



COLLIN COUNTY, TEXAS

ADDENDUM No. One (1)

RFP No. 2015-192

REQUEST FOR PROPOSALS
FOR

SOFTWARE AND IMPLEMENTATION SERVICES
FOR AN ERP FINANCIAL SYSTEM

DATE: July 21, 2015

NOTICE TO ALL PROSPECTIVE OFFERORS:

YOU ARE HEREBY DIRECTED TO MAKE CHANGES TO THE REQUEST FOR QUALIFICATIONS IN ACCORDANCE WITH THE ATTACHED INFORMATION.

DELETE: Attachment A – Business Requirements.xlsx
REPLACE WITH: Attachment A – Business Requirements_Addendum1.xlsx

DELETE: Attachment G - Anticipated InterfacesV3.docx
REPLACE WITH: Attachment G – Anticipated InterfacesV4_Addendum1.docx

PLEASE NOTE ALL OTHER TERMS, CONDITIONS, SPECIFICATIONS DRAWINGS, ETC. REMAIN UNCHANGED.

SINCERELY,
MICHALYN RAINS, CPPO, CPPB
PURCHASING AGENT

Functional Category: General Technical Requirements

F = Fully Provided Standard Functionality with No Setup Required
NV = Provided in the Very Next Version
TP = Third Party Software Required
CO = Configuration (no changes to source code) Settings Using System Screens

R = Provided with Reporting Tool
CU = Customization (requiring changes to delivered system) Unique to Collin County
NA = Not Available

Place an "X" in the appropriate column.

Reference Number		Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GENERAL REQUIREMENTS											
TECH	1	All suites/modules/applications of the solution are fully integrated, (eg cash receipts, A/R). Specifically, updating of any data element occurs only once, and is then reflected throughout all applications.									
TECH	2	Support of both immediate on-line updates as well as batch processing for all transactional data, based upon user defined, and user maintained, configuration settings.									
TECH	3	Confirmation of transaction updates (whether done via batch or on-line process) and posting of the update event (either to a log file, database table or other reportable means).									
TECH	4	System-wide inquiry ability to any module, with role based security control.									
TECH	5	System has one common database which can exist in a common "default" Microsoft SQL Server instance shared with other application databases without regard to the number of databases previously created in that instance.									
TECH	6	System is normalized, with all unique data elements occurring only once in the database.									
TECH	7	System does not require Local Administrator rights on the local machine in order to install or run.									
TECH	8	System does not require system administrator level access to the database server (i.e. SQL Administrator - SA access) and can utilize an access service account defined by the county.									
TECH	9	System is fully browser based (i.e., all suites/modules/applications) and no client side code or client resident application installation is required for normal end user access.									
TECH	10	Support of the following database platforms:									
TECH	10.01	Microsoft SQL Server 2008 R2									
TECH	10.02	Microsoft SQL Server 2012 R2 (or greater)									
TECH	11	Support of operating / network platforms:									
TECH	11.01	Windows Server 2008 R2 (or greater)									
TECH	11.02	Windows Server 2012 R2 (or greater)									
TECH	12	Support of Desktop platforms: Windows 7 (or greater)									
TECH	13	Solution delivers interfaces for imaging and bar-coding hardware/software. Please utilize the comments column to indicate the scanning and bar-coding systems with which you interface.									

TECH	32.01	Report design																	
TECH	32.02	Security administration and role assignment																	
TECH	32.03	Application upgrade administration through a "single pane of glass" which provides impact analysis reporting prior to initiating any upgrade and for upgrade administration and monitoring throughout the process.																	
TECH	32.04	Archiving and purging of data based on defined retention policies.																	
TECH	33	Mass changes supported by table-driven data with proper security.																	
TECH	34	Provide descriptive error messages to end users and a consolidated, cross referenced error resolution guide for technical support personnel.																	
TECH	35	Utilize on-line error message help screens, which can be accessed directly from the error message, by selecting a "details" link that allows copying of text to Windows clipboard.																	
TECH	36	Error messages appear in a consistent format across all system modules, with like codes, text, and screen locations.																	
TECH	37	Display a list of missing required data elements and highlight required elements upon transaction entry to identify any missing information.																	
TECH	38	Store and save user profile preferences, such as font, colors, column and field locations, etc.																	
TECH	39	System available 24 hours/day, 7 days/week with support of high availability with exception of defined maintenance windows.																	
TECH	40	Determine which employees are utilizing the system at any point in time, with appropriate security control, as part of an audit function with ability to send a broadcast message to those users																	
TECH	41	The solution is self-installing, self-updating from application server.																	
TECH	42	Solution provides logical and physical diagrams (in an editable MS Visio format) showing the proposed server and database configuration along with application data and workflow processes.																	
TECH	43	Solution must operate within a virtualized environment running VMware vSphere 5.5 connected to an enterprise Microsoft SQL Server cluster hosting the database within a default instance shared with other county application databases. Please utilize comments to describe any variation from the stated County infrastructure.																	
TECH	44	Solution must comply with county DMZ architecture and security processes (refer to Attachment K).																	
TECH	45	Solution must support High Availability (HA) within the county defined architecture as shown in Attachment K (use comments to define HA type - either active/active or active/passive)																	
TECH	46	Any credit card processing must be supported via county's third party payment processors with no credit card information or data stored in the system.																	
TECH	47	Solutions accepting credit card payments, or other on-line instantaneous posting transactions, the solution shall have the capability to turn on and off such transactions from the internet or other public interface, either system-wide or by specific business unit, using either a system configuration setting accessible only to authorized users based on defined security roles or a scheduling mechanism to enable or disable the transactions during a specific time period.																	
WORKFLOW																			
TECH	48	Solution must contain a robust configurable workflow rules engine																	
TECH	49	Solution must contain a workflow between all modules.																	
TECH	50	Ability to route to non-workflow recipients and return back into workflow.																	
TECH	51	Ability to customize using common script language or interface.																	
TECH	52	Ability to cancel workflow processes at the end-user level.																	

TECH	53	Approval non-repudiation																	
AUDIT																			
TECH	54	Deliver an automated audit trail of system transactions selected for audit.																	
TECH	55	Deliver an archive process definable by system administrator.																	
QUERYING AND REPORTING																			
TECH	56	End user level reporting tools for drill down, drill up, and/or drill around (create cross tabs) to supporting documents and related transactions from any field within the system.																	
TECH	57	Tools to generate ad hoc queries and reports based on user-defined parameters, based on security roles.																	
TECH	58	Export to popular desktop word processing and spreadsheet applications.																	
TECH	59	Report to identify security roles with user defined roles or functions outside of a standard security group.																	
TECH	60	Ability to cancel job processes at the end-user level.																	
SECURITY																			
TECH	61	Security within the system provides for segregation of duties among departments (e.g. the IT department develops and maintains security roles based on functional role definitions and business units assign the security to specific users without ability to modify the security role).																	
TECH	62	Ability to prevent users from viewing or modifying activity created by another user's ID without proper security. (eg. AP invoice batch should only be viewed and modified by the person who entered the batch.)																	
TECH	63	Restrict access to data fields and windows to users with proper role based security.																	
TECH	64	Native integration to Microsoft Active Directory for user login and authentication as well as password change requirements and single sign on access.																	
TECH	65	Limit the types of transactions that a user can process based on assigned security role.																	
TECH	66	Natively support a minimum of SSL/TLS data encryption, for data being sent out from or received by the County via the Intranet or Internet. (Identify in the comments field the supported data encryption methods)																	
TECH	67	Security roles defined by Active Directory groups or classes (user profiles).																	
TECH	68	Deliver standard report on unused or inactive user ids.																	
TECH	69	Deliver standard report on active user rights/roles/privileges.																	
TECH	70	Ability to copy security for new userid from existing userid.																	
TECH	71	Ability to inactivate a userid.																	
TECH	72	Ability to see user description (name) in place of or in addition to userid.																	
TECH	73	Log off idle user accounts based on a time out period defined by system administrator(s).																	
TECH	74	Application must coexist with the county's standard anti-virus software program.																	
TECH	75	Deliver workflow notices and report of failed login attempts																	
TECH	76	User ID and Password data is not retained in a logon screen.																	

Attachment A-Addendum 1

Functional Category: General Ledger

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NV = Provided in the Very Next Version
TP = Third Party Software Required
CO = Configuration (no changes to source code) Settings Using System

R = Provided with Reporting Tool
CU = Customization (requiring changes to delivered system) Unique to Collin County
NA = Not Available

Place an "X" in the appropriate column.

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
General Requirements											
AUD-GL	1	Establish multiple businesses/legal entities (e.g., funds, departments, divisions, functional areas, etc.) in one financial system and track all financial activity for each entity independently.									
AUD-GL	2	Full integrations between General Ledger and all other modules, including but not limited to:									
AUD-GL	2.01	Budget Development									
AUD-GL	2.02	Cash Management									
AUD-GL	2.03	Accounts Receivable/Cash Receipts									
AUD-GL	2.04	Procurement									
AUD-GL	2.05	Accounts Payable/Encumbrance									
AUD-GL	2.06	Project Accounting									
AUD-GL	2.07	Grant Accounting									
AUD-GL	2.08	Fixed Assets									
AUD-GL	2.09	Payroll									
AUD-GL	2.10	Human Resources									
AUD-GL	2.11	Treasury									
AUD-GL	2.12	Inventory									
AUD-GL	3	Accounting and reporting functionality as generally understood in a Texas county government, and conforms to GAAP, GAFR, and GASB standards.									
AUD-GL	4	Meet changing accounting and reporting needs without software modification.									
AUD-GL	5	Update the general ledger and all subsidiary ledgers from the same transaction source.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GL	6	Comply with the latest GASB financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following:									
AUD-GL	6.01	Statement of Net Position									
AUD-GL	6.02	Statement of Activities									
AUD-GL	6.03	Balance Sheet Governmental Funds; Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position									
AUD-GL	6.04	Statement of Revenues, Expenditures, and Changes in Fund Balances-Governmental Funds; Reconciliation of the Change in Fund Balances of the Governmental Funds to the Statement of Activities									
AUD-GL	6.05	Statement of Net Position-Proprietary Funds									
AUD-GL	6.06	Statement of Revenues, Expenses, and Changes in Net Position-Proprietary Funds									
AUD-GL	6.07	Statement of Cash flows-Proprietary Funds (Direct Method)									
AUD-GL	6.08	Statement of Appropriations (Budget) Compared with Expenditures, Encumbrances, and Transfers									
AUD-GL	6.09	Combining Statement by Fund Type									
AUD-GL	7	Present financial statements on an accrual, modified accrual, and cash basis.									
AUD-GL	8	Produce the following financial reports based upon GAAP standards (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group but not limited too:									
AUD-GL	8.01	Trial Balance									
AUD-GL	8.02	Cash Flow									
AUD-GL	8.03	Fund Balance Report									

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											Module(s)/Sub-module(s) Required to Fulfill Requirements	
Reference Number	Business Requirements		F	NV	TP	CO	R	CU	NA		Comment	
AUD-GL	8.04	Balance Sheet										
AUD-GL	8.05	Income Statement										
AUD-GL	8.06	Cash Balance Report										
AUD-GL	9	Group and ungroup Chart of Account fields for reporting purposes including totals and subtotals and budget categories.										
AUD-GL	10	Report on original and restated history after a reorganization.										
AUD-GL	11	Record accounting transactions using self-balancing double-entry bookkeeping.										
AUD-GL	12	Prevents one-sided entries.										
Chart of Account Design												
AUD-GL	13	Permit authorized users to establish and maintain a standard Chart of Accounts to meet enterprise and user department accounting and financial reporting needs, using tables that do not require programming knowledge to establish or modify.										
AUD-GL	14	Length of each general ledger account segment to be established by County.										
AUD-GL	15	Meet the County's general ledger accounts requirements and record transactions by the following segments (but not limited to):										
AUD-GL	15.01	Fund										
AUD-GL	15.02	Organization Structure (hierarchical)										
AUD-GL	15.03	Program										
AUD-GL	15.04	Project										
AUD-GL	15.05	Appropriation Unit										
AUD-GL	15.06	Expenditure Object										
AUD-GL	15.07	Source of Revenue										
AUD-GL	15.08	Account Type										
AUD-GL	15.09	Grant										
AUD-GL	15.10	Activity										
AUD-GL	15.11	Function										
AUD-GL	15.12	User-Defined Field										
AUD-GL	16	Designate General Ledger accounts by a user-definable "account type," which can be tracked on all transactions, including, but not limited to:										

Attachment A-Addendum 1

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										Module(s)/Sub-module(s) Required to Fulfill Requirements	
Reference Number	Business Requirements		F	NV	TP	CO	R	CU	NA		Comment
AUD-GL	16.01	Asset account									
AUD-GL	16.02	Liability account									
AUD-GL	16.03	Fund Equity account									
AUD-GL	16.04	Revenue account									
AUD-GL	16.05	Expenditure account									
AUD-GL	17	Share accounts across multiple years (e.g., project accounts, grant accounts).									
AUD-GL	18	Ability to add user defined fields that are not part of the general ledger account segments.									
AUD-GL	19	Add or change all general ledger account segment fields to an active or inactive status with proper security.									
AUD-GL	20	Group segments of the general ledger accounts on a user-defined basis into multiple reporting hierarchies.									
AUD-GL	21	Use effective dating when adding or deleting any segment of the general ledger accounts (at all levels) and validates entries based upon the effective date.									
AUD-GL	22	Track general ledger accounts organization structure changes for a user-defined period of time.									
AUD-GL	23	Utilize coding reduction techniques or tools to significantly reduce the amount of data entry required on a transaction and the likelihood of data entry errors. These techniques/tools include but are not limited to:									
AUD-GL	23.01	Creation and editing of these reduction codes would be at the department level, and use would be optional.									
AUD-GL	23.02	A coding reduction field or code references specific user-defined combinations of any segment of the general ledger accounts.									
AUD-GL	23.03	Data entry of this specific coding reduction value on a transaction can infer or "look up" the combination of segments instead of requiring data entry of each of these segments on the transaction.									
AUD-GL	24	Change the general ledger accounts with proper security and maintain records of the historical general ledger accounts.									

Attachment A-Addendum 1

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GL	25	Copy accounts from one organizational unit to another to facilitate Chart of Accounts maintenance.									
AUD-GL	26	Allow system administrators to use defined business logic to define the relationships between various chart of account segments including the ability to control what account a user can access and utilize throughout the system.									
AUD-GL	27	User can upload Chart of Accounts records from third-party products including, but not limited to: Microsoft Excel and Microsoft Access.									
AUD-GL	28	Provide for general ledger accounts segments to have a long description of at least 50 characters that can be viewed by end users as they look up accounts in other modules or look up fields.									
AUD-GL	29	Provide for general ledger accounts segments to have a short description of at least 30 characters that can be viewed by end users as they look up accounts in other modules or look up fields.									
AUD-GL	30	Provide consistency across the general ledger for a hierarchical rollup for each segment or combination of segments as shown below:									
AUD-GL	30.01	Fund									
AUD-GL	30.02	Organization Structure (hierarchical)									
AUD-GL	30.03	Program									
AUD-GL	30.04	Project									
AUD-GL	30.05	Appropriation Unit									
AUD-GL	30.06	Expenditure Object									
AUD-GL	30.07	Source of Revenue									
AUD-GL	30.08	Account Type									
AUD-GL	30.09	Grant									
AUD-GL	30.10	Activity									
AUD-GL	30.11	Function									
AUD-GL	30.12	User-Defined Field									
AUD-GL	31	Set a default value, including null, for any defined segment.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GL	32	Summarize or present detail based on user-defined parameters on any general ledger accounts combination from subsidiary ledger systems.									
AUD-GL	33	Ability to have multiple ledgers that are able to be updated simultaneously.									
AUD-GL	34	Ability to process mass changes/deletions with proper security.									
Fund Accounting											
AUD-GL	35	Ability for the maintenance of funds, each of which is a self balancing set of accounts, with all fund records being processed simultaneously by the common system.									
AUD-GL	36	Edit transactions to ensure that each entry to a fund is balanced and complete, and each fund is maintained as a self-balancing entity during all processing.									
AUD-GL	37	Ability for all procedural functions of a fund accounting system to be in conformity with GAAP and all other regulatory standards and guidelines.									
AUD-GL	38	Ability to simultaneously support multiple bases of accounting for the appropriate fund types, including, but not limited to:									
AUD-GL	38.01	Cash basis									
AUD-GL	38.02	Modified accrual basis									
AUD-GL	38.03	Accrual basis									
AUD-GL	39	Properly account for interfund transfers of cash and maintain the associated audit trail.									
AUD-GL	40	Balance interfund receivable, payable, and operating transfer accounts within funds and other Chart of Account segments, as well as across the entire system.									
AUD-GL	41	Edit transactions at the fund or other Chart of Account segment level that permit, warn, or reject transactions across funds, based on user-defined allowable general ledger accounts code combinations.									
AUD-GL	42	Perform an available budget check and commits the transaction and produces an error message if the transaction fails the check.									
AUD-GL	43	Automatically processes due to/due from between funds.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GL	44	Ability to record and maintain the following non-financial data for each unique fund:									
AUD-GL	44.01	Date Established									
AUD-GL	44.02	Purpose of Fund									
AUD-GL	44.03	Source of Revenue									
AUD-GL	44.04	Acceptable Uses									
AUD-GL	44.05	Legal Authority (for creation of fund)									
AUD-GL	44.06	Fund Type									
AUD-GL	44.07	Fund Group									
AUD-GL	44.08	Interest bearing and non-interest bearing indicator									
AUD-GL	45	Ability to record and maintain the following non-financial data for each unique revenue general ledger account:									
AUD-GL	45.01	Date Established									
AUD-GL	45.02	Purpose									
AUD-GL	45.03	Revenue Source									
AUD-GL	45.04	Multiple User-Defined Fields									
AUD-GL	45.05	Revenue Allocation Percentage									
AUD-GL	45.06	Revenue Allocation Amount									
AUD-GL	46	Ability to record and maintain the following financial data for each unique fund:									
AUD-GL	46.01	Adopted Annual Budget									
AUD-GL	46.02	Adjusted Annual Budget									
AUD-GL	46.03	Expenditures									
AUD-GL	46.04	Revenue									
AUD-GL	46.05	Pre-Encumbrances									
AUD-GL	46.06	Encumbrances									
AUD-GL	46.07	Interfund Transactions									
AUD-GL	46.08	Fund Balance									
AUD-GL	46.09	Breakdown of fund balance into categories									
AUD-GL	47	Record and maintain the following financial data for each unique appropriation and operational level:									
AUD-GL	47.01	Adopted Annual Budget									
AUD-GL	47.02	Adjusted Annual Budget									
AUD-GL	47.03	Department Annual Budget									
AUD-GL	47.04	Expenditures									

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											Module(s)/Sub-module(s) Required to Fulfill Requirements	
Reference Number	Business Requirements		F	NV	TP	CO	R	CU	NA		Comment	
AUD-GL	47.05	Revenue										
AUD-GL	47.06	Pre-Encumbrances										
AUD-GL	47.07	Encumbrances										
AUD-GL	47.08	Interfund Transactions										
AUD-GL	47.09	Fund Balance										
AUD-GL	47.10	Breakdown of fund balance into categories										
AUD-GL	48	Maintain expenditure and revenue details on a fund-by-fund basis.										
Journal Entries												
AUD-GL	49	Enter journal transactions individually or in batches.										
AUD-GL	50	Enter a journal entry to view the multiple entries within the journal transaction.										
AUD-GL	51	Print a portion of or entire journal entry batch before processing.										
AUD-GL	52	Enter journal entries and then route electronically via workflow process for approval prior to final posting.										
AUD-GL	53	Ability for the account name description to be displayed on the screen after account number has been entered during journal transaction entry.										
AUD-GL	54	Ability for a "look -up" by account description name during journal transaction on-line entry.										
AUD-GL	55	Ability to default data within journal fields (e.g., year, current date) with override capability and proper security.										
AUD-GL	56	Ability to default data (e.g., fund, department) within journal fields by user with override capability with proper security.										
AUD-GL	57	Allow users to input journal entries as an entry or adjustment to any open prior accounting periods.										
AUD-GL	58	Allow users to import journal entries from desktop applications (e.g., Microsoft Excel) and validate the entry against the general ledger accounts and authorized general ledger accounts code combinations.										
AUD-GL	59	Allow users to reverse and copy transactions, after update, with audit trail and proper security.										

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AUD-GL	60	Trace summarized transactions in the General Ledger back to detail source documents in other system modules or subsystems within the enterprise system.									
AUD-GL	61	Establish rules for each journal type, which determine the appropriate processing, including, but not limited to:									
AUD-GL	61.01	Account default to reduce keystrokes									
AUD-GL	61.02	Type of data to be entered									
AUD-GL	61.03	Whether data is required, optional, or not allowed									
AUD-GL	62	Generate default offset entries for non-journal entry financial documents from sub-ledgers (e.g., payment requests, purchase orders, requisitions, cash receipts, etc.).									
AUD-GL	63	Process batch files without closing out other users from transaction processing.									
AUD-GL	64	Ability for validation and editing for error identification and correction before actual posting occurs, including the notification of out-of-balance batches with correction capability prior to posting at the detail level.									
AUD-GL	65	Ability for accrual journal entries, which can (optionally) automatically reverse themselves on a user-specified date.									
AUD-GL	66	Ability for the automatic reversal of specified journal entries using a system generated date.									
AUD-GL	67	Ability to support automatic recurring journal entries each month.									
AUD-GL	68	Ability for creation of a journal entry using a previously entered journal entry format (copy journal line).									
AUD-GL	69	Ability for creation of a journal voucher using a previously entered journal entry format (copy journal entry).									
AUD-GL	70	Ability for journal entry footnotes or a journal entry line item description area. Both description areas should be at least 300 characters.									
AUD-GL	71	Ability for users to select summary or detailed posting of transactions to the general ledger from subsidiary ledgers/modules.									
AUD-GL	72	Ability for users to save journal vouchers that have not yet been posted or cleared of all validation errors.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GL	73	Automatically generate journal entries based on data from other systems/modules (e.g., purchasing, accounts payable, accounts receivable, etc.) with appropriate audit trails or references.									
AUD-GL	74	Provide appropriation control (funds availability check) based on user-defined criteria.									
AUD-GL	75	Maintain, modify, and resubmit rejected journals entries.									
AUD-GL	76	Provide notification (e.g., email) of transactions in suspense.									
Recurring Transactions											
AUD-GL	77	Use account code segment templates for transactions that use a common set of accounts but differing transaction amounts (e.g., distribute a dollar amount by percentage).									
AUD-GL	78	Ability for user-defined recurring transactions based upon the following schedules:									
AUD-GL	78.01	Periodic									
AUD-GL	78.02	Fixed									
AUD-GL	78.03	Open									
AUD-GL	79	Validate all fields in recurring transaction entries.									
AUD-GL	80	Notify (e.g., email) users that recurring transactions are about to generate.									
AUD-GL	81	Create allocation templates for use with items such as utility bills. The allocation should be based upon user defined criteria such as Unit of Measure or other statistical journal item.									
Encumbrances											
AUD-GL	82	Generate appropriate type and stages of encumbrance based on type of "legal authority to spend" (e.g., approved contract, purchase order, etc.).									
AUD-GL	83	Adjust, change, supplement, or reduce existing encumbrances and pre-encumbrances, maintaining an audit trail of all adjustments with proper security.									
AUD-GL	84	Process an Encumbrance to include, but not limited to, the following data:									
AUD-GL	84.01	Type of encumbrance									
AUD-GL	84.02	Date requested									
AUD-GL	84.03	Date set up									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GL	84.04	Chart of Accounts codes (multiple sets)									
AUD-GL	84.05	Encumbrance number (auto-generated by type of encumbrance)									
AUD-GL	84.06	Fiscal year									
AUD-GL	84.07	Description									
AUD-GL	84.08	Amount									
AUD-GL	84.09	Payee									
AUD-GL	84.10	Text fields									
AUD-GL	84.11	Vendor ID/Number									
AUD-GL	85	Standard and user-defined year-end close encumbrance rules and functionality, including but not limited to:									
AUD-GL	85.01	Carry-forward encumbrances based on user defined criteria.									
AUD-GL	85.02	Non-selected encumbrances are not carried forward									
AUD-GL	86	Ability to carry forward encumbrances into the next fiscal year with or without budget with ability to liquidate encumbrances after the roll to the next fiscal year.									
Closing											
AUD-GL	87	Automate year-end close processes (e.g., close nominal accounts to fund balance or fund equity, roll balance sheet accounts forward) for all modules as needed.									
AUD-GL	88	Ability for users to initiate year-end processing at any point in time after the end of the fiscal year (e.g., doesn't have to occur on last day or on any particular day).									
AUD-GL	89	Ability to roll forward or close grant and project accounts based on the type of project or grant.									
AUD-GL	90	Ability to perform period-end closings (e.g., monthly).									
AUD-GL	91	Ability to access multiple fiscal years and periods concurrently.									
AUD-GL	92	Ability to allow new year transactions to be entered before the old year's closing.									
AUD-GL	93	Ability to allow users to set a default accounting period.									
AUD-GL	94	Ability to allow users to define closing periods and the period closing dates.									
AUD-GL	95	Support multiple open periods.									

