NIPOMO COMMUNITY SERVICES DISTRICT

BOARD MEMBERS
CRAIG ARMSTRONG, **PRESIDENT**
DAN GADDIS, **VICE PRESIDENT**
BOB BLAIR, **DIRECTOR**
ED EBY, **DIRECTOR**
DAN WOODSON, **DIRECTOR**

STAFF
MICHAEL S. LEBRUN, **GENERAL MANAGER**
LISA BOGNUDA, **FINANCE DIRECTOR**
PETER SEVCIK, P.E., **DIRECTOR OF ENG. & OPS.**
MICHAEL W. SEITZ, **GENERAL COUNSEL**

Celebrating 50 Years of Service to the Community, 1965 - 2015

148 SOUTH WILSON STREET POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932 Website address: ncsd.ca.gov

NIPOMO COMMUNITY SERVICES DISTRICT

Request for Proposal

FULLY INTEGRATED FUND ACCOUNTING AND UTILITY BILLING SOFTWARE PROGRAM

Proposal Deadline:

4:00 p.m. on Monday, March 2, 2015

Table of Contents

INTRODUCTION---------- 3

CALENDAR OF EVENTS ---------- 5

RESPONSE FORMAT ---------- 6

1.0 Executive Summary ---------- 7

2.0 Company Background ---------- 7

3.0 Client References ---------- 7

4.0 Application Software Specification Chart ---------- 7

5.0 Implementation Methodology ---------- 8

6.0 Support---------- 8

7.0 Hardware Specifications ---------- 9

8.0 Cost Summary ----------10

9.0 Terms and Conditions----------10

REPRESENTATIVE EVALUATION CRITERIA---------- 11

APPENDICES ---------- 12

Introduction

The Nipomo Community Services District (District) is issuing this Request For Proposal (RFP) for the purpose of soliciting vendor proposals for an administrative data processing system (the system) to serve the current and projected needs of the District. The application software configuration should comply with the minimum specifications as outlined in this RFP.

The District intends to seek the best solution, based on the representative criteria contained in this RFP, for its data processing needs. The successful vendor will seek to establish a turnkey, integrated /software environment for the District, which will satisfy the specifications contained in this RFP, bringing to bear whatever vendor resources are required from the areas of computer systems software, technical training, conversion, maintenance, and services support.

The District requests that responding vendors propose the following applications and services:

- User Friendly
- Ability to open multiple modules/sessions at the same time
- Ability to convert a minimum of five years of data from old system
- Unlimited Users
- Modules (See Application Software Specification Chart):
    1. System-wide management;
    2. Utility Billing,
    3. E-Commerce,
    4. General Ledger,
    5. Payroll;
    6. Cash Collections;
    7. Accounts Payable;
    8. Purchase Orders;
    9. Bank Reconciliation;
    10. GASB Reporting;
    11. Budget Preparation;
    12. Fixed Assets;

The District desires to contract with a single vendor for all software and software maintenance, installation, conversion and support.

One original and three copies of the proposal will be accepted until 4:00 p.m. on Monday, March 2, 2015. Proposals submitted must be binding for no less than ninety (90) days after the date received. The District will select the proposal that, in its opinion, is in the best interest of the District. The District reserves the right to reject any or all proposals or portions of a proposal. The District also reserves the right to waive minor technicalities in the proposal. The District not only reserves the right at the sole discretion of the District to reject any or all proposals and to waive technicalities, but also reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which is the best

proposal. In addition, to accept the proposal deemed to be in the best interest of the District, i.e., the most qualified proposal will not necessarily be the proposal with the lowest cost.

Vendor inquiries are to be directed to Lisa Bognuda, Finance Director. **One original and three copies of the proposal clearly marked "Fund Accounting and Utility Billing Software System Proposal", signed by an officer of the company, are to be submitted and addressed on the outside as follows:**

Lisa Bognuda
Finance Director
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

Proposals may also be hand-delivered to the above address by the date and time specified. It is the responsibility of the Proposer to deliver the proposal in accordance with these instructions contained above and/or elsewhere in the RFP. Proposals dispatched, but not received by the District by proposal closing time, will be returned, after receipt, unopened to the Proposer.

Award of Contract - The final award of the proposal or contract will be made by the Nipomo Community Services District Board of Directors.

Contract - In addition to the completed proposal, a resulting contract may be required by the District, including but not limited to, written correspondence between the District and the vendor subsequent to the proposal submission, facsimiles, and product literature.

Confidentiality of Documents - Proposals shall be opened to avoid disclosure of contents to competing proposers and kept secret during the process of negotiation. However, all proposals that have been submitted shall be open for public inspection after contract award. Trade secrets and confidential information, as specified by the vendor, contained in the proposals shall not be open for public inspection.

Contact with District Employees. In order to ensure fair and objective evaluation, all questions related to this RFP should be addressed only to the person so named in this RFP. Contact with any other District employee, except at the vendor pre-bid meeting, (if conducted), is expressly prohibited without prior consent of the person so named herein. Vendors directly contacting other District employees will risk elimination of their proposal from further consideration.

CALENDAR OF EVENTS

Proposal Closing Time/Date*	March 2, 2015
Review Vendor Proposals*	March 13, 2015
Preview Proposed Software *	March 16-31, 2015
Contract Negotiations*	April 1-15, 2015
Contract Award*	April 27, 2015

* Dates subject to change

Response Format
The RFP Response should be organized in the following order:

Cover Letter

1.0 Executive Summary

2.0 Company Background

3.0 General Proposal Instructions & Questionnaire Response

4.0 Application Software Specification Chart

5.0 Training Information

6.0 Support and Maintenance

7.0 Hardware Specifications

8.0 Cost Summary

9.0 Terms & Conditions

Additional Service Information for Appendices

1.0 Executive Summary

The Executive Summary should include a brief overview of the Proposal. It should be prepared in such a manner as to make it understandable to individuals not familiar with the terminology peculiar to a project of this type.

2.0 Company Background

The Company Background should provide vendor information including, but not limited to:

- Company Headquarters Information
- Complete list of products provided by the Vendor
- Financial History
- Percentage of Public Sector clients
- Company Awards and Merits
- Number of Years in Public Sector Software
- Total number of Clients
- Total number of Employees (Include the chart below for Employee Breakdown)
- Software evolution and direction

List the number of staff members by primary responsibility:

Development	_____
Support	_____
Implementation	_____
Marketing & Sales	_____
Network Services	_____
Accounting	_____
Total	_____

3.0 Client References

Vendor must supply at least six (6) sites that are currently using a similar system requested by the District. Be sure to include the total population served by the government. ***This reference list is mandatory***.

4.0 Application Software Specification Chart

Please answer the provided Application Specification Chart as thoroughly as possible. Please include cost information in the Cost Summary section of your RFP Response.

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

5.0 Implementation Methodology

The Vendor's Implementation section should include information on all facets of the Implementation process. Please provide thorough information about the following:

- Project Management
  - Project Consulting Information
  - Vendor Project Manager Responsibilities
- Training
  - Training Methodology
  - Training Options
  - Training Requirements
  - Syllabus Information
- Data Conversion
  - Conversion Methods
  - Conversion process
  - Data Extraction
  - Scheduling
  - Data Validation
- Timelines
  - Provide a sample Implementation Gantt Chart
- Vendor/Client Responsibilities
  - What is the District responsible for during Implementation?
  - What services do the Vendor supply?
- Change Management

6.0 Support

The Vendor should provide the following Support Information:

- Support Options
  - Does the Vendor provide a toll-free support number?
  - Does the Vendor provide Online Support?
  - Does the Vendor have an Online Community?
  - Other options for support?
- Support Goals
  - Please provide Response Times and Resolution Times to the following incident levels
    - Emergency
    - Critical
    - Standard Help Call

- Problem Escalation Procedures
    - How are incidents handled?
    - What tools do the Vendor Support Staff use?
    - What is the basic chain of command?
- System Updates
    - How are updates managed?
    - How often are updates released?
    - What is the typical downtime during an update?

7.0 Hardware Specifications

Hardware and System Operating Software Requirements

Describe the following hardware requirements of the proposed software system:

- Server Details
- Operating System
- Network Environment
- Processor Information
- Size of Memory
- Hard Drive Arrays
- Available Disk Space
- Workstation Requirements
- Printer Compatibility

8.0 Cost Summary

Amounts should contain no taxes and include all transportation and delivery, FOB California. All costs shall be in actual dollar-and-cent amounts, "Time and Material" quotation is not acceptable. Please provide best estimate for travel costs and other miscellaneous items.

9.0 Terms and Conditions

Hold Harmless
Vendor shall protect, indemnify, and hold the District harmless from and against any damage, cost, or liability for any injuries to persons or property arising from acts or omissions of the vendor, his employees, agents, or sub-contractors, howsoever caused.

Software Defects
Vendor shall properly correct all software defects for which the vendor is responsible, within a time-period agreed upon by the District and the vendor.

Warranty
The vendor shall provide a minimum of a six-month warranty from the date of the installation. Vendor shall warranty that, during the minimum period, the system will be free of defects in material and workmanship.

Insurance
Certificates of insurance shall be addressed to the District. All insurance shall be in effect during the term of the contract. Vendor shall provide the following coverage:

- General liability, errors, and omissions insurance not less than $1 million for bodily injury including accidental death, to any one person and aggregate. Property damage not less than $1 million for any one accident or aggregate.
- Vendor's Protective Liability Damage Insurance in the same minimum coverage as under General Liability Insurance.
- Worker compensation insurance in accordance with provisions of the Labor Code of California.

Conversion
Electronic conversion of the District's existing data is extremely important. Vendor must address the conversion methodology and disclose all related conversion costs in the cost summary.

Response Preparation Costs
The District will not pay any costs incurred by any vendor in the proposal preparation, printing, demonstration or negotiation process. All costs shall be borne by the proposing vendors with the exception of costs associated with any District personnel visits to Vendor offices or other client sites.

Representative Evaluation Criteria

The basis for the evaluation of proposals received is included, but not limited to, the following considerations (not in any particular order):

1. Vendor's performance record in meeting the requirements of their existing customers (users). Particular emphasis will be placed in the areas of customer support and the ability to meet the anticipated future needs of the District;
2. Number of satisfied public sector customers (users) in the State of California using the software configuration being proposed;
3. Amount and cost of vendor support that will be available for conversion, implementation, assistance, and on-going modifications;
4. Proven, existing application systems the vendor has available now for immediate implementation. The vendor's capabilities in other systems areas will be treated as a positive factor;
5. Capability and costs to perform the required conversion of existing data files;
6. Quality of application software manuals, or other documentation and training aids;
7. Ease and ability to train user personnel;
8. Adherence to the requested proposal format, which includes the thoroughness of the proposal as well as the format of the presentation;
9. Software maintenance, support and service capability;
10. Required experience and number of in-house data processing personnel necessary to operate and maintain the system;
11. The number, type and experience of local vendor staff;
12. Proposer's ability to support the total system solution, including installation, conversion, software, training, and software maintenance, and support;
13. Responsiveness to software requirements outlined in this RFP.

APPENDICES

APPLICATION SOFTWARE SPECIFICATION CHARTS

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

	Global Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	Managed Services Features							
1	The system should offer a state-of-the-art service technology to provide *Managed Services* for the system, allowing for the deployment, updating, and management of all software resources.							
2	Managed Services should incorporate the following service levels:							
3	*One-Touch Installation* - deliver and manage web-based software installation without physically touching client servers and workstations, including downloading software, building databases, and deploying upgrades and updates.							
4	*Pin-Point Delivery* - store the client's complete software and version information at a secure Code Distribution Center (CDC) to deliver customized data specific to the client site. Any custom reports, widgets, web parts or interfaces developed for a client should be stored and available only to that client to download. Custom updates and upgrades should be automatically pushed to the client based on that site's specific version information. Any delivery failures should automatically generate an incident report for the software vendor to resolve.							
5	*Active System Monitoring* - monitor the system for any network or software processing issues, including out of balance accounts and un-updated software. Offer an additional built in monitor on the entire network infrastructure to reduce the IT burden on the client's staff. System monitoring should include server and workstation failures, memory issues, processor, licensing information and windows versioning from within the application with no need for a third party application.							
6	*Proactive Issue Management* - accomplish with automatic generation of alerts for errors - whether the issue is a processing error within the system or a network systems issue. The alert is sent to the CDC, in turn initiating an incident with the appropriate Support Services Department, allowing the Support Services staff to proactively contact the client to resolve the issue, possibly before the issue is detected by the client							

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

	Global Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
7	*Built-In Data Protection* - active monitoring with the ability to handle data backup and disaster recovery processes. The system facilitates daily backups of any chosen data on the system, monitors the backups, and reports back to the client. Off-site backup to the CDC should also be available.							
8	*Intelligent Security* - any communication between the client site and the CDC should be encrypted and follow SSL protocol. There should be no "back-door" access, and Support Services staff must acquire system administrator access passwords from the client to login through the CDC. As an additional level of transparency, the client should always have full disclosure of the communication log between the client's application and the CDC. Additionally, a complete log of all unauthorized access is reported to the client site.							
	Business Intelligence Services Features							
9	The system should offer *Workspace Services* as an innovative way to present vital information to users.							
10	Workspace Services should offer the following features:							
11	Allow increased user productivity by allowing full personalization of the user experience, through data portals, search analytics, and data analysis, based upon role-based security.							
12	Allow users to create multiple Workspaces using lightweight applications called "widgets".							
13	Provide complete control to create personalized widgets into the Workspace utilizing search lists, pinned or scheduled reports, graphs, charting, and gauges to quickly analyze Key Performance Indicators, as well as navigation preferences, system notifications, shortcuts, favorites, and "Direct Data Drill" of the application and resources.							
14	Include a sampling of widgets with the software such as a collection of shortcuts, a calendar control, and a clock control.							
15	Allow widgets to be imported from other sources.							
16	Allow a Workspace tab to be set up to open an Internet location.							
17	The system should offer Dashboard Services allowing full access to all reporting resources and Key Performance Indicators from within a Web Environment.							
18	Dashboard Services should offer the following features:							
19	Provide each user with complete control over the personalization of their individual dashboard.							

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

	Global Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
20	A user should only need access to the IIS server for complete delivery of all data analytics and decision making models - without having the software installed - giving executive management, board and council members an avenue for accessing key information from the application.							
21	All data security should be strictly enforced in addition to transmission of data via encrypted services over SSL.							
22	Allow the deployment of service components within the application's Dashboard Services infrastructure, as well as separate service components in a MS Office SharePoint Server.							
23	The system should offers in-depth reporting features with all reporting activities centralized into a Reporting Services area for streamlined access.							
24	*Reporting Services* should offer the following features:							
25	Run standard reports and modify standard reporting criteria using Report Wizard features. Examples of selection criteria should include range of dates, range of record numbers, range of codes, sorting criteria, summary or detail format, etc.							
26	Create ad hoc reports with a Report Designer.							
27	Schedule reports based upon user-defined criteria (date, time, recurring patterns).							
28	Specify delivery preferences for automatic report distribution to other users.							
29	Access delivered reports easily for immediate review and/or printing, or archive for retrieval at a later time.							
30	Drill-down access into the software from all reports.							
31	Export queries and reports in multiple industry-standard formats including Microsoft Excel, Microsoft Word, Adobe pdf, XML, etc.							
32	Extensive data query capabilities should be available through Dynamic Grid features as well as the Report Viewer; for example, applying user-defined query sorts and filters, creating lists within those queries, printing and/or exporting queried data, etc.							
33	Provide a global search feature to search the entire application database.							
	General Features							
34	The system should provide standard document attachment features to store existing files on the network or scanned document images, attaching them to records in the application.							
	TOTALS	0	0	0	0	0	0	

