification.			
PR.58	On-screen leave inquiry displays balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category.			