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AUD-GL	96	Prevent transactions from posting into a closed fiscal year.									
AUD-GL	97	Reopen a closed period (either month or year) for transaction processing, with proper security. User is able to reopen a prior period that is several periods back without opening all the prior periods sequentially.									
AUD-GL	98	Ability for user-defined types of transactions to post into a future period as long as the period is open and the user has appropriate security.									
AUD-GL	99	Ability to run the close process multiple times for the fiscal year or user-defined time period (e.g., month).									
AUD-GL	100	Posting of expenditure and revenue accruals required for end of fiscal year closings.									
AUD-GL	101	Ability for at least 14 user-definable accounting periods per year that can either be used for transactions against financial balances, adjusting periods against financial balances, or adjusting periods that are for memo entries only and do not update financial balances, but will be reflected in annual reports.									
AUD-GL	102	Roll balances of Balance Sheet accounts forward at year end according to user-defined criteria.									
AUD-GL	103	Close separate ledgers at different times.									
AUD-GL	104	Automatic reversals of year-end accrual information.									
Budget Control											
AUD-GL	105	Ability for General Ledger Budget Control to be fully integrated with other system modules to ensure that all transactions using or affecting budget (grant, project, operating budget) authority are validated online, real-time against up-to-date budget totals based on established budgetary controls.									
AUD-GL	106	Track transaction detail at the level of entry.									
AUD-GL	107	Allow multiple levels of control for operating budgets.									
AUD-GL	108	Ability to override operating budget, grant, project, and contract budget edits with the proper security for each type of budget, without opening the budget to other users.									
AUD-GL	109	Ability to separately track original budget, budget adjustment, and budget transfer line items for each budget with audit trail.									

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AUD-GL	110	Ability for budgetary control at varying levels and combinations of the general ledger accounts to be specified by authorized users. (e.g., by fund; by department, by expenditure group).									
AUD-GL	111	Report pre-encumbrances, encumbrances, and expenditures against the budget.									
AUD-GL	112	Carry forward balances to the next period, based on user-defined criteria.									
AUD-GL	113	Carry forward balance available to the next fiscal year.									
AUD-GL	114	Edit appropriate transactions to ensure that budget is available before posting the transaction.									
AUD-GL	115	Ability for individual budgetary control options in the system to include:									
AUD-GL	115.01	Absolute Control - prevents transaction from processing, may not be overridden									
AUD-GL	115.02	Override Control - prevents transaction from processing with the ability to override error with proper security									
AUD-GL	115.03	Warning - provides warning message but allows transaction to process									
AUD-GL	115.04	Tracking Only / No Control - allows transaction to process without warning									
AUD-GL	116	Ability for a flag that sets the default appropriation control option (e.g., absolute, override, warning, no control).									
Inquiry and Reporting											
AUD-GL	117	Ability to access interactive Inquiry screens such as GL activity, Requisitions, Budget Amendments, Purchase Orders, Vendors, Check Inquiry, etc.									
AUD-GL	118	Report budget, pre-encumbrances, encumbrances, expenditures/expenses, and revenues by user-defined time period (date or period) using any of the following Chart of Account fields:									
AUD-GL	118.01	Fund									
AUD-GL	118.02	Organization Structure (Hierarchical)									
AUD-GL	118.03	Program									
AUD-GL	118.04	Project									

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											Module(s)/Sub-module(s) Required to Fulfill Requirements	
Reference Number	Business Requirements		F	NV	TP	CO	R	CU	NA		Comment	
AUD-GL	118.05	Element										
AUD-GL	118.06	Object										
AUD-GL	118.07	Source of Revenue										
AUD-GL	118.08	Account Type										
AUD-GL	118.09	Grant										
AUD-GL	118.10	Functional area										
AUD-GL	118.11	Period (Fiscal Month/Fiscal Year or Fiscal Year)										
AUD-GL	118.12	Other Reporting Period (e.g., Calendar Month/Year, Federal Month/Year)										
AUD-GL	118.13	User-Defined Fields										
AUD-GL	118.14	Budget Category										
AUD-GL	119	Filter, search, and report budget, pre-encumbrances, encumbrances, expenditures/expenses, and revenues based on user-defined time period or range and by any general ledger account fields or range.										
AUD-GL	120	Maintain a history of all General Ledger transactions and produces detailed transaction reports to provide an appropriate audit trail.										
AUD-GL	121	View reports online, save to a file or print.										
AUD-GL	122	Report on valid Chart of Account value, range of values, or selected values.										
AUD-GL	123	Report using user-defined time periods (e.g., Year-to-Date, Fiscal Year, Calendar Year, Grant Year, Project Year, Accounting Period, etc.)										
AUD-GL	124	Provide drill-down capabilities from GL transactions to journal vouchers to source documents.										
AUD-GL	125	Use query engine to drill down from summary balances to the supporting detail transactions and drill up from the detail transaction to the summary balance.										
AUD-GL	126	Ability to produce the following reports:										
AUD-GL	126.01	CAFR Financial Reports										
AUD-GL	126.02	Trial Balance										
AUD-GL	126.03	Cash Flow Statement										
AUD-GL	126.04	Fund Balance Report										
AUD-GL	126.05	Balance Sheet										

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GL	126.06	Income Statement									
AUD-GL	126.07	Cash Balance Report									
AUD-GL	126.08	Revenue Analysis									
AUD-GL	126.09	Expenditure Analysis									
AUD-GL	126.10	Statement of Revenues & Transfers (Estimated vs. Actual)									
AUD-GL	126.11	Statement of Appropriations (Budget vs. Actual)									
AUD-GL	126.12	Comparative Balance Sheet By Fund (Current Year to Prior Year)									
AUD-GL	126.13	Combining Balance Sheet - Debt Service Fund Group and Long Term Debt Account Group									
AUD-GL	126.14	Comparative Statement of Revenues, Expenditures & Changes in Fund Balance- Debt Service Fund									
AUD-GL	126.15	Statement of Appropriations (Budget) Compared with Expenditures, Encumbrances, and Transfers									
AUD-GL	126.16	Combining Statement by Fund Type									
Interfaces											
AUD-GL	127	The following are potential interfaces required to/from the General Ledger:									
AUD-GL	127.01	Bank									
AUD-GL	127.02	CSCD/Adult Probation Case Management									
AUD-GL	127.03	CIJS (Common Integrated Justice System)									
AUD-GL	127.04	Sheriff Jail Commissary Account									
AUD-GL	127.05	People Soft HRMS									
AUD-GL	127.06	Juvenile Probation Case Management									
AUD-GL	127.07	County Tax Assessor/ Collector									
AUD-GL	127.08	Fee Collecting Offices									
AUD-GL	127.09	Credit Card System									
AUD-GL	127.10	PubWorks									
AUD-GL	127.11	SymPro									

Attachment A-Addendum 1

Functional Category: Accounts Payable/Disbursements

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Reference Number	Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s)	Comment
									Required to Fulfill Requirements	
Accounts Payable General Requirements										
AUD-AP	1									
AUD-AP	2									
AUD-AP	3									
AUD-AP	4									
AUD-AP	5									
AUD-AP	6									
AUD-AP	6.01									
AUD-AP	6.02									
AUD-AP	6.03									
AUD-AP	7									
AUD-AP	8									
AUD-AP	9									
AUD-AP	10									
AUD-AP	11									

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Reference Number	Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s)	Comment
									Required to Fulfill Requirements	
AUD-AP	12									
AUD-AP	13									
AUD-AP	14									
AUD-AP	15									
AUD-AP	16									
AUD-AP	17									
AUD-AP	18									
AUD-AP	18.01									
AUD-AP	18.02									
AUD-AP	18.03									
AUD-AP	18.04									
AUD-AP	18.05									
AUD-AP	18.06									
AUD-AP	18.07									
AUD-AP	18.08									
AUD-AP	18.09									
AUD-AP	18.10									
AUD-AP	18.11									
AUD-AP	18.12									
AUD-AP	18.13									
AUD-AP	18.14									
AUD-AP	19									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AP	20	Support importing of files (text, spreadsheets, etc.) as a data entry tool for large volume transactions.									
AUD-AP	21	Provides full integration between Accounts Payable and the following Financial modules, including but not limited to,:									
AUD-AP	21.01	General Ledger									
AUD-AP	21.02	Fixed Assets									
AUD-AP	21.03	Accounts Receivable									
AUD-AP	21.04	Inventory									
AUD-AP	21.05	Procurement									
AUD-AP	21.06	Projects									
AUD-AP	21.07	Grants									
AUD-AP	22	Establish multiple businesses/ legal entities (i.e. business units) within one financial system and track all financial activity for each entity independently.									
Vendor Invoice											
AUD-AP	23	Ability to accept electronic invoice via PDF, XML or EDI.									
AUD-AP	24	Allow the entry of non-purchase order invoices.									
AUD-AP	25	System provides the ability to carry forward pertinent purchase order receipt data to the invoice entry screen to reduce data entry and allow for entry of invoice data required for matching/payment processing.									
AUD-AP	26	Pre-fill all entry fields from purchase order or prior vendor transaction based on PO number entered or vendor number entered.									
AUD-AP	27	Capture the following invoice information:									
AUD-AP	27.01	Invoice number									
AUD-AP	27.02	Invoice date									
AUD-AP	27.03	Invoice received date									
AUD-AP	27.04	Invoice due date									
AUD-AP	27.05	Purchase order number									
AUD-AP	27.06	PO Date									
AUD-AP	27.07	PO line number									

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									Required to Fulfill Requirements	
AUD-AP	27.08									
AUD-AP	27.09									
AUD-AP	27.10									
AUD-AP	27.11									
AUD-AP	27.12									
AUD-AP	27.13									
AUD-AP	27.14									
AUD-AP	27.15									
AUD-AP	27.16									
AUD-AP	27.17									
AUD-AP	27.18									
AUD-AP	27.19									
AUD-AP	27.20									
AUD-AP	27.21									
AUD-AP	27.22									
AUD-AP	27.23									
AUD-AP	27.24									
AUD-AP	27.25									
AUD-AP	27.26									
AUD-AP	27.27									
AUD-AP	27.28									
AUD-AP	27.29									
AUD-AP	27.30									
AUD-AP	27.31									
AUD-AP	27.32									
AUD-AP	27.33									
AUD-AP	27.34									
AUD-AP	27.35									
AUD-AP	27.36									

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									Required to Fulfill Requirements	
AUD-AP	27.37									
AUD-AP	27.38									
AUD-AP	27.39									
Invoice Processing										
AUD-AP	28									
AUD-AP	29									
AUD-AP	30									
AUD-AP	31									
AUD-AP	32									
AUD-AP	33									
AUD-AP	34									
AUD-AP	35									
AUD-AP	36									
AUD-AP	37									
AUD-AP	38									
AUD-AP	39									

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AUD-AP	40	Automatically default certain line item details for PO-related payments during vendor invoice entry, with override capability and appropriate security.									
Matching Process											
AUD-AP	41	Match by combination of the items below based on system configuration:									
AUD-AP	41.01	One or more receiver documents									
AUD-AP	41.02	One or more packing slips or delivery tickets/Bills of Lading									
AUD-AP	41.03	Purchase order (Encumbering Document)									
AUD-AP	41.04	Contract or other encumbering documents									
AUD-AP	41.05	Invoice									
AUD-AP	42	Generate payments based on successful three way or two way matching (i.e., invoice, receipt, PO). Establish, according to business rules set by user, the generation using two-way or three-way match.									
AUD-AP	43	Perform match process on-line or via scheduled batch.									
AUD-AP	44	Highlight discrepancies between purchase order, invoice and receiving document:									
AUD-AP	44.01	Unit price variances									
AUD-AP	44.02	Quantity received vs. quantity ordered vs. quantity invoiced									
AUD-AP	44.03	Extended value of the PO vs. extended value of the invoice.									
AUD-AP	45	Allow users to define tolerances (with criteria such as % or amount), both at the individual line level and a cumulative tolerance at the header level. As long as match is within the tolerance, the payment voucher transaction will be accepted.									
AUD-AP	46	Allow input of freight invoices/payments where there may be no corresponding purchase order reference, with appropriate approval.									
Disbursements											

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AUD-AP	47	Determine how a disbursement transaction should be edited (e.g., whether the system should reject disbursement if the budget balance is insufficient or allow payment despite lack of sufficient funds).									
AUD-AP	48	Track and report daily, weekly, or monthly future payment requirement schedules (i.e., cash requirements reporting) for disbursements.									
AUD-AP	49	Provide and monitor appropriate security controls to prevent unauthorized users from generating payments to vendors that are not in the vendor table.									
AUD-AP	50	Allow authorized users to void or correct payments with appropriate corrections made to all financial balances, sub ledgers and subsystems.									
AUD-AP	51	Allow users with appropriate security to override the default accounting period presented to the user during payment cancellation.									
AUD-AP	52	Link refund payments to a specific receipt or collection and the associated revenue transaction.									
AUD-AP	53	Produce payment registers containing register amount and number of items.									
AUD-AP	54	Assign the accounting period automatically based on user-defined criteria with the option of a manual override for payments, with appropriate security.									
AUD-AP	55	Enable user to correct errors prior to processing a payment (e.g., voucher balance, account number, data error).									
AUD-AP	56	Allow release of payment vouchers for payment processing by the following:									
AUD-AP	56.01	Batch									
AUD-AP	56.02	Document									
AUD-AP	56.03	Individual Line Item									
AUD-AP	56.04	Vendor									
AUD-AP	56.05	UserID									
AUD-AP	56.06	Fund Number									

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									Required to Fulfill Requirements	
AUD-AP 56.07	Bank Code ID									
AUD-AP 57	Calculate late payment charges, which can be calculated based on a County-defined interest rate applied to the overdue balance as of a user defined date, with appropriate security.									
AUD-AP 58	Consolidate payments into a single payment across departments, where vouchers may have different department numbers.									
AUD-AP 59	Restrict ability to process payments (checks or EFT/ACH/Commercial Card) until authorized personnel release payment voucher records.									
AUD-AP 60	Apply credit and debit memo amounts before producing payment and apply credit memos only to the extent that they do not produce a negative payment.									
AUD-AP 61	Notify users when a vendor has a credit memo that exceeds the payment voucher amount.									
AUD-AP 62	Track the balance remaining on a credit memo and display the invoices to which the credit has been applied.									
AUD-AP 63	Produce a warning message if the account distribution on credit memo transactions is not the same as the original expense account distribution.									
AUD-AP 64	Hold all payments to a vendor (by department) until the credit balance is exceeded by the amount owed the vendor, with the ability to override.									
AUD-AP 65	Automatically update liability account and accounts payable balances in the general ledger for payment processes.									
AUD-AP 66	Accept electronic billings from vendors and process appropriate payments to vendors.									
AUD-AP 67	Cancel payments made in a previous period and generate appropriate general ledger transactions in the current period.									
AUD-AP 68	Restrict user, except with appropriate security, from preventing payment from being produced on a processed payment voucher.									

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AUD-AP	69	Consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check and itemize the invoices (including the vendor invoice number) on the remittance advice.									
AUD-AP	70	Able to cancel a payment, check, or a portion of an entire check run by entering certain payment cancellation information, including a cancel reason code (e.g., pending cancel, cancel, stop, etc.).									
AUD-AP	71	Automatically or by batch update the financial balances, including general ledger and available budget in the appropriate budget year.									
AUD-AP	72	Track archived payments by vendor name, check number, date, funding and amount.									
AUD-AP	73	Track pending payments by scheduled payment date.									
AUD-AP	74	Allow the user to retrieve payment information and its status (e.g., redeemed, stop payment, etc.).									
Discounts											
AUD-AP	75	Set up standard payment terms at the vendor level or specify individual payment terms at the payment level.									
AUD-AP	76	Store a due date, discount date and discount percentage.									
AUD-AP	77	Automatically calculate invoice due date based on invoice date or a user-specified date (such as 30 days from the date of receipt) and payment terms and schedule optimum payment date based on that calculation.									
AUD-AP	78	Automatically distribute discounts taken during payment processing to the general ledger.									
AUD-AP	79	Automatically calculate discounts when the payment date is the same as, or prior to, the discount due date with override capabilities on discount due date and/or terms.									
AUD-AP	80	Generate vendor payments based on state/local rules, due date and discount date (whichever is earliest) to maximize interest earned and discounts received by the County.									
AUD-AP	81	Add a discount to the invoice during processing.									
AUD-AP	82	Track and report discounts for the following:									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AP	82.01	Discounts taken									
AUD-AP	82.02	Discounts lost									
AUD-AP	83	Notify users when a transaction is eligible for a discount whereby transactions can be expedited.									
Holds											
AUD-AP	84	Put a payment on hold.									
AUD-AP	85	Cannot produce a payment for vendors in "hold" status, with the ability to override.									
Banking											
AUD-AP	86	Utilizes EFT / ACH / Commercial Card payments and allows ability to specify which type of EFT / ACH / Commercial Card transaction to use (PPD, CCD, EDI, etc.).									
AUD-AP	87	Sort ACH pre-notes by account and bank for transmission to bank.									
AUD-AP	88	Accommodate management of bank transmission files as defined by user (sorts pre-notes, ACH and EFT payments by clearing account and sends file at appropriate time).									
AUD-AP	89	Retain obsolete EFT / ACH vendor bank information for research purposes.									
AUD-AP	90	Allow effective dating (including future dating) of updated EFT / ACH bank information.									
AUD-AP	91	Use multiple banks with multiple accounts for both checks and EFT / ACHs.									
AUD-AP	92	Generate payment through direct deposit EFT / ACH / Commercial Card if designated to do so in the vendor file (for vendors) or in the employee master file maintained in the PeopleSoft HRMS.									
Payment Authorization											
AUD-AP	93	Hold processing of payments and wire transfers until funds are available or request is deleted.									

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AUD-AP	94	Allow authorized users the ability to release a payment or wire transfer from the county's financial system when funds are not immediately available in the bank (i.e., payroll).									
AUD-AP	95	Automatic notification to specified users when a wire transfer payment is approved.									
Printing and Handling											
AUD-AP	96	Provides for all standard check writing functionality including:									
AUD-AP	96.01	Check register, in both paper or electronic format, including check register disbursement grand total and number of disbursements processed.									
AUD-AP	96.02	Checks printed based on multiple sorts (e.g., bank account first, then Check Sort, then department, then vendor number, etc.) as defined by the County.									
AUD-AP	96.03	Check register with grand total disbursements and number of disbursements processed.									
AUD-AP	97	Print checks through the following means:									
AUD-AP	97.01	On-demand (override batch)									
AUD-AP	97.02	On-schedule/same day									
AUD-AP	97.03	Manual (immediate)									
AUD-AP	98	Prevent the printing or producing of checks with no payee specified or incomplete address information based on user defined criteria.									
AUD-AP	99	Prevent the printing or producing of blank, negative, or zero amount checks based on user defined criteria.									
AUD-AP	100	Suppress printing or producing of checks under a user-defined dollar amount parameter (e.g., \$2.00).									
AUD-AP	101	Print on-demand checks (exclusive of the normal payment processing cycle) and record in a separate check register, bank file, and control file, if desired.									
AUD-AP	102	Reprint remittance advices.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AP	103	Transmit remittance advices electronically (i.e., via e-mail using e-mail address stored in vendor table) for EFT / ACH / Commercial Card transactions.									
AUD-AP	104	Enter global promotional or reminder comments on the remittance advice.									
AUD-AP	105	Enter a user-specified payment message on one particular payment voucher and have it print on the remittance advice.									
AUD-AP	106	Produce, through secure printers, checks with:									
AUD-AP	106.01	MICR encoding									
AUD-AP	106.02	Electronic Signatures (with hardware security)									
AUD-AP	107	Print checks at various locations with proper security.									
AUD-AP	108	Generate replacement checks to replace canceled, stale dated, lost, voided checks or any other reason and generate related ledger updates for the replacement checks.									
AUD-AP	109	Allow for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.									
AUD-AP	110	Print checks using preprinted or blank check stock.									
AUD-AP	111	Restart check and remittance advice printing at a user-specified starting point.									
AUD-AP	112	Sequentially number and control payments and remittance advices.									
AUD-AP	113	Print multiple payees on one check. An example might be a court order that requires multiple parties such as an estate, eminent domain and right-of-way.									
AUD-AP	114	Automatically generate an email notification with associated check detail and send it to the appropriate vendor contact based upon the email address provided in the vendor setup file.									
Positive Pay Banking											
AUD-AP	115	Accommodate positive pay banking.									
AUD-AP	116	Transmit check number, \$ amount, payee name and issue date of checks issued.									