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Utility Billing System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation.							
2	Support an unlimited number of billing cycles per month.							
3	The Utility CIS account numbering system should support a user-defined and highly flexible structure, accommodating 25 characters with a minimum requirement of two segments - "account number" and "occupant number" – defined with account segmentation features. Any number of additional segments should be supported, as well as number of digits per segment and the delimiter to use, within the 25 character account structure.							
4	Provides all file maintenance on-line real-time via display.							
5	Support both accrual and cash accounting methods and interface to General Ledger module.							
6	Provide means for entering residential customers by surname and commercial customer by business name.							
7	When setting up a new utility account the system should warn the operator if a customer with the name has had an account with the customer and either owes a balance or has been written off as a bad debt in the utility system.							
8	Provisions for user defined fields with parameters defined by the user.							
9	Ability to turn off and turn on individual services (water, sewer, sanitation, etc.) resulting in automatic, user defined, pro-ration of services. Ability to automatically turn services off and back on at specified dates or vice-versa.							
10	All dollar fields will hold up to $99,999,999.99. They will also all be signed.							
11	Provide for displaying and/or printing any customer account history upon request.							
12	All readings will hold up to 10 positions and consumption will hold up to 8 positions. Consumption can be measured in user defined units.							
13	Accepts full and partial and pre-payments. Distributes partial payments received on a pro-rata basis of what is owed based on user defined formula able to accommodate different distribution rules for current and past due balances							
14	Provision for data entry correction of any distribution errors.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
15	Provision for unlimited text or notes for a customer's accounts with ability to identify as occupant related or address related notes. Notes should be stamped with time, date and user ID. Occupant related notes should automatically transfer with a customer to a new service address. Provide ability to assign alert flags to accounts with notes.							
16	The system should provide the ability to capture multiple User Defined Data (UDD) fields with the following attributes:							
17	UDD fields can be formated in various layouts such as checkboxes, date fields, numeric fields, drop-down lists and text fields.							
18	Additional customization features for UDD fields can be defined including character length, min & max values, initial & default values, as well as characteristics such as "unique" and "required".							
19	The system automatically searches for and notifies a user of other records in the system with identical UDDs, when the UDD field is setup with a "unique" value.							
20	Queries and reports can be run using UDD fields.							
21	Provide "drop-down" lists for all code fields with scroll and pick capabilities.							
22	Provides window level security option, controlling function access by individual authorization. This access should allow each user group to be granted full access, read-only access or no-access on window class basis. Users must be able to have access granted based upon assignment of user groups.							
23	Ability to provide for user-defined customer classification codes (i.e., residential, commercial, etc.).							
24	Ability to define reading routes by billing cycle and route. Also provide ability to create virtual routes based on reading sequence, meter type, service, or combinations thereof.							
25	Ability to provide for a privacy code.							
26	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Utility Billing system. The interface must be ODBC compliant and have the capability to transfer data to third party applications such as Microsoft Excel, Access, etc.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
27	Ability to track information through system by contact and property. Provide ability to see all accounts (current and prior) at a given property. Conversely, be able to view multiple accounts associated with a single contact. Properties can also track information such as legal description, address specific comment codes, etc. Contact information can include mailing address, driver license number, etc.							
28	Provide warning to alert user when utility accounts are flagged with property comments. The user should be able to set up property comment codes to have the system warn the user when a utility account record is opened in Account Management and/or when a payment is accepted in Payment Input.							
29	Provide warning to alert user when utility accounts are reactivated that the account was paying by draft at the time it was inactivated. The user can leave the draft payment option on or turn it off.							
30	All input throughout the application utilizes a packet concept. This packet will track from the system level the integrity of input, edit, approval, and update of data.							
	Inquiry Capabilities							
31	Provide the ability to look up accounts by meter number. If more than one metered service exists (i.e. water and electricity) the system should prompt the user for the desired metered service. The meter lookup feature should accept a partial meter number, displaying a list of all meters beginning with the numbers input by the user.							
32	Ability during data entry, inquiry, or maintenance of any data/files, to access any related files for inquiry. For example, while entering a customer payment, the user should be able to temporarily stop entering the data and enter an inquiry mode to find a customer account. After completion of the inquiry, the user should be able to return to the partially entered transaction screen.							
33	Any time the user is prompted for an account number (i.e. account inquiry, maintenance, posting payments, meter reading input, etc.), the user should be provided the ability to look up the account based on any of the following criteria:							
34	All or a portion of the customer's last name and first name.							
35	All or a portion of the service address.							
36	Driver's license number.							
37	Occupant							
38	Social Security number.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
39	Employer.							
40	Telephone number.							
41	Spouse's name.							
42	Land lord's name.							
43	By group code for accounts linked for group billing purposes.							
44	Account number from previous utility billing software.							
45	Other user defined fields in the system.							
46	When an account is queried that is designated as having a landlord, a "Tenant" indicator should be visible in Account Management.							
47	Inquiries should be able to search Bad Debt records simultaneously along with active accounts.							
48	The system should support unlimited transaction and consumption history. History purging for transaction history and consumption history must be controlled by the user and be password protected. An option to transfer history to magnetic media prior to purging must be provided.							
49	Account Management features include the ability to view detailed transaction history for an account. From the transaction history screen, data can be filtered on date range, packet, transaction type and amount. Included for each row of detail: transaction date, packet ID, transaction type (bill, payment, deposit, deposit refund, adjustment, etc.), references (billing period, refund check number, etc.), debits, credits and balance. Relative fields (bill, payment, adjustment, etc.) should support drill-down functionality to source entry details such as transaction details, bill-recap, meter and non-meter details.							
50	Display aging balances for current, 30, 60, 90, and 120 increments and breakdown balances by service (water, sewer, sanitation, tax, etc.).							
51	Display consumption history for an unlimited number years by month (including both actual meter readings and computed consumption) with ability to filter on date range and consumption type. Average annual consumption for each meter should be displayed on consumption history screens. Any readings that were estimated should be automatically flagged by the system. This consumption history must be able to be displayed by occupant or consolidated together for a service address at the user's discretion.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
52	From the consumption history screen, provide drill-down to billed consumption history in a grid view. Consumption data can be filtered on service and billing date range. Data displayed by column includes bill date, billing to/from dates, # days in billing period, consumption, demand consumption, total bill amount (bill amount + fuel adjustment amount + demand amount), bill amount, fuel adjustment and demand amount. Averages should be reflected for data displayed in each column of the grid.							
53	Transaction and consumption history screens within Account Management should provide dynamic grid controls that allow greater flexibility in sorting, viewing and grouping historical information. User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
54	Display credit history for past six years including number of returned checks. This Credit History should include detail for each billing, payments, late charge, cutoff and returned check.							
55	Ability to record information on devices other then meters on an account, such as backflow meters. The information included: device, serial number, make, type, size, date installed and last inspection date.							
56	Ability to create and print on demand user defined customer service letters This feature should provide the ability set up an unlimited number of form letters for selection (i.e. welcome, cut weeds, letter of credit, etc.). The user should have the ability to insert appropriate fields from the utility billing system in the form letters (i.e. address, name, account number, balance, etc.). These letters will utilize Microsoft Word to merge and generate the templated documents.							
	Service/Rate Tables							
57	Ability to provide user-specified and maintained rate tables.							
58	Provide for billing up to 20 metered services (i.e. water, sprinkler meters, gas, electricity) per service address.							
59	Provide for billing up to 30 non-metered services (i.e. sewer, sanitation, security lights, state fees, etc.) per service address.							
60	Ability to allow for intracycle billing of stepped, graduated and demand metered services. Intracycle billing will allow the user to enter differing rates at the same time on a schedule in anticipation of rate changes. Intracycle billing allows rates to be changed during a billing cycle rather than waiting for a new cycle to start.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
61	Ability to set the rate table to change the rate during specific months. For example, if there are different winter sewer rates then summer sewer rates.							
62	Provide ability to base charges for non-metered services such as sewer on water consumption from customer's water consumption. The system must provide the ability to base sewer charges that are dependent on water consumption or user defined winter averages. Minimum and maximum limits should be based upon system averages with the ability to set a minimum per service per account or address. Additionally, provide for automated water rationing provisions.							
63	Ability to identify and bill for sales tax for taxable items or services if the customer has not established non taxable status. These taxes must be able to be allocated to at least 6 different agencies (i.e.: federal, state, city, county, water district, etc), with an option to separate each of these tax entities as a separate item on the customer's utility bill.							
64	Ability to establish refuse rates based on container size, number of containers, number of pickups, and other similar units.							
65	Ability to vary rate structure to accommodate an unlimited number of rate tables for each service.							
66	Ability to vary rate structure for different rate types for each service as applicable ordinances change. This includes the minimum consumption, billing rate breaks for consumption and dollars, tax rate, penalty amount, base charge, minimum charge and maximum charge.							
67	Provide for flat rate billings or one time special charges, as well as limited charges based on number of charges and dollar limits.							
68	Provide for consumption only with no dollars billed for certain entity accounts. These should be reflected on the billing register as non-charge consumption.							
69	Provide for billing commercial or residential container charges. This could include multiple containers, or a pro rata share on one container (rental).							
70	Ability to bill for services on the basis of a flat charge plus a variable amount per pickup based on container size.							
71	Ability to bill for residential flat rate service.							
72	Ability to bill for garbage and refuse service.							
73	Provide the capacity for alternate rate tables for each rate code, with varying data elements used in the calculation.							
74	Provide for billing for demand meters on any service. The charge for this service can be calculated from a rate table using the demand reading.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
75	Provide for billing for demand ratchet on any service using demand readings. The charge for this service can be calculated from either the current demand read or a user-defined percentage of the highest demand reading from a user-defined period.							
76	Provide for consumption groups of services for billing (water, gas, electric, etc.). A single account with multiple meters can combine consumption for billing purposes. Dependent consumption groups can exclude certain metered services (i.e. 4 water meters at one service address with one sprinkler meter excluded from the dependent sewer calculation group).							
77	Provide the ability to save history rate information.							
78	Provide a rate analysis process to analyze the effects of changes to the current rates. This process should allow for editing rate tables, modifying schedule codes, inputing notes, calculating the rate changes and printing the Analysis Calculation Report to view the effects of the proposed changes.							
	Bill Printing							
79	Print user defined messages on bills.							
80	Provide ability to produce "statement bills" for customers with multiple utility accounts. This statement should produce a detail billing for each utility account and a recap section for the totals. Statement printing should offer an option to print bar codes on the statements.							
81	Provide an option to designate estimated readings as such on statements. If this option is chosen, an "e" will print next to any estimated reading reflected in the Account Detail section of the statement.							
82	Print bar codes on bills representing the customers utility account numbers. Ability to read bar codes with bar code scanners upon receipt of payment from customer.							
83	Ability to print postnet bar codes on bills in order to receive maximum postage discount from post office.							
84	Provide for automatic payment option for customers such as bank draft and credit card drafts. Bills marked "Paid by Draft" should be printed for customers on draft. A file should be created by the system, with submission on magnetic media or by modem to the appropriate financial institution.							
85	Provide ability to print bills by a range of balances.							
86	Provide for address certification to maximize postage discount.							
87	Provide ability to sort and group bills by zip code and/or by sort codes							
	Penalties/Late Notices							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
88	Ability to send out past due notices automatically but with flexibility, i.e. above defined amounts, special no cut codes for different reasons, etc.							
89	Ability to create separate packets for Senior Citizens with separate due dates and penalty dates. These separate packets are created during the same process for standard accounts.							
90	Ability to combine accounts from two separate cutoff packets from the same zone into one packet for processing.							
91	Provide flexibility in managing the cutoff process by allowing any packet in the cutoff process to be split by book, customer class or user-defined comment code. New packets created in the split are assigned a three-part name comprised of the zone number; the date; and the book, customer class or comment code.							
92	Ability to automatically add late penalties or interest charges to delinquent accounts according to a flexible rate structure determined by the user.							
93	Automatically generate a cut off list after printing a preview report which can be reviewed for possible revisions.							
94	Ability to age accounts in 30, 60, 90, and 120 day increments.							
95	Ability to pull aging according to user determined factors.							
96	Automatic printing of disconnect notices and cut-off service orders through interface to a service order system.							
97	Provide for reporting a summarized credit history for a user-defined period of time, and optionally print this credit history on cut off reports.							
98	Ability to produce delinquent bills for customers that have already received a final bill but continue to maintain an unpaid balance.							
99	Automatically generate cut-off letter notices or other suitable shut-off notices after printing a cutoff register which can be reviewed for possible revisions. The cutoff register should include a warning section of any accounts on the register which are on bank draft.							
100	Provision for reversal of all penalties in a particular penalty packet. Penalty reversals should be reflected as adjusting entries.							
101	Provision for reversal of NSF checks, automatic billing for returned check charges, and maintenance of customer NSF check history.							
	Bad Debt							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
102	Ability to select accounts for write-off using user-defined criteria. Allow maintenance to the write off file prior to actually writing off the selected accounts.							
103	Ability to generate final bad debt file.							
104	Bad debt system that writes off selected accounts and balance from Utility accounts receivable and moves to bad debt file.							
105	Provides ability to post payments and adjustments to bad debt accounts.							
106	Provides ability to reinstate a bad debt account to the active data files without having to re-enter account information.							
	Service Order Interface							
107	Service order system provides automated updates to the utility system upon completion of applicable service orders. Examples are turn-ons, turn-offs, rereads, meter change outs, transfers, etc.							
108	A history of all service orders related to a service address should be displayed in the inquiry window at the service address. The status of each service order should be displayed. Service orders should provide drill-down functionality for details of actual service order.							
109	The user must have the ability to create, complete, or inquire on a service order from any place in the utility billing system.							
110	Ability to automate billing of fees for service orders to utility accounts.							
111	Ability to maintain service records independently for long term services analysis.							
	Meter Information							
112	Provision for maintaining complete meter data at each location, including type service, meter serial number, size, type, make, note, multiplier, price, date purchased, date installed, last date repaired.							
113	Maintain in shop meter inventory records by serial number.							
114	Each service address should include a history of all meters that have been installed at the service address. This history should include the date a meter was removed, the meter serial number and last reading.							
115	Actual reading and consumption for each meter will be determined by the number of dials to be read for that meter and should support a minimum of nine digits.							
116	Store date and time of readings when captured through automated meter reading system.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
117	Ability to change out (Swap) meters at any time. Where meters have been changed out, ability to show separate individual meter readings and consumption, and to show total consumption and billing amount on the same bill.							
118	Ability to handle multiple meter changes for a single metered service within a single billing period.							
	Transfers							
119	Display previous account number in transfer accounts.							
120	When a customer transfers to a new service address, the system should automatically transfer the customer's balance, deposits and any other occupant related information to the new account.							
121	Occupant notes transferred from the previous account should be clearly distinguished from the existing notes on the destination account.							
122	The customer master record should maintain the date of the transfer and the account transferred to or from.							
	Billing Features							
123	The system should prorate bills for new accounts and finaled accounts based on user defined formulas.							
124	Ability, as soon as a meter reading is obtained, to calculate a final bill with deposit applied and print on printer associated with the workstation. The Transaction would be applied to the account. Batch bills would not reprint this bill.							
125	Ability to estimate a reading and calculate a bill on demand.							
126	Ability to sort bills by zip plus four and carrier route to take advantages of available postage discount.							
127	Supports calculation of consumption using current and previous meter readings multiplied by user-defined multipliers.							
128	Supports calculation of discounts on both earned and non-earned basis (i.e. timely payment vs. subsidized utility coupon).							
129	Automatically calculate adjustment on re-read and option to print corrected bill.							
130	If a meter change occurs during the billing period, the system should have the ability to support different consumption multipliers on each meter							
131	Calculates final bills during any cycle, based on the internal system issuance of a turn-off service order, or closing of a customer account.							
132	Has the ability to automatically apply deposits to a final bill.							
133	Ability to prorate final bills based upon user-defined criteria.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
134	Ability to estimate consumption for a complete route or routes in the event of emergencies and produce bills. Also, provide the ability to estimate bills for single accounts of all un-read meters.							
135	Estimated readings are flagged in consumption history to differentiate from actual readings.							
136	Ability to change meter reading sequence without changing the customer account number.							
137	Handle data transfer from multiple Automated Meter Reading systems. This data transfer is handled through a pre-defined system routine for upload/download from the AMR route management software. Utility system must record definitions and release information for hand-held software through intuitive user interface.							
138	Flexible high/low feature that allows the user to adjust the range of parameters using several alternate factors, and according to changing conditions, i.e. season, storms, etc. This high/low would be both on the information sent to the Automated Meter Reading system before readings, and on the edits performed in the Utility Billing System after the readings uploaded from hand-helds or if readings are manually entered into the system.							
139	Permit off-cycle billing for accounts that have been disconnected in order to get final bills to customer's as soon as possible, as well as, the ability to bill individual bills for active accounts which were not billed due to idle consumption.							
140	Produces a consumption edit register prior to printing bills, screening for user-defined variables such as high/low consumption, no current reading, no previous reading, zero consumption, etc.. unbilled consumption							
141	Prorates service fees for partial month billing on initiation and termination of accounts. Prorates occur only upon user-defined services set for proration.							
142	Ability to bill by cycle and produce corresponding billing registers and journal entries.							
143	Ability to print customers' last bill information any time at a service counter for all charges due, and show past due as well as posted adjustments or payments							
144	Ability to print edit report for all bank draft accounts, make necessary changes. Posting program posts all bank drafts as a single process.							
145	Ability to incorporate different installment bills on the utility bill. These items are identified separately. These items could include but are not limited to:							
146	Water tap							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
147	Sewer tap							
148	Service fees							
149	Street & curb assessments							
150	System should calculate and bill on level or average-monthly-payment basis. This can be a continuous twelve month rolling-average calculation or once calculated, billed on a flat basis until recalculated or removed from enrollment on level payment plan. System will automatically maintain a reserve account for level billing enrollees, along with a graphical view that depicts the history of the customer's AMP bill versus actual bill.							
151	Where meters have been exchanged, show individual meter readings and consumption, a message that the meters were exchanged, and total consumption and amount on the bill.							
152	Ability to handle non utility services such as sales of merchandise, meter damage, billings for hydrant meters, and repairs.							
153	Ability to bill for services calculated off the system and entered each month.							
154	Ability to place an account on hold, resulting in the account not being billed until taken off hold. Deposits should not be refunded.							
155	Ability to include one-time messages on bills, either on a global or individual account basis.							
	Payment Processing							
156	Allow for the cashier to modify the distribution of moneys to various services.							
157	Provides interface to cash collection system supporting real-time, on-line cash receipts entry, with entry validation and individual cashier totals.							
158	The system can handle multiple donation types and payment "round-up".							
159	Allow for the cashier to modify the distribution of moneys to various services.							
160	Handle all payments and adjustments through packet input to provide system level audit trail of input, edit, approval, and update. System can identify different packet types such as payments, ACH drafts, and provide intuitive processing options for user by packet type.							
161	Provide ability for unapplied credits to be stored in separate revenue code for future application or refund. System will account for unapplied credits during payment process and attempt distribution of all available payments and credits.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	Arrangements							
162	Provide the ability to manage payment arrangements with customers who agree to pay a predetermined amount toward the balance of their account by a specified date. Payment arrangements protect customer accounts from being added to the cutoff list for non-payment. The system tracks the following information on payment arrangements: arrangement date & amount, note, status (active, void, fail, complete). Accounts may be flagged so that the system adds all future bill amounts to the arrangements.							
163	Provide for an automated process to fails arrangements and provide the ability to handle manually by changing the status to "Failed".							
164	Provide the ability to print late notices for accounts in a "failed" arrangements status.							
165	Allows user to remove completed, voided, and failed arrangements from history. User can print a report listing the arrangements proposed to purge or user can run the purge and print a listing of arrangements purged.							
	Contracts							
166	As long as installment payments are being paid, the unbilled portion of the installment contract will not be shown on the bill or can optionally be printed on the bill for information purposes.							
167	If an installment payment is not made, the account can optionally be subject to penalty and cutoff.							
168	Once a contract has been fully billed, future billings will automatically stop.							
169	If a customer with a contract transfers to another account, an occupant related contract should automatically transfer with the customer to the new account.							
170	If a customer closes their account, any unbilled contract balance will automatically be applied to the final bill.							
	Deposits							
171	The system must account for up to 99 security deposits per account.							
172	Deposit information must include type deposit, date of deposit, amount, receipt number, check number, and refund date. Vendor's cash collection system should interface with deposit programs in utility billing system to capture deposit information including amount, receipt number, reference, etc..							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
173	Ability to automatically refund deposits based on good credit history. Acceptable credit history is user defined. Provide ability to either print refund checks or apply deposit against account for deposits refunded based on good credit history. Deposit refund criteria also includes customer class so that specific customers can be included or excluded from the refund process.							
174	Ability to calculate interest on deposits. Interest may be applied to account, added to deposit, or disbursed to customer by check.							
175	Can automatically refund deposited funds plus accrued interest, if applicable, when the account is closed.							
176	Ability to transfer deposit(s) from one active billing account to another, as when a customer moves and wants the old deposit to transfer to his new location.							
177	Ability to handle installment billing for deposits. System will track and store billing for the installment payment, accumulated deposit received, and total deposit due. System will automatically stop billing for deposit when total amount due is received.							
178	Ability to assign and track cosigners (in lieu of deposits) for accounts.							
179	Provision for letters of credit from other utility companies or other sources.							
180	Ability to produce a Letter of Credit for the customer's use.							
	Reporting Capabilities							
181	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
182	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							
183	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
184	Each report should include in the title the name of the report, date and time when printed, the date or dates covered by the data in the report, and page numbering.							
	Financial Reports:							
185	**Account Balance Report**: User defined parameters should include billing cycle, route, customer class, account status, range of account balances (including aging categories to test) and range(s) of customer milestone dates (start date, last bill date & final bill date). Prints account number, name, service address, status, total balance, and balance for each service.							
186	**Aging Report**: The Account Aging Report should provide an analysis of account balances based on aging categories. Accounts included on the report may be filtered by billing cycle or route, by account status, by range of balances (including aging categories to test) and by range(s) of customer milestone dates (start date, last billing date, final date). Customers' transaction history may also be included on the report. For each account selected, the report should show the account number, customer name, last payment date, balances in the aging categories, and the total outstanding balance. For customers enrolled in an AMP plan, the report should also show the customer's amount in reserve and actual balance. If transaction history is included, the report should show the following information for each transaction posted since the transaction date specified: transaction date, transaction number and type, packet number, reference information, balance forward, debit or credit amount, and balance. The report should also include a totals section with a summary of aging balances by revenue code and a listing of any balance errors that exist. An option should be available to print a totals only version of this report that shows only the balances by revenue code and the balance error listing.							
187	**Monthly Transaction Report**: The Monthly Transaction Report summarizes and analyzes the transactions posted to customer accounts during the month specified. An option to print transaction details or only a summary analysis should be available as well as the ability to restrict the report to selected transaction types or for all transaction types. This report may be used to analyze amounts received in each revenue code and to balance totals with General Ledger reports for the month. Depending on the report options specified, the Monthly Transaction Report includes up to eight sections. These sections include Monthly Distribution, Revenue Code Totals by Class, by Type, by Book, by Zone, Total by Transaction Type, and Tax Recap.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
188	**Revenue Code Report:** The report lists each customer account with an outstanding balance in a revenue code. For each account included, the report shows the account number, customer name, address, and amount owed in the revenue code. The report also summarizes the total number of accounts with a balance in the revenue code and the total balance for the revenue code. This report is helpful in determining how much revenue of a particular type your city can expect to receive as well as the customers who comprise that revenue source. You can print the report for all customer accounts or for a particular zone or book. You can specify the account statuses for which you want to include accounts on the report and you can run the report to show credit balances only.							
189	**General Ledger Reconciliation Report:** The report helps you reconcile your utility account balances with your General Ledger account balances. The Account Balance Reconciliation section shows the utility account balances by revenue code and the General Ledger balances for the receivables accounts assigned to each revenue code. If all of your deposit codes are flagged to record as a liability, the Meter Deposit Reconciliation section matches up the G/L accounts and the deposit codes on the same line.							
190	**Average Monthly Payment Plan (AMP) Report:** This report lists information for all customers enrolled in your AMP plan. You can print the report for all zones or for a selected zone as well as specifying which account statuses to include on the report. For each AMP customer, the report lists the account number, the customer name, the account status, the amount of the customer's average bill, the account balance, the amount in reserve for the customer, the customer's actual account balance, and the date the customer last enrolled in the AMP plan. The report also includes a section that summarizes reserve balances (credit, debit, and total).							