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Reference Number	Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s)	Comment
									Required to Fulfill Requirements	
AUD-AP 117	Able to change the issuance number (i.e., manual check number recorded incorrectly) with proper security.									
AUD-AP 118	Allow electronic updates when payment cancellations are confirmed.									
1099 Processing										
AUD-AP 119	Track and report all 1099 form types with appropriate logic to support the forms.									
AUD-AP 120	Track 1099 and W-9 forms, using imaging.									
AUD-AP 121	Report 1099 amounts by Taxpayer ID (i.e., SSN, FEIN or TIN).									
AUD-AP 122	Provides backup withholding functionality.									
AUD-AP 123	Provides for payments to multiple 1099 codes.									
AUD-AP 124	Produce a 1099 file that fully complies with current and on-going IRS standards (i.e., no special characters, appropriate use of blanks, etc.). Provide for automatic upload to IRS for 1099 reports.									
AUD-AP 125	Query and print 1099 data.									
AUD-AP 126	Print 1099 forms with acceptable IRS template.									
AUD-AP 127	Include 1099 information from interfaced disbursement systems for consolidated reporting.									
AUD-AP 128	Reprint 1099 forms for an individual vendor.									
AUD-AP 129	Correct 1099 information in the system, reprint the 1099 form, and produce a correction file for the IRS.									
AUD-AP 130	Appropriately adjust 1099 reportable balances for batch/interface payments and payment cancellations.									
AUD-AP 131	Automatically identify transactions as 1099 reportable based upon the expenditure object even if the vendor is not 1099 reportable.									
AUD-AP 132	Has field that indicates if a vendor is 1099 reportable.									
Employee Reimbursement										
AUD-AP 133	Reimburse employees for travel and other expenses (with proper workflow and approvals). Ability to enter and process manual travel encumbrance batch.									

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AUD-AP	134	Generate payments to employees based on reconciliation of advances vs. expense reports .									
AUD-AP	135	Has an optional travel authorization process that can be initiated by individual departments and must compare approved expenses per travel authorization to actual expenses claimed for reimbursement.									
AUD-AP	136	Report certain travel payments on a 1099 form in compliance with current and ongoing IRS rules and regulations.									
AUD-AP	137	Report travel payments on a W-2 form in compliance with current and ongoing IRS rules and regulations.									
AUD-AP	138	Record the issuance of an advance as a receivable and reimbursement of employee advance as a cash receipt and calculates any remaining amount due or receivable after the employee has completed travel.									
AUD-AP	139	Travel encumbrance should be adjusted when the cash receipt is entered.									
AUD-AP	140	Provides flexible, hierarchical approval process for approving employee reimbursements. For instance, each Department within the County has its own approval process prior to submission to the County Auditor's Office, the system should accommodate each Departments unique process within a preset hierarchical approval structure.									
AUD-AP	141	Permit entry and submission of travel claims by selected users on behalf of other employees (proxy submission) with appropriate security and electronic signatures.									
AUD-AP	142	Automate the process for the county's travel advances, travel reimbursements and/or other reimbursements, including employee self-service to enter certain information which populates/defaults appropriate required data (e.g., the user selects or enters per diem, the system automatically populates the per diem amount and funding distribution for that employee).									
AUD-AP	143	Require pertinent travel information included on the County official travel form, including, but not limited to:									

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									Required to Fulfill Requirements	
AUD-AP	143.01	Department/Division								
AUD-AP	143.02	Employee Name								
AUD-AP	143.03	Employee Number								
AUD-AP	143.04	Travel Period From								
AUD-AP	143.05	Travel Period To								
AUD-AP	143.06	Taxpayer ID (SSN or TIN)								
AUD-AP	143.07	Residence Street Address								
AUD-AP	143.08	City								
AUD-AP	143.09	County								
AUD-AP	143.10	State								
AUD-AP	143.11	Zip (plus 4)								
AUD-AP	143.12	Fiscal Year								
AUD-AP	143.13	All Chart of Account Elements (e.g., Fund, Department)								
AUD-AP	143.14	Amount								
AUD-AP	143.15	Official business date								
AUD-AP	143.16	Official business purpose of trip								
AUD-AP	143.17	Travel points From								
AUD-AP	143.18	Travel points To								
AUD-AP	143.19	Personal vehicle miles								
AUD-AP	143.20	Lodging								
AUD-AP	143.21	Registration fee								
AUD-AP	143.22	Airfare								
AUD-AP	143.23	Parking/other transportation costs								
AUD-AP	143.24	Meals: Morning								
AUD-AP	143.25	Meals: Noon								
AUD-AP	143.26	Meals: Evening								
	143.27	Incidentals								
AUD-AP	143.28	Other Allowable expenses								
AUD-AP	144	Default the object of expenditure based upon the selected travel category.								
AUD-AP	145	Permit authorized users to override/change the default object of expenditure.								

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AUD-AP	146	Default the chart of account elements based upon the traveler User ID.									
AUD-AP	147	Permit authorized users to override/change the default chart of account elements.									
AUD-AP	148	Provides explanation field for each line item.									
AUD-AP	149	Generate a warning message when travel claims are entered for the same traveler with overlapping travel periods.									
AUD-AP	150	Notify approvers that travel claims have overlapping travel periods.									
AUD-AP	151	Calculate mileage based upon user specified origination and destination.									
AUD-AP	152	Identify travel line items that require receipts.									
AUD-AP	153	Prevent an employee from altering the travel claim while it is being reviewed by the approver.									
AUD-AP	154	Automatically notify approvers that a travel claim has been submitted.									
AUD-AP	155	Allow employees to modify rejected travel claims.									
AUD-AP	156	Inquire and report with proper security on:									
AUD-AP	156.01	Status of all travel claims by employee									
AUD-AP	156.02	Paid travel claims by employee									
AUD-AP	156.03	Unpaid travel claims by employee									
AUD-AP	156.04	Travel claims awaiting action by approver									
AUD-AP	156.05	Travel claims approved by approver									
AUD-AP	156.06	Travel claims rejected by approver									
AUD-AP	156.07	Travel claims awaiting payment by department									
AUD-AP	156.08	Travel Advance report (with ability to drilldown)									
AUD-AP	156.09	Retain images of receipts and documents									
AUD-AP	156.10	Comments on travel questions, repayments, etc.									
Procurement Card (P-Card) Processing											

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AP	157	Support use of a bank card (P-Card) as a form of payment for items/services ordered (e.g., catalogs, spot purchases, travel etc.) and be able to control amounts and usage by agency, commodity, and individual/employee.									
AUD-AP	158	Ability to import and capture key accounting classification data at time of order for subsequent matching to file received from bank.									
AUD-AP	159	Ability for departments to assign general ledger account number and project number.									
AUD-AP	160	Ability for departments to approve transactions through workflow.									
AUD-AP	161	Track expenditures against P-Cards issued to employees.									
AUD-AP	162	Track the P-card procurement by vendor ID, merchant commodity, and small business/minority/women-owned business status.									
Query and Reports											
AUD-AP	163	Generate and print, screen or paper, for any specified time period the following reports, including but not limited to:									
AUD-AP	163.01	Invoice Aging Report									
AUD-AP	163.02	Match Discrepancy Report (discrepancies between matched items by quantity and price) by vendor									
AUD-AP	163.03	Missing Match Report (2 out of 3 items in the 3 way match in the system)									
AUD-AP	163.04	Report of payments made within or on 30 days from receipt of the invoice									
AUD-AP	163.05	Report of payments not made within 30 days from the receipt of the invoice									
AUD-AP	163.06	Report of all outstanding encumbrances as of a user specified date.									
AUD-AP	163.07	Report of payments not made within 30 days of receipt of goods.									
AUD-AP	163.08	Report of payment transactions processed for a user-defined period.									

Attachment A-Addendum 1

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Reference Number	Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s)	Comment
									Required to Fulfill Requirements	
AUD-AP 163.09	Report of error transactions									
AUD-AP 163.10	Report of invoices approved for payment for a user-defined period.									
AUD-AP 163.11	Report of time lapsed from receipt of invoice to payment of invoice.									
AUD-AP 163.12	Report of payment vouchers that have not been approved for payment									
AUD-AP 163.13	Ability to create an AP aging report by fund, date and project code.									
AUD-AP 163.14	Ability to create a purchase order report for status (received, no invoice, partially invoiced, or waiting received).									
AUD-AP 163.15	Claims Registry - report of all payments for a user-defined period, by user-defined criteria.									
AUD-AP 163.16	Report of vendor information for user-defined period of time and criteria.									
AUD-AP 163.17	Report of expenditures vs. appropriations and/or actuals									
AUD-AP 163.18	Report of individual/detailed object of expense									
AUD-AP 163.19	Report of Vendor Master Listing (by any element in the file)									
AUD-AP 163.20	Report of Vendor Multiple Address listing									
AUD-AP 163.21	Report of Summary Payments by Vendor (for a user determined time period)									
AUD-AP 163.22	Report of checks generated									
AUD-AP 163.23	Reports relating to 1099 Reporting									
AUD-AP 163.24	Check register with check totals and number of checks on register.									
AUD-AP 163.25	Report by bank account of checks generated									
AUD-AP 163.26	Report of cash requirements and timing									
AUD-AP 163.27	Report for transfers to general ledger									
AUD-AP 163.28	Report of ledger distribution									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AP	163.29	Report of transfer distribution of amounts to be transferred between funds									
AUD-AP	163.30	Report relating to Procurement Card transactions									
AUD-AP	163.31	Report on top 10 vendors									
AUD-AP	163.32	Report on vendors on specified dollar amount and specified time period									
AUD-AP	164	Download all reports and inquiries, including but not limited to, using Microsoft Word, Access, and Excel; PDF; HTML, etc.									
AUD-AP	165	Create and print ad-hoc queries and reports using an English-based report writer. Permit users to custom design reports or queries, individually or in ranges, based on templates, field names, date periods, etc., for any field in the system.									
Interfaces											
AUD-AP	166	The following are required interfaces to/from the Accounts Payable module:									
AUD-AP	166.01	CIJS (Common Integrated Justice System) - used for all courts, district attorney, JP offices to input vouchers to initiate the payment process for certain court activities (i.e., social studies, out of county costs, etc).									
AUD-AP	166.02	Financial Institutions (i.e., P-card electronic files uploaded to create bank payments; bank account activity files to update balances/ledgers).									
AUD-AP	166.03	PeopleSoft HRMS - County's HR / Payroll system									
AUD-AP	166.04	Jury Management System									

Functional Category: Accounts Receivable/Cash Receipts

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
Accts Receivable/Billing General Requirements											
AUD-AR	1	Establish multiple businesses / legal entities (e.g., business units) in one financial system and track all financial activity for each entity independently.									
AUD-AR	2	Enter all Chart of Account elements on any type of transaction within the revenue/receivables module, and apply all edits and validations against those elements or combinations thereof.									
AUD-AR	3	Monitor collection dates and generate workflow transactions or notifications based on user-defined date thresholds.									
AUD-AR	4	Maintain an audit trail of all billing, accounts receivable, and cash receipts activity including user id, batch id, date and time of transaction.									
AUD-AR	5	Print, email, fax or transmit via XML, PDF or EDI by customer, billing document, billing document type, etc.									
AUD-AR	6	Upload and download capabilities for documents.									
AUD-AR	7	Record billings, accounts receivable, and cash receipts.									
AUD-AR	8	Simultaneously work in multiple fiscal years (i.e., have periods open in two or more fiscal years at one time).									
AUD-AR	9	Creation of secure interfaces with other billing and receipting systems.									
AUD-AR	10	Capture transaction type for all transactions, including but not limited to, billing, receipting, write-off, adjustments, year-end adjustments, journal vouchers, etc. for reporting and inquiry purposes.									
AUD-AR	11	Capture payment method for all appropriate transactions, including but not limited to, cash, check, credit card, money order, debit card, non-cash, lockbox, on-line payments, Interactive Voice Response (IVR), etc.									
AUD-AR	12	Establish default account distributions for each receivable.									
AUD-AR	13	Accommodate Electronic Fund Transfers (EFT).									

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AUD-AR	14	Accommodate workflow for approvals.									
AUD-AR	15	Maintain detailed transaction activity for each customer account.									
AUD-AR	16	Track and place hold on services for past due receivables from debtors.									
AUD-AR	17	Calculate interest and fees based upon funds owed to the County:									
AUD-AR	17.01	State Statutes									
AUD-AR	17.02	County Fee Schedule									
AUD-AR	17.03	Compounding Factors (Daily, Monthly, etc)									
AUD-AR	18	Maintain a master customer file.									
AUD-AR	19	Accommodate Check 21 criteria and remote deposit capture.									
AUD-AR	20	Integration with following modules, including but not limited to:									
AUD-AR	20.01	General Ledger									
AUD-AR	20.02	Accounts Payable									
AUD-AR	20.03	Grants									
AUD-AR	20.04	Projects									
AUD-AR	20.05	Inventory/Warehouse									
AUD-AR	20.06	Cash Management									
AUD-AR	20.07	Cash Receipts									
Customer Maintenance											
AUD-AR	21	Provides a central file for storing all customer-related information (e.g., name, address, contact, etc.).									
AUD-AR	22	Create user-defined customer types.									
AUD-AR	23	Bill, track and collect for 'one-time' customers.									
AUD-AR	24	Archive inactive customers based upon user-defined parameters and proper security.									
AUD-AR	25	Deactivate and reactivate customers with appropriate security and control.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AR	26	Record customer information by department in which users can track organization specific information regarding customer based upon department-defined security rules, including but not limited to the following:									
AUD-AR	26.01	Multiple addresses per customer.									
AUD-AR	26.02	Multiple contact names and numbers per customer.									
AUD-AR	26.03	At least 20 user-definable fields that are minimally 60 characters long.									
AUD-AR	27	Capture and retain a tax ID number associated with receivable customers.									
AUD-AR	28	Prevent duplicate customer numbers.									
AUD-AR	29	Record a customer as blocked from future services.									
AUD-AR	30	Record customers as "in dispute" with a description field dedicated to the reason and details of the dispute.									
AUD-AR	31	Provides for customer history to be retained when a customer name changes.									
AUD-AR	32	Copy a similar customer record when creating a new record.									
AUD-AR	33	Merge multiple different customer records and their associated history into one customer record, with proper security.									
AUD-AR	34	Provides unique alpha-numeric customer number that is, at a minimum, 15 characters in length.									
AUD-AR	35	Link customer number in Accounts Receivables module to vendor number in Accounts Payable module.									
AUD-AR	36	Check for duplicate customers based on user-defined criteria, including but not limited to, alphabetic similarity, phonetic similarity, phone number, postal code, address, date of birth, Social Security Number, Federal Tax ID number, etc. or other user-defined criteria.									
AUD-AR	37	Restrict access to add, delete, or modify customer information by users.									
AUD-AR	38	Edit receivable items with proper security.									
AUD-AR	39	Track additions, changes, and deletions to the customer files with an audit trail.									

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AUD-AR	40	Archive inactive accounts based upon user-defined criteria and proper security.									
AUD-AR	41	Query and view all receivables for one customer or multiple customers by customer number, customer name, customer type, and/or user specified date range.									
AUD-AR	42	Provides for customer look-up capabilities by Federal Tax ID, Social Security Number, Date of Birth, address, postal code, phone number, phonetic similarity, alphabetic similarity, etc. or other user-defined criteria.									
Billing/Invoicing											
AUD-AR	43	Generate customer billing documents and provides defaults by department and/or organizational sub-level, including but not limited to the following:									
AUD-AR	43.01	Enter multiple lines per billing document.									
AUD-AR	43.02	Track item, description (up to 256 characters), quantity, unit cost, unit of measure, and extended amount.									
AUD-AR	43.03	Default item unit cost and any applicable fees associated with the service code.									
AUD-AR	43.04	Automatically extend lines, apply any fees, and sum into the billing document total.									
AUD-AR	43.05	Billing document Number									
AUD-AR	43.06	Contract Number									
AUD-AR	43.07	PO Number									
AUD-AR	43.08	Customer Information, including name, address and phone numbers									
AUD-AR	43.09	Case Number (Alpha-Numeric)									
AUD-AR	43.10	Originating Billing Location (i.e., Court, School District, specific school with school district, etc.)									
AUD-AR	43.11	A/R Customer Charge Code created from a specific service fee and linked to GL receivable, revenue, and liability numbers.									

Attachment A-Addendum 1

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AR	44	Support automatic periodic billings to selected customers. These recurring billing documents can be set up for user selected time periods and starting and ending dates.									
AUD-AR	45	System provides ability for a single billing document item to be distributed across multiple Chart of Account elements based on a user-defined (e.g., percentage) allocation.									
AUD-AR	46	Bill by department on behalf of other County departments or external departments, which consolidate and reconcile billing information from several sources and provides one consolidated bill.									
AUD-AR	47	Process uncollectible accounts as follows:									
AUD-AR	47.01	Generate dunning letter to customer, which is customizable by the department and/or organizational sub-level.									
AUD-AR	47.02	Export data to legal representatives or third-party collection departments									
AUD-AR	47.03	Record as Bad Debt									
AUD-AR	47.04	Retain memo entries of the receivable balance in the accounts receivable system.									
AUD-AR	47.05	Record receipt of cash and any collection fees associated with the collection, at any time against the original receivable and maintain proper accounting entries to reverse the bad debt and to record the collection fee.									
AUD-AR	47.06	Obtain proper approvals on a transaction to write-off account balance if not collected, based on user-defined criteria such as receivable type and dollar amount.									
AUD-AR	48	Print comments on both an individual and group basis on the billing documents.									
AUD-AR	49	Automatically calculate interest, penalties and fees on an individual account and bill the customer for the interest, penalties, fees and principle. A single customer may have multiple receivable accounts.									
AUD-AR	50	Define billing cycles and frequencies based on user preferences..									

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AUD-AR	51	Document customer communication regarding a billing document and associate it with the specific billing document, including the ability to attach documents or end-user comments.									
AUD-AR	52	Customize the printed billing document/adjustments form to include any field entered in the billing document or adjustments transaction entry screen. This customization should be accomplished using tools included in system.									
AUD-AR	53	Preview, print and re-print customized billing documents/adjustments (including color, font, type, size variations), including but not limited to:									
AUD-AR	53.01	by individual billing document									
AUD-AR	53.02	by customer									
AUD-AR	53.03	by range of billing document numbers									
AUD-AR	53.04	by range of adjustment document numbers									
AUD-AR	53.05	by Chart of Account elements									
AUD-AR	53.06	by range of customer numbers									
AUD-AR	53.07	by time period range									
AUD-AR	53.08	Allow AR invoices to be printed before GL update.									
AUD-AR	54	Copy and modify existing billing documents.									
AUD-AR	55	Create billing document templates.									
AUD-AR	56	Change account coding on billing documents through a mass change functionality, with audit trail and proper security.									
AUD-AR	57	Generate a billing document number based upon a user-defined prefix and a unique system-generated sequential number.									
AUD-AR	58	Generate customer statements by customer name, department or organizational sub-level (e.g. index, fund, sub fund, etc.).									
AUD-AR	59	Note individual billing documents as "In Dispute", with ability to record user comments and associate file attachments with the comments (e.g., correspondence with the customer).									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AR	60	Flag billing documents for "special handling" (e.g., confidentiality issues) with the ability to enter comments.									
AUD-AR	61	Bill by type of customer.									
AUD-AR	62	Support user-defined bar code or scan line (i.e., OCR, MICR, Bar-Code) printing on remittance advice to aid in remittance processing.									
Accounts Receivable											
AUD-AR	63	Generate receivable transactions in the General Ledger for all original entries, adjustments, penalty and interest assessments, and write-offs.									
AUD-AR	64	Generate either a positive or negative adjustment which can either be applied or not applied to a specific customer billing document, with proper controls and audit trail.									
AUD-AR	65	Approve or reject either a positive or negative adjustment which has not been applied to a specific customer billing document, with proper controls and audit trail.									
AUD-AR	66	Maintain accounts/billing documents either on an "open item" or "balance forward" basis as determined by a department and/or organizational sub-level.									
AUD-AR	67	Apply a negative (overpayment) balance total existing in an account against a new billing document based upon user-criteria.									
AUD-AR	68	Identify and escheat overpayments if customer cannot be notified.									
AUD-AR	69	Convert negative A/R balances to appropriate transaction based upon user-defined criteria.									
AUD-AR	70	Generate user-defined delinquency notices based upon user-defined aging buckets (for example 30, 60, 90, 120, and greater than 120 days) using the original billing document or transaction date and current system date based on receivable type.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AR	71	Automatically or manually apply late charges (e.g. penalties, interest, etc.) based upon user-defined criteria to the unpaid balance on selected accounts receivable. System supports varying penalty amounts and interest by department or organizational sub-level.									
AUD-AR	72	Flag accounts with a user-defined follow-up date for collection related activity.									
AUD-AR	73	Include or exclude disputed billings/customers from aging, finance charges, billing document generation/printing, statistics, and dunning based upon user-defined parameters.									
AUD-AR	74	Calculate various types of interest and fee payment schedules, including but not limited to:									
AUD-AR	74.01	Interest-free and Fee-free periods									
AUD-AR	74.02	Installment payments									
AUD-AR	74.03	Deferrals of interest and fees or suspensions of interest and fee payments									
AUD-AR	75	Mark/flag billing document as "in collection". (Billing document has been sent to collection agency.)									
AUD-AR	76	Generate various user-defined reports, based upon any billing document data field and "in collection" flag.									
Inter-departmental Billing											
AUD-AR	77	Simultaneously create an interdepartmental accounts receivable and payment voucher that reference each other through unique identifiers in the system.									
AUD-AR	78	Use billing document number to link interdepartmental receivables/payables for purposes of clearing accounts receivable when a payment is processed.									
AUD-AR	79	Generate differing accounts receivable balance sheet entries by the type of accounts receivable transaction (i.e., by the type of billing document).									
AUD-AR	80	Notify other departments of a newly created interdepartmental account receivable or payment voucher through workflow notification.									

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AUD-AR	81	Pay interdepartmental billing documents without generating an actual payment.									
AUD-AR	82	Record partial payment of interdepartmental receivable billing documents.									
AUD-AR	83	Flag an interdepartmental receivable or payable as "In Dispute".									
AUD-AR	84	Reference an encumbrance document and liquidate that encumbrance upon payment.									
Receipts											
AUD-AR	85	Process receipts, including identifying the payment location, payee, payment method, billing document number and all element in the Chart of Accounts.									
AUD-AR	86	Process multiple and/or partial billing document payments on the same receipt.									
AUD-AR	87	Capture the data elements during a receipt transaction, including but are not limited to, the following:									
AUD-AR	87.01	Chart of Account code distributions to which each receipts was deposited									
AUD-AR	87.02	Date received									
AUD-AR	87.03	Name/User ID of person collecting monies									
AUD-AR	87.04	Unique, sequential receipt document number									
AUD-AR	87.05	Comments which are at least 20 user-defined text fields that are minimally 60 characters (e.g., case ID, case name, purpose, originating billing location, etc.)									
AUD-AR	87.06	Payment Identification Number (e.g., check number)									
AUD-AR	87.07	Payment Amount									
AUD-AR	87.08	Place of deposit (i.e., Bank Number)									
AUD-AR	87.09	Location of collection									
AUD-AR	87.10	Payment Type									
AUD-AR	87.11	Receivables Number/Billing Document ID (i.e., invoice number, Chart of Accounts number, case number, cause number, etc.)									
AUD-AR	87.12	Who Paid (Payee Name, address, phone number, etc.)									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AR	87.13	Ability to attach documents.									
AUD-AR	87.14	Payee ID information (i.e., state drivers license number, state ID number, Social Security Number, Passport Number, etc.)									
AUD-AR	88	Read and utilize a predefined interface for bar code or scan line information which can capture any and all fields of the account code segments applied to financial transactions.									
AUD-AR	89	Provides for remote users to collect funds, enter, and account for receipts.									
AUD-AR	90	Provides for review of all items in a receipt batch before the batch is posted.									
	91	Workflow for batch review and approvals.									
AUD-AR	92	Correct a receipt batch at any time before the batch is posted with proper authorization.									
AUD-AR	93	Provides for user-defined payment methods. Credit and debit card transactions must be retained according to latest industry standards. (System should not retain credit card numbers or pin numbers).									
AUD-AR	94	Record the following information on each customer receipt at a minimum:									
AUD-AR	94.01	Transaction Date/Time									
AUD-AR	94.02	Cashier									
AUD-AR	94.03	Location									
AUD-AR	94.04	Payment Type (multiple)									
AUD-AR	94.05	Purpose/Description									
AUD-AR	94.06	Payment Amount									
AUD-AR	94.07	Reference Number (i.e., invoice number, cause number, case number, etc.)									
AUD-AR	94.08	Reference Name if applicable (i.e., Style of Case)									
AUD-AR	94.09	Balance Due									
AUD-AR	94.10	Comment Field (at least 250 characters)									
AUD-AR	95	Enter, track separately, and process simultaneously the following tendering situations (but not limited to):									

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			Module(s)/Sub-module(s) Required to Fulfill Requirements								
Reference Number	Business Requirements		F	NV	TP	CO	R	CU	NA	Comment	
AUD-AR	95.01	Cash									
AUD-AR	95.02	Check, including capture of ABA/Routing number, Account number, and Check number									
AUD-AR	95.03	Credit Card									
AUD-AR	95.04	Money Orders, including capture of Bank Code									
AUD-AR	95.05	Cashier's Check									
AUD-AR	95.06	EFT/ACH									
AUD-AR	95.07	Debit Cards									
AUD-AR	95.08	Lock Box									
AUD-AR	95.09	On-line/Web payment									
AUD-AR	95.10	IVR payment									
AUD-AR	95.11	User-defined Tender Method									
AUD-AR	96	Record and adjust receipts against the Chart of Accounts with proper security.									
AUD-AR	97	Enter detailed receipt transactions for cash collected (against all chart of account elements) and apply receipts against appropriate accounts receivable balances or billing documents.									
AUD-AR	98	Entry of deposit information into daily deposits (corresponding to actual bank deposits).									
AUD-AR	99	Compile receipts into deposits more or less frequently than daily and provide the ability to drill back and forth between deposit and receipt.									
AUD-AR	100	Apply payments on receivables by referencing the billing document (i.e., invoice number, case number, cause number, etc.) which infers all billing information to the receipt.									
AUD-AR	101	Optionally post partial payments by billing document (i.e., invoice, cause or case) line item. The system also has a methodology for automatically applying partial payments (for example, applying the payments in line order).									
AUD-AR	102	Provides for the user to set up multiple methodologies for applying partial and full payments to billing documents. Methodologies will be based upon user-defined criteria.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AR	103	Change payment methodologies with proper security and audit trail.									
AUD-AR	104	Processing receipts not associated with a recorded receivable (i.e., copying fees, marriage license, etc.).									
AUD-AR	105	Code a receipt as an expenditure, trust account deposit, revenue transaction, etc.									
AUD-AR	106	Capture receipts via electronic funds transfers (EFT), ACH, "lock box", online/web, IVR, credit card, and/or other electronic receipts for payment.									
AUD-AR	107	Void receipts with proper controls and an audit trail.									
AUD-AR	108	Code, batch, collect and deposit funds on the behalf of other departments/external departments within user-defined security rules.									
AUD-AR	109	Record dishonored revenue payments (i.e., NSF) by name, account number, deposit number, date and amount with proper accounting entries, including proper accounting for NSF fees.									
AUD-AR	110	Post unidentified deposits in an appropriate clearing account.									
AUD-AR	111	Correct misapplied payments with proper authorization.									
AUD-AR	112	Process split or mixed tendering situations.									
AUD-AR	113	Override the default chart of account not allowed.									
AUD-AR	114	Process miscellaneous cash receipts without creating a billing record.									
AUD-AR	115	Apply receipts against multiple billing documents (i.e., invoices, case numbers, cause numbers, etc.).									
Inquiry and Reporting											
AUD-AR	116	Generate various user-defined reports, based on any data field within the billing document or receipt and all chart of account elements, including but not limited to the following:									
AUD-AR	116.01	Billing Status									
AUD-AR	116.02	Billed/Unbilled Charges									
AUD-AR	116.03	Delinquent accounts and referrals of delinquent accounts and bankrupt customers									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-AR	116.04	Receivables tracking									
AUD-AR	116.05	Long-term receivables									
AUD-AR	116.06	Memo billing status									
AUD-AR	117	Query all billing document/adjustments for a single customer online and print the information queried.									
AUD-AR	118	Report and print customer activity by customer type and date range.									
AUD-AR	119	Generate reports of documents billed, paid, or voided with a user-defined timeframe.									
AUD-AR	120	Generate a report of all outstanding billing documents on a given date by chart of account elements									
AUD-AR	121	Provides for aging analysis of outstanding accounts receivable based on user-defined aging buckets (including but not limited to, 30 day, 60 day, 90 day, 120 day and greater than 120 day) using the original billing document or transaction date and current system date or user-specified date.									
AUD-AR	122	Maintain records of individual billings by customer with inquiry capability.									
AUD-AR	123	Report the variance between prior year revenue and actual collection on reported year-to-date revenue including estimated revenue budget.									
AUD-AR	124	Generate a report for all receipts by payment method, payment batch ID, User ID, and/or user specified date range.									
AUD-AR	125	Summarize open billing documents by Chart of Account elements.									
AUD-AR	126	Generate a report that compares current period to same period previous year or multiple previous years (i.e., current year and previous 5 years).									
AUD-AR	127	Produce, including but not limited to, the following reports:									
AUD-AR	127.01	Aging Report									
AUD-AR	127.02	Receivables by Transaction Type									
AUD-AR	127.03	Billed vs. Collected by Transaction Type									

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AUD-AR	127.04	Variance Reports									
AUD-AR	127.05	Uncollected Receivables over 60+ Days									
AUD-AR	127.06	Collections by Originating Billing Location									
AUD-AR	127.07	Billed by Originating Billing Location									
AUD-AR	127.08	Billing Transaction Detail (all billing transactions for a specific customer for a user-defined time period)									
AUD-AR	127.09	Receivables by GL account number.									
AUD-AR	127.10	Generate a report for receivables paid/unpaid by GL account number, customer number, customer type, and user specified date range.									
Interfaces											
AUD-AR	128	The following are potential interfaces required to/from Accounts Receivable/Cash Receipts module:									
AUD-AR	128.01	People Soft HRMS									
AUD-AR	128.02	Legacy Cash Receipting System									
AUD-AR	128.03	CSCD - Adult Probation									
AUD-AR	128.04	Common Integrated Justice System - Odyssey									
AUD-AR	128.05	Jail Commissary Account (County share)									
AUD-AR	128.06	County Tax Assessor/Collector									
AUD-AR	128.07	Medical Examiner									
AUD-AR	128.08	Granicus - Land & Vital									

Functional Category: Cash Receipts

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Cash Receipts General Requirements											
AUD-CR	1	Establish multiple businesses / legal entities (e.g., business units) in one financial system and track all financial activity for each entity independently.									
AUD-CR	2	Enter all Chart of Account elements on any type of transaction within the revenue/receivables module, and apply all edits and validations against those elements or combinations thereof.									
AUD-CR	3	Import Cash Receipt transaction files from a third party.									
AUD-CR	4	Monitor collection dates and generate workflow transactions or notifications based on user-defined date thresholds.									
AUD-CR	5	Maintain an audit trail of all billing, accounts receivable, and cash receipts activity including user id, batch id, date and time of transaction.									
AUD-CR	6	Print, email, fax or transmit via XML, PDF or EDI by customer, billing document, billing document type, etc.									
AUD-CR	7	Upload and download capabilities for documents.									
AUD-CR	8	Record billings, accounts receivable, and cash receipts.									
AUD-CR	9	Simultaneously work in multiple fiscal years (i.e., have periods open in two or more fiscal years at one time).									
AUD-CR	10	Creation of secure interfaces with other billing and receipting systems.									
AUD-CR	11	Capture transaction type for all transactions, including but not limited to, billing, receipting, write-off, adjustments, year-end adjustments, journal vouchers, etc. for reporting and inquiry purposes.									
AUD-CR	12	Capture payment method for all appropriate transactions, including but not limited to, cash, credit card, money order, debit card, non-cash, lockbox, on-line payments, Interactive Voice Response (IVR), or any other user defined payment method.									

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											Module(s)/Sub-module(s) Required to Fulfill Requirements	
Reference Number	Business Requirements		F	NV	TP	CO	R	CU	NA		Comment	
AUD-CR	13	Establish default account distributions for each receivable.										
AUD-CR	14	Accommodate Electronic Fund Transfers (EFT).										
AUD-CR	15	Accommodate workflow for approvals.										
AUD-CR	16	Maintain detailed transaction activity for each customer account.										
AUD-CR	17	Accommodate Check 21 criteria and remote deposit capture.										
AUD-CR	18	Integration with following modules, including but not limited to:										
AUD-CR	18.01	General Ledger										
AUD-CR	18.02	Accounts Payable										
AUD-CR	18.03	Grants										
AUD-CR	18.04	Projects										
AUD-CR	18.05	Inventory/Warehouse										
AUD-CR	18.06	Cash Management										
Receipts												
AUD-CR	19	Process receipts, including identifying the payment location, payee, payment method, billing document number and all element in the Chart of Accounts.										
AUD-CR	19.01	Ability to create cash receipt payment codes linked to GL number to expedite daily cash receipt entry. Payment code would be entered to issue receipt without having to enter multiple digit GL number.										
AUD-CR	20	Process multiple and/or partial billing document payments on the same receipt.										
AUD-CR	21	Capture the data elements during a receipt transaction, including but are not limited to, the following:										
AUD-CR	21.01	Chart of Account code distributions to which each receipts was deposited										
AUD-CR	21.02	Date received										
AUD-CR	21.03	Name/User ID of person collecting monies										
AUD-CR	21.04	Unique, sequential receipt document number										

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AUD-CR	21.05	Comments which are at least 20 user-defined text fields that are minimally 60 characters (e.g., case ID, case name, purpose, originating billing location, etc.)									
AUD-CR	21.06	Payment Identification Number (e.g., check number)									
AUD-CR	21.07	Payment Amount									
AUD-CR	21.08	Place of deposit (i.e., Bank Number)									
AUD-CR	21.09	Location of collection									
AUD-CR	21.10	Payment Type									
AUD-CR	21.11	Receivables Number/Billing Document ID (i.e., invoice number, Chart of Accounts number, case number, cause number, etc.)									
AUD-CR	21.12	Who Paid (Payee Name, address, phone number, etc.)									
AUD-CR	21.13	Ability to attach documents.									
AUD-CR	21.14	Payee ID information (i.e., state drivers license number, state ID number, Social Security Number, Passport Number, etc.)									
AUD-CR	22	Read and utilize a predefined interface for bar code or scan line information which can capture any and all fields of the account code segments applied to financial transactions.									
AUD-CR	23	Provides for remote users to collect funds, enter, and account for receipts.									
AUD-CR	24	Provides for review of all items in a receipt batch before the batch is posted.									
	25	Workflow for batch review and approvals.									
AUD-CR	26	Correct a receipt batch at any time before the batch is posted with proper authorization.									
AUD-CR	27	Provides for user-defined payment methods. Credit and debit card transactions must be retained according to latest industry standards. (System should not retain credit card numbers or pin numbers).									
AUD-CR	28	Record the following information on each customer receipt at a minimum:									
AUD-CR	28.01	Transaction Date/Time printed on issued receipt									

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											Module(s)/Sub-module(s) Required to Fulfill Requirements	
Reference Number	Business Requirements		F	NV	TP	CO	R	CU	NA		Comment	
AUD-CR	28.02	Cashier										
AUD-CR	28.03	Location										
AUD-CR	28.04	Payment Type (multiple)										
AUD-CR	28.05	Purpose/Description										
AUD-CR	28.06	Payment Amount										
AUD-CR	28.07	Reference Number (i.e., invoice number, cause number, case number, etc.)										
AUD-CR	28.08	Reference Name if applicable (i.e., Style of Case)										
AUD-CR	28.09	Balance Due										
AUD-CR	28.10	Comment Field (at least 250 characters)										
AUD-CR	28.11	Cash Receipt payment code										
AUD-CR	28.12	GL number linked to Cash Receipt payment code										
AUD-CR	28.13	GL number description										
AUD-CR	29	Enter, track separately, and process simultaneously the following tendering situations (but not limited to):										
AUD-CR	29.01	Cash										
AUD-CR	29.02	Check, including capture of ABA/Routing number, Account number, and Check number										
AUD-CR	29.03	Credit Card										
AUD-CR	29.04	Money Orders, including capture of Bank Code										
AUD-CR	29.05	Cashier's Check										
AUD-CR	29.06	EFT/ACH										
AUD-CR	29.07	Debit Cards										
AUD-CR	29.08	Lock Box										
AUD-CR	29.09	On-line/Web payment										
AUD-CR	29.10	IVR payment										
AUD-CR	29.11	User-defined Tender Method										
AUD-CR	30	Record and adjust receipts against the Chart of Accounts with proper security.										
AUD-CR	31	Enter detailed receipt transactions for cash collected (against all chart of account elements) and apply receipts against appropriate accounts receivable balances or billing documents.										

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CR	32	Entry of deposit information into daily deposits (corresponding to actual bank deposits).									
AUD-CR	33	Compile receipts into deposits more or less frequently than daily and provide the ability to drill back and forth between deposit and receipt.									
AUD-CR	34	Apply payments on receivables by referencing the billing document (i.e., invoice number, case number, cause number, etc.) which infers all billing information to the receipt.									
AUD-CR	35	Optionally post partial payments by billing document (i.e., invoice, cause or case) line item. The system also has a methodology for automatically applying partial payments (for example, applying the payments in line order).									
AUD-CR	36	Provides for the user to set up multiple methodologies for applying partial and full payments to billing documents. Methodologies will be based upon user-defined criteria.									
AUD-CR	37	Change payment methodologies with proper security and audit trail.									
AUD-CR	38	Processing receipts not associated with a recorded receivable (i.e., copying fees, marriage license, etc.).									
AUD-CR	39	Code a receipt as an expenditure, trust account deposit, revenue transaction, etc.									
AUD-CR	40	Capture receipts via electronic funds transfers (EFT), ACH, "lock box", online/web, IVR, credit card, and/or other electronic receipts for payment.									
AUD-CR	41	Void receipts with proper controls and an audit trail.									
AUD-CR	42	Code, batch, collect and deposit funds on the behalf of other departments/external departments within user-defined security rules.									
AUD-CR	43	Record dishonored revenue payments (i.e., NSF) by name, account number, deposit number, date and amount with proper accounting entries, including proper accounting for NSF fees.									
AUD-CR	44	Post unidentified deposits in an appropriate clearing account.									
AUD-CR	45	Correct misapplied payments with proper authorization.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CR	46	Allows update, open, close, or change of any user CR batch with the proper authorization.									
AUD-CR	47	Process split or mixed tendering situations.									
AUD-CR	48	Override the default chart of account not allowed.									
AUD-CR	49	Process miscellaneous cash receipts without creating a billing record.									
AUD-CR	50	Apply receipts against multiple billing documents (i.e., invoices, case numbers, cause numbers, etc.).									
AUD-CR	51	Allows for deposit report for each CR batch including Bank ID summary totals by User ID, Batch ID, and date.									
Inquiry and Reporting											
AUD-CR	51	Daily Batch Report by bank code, userID and date range.									
AUD-CR	52	Batch Report by batch ID, userID and date range.									
Interfaces											
AUD-CR	53	The following are potential interfaces required to/from Accounts Receivable/Cash Receipts module:									
AUD-CR	53.01	People Soft HRMS									
AUD-CR	53.02	Legacy Cash Receipting System									
AUD-CR	53.03	CSCD - Adult Probation									
AUD-CR	53.04	Common Integrated Justice System - Odyssey									
AUD-CR	53.05	Jail Commissary Account (County share)									
AUD-CR	53.06	County Tax Assessor/Collector									
AUD-CR	53.07	Medical Examiner									
AUD-CR	53.08	Granicus - Land & Vital									

Functional Category: Bank Reconciliation

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
Bank Reconciliation											
AUD-BK	1	Provides after a mismatch has been identified to subsequently post correction to clear the suspense file.									
AUD-BK	2	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through automated and/or manual means at the operator's discretion.									
AUD-BK	3	Maintain fund cash balances in agreement with General Ledger cash balances (e.g., central cash). The system should keep balances in agreement between modules (e.g., General Ledger, Accounts Payable, and Accounts Receivable).									
AUD-BK	4	Make corrections or changes during the reconciliation process with appropriate user authorization (e.g., NSF Checks).									
AUD-BK	5	Reconcile general ledger fund cash balances with other fund cash balances, including but not limited to, trust, special accounts, etc..									
AUD-BK	6	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through automated or manual means at the operator's discretion, including the following functions/features:									
AUD-BK	6.01	Utilize BAI (Bank Administration Institute) file format for bank activity input									
AUD-BK	6.02	Convert non-standard bank file formats to desired format (i.e., BAI)									
AUD-BK	6.03	Accommodate multiple bank accounts (note: responding vendors needs to specify how many bank accounts it can accommodate).									
AUD-BK	6.04	Allow user to specify automated matching criteria									
AUD-BK	6.05	Identify duplicate matches									
AUD-BK	6.06	Identify potential matches									

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			Module(s)/Sub-module(s) Required to Fulfill Requirements								
Reference Number	Business Requirements		F	NV	TP	CO	R	CU	NA	Comment	
AUD-BK	6.07	Provide edit capability with appropriate user authorization									
AUD-BK	6.08	Provide inquiry capability with appropriate user authorization									
AUD-BK	6.09	Provide for manual matching of items not matched via automated matching									
AUD-BK	6.10	Provide aggregate (one-to-many or many-to-many) items matching									
AUD-BK	6.11	Provide exception reporting of outstanding items									
AUD-BK	6.12	Provide aging reports of reconciling items									
AUD-BK	6.13	Provide custom reporting of reconciling items									
AUD-BK	6.14	Provide data export to generate external research correspondence									
AUD-BK	7	Record discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation suspense file without updating financial balances.									
AUD-BK	8	Provides, after a mismatch has been identified, subsequently posting the correction to clear the suspense file.									
AUD-BK	9	Reconciliation of County Treasurer cash balances with fund cash balances.									
AUD-BK	10	Automated reconciliation of all bank activity (including detailed reconciling items) per the cash management/General Ledger module to bank transactions received from the County's multiple bank accounts through automated means.									
AUD-BK	11	Make corrections or changes during the reconciliation process with appropriate user authorization.									
AUD-BK	12	Reconciliation of cash in bank with fund cash balances.									
AUD-BK	13	Record non-match paid checks from the bank's check file to the system for inquiry on an exception file.									
AUD-BK	14	Receive and post paid check information, including check number, issue date, status/paid date, paid amount and status of check, based on the bank account number.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-BK	15	Receive electronic payment files from bank and record discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation database without updating financial balances (suspense file).									
AUD-BK	16	Accommodate the subsequent posting of a bank reversal in the reconciliation database and reposts the corrected information to clear the suspense file, after a mismatch has been identified.									
AUD-BK	17	Generate reports and electronic files of cancelled and stale dated checks and allows for the transmission of electronic information, include fields to record escheatment status and date.									
AUD-BK	18	Reconcile by bank account, issue date, issuance number, and dollar amount.									
AUD-BK	19	Receive an electronic file of cleared checks to upload for inquiry and/or reporting purposes, including the ability to view the remittance advice.									
AUD-BK	20	Perform an automated reconciliation of all check activity (including detailed reconciling items) per the system to bank transactions received from the County's bank accounts through automated means.									
AUD-BK	21	Automated bank reconciliation processes to accommodate multiple bank accounts with multiple banks.									
AUD-BK	22	Provides both manual and automated reconciliation process that can be used at the user's discretion.									
AUD-BK	23	Reports/inquiries to track history of claims for stale-dated checks through each successive status.									
AUD-BK	24	Produce a monthly detailed Stale Dated Checks Listing by bank account, fund, date and by check type.									
AUD-BK	25	Produce check reconciliation reports of manual transactions by fund and check type on a daily, monthly, or annual basis or by a specified date range.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-BK	26	Print a daily, monthly, annual, or specified date range report of all cleared checks by check type, fund, bank account number or any combination thereof.									
AUD-BK	27	Produce a daily general ledger accounting report of the check clearing transactions.									
AUD-BK	28	Produce a daily, monthly, annual or specified date range report that shows the total amount and number of outstanding checks by bank account.									
AUD-BK	29	Print a daily, monthly, annual, and/or user specified date range report of outstanding, cleared, void, and/or stale date checks by Bank ID or multiple Bank ID with user specified date range.									
AUD-BK	30	Allow interface to accept the AGILE Jury System checks electronic file and load the issued checks to a bank reconciliation system.									
AUD-BK	31	Provide a check register of loaded AGILE Jury System checks from bank reconciliation system including all information from check file format.									
AUD-BK	32	Allow the monthly cleared Jury check electronic file from bank be loaded to post as reconciled on issued checks.									
AUD-BK	33	Print a daily, monthly, annual, and/or user specified date range report of AGILE Jury outstanding, cleared, void, and/or stale dated checks by Bank ID and/or user specified date range.									