191	**Arrangement Report:** The report lists payment arrangements made by customers. You can select arrangements to include on the report by arrangement status (Active, Completed, Failed, Voided, Late). You can print the report for all zones or for a selected book, zone, or account.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
192	**Contract Report**: The Contract Report consists of three sections: The Detail section lists the account number, account name, contract notation, contract table, original amount, total charges, balance, original contract date, last charge date, and the amount of the last charge posted to the account for each contract selected for the report. The Contract Table Totals section summarizes the contracts on the report by contract table. For each contract table, the report lists the number of contracts, the total original amounts of the contracts, the total charges and adjustments, and the outstanding balances of the contracts. The Error Listing section shows errors encountered during contract processing. For each error identified, the report lists the account number, contract table, and error message. The report can be filtered by service/table, status, range of contract origination dates and/or by a range of last charge dates.							
193	**Energy Assistance Report**: The Energy Assistance Report consists of three sections. (1) The Detail section lists the account number, account name, contract notation, contract table, billing table, original amount, total charges, balance, original contract date, and the date of the last charge. (2) The Contract Table Totals section summarizes the contracts on the report by contract table. For each contract table, the report lists the number of contracts, the total original amounts of the contracts, the total charges and adjustments, and the outstanding balances of the contracts. (3) The Error Listing section shows errors encountered during contract processing. For each error identified, the report lists the account number, contract table, and error message.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
194	**Account Transaction Report:** The report shows transaction history for all accounts in your selection. You can print the report for one or more specified accounts or for a range of accounts. For each account included, the report shows the account number and name, service address, and current balance. For each transaction on an account, the report shows the posting date, transaction number, transaction date, transaction type, reference information, the balance forward, the transaction amount, and the balance with the transaction applied. The report includes options to print the revenue code distributions for bill, penalty, and adjustment transactions and to show details for bill transactions.							
195	**G/L Interface Report:** The report lists the G/L accounts used by the Utility Billing system. For each revenue code, the report lists the cash, A/R, bad debt, penalty, and discount accounts used. For each deposit code, the report lists the interest, revenue, cash, and expense accounts used.							
196	**Packet Report:** The report lists details for all packets that meet the selection criteria you specify. You can filter the list of packets by packet number, packet type, creation dates, and G/L posting dates. For each packet in your selection, the report shows the packet number, type, and name; the creation, last edit, approval, posting, and G/L posting dates; and the IDs of the users responsible for each phase of packet processing.							
	Account Reports:							
197	**Account Master Report:** User defined parameters should include print sequence (alpha, numeric, service address), billing cycle(s), route(s), customer class(s), status(s), service rate tables and yes/no option to print accounts with zero balances, non-taxable customer only, confidential and landlord accounts only. Filter options should be available on customer dates (start date, last bill date & final bill date). Report should include account number, customer name, status and class with option to include service address, mailing address, email address, balance, lot, block, addition, metered services, non-metered services and selected user-defined comment codes. Additionally, total number of confidential accounts excluded from the report is reflected with report totals when confidential accounts are not included.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
198	**Account Book Report**: The report provides a listing of information from the Master, Account, and Comment files for each account you include on the report. You can print the report for selected accounts or for a range of accounts. When you print the report for a range of accounts, you can filter the report by account status.							
199	**Credit History Report**: The Credit History Report shows credit history details for each account included as well as an account analysis that summarizes the number of bills, penalties, cutoffs, and returned checks a customer has had. The report may be printed for all zones, for a specific zone or book, or for a specific account. A version of the report may also be printed that shows only the account analysis.							
200	**Draft Listing**: This lists customers who are set up to have their utility payments automatically drafted from their credit card or bank account. The report lists account information only and does not include draft amounts for the current billing cycle. This report's set-up window also allows you to print custom documents for each account in the selection criteria, using the INCODE forms processing features by merging data with custom forms.							
201	**Statement Billing Report**: For customers that participate in statement billing, the Statement Listing shows the contact ID, contact name, and billing address to which each statement is sent and the account number, service address, and account balance for each account included on the statement. In addition, the report shows the total number of accounts and the total balance for accounts on each statement as well as the total number of accounts and the total balance for all accounts on the report. You can filter the report by account status and you can also restrict the report to only show accounts with a credit balance.							
202	**New Customer Report**: User defined parameters should include account status and range of dates. Report should include account number, customer name, service address, status and date of service.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
203	**Landlord Report:** The report prints a list of landlords and the tenants at the service addresses for which the landlord is responsible. You can filter the report based on the status of a tenant's account. You have the option to include accounts with vacant addresses on the report. The report shows information for each landlord and tenant that matches your selection criteria. For each landlord, the report lists the landlord's name, mailing address, account number, service address, and balance. For each tenant, the report lists the tenant's occupant number, name, account status, and balance.							
204	**Multiple Active Occupant Report:** The report lists all service addresses with more than one currently active occupant. For each service address with multiple occupants, the report shows the service address and the names and account numbers of the occupants. In addition, the report shows the values of any comments you choose to include. You can print the report for a specific zone or for all zones.							
205	**Account Status Listing:** The report prints a list of accounts according to status. You can filter your selection by zone or book, account status, and secondary status (bad debt, service orders, cutoffs, holds, transfers, and no connects). For each account that matches your selection criteria, the report shows the account number, customer name, service address, account status and secondary status detail, and current balance.							
206	**Customer History Report:** The report provides a listing of historical account information for the range of G/L posting dates you specify. You can print the report for selected accounts or for a range of accounts. When you print the report for a range of accounts, you can filter the report by account status and you have the option to include confidential accounts on the report.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
207	**Cosigner Report**: The report produces either a list of cosigners or co signees. A cosigner is a customer who agrees to be liable for the charges to another customer's account in the event of failure to pay. A co signee is a customer for whom another customer has agreed to assume liability. In addition to the account numbers and names of the cosigners and co signees, the report lists the account status, cosigning date, the target release date, and the actual release date. If you choose to include co signee details on the report, the report shows the account number, co signee name, address, balance due, and balance details.							
208	**Letter of Credit Report**: The report lists customer accounts for which a letter of credit has been accepted in lieu of a service deposit or cosigner. You can print the report for a specific zone or book or for all zones. For each customer account included, the report shows the account number, customer name, service address, the source of the letter of credit, the date of the letter, and the operator who accepted it.							
209	**Flag Report**: The report lists accounts whose information matches the flag criteria specified. Accounts may be selected based on tax flag, hold flag, penalty flag, cutoff flag, confidential flag, senior citizen flag, number of bill copies, book, account status, and customer class. For each account included, the report lists the customer account number and name, service address, flags, hold types, and hold dates. An option to print customers' account balances on the report is provided as well.							
210	**Notes Report**: The report lists occupant notes or service address notes for utility accounts. You can print the report for all accounts, for a specific zone, for a specific book, or for a range of accounts. For each account with notes, the report lists the customer account number and name, the service address, the text of the notes and the time/date/user ID stamp.							
211	**Zone Report**: The report lists by zone the books that comprise the zone. You can print the report for one zone or for all zones.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
212	**Device Report:** The report prints a list of devices for the service addresses that match your selection criteria. You can filter your selection by zone or book, device code, installation date, last inspection date, and next inspection date. Sort options include account number, account name, device code, service address, serial number, ID number, make, model, type, installation date, last inspection date, or next inspection date. You have the option to print the report for service addresses with idle meters and to include device transaction history for each service address on the report.							
213	**Miscellaneous Variable Report:** The report prints a list of miscellaneous variable values for the accounts that match your selection criteria. You can filter your selection by zone or book, account status, customer class, service code, and a range of miscellaneous variable values. For each account in your selection, the report shows the account number and name, account status, customer class, and miscellaneous variable value.							
214	**Label Wizard:** User defined parameter should include print sequence, cycle(s), route(s), start date, line per label and option to print account number. Each type of label can be stored as a template for future use. Labels should include customer name and mailing address. User can print labels for all statement groups, for all statement groups in a selected zone, or for selected statement groups. Account selection criteria should also be available on a specific user-defined comment code.							
	Services Reports:							
215	**Services Report:** The report lists information for metered and non-metered services that match the criteria you specify. You can select accounts to include on the report by zone or by book. You can print the report for all or customer classes or for selected customer classes, as well as, for all or selected account statuses. For each service you include, you specify the rate tables to include and you specify whether to include accounts with the service turned on, accounts with the service turned off, or accounts that do not use the service. You can optionally include idle addresses on the report.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
216	**One-Time Charge Report**: The report lists accounts with one-time charges during the time period you specify. This report helps you verify one-time charges such as penalties posted as a one-time charge, reconnect fees, and contract charges. You can specify the accounts to include on the report by zone or by book and you can filter the report by customer start dates and service dates. You specify the one-time services and the rate tables for which to print the report. The report includes additional options such as including accounts on hold, printing service addresses for each account on the report, and including contract amounts for services that represent contracts.							
217	**Address Master Report**: The report lists all service addresses that match your selection criteria. You can filter your selection by zone or book and customer class. You can include information for metered and non-metered services on the report. You have the option to print the report only for landlord accounts or only for idle addresses (accounts with no active occupants). You can specify comment codes for which to print comment values on the report.							
218	**Garbage Report**: The Garbage Report shows all customers being charged for a selected non-metered service (in particular, garbage service). Accounts on the report are grouped by rate table. Accounts may be selected by zone with the option to include or exclude accounts based on rate table and customer class. Account status (active, disconnected), Service status (all, on, off) may also be filtered. For each account included, the report shows the account number and customer name, the service address, dumpster information, taxes, and charges. The report includes a recap section that analyzes charges by rate table, showing the number of users, total taxes, and total charges.							
219	**Multiple Unit Report**: The Multiple Unit Report lists accounts with multiple residential units that are being charged for a specified metered or non-metered services. You can filter the accounts that appear on the report by zone or book, by service code and rate table, by service status, by account status, and by customer class. You can print a totals only version of the report that shows the number of accounts with multiple units and the total number of units.							
	Deposit Reports:							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
220	**Deposit Listing**: This report helps you analyze the deposits in your system. You can print reports for current deposits, deposits as of a specific date, refunded deposits, deposits on hold, or unbilled deposits. You can print a report for a specific book or zone or for all books or zones. You can restrict a report to a single deposit code or you can include all deposit codes on a report. You can narrow the scope of a report by specifying a range of dates for which to include deposit information. You can select the customers to include on the report by account status and by customer class.							
221	**Deposit Exception Report**: The report lists active or disconnected accounts that do not have a deposit established for one of your metered services. You can filter your selection by zone or book, account status, service, and deposit code. You can have the report indicate the customers who have a letter of credit on file and the cosigners' account numbers for customers for whom another customer has cosigned. You have the option to print customers' credit history on the report by credit rating or in detail format. For each account that matches your selection criteria, the report shows the account number, customer name, service address, and services on the account.							
222	**Deposit Interest Report**: The report shows the amount of deposit interest applied to the accounts that meet the criteria you specify. You can filter the accounts on the report by zone or book, deposit code, and a range of interest posted dates. You have the option to exclude refunds already returned to customers from the report							
	Billing Reports:							
223	**Monthly Billing Report**: The Monthly Billing Report summarizes billed charges for zones over a range of dates that you specify. You can run the report for regular billings, supplemental billings, adjustment billings, single billings, or all billings. If you choose to run the report for regular billings, you have the option to select a specific zone for which to print the report, or you can print the report for all zones. The report analyzes charges by service category, revenue code, rate table, fuel adjustment code, meter group, and customer class, and shows deposit refund totals.							
224	**Billing Register**: Should print in route and account number order with totals by route. Should print, but not necessarily limited to the following information on each account:							
225	Account number							
226	Customer name							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
227	Service address							
228	Charges for each service							
229	Current bill total amount							
230	Total current charge & arrears amount							
231	Previous and current meter readings							
232	Consumption							
233	Flags for disconnected accounts, finaled accounts, accounts on hold, bank drafts							
234	Summary totals by route							
235	Grand totals for all routes within the billing cycle							
236	Cycle totals by customer class							
237	Cycle totals by rate table							
238	General Ledger posting journal							
239	List of new accounts							
240	List of transfer accounts							
241	List of disconnected accounts							
242	List of deposit return accounts							
243	New Meter Listing							
244	List of auto-pay accounts (bank drafted accounts & credit card accounts are listed separately; credit card drafts reflect type of card)							
245	List of credit balance accounts							
246	List of accounts on hold							
247	List of abnormal consumption accounts							
248	List of accounts with high bills based on settings defined by customer class							
249	List of manually billed accounts							
250	**Tax Recap Report:** The report analyzes tax amounts for the range of bill calculation dates that you specify. The first section of the report lists each zone, the dates of the bill calculations for the zone that fall in the date range, and the type of bill calculation (regular, adjustment, supplemental). The Tax Analysis section groups tax information by service category and tax rate. For each combination of service category and tax rate, the report shows the rate tables, the number of accounts for each rate table, the total amount billed for the rate table, the total non-taxable amount, the total taxable amount, and the total tax amount. The report also shows subtotals for each rate within a service category and for each service category. The last section of the report recaps totals by tax rate across all service categories and totals for the entire report.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
251	**Zip Code Report**: The report tallies the number of bills by zip code and carrier route. For each zip code-carrier route combination, the report shows the number of bills to certified addresses, the number of bills to non-certified addresses, and the total number of bills.							
252	**Transfer Warning/Error Report**: The report lists warnings and errors that the system generates as it posts transfers when you run the billing update. For each account included, the report shows the account number, customer name and address, the "transfer to" account number, an indication of whether or not the transfer posted successfully, and the text of the warning or error message.							
253	**Cutoff Listing**: User defined parameters should include selection by age of past due amount, minimum balance and billing cycle. Should print list of accounts on cutoff list including account number, customer name, service address, balance, past due amount, credit history, and meter serial number.							
	Consumption Reports:							
254	**Consumption Summary Report**: The report shows customer consumption for a selected metered service over a specified time period. You can customize the report to print for customers in a specific book or zone and to include only customers from selected customer classes and to include only selected rate tables. The report consists of three summary sections which analyze consumption by service rate table, by customer class, and by year, and, if you choose, a detail section that shows consumption information for each account that matches your selection criteria.							
255	**Customer Ranking Report:** The report lists, in descending order, your customers with the greatest usage over a given time period. You can rank customers based on total units consumed, demand, or dollars billed. If you rank customers by consumption, you can base the report on either total consumption or demand consumption over a specified period of time or average consumption for that period. For each customer included, the report shows the customer's rank, account number and customer name, service address, rate table, and, depending on your ranking basis, either the consumption amount or the dollars billed.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
256	**Billed Consumption Report**: The report recaps consumption for a range of billing periods you specify. You can print the report for a specific billing type. You can restrict the report to a specific service code or service category or print it for all metered and non-metered services. You can filter the report by customer class and comment code. You have the option to print service addresses on the report. The report consists of five sections: zones with bill calc dates, detail section, customer class totals, service code totals, and service category totals. You can print a totals only version of the report which suppresses the customer detail. The report also includes an option to build an extract file so that you can perform further data analysis as needed.							
257	**Estimated Consumption Report:** The report lists accounts for which consumption has been estimated during the range of consumption periods you specify. You can filter the report by service code, by zone, by account status and by a range of accounts. You specify the minimum number of times an account must have been estimated during the range of consumption periods in order to be included on the report. You can also specify that the report show only accounts with estimated consumption for a particular number of consecutive periods. For each account that meets your criteria, the report shows the account number and customer name, the dates of the estimated consumption periods, and the estimated consumption for each of the periods.							
258	**Usage and Loss Report:** The report shows usage details broken down by each consumption period in the date range you specify. For each month, the report shows units pumped, units flushed, units used, and units unbilled as well as the number of accounts represented in the used and unbilled figures. Based on these values, the report shows the number of units of loss and the loss percentage for each month. In addition, the report shows the number of accounts with consumption in the ranges that you specify when you set up the report. After the breakdown by month, the report shows total and average statistics for the entire range of consumption periods. If you opt to include detail for accounts with unbilled consumption, the report lists these accounts along with their total consumption for the reporting period.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
259	**Consumption Profile Report**: The report prints a consumption profile for a range of billing dates and the billing types, metered services, customer classes, and consumption ranges you specify. The report prints a listing of zones with the date of the consumption calculation and the billing type for each zone. For each metered service you specify, the report includes a separate section that provides totals by consumption range for current consumption, percent of usage, number of users, percent of users, total revenue, percent of revenue, non-taxed revenue, taxed revenue, and sales tax.							
260	**Consumption Comparison Report**: This report can be used to compare consumption between two billing periods you specify for the accounts that match your selection criteria. If you want to compare consumption for billing periods with different billing cycles, you can use the Divisor fields to equalize the comparison. You can compare percentages of consumption between billing periods. The selection can be filtered by zone or book, service code, and rate table. An option to exclude all accounts with consumption less than an amount you specify and to exclude all accounts with a comment code you specify is available. For each account that matches the selection criteria, the report shows the account number, customer name, service address, Period 1 and Period 2 consumption, and the difference in consumption between the two billing periods. Consumption totals for all accounts on the report are reflected as well.							
261	**Sewer Consumption Report:** This report shows sewer consumption by account for the range of consumption periods you specify. For each account included, the report shows the account number, customer name, service address, total consumption for the range of consumption periods, average consumption, and account status. You can filter the report by account status.							
262	**Linked Consumption Report**: The Linked Consumption Report lists all master accounts in your system and the back-out or add-on services linked to them. For each master and linked service, the report shows the link type (master, back out, add on), account number, service address, service code, meter number, and meter group. The report indicates the total number of accounts linked to each master and the total number of master accounts.							
	Bad Debt Reports:							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
263	**Bad Debt Report**: The report lists customers with accounts in the Bad Debt system. For each account in your selection, the report lists the bad debt account number, customer name, service address, last billing date, the date the account was transferred to the Bad Debt system, the revenue code distribution, and the balance due. You can optionally include details of the payments and adjustments posted to each account. You can also specify comment codes in order to include comment values on the report. You can filter the report by balance, write-off date, and by a specific comment code. The summary version of the report shows the number of bad debt accounts, the balance in each revenue code, and the total outstanding balance.							
264	**Bad Debt Monthly Transaction Report**: The report summarizes and analyzes the transactions posted to bad debt accounts during the time period you specify. You can include transaction details on the report or you can print a summary analysis only. You can restrict the report to a specific transaction type or you can print the report for all transaction types. Use the report to analyze amounts received in each revenue code and to balance totals with your General Ledger reports for the month.							
	Meter Reports:							
265	**Meter Report**: The Meter Report lists information for the meters set up in your system that satisfy the criteria you specify. For each meter included, the report shows the meter group, meter number, account number, service address, scale, demand scale, make, type, size, purchase date, installation date, repair date, and status (on/off). The report includes a totals section that summarizes the number of meters by age for each make and size as well as totals for assigned and unassigned meters. The report setup includes an option to print the totals summary only. You can select the meters to include on the report based on zone, book, meter group, assigned or unassigned status, meter type, meter make, and meter size. You can further specify the ranges of purchase dates, installation dates, and repair dates for which to include meters on the report. You can print the report for pulled meters only, sort the report by account number, meter number, or serial number, and select a comment code for which to print comment values on the report.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
266	**Meter Location Report**: The report lists the service code, meter location code (if applicable), meter location description, service address, account number, customer name, and account status for all accounts that satisfy the criteria that you specify. You can include accounts with meter location codes, accounts with free-form meter location descriptions, or accounts with no meter location. If you include accounts with meter location codes, you can specify the meter location codes for which to include accounts on the report.							
267	**Meter Transaction Report**: The report lists the meter transactions that satisfy the selection criteria you specify. You can filter the report by meter group, meter number, meter transaction dates, meter transaction codes, and staff member. For each meter transaction in your selection, the report shows the meter group, the meter number, the meter transaction date, the customer account number and service address, the meter transaction code, the meter reading, the staff person responsible, and the description of the transaction.							
268	**Idle Meter Report**: The report lists services with idle meters. For each service included, the report shows the account number, service address, service rate table and table description. In addition, the report shows total idle addresses and idle services by book and includes a section that summarizes these totals and shows report grand totals. You can also print a summary version of the report that lists only the totals by book and the grand totals.							
269	**Meter Scale Report**: The report lists the meter number, account number, address, customer name (assigned meters) or inventory designation (unassigned meters), scale value, and scale location for each meter in your selection. In addition, the report shows the number of meters in service and the number in inventory.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
270	**Reading Sequence Report**: The report shows the reading sequence number for each account-service combination that matches the criteria you specify. In addition, for each account-service combination included, the report shows the service address, account number, customer name (or comment value for a specified comment code), customer class code, service code and description, slot number, and meter number. You can select accounts for the report by a range of account numbers, by a range of sequence numbers, or by route.							
271	**Route Exception Report**: The report lists account-service combinations that either are included in multiple routes or are not included in any route. For each account-service included in multiple routes, the report shows the account number, service address, service code and description, service slot, and the route numbers and segments. For each account-service not included in a route, the report shows the account number, service address, service code and description, and service slot.							
272	**Instruction Code Report**: The report shows the instruction codes assigned to customer accounts. You can print the report for all instruction codes or selected instruction codes and you can opt to include accounts that do not have instruction codes assigned to them. For each account included, the report shows the service address, the account number and customer name, the account status, and the instruction code values.							
273	**Alert Code Report**: The report shows the alert codes assigned to customer accounts. You can print the report for all alert codes or selected alert codes and you can opt to include accounts that do not have alert codes assigned to them. For each account included, the report shows the service address, the account number and customer name, the account status, and the alert code values.							
274	**Meter GPS Report**: The report lists the latitude and longitude coordinates recorded for each meter in your selection. You can select the meters to include on the report by zone or by book and you can print the report for all meter groups or a specific meter group. For each meter in your selection, the report shows the meter number, the customer account number and name, the service address, and the latitude and longitude coordinates.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
275	**Meter MXU Report**: The report lists the MXU type and ID recorded for each meter in your selection. You can select the meters to include on the report by zone or by book and you can print the report for all meter groups or a specific meter group. In addition, you can optionally include meters without MXU settings. For each meter in your selection, the report shows the meter number, the customer account number and name, the service address, and the MXU type and ID.							
	Other Reports:							
276	**Audit Report:** This report provides an audit trail of changes to files and processes in the Utility system that you can use to resolve questions that may arise about those changes at a later time. The report shows the modifications, additions, and deletions made to information, as well as the date and time of the changes and the users who made the changes. You specify the range of dates for which you want to print the report and the files you want to include in the audit. You can sort the report by the date of the changes or by the files or processes affected by the changes. The report is available in both detail and summary formats. The detail format provides explicit information about the changes made and can be quite lengthy.							
	System Interfaces							
277	General Ledger: The utility billing and collection system should fully integrate with the general ledger for posting billings, adjustments, and collections.							
278	Accounts Payable: If the utility system does not generate its own deposit refund checks, it should integrate fully with the accounts payable module for processing of refund checks to customers.							
279	Automated Meter Reading: Provide for upload and download of data to hand-held meter reading system.							
280	Central Cash Collection: Fully integrate with centralized cash receipts module for posting payments, deposits, etc. to utility billing system. Should provide immediate updates to the utility billing system of payments pending until posted at end of day.							
281	Service Orders: Service order creation, completion and inquiry should be accessible from any screen in the utility billing system. Completed service orders related to the utility billing system should automatically update the utility billing system in a real-time, on-line process upon completion of the service order. A history of all service orders at a service address should be displayed in each utility account.							