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Reference Number	Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
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Functional Category: Cash Management and Investments

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
Cash Management General Requirements											
AUD-CM	1	Establish multiple businesses/legal entities (e.g., business units) in one financial system and track all financial activity for each entity independently.									
AUD-CM	2	Entry through electronic deposit forms of revenue information from bank statement deposits.									
AUD-CM	3	Provides for manual data entry of deposit forms of revenue information from hard copy reports.									
AUD-CM	4	Provides recording of county-wide investment activity.									
AUD-CM	5	Restrict bank accounts by user-defined criteria.									
AUD-CM	6	Restrict check data by department.									
AUD-CM	7	Allocate interest earned on funds held with the County across selected cash fund balances (user can include or omit fund from allocation) based upon the average daily balance method to any chart of account segment and automatically create a corresponding journal entry, with proper authority.									
AUD-CM	8	Interface with the following modules, including but not limited to:									
AUD-CM	8.01	General Ledger									
AUD-CM	8.02	Bank Reconciliation									
AUD-CM	8.03	Accounts Payable									
AUD-CM	8.04	Accounts Receivable									
AUD-CM	8.05	Cash Receipts									
AUD-CM	8.06	SymPro									
Petty Cash											
AUD-CM	9	Maintain petty cash balances.									
AUD-CM	10	Reconciliation of the petty cash accounts.									
AUD-CM	11	Maintain sequential numbering unique to petty cash transactions.									
AUD-CM	12	Issue checks for reimbursement of the petty cash fund utilizing the Accounts Payable module vouchering system.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CM	13	Monitor if an amount of expenditure exceeds a user-defined amount, a petty cash transaction is not created by the system.									
AUD-CM	14	Provides different user defined petty cash thresholds (i.e., by location, by user, by department).									
AUD-CM	15	Generate a statement identifying balance due/balance owed based on reconciled advances and expenses.									
AUD-CM	16	Calculate a closing cash balance for user-defined time period (i.e., for the day, for the week, for the month, or other specified period) based upon transactions for that time period.									
AUD-CM	17	Generate a report which includes the opening cash balance, list of all transactions and closing cash balance for user defined time period (i.e., day, week, month, or other specified time period) and account number.									
AUD-CM	18	Provides for automated notification in a user specified increment of time (i.e., 10 days, 15 days, etc.) in order to facilitate clearing petty cash advances.									
AUD-CM	19	Automatically replenish petty cash based upon a user-defined increment of time or dollar amount including but not limited to the following options:									
AUD-CM	19.01	Automatically generate a payment voucher/payment request									
AUD-CM	19.02	Notify user-specified petty cash administrator by department by location									
AUD-CM	19.03	Provide the ability for each department to specify payment method for the replenishment (i.e., check, EFT to Petty Cash Bank Account, etc.)									
AUD-CM	19.04	Distribute replenishment to a user defined chart of accounts).									
AUD-CM	20	Provides for recording advance receipt number with accompanying reimbursement requests.									
AUD-CM	21	Provides for user-defined levels of approval on all petty cash transactions.									
AUD-CM	22	Approve petty cash transactions at the transaction or line-item level based on user-defined criteria.									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CM	23	Provides for workflow which notifies payees when petty cash is ready for pick up (i.e., email).									
AUD-CM	24	Integrates with Accounts Payable module to facilitate 1099 reporting for petty cash transactions.									
AUD-CM	25	Maintain the following data in respect to petty cash transactions:									
AUD-CM	25.01	Chart of Account code or codes									
AUD-CM	25.02	Date requested									
AUD-CM	25.03	Date issued									
AUD-CM	25.04	Unit/Name of person requesting									
AUD-CM	25.05	Payee if different than requestor									
AUD-CM	25.06	Amount									
AUD-CM	25.07	Description									
AUD-CM	25.08	Reimbursement or Advance (flag or indicator)									
AUD-CM	25.09	Receipts on file (Yes or No) (flag or indicator)									
AUD-CM	25.10	Justification - drop down list of at least 10 user pre-defined reasons which include one free-form field									
AUD-CM	25.11	Approvals									
AUD-CM	25.12	Approval Date									
AUD-CM	25.13	Check #/Voucher # (system assigned)									
AUD-CM	25.14	Reference Number									
AUD-CM	25.15	Payee Address									
AUD-CM	25.16	Payee Phone Number									
AUD-CM	25.17	Prepared By									
AUD-CM	25.18	Location									
AUD-CM	26	Provides for user-input text field (message) on check stub.									
AUD-CM	27	Setup, transact, and reconcile multiple petty cash accounts by department.									
Positive Pay Banking											
AUD-CM	28	Provides for positive pay banking.									
AUD-CM	29	Receive check issuance files from County's other subsystems.									
AUD-CM	30	Provides for updates (electronic and manual) when payment cancellations (voids) are confirmed.									
Bank Reconciliation											

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CM	31	Provides after a mismatch has been identified to subsequently post correction to clear the suspense file.									
AUD-CM	32	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through automated and/or manual means at the operator's discretion.									
AUD-CM	33	Maintain fund cash balances in agreement with General Ledger cash balances (e.g., central cash). The system should keep balances in agreement between modules (e.g., General Ledger, Accounts Payable, and Accounts Receivable).									
AUD-CM	34	Make corrections or changes during the reconciliation process with appropriate user authorization (e.g., NSF Checks).									
AUD-CM	35	Reconcile general ledger fund cash balances with other fund cash balances, including but not limited to, trust, special accounts, etc..									
AUD-CM	36	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through automated or manual means at the operator's discretion, including the following functions/features:									
AUD-CM	36.01	Utilize BAI (Bank Administration Institute) file format for bank activity input									
AUD-CM	36.02	Convert non-standard bank file formats to desired format (i.e., BAI)									
AUD-CM	36.03	Accommodate multiple bank accounts (note: responding vendors needs to specify how many bank accounts it can accommodate).									
AUD-CM	36.04	Allow user to specify automated matching criteria									
AUD-CM	36.05	Identify duplicate matches									
AUD-CM	36.06	Identify potential matches									
AUD-CM	36.07	Provide edit capability with appropriate user authorization									
AUD-CM	36.08	Provide inquiry capability with appropriate user authorization									
AUD-CM	36.09	Provide for manual matching of items not matched via automated matching									

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			Module(s)/Sub-module(s) Required to Fulfill Requirements							
Reference Number	Business Requirements		F	NV	TP	CO	R	CU	NA	Comment
AUD-CM	36.10	Provide aggregate (one-to-many or many-to-many) items matching								
AUD-CM	36.11	Provide exception reporting of outstanding items								
AUD-CM	36.12	Provide aging reports of reconciling items								
AUD-CM	36.13	Provide custom reporting of reconciling items								
AUD-CM	36.14	Provide data export to generate external research correspondence								
AUD-CM	37	Record discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation suspense file without updating financial balances.								
AUD-CM	38	Provides, after a mismatch has been identified, subsequently posting the correction to clear the suspense file.								
AUD-CM	39	Reconciliation of County Treasurer cash balances with fund cash balances.								
AUD-CM	40	Automated reconciliation of all bank activity (including detailed reconciling items) per the cash management/General Ledger module to bank transactions received from the County's multiple bank accounts through automated means.								
AUD-CM	41	Make corrections or changes during the reconciliation process with appropriate user authorization.								
AUD-CM	42	Reconciliation of cash in bank with fund cash balances.								
Check Issuance Reconciliation										
AUD-CM	43	Reconcile by issue date, issuance number, dollar amount and payee name.								
AUD-CM	44	Retain cleared checks in a check reconciliation table for inquiry and/or reporting purposes, including the ability to view the remittance advice.								
AUD-CM	45	Produce check reconciliation reports of manual transactions by bank account, by fund, and check type on a daily, monthly, or annual basis or by a specified date range.								
AUD-CM	46	Printing of a daily, monthly, annual, or specified date range report of all cleared checks by bank account, by check type, by fund and by check amount. (Detailed report should include check number, payee, check amount, etc.)								

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CM	47	Produce a daily general ledger accounting report of the check clearing transactions.									
AUD-CM	48	Produce daily, monthly, annual or specified date range reports that show the total amount and number of outstanding checks by bank account and by fund.									
AUD-CM	49	Compute the number and dollar amount of checks written per check run by day and per month.									
AUD-CM	50	Produce a report of checks paid and cancelled for a user-defined time period by bank account number.									
AUD-CM	51	Provides for a daily file of checks paid by account number to be extracted to County's other subsystems.									
Staledating of Checks											
AUD-CM	52	Generate reports and electronic files of cancelled and staledated checks based upon user-defined criteria.									
AUD-CM	53	Transmit electronic information of cancelled and staledated checks based upon user-defined criteria.									
AUD-CM	53.01	Texas Comptroller Bureau of Public Accounts									
AUD-CM	53.02	County Auditor's Office									
AUD-CM	53.03	Crime Victims Compensation Fund									
AUD-CM	54	Accept and post cancellation status and cancellation date of posted staledated checks.									
AUD-CM	55	Post accounting entries to record cancellation information accepted by the system.									
AUD-CM	56	Provides for user-defined status codes that can be applied to checks to track the claims for check replacement and the stages of the research (e.g., requested, assigned, researched, restored).									
AUD-CM	57	Track history of claims for replacement checks through each successive status.									
AUD-CM	58	Produce a detail staledated Checks Listing by bank account, by fund, by check type, date range and by check amount. (Detailed report should include check number, payee, check amount, etc.)									

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Reference Number	Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s)	Comment
									Required to Fulfill Requirements	
Debt Tracking										
AUD-CM	59									
AUD-CM	60									
AUD-CM	61									
AUD-CM	61.01									
AUD-CM	61.02									
AUD-CM	61.03									
AUD-CM	61.04									
AUD-CM	61.05									
AUD-CM	61.06									
AUD-CM	61.07									
AUD-CM	61.08									
AUD-CM	61.09									
AUD-CM	61.10									
AUD-CM	61.11									
AUD-CM	61.12									
AUD-CM	61.13									
AUD-CM	61.14									
AUD-CM	61.15									
AUD-CM	61.16									
AUD-CM	61.17									
AUD-CM	61.18									
AUD-CM	61.19									
AUD-CM	61.20									
AUD-CM	61.21									
AUD-CM	61.22									
AUD-CM	61.23									
AUD-CM	61.24									
AUD-CM	61.25									

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CM	61.26	Sale price total									
AUD-CM	61.27	Discount/premium									
AUD-CM	61.28	Bond maturity schedule									
AUD-CM	61.29	Bond repayment schedule									
AUD-CM	61.30	Date of maturity									
AUD-CM	61.31	Maturity years									
AUD-CM	61.32	Total matured amount									
AUD-CM	61.33	Coupon payment date									
AUD-CM	61.34	Bond identifier number									
AUD-CM	61.35	Annual principal maturity amounts									
AUD-CM	61.36	Bond principal payment date (multiple)									
AUD-CM	61.37	Interest amount									
AUD-CM	61.38	Call provisions (to call bonds early)									
AUD-CM	61.39	Refunding Date									
AUD-CM	61.40	Bond Issuance Cost									
AUD-CM	61.41	Comments									
AUD-CM	61.42	Any user defined field									
AUD-CM	61.43	Secured by									
AUD-CM	62	Print out a summarized description of a bond based on user-defined criteria.									
AUD-CM	63	Define the appropriate Account Code Combination for principal and interest to be charged to.									
AUD-CM	64	Create amortization schedules for principal, interest, premiums/discounts, debt costs and debt losses by manually inserting known information.									
AUD-CM	65	Use the amortization schedules in regards to cash flow and cash flow reporting.									
AUD-CM	66	Provides ability to calculate total principal and interest on all debt by year (fiscal and calendar), retired, defeased, issued, and outstanding.									
AUD-CM	67	Provides for system to use amortization schedule and payment remittance information to generate a check (before due date), Wire, or ACH on due date with a prompt for approval before generating payment.									

Attachment A-Addendum 1

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Place an "X" in the appropriate column.

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CM	68	Post generated payment to appropriate Chart of Accounts in General Ledger.									
AUD-CM	69	Print out monthly due date schedule of debt with principal and interest spread among different Chart of Accounts.									
AUD-CM	70	Attach documents (i.e., Word, Excel, scanned, etc.) to debt transactions.									
AUD-CM	71	Inquire by any debt related data element.									
AUD-CM	72	Separate bonds into groups such as: general obligation, revenue, notes & contracts, and general fund supported.									
AUD-CM	73	Pull principal and interest disbursed amounts into various reports.									
AUD-CM	74	Print report with outstanding principal and/or interest at any given date.									
AUD-CM	75	Track capital and operating leases issued, including, but not limited to, the following:									
AUD-CM	75.01	Capital vs Operating Lease Type Indicator									
AUD-CM	75.02	Effective interest rate									
AUD-CM	75.03	Date of lease									
AUD-CM	75.04	Date of delivery									
AUD-CM	75.05	Purpose									
AUD-CM	75.06	Lease amount total									
AUD-CM	75.07	Description (at least 256 characters)									
AUD-CM	75.08	Other charges									
AUD-CM	75.09	Payment Dates									
AUD-CM	75.10	Interest Dates									
AUD-CM	75.11	Lessor									
AUD-CM	75.12	Lease amortization schedule									
AUD-CM	75.13	Lease term									
AUD-CM	75.14	Lease number									
AUD-CM	75.15	Early redemption provisions:									
AUD-CM	75.15.01	Date									
AUD-CM	75.15.02	Percent									
AUD-CM	75.15.03	Cost									
AUD-CM	75.16	Any other user defined field									

Attachment A-Addendum 1

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CM	76	Provides for year-end reports showing principal and interest paid during year and outstanding balances.									
AUD-CM	77	Track proceeds and interest earned on those proceeds with comparison to interest paid on the debt for arbitrage requirements.									
AUD-CM	78	Track expenditures which are funded by debt proceeds utilizing the Accounts Payable and Project modules.									
Cash flow, Reporting and Inquiry											
AUD-CM	79	Provide for year end reporting.									
AUD-CM	80	Provides cash flow monitoring and reporting, including a comprehensive cash receipts/disbursements journal based upon user-specified criteria.									
AUD-CM	81	Provides user-defined cash reporting that can be run on a user-defined time period (i.e., daily, monthly, weekly, hourly, etc.).									
AUD-CM	82	Provides cash flow report that ties to the general ledger cash accounts. This requires the ability to track offsetting accounts directly related to a cash transaction.									
AUD-CM	83	Provides for a cash flow analysis tool that can be utilized to generate cash projections, and 'What ifs' scenarios for user-specified time period, including, but not limited to, the following:									
AUD-CM	83.01	Allow retrieval of actual "cash" receipts and disbursement dollar amounts including agency trust funds by each specified time period at the lowest levels, (i.e., transaction level with the ability to roll items up to higher levels at user's discretion).									
AUD-CM	83.02	Maintain totals and subtotals of receipts and disbursements by specified time period and account number.									
AUD-CM	83.03	Retains history of actual receipt and disbursement dollar amounts.									
AUD-CM	83.04	Retains history of projections.									
AUD-CM	83.05	Allow users the flexibility of determining projections (using selected projection method, i.e., straight-line, proportionate allocation) down to individual item/cell level.									

Attachment A-Addendum 1

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CM	83.06	Allow an Agency to combine multiple line items and apply projection parameters such as: change in billing/paying cycle from monthly to quarterly; change in tax rates; etc.									
AUD-CM	83.07	Prepares reports comparing cash flow projections to actual at all levels.									
AUD-CM	83.08	Prepares a cash projection for the upcoming fiscal year based on available data and user defined modeling parameters.									
AUD-CM	83.09	Display actual receipts and disbursements data with remaining projection data.									
AUD-CM	83.10	Print reports at a detailed or summary level for official reports, (i.e., official statements).									
AUD-CM	84	Provides drill down from summary deposit or disbursement balances to the supporting detailed transactions.									
AUD-CM	85	Provides the ability to calculate the average amounts clearing the bank by specific time and date with the ability to export. (Average clearance report)									
AUD-CM	86	Report daily transactions by type for user defined periods or days (i.e., 5 day projections) for all Wire, ACH, EFT and check transactions.									
AUD-CM	87	Report daily projections by type for user defined periods or days (i.e., 5 day projections) for all Wire, ACH, EFT and check transactions.									
AUD-CM	88	Produce the following reports:									
AUD-CM	88.01	Cash Flow Reports									
AUD-CM	88.02	Average Clearance Reports									
AUD-CM	88.03	Daily Transactions by Type Reports									
AUD-CM	88.04	History of Staledated Checks									
AUD-CM	88.05	Check Reconciliation Reports									
AUD-CM	88.06	Checks Cleared Reports									
AUD-CM	88.07	Checks Status Reports									
AUD-CM	88.08	Bank Recon Report									
AUD-CM	88.09	Daily Deposit Transaction Report by Location by Type									
AUD-CM	88.10	Outstanding Check Report									
AUD-CM	88.11	Petty Cash Report									

Attachment A-Addendum 1

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Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-CM	88.12	Bank Recon - Outstanding Items Report									
AUD-CM	88.13	Bank Recon - Reconciling Items Report									
AUD-CM	88.14	Deposit Transaction Report by Day by Deposit									
AUD-CM	88.15	Bank Recon Non-Match Items Report									
AUD-CM	88.16	Staledated Check Reports									
AUD-CM	88.17	Debt Reports-Principal and Interest by Fiscal Year by Fund									
AUD-CM	88.18	Investment Transaction Reports- Detailed									
AUD-CM	88.19	Investment Transaction Reports- Summary									
AUD-CM	88.20	Debt Amortization Schedules									
Interfaces											
AUD-CM	89	The following are potential interfaces required to/from the Cash Management module:									
AUD-CM	89.01	Bank									
AUD-CM	89.02	Legacy H.T.E System									
AUD-CM	89.03	CSCD/Adult Probation Case Management									
AUD-CM	89.04	CIJS (Common Integrated Justice System) - Odyssey									
AUD-CM	89.05	Sheriff Jail Commissary Account									
AUD-CM	89.06	County Tax Assessor/ Collector									
AUD-CM	89.07	SymPro									
AUD-CM	89.08	Granicus Land & Vitals									