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

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	TOTALS	0	0	0	0	0	0	

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

	E-COMMERCE Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	Provides customers online access 24x7 using a standard Web browser. The customer can enter their own secure area using an account ID and password							
2	Provides access to historical account data including past statements, historical payments and usage.							
3	Provices customers online access to pay bills using major credit cards or e-Checks. Payments are instantly updated on the customer's account and processed with the highest level of security.							
4	Provide customers with an automated email "paperless" billing option (including delinquent payment reminders). Provides activity logs and error reporting to ensure e-mails are properly handled.							
5	Maintains PCI compliance through thrid party processing of credt card/debit cards.							
6	Provides customer printable and email receipt upon complete payment.							
	TOTALS	0	0	0	0	0	0	

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

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

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

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
13	Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. At any point during the year, the user may either inquire on-screen or request a printed inquiry of this information.							
14	Provide the ability to import budget adjustments in a pre-defined format from third-party applications.							
15	Maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget.							
16	Provide for user defined groupings of accounts for budget control purposes. Budgets will be established on a line item basis, however an option should be provided to group accounts for budget control purposes (i.e. all supplies accounts within a department) in the purchase order input process.							
17	Allow for the projection of revenue and expense account balances for budgeting purposes. The system should accept balance projections manually or calculate projections based on the year-to-date account balances (thru a user-defined period), the last saved projection or the last calculated projection. Account selection should be based on user-defined criteria.							
18	Accept automatic posting of journal transactions from other subsystems or third-party applications in predefined journal entry format.							
19	Run interim financial reports during an accounting month.							
20	The system must have the ability to load previously posted transactions for reposting with new dates.							
21	Automated bank reconciliation process for multiple cash and bank accounts.							
22	Maintain and process transactions for a "prior" fiscal year and a "current" fiscal year simultaneously before the prior year is closed. Make an "adjustment period" available for posting audit adjusting entries to prior year balances.							
23	Load previously posted transactions with debits and credits reversed to create reversing entries.							
24	Provide ability to suspend account activity.							
25	Create accounts with a future status for future budget periods and restrict current year posting to the account until changed to an active status. Provide for automated status change of future accounts during budget implementation process.							
26	Provide the user an average daily balance by account within a pooled cash account.							
27	Ability to automatically upload posting of cleared items from the entity's bank to the bank reconciliation system.							

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

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
28	Provide the ability to protect an account from journal entries while allowing system postings.							
29	Provide the ability to flag a fund with an active or inactive status. Inactivating a fund will inactivate all accounts within the fund.							
30	Maintain and print notes for individual funds and GL accounts with the ability to secure notes from any future changes.							
31	Provide the ability to purge all transactions from the G/L history for a selected fiscal year. A report listing the proposed transactions to be purged may be generated prior to running the purge process.							
32	Audit changes made in key files (General Ledger system file, fund maintenance and account transfer maintenance file) and provide an audit report listing changes to these General Ledger files. Filter options should include date, file, function and operator.							
33	Provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Journal Entry Capabilities							
34	Journal entries must have a unique identifying transaction code or number. Journal entry input should be processed in a packet format creating a system level audit trail of input, edit, approval, and update of data. Packets can be department specific and merged together for processing purposes.							
35	Prevent journal entries from posting to months, fiscal years, or accounting periods which have already been closed for accepting business transactions, or have not been opened for accepting business transactions.							
36	Maintain detailed transaction descriptions in the general ledger for both system and manually generated journal entries.							
37	Prevent posting transactions to invalid general ledger account numbers.							
38	Ability to track the day, month, and year of the journal entry.							
39	Provide for optional automatic creation of journal entries and reversal of journal entries after period close. The user must be able to identify which entries should be reversed at the time of entry.							
40	Automatically generate all "due to" and "due from" journal entries when posting a transaction to one fund which will affect other funds.							