Attachment A-Addendum 1

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Reference Number	Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
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Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
Grant Accounting General Requirements											
AUD-GA	1	Establish multiple businesses/legal entities (e.g., funds, departments, divisions, functional areas, etc.) in one financial system and track all financial activity for each entity independently.									
AUD-GA	2	Integrate with other relevant modules, including but not limited to:									
AUD-GA	2.01	Procurement									
AUD-GA	2.02	Asset Management									
AUD-GA	2.03	Accounts Payable									
AUD-GA	2.04	Accounts Receivable									
AUD-GA	2.05	General Ledger									
AUD-GA	2.06	Inventory									
AUD-GA	2.07	Cash Receipts									
AUD-GA	2.08	Project Accounting									
AUD-GA	2.09	Budgets									
AUD-GA	2.10	Payroll/HR									
AUD-GA	3	Track and report grant operations (i.e., budget, expenditures, pre-encumbrances, encumbrances, revenue) over several different periods including but not limited to the following:									
AUD-GA	3.01	County Fiscal Year									
AUD-GA	3.02	Multiple-year Grant/pass-through grant Period									
AUD-GA	3.03	Specified period within the Grant/pass-through grant Period									
AUD-GA	4	Create and maintain grant/pass-through grant applications and proposals.									
AUD-GA	5	Identify grants/pass-through grants by multiple user-defined identifiers including but not limited to the following:									
AUD-GA	5.01	Award Number									
AUD-GA	5.02	Contract Number									
AUD-GA	5.03	Catalog of Federal Domestic Assistance (CFDA) Number									
AUD-GA	5.04	Reporting Category									
AUD-GA	5.05	Grant Award Number									
AUD-GA	5.06	Project Number									
AUD-GA	6	Add, modify, activate and/or inactivate grant/pass-through grant information with proper security and audit trail of all changes.									
AUD-GA	7	Permit assignment of indirect cost codes by line item or grant category.									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GA	8	Create and generate indirect cost data based upon a cost allocation plan.									
AUD-GA	9	Record payroll information against a grant/pass-through grant by position and percentage allocation, as determined by user.									
AUD-GA	10	Designate a grant/pass-through grant status as active or inactive.									
AUD-GA	11	Enter text or comments to a specific grant.									
AUD-GA	12	Execute and accommodate multiple budget transfers and adjustments for a grant.									
AUD-GA	13	Maintain data across multiple fiscal years for as long as the grant/pass-through grant is open and for a user-specified period after grant/pass-through grant is closed.									
AUD-GA	14	Track grant and pass-through grant budget, expenditure, encumbrance, pre-encumbrance and revenue activity.									
AUD-GA	15	Enter information by multiple departments on a single grant/pass-through grant with security constraints established at transaction level.									
AUD-GA	16	Route transactions requiring approval to the appropriate person.									
AUD-GA	17	Account for grant/pass-through grant revenues and expenditures for the fiscal year, grant year and the perpetual life of the grant/pass-through grant.									
Grant Ledgers											
AUD-GA	18	Maintain and report on the following information, including drill down to supporting documents and images, in respect to grants. Important user-defined data fields are as follows:									
AUD-GA	18.01	Grant number									
AUD-GA	18.02	Grant name									
AUD-GA	18.03	Grant description (at least 300 characters)									
AUD-GA	18.04	Grantor									
AUD-GA	18.05	Grantor Contact Name (at least 99 contact names with storage of appropriate contact information)									
AUD-GA	18.06	Grantor's mailing address									
AUD-GA	18.07	Grantor's email									
AUD-GA	18.08	Grantor's phone number (multiple numbers)									
AUD-GA	18.09	Original grant approval amount, including for category budgets									
AUD-GA	18.10	Grant fiscal period									
AUD-GA	18.11	Date application submitted									
AUD-GA	18.12	Date application approved or denied									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GA	18.13	Grant beginning date									
AUD-GA	18.14	Grant expiration date									
AUD-GA	18.15	Grant extension date									
AUD-GA	18.16	Grant budget begin date									
AUD-GA	18.17	Grant budget end date									
AUD-GA	18.18	Close-out end date									
AUD-GA	18.19	Award Date									
AUD-GA	18.20	Archive Date									
AUD-GA	18.21	Responsible department or division (multiple)									
AUD-GA	18.22	Department or division contact and phone number (multiple)									
AUD-GA	18.23	Contract/Project Grantor Award Number									
AUD-GA	18.24	Project Number									
AUD-GA	18.25	Original Request Amount									
AUD-GA	18.26	Award Amount									
AUD-GA	18.27	Adjusted Award Amount (current award amount), by overall and by category									
AUD-GA	18.28	Retainage									
AUD-GA	18.29	County match (if any) broken out by types including but not limited to the following:									
AUD-GA	18.29.01	Cash									
AUD-GA	18.29.02	In-Kind									
AUD-GA	18.29.03	Volunteer									
AUD-GA	18.29.04	Donations									
AUD-GA	18.30	Amounts of County matching funds (multiple)									
AUD-GA	18.31	Amounts of State matching funds (multiple)									
AUD-GA	18.32	Amounts of Federal matching funds (multiple)									
AUD-GA	18.33	Amounts of In-kind matching funds (multiple)									
AUD-GA	18.34	Amounts of 3rd Party matching funds (multiple)									
AUD-GA	18.35	Description for each of the matching funds									
AUD-GA	18.36	Matching funds contact information for each of the matching funds, including capability to add attachments and drill down									
AUD-GA	18.37	Matching funds percentages									
AUD-GA	18.38	Federal Indirect Cost Rate (FICR) Allowable indicator (yes/no)									
AUD-GA	18.39	FICR Rate									
AUD-GA	18.40	FICR Type (provision, pre-determined, fixed, final)									
AUD-GA	18.41	Grant Type (e.g., Federal, State, etc.)									
AUD-GA	18.42	Catalog of Federal Domestic Assistance (CFDA) number									
AUD-GA	18.43	CFDA title									
AUD-GA	18.44	Federal Agency Code									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GA	18.45	Federal Agency Name									
AUD-GA	18.46	Funding Source - user defined (Federal grant, Foundation grant, State, Other, etc)									
AUD-GA	18.47	Non-Financial Grant Requirements (narrative fields of at least 300 characters)									
AUD-GA	18.48	Grant Reporting Function/Category (multiple)									
AUD-GA	18.49	Governing Body's approval date									
AUD-GA	18.50	Governing Body's Order Number									
AUD-GA	18.51	Number and type of positions by unit of assignment									
AUD-GA	18.52	Allowable expenditures (by type, category, class, percentage, etc.)									
AUD-GA	18.53	Account codes for expenditures and revenue									
AUD-GA	18.54	Grant Reporting Due Dates (multiple)									
AUD-GA	19	Track Sub-Recipient information, with the ability for the department to require or make optional the following fields:									
AUD-GA	19.01	Sub-Recipient number									
AUD-GA	19.02	Sub-Recipient name									
AUD-GA	19.03	Organization type (user-defined)									
AUD-GA	19.04	FEID #									
AUD-GA	19.05	Vendor ID (linked to vendor file)									
AUD-GA	19.06	Sub-Recipient description (at least 300 characters)									
AUD-GA	19.07	County Department Grantor Name									
AUD-GA	19.08	Sub-Recipient Contact Name									
AUD-GA	19.09	Sub-Recipient's mailing address									
AUD-GA	19.10	Sub-Recipient's email									
AUD-GA	19.11	Sub-Recipient Phone number (multiple numbers)									
AUD-GA	19.12	Original Sub-Recipient approval amount									
AUD-GA	19.13	pass-through grant budget									
AUD-GA	19.14	pass-through grant amendments									
AUD-GA	19.15	pass-through grant carryovers									
AUD-GA	19.16	pass-through grant fiscal period									
AUD-GA	19.17	Date pass-through grant application received									
AUD-GA	19.18	pass-through grant application approved or denied date									
AUD-GA	19.19	pass-through grant beginning date									
AUD-GA	19.20	pass-through grant expiration date									
AUD-GA	19.21	pass-through grant Extension Date									
AUD-GA	19.22	pass-through grant Budget Begin Date									
AUD-GA	19.23	pass-through grant Budget End Date									
AUD-GA	19.24	pass-through grant Close-out End Date									
AUD-GA	19.25	pass-through grant Archive date									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GA	19.26	pass-through grant Award date									
AUD-GA	19.27	County Department contact and phone number (multiple)									
AUD-GA	19.28	Payment schedule									
AUD-GA	19.29	Original Grant Award Number									
AUD-GA	19.30	Original Allocation									
AUD-GA	19.31	pass-through grant Adjusted Award Amount (current amount)									
AUD-GA	19.32	pass-through grant Retainage									
AUD-GA	19.33	Amounts of County matching funds (multiple)									
AUD-GA	19.34	Amounts of County non-matching funds (multiple)									
AUD-GA	19.35	Amounts of State matching funds (multiple)									
AUD-GA	19.36	Amounts of State non-matching funds (multiple)									
AUD-GA	19.37	Amounts of local cash matching funds (multiple)									
AUD-GA	19.38	Amounts of local in-kind match (multiple)									
AUD-GA	19.39	Amounts of 3rd Party matching funds (multiple)									
AUD-GA	19.40	Amounts of Other Resources non-match									
AUD-GA	19.41	Description for each of the matching and non-matching funds									
AUD-GA	19.42	Match/Non-match percentages									
AUD-GA	19.43	Sub-Recipient Indirect Cost Rate (ICR)									
AUD-GA	19.44	Sub-Recipient ICR Type (provision, pre-determined, fixed, final)									
AUD-GA	19.45	pass-through grant Type (multiple)									
AUD-GA	19.46	CFDA number (multiple)									
AUD-GA	19.47	CFDA title (multiple)									
AUD-GA	19.48	Original Funding Source									
AUD-GA	19.49	Non-Financial pass-through grant Requirements (narrative fields of at least 300 characters)									
AUD-GA	19.50	pass-through grant Reporting Function/Category (multiple)									
AUD-GA	19.51	Governing Body's approval date									
AUD-GA	19.52	Governing Body's Order Number									
AUD-GA	19.53	Number and type of positions by unit of assignment									
AUD-GA	19.54	Allowable expenditures (by type, category, class, percentage, etc.)									
AUD-GA	19.55	Account codes for expenditures and revenue									
AUD-GA	19.56	Sub-Recipient Reporting Due Dates (multiple)									
AUD-GA	20	Permit single entry of information by populating data-entry fields from the grant to the pass-through grant including but not limited to the following fields:									
AUD-GA	20.01	pass-through grant beginning date									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GA	20.02	pass-through grant expiration date									
AUD-GA	20.03	pass-through grant Extension Date									
AUD-GA	20.04	pass-through grant Budget Begin Date									
AUD-GA	20.05	pass-through grant Budget End Date									
AUD-GA	20.06	pass-through grant Close-out End Date									
AUD-GA	20.07	pass-through grant Archive date									
AUD-GA	20.08	pass-through grant Award date									
AUD-GA	20.09	County Department contact and phone number (multiple)									
AUD-GA	20.10	CFDA number (multiple)									
AUD-GA	20.11	CFDA title (multiple)									
AUD-GA	21	Define the budget year of the grant independent of the established fiscal year.									
AUD-GA	22	Set up and report budget items based on multiple fiscal years and grant years.									
AUD-GA	23	Calculate on a user defined basis indirect costs associated with any grant and to provide system-generated entries.									
AUD-GA	24	Calculate on a user defined basis and track matching fund requirements associated with any grant/pass-through grant and to provide system generated entries.									
AUD-GA	25	Accommodate grant year accounting, and comply with both grant year and fiscal year budgeting requirements.									
AUD-GA	26	Support the carry forward budget at County fiscal year end where applicable to do so.									
AUD-GA	27	Establish grant budgets at the various grant levels and/or object level at the user's discretion, and track expenditures against the budget. The grant budget is independent of all other budgets.									
AUD-GA	28	Provide grant budgetary control options as follows:									
AUD-GA	28.01	Absolute Control - prevents transaction from processing, may not be overridden;									
AUD-GA	28.02	Override Control - prevents transaction from processing with the ability to override error with appropriate security;									
AUD-GA	28.03	Warning - provides warning message but allows transaction to process.									
AUD-GA	28.04	Tracking Only / No Control - allows transaction to process without warning.									
Grant Processing											
AUD-GA	29	Establish and adjust budgets by authorized users for grants through the use of budget transactions.									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GA	30	Maintain and review grant/pass-through grant detail and summary history.									
AUD-GA	31	Uniquely identify each subgrantee for grants and all grant financial activity related to subgrantees.									
AUD-GA	32	Archive expired grants after user-specified period of time, with proper security.									
AUD-GA	33	Accommodate the transparency of reporting and single entry needs through the capture of all financial grant activity through the general ledger.									
AUD-GA	34	Identify and differentiate between federal, state, private and other grants for audit purposes.									
AUD-GA	35	Support the linking of grants to multiple projects.									
AUD-GA	36	Allow the linking of multiple grants to a single project.									
AUD-GA	37	Support the use of automation and utilize a defined workflow to notify grant administrators and other users (at user-defined time periods) of grant/pass-through grant milestones (expiration dates etc.).									
AUD-GA	38	Through user-defined workflow, notify grant administrators when a review and/or approval of information is required.									
AUD-GA	39	Provide support for cash basis, modified accrual, or accrual accounting.									
AUD-GA	40	Permit adjustments to any open accounting period, provided the year is open, for any grant.									
AUD-GA	41	Accumulate data for invoice for reimbursable expenditures for any grant for a user-defined period of time.									
AUD-GA	42	Through the use of a flag/indicator (i.e., hold status), prevent transactions from posting against the grant/pass-through grant.									
AUD-GA	43	Suspend grant/pass-through grant transactions based on user-defined criteria (e.g., expiration date or grant status).									
AUD-GA	44	Notify the user if a transaction contains an invalid general ledger/project number using an edit warning/error message.									
AUD-GA	45	Suspend a grant/pass-through grant prior to completion.									
AUD-GA	46	Provide an electronic notification (e.g., warning, email, etc.) to the user-defined person when expenditures are at specified percentile of budget based on user-defined criteria. Criteria may differ from grant to grant. For example, when grant expenditure exceeds 2/3 of the budgeted grant amount, a notification will be sent.									
AUD-GA	47	Permit closing of a support grant/pass-through grant independent of the County's fiscal year.									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GA	48	Archive closed grants/pass-through grants that have no activity beyond a user-defined time interval.									
AUD-GA	49	Enable an archive process for expired grants/pass-through grants or non-awarded grants/pass-through grants after a user-specified period of time.									
AUD-GA	50	Track and account for reimbursements and advance payments.									
AUD-GA	51	Generate a bill for the grantor from grant data (e.g., grant phase, object, match rate) when a bill is required.									
AUD-GA	52	To bill multiple participants on a grant (e.g., Federal, local, state, other state agency, or private entity).									
AUD-GA	53	Enforce business logic to ensure grant billings do not exceed the project/grant budget.									
AUD-GA	54	Enables the use of an electronic notification to the user for outstanding receivables after a user-specified length of time.									
AUD-GA	55	Integrates with Accounts Receivable to provide billing, aging, and tracking capabilities.									
AUD-GA	56	Ability to track retainage withheld on each contract for each grant.									
Reporting											
AUD-GA	57	Generate a grant budget variance year-to-date, inception-to-date, or another user-defined time period report.									
AUD-GA	58	Support the reporting of compliance with Grant Administrative and Programmatic Conditions by user-defined criteria (e.g., funding sources).									
AUD-GA	59	Assist in regular accounting practices by running reports to reconcile between Grants and General Ledger.									
AUD-GA	60	Provide a report of grant expenditures/encumbrances at all budgetary levels of the grant.									
AUD-GA	61	Accommodate federal/state reporting requirements for capital projects (e.g., federal government had different threshold, etc.).									
AUD-GA	62	Generate a scheduled or ad-hoc report on purchase orders by all budgetary levels of the grant.									
AUD-GA	63	Summarize by County, state, federal fiscal year, or user-defined time period for reporting purposes.									
AUD-GA	64	Retain user developed queries/inquiries for future use.									
AUD-GA	65	Generate reports for specific Chart of Account field value and/or range of values.									
AUD-GA	66	Permit user/administrator to modify grant reports for future changes in federal and state reporting purposes.									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-GA	67	Generate a fixed asset report based on the Grantor.									
AUD-GA	68	Generate the County's Schedule of Federal/State Financial Expenditures as needed for the Single Audit.									
AUD-GA	69	Download all reports and inquiries into a common file format including but not limited to, Microsoft Word (.doc), Access (.mdb), and Excel (.xls); Adobe Acrobat/Portable Document Format (.pdf); HTML, XML, etc.									
Potential Interfaces											
AUD-GA	70	Ability to interface with:									
AUD-GA	70.01	PeopleSoft HRMS									
AUD-GA	70.01.01	Payroll									
AUD-GA	70.01.02	Time Keeping and Labor Distribution									
AUD-GA	70.02	Fleet									
AUD-GA	71	Ability to import data from other software/systems									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
General Design											
AUD-PA	1	Establish multiple businesses/legal entities (e.g., funds, departments, divisions, functional areas, etc.) in one financial system and track all financial activity for each entity independently.									
AUD-PA	2	Track and report project operations (i.e., budget, expenditures, pre-encumbrances, encumbrances, revenue) over several different periods including County fiscal year, state fiscal year, multiple-year project period, and any specified period within the project period.									
AUD-PA	3	Allocate payroll costs by employee to various projects, as determined by project requirements.									
AUD-PA	4	Uniquely identify each project through the assignment of a project number and provide a comprehensive accounting for all project activity, including project-related descriptive information. Information to be maintained includes, but is not limited to, the following:									
AUD-PA	4.01	Project Number (at least 12 characters in length)									
AUD-PA	4.02	Project Type									
AUD-PA	4.03	Category									
AUD-PA	4.04	Project Phase									
AUD-PA	4.05	Project Task									
AUD-PA	4.06	Project Begin Date									
AUD-PA	4.07	Project End Date									
AUD-PA	4.08	Effective Start Date (Phase or Task)									
AUD-PA	4.09	Effective End Date (Phase or Task)									
AUD-PA	4.10	Project Title (at least 50 characters)									
AUD-PA	4.11	Phase Title									
AUD-PA	4.12	Task Title									
AUD-PA	4.13	Project Approval Request Date									
AUD-PA	4.14	Project Approval Date									
AUD-PA	4.15	Descriptive Information/Comments (at least 256 characters)									
AUD-PA	4.16	Project Role (e.g., Project Manager, Supervisor) - Table driven with user-defined values									
AUD-PA	4.17	Project Role Name									
AUD-PA	4.18	Group Code (i.e., value used to group like or associated projects together)									
AUD-PA	4.19	Location									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-PA	4.20	Project Status (e.g., Open, Open for GL Entry, Closed) - Table driven with user-defined values									
AUD-PA	4.21	Multiple user-defined fields									
AUD-PA	4.22	Multiple Funding Source									
AUD-PA	5	Link multiple projects to a grant.									
AUD-PA	6	Access prior years' project cost.									
AUD-PA	7	Establish project activity at a lower level of detail (e.g., phase, task) than project number and track financial activity associated with each location, phase, or activity within a phase.									
AUD-PA	8	Track projects over multiple years.									
AUD-PA	9	Monitor project progress and milestone accomplishments against a project-specific schedule.									
AUD-PA	10	Integrate with the Accounts Receivable module to provide all billing, aging, and tracking capabilities.									
AUD-PA	11	Maintain historical data for all projects independent of GL data (across multiple fiscal years).									
AUD-PA	12	Assign resources (e.g., people, equipment) to a project.									
AUD-PA	13	Manage multiple projects under one project.									
AUD-PA	14	Record and track defined project milestones.									
AUD-PA	15	Perform roll-ups and drill downs at various levels within the chart of accounts hierarchy.									
AUD-PA	16	Route transactions requiring approval to the appropriate person.									
AUD-PA	17	Support cash, modified accrual and accrual accounting.									
AUD-PA	18	Integrate with the following functions/modules:									
AUD-PA	18.01	General Ledger									
AUD-PA	18.02	Accounts Payable									
AUD-PA	18.03	Accounts Receivable									
AUD-PA	18.04	Asset Management									
AUD-PA	18.05	Purchasing									
AUD-PA	18.06	Grant Accounting									
AUD-PA	18.07	Inventory									
AUD-PA	18.08	Budget									
AUD-PA	18.09	Work orders									
AUD-PA	19	Allow for the designation of project status as active or inactive.									
AUD-PA	20	Allow for entry of text or comments to a specific project.									
AUD-PA	21	Maintain data across multiple fiscal years for as long as the project is open and for a user-specified period after project closes.									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-PA	22	Allow multiple departments to enter information on a single project with security constraints established at transaction level.									
AUD-PA	23	Account for project revenues and expenditures for the fiscal year, project year and the perpetual life of the project.									
Project Maintenance											
AUD-PA	24	Enter descriptive information (narrative, contract terms, funding limits) about a project and track statistical data.									
AUD-PA	25	Maintain multiple types of project completions/status.									
AUD-PA	26	Prevent charges from being allocated or recorded against an inactive project.									
AUD-PA	27	Apply multiple funding sources per project number.									
AUD-PA	28	Maintain project and fund accounts over multiple fiscal years.									
Project Ledgers and Budget											
AUD-PA	29	Establish project budgets across funds.									
AUD-PA	30	Perform flexible budgeting for capital and operating projects while adhering to the level of budgetary controls established in the General Ledger.									
AUD-PA	31	Differentiate all transactions between operating and capital budgets.									
AUD-PA	32	Associate multiple funding sources with projects and track the application of funding to actual expenditure.									
AUD-PA	33	Forecast budgets for multi-year periods.									
AUD-PA	34	Maintain multiple fiscal year budgets for projects.									
AUD-PA	35	Allocate and track budget dollars by selected user-defined levels.									
AUD-PA	36	Record and maintain the following financial data for each unique project:									
AUD-PA	36.01	Original Project Budget									
AUD-PA	36.02	Adjusted Project Budget									
AUD-PA	36.03	Project Expenditures									
AUD-PA	36.04	Project Revenues									
AUD-PA	36.05	Pre-Encumbrances									
AUD-PA	36.06	Encumbrances									
AUD-PA	37	Establish summary and detailed capital and operating project budgets in dollar amounts and/or units (e.g., hours) optionally by any or all of the elements listed below. Required fields can be optionally controlled by project type.									
AUD-PA	37.01	Project (total)									
AUD-PA	37.02	Project Phase									

Attachment A-Addendum 1

			Module(s)/Sub-module(s) Required to Fulfill								
Reference Number	Business Requirements	F	NV	TP	CO	R	CU	NA	Requirements	Comment	
AUD-PA	37.03	Department									
AUD-PA	37.04	Fund									
AUD-PA	37.05	Task									
AUD-PA	37.06	Project Year									
AUD-PA	37.07	Fiscal Year									
AUD-PA	38	Maintain multiple revisions to the budget in the above detail, including audit trail.									
AUD-PA	39	Track projects by budget revisions.									
AUD-PA	40	Post all project budget transactions to a "budget" ledger in sufficient detail to account for all details of budget transactions.									
AUD-PA	41	Record and maintain data at the following levels of detail, including but not limited to:									
AUD-PA	41.01	Fiscal Year (County)									
AUD-PA	41.02	Funding Source Fiscal Year									
AUD-PA	41.03	Type									
AUD-PA	41.04	Phase									
AUD-PA	41.05	Task									
AUD-PA	41.06	Department									
AUD-PA	41.07	Project Period (Inception to Date)									
AUD-PA	41.08	All chart of accounts elements as defined in the General Ledger requirements									
AUD-PA	42	Roll forward unexpended annual project budgets over year-end.									
AUD-PA	43	Accumulate and bill for all reimbursable portions of projects from the Accounts Receivable module.									
AUD-PA	44	Ability for project budgetary control options by project budget line as follows:									
AUD-PA	44.01	Absolute control - prevents transaction from processing, may not be overridden									
AUD-PA	44.02	Override Control - prevents transaction from processing with the ability to override error with appropriate security									
AUD-PA	44.03	Warning – provides warning message but allows transaction to process									
AUD-PA	44.04	No control – allows transaction to process without warning									
AUD-PA	45	Establish project budgets and track/control expenditures against the budget.									
AUD-PA	46	Summarize or "rollup" expenditures to a higher budget level.									
AUD-PA	47	Alert user with a flag or warning when project budget is overcharged either by overall project, category, phase, or task and allows the overcharge only with proper security.									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-PA	48	Notify (e.g., warning, email, etc.) the appropriate person when expenditures are at specified percentile of budget based on user-defined criteria. Criteria may differ from project to project. For example, when project expenditure reaches 90% of project budget, email is sent to project manager.									
AUD-PA	49	Allocate and track budget dollars by selected user-defined levels.									
AUD-PA	50	Establish project accounts to record project activity including budgets, pre-encumbrances, encumbrances, revenues and expenditures.									
AUD-PA	51	Record project activity over multiple years.									
AUD-PA	52	Record project activity over multiple departments.									
AUD-PA	53	Classify the project by type									
AUD-PA	54	Track the following dates:									
AUD-PA	54.01	Planned start date									
AUD-PA	54.02	Actual start date									
AUD-PA	54.03	Planned completion date									
AUD-PA	54.04	Project completion date									
AUD-PA	55	Prevent charges from being allocated to a closed project, sub-project, phase or task with the ability to override with the proper security.									
AUD-PA	56	Maintain multiple types of project completions/status. For example, project may be complete from a performance viewpoint but still open for accounting purposes.									
AUD-PA	57	Track funds that are redirected from and to another project through a budget amendment.									
AUD-PA	58	Establish project budgets at the project, sub-project, phase or task level at the user's discretion, and track multiple funding sources and expenditures against the budget. The project budget is independent of all other budgets (i.e., Department, grant, and contract).									
AUD-PA	59	Define the project/phase/task or budget year of the project independent of the established fiscal year.									
AUD-PA	60	Set up and report budget items based on multiple fiscal years and project years.									
AUD-PA	61	Move budget from one project to another, with user defined security control.									
AUD-PA	62	Increase or decrease project budget after project is in place, with user defined security control.									
AUD-PA	63	Track the application of funding to actual expenditure.									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-PA	64	Associate multiple funding sources with projects.									
AUD-PA	65	Associate multiple funding sources to multiple phases within projects.									
Project Details											
AUD-PA	66	Track the change order process for projects.									
AUD-PA	67	Track retainage and release by user-defined percentages.									
AUD-PA	68	Track both contracts and in-house spending to a project.									
AUD-PA	69	Transfer transaction detail from one project to another.									
AUD-PA	70	Accommodate multiple change orders.									
AUD-PA	71	Automatically set aside retainage by multiple user-defined percentages and release formulas.									
AUD-PA	72	Record non-financial data without affecting financial accounts.									
AUD-PA	73	Ability for input, adjustments, and transfer of costs at the lowest level of account coding.									
AUD-PA	74	Generate user-defined warnings when project and phase expenditures nears or exceeds the original project estimates.									
Project Processing											
AUD-PA	75	Edit transaction to ensure that project billings do not exceed the project budget.									
AUD-PA	76	Carry forward fiscal year appropriation and cash balances for multi-year projects.									
AUD-PA	77	Separate costs by real estate acquisition, construction and A&E services (Architectural and Engineering).									
AUD-PA	78	Ability for hierarchical approach to tracking and reporting projects costs and other user-defined fields.									
AUD-PA	79	Link a project to multiple funding sources (e.g., Bond issuances, Grants, etc.).									
AUD-PA	80	Link a funding source to multiple projects.									
AUD-PA	81	Assign indirect cost codes.									
AUD-PA	82	Prevent contractors from receiving payment prior to certain user-defined criteria being met (e.g., prior to the official start date of the project or until access requirements and ADA regulations are met) with the ability to override with the proper security.									
AUD-PA	83	Notify Project Manager and Vendor if payment put on hold due to user-defined criteria not being met.									
AUD-PA	84	Warning at voucher entry if payment will be put on hold due to user-defined criteria not being met or due to Vendor flagged in Set-Off.									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-PA	85	Allow processing of project-related revenue transactions outside of the project service dates through override capability.									
AUD-PA	86	Identify expenditures by grant number, project number, and outstanding pre-encumbrances/encumbrances for a specific project number.									
AUD-PA	87	Post non-financial transactions to project ledgers without corresponding posting to general ledger accounts.									
AUD-PA	88	Edit check journals (for coding) before processing									
AUD-PA	89	Provide appropriation control (funds availability check) at the project level.									
AUD-PA	90	Provide cash control (cash availability check).									
AUD-PA	91	Account for projects that may cross funds or budgets.									
AUD-PA	92	Carry forward project balances and project budgets to future years.									
AUD-PA	93	Ability to do phased budgeting for multi year awards when funding is received in installments.									
AUD-PA	94	Maintain and monitor transactions for County, State and/or Federal aid project by user-defined criteria (i.e., appropriation code, department, multiple funds, etc.)									
AUD-PA	95	Authorize limited users to charge labor time on a project									
AUD-PA	96	Calculate and post labor costs to a project									
AUD-PA	97	Ability for positions to be funded from multiple projects									
AUD-PA	98	Create multiple allocations utilizing multiple allocation methods, targets, sources, basis types across funds and projects									
AUD-PA	99	Change allocations automatically based on monthly, quarterly or user-defined time period (e.g., FTE in a particular area).									
AUD-PA	100	Accumulate equipment and usage costs by project									
AUD-PA	101	Ability to include/exclude equipment depreciation rate.									
AUD-PA	102	Define a cost plus rate for internal costs, revenue accruals and billing									
AUD-PA	103	Ability to reclassify billable status of transactions									
AUD-PA	104	Ability to support revenue and invoice payments.									
AUD-PA	105	Ability to capture and accumulate project costs automatically in conjunction with Accounts Payable, Accounts Receivable, Grant Management, Cost Allocation (including equipment and personnel), Inventory, Asset Management, Payroll, and Procurement.									
AUD-PA	106	Record a revenue estimate for projects.									
AUD-PA	107	Generate invoices/payments based on defined milestones									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-PA	108	Produce an invoice that meets the billing requirements for each funding source									
AUD-PA	109	Classify a project transaction as billable or non-billable.									
AUD-PA	110	Establish and adjust budgets for projects through the use of a budget amendment.									
AUD-PA	111	Provide for online project summary history.									
AUD-PA	112	Archive expired projects after user-specified period of time, with proper security.									
Project Close											
AUD-PA	113	Suspend a project (i.e., prevent transactions from posting against the project).									
AUD-PA	114	Identify projects lacking financial activity for a user-defined period for possible closeout.									
AUD-PA	115	Identify inactive projects for possible close.									
AUD-PA	116	Allow the user to specify and control the project closing process through user tables and security.									
AUD-PA	117	Support multiple closing of projects at the user's option.									
AUD-PA	118	Ability to close projects partially (e.g., close by phase) or completely.									
AUD-PA	119	Ability for an automated procedure to archive data for closed projects.									
AUD-PA	120	Ability to close a project at user-specified date (e.g., future dated).									
AUD-PA	121	Ability to close and capitalize each capital project as completed and make required entries to the asset classification and work-in-progress accounts.									
AUD-PA	122	Ability to re-open a closed project with proper security.									
AUD-PA	123	Ability to transfer construction-in-progress accounts to fixed asset accounts at project close or completion.									
AUD-PA	124	Ability to close projects independent of the County fiscal year.									
Reporting											
AUD-PA	125	Provide project variance, year to date, inception to date, project start/end dates and user-defined time period reporting.									
AUD-PA	126	Identify projects lacking financial activity over a user defined time period.									
AUD-PA	127	Report project budget variances by dollar amount and percentage.									
AUD-PA	128	Run reports to reconcile between Project and General Ledger									
AUD-PA	129	Monitor and report on project spending across one or multiple departments.									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-PA	130	Generate, on demand, a report that depicts the status of active projects.									
AUD-PA	131	Report project expenditures by all budgetary levels, general ledger account fields, or user-defined criteria.									
AUD-PA	132	Accommodate reporting requirements for capital projects.									
AUD-PA	133	Report on project activity by County fiscal year, State fiscal year, Grant year, or any other user-defined time period.									
AUD-PA	134	Summarize by fiscal year (i.e., County, state, etc. fiscal years) for reporting purposes.									
AUD-PA	135	Retain queries and inquiries for future use.									
AUD-PA	136	Report on specific Chart of Account values and range of values.									
AUD-PA	137	Perform monthly, quarterly, yearly, project-to-date or any user-defined time period reporting.									
AUD-PA	138	Ability for all reports and inquiries to be downloaded, including but not limited to, Microsoft Word, Access, and Excel; PDF; HTML, etc.									
AUD-PA	139	Allow users to create and print ad-hoc queries and reports.									
Potential Interfaces											
AUD-PA	140	Please list any potential interfaces (automated and manual) necessary in this area:									
AUD-PA	140.01	People Soft HRMS									
AUD-PA	140.01.01	Payroll									
AUD-PA	140.01.02	Time Keeping and Labor Distribution									
AUD-PA	140.02	PubWorks									
AUD-PA	140.03	Fleet									
AUD-PA	140.04	GIS									