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

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
41	Provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.							
42	Accept both standard and recurring journal entries, both as to amount and account. For recurring journal entries, data entry should be required only once. Edit recurring entries as to coding accounts and amounts as necessary. Preferably, the user should be able to initiate a batch which would have all the recurring entries for the period for review and edit.							
43	Allow the user to reverse or cancel a previously posted/updated journal entry. Also allow user to re-post a journal entry after reversal. Provide a complete audit trail in the general ledger for journal entry reversal and re-post by requiring a separate journal entry number or code for each reversal/repost.							
44	Allow the user to edit and/or correct both manual and/or system generated journal entries as to account number, amounts, descriptions, etc.. Even after user debits, the system should edit the entry to verify that the edited journal entry is still in balance as to both debits and credits and individual funds.							
45	Print journal entry transaction detail prior to posting the journal entry to the general ledger.							
46	Ability to set up predefined sets of accounts and corresponding descriptions for repetitious journal entries. Provide ability to distribute the amount of the journal entry on a predefined percentage basis or by stated amounts entered by the operator.							
47	Perform allocation calculation such as interest, based on an allocation method selected (average daily balance, monthly beginning balance, monthly ending balance, percent, or fixed amount) during the journal entry process.							
48	Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to post audit adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data.							
49	There should be a default general ledger fund equity account maintained in the general ledger master chart of accounts or fund table. This fund equity account will be used in the fund during the year-end close process.							

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

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
50	Ability to assign journal notes to transactions in situations where descriptions would be helpful for justification or clarification purposes. An option to view the journal notes on screen or print the journal notes on appropriate reports should be provided.							
	Inquiry Capabilities							
51	The system should provide on-line account number look-up at any prompt for a general ledger account number. This look-up feature should be based on a portion of the account number and/or the account name. The appropriate accounts should be displayed, with the ability to select the desired account.							
52	General Ledger Data Display - Data on status and history of an account including general ledger number, account name, account type and account balance information including encumbered balance, current balance and the net amount of any pending transactions. Drill-down is available to view the details for the journal entry transactions which comprise the pending amount.							
53	Provide on-line account information including account number, account name, type of account (asset, revenue, expense, etc.), department name, and account balance. For both the original and current budget the amount budgeted, account balance, amount encumbered, current amount encumbered, amount currently reserved (amounts entered as requisitions that are awaiting to be approved as purchase orders, or excess or reduction in PO during receipt process that is not been posted to accounts payable), unencumbered budget balance, and percent of budget obligated. Total amounts expended and encumbered for each month of the fiscal year should be displayed. Total amounts budgeted for each month (both original and current budgets) should be displayed.							
54	The inquiry program should provide an option to display detailed information on transactions posted during the fiscal year. Options should be provided to display transaction detail based on parameters such as dates, ranges of amounts, or transaction number. The system should display the transaction date, transaction number, reference (ck number, etc.), description, and amount of the transaction. User should be able to filter the transaction detail by source, date, amount, transaction type, and encumbrance amount. If appropriate, the vendor, invoice, purchase order or work order number should be displayed. The detail records should support drill-down functionality on the transaction number, vendor number, invoice number, purchase order number and work order number.							

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

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

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

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
64	Provide the ability to design and create reports in a user defined format without being required to purchase a special report writer application. Data elements for purposes of creating reports should include at a minimum, the following: current and/or prior year-to-date actual, current year-to-date including encumbrance, outstanding encumbrance at the end of the period, current and/or previous year total budget, current and/or previous year year-to-date budget, current month actual, prior year month actual, and percentage comparison of YTD amount and total budget amount							
65	The system should print a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account.							
66	The system should print an expenditure report by fund, organization and expense object, showing budget, expenditures for the period, expenditures YTD, percent of budget expensed, outstanding encumbrances and uncommitted balance with totals by summary account as defined in the table.							
67	All reports should include the name and title of the report, date and time the report was produced and the date(s) for which the report covers.							
68	Option to view any report on screen with subsequent option to print.							
69	Ability to generate financial statements by individual funds or for all funds.							
70	Ability to consolidate financial statements when more than one fund is used to account for various fund types or groups.							
71	Ability to print a report including all journal notes.							
72	Ability to print a report for a user defined range of journal numbers, sorted by journal entry number.							
73	Provide the ability to run all applicable reports for the current fiscal year's data or from data from a previous fiscal year.							
74	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the General Ledger system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.							
75	The system must generate data necessary for compliance with state and federal reporting financial statements produced with the data should conform to MFOA and GAAFR standards. The following financial reports must be included:							
76	Account Listing							
77	Chart of Accounts							
78	Statement of Revenues and Expenditures							
79	Trial Balance							

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

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
80	Balance Sheet							
81	Budget Worksheet							
82	Budget Presentation							
83	The system should also print interim financial statements.							
84	Provide the following predefined reports:							
85	**General Ledger Detail Report**: Report parameters should include the ability to choose fund, range of dates, range of accounts, debits, credits or both, option to include encumbrances, option to print vendor numbers only or vendor numbers and names, and option to print journal notes and projects. For each account selected, the report should print the account number and name, beginning balance, and ending balance. The report should print for each transaction, the transaction date, posting date, transaction number, reference, description, vendor number/name, invoice number, purchase order number, amount of the debit or credit, balance, and journal notes (if applicable).							
86	**General Ledger Detail Vs Budget Report**: This report shows transaction detail by account along with budget, year-to-date, and balance information for accounts. Transactions are listed for the selected General Ledger accounts for specified accounting periods and budget information resulting from the transactions. The transactions can be limited by fund, time period, transaction date, and account range. Additional report parameters include the ability to include active accounts only, monthly totals, and restricted accounts. The report includes the transaction date, number, reference, description, vendor, journal entry number, budget, activity and account balance. Department totals are presented at the end of the report.							
87	**Cash Analysis**: Report parameters should include the ability to choose the fund, month and year, days of the month to include in the report, and option for summary or detailed version of the report. The detailed version of the report should print for each cash account within the fund selected, for each day of the month, the total amount for all checks, deposits, service charges, interest, miscellaneous, net change, and balance.							
88	**Template Report**: This report shows the accounts that comprise the distribution defined for a template. For percent-type templates, the report also shows the distribution percentages. For flat amount-type templates, the report shows the distribution amounts. The report includes account totals for the accounts in the distribution. The report can be printed for a single template or for all templates.							

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

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

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

	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
108	Special Assessments							
109	Court Case Management							
110	E Commerce							
111	Property Tax Management							
112	EMS Billing							
	TOTALS	**0**	**0**	**0**	**0**	**0**	**0**	

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

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

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
16	Define maximum limits on pay codes based on: pay period, monthly, annual and lifetime.							
17	Provide the ability to designate Federal Tax, State Tax, FICA Tax, and/or Medicare Tax withholding criteria on an employee by employee basis.							
18	Provide the ability to enter a flat amount or an additional amount for Federal and State Tax withholding purposes, on an employee by employee basis.							
19	Option to print on the customers existing checks or on standard checks recommended by the software vendor.							
20	Must be able to enter hours worked, vacation, and sick time taken, along with General Ledger distribution.							
21	Provide the capability to edit and verify the labor distribution to the actual payroll.							
22	The system should provide the capability to automatically distribute an employee's base pay, overtime, leave pay, employer retirement contribution and other applicable information based on a predefined percentage to multiple funds/departments/line items within the General Ledger.							
23	The system should optionally automatically generate unpaid items to be posted to the Accounts Payable system. These items should cover liabilities generated from the Payroll as well as employer contribution. These employer contributions may be in association with but not limited to deductions in which the employee participates.							
24	This Accounts Payable interface should include all General Ledger distributions, due dates and distribution coding.							
25	Support ability to handle earned income credits resulting in reduction of payroll tax deposit, reporting on 941 and reporting on W-2.							
26	Provide a tool to identify incorrect pay amounts during the payroll process, such as a payroll comparison report.							
27	Support direct deposit capabilities. Prepare an ACH file for transmission to a central repository bank for input into the Federal Reserve System for deposit into individual employee accounts.							
28	Ability for each employee to designate up to ten bank/savings accounts, etc. for direct deposit and indicate one account as the "primary" account. An option should be available during the payroll process to have all direct deposits go to employee accounts designated as primary. And, the system should allow for not printing a direct deposit stub, if an employee is receiving a check stub.							

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
29	Provide audit trail of on-line file maintenance to critical fields with operator ID, workstation ID, date/time, and old/new data. Track rate changes, date of change, old and new rate, and reason for change.							
30	Prepare employee earnings\check stub for each employee, including employees on direct deposit, showing all hours earnings, deductions and all year to date totals with option to print leave balances.							
31	Allow employee designated direct deposit accounts to be individually activated or inactived.							
32	System will provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained.							
33	System shall allow for special pay allowances such as car used for personal use, customer owned lodging, and other use of customer property.							
34	Capability to handle a cafeteria benefits plan with flexible spending accounts.							
35	Maintain prior year's detail and totals for a user specified period of time.							
36	Provide capability to archive payroll data prior to a user designated date to an archive file or tape and then purge the data from the system.							
37	System should have capability to separate allowance from base pay.							
38	Ability to correct or change time accounting up to the deadline for processing payroll.							
39	Provide the capability for automated check reconciliation							
40	The system must provide the ability to expense the payroll to multiple funds and internally generate all "due to" and "due from" entries to keep all funds in balance.							
41	Create both payroll and General Ledger distribution data from same input.							
42	The system must provide the ability to pay reimbursements directly to the employee on the paycheck and correctly account for the reimbursements for W2 reporting purposes.							
43	Provide for the calculation of overtime pay with user defined parameters.							
44	Ability to select tax treatment of earning categories for various tax calculations.							
45	Allow for an extra withholding tax deduction in any amount at the option of the employee.							
46	Ability to compute shift and overtime premium or exception pay.							

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
47	Provide capability for time to be entered for an employee who works temporarily in a higher pay class or position.							
48	Ability to adjust pay for "differential" hours worked at a different rate than the employee's normal rate.							
49	Provide a method for projecting pay increases for both hourly and salary rates based on selected job classes, with the option to simply print a report of the projection results and actually update the system with the pay rate increases. The report should show the effect of the rate increase on the individual employees affected as well as the effect on each job class affected, by step.							
50	Ability to accurately track State Employment Commission codes and Workers Compensation codes for each employee, including tracking employees that change positions resulting in different codes for various ranges of dates during the year. Ability to identify up to twelve deduction codes as exempt from state employment tax calculations.							
51	Payroll processing will include updates to employee data, time reporting, adjustments, calculation of gross and net pay, accruals disbursements, registers, and other reports.							
52	Allow the preparation of manual checks at any time during the pay period for terminated employees, back pay, special allowances, and other reasons.							
53	Calculate payroll and print payroll checks and related reports.							
54	Permit the input of car allowances, which will be used to automatically calculate the imputed income for each employee.							
55	Provide the capability to reconstruct a previously posted payroll register, along with related payroll check registers and deduction registers.							
56	The system should provide the ability to capture multiple User Defined Data (UDD) fields with the following attributes:							
57	UDD fields can be formated in various layouts such as checkboxes, date fields, numeric fields, drop-down lists and text fields.							
58	Additional customization features for UDD fields can be defined including character length, min & max values, initial & default values, as well as characteristics such as "unique" and "required".							
59	The system automatically searches for and notifies a user of other records in the system with identical UDDs, when the UDD field is setup with a "unique" value.							
60	Queries and reports can be run using UDD fields.							
61	Maintain the following general information for each employee:							
62	Employee name and number							

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
63	Address							
64	Social Security Number							
65	Normal hours worked per pay period and annually							
66	Pay cycle (weekly, bi-weekly, semi-monthly, monthly, etc.)							
67	Number of dependents							
68	Home state and work state							
69	Title and primary department number							
70	Date of birth							
71	Date of last raise							
72	Date hired							
73	Date terminated and termination code							
74	Longevity calculation date							
75	Full time / part time							
76	Sex and race							
77	EEO-4 Category							
78	Home telephone number							
79	Previous, current, and projected job grade and step and effective dates							
80	Exempt flag							
81	I-9 Flag							
82	Days worked and hours worked per day							
83	Allow emails to be sent to employees directly from the Employee Management program.							
84	Ability to design personnel-related forms with the system's reporting tools, incorporating data from the system, and allow exporting of report data to MS Word & Excel for further manipulation.							
	Time Entry							
85	Time entry is to be required by the system on an exception basis; for example, only exceptions to a pre-established work schedule should require entry.							
86	Provide option to print several variations of payroll time sheets or a format designed by the customer.							
87	The system should be capable of facilitating time entry at any point or points during the pay period, including daily if desired.							
88	The system must have the ability to accommodate varied work cycles used in determining hours worked in accordance with Federal Labor Standards Act (FLSA).							
89	The system should permit the entry of information concerning multiple types of leave. Accrual of leave amounts should be automatic and should not require input during the time entry process.							

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

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

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
100	Ability to establish limits for deductions based on maximum deductions amounts defined for the pay period, month, year or lifetime. The deduction should stop when a specified limit for the employee is reached. Option to automatically re-establish the deduction for purposes of employee bond purchase plans, etc..							
101	Ability to distribute deduction and benefit expenses to the Project Accounting module.							
102	Ability to withhold garnishments.							
103	Ability to void or reverse checks on-line.							
104	Ability to calculate deductions based on net pay.							
105	Provide for up to three one-time or manual deductions per employee per pay period.							
106	Ability to calculate pay differentials based on user defined grade and step tables.							
107	Ability to withhold IRS tax levies.							
108	Support employee and employer contributions made to a self-insured health plan.							
109	Provide comprehensive reporting capabilities for deductions including user defined parameters. Deduction reports should provide options such as range of dates (including prior years data), sorting options (alpha, employee number, by department, social security number, etc.), deduction code(s) (options for one, multiple, all). Option to print gross amount of pay, employer's share of deduction code, department totals, general ledger detail, and social security numbers.							
110	Ability to setup predefined consolidation codes for purposes of grouping deduction codes for reporting purposes (i.e. one report consolidating information for several retirement plans, or all cafeteria plan deductions).							
111	Ability to calculate and track employer paid benefits, including longevity.							
112	The system should base longevity calculations on total years/months of service or on a 12-month fiscal period, as well as, user-defined longevity codes and parameters. Parameters should include at a minimum, how to prorate longevity for partial months or years of service and the association of a description, pay code, base group, pay cycle, and annual maximum amount for each longevity code.							
113	Ability to handle deferred compensation.							
114	Ability to generate deduction calculations automatically for:							
115	First Pay period of the month							
116	Second pay period of the month							
117	Third pay period of the month (when applicable)							

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
118	All pay periods							
119	Current pay period only							
120	Or any other user defined cycle							
	Leave Tracking Capabilities							
121	Accrue holiday, sick, vacation and comp time and up to six other user defined leave categories for each employee based on user defined tables with leave category, length of service, and/or job classification.							
122	The system should track each of these leave categories on an annual or employee anniversary basis.							
123	Provide on demand leave accrual for holidays.							
124	On-screen inquiry should display balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number.							
125	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.							
126	Ability to post adjustments to an employee's leave balances. A history of any adjustments posted must be maintained for inquiry or reporting purposes.							
127	Provide the capability to process year-end forfeitures of vacation time.							
128	Ability to limit accrual of leave time past maximum allowed.							
129	System should be able to accumulate compensatory time with limits set by various department rules.							
130	Provide a report at fiscal year end that prints the employer's liability for accrued benefits.							
131	Validate leave availability of leave at time of payroll input.							
132	Leave bank tracking capabilities allow employees to bank accrued leave time for allocation to other employees who participate in the leave bank. Tracking features should include enrollment, contributions and withdrawals to the leave bank.							
133	Leave bank features should include the ability to establish a beginning bank balance, define leave types for contributions, # of hours required for initial contribution, and # of hours to contribute regularly for each user-defined leave bank code.							
	Payroll History Capabilities							

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
134	Provide unlimited online detailed history of all payroll checks with ability to provide dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information based on posting date, check date, check number, gross pay, deductions, taxes, reimbursements, and net pay. User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
135	On-screen inquiry should display balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number.							
136	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.							
	Personnel/Human Resources Features							
137	The system must have the capability of tracking information related to the performance review of the individual:							
138	- date review due							
139	- date of discussion with employee							
140	- next review date							
141	- follow-up review date							
142	- pay increase granted							
143	Maintain date employee goes on C.O.B.R.A benefit and C.O.B.R.A code with validation performed by the system on the code selected.							
144	Maintain date of last physical and date of next physical.							
145	Maintain date of last drug test. Provide ability to create group of employees subject to random drug testing. Generate random drug test listing and perform random selection.							
146	Provide emergency information for each employee including name, address, phone number, and relationship.							
147	Provide for date of termination and user-defined code field.							
148	Provide fields for disabled veteran flag and code, military code, and veteran code.							
149	Unlimited free form text area for maintaining a history of employee reviews. The information should be displayed in reverse chronological order.							
150	Unlimited free form text area for maintaining a history of employee promotions. The information should be displayed in reverse chronological order.							

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
151	Unlimited free form text area for miscellaneous notes for each employee. The information should be displayed in reverse chronological order.							
152	Ability to set up user defined fields to track human resources related data such as educational qualifications, licenses held, continuing education requirements and history, spouse's name, address, phone number, date of birth, employer, employer phone number, insurance data such as group health census data, life insurance amounts, number of children covered, types of insurance coverage, etc.							
153	Provide for the recording and retention of data relating to employee performance, commendation, and disciplinary action.							
154	The system should be able to record, in the employee record, the various training courses an employee completes while working for the employer, including such information as grade or certification received in the course.							
	Reporting Capabilities							
155	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
156	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							
157	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel and Access as well as the ability to have the data set exported directly to a XML or CSV formatted file.							
158	Print check numbers on computer generated check register.							
159	Prepare monthly, quarterly, and year end reports as required for Workers Compensation, insurance, tax withholding, and FICA.							
160	Prepare W2's as required including capability to prepare a tape file for transmission of federal and state withholding as well as social security deductions. File format must meet federal requirements.							

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
161	Ability to create a W-2 work file which includes all information required for W-2 reporting (both hard copy and magnetic tape) and the ability to perform on-line file maintenance to the work file in order to adjust amounts for taxable, non-income fringe benefits, such as life insurance, take-home vehicle, etc. if necessary.							
162	Capability to maintain and report employee tax withholding data and generate W-2's at any time of the year.							
163	Ability to run W-2's for prior year after payrolls for current calendar year have been posted.							
164	Create and print the W-3 Form associated with W-2 Form filings.							
165	System must be capable of storing and retrieving necessary data about employees, both current and former, to produce the EEO-4 Report.							
166	Ability to support state employment commission electronic filing.							
167	Ability to produce quarterly reports at any time during the year or a previous year.							
168	**Payroll Check Register**: Print employee number, name, check date, check amount and check number and provide number of regular and manual checks printed with totals.							
169	**Leave Liability**: A report showing the employer liability for unused leave and sick time and other user defined leave categories. Report will be by department/division. Totals by department/division and overall totals.							
170	**Worker's Compensation Report**: Provides ability to input the employer's discount rate and experience factor for purposes of automatically calculating the Worker's Compensation premium for the period specified. Produces the necessary report for the customer's Worker's Compensation carrier.							
171	**Deduction Report**: The system will have the capability to produce a report for all deduction codes or an unlimited number of selected codes. This report will list at a minimum employee name, employee title, social security number, department, effective beginning and ending dates, amount of deduction, total amount, and total number of employees participating in the deduction. The report provides options to sort by employee name, employee number, department number, or social security number.							

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
172	**Deduction History Report:** The report should itemize deductions by pay date for each employee included in the range selected. User can also filter by deduction code and specify a report sequence (employee #, employee name, department or social security #) and a range of dates on which to report. If the Department option is selected for the report sequence, the department may be selected for which to include employees on the report. In addition, the user may select whether to print totals only for each employee and whether to print information for each employee on a separate page.							
173	**Deduction Exception Report:** The report should list employees without a specified deduction code. User-defined parameters are to include payroll number, deduction code, employment status and department with an option to print the report for active employees only. For each employee without the deduction code, the report should include the employee number and name, department, employment type and status.							
174	**Employee Profile Report:** User defined parameters should include sort sequence (number, department, alpha), department, and employee number if information on a single employee is requested. This report should print a summary of all information in an employee's information in the master file.							
175	**941 Report:** Option to print for any range of dates and print the 941 forms with an overlay.							
176	**Payroll History Report:** User defined parameters should include range of dates to include employee number(s). The report should print the following information from each pay period: check number, posting date, the following in both hours and dollars: net pay, gross pay, overtime pay, vacation pay, sick pay, holiday pay, any other leave pay. All deductions should be included, including employer contributions. Should include totals by calendar quarter.							
177	**Employee Review Report:** Should print history of an employee's reviews. Ability to provide reminder of employees who may be due a review.							
178	**Retirement Plan Report:** Prints necessary information for state's Municipal Retirement system in format acceptable by the Municipal Retirement system.							

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
179	**Leave Balance/Usage Report:** Listing of accumulated leave and leave taken so that beginning balance, taken, and current balance are reported. Listing should be for each employee in department/division sequence. Should provide both summary and detail reports. Detail report should allow selection to print history of one or more leave categories and list leave time earned, taken and any adjustments for each leave category selected.							
180	**Leave Bank Report:** Listing of leave bank transactions associated with the Leave Bank Process.							
181	**Payroll Calculation Report:** This report is to be used to proof payroll data prior to printing payroll checks. The report should be printed in employee number order, subtotaled by department and should include, but not necessarily be limited to, the following information for each employee:							
182	Employee number							
183	Employee name							
184	Earnings in hours and amount for each applicable earnings type							
185	Leave time in hours and amount for each applicable leave category							
186	Benefits and reimbursements							
187	Deduction information including both employee and associated employer contributions							
188	Taxable wage totals, employee and employer contributions for federal withholding, state withholding, FICA and Medicare							
189	This report should show totals for all departments, provide department recap totals, and detailed journal of transactions to be posted to the Accounts Payable system. General Ledger totals should also be provided showing all debits and credits that will be posted to the General Ledger. Errors and/or warnings regarding this report should be listed including page numbers on which errors and/or warnings appear.							
190	**Employee List:** User defined parameters should include department, employee status and employment type, with the option to print job class, annual wages, monthly salary, hourly rate, address, job title, social security number and a choice of one of the following: hire date, termination date, birthday or years of service. Sort sequence options should include employee number, name, social security number, department and state employment code.							

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

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
191	**Performance Review Reminder Report**: This report should include the next review date, for those reviews overdue and also include those due within the next sixty days.							
192	**Project Distribution Report**: This report should reflect employee hours logged against projects in the Project Accounting module. Each detail line includes the following: project #; line item #; project description; employee's department #; employee # & name; check date; pay code; and hours, pay rate & amount from the pay record. Report filter options should include payroll #, check date, master project, project and pay code.							
193	**Audit Trail Report**: This report is used to print an audit trail of changes to payroll system files. User may select records for the report by a range of employee numbers, by a range of activity dates, by payroll audit file (Employee, Information, Year-To-Date, Deduction, Distribution, Deduction Code or Pay Code), by function and by operator ID.							
194	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Payroll system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.							
	System Interfaces							
195	The Payroll system should interface with the following software modules:							
196	General Ledger							
197	Accounts Payable							
198	Project Accounting							
199	Bank Reconciliation							
200	Human Resources							
201	Employee Self Service - Time & Attendance							
	TOTALS	0	0	0	0	0	0	

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

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

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

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
11	Receipts are reflected in the vendor's integrated sub-system as "pending activity" until such time the daily posting procedure is completed. Utility accounts with adequate payments pending should not be reflected on cut-off lists. Pending activity can be viewed from the account management window in each sub-system without accessing the Central Cash Collection system.							
12	Each type of receipt should carry a unique code that indicates the type of payment being posted. A drop-down list look-up feature should be provided that allows the operator to view the available codes authorized for that operator and make their selection.							
13	The transaction codes must be user defined providing parameters such as description, destination subsystem (Utility Billing System, Accounts Payable, General Ledger, etc.), general ledger accounts receipt will be posted to, an option for a default charge, and a receipt description. An option should be available to inactivate transaction codes. Also provide the ability to require a description for General Ledger type transaction codes.							
14	Support a minimum of 99 predefined general ledger accounts that may be debited/credited for each transaction code. With an option to apply a receipt across multiple general ledger accounts on a predefined percentage basis.							
15	The system should be capable of endorsing checks and validating a customer's utility bill on one pass-through or printing a separate receipt. The time, date, operator code, amount paid, how paid, amount posted, change given, and customer balance should be printed on the receipt or bill.							
16	Provide on-line account number validation for any integrated subsystems such as the Utility Billing System, Court, Accounts Receivable, Building Projects, etc., with on-line look up of the respective account available once the transaction code for that subsystem is selected.							
17	When posting a payment to a integrated sub-system account, the system should default to the balance currently owed by the customer. This amount may be overridden if appropriate.							
18	If a customer pays less than the current balance in a utility account, the system should distribute the payment to revenue categories based on a user defined formula. The system should provide the ability to override this distribution at the operator's request. Any overpayments should be stored in an unapplied credit account until applied against the proper revenue code.							
19	When posting a payment to a customer's account in the Accounts Receivable system, the Central Cash Collection system should provide the ability to look-up accounts by account number, the account name or a portion of the name. (i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM" and provide the ability to select the desired account). Once the account is selected, the operator can choose from all invoices available for that account to apply payment.							

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

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
20	When posting a payment to a customer's utility account, the operator should have the ability to look-up an account based on account number, name or a portion of the name, address or a portion of the address(i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM", providing the ability to scroll through the displayed account names and select the desired account), as well as any other user-defined look up criteria.							
21	Operators should be warned by the Central Cash Collection system if they attempt to post a utility payment to a utility account that has a payment pending.							
22	Operators should be prompted by the Central Cash Collections system to choose whether to renew the selected business license if the Business License system is setup to allow renewals in the payment process.							
23	A record of each transaction should be printed on a separate journal tape.							
24	Provide for verification of online credit card payments based on address or credit card security code. Setup requirements may apply for the merchant code when using this feature.							
25	Provide a feature to mask credit card information on Cash Collections receipts and reports. Options should include the ability to mask full credit card numbers and/or expiration dates. Masked numbers are replaced with X's.							
26	Ability for cashier to collect payments for items that are not pre-billed in any system. These transactions would only post to the respective general ledger accounts. These could include, but are not limited to, transaction codes such as animal license, golf course fees, airport fees, vending machine receipts, etc..							
27	From the Operator Process window, the operator can create, open, and close batches. The operator can also enter payments, void a receipt, and reprint a receipt.							
28	At the end of a cashier's scheduled work day, a close-out report should be printed to be balanced with the cash, checks, money orders, etc.. in the operator's drawer. There should be the ability to record cashier over and under to a finance system account, as well as, the ability to print a receipt for the over and under transaction.							
29	The system should provide for the ability to void a receipt.							
30	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Inquiry Capabilities							

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

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
31	When processing a customer's utility payment, the system should provide the ability to go to utility billing account management window and inquire on information such as transaction history, detailed data of current bill, consumption history, etc.. Once the inquiry is complete, the system should return the user to the original point of processing.							
32	Provide the ability, at any time during the day, to display all a summary of all receipts processed at a cash collection work station. Information displayed should include the operator's code and name, and total receipts for each type of transaction (utility payments, deposits, building permits, etc.) and by type (cash, check, credit card, etc.). The grand total of all receipts at the work station should be displayed as well as the total number of receipts voided.							
33	Allow for user defined payment methods to be set up with an associated bank reconciliation group to be assigned to each payment method.							
34	Provide the ability to have the system automatically post to specified sub systems or allow for posting from the individual sub systems.							
	Receipt Processing							
35	Require a valid operator code in order to process a receipt.							
36	Support the processing of payments for multiple utility accounts from one customer as a single transaction and print the associated receipt(s).							
37	Support the processing of a single payment for different types of transactions from one customer as a single transaction (utility bill, court payment, building project) and print the associated receipt.							
38	Support the processing of payments from more than one person for a single account as one transaction and print the associated receipt(s). For example, college students splitting a utility bill (one pays by check, one with cash, one with a money order).							
39	Support paying multiple utility accounts from a single payment transaction (cash, check, etc.).							
40	For utility account payments, operators are alerted if an active arrangement exists on an account. Operators can drill-down to account details to view outstanding arrangements.							
41	When posting a payment to an integrated sub-system account, the system should default to the balance currently owed by the customer. Allow this amount to be overridden if appropriate.							
42	If a customer pays less than the current balance in a multiple service utility account, the payment should be automatically distributed to revenue categories based on a user defined formula. Provide option for the operator to override this distribution in special situations. Court payments will follow similar distribution logic.							
43	Provide for unique codes to be defined for each receipt being posted that identify the type of transaction being posted. A drop-down list look-up feature should allow the operator to scroll through available codes authorized for that operator.							

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

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

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

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
54	**Daily Cash Collection Register**: This report should print a summary of all Cash Collection Receipt Registers during the day totaled by operator and workstation. Total receipts for each payment type (utility, court, building permits, etc.) are totaled as well as totals for checks, cash, money orders, credit cards and other. This report should include a listing of check payments as well as a General Ledger posting report and deposit recap. System should allow entire credit card numbers &/or expiration dates to be masked on the report, if desired.							
55	**Cash Collection Receipt Register**: This report should be printed when an operator is ready to close-out a batch of payments taken by the operator. This report should include all transactions handled by the operator in the batches selected. The report should be printed in receipt number or transaction number order and should include receipt number, date, time, operator code, workstation number, payment type (utility, court fine, etc.), amount tendered, amount applied, change, how paid (cash, check, etc.), reference (i.e. check number), subsystem payment will update, voided receipts, utility account number and utility customer name. The batches can then be approved and updated.							
56	**Journal Report**: User defined parameters should include the ability to select the operators and workstations to be included in the report as well as a range of amounts applied. The report should be printed in receipt number order and should include receipt number, date, time, operator code, workstation number, amount tendered, amount posted, change, how paid, reference and subsystem the transaction will be posted to. Utility payments should include utility account numbers and customer's names. The report should include summaries by operator and workstation. An option to print general ledger notes associated with any general ledger transaction that contains notes as well as an option to include a Check Listing section should be available.							
57	**History Report**: The History Transaction Report lists the receipt transactions that have been moved to the History file in the Transfer to Sub-Systems process. You can filter the report results by specifying a history packet, a range of receipt numbers, or a range of transaction dates or posting dates. In addition, you can print the report for a range of transaction codes, for a range of transaction amounts, or for a particular sub-system, summary code, operator, or terminal. You have the option to print messages entered for GLB transactions on the report. Options are also available to include a Check Listing section and a Voided Receipts section. The detailed version of the report consists of four sections: a detail section that prints a line for each transaction and operator, terminal, and transaction summary sections that show the number of voids, batch number, total payments received, and totals by payment method for each transaction code. The summary version of the report consists of the operator, terminal, and transaction summaries only.							
58	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Cash Collections system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.							

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

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	System Interfaces							
59	The Central Cash Collection system should interface with the following modules							
60	Utility Billing							
61	General Ledger							
62	Miscellaneous Accounts Receivable							
63	Business License							
64	Building Projects							
65	Court							
	TOTALS	0	0	0	0	0	0	

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

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Accounts Payable system must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:							
2	Multiple bank accounts							
3	Designated disbursement fund							
4	Pooled cash account							
5	-OR- combinations thereof.							
6	Support length of vendor name, address & city fields up to 50 characters.							
7	Support cash, accrual, modified accrual, or combinations thereof.							
8	Ability to process credit memos on-line.							
9	Ability to store credit memos for each vendor.							
10	Provide a complete bank reconciliation process.							
11	Ability to provide a comment field that can accommodate various comments, which are printed on the check.							
12	Provide a status code to allow placing a hold on all payments for an individual vendor.							
13	When updating vendor records, the user does not need to know vendor codes, type codes, etc., the user simply moves to the appropriate field and selects from a drop-down list of codes for the field with optional add/edit functionality.							
14	Provide options for new vendor numbers to be set up manually or set up automatically by the system.							
15	The system should provide the ability to capture multiple User Defined Data (UDD) fields with the following attributes:							
16	UDD fields can be formated in various layouts such as checkboxes, date fields, numeric fields, drop-down lists and text fields.							
17	Additional customization features for UDD fields can be defined including character length, min & max values, initial & default values, as well as characteristics such as "unique" and "required".							
18	The system automatically searches for and notifies a user of other records in the system with identical UDDs, when the UDD field is setup with a "unique" value.							
19	Queries and reports can be run using UDD fields.							
20	At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history. Once the inquiry is completed, a single mouse click or keystroke must return the user to the original screen and field.							