Functional Category: Fixed Assets

F = Fully Provided Standard Functionality with No Setup Required
NV = Provided in the Very Next Version
TP = Third Party Software Required
CO = Configuration (no changes to source code) Settings Using System

R = Provided with Reporting Tool
CU = Customization (requiring changes to delivered system) Unique to Collin County
NA = Not Available

Place an "X" in the appropriate column.

Reference Number			Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
General Requirements												
AUD-FA	1	Enter and maintain fixed asset records and properly account for assets in accordance with the County chart of accounts and Capitalization Policy.										
AUD-FA	2	Maintain pertinent data on both capitalized and non-capitalized assets, as follows:										
AUD-FA	2.01	Capitalize assets based upon a user-specified criteria, including amount threshold by asset type.										
AUD-FA	2.02	Non-capitalized equipment that are not to be capitalized per County policy but have been deemed to be secured by County or department policy.										
AUD-FA	3	Allow authorized users to perform modifications to asset capitalization and control rules per County and department policy, as necessary (i.e., no hard coding of rules); should be date sensitive.										
AUD-FA	4	Allow authorized users to perform the following functions for fixed assets, including, but not limited to:										
AUD-FA	4.01	Additions										
AUD-FA	4.02	Changes to all and any asset information										
AUD-FA	4.03	Deletions/Disposals/Theft										
AUD-FA	4.04	Reverse previous transactions, including depreciation										
AUD-FA	4.05	Transfers										
AUD-FA	4.06	Inquiries										
AUD-FA	4.07	Betterments/Improvements										
AUD-FA	4.08	Depreciation										
AUD-FA	4.09	Amortization (of leases) or other intangibles										
AUD-FA	5	Limit the asset management functions based on security access granted to users.										
AUD-FA	6	Generate "mass" asset transactions (such as mass additions, mass disposals, mass transfers, and mass changes) by user-defined criteria, with proper security/authority.										
AUD-FA	7	Support a physical location hierarchy (i.e., parent/child relationship). For example, (1) a parcel of land can have multiple buildings on it, and each building can have multiple rooms, etc., and (2) a piece of equipment can be comprised of multiple component levels.										

AUD-FA	8	Link accounting activity (e.g., asset movement, depreciation, etc.) relating a room(s) in a building and its contents to a cost center/department.																		
AUD-FA	9	Provides full integration between Fixed Asset Management and the following Financial modules:																		
AUD-FA	9.01	General Ledger																		
AUD-FA	9.02	Accounts Payable																		
AUD-FA	9.03	Accounts Receivable																		
AUD-FA	9.04	Fleet																		
AUD-FA	9.05	Inventory																		
AUD-FA	9.06	Purchasing																		
AUD-FA	9.07	Projects																		
AUD-FA	9.08	Grants																		
AUD-FA	9.09	Budgets																		
AUD-FA	9.10	Work Orders																		
AUD-FA	10	Generate standard governmental fixed asset reports and user-defined fixed asset reports in compliance with GAAP, and report on all fixed asset balances in the standard CAFR format (with supporting notes and schedules).																		
AUD-FA	11	Create list of assets by grantor (Y/N)																		
AUD-FA	12	Establish multiple businesses/ legal entities (i.e. business units) within one financial system and track all financial activity for each entity independently.																		
Asset Additions and Maintenance																				
AUD-FA	13	Carry forward relevant purchasing, descriptive, receipt, invoice and accounting information as a starting point for recording the asset.																		
AUD-FA	14	Allow entry of and track the following by CAFR asset type (w/ the option of sub-asset types):																		
AUD-FA	14.01	Land																		
AUD-FA	14.02	Buildings																		
AUD-FA	14.03	Improvements other than Buildings																		
AUD-FA	14.04	Machinery & Equipment																		
AUD-FA	14.05	Infrastructure																		
AUD-FA	14.06	Historical Treasures																		
AUD-FA	14.07	Construction in progress																		
AUD-FA	15	Separate field for multiple user-defined sub-asset types.																		
AUD-FA	15.01	Furniture and fixtures																		
AUD-FA	15.02	Mobile Equipment																		
AUD-FA	15.03	Heavy Equipment																		
AUD-FA	15.04	Capitalized leases																		
AUD-FA	15.05	Computer Software																		
AUD-FA	15.06	Land improvements																		
AUD-FA	15.07	Computer Software																		
AUD-FA	15.08	Additional user-defined sub-asset types																		
AUD-FA	16	Establish and associate standard asset descriptive data for all assets. The standard asset descriptive data from this table reduces and standardizes data entry and reporting.																		
AUD-FA	17	Select the standard asset descriptive data from a drop down list.																		
AUD-FA	18	Free-form narrative long description of each asset item.																		

Attachment A-Addendum 1

AUD-FA	25.33	Identify asset as capital project, grant asset, etc, using user-defined criteria in drop down menu.																		
AUD-FA	25.34	Ability to drill down to image of any supporting document for any field maintained for fixed assets.																		
AUD-FA	26	Link component units (parent/child relationship) whereby each component maintains a financial life of its own.																		
AUD-FA	27	Maintain an audit trail of all changes made to asset records, including userid, date, time stamp, and action.																		
AUD-FA	28	Add and maintain assets obtained through non-expenditure transactions (e.g., gifts, donations, eminent domain, commissary funds).																		
AUD-FA	29	Ability to copy an asset record to create a similar asset record.																		
AUD-FA	30	Allow authorized users to correct discrepancies in asset records by overriding initially loaded information (received from General Ledger, Accounts Payable, and Purchasing modules) with proper security (i.e., all changes recorded in audit trail)																		
AUD-FA	31	Ability to capture/maintain detailed property information to properly account for and safeguard County lands, including, but not limited to the following:																		
AUD-FA	31.01	Legal description per survey																		
AUD-FA	31.02	Property's full address																		
AUD-FA	31.03	Acquisition information																		
AUD-FA	31.04	Number of acres or lot size																		
AUD-FA	31.05	Purchase / Donation Value																		
AUD-FA	31.06	Fair market value																		
AUD-FA	31.07	Cost per acre (multiple)																		
AUD-FA	31.08	Deed record information																		
AUD-FA	31.09	Options to purchase property																		
AUD-FA	31.10	Geographic Information System technology location (latitude and longitude)																		
AUD-FA	31.11	Other user-defined fields (5)																		
AUD-FA	32	Ability, during mass additions process, to allow users to split asset record entries for identical items and then assign separate property tag / inventory control numbers (e.g., purchase of 20 identical cars).																		
AUD-FA	33	Ability to transfer fixed assets within or between departments/offices at the individual asset level and corresponding accounting entries are appropriately generated, if entry required.																		
AUD-FA	34	Maintain information about the condition of the asset (e.g., good, idle, obsolete, broken, etc.)																		
AUD-FA	35	Support multiple organization asset ownership for each property item (e.g., multiple organization units or funds may finance an asset).																		
AUD-FA	36	Track assets purchased with various funding sources (i.e., grants).																		
AUD-FA	37	Prevent duplication of a manually assigned asset number, unless noted as a sub-part of the primary asset number.																		
AUD-FA	38	Prevent the purge of assets and their associated information, except under security.																		

AUD-FA	39	Place an asset in a pending status until all asset information is captured and deemed completed by County's business requirements.																		
AUD-FA	40	Ability, when an asset is in a pending status, to transmit a user-defined notification to departments/offices of items in pending, requesting additional information or action.																		
Asset Disposition, Retirement, and Theft																				
AUD-FA	41	Generate either financial or memo transactions for the General Ledger to reflect the financial impact of asset dispositions, and should automatically compute the gain/loss associated with a disposal.																		
AUD-FA	42	Capture/maintain the following information related to disposals, trade-ins, missing, lost, or stolen assets:																		
AUD-FA	42.01	Asset number / Sub-asset number																		
AUD-FA	42.02	Reporting individual																		
AUD-FA	42.03	Date of occurrence or date first noticed missing																		
AUD-FA	42.04	Description of circumstances surrounding the disappearance/disposition																		
AUD-FA	42.05	Disposal date																		
AUD-FA	42.06	Disposal amount																		
AUD-FA	42.07	Disposal method																		
AUD-FA	42.08	Allow for attachments of police report																		
AUD-FA	42.09	Gains on sales or losses of disposed property by user defined criteria																		
AUD-FA	42.10	Reference number/information for trade-ins																		
AUD-FA	42.11	User-defined fields (3)																		
AUD-FA	43	Support a Y/N flag to indicate an imaged document is available. If flag is checked, the system will prompt user to attach the file(s).																		
AUD-FA	44	Record grant asset dispositions and proceeds of sales which integrate with the Grants Management module.																		
AUD-FA	45	Attach grant expiration date to asset and notify users when expiration date is imminent.																		
AUD-FA	46	Flag assets with multiple disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government)																		
Surplus Property																				
AUD-FA	47	Split and distribute the proceeds of an asset disposition to multiple funds or departments.																		
AUD-FA	48	Establish an electronic approval path for dispositions.																		
AUD-FA	49	Allow authorized users to indicate or change the asset status, whereby status includes, but not limited to the following:																		
AUD-FA	49.01	Surplus																		
AUD-FA	49.02	Retired																		
AUD-FA	49.03	Disposed																		
AUD-FA	49.04	Donated																		
AUD-FA	49.05	Lost / Unaccounted for																		
AUD-FA	49.06	Active																		
AUD-FA	50	Support electronic advertisement of items for sale (e.g., on the web) to designated customers with user-specified information to be available.																		

Attachment A-Addendum 1

AUD-FA	51	Support receipt of surplus property bid responses through electronic means.																	
AUD-FA	52	Prohibit the acceptance of a bid through electronic means if bid opening date and time has expired.																	
AUD-FA	53	Maintain a file of customers that commonly bid on surplus properties.																	
AUD-FA	54	Indicate the condition of items surplused.																	
AUD-FA	55	Sell items via sealed bid and perform bid tabulations to show highest bidder.																	
AUD-FA	56	Group items into lots for sale while retaining specific item user information, as defined by the County.																	
AUD-FA	57	Record the sale price or donation value received when item is sold.																	
AUD-FA	58	Produce a bill of sale that includes sale price, item number and description.																	
AUD-FA	59	Generate a report of items sold or disposed.																	
AUD-FA	60	Interface to/from-banking systems for credit card authorizations and check verifications.																	
AUD-FA	61	Process the disposition of donated federal, state or other governmental entities property, including:																	
AUD-FA	61.01	Identify which accounts will have the proceeds recorded against.																	
AUD-FA	61.02	Generate reports as deemed appropriate for the donated entity's need.																	
Depreciation																			
AUD-FA	62	Generate either financial or memo transactions for the General Ledger to reflect the capital asset depreciation expense in specified funds in accordance with GASB 34.																	
AUD-FA	63	Provide for batch processing of depreciation.																	
AUD-FA	64	Perform the following depreciation functions:																	
AUD-FA	64.01	Assign depreciation schedules to fixed assets																	
AUD-FA	64.02	Generate user-defined depreciation by asset for any element in the classification structure.																	
AUD-FA	64.03	Calculate depreciation in accordance with the depreciation method and convention as designated for an asset with user-defined security.																	
AUD-FA	64.04	Charge depreciation to multiple accounts for split-ownership assets, with appropriate interfund transactions generated with user-defined security.																	
AUD-FA	65	Support user-defined time periods for recording depreciation.																	
AUD-FA	66	Allow users with proper authority to change the asset useful life, value basis, salvage value, and depreciation method, when necessary, and the system will automatically recalculate depreciation expense in accordance with such changes.																	
AUD-FA	67	Support user-defined allocation tables used for allocating asset costs and depreciation expenses.																	
AUD-FA	67.01	Accumulated Depreciation Account field																	
AUD-FA	67.02	Asset Account field																	
AUD-FA	67.03	Depreciation Expense Account field																	
AUD-FA	68	Store an acquisition date and a depreciation start date, without the dates having to be the same.																	

AUD-FA	69	Support multiple depreciation methods, including but not limited to:											
AUD-FA	69.01	Straight Line											
AUD-FA	69.02	Declining Balance											
AUD-FA	69.03	Sum of the Years Digits											
AUD-FA	69.04	Hours/Mileage/Utilization											
AUD-FA	69.05	User-Defined											
AUD-FA	70	Prevent depreciating an asset's value or salvage value below zero.											
AUD-FA	71	Record different conventions for depreciable assets, such as beginning of month, half year, mid-month, etc.											
AUD-FA	72	Allow individual assets to be designated as non-depreciable (e.g., modified approach).											
AUD-FA	73	Calculate and allocate depreciation based on the funding source used to purchase the asset.											
Physical Inventory													
AUD-FA	74	Integrate and support the following technology for physical inventory tagging upon acquisition/purchase and annual inventory certification(s):											
AUD-FA	74.01	Bar Code Scanning											
AUD-FA	74.02	RFID Technology											
AUD-FA	75	Interface with the asset tagging hardware and software used to generate the tag.											
AUD-FA	76	Generate a file from the scanned bar-coded or RFID data for analysis and comparison purposes.											
AUD-FA	77	Allow the scanned data to update asset location information and "last inventoried date" for each scanned asset.											
AUD-FA	78	Generate a report of variances between system amounts and physical counts and allow authorize users to perform adjustments as needed.											
Capital Projects													
AUD-FA	79	Identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset.											
AUD-FA	80	Identify, record, and depreciate betterments/improvements associated with an asset, including the option of assigning a unique identification for betterments/improvements associated with component units.											
AUD-FA	81	Produce notification of project status (e.g., in-progress, completed, etc.) based upon user-defined criteria.											
AUD-FA	82	Capture and maintain construction work in progress information and provides the ability to recognize fixed/capital assets when they are completed.											
Leases													
AUD-FA	83	Track assets in accordance with the requirements of GAAP, as amended, including but not limited to:											
AUD-FA	83.01	Record the capital lease or operating lease and the corresponding leasehold improvements											
AUD-FA	83.02	Track lease payments											
AUD-FA	83.03	Periodic cost recognition (e.g., combined area maintenance)											
AUD-FA	83.04	Track lessee and lessor											

AUD-FA	83.05	Track facility accessibility and responsible party for making accessibility modifications (lessee or lessor)																			
AUD-FA	83.06	Identify source of rental income for leased asset																			
AUD-FA	83.07	Track purchase options																			
AUD-FA	83.08	Track lease terms																			
AUD-FA	83.09	Track lease types (e.g., capital, operating, etc.)																			
AUD-FA	84	Differentiate between leased assets and purchased assets.																			
AUD-FA	85	Perform lease/purchase comparative analyses.																			
AUD-FA	86	Record the transfer of leases to the County.																			
AUD-FA	87	Amortize leases in compliance with GAAP.																			
AUD-FA	88	Support changes to lease data required due to lease amendments.																			
AUD-FA	89	Automatically generate a notification that a lease is going to expire within a certain period as specified by the user.																			
AUD-FA	90	Send an electronic notification to user-defined end users, if lease is terminated.																			
AUD-FA	91	Maintain lease payment schedules.																			
Asset Warranties and Services																					
AUD-FA	92	Maintain online maintenance history information for assets, by user-defined criteria such as type.																			
AUD-FA	93	Maintain warranty/service agreement information for assets, by type of asset.																			
AUD-FA	94	Attach hyperlinks of the vendor's web site to reference asset maintenance and warranty information.																			
AUD-FA	95	Allow authorized users to inquire on maintenance and service information through the entry of a serial number and/or property tag/inventory control number.																			
AUD-FA	96	Record and track regular/preventive maintenance performed on selected assets.																			
AUD-FA	97	Notify select users of warranty or service agreement expiration.																			
Querying and Reporting																					
AUD-FA	98	Inquire/report on assets for all fields required for financial reporting purposes, including function, department, etc.																			
AUD-FA	99	Generate standard governmental fixed asset reports and user-defined fixed asset reports in compliance with GAAP.																			
AUD-FA	100	Display or print a report of surplus property, including but not limited to:																			
AUD-FA	100.01	Each surplus item's history																			
AUD-FA	100.02	Time (how long) item has been in "surplus" status																			
AUD-FA	100.03	Location of surplus																			
AUD-FA	101	Produce a transaction register audit trail of all acquisitions, transfers, changes, deletions and retirements based on user-defined criteria.																			
AUD-FA	102	Produce depreciation reports by multiple levels (e.g., All Chart of Account Elements, commodity, responsibility area, function, etc.).																			
AUD-FA	103	Produce a physical inventory worksheet to be sorted, grouped and aggregated based on user defined criteria to assist in conducting physical inventory.																			

Attachment A-Addendum 1

AUD-FA	104	Generate a report of all property changes as of a user specified date.									
AUD-FA	105	Produce a report of warranty expirations based on a user-defined date range.									
AUD-FA	106	Generate Grantor Report									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
Query and Reporting											
AUD-RP	1	Provides for compliance with standard county government reporting requirements in all modules / applications covered by this RFP, including dates, date ranges, reporting periods, fund or account ranges, but not limited to:									
AUD-RP	1.01	Automated annual financial reporting (CAFR)									
AUD-RP	1.02	Addition of statistical information in a section of the general ledger that does not affect trial balance.									
AUD-RP	1.03	Required monthly statutory reporting									
AUD-RP	1.04	Annual financial trend reporting									
AUD-RP	1.05	Demand reports of primary accounting and analysis reports									
AUD-RP	1.06	Queries, using standard terminology and drop down menu of available fields									
AUD-RP	1.07	Transaction reports by date, module, date ranges, account ranges, amounts, (e.g., any field in any module should be able to have a report generated for it, by date, period or ranges.)									
AUD-RP	2	Provides user drill down to supporting documents and related transactions from any transaction within the system.									
AUD-RP	3	Supports use of the data dictionary within the report generator through the use of links directly to the data dictionary that allow point and click access to the data item selected by the user.									
AUD-RP	4	Enable the system administrator to define limits on the execution time for a report or query and/or the number of records to be retrieved with user options available to continue, cancel, or send to batch.									
AUD-RP	5	Accommodate the creation of reports by the report generator for user production statistics by user ID.									
AUD-RP	6	Provide a report generator that can produce reports which include user designed graphs and charts, including but not limited to:									
AUD-RP	6.01	Graphic organizational charts (hierarchical)									
AUD-RP	6.02	Line graphs									
AUD-RP	6.03	Pie charts									
AUD-RP	6.04	Stacked bar charts									
AUD-RP	6.05	Min / Mid / Max line graphs									
AUD-RP	6.06	Regression lines on scatter-plot diagrams									
AUD-RP	7	Supports the export of the query and its report results into various file formats including, but not limited to:									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-RP	7.01	MS Access - .mdb									
AUD-RP	7.02	MS Word - .doc									
AUD-RP	7.03	MS Excel - .xls									
AUD-RP	7.04	Rich Text Format - .rtf									
AUD-RP	7.05	Text files - .txt									
AUD-RP	7.06	Adobe - .pdf									
AUD-RP	7.07	ASCII files									
AUD-RP	7.08	XML									
AUD-RP	8	Enables comprehensive ad hoc reporting tool or "report writer" which allows end users to create custom ad hoc reports from data maintained within the new financial system. View results of query online, as printed report, or download report file to disk or other media.									
AUD-RP	9	Provide capability to report at the summary and transaction detail level (e.g., such as Total Purchasing Activity Value versus specific purchase transaction detail.)									
AUD-RP	10	Allow for simultaneous access to multiple files and/or tables.									
AUD-RP	11	Accommodate the following report writer needs:									
AUD-RP	11.01	User-defined sorting, merging and summarization of records.									
AUD-RP	11.02	Save queries for future use.									
AUD-RP	11.03	View results of a query online, as a printed report, or download report file to disk or other media.									
AUD-RP	11.04	Preview ad hoc report format prior to running against live data.									
AUD-RP	12	Perform calculations on existing fields to reach intended results.									
AUD-RP	13	Provide 24/7 access to the reporting system.									
AUD-RP	14	Performance is not affected when a large report or inquiry is being run.									
AUD-RP	15	Allow users access to online inquiry.									
AUD-RP	16	View results of standard reports on-line with an option to print (all or specified pages), where practical.									
AUD-RP	17	Execute standard reports or queries upon user's request.									
AUD-RP	18	Schedule the following reports to run on a user-defined frequency (e.g., daily, weekly, monthly, quarterly, annually):									
AUD-RP	18.01	Standard reports									
AUD-RP	18.02	Ad hoc queries									

Attachment A-Addendum 1

Reference Number		Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comment
AUD-RP	19	Provide user-definable method for delivering reports via e-mail (smtp), to acrobat PDF format file, or direct output to a printer queue.									
AUD-RP	20	Allow the use of wildcards in report queries.									
AUD-RP	21	Support the processing of the reporting database in parallel with the on-line transaction processing (OLTP) system and be refreshed at scheduled intervals.									
AUD-RP	22	Queries that would otherwise overtax the OLTP system be routed to the reporting database.									
AUD-RP	23	Wildcard queries, be truncated at that threshold on the OLTP system and rerouted to the reporting database.									
AUD-RP	24	Allow for the filtering, searching, and reporting of budgeted, pre-encumbrances, encumbrances, expenditures/expenses, and revenues based on an user-defined time period or range and by any Chart of Account field(s) or range.									
AUD-RP	25	Report by User ID and/or user specified date range of CR postings to GL chart of account numbers.									
AUD-RP	26	Report by CR Batch ID, User ID, and/or user specified date range of all CR posted payments including but not limited to GL chart of account number, receipt number, User ID, payment code, amount, tender method, and comments.									
AUD-RP	27	Deposit report for each CR batch ID including Bank ID summary totals by Batch ID, User ID, and Batch date.									
AUD-RP	28	Report of all receivable for one customer or multiple customers by customer number, customer name, customer type, and/or user specified date range.									
AUD-RP	29	Report of Receivables paid/unpaid by GL account number, customer number, customer type, and/or user specified date range.									
AUD-RP	30	Report of outstanding, cleared, void, and/or stale dated checks by Bank ID and user specified date range.									
AUD-RP	31	Report of AGILE Jury (interface) outstanding, cleared, void and/or stale dated checks by user specified date range.									

Attachment A-Addendum 1

Reference Number	Business Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub- module(s) Required to Fulfill Requirements	Comment
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Reference Number	Functional Requirements	Module(s)/Sub-module(s) Required to Fulfill Requirements								Comments
		F	NV	TP	CO	R	CU	NA		
PURCHASING DESIGN										
PO 1	Support encumbrance control for budgeted funds.									
PO 2	Support "soft" pre-encumbrance control, whereby a warning is given if sufficient funds are not available.									
PO 3	Copy information from one process to another without rekeying (i.e., requisition to purchase order).									
PO 4	Copy, paste and spell check all information.									
PO 5	Drill down to supporting documents within the purchasing system.									
PO 6	Establish and maintain information concerning:									
PO 6.01	Vendors									
PO 6.02	Commodities and a commodity coding structure (NIGP codes)									
PO 6.03	Standards or specifications for items acquired									
PO 6.04	Standard text for terms and conditions of purchases									
PO 7	Receive, record and tabulate bids.									
PO 8	Process and track receipt of goods/services.									
PO 9	Track vendor performance including delivery, complaints and resolution.									
PO 10	Track vendor performance against user defined criteria or standards.									
PO 11	Record and maintain history of purchases, commodities, and volumes.									
PO 12	Support workflow for procurement approval process, including multiple approvals at the departmental and central purchasing levels.									
PO 13	Utilize the Internet for vendor communication.									
PO 14	Support automatic entry into other modules, such as inventory and fixed assets from purchasing.									
PO 15	Maintain history of all purchasing processes including requisitions, bid/quotes, multiple types of purchases, and receiver information.									
PO 16	End-users to check expenditures to date against encumbrances and budgets and see results in real time prior to processing an expenditure request.									
PO 17	Support updating general ledger accounts for all procurement transactions.									
PO 18	Look up real-time status of purchasing processes.									
PO 19	Track last purchase date and amount for any item.									
PO 20	Utilize imaged or scanned documents such as vendor invoices and other source documents.									
PO 21	Support EDI or fax capabilities for purchase orders and other vendor/procurement functions.									
PO 22	Vendors to download County purchase orders from the Web.									
PO 23	Support purchasing thresholds by vendor (e.g., \$50,000 bid limit).									
PO 24	Analyze vendor bids/quotations and make comparisons.									
PO 25	Stock reorders to default to the primary vendor for the ordered item									
PO 26	Pre-assignment of commodity codes by requisition initiator tied to line items									
VENDOR FILES										
PO 27	Support one master vendor file for all modules in the system, with security on the change and/or update vendor records.									
PO 28	Store the following vendor information:									
PO 28.01	Name									
PO 28.02	DBA Name									
PO 28.03	Title (e.g., Dr., Attorney, etc.)									
PO 28.04	Employee designation									
PO 28.05	Vendor number									

Reference Number		Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PO	28.06	Multiple addresses (i.e., bid, orders, multiple remit to, etc.) (Please list in the Comments column the number of addresses allowed per vendor.)									
PO	28.0601	Ability to enter APO/FPO/DPO addresses including unit									
PO	28.0602	Ability to enter international addresses including country name and postal code									
PO	28.07	Vendor e-mail & web site information									
PO	28.08	Contact person(s)									
PO	28.09	Federal Tax Identification Number (TIN) and SSN with redaction. Control security by field.									
PO	28.10	Phone, mobile phone, and fax number(s)									
PO	28.11	Minority/woman/disadvantaged business indicator									
PO	28.12	Last date vendor utilized									
PO	28.13	Parent/child relationships									
PO	28.14	Default chart of account information									
PO	28.15	Payment methods									
PO	28.16	Type of company (e.g., corporation, partnership, etc.)									
PO	28.17	Commodity									
PO	28.18	Standard payment terms									
PO	28.19	Problem vendor flag									
PO	28.20	Preferred vendor flag									
PO	28.21	Preferred vendor rank (Primary, Secondary, Tertiary, etc.)									
PO	28.22	Vendor-on-hold flag (e.g. litigation, payment dispute, etc.)									
PO	28.23	Other user-defined information									
PO	28.24	Ability to add attachments.									
PO	28.25	Verification of suspension and debarment									
PO	29	Track vendor W9 & 1099 information.									
PO	30	Maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.									
PO	31	Track vendors by performance / history and date added.									
PO	32	Classify one-time vendors.									
PO	33	Delete or deactivate vendor from vendor listing by date with reason. Historical data would be retained.									
PO	34	Rate vendor at each event point (milestone) based on user-defined criteria for commodities as well as professional services.									
PO	35	Have numeric vendor numbers be system generated.									
PO	36	Search vendor files from within purchasing processes (i.e., requisition and purchase order).									
PO	37	Create vendor groupings for specific commodities, locations, etc.									
PO	38	Maintain an accumulated purchase history for each vendor in system.									
PO	39	Maintain an audit trail for changes to the vendor master file.									
PO	40	Change vendor name without losing the history.									
PO	41	Maintain a history of payments made to vendor.									
PO	42	Detect duplicate vendor information upon entry of vendor information.									
PO	43	Allow transactions with valid vendors only.									
PO	44	Allow the selective inactivation or purging of vendor records by user-defined criteria.									
PO	45	Search for a vendor by item code, number, or description (in other words, attach vendor to an item(s)).									

Reference Number	Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PO 46	Accommodate vendor self-service:									
PO 46.01	vendor registration									
PO 46.02	vendor file administration, with workflow approval before update									
PO 46.03	download of forms from County website									
PO 47	Maintain statistics in dollar amounts for each vendor for user-specified periods for the following criteria:									
PO 47.01	Payment history									
PO 47.02	Discounts taken									
PO 47.03	Discounts lost									
PO 47.04	Purchase price variances									
PROCESSING										
PO 48	Effective date transactions, either before or after the current date.									
PO 49	Enter a percentage discount on the requisition.									
PO 50	Reflect trade-in value on requisitions.									
PO 51	Enter future dates beyond the end of the fiscal year									
PO 52	Record "competing quotes" for each procurement transaction and display them by total in a line item format.									
PO 53	Ability for competing quotes summary to include the following information:									
PO 53.01	Bid number (user-defined)									
PO 53.02	Vendor Name & Address									
PO 53.03	Vendor contact person									
PO 53.04	Vendor phone									
PO 53.05	Vendor fax									
PO 53.06	Vendor e-mail & web site information									
PO 53.07	Vendor mobile phone									
PO 53.08	Contacted by									
PO 53.09	Contact Date									
PO 53.10	Dollar Amount									
PO 53.11	Comment (text) field (Please state in the Comment column if there is a maximum for free-form text entry.)									
PO 54	Summarize charges on an account and project level at the end of a purchase order.									
PO 55	Disencumber the PO from the prior year; re-encumber and charge the expense to the current year									
PO 56	Ability to change account number with appropriate security on closed purchase orders and update the General Ledger.									
PO 57	Ability to send purchase order to requesting department upon final approvals by automation.									
REQUISITION PROCESSING										
PO 58	Electronically process multi-delivery, direct ship, blanket and non-blanket requisitions.									
PO 59	Assign default primary and secondary account codes for certain expenditures, which can be overridden with proper security.									
PO 60	Prioritize allocation of costs to various primary/secondary account codes by either percentage or fixed amount.									
PO 61	Display multiple account numbers on any line item on requisitions.									
PO 62	Requisition by commodity description.									
PO 63	Perform the following requisition functions, with the appropriate security:									

Reference Number	Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PO 63.01	Inquiry									
PO 63.02	Add									
PO 63.03	Change									
PO 63.04	Cancel									
PO 63.05	Delete									
PO 64	Provide for multiple lines of input per individual requisition.									
PO 65	Provide reports to users and management on requisition status.									
PO 66	Create and track all requisitions by date, by requester, by budget, by item, by action item, etc.									
PO 67	Check against the budget and pre-encumber requisition per line item.									
PO 68	Assign project and grant accounting data per line item.									
PO 69	Modify items ordered through change order (add or delete) including part, class, quantity, unit of measure, vendor, cost, project, fund, with the appropriate security.									
PO 70	Users to look up vendors based upon commodity code.									
PO 71	Copy requisition information from one already in the system with proper security.									
PO 72	Track requisitions and automatically date and time stamp (received, accepted, returned, re-received) with notes and comments.									
PO 73	Track requisitions and log requisition number, fund number, budget number, account number, division number, activity, project.									
PO 74	Split lines of requisitions to multiple purchase orders and different vendors.									
PO 75	Ability to combine multiple requisitions into one purchase order.									
PO 76	Flag requisitions for bid process by total amount or line item amount.									
PO 77	Charge parts to a specific fleet unit directly from the Purchasing module with or without a supporting work or job order and with or without bar coding functionality.									
BID AND QUOTE PROCESSING										
PO 78	Support the following types of bids:									
PO 78.01	Sealed bids									
PO 78.02	Request for proposal									
PO 78.03	Request for information									
PO 78.04	Request for quotations									
PO 78.05	Phone and fax quotes									
PO 78.06	Reverse Auctions									
PO 79	Access and update the vendor tables from within the bid/quote process with proper security.									
PO 80	Enter bid process directly from requisitions flagged by monetary value.									
PO 81	Produce a list of potential vendors/bidders who provide the requested commodities based on the commodity coding system.									
PO 82	Create bid mailing lists of vendors by specific commodities.									
PO 83	Electronically send bids and RFPs.									
PO 84	Generate emails to specific vendors that a bid, RFI, or RFP has been released.									
PO 85	Allow inquiry into entire bid or bid item by vendor name or number, bid number, buyer or item number.									
PO 86	Provide entry by County staff of vendor quote responses (under \$50,000), with the appropriate security.									
PO 87	Use system tools to analyze bids by price, quantity and availability by entire bid or single line item.									
PO 88	Copy information from one bid transaction to another with proper security.									

Reference Number		Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PO	89	Provide a facility for standard and prototype bids with any number of associated vendors.									
PO	90	Track Bid / RFP by awards, dollar amounts, vendor responses, buyer, commodity.									
PO	91	Track bid list / file by commodity code.									
PO	92	Track vendor bid list by vendor history, past awards, bid responses and new vendors.									
PO	93	Enter budgeted amount for a bid. Not shown to bidders.									
PO	94	Track bid addenda (before opening and award).									
PO	95	Post award information on the Intranet and Internet.									
PO	96	Download vendor catalog data from various formats including the Internet, with the appropriate security.									
PO	97	Develop customized catalogs by vendor and item.									
CONTRACT ADMINISTRATION											
PO	98	Convert awarded bid, including multiple and split awards, to approved contract(s).									
PO	99	Create and track blanket order contracts and the ongoing associated dollar amount per account.									
PO	100	Create user-defined contract releases.									
PO	101	Encumber contracts per line items and also assign project and grant accounting data across multiple accounts.									
PO	102	Track multiple encumbrances and payments against a single contract.									
PO	103	Allow multiple contracts per vendor, multiple items per contract and multiple dates.									
PO	104	Track service performance against a contract.									
PO	105	Attach many and/or large volume documents to a contract.									
PO	106	Trigger an alert of necessary updates or changes to existing documents based on the occurrence of certain events (e.g., update contract when name changes).									
PO	107	Evaluate vendor based on key user-weighted events -- delivery date, quantity return / defective items, billing problems -- by commodity or contract.									
PO	108	Review and print contract text.									
PO	109	Track contracts by user defined criteria, such as: vendor, date (starting, ending), dollars, item, class, budget, account, program, renewals, cancellations, extensions, add/change, buying groups, commodity codes, and contract number(s).									
PO	110	Flag vendor indicating that an insurance certificate and bonds (e.g., payment, performance, maintenance, surety, etc.) are on file.									
PO	111	Track several purchase orders or other reference documents within a single contract.									
PO	112	Close and reopen contracts across fiscal years.									
PO	113	Carry forward approval and user contact information from the requisition to the purchase order.									
PO	114	Support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).									
PO	115	Track and report contract operations over several different periods including County, federal, or other user defined fiscal year.									
PO	116	Record and track contract limits at user specified levels of detail over the life of the contract.									
PO	117	Maintain a transaction listing of all contract change orders including date and source (to understand why changes were made, what amount, who approved, etc.).									

Reference Number		Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PO	118	Flag and/or suspend approval of change orders that require budget changes (greater than a certain user-defined percentage and/or dollar amount change over original amount).									
PO	119	Encumber only a portion of a contract based on fiscal year.									
PO	120	Track and monitor contractor insurance and bond certificates and flag expiration dates.									
PO	121	Generate notifications to vendors (in a user-defined format), when milestones or thresholds are met (e.g., tax exempt certification, bonds, insurance expiration date) after review and approval by a specified user.									
PO	122	Track and flag contract expiration/extension dates. Provide the set flag timing to build in lead time to extend or re-bid the contract.									
PO	123	Automatically assign contract numbers to contracts (based upon user defined criteria).									
PO	124	Store and maintain historical information in respect to all contracts, including but not limited to the following details:									
PO	124.01	Dollar value									
PO	124.02	Milestones									
PO	124.03	Start/end and extension dates									
PO	124.04	Expiration dates									
PO	124.05	Date of Commissioners' Court approval									
PO	124.06	Commissioner's Court court order number									
PO	124.07	Status (text reference field)									
PO	124.08	Payment schedule & adjustments, including change orders									
PO	124.09	Retainage amounts by % of contract or flat dollar amount									
PO	124.10	Vendor/customer information									
PO	124.11	Commodity codes									
PO	124.12	Contract number									
PO	124.13	Contract Administrator's name, phone, fax numbers and email									
PO	124.14	Other user-defined criteria									
PO	125	Track and report expenditures for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).									
PO	126	View payments to/from contract parties.									
PO	127	Notify (via workflow) appropriate personnel when a contract milestone is imminent.									
PO	128	Have contract milestones be user-defined.									
PO	129	Break out multi-year contracts and allocate & report expenditures/revenues to specific periods.									
PO	130	Ability for contract periods to be user defined and include contract year, fiscal year, and contract term for those contracts which span multiple fiscal years.									
PO	131	Support detailed contract performance analysis and generate performance reports, based on the following criteria:									
PO	131.01	Contract compliance (based on compliance criteria as defined by users)									
PO	131.02	Work completed to date									
PO	131.03	Payment schedules & payments made/received									
PO	131.04	Timelines/deadline dates									

Reference Number		Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PO	131.05	Contractor performance for vendor contracts (include: compare due date & rec'd date, comments field, and flag when paid amount & invoiced amount don't match)									
PO	131.06	User-defined milestones & thresholds									
PO	132	Provide access to contract information to central and remote users with appropriate security.									
PO	133	Attach comments to each contract for users with proper security to view and update. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).									
PURCHASE ORDER MANAGEMENT											
PO	134	Customize one County-wide purchase order layout/format (and create templates).									
PO	135	Have multiple line items per purchase order with capability for one/multiple delivery schedules per line printed on purchase order.									
PO	136	Allow for the restart of the purchase order numbering process with each fiscal year.									
PO	137	Create purchase orders from requisitions, bid/quotes and contracts.									
PO	138	Process blanket purchase orders.									
PO	139	Allow for unlimited standard and free form messages at the header and line item level.									
PO	140	Send purchase orders to vendors in the following formats: electronic data exchange, fax, e-mail or printed copy (with electronic signature, where applicable).									
PO	141	Generate bill to and ship to information automatically with secondary or internal delivery to location.									
PO	142	Maintain original and revised promised ship dates, prices, open quantities and "ship via" information.									
PO	143	Assign multiple general ledger account codings per line item to purchase orders with multiple project codes.									
PO	144	Reprint hard copy of purchase orders and change orders when required.									
PO	145	Identify duplicate or reprinted purchase orders or change orders as such.									
PO	146	Automatically close a purchase order when all items are received and the final invoice is paid.									
PO	147	Produce an open purchase order report listing all purchase orders by vendor name (alphabetical order), purchase order number, line item, description, quantity on order, quantity still open, buyer, account code, department, and organization.									
PO	148	Automatically encumber final purchase order amount in general ledger, track differences and totals, and update remaining budget.									
PO	149	Receive notification when blanket or contract purchase order is about to be used up according to a user-defined dollar amount or percentage threshold.									
PO	150	Track freight by line item or lump sum and divide by total estimated/actual.									
PO	151	Purchase order to specify multiple delivery dates and locations.									
PO	152	Allow one purchase order to be charged to multiple cost centers, accounts or budgets.									
PO	153	Allow purchase order to be tracked and monitored by buyer, vendor, item, class budget, dollars.									
PO	154	Trigger fixed asset process by analyzing purchase and making a decision based upon the purchase price, account number, and a user-defined commodity code table.									
PO	155	Require approval for change orders over a user-defined percentage of the original amount.									

Reference Number		Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PO	156	Ensure that changes to a PO result in automatic adjustments to encumbrance totals with audit and control trails.									
RECEIVING											
PO	157	Provide three-way or four-way matching capabilities.									
PO	158	Notify specified users when orders have not been received after a user-specified period of time.									
PO	159	Accommodate partial receipts.									
PO	160	Trigger Accounts Payable process based upon receipt information.									
PO	161	Detect and measure early / late and over / under shipments.									
PO	162	Maintain discrepancy file by vendor, stock number, item, dates, control number, purchase order number (receiving exception file).									
PO	163	Manually flag purchases for fixed asset tables upon receipt of good, with the appropriate security.									
PO	164	Audit receiving data by logon ID, date, time, etc.									
PO	165	Flag received goods for entry into inventory by item number.									
WEB-ENABLEMENT											
PO	166	Allow Internet vendor e-registration and updating of company information.									
PO	167	E-mail notifications of bid solicitations and RFPs to vendors.									
PO	168	Post bids on County's website and other websites as determined by the County.									
PO	169	Interested registered parties to download bid documents via the Internet from the County's website, with the ability to monitor activity.									
PO	170	Have browser based ordering capability in both Intranet and extra-net environments including the features of electronic multimedia catalogs, search engine, workflow approval, shopping cart order building, user profiling for requisitioning.									
PO	171	Support web enabled system for electronic auctions and reverse auctions (electronic real time bidding), procurement cards, and accessing external web sites for order building and import back into system.									
PO	172	Allow County departments to access via Intranet system status, frequently asked questions, policies and procedures, state and local codes, libraries of clauses and other Purchasing related information.									
REPORTING / QUERYING											
PO	173	Produce the following reports:									
PO	173.01	Requisition Report, which can be sorted by buyer									
PO	173.02	Open Purchase Orders Report									
PO	173.03	Orders & Receipts Report									
PO	173.04	Actual vs. Invoice Variance Report									
PO	173.05	Mismatch report									
PO	173.06	Purchase order and change order generation									
PO	173.07	Contracts report									
PO	173.08	Vendor performance/expenditure report									
PO	173.09	Items Not Received Listing									
PO	173.10	dashboard reporting for performance measurement									
PO	174	Display and/or print any / all reports and screens.									
PO	175	Generate reports of all purchase orders based on calculated user-defined criteria (e.g., >\$2500 or between 5/1/ and 6/1).									
PO	176	Generate vendor reports based upon user defined criteria.									
PO	177	Track and report on requisition, purchase order and receiving information.									

			Module(s)/Sub-module(s)								Required to Fulfill	Requirements	Comments
Reference Number	Functional Requirements		F	NV	TP	CO	R	CU	NA				
PO 178	Track and report on bid transaction data.												
PO 179	Track or report on contract data.												
PO 180	Users to query all transactions for progress within the purchasing system.												
PO 181	Report and query from any field within the purchasing module (produce ad hoc on-line requests and printed reports).												
YEAR-END PROCESSING													
PO 182	Ability to run a process that closes all selected open purchase orders/encumbrances and requisitions/pre-encumbrances with user-defined parameters at year-end. Such parameters include, but are not limited to, the encumbrance document number, document date, and fiscal year.												

Functional Category: Inventory

F = Fully Provided Standard Functionality with No Setup Required

NV = Provided in the Very Next Version

TP = Third Party Software Required

CO = Configuration (no changes to source code) Settings Using System Screens

R = Provided with Reporting Tool

CU = Customization (requiring changes to delivered system) Unique to Collin