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

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
21	Provide an option for the system to automatically assign a unique item number in circumstances when the operator has no invoice number.							
22	Provide an option to designate specific bank accounts for payment of each invoice.							
23	Tracks additional taxes due for goods or services purchased out of state or not charged by the vendor. User-defined tax codes and rates are utilized to track and calculate additional taxes.							
24	Option to support multiple vendor sets in the event the user processes accounts payable for an entity with a separate taxpayer ID number.							
25	Ability to set up pre-defined sets of accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers. Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.							
26	Provide budget checking features within Accounts Payable Input Processing with flexible options for handling account distributions that go over budget. Options should include: Ignore, Show Warning, Password Required and Prevent.							
27	The system must internally generate all "due to" and "due from" entries to keep all funds in balance if an item is expensed to multiple funds.							
28	The user must be able to restrict, through system security, individual access to the accounts payable system and to individual programs within the accounts payable system.							
29	The system must maintain a record of the last check number used, which may be overridden by management to accommodate manual checks written since the last check cycle.							
30	Ability to pay an invoice out of current calendar year before printing 1099's from previous calendar year.							
31	Support multiple types of 1099s. Support electronic filing of 1099s.							
32	Option to automatically base the 1099 setting for vendor invoices on the setting in the vendor record with another option to override default 1099 setting for vendor invoices.							
33	Support W-9 tracking by providing a flag to prevent payments to a vendor if a W-9 has not been received from the vendor.							
34	The system must accommodate payment from various general ledger cash accounts within specific funds, with the option to designate which cash account to use for each invoice if desired.							

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

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

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

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
48	Provides drilldown capabilities in Vendor Management to maintain vendor contact information including fields for address, e-mail, and multiple telephone numbers. Allow emails to be sent to vendors directly from Vendor Management.							
49	Interface to Purchase Order system supports ability to handle open ended purchase orders. (i.e. Can a portion of the purchase order at the encumbrance stage remain while moving some items forward to the invoice stage?).							
50	Must allow for invoices, debit memos, and credit memos to be processed in packets or batches with system maintained audit trail on integrity of input, edit, approval, and update of data. Must be able to produce all registers and audit reports necessary to provide a complete audit trail.							
51	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Vendor Information							
52	Vendor data must include but not necessarily be limited to:							
53	Vendor number							
54	Name							
55	Remittance address							
56	Shipping address							
57	Telephone number							
58	Fax number							
59	Email address							
60	Contact person							
61	Taxpayer ID number							
62	1099 Type Flag							
63	W-9 Received Flag							
64	IRS Levy Flag							
65	Customer's account number with the vendor							
66	Payment terms with the vendor							
67	Date of last activity with the vendor							
68	Hold status							
69	User defined vendor class							
70	Current balance due for all outstanding items with the vendor							
71	Pending amount of payables not yet posted for the vendor with drill-down to detailed transactions							

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

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
72	The system must record and display as a part of vendor data purchases year-to-date and discounts taken year-to-date for the current and previous two fiscal years.							
73	Provide lookup capability by vendor number or vendor name with the ability to filter on vendor status. If a portion of the vendor name is entered, the system must display all vendors starting with the letters entered and provide scroll and point selection of the selected vendor.							
74	The vendor record must have a field to complete for use in calculating the scheduled payment date. The figure to enter would be the number of days following receipt of any invoice from this vendor in which to pay. There must also be a default number of days, to be used in calculating the scheduled payment date and the discount date if cash discounts are available.							
	Item Processing Features							
75	Select invoices for payment based upon manual selection or automatic selection based on:							
76	Due date							
77	Discount date							
78	- OR - for all unpaid items							
79	Provide option to select items to be paid from specific bank (cash) accounts only if desired							
80	Option to pay items with a specific vendor or for all vendors.							
81	Item selection for payment must include option for specific user defined customer classes and accommodate vendors with "hold" status.							
82	Ability to print edit report of selected items with option to make desired changes prior to processing checks.							
83	Ability to allow for the addition of freight and bulk charges.							
84	Provides the option to record additional taxes owed such as use taxes on goods & services purchased out of state or sales tax not charged by the vendor.							
85	Print accounts payable checks and check register.							
86	Provides emergency check writing.							
87	Process payment adjustments and canceled/voided checks.							
88	Print accounts payable check for specific vendor on demand.							
89	Ability to add/edit vendors from item input with system maintained security.							
90	The system must be able to calculate default discount amounts, discount dates, and due dates on a vendor by vendor basis.							
91	The system must be able to handle electronic signatures. Provide ability to scan and encrypt signatures and secure with password.							

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

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

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

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
102	Anytime a General Ledger account number is required in the Accounts Payable system, the user must have the ability to look-up General Ledger accounts based on a portion of the account number or account name. The system must display the accounts providing scrolling selection of the desired account. The account number and name must then automatically be displayed in the desired field. Option to allow add/edit capabilities for general ledger accounts from input with system maintained security.							
	Item History							
103	The system must provide on-line item detail for user defined length of time. This detail must include:							
104	Vendor number							
105	Vendor name							
106	Invoice number							
107	Description							
108	Due date							
109	Discount date							
110	Adjustments and purchase orders number							
111	Item date							
112	General ledger distribution							
113	Amount paid							
114	Discount taken							
115	Date paid							
116	Check number paid and check status (posted or void)							
117	An unlimited amount of history must be available, with an option to purge all paid items prior to a user specified date for vendors with selected status criteria (All, Active, Inactive, On Hold).							
118	Provide ability for operator to lookup and display all checks issued to a vendor. The system must provide online display of all payments made to a vendor with the following capabilities:							
119	Drill-down capabilities on the check number to reconciliation details including general ledger cash account, payment date, payment type (check, EFT), check number, description, amount, reconciliation status (outstanding, posted, cleared), date cleared and statement date.							
120	Drill-down capabilities on the payment amount to see the detail of items paid including vendor name & number, item ID, item date, general ledger distribution, item description, item amount & payment amount.							
121	All invoices, even when paid, must be available for on-line review for a user specified period of time. - AND -							
122	Provide an option to look at unpaid items or all items.							

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

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
123	Provide option to sort invoices during inquiry by payment date with the most recent invoice displayed first.							
124	Provide a reconstructor feature for previously processed invoices and packets including input, payment, check, and department registers.							
125	Online display of history for both invoices and checks provides dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
	Reporting Capabilities							
126	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
127	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for later retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings							
128	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.							
129	The system must be able to print 1099's for selected vendors at the end of the calendar year.							
130	The system must be able to provide a cash requirement report based on user defined periods of time.							
131	The system must produce all registers and audit reports necessary to provide a complete audit trail.							
132	Users must be able to print the contents of the 1099 fields in report format, prior to the actual production of the 1099s.							

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

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
133	**Department Payment Report**: Printed in department sequence. Prints vendor number, vendor name, invoice number, General Ledger account number, General Ledger account name, description and amount for each item that is expensed to each department. Summarizes General Ledger account totals and department totals as well as comparisons of annual expenses to line item and group budget amounts for the budget code requested.							
134	**Vendor Report**: Prints a listing of the vendors with the ability to choose a summary listing that includes name, class, address, and balance, or a more detailed format that also includes other vendor information such as phone number, tax ID number, template, payment terms, year-to-date purchases and discounts and user-defined fields. The report can be printed for a selected vendor class and as well as the ability to restrict the report to vendors with hold or levy flags.							
135	**Vendor List**: Prints a summary list of vendors. For each vendor included, the report shows the vendor number, vendor name, and vendor class, and either the vendor's mailing address or phone number. The report can be sorted by vendor number, vendor name, or vendor class. Vendors can be filtered by last activity date. The list can be printed for up to five selected vendor classes or for all vendor classes.							
136	**Label Print**: Ability to provide a vendor mail option that can be selected for a range of vendors, generating standard continuous mailing labels or file folder labels. Provide options to sort by vendor name or number and filter on a range of vendors, vendor status, vendor activity date and vendor class. Allows for various label sizes by indicating lines per label, columns per page and labels per column. Option to print vendor number, address and/or taxpayer ID number on the labels.							

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

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
137	**Open Item Report**: User defined parameters must include range of payment dates, item dates and posting dates with the ability to filter on paid items, partially paid items and unpaid items as well as vendor number, vendor class, bank codes and vendor hold status. Report must print in vendor number order and print vendor number, vendor name, invoice number(s), open item dates, due dates, discount dates, date paid/check number, invoice description, gross amount owed, and balance. Available sort options should include vendor name, vendor number or fund. Other print options should include the ability to print in detail or summary and include the General Ledger distribution and/or check stub comments.							
138	**Accounts Payable Check Register**: User-defined parameters must include selection of vendors, bank codes, range of check numbers, dates and amounts with the ability to sort by check number or vendor. Report must print vendor number, invoice number, vendor name, check type (regular, manual, void, drafts), check date, discount, amount for each invoice, check number and check amount. Other report options should include the ability to include the general ledger distribution and limit the selection to unposted checks or manual checks. Report should include totals by type.							
139	**Accounts Payable Cash Requirements Report**: Printed for selected funds with up to three analysis dates.							
140	**Purchase Order Report**: Provide the ability to print a report for any range of posting dates, paid dates, and purchase order numbers. The report must include purchase order number, vendor number and name, description, posting date, paid date, check number and amount. Totals must be provided for number of vendors, number of purchase orders, and amounts.							
141	**History Check Register**: Provide the ability to print a check register for any range of dates.							
142	**1099 Print**: User defined parameters must include minimum purchases, vendors with TIN numbers only (Y/N), and three lines for free form payer information.							
143	**Accounts Payable Disbursements Report**: User defined parameters must include paid items (Y/N), partially paid items (Y/N), unpaid items (Y/N), range of payment dates, range of invoice dates. Sort sequence options must include check number, fund, department and vendor. Choice to print General Ledger distribution and fund totals.							

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

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
144	**Use Tax Report**: Shows additional tax amounts by vendor. For each vendor included, the report shows vendor number & name, item date, payment date, tax code, invoice number, GL accounts affected, gross taxable invoice amount and additional tax amount. The report includes totals by tax code and GL account. Report filters include payment date and item date ranges.							
145	**Audit Trail Report:** Lists changes to the Accounts Payable files. Filter options include vendor set, vendor numbers, date, file, function and operator. For each record selected, the report lists the vendor number and name, the action taken on the record (Add, Change, or Delete), the date & time of the action, and the user ID of the operator responsible for the action.							
146	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.							
	System Interfaces							
147	The Accounts Payable system must interface with the following modules:							
148	General Ledger							
149	Purchase Orders							
150	Payroll							
151	Bank Reconciliation							
152	Fixed Assets							
153	Project Accounting							
154	Budgetary System							
155	Utility Billing							
156	Business License							
157	Building Projects							
158	Miscellaneous Accounts Receivable							
	TOTALS	0	0	0	0	0	0	

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

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

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

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
12	Ability to route rejected requisitions automatically via an industry standard e-mail system.							
13	The system should not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain.							
14	Provide the ability to look up purchase orders for inquiry purposes by purchase order number, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.							
15	Purchase order data displayed during inquiry for open, closed, or voided PO's should include vendor name and number, total amount of purchase order, amount outstanding, ordered by, approved by, summary description of PO, shipping address code, date issued, estimated delivery date, free form text, invoice received, invoice date, due date, invoice description, goods ordered and received, and unit prices based on purchase order number.							
16	When requisitions are entered and approved, purchase order is created without additional re-entry required.							
17	Provide for detailed analysis of open, closed, or voided POs.							
18	Provide the ability to define consolidate designated accounts into groups for budget checking purposes during requisition input in the purchase order system. (i.e. group all accounts within a category in a department for budget control purposes in the purchase order system)							
19	Provide the ability to designate different accounts for group budgeting purposes from one department or fund to another.							

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

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
20	Through appropriate system security, the User should be able to control those individuals able to access the purchase order system, including security protection at the menu item level. An option to provide security down to the line item level should be available for inquiry and requisition input purposes.							
21	Entry of a requisition into the system should establish a pre-encumbrance in the general ledger.							
22	Approving the requisition and creating the purchase order will clear the pre-encumbrance and establish an encumbrance in the general ledger.							
23	The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.							
24	A feature should be provided that will allow the user to enter an invoice into the system without having to set up a vendor. If this option is selected, the operator should be prompted to enter a vendor name and address from within the invoice input program.							
25	Anytime a General Ledger account number is required in the Accounts Payable system, the user should have the ability to lookup General Ledger accounts based on a portion of the account number or account name. The system should display the accounts providing scrolling selection of the desired account. The account number and name should then automatically be displayed in the desired field.							
26	There should be a table containing authorized delivery addresses, with codes that may be selected via "drop-down" lists.							
27	An unlimited amount of history should be available, with an option to purge all paid items prior to a user specified date.							
28	Purchase order inquiry should provide the ability to display all information about a specified purchase order, but provide no maintenance capabilities.							

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

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
29	The system should be able to process recurring contractual payments, such as those for leases, with no additional input after the initial payment voucher. At each payment date, the voucher should be generated by the system and placed in suspense for approval prior to processing. A report should be generated for those items needing approval.							
30	Must have centralized vendor file, accessible by all purchasing/payable transactions, must be accessible by account number or name lookup.							
31	The system must allow next year funds to be pre-encumbered after a specified date in the current year.							
32	Support requisition input at either a central location or at the department level, including remote locations. Option for printing purchase orders at the department locations.							
33	The system must provide on-line status listings of purchase orders as they are processed through the procurement/payment cycle.							
34	After requisition processing, the purchase order should be printed for further use. Any of the fields shown on the entry screen(s) should be available for the printed form.							
35	The system should provide the option for purchase order numbers to be assigned automatically by the system or be manually assigned by the user.							
36	The system should be able to print recurring text messages on purchase orders.							
37	Allow each PO to be distributed to any combination of up to 999 funds and accounts.							
38	Ability to bring forward the comments and journal notes from requisitions to purchase orders.							
39	The system should provide the ability to save requisition approval history for subsequent review when user posts requisitions.							
40	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							

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

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	Requisition Processing Features							
41	The system should provide the option for requisition numbers to be assigned automatically by the system or be manually assigned by the user.							
42	Provide up to fifty characters for the requisition description.							
43	Validation of available budget against the appropriate budget year as each item is entered with option to validate, on line, at the line item account level or by user defined groups of accounts or as defined by user security.							
44	Provide option for one-step process for a purchase order to be issued and received simultaneously. If this option is selected the system should prompt the operator for the invoice number, invoice date, due date, and invoice description.							
45	The system must provide the ability to issue purchase orders for one-time vendors without having to set up each vendor.							
46	Ability to assign journal notes to purchase orders in situations where descriptions would be helpful for justification or clarification purposes in the general ledger. An option to view on screen or print the journal notes and rejection notes on appropriate reports should be provided.							
47	The system should provide the ability to look up requisitions by the requisition number and provide the ability to display all requisitions tied to a specified vendor number or vendor name, with the ability to scroll through the requisitions displayed and select the desired requisition.							
48	The system should provide the ability to enter up to one hundred lines of free form text during requisition input that may be printed on a purchase order, voucher, or requisition audit report.							
49	The system should process requisitions either on-line or in batch mode, at the User's option.							
50	There should be an edit where the user will be informed of missing information/invalid codes, etc. which will prevent the requisition from processing in a batch mode.							

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

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
51	The system should provide the ability to "prepay" an item in emergency situations. This feature should allow the user to select a "prepay" option, enter a check number (manual check), date, and print a purchase order upon demand.							
52	Requisition data should include but not necessarily be limited to the following:							
53	Requisition number							
54	Vendor number							
55	Vendor name							
56	Status							
57	Department							
58	Approved by							
59	Ordered by							
60	Summary description							
61	Ship to address code							
62	Date issued							
63	Estimated delivery date							
64	Free form text to be printed on PO, voucher, or requisition audit report							
65	General Ledger coding for each item							
66	Description for each item							
67	Number of units							
68	Price per unit							
69	Amount							
70	Once a requisition has been processed, the above information should be displayed for each purchase order during the purchase order receiving process.							
71	After the requisitions have been edited and accepted for processing, a report listing all requisitions should be available for supervisory review and approval. The report should flag any items that result in over-budget accounts.							
72	The system must allow pre-encumbrances against multiple funds and accounts at the lowest organizational level on a single requisition.							

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

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
73	Before processing the requisition, the user should be able to access the requisition as many times as desired to make changes.							
74	There should be a means of easily deleting requisitions no longer needed from the system.							
75	Once a requisition has been approved and updated, a purchase order is automatically generated and the related amounts moved from a pre-encumbrance to an encumbrance. The original requisition is available for review from a lookup by number, vendor, department, etc. or from the related purchase order via drill down.							
76	Upon entry of a requisition into the system, a pre-encumbrance or reserve should be created, which will be converted to an encumbrance upon issuance of a subsequent purchase order or deleted if the requisition is canceled. These pre-encumbrance entries are not to be posted to the general ledger but should be included for purposes of displaying "available" budget amounts during requisition input.							
77	Ability to allow individual purchase orders to be held back when generating a batch of recurring purchase orders.							
78	Ability to allow vendor terms, codes, and predefined General Ledger allocation to be over-ridden at document entry time.							
79	Must provide for printing and reprinting of purchase orders.							
80	Allow PO's to be printed at requisition input time or in a batch process.							
	PO Receiving Features							
81	Provide ability to account for variances between purchase orders and invoices received against purchase orders.							

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

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
82	During the receiving process, provide the ability to look up purchase orders by purchase order number, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.							
83	Provide for both full and partial liquidation of encumbrances and make provisions for properly accounting for items that have been back ordered or discontinued. Allow for "received-as-ordered" function to record invoices with no price or quantity variances.							
84	Record accounts payable and liquidate related encumbrances.							
85	The receiving process must provide for entry of invoice numbers, invoice date, due date, bank account designation and invoice description.							
86	Option to automatically base the 1099 setting for vendor invoices on the setting in the vendor record with another option to override default 1099 setting for vendor invoices.							
87	Provides the option to record additional taxes owed such as use taxes on goods & services purchased out of state or sales tax not charged by the vendor.							
88	Allow the user to specify both percentage and dollar limits for acceptable variance between unit cost ordered and actually received/invoiced.							
89	The total encumbrance established by the purchase order should be reversed upon entry of the vendor invoice. A field should be present to be used when the invoice is entered so that in the event the invoice is not in an amount equal to the encumbrance, the remaining encumbrance will either be reversed or remain, as indicated by the coding in this field. The system must allow up to 999 account codes to be used for a purchase order plus 999 account codes for additions such as shipping costs during the receiving process.							

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

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
90	Accommodate multiple invoices for one purchase order. The system must also accommodate direct purchases (no encumbrance) by invoice upon request by authorized personnel.							
91	Allow comments and notes brought forward from requisitions to be viewed, added to or deleted.							
92	Receiving process allows the user to view the requisition approval history including applicable approval levels and related user ID, date and time.							
93	There should be a means of voiding a purchase order and removing the encumbrances from the ledger.							
94	When entering an invoice, the user should be able to override the system calculated payment date with the desired payment date.							
95	Once items have been processed as "received", the system should provide the ability to release all received items to the Accounts Payable system, or provide the ability to place purchase orders on "hold". Purchase orders placed on hold should not be released and will remain as encumbered items in the Purchase Order system until taken off hold.							
	Reporting Capabilities							
96	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide a report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
97	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							
98	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.							

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

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

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

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

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

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
109	General Ledger							
110	Accounts Payable							
111	Budgetary System							
112	Project Accounting							
	TOTALS	0	0	0	0	0	0	

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

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

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

	Bank Reconciliation Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
15	System has the ability to import magnetic information on cleared checks from bank.							
16	The system produces monthly reconciliation statements detailing the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, and miscellaneous items.							
17	Multiple months can be reconciled simultaneously by allowing simultaneous reconciliation of an account for two consecutive periods at a time.							
18	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Reporting Capabilities							
19	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							
20	**Reconciliation Statement:** This report produces a new bank balance with a detail of outstanding items to prove the General Ledger cash account balance. It can be run by account and as of a specific date.							
21	**Check Reconciliation Register:** This report lists items currently in the reconciliation system. The status and type of items to include on the register can be specified as well as the folio where the items originated. In addition, date and amount ranges within which included items must fall can be defined. Items can be grouped by their type and sorted by their cleared date. Details of subsystem deposits can also be included.							
22	**Historical Reconciliation Statement:** This historical statement retrieves a reconciliation statement that has already been updated in the system.							
	System Interfaces							
23	The Bank Reconciliation system should interface with the following software modules:							
24	General Ledger							

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

	Bank Reconciliation Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
25	Accounts Payable							
26	Payroll/Personnel							
27	Fixed Assets							
28	Cash Collections							
29	Utility Billing							
30	Miscellaneous Accounts Receivable							
31	Business License							
32	Building Projects							
33	Court							
	TOTALS	0	0	0	0	0	0	

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

	GASB Reporter Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The GASB MSDE Module with Adjustments and Reporting must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:							
2	The system provides a step-by-step approach to lead the user through the processes of preparing and generating reports in compliance with the new reporting model for all governmental entities, as defined in Statement No. 34 of the Governmental Accounting Standards Board.							
3	The system accepts trial balance data from virtually any 3rd party General Ledger system by using a universal import feature which processes any standard ASCII comma-delimited output file complying with the system's file layout.							
4	The system provides the option of importing component-unit data or adding it manually.							
5	The system includes an adjustment wizard that guides the user through the process of generating the adjustments required to report the organization on a full-accrual basis.							
6	The system supports multiple databases to allow separate agency reporting, period reporting, and fund roll-ups.							
7	The system produces all required GASB 34 reports, including Statement of Cash Flows, and also provides a complete audit trail for every financial number on the reports.							
8	The system saves reports as Excel, Word, HTML, Rich-Text or Crystal Reports files and includes an integrated Crystal Reports reporting engine.							
9	The system uses a high-performance ODBC database system and is available for a Pervasive SQL 2000i or Microsoft SQL Server database.							
10	The system supports multiple users and works with Windows 2000 and XP Professional.							
11	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
	Maintenance Features							
12	Displays fund types imported from the General Ledger data in a table format and allows for editing of these types to the valid fund types that are compliant with GASB 34.							

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

	GASB Reporter Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
13	Displays fund characteristics in a table format and allows for editing of information such as fund category, fiscal year-end and user designations like major fund or general fund.							
14	Automatically calculates and assigns major fund designations by using the 5/10 test.							
15	Provides the ability to define report labels that will appear in the General Revenue section of the Government-Wide Statement of Activities, define the order these labels will appear and then assign them to revenue accounts.							
16	Provides the ability to define report labels that will appear in the Government-Wide General Revenue section of the Statement of Activities under Transfers as well as in Fund level reports.							
17	Allows the user to define government-wide account classes used to group general ledger accounts and designate where these account figures are reported on the Government-Wide Statement of Net Assets in the Asset and Liability sections.							
18	Allows the user to define debt service types with which to describe expenditures tagged as debt services.							
19	Displays equity or control accounts imported from the General Ledger data in a table format for verification that each account displayed is, in fact, a portion of the total fund balance.							
20	Allows the user to designate functions that are assigned to revenue and expenditure accounts and also appear on the Government-Wide Statement of Activities and the Governmental Fund Statement of Revenues.							
21	Provides the ability to associate departments imported from the General Ledger data to functions designated in the system.							
22	Allows the user to define fund level account classes such as asset, liability and reserve/fund balance account classes used on the Governmental Funds Balance Sheet as well as revenue and expenditure account classes used on the Governmental Funds Statement of Revenues.							
23	Provides the ability to create and modify component units not previously imported from the General Ledger data to ensure proper reflection in the Statement of Assets, Statement of Activities and other appropriate fiduciary reports.							
24	Allows the user to add or modify Cash Flow labels that appear on the Proprietary Fund Statement of Cash Flows and later assign those labels to General Ledger accounts for organization on the Cash Flow report.							
	Adjustment Process							

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

	GASB Reporter Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
25	Takes the user through a step-by-step question and answer process to make adjustments reconciling modified accrual records to full accrual records. Adjustments and notes created are displayed on a Reconciliation report.							
26	The adjustment process allows for the 27 most common entries, a place for other uncommon entries, as well as entry of component unit information.							
27	All adjustments made for GASB reporting purposes are segregated from the GAAP method General Ledger.							
	Reporting Capabilities							
28	All reports will be previewed through a Windows-format viewer with user-defined display parameters and buttons to navigate from page to page or first and last pages. Viewer should also provide ability to export reports and save as Excel, Word, HTML, Rich-Text or Crystal Reports files.							
29	Provide a global setting in the system for rounding amounts on reports. Options should include rounding to the Nearest Dollar, Thousands, Millions or Billions.							
30	*Government-Wide Reports*							
31	Statement of Net Assets							
32	Statement of Activities							
33	*Governmental*							
34	Balance Sheet - Governmental Funds							
35	Statement of Revenues - Governmental Funds							
36	Statement of Revenues - Budget & Actual - Governmental Funds							
37	Schedule of Revenues - Budget & Actual - Special Revenue Funds							
38	*Proprietary*							
39	Statement of Net Assets - Proprietary Funds							
40	Statement of Revenues - Proprietary Funds							
41	Statement of Cash Flows - Proprietary Funds							
42	*Fiduciary*							
43	Statement of Fiduciary Assets							
44	Statement of Changes in Fiduciary Net Assets							
45	*Miscellaneous*							
46	Accounts by Fund							
47	*Supplemental - Statistical*							
48	Net Assets By Component							
49	Fund Balances of Governmental Funds							
50	Changes in Net Assets							
51	Changes in Fund Balances of Governmental Funds							
	System Interfaces							

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

	GASB Reporter Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
52	The GASB Reporter should interface with the following software modules:							
53	General Ledger							
	TOTALS	0	0	0	0	0	0	

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

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

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

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
12	There must be system security available to control access to the budgeting windows. Budget codes should be protected as to users authorized to perform actions on them (Create/Delete, Initialize, Copy, and Install). Additional security should be provided down to the line item level (i.e. giving a department head the ability to work with budget projections only within accounts in his/her department).							
13	For each cost center, the system must have the capability to maintain multiple versions of the budget. Each version would typically contain not only the base budget but also various enhancements, or changes, at the line item level.							
14	Provide the ability to develop budgets in the system for grants or other funds for fiscal years ending at dates other than the Customer's fiscal year-end.							
15	The system must be able to accommodate a minimum of ninety-nine versions, per fund, of the budget and multiple changes per cost center.							
16	These changes must be maintained in separate records, and displayed in separate windows in the system.							
17	Subsequent to the final approved budget being established in the system, all versions used during budget formulation should still be available for on-line inquiry.							
18	The system should include a budget manager tool to consolidate the budget preparation and analysis functions. This tool should provide multiple options for viewing and maintaining budgets: by fund, by department, by type, by account or by adjustments. Summary views should include drill-down capabilities to the lowest level of account detail, notes and distribution information.							
19	The budget manager tool should generate side-by-side comparisons of two budgets, defined by the user. Multiple options for viewing budget comparisons should be available: by fund, by department, by type, or by account. Comparison information should include, for each level of detail displayed, an amount and percentage variance.							
20	The budget manager tool should include an import function to automatically transfer in personnel budgets created in the HR Budgeting module.							
21	The budget manager tool should provide extensive reporting capabilities for budgets, with convenient access to the budget reporting menu.							

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

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
22	The budget manager tool should display selected budget data with dynamic grid controls, allowing greater flexibility in sorting, viewing and grouping information. Users should have the option to define and save screen configurations. Functionality should also include the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
23	On the budget work sheet view shown by line item, the system must have the capability to calculate amounts for the proposed budget column based on a fixed increase/decrease percentage. The user must be able to indicate whether the calculation should be done for selected cost centers only or for all cost centers for which this line item is budgeted.							
24	On the budget work sheet view shown by line time, the system must provide automatic distribution of the budget amount evenly to all months or to each month in proportion to the actual amounts, from a historical year specified. Additional capabilities should include manual distribution of annual budgeted amounts to months based on a specific spending plan, dividing the annual amount by twelve or based upon a percentage distribution per month.							
25	Once a split has been established, if the budget amount is changed, the new budget amount should automatically be distributed according to the percentages established when the original split was input.							
26	The User must be able to change amounts at any time. All changes to the final approved budget must be input as amendments and maintained in a budget adjustment file. An audit trail should provide data for the budget adjustment date, description, adjustment amount and new budget. Any files in other subsystems or the primary financial system using budget data, should reflect these changes.							
27	The system must provide the ability to import proposed budgets, budget adjustments and budget notes in a pre-defined format from third-party applications.							
28	Must provide on-line context sensitive documentation, with table of contents, index, key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							

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

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

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

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

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

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
8	The system should accommodate partial disposal of assets with the ability to adjust the asset cost, accumulated depreciation and asset life as well as capture detailed notes for the partial disposal. Adjustments to accumulated depreciation should be clearly reflected on the asset record.							
9	The system should allow for assets to be flagged as depreciable and for specifying the depreciation method and General Ledger depreciation control accounts. The system should maintain the accumulated depreciation for the asset with the ability to drill-down to depreciation history and details of the depreciation calculation.							
10	The system should allow for tracking maintenance and repair information for an asset as well as scheduling next assessments and scheduled repairs. This should include warranty information and the details of any maintenance contract that covers the asset as well as the ability to record maintenance notes and drill down to view assessment and repair history.							
11	Provide the ability to split expense and accumulated depreciation amounts among up to twenty General Ledger accounts on a percentage or fixed amount basis.							
12	The system should provide the ability to capture multiple User Defined Data (UDD) fields with the following attributes:							
13	UDD fields can be formated in various layouts such as checkboxes, date fields, numeric fields, drop-down lists and text fields.							
14	Additional customization features for UDD fields can be defined including character length, min & max values, initial & default values, as well as characteristics such as "unique" and "required".							
15	The system automatically searches for and notifies a user of other records in the system with identical UDDs, when the UDD field is setup with a "unique" value.							
16	Queries and reports can be run using UDD fields.							
17	Provide the ability to change the ID that identifies an existing asset, provided that the new ID is not already in use. The system will change the history to reflect the new ID.							
18	The system should provide a copy function that allows the operator to create a new asset record based on the attributes of an existing asset record. Once created, any necessary changes to the attributes for the new asset record may be made.							

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

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

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

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
26	Provide a selection process for identifying assets to include in the depreciation calculation. Selection criteria should include a single or range of assets, funds/departments and asset class as well as the ability to limit selection to assets flagged as infrastructure. Once the selection process is run, the operator should have the ability to selectively exclude assets from the depreciation process.							
27	Ability to print depreciation calculation register in department or asset class sequence.							
28	Ability to manually override the system calculated depreciation for one or more assets. Depreciation transactions should be flagged in the asset's detailed history when the depreciation amount represents an override of the calculated amount.							
29	Ability to report only newly acquired assets during the reporting period.							
30	Ability to report only assets disposed of during the reporting period.							
31	A Depreciation Register should be provided to show depreciation information for assets selected in the depreciation process. Information should include asset ID and description, fund and department associated with the asset, asset class, acquisition date, expected life of the asset in months, depreciation method, original cost, salvage value, reserve amount, period depreciation, adjusted depreciation, accumulated depreciation, and the net value as well as departmental and fund totals for posting to the General Ledger System. A "Manual" notation should be reflected next to the period depreciation for amounts manually overridden. The register should also include a list of assets excluded from depreciation processing along with the reason for exclusion.							
32	The system should keep disposed of assets in the file until a user specified purge process.							
33	The system should accommodate the straight-line method of depreciation.							
	Reporting Capabilities							
34	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.							

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

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
35	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.							
36	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.							
37	**Asset Master Report**-Including all data regarding the asset and current depreciation reserves. This report should be able to be printed in Department, Type of Asset or User-Assigned Tag No. sequence. Selection of assets to be included on the report should be available based on fund, department or type of asset. The ability to include or exclude new and disposed of assets should also be available.							
38	**Physical Check List Location Report**-This report should be printed in physical location sequence to provide a method of performing a physical check for all assets. This report should include, at a minimum, the building and room for each asset.							
39	**Tag Report**-This report produces a cross reference listing between user assigned tag numbers and original serial numbers for each asset. Users should be able to restrict the report to assets with duplicate tag numbers.							
40	**Type/Department Report**-This report produces individual asset information by type including ID number, description, date acquired, and disposition date. The report can be generated for a single department or all departments.							
41	**Asset ID Report**-This report produces an asset listing by ID number including description, date acquired, location (primary and secondary), type, fund, department, serial number and tag number. The report can be generated for a range of ID numbers, a range of acquired dates. Other data selection criteria allow for the report to be run for a single fund, department and type or all funds, departments and types.							

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

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

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

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

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

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
49	**Repair Report**-This report shows repair information for the assets that meet selection criteria including fund/department range and asset class as well as ranges for next scheduled repair date, last repair date, last repair cost and total repair cost. The summary version of the report lists the asset ID, next repair date, total repair cost, last repair date, last repair cost, and last repair description. The detailed version of the report shows the asset ID and description, fund/department number, asset class, next scheduled repair date, total repair cost plus repair history for each asset. An option is also available to include history for all repairs or for the last repair only and to exclude disposed assets.							
50	**Audit Trail Report**-This report prints a listing of changes to the selected file. File options include: Fixed Assets Master File, Improvements File or Partial Disposal File. The report can be sorted by asset ID, date of change, type of change and operator.							
51	**User Defined Data Report**-This report lists assets with assigned user-defined fields, with filters by asset type, asset class, fund/department, and comment code. For each asset that meets the selection criteria, the report lists the asset ID, asset description, type, class, fund/department, and the comment code and comment.							
52	**Tag Report**-This report can be restricted to reporting assets with duplicate tag numbers only.							
53	**Asset Labels**- System should be able to print asset labels in ID, tag number, or location sequence.							
54	**Bar Code Labels**- System should be able to print bar code labels in serial number, asset ID, tag number, or location sequence for the assets that meet selection criteria including fund/department range as well as date ranges for last edit date, acquired date and disposed date.							
	System Interfaces							
55	The Fixed Assets system should interface with the following software modules:							
56	General Ledger							
57	Accounts Payable							
	TOTALS	0	0	0	0	0	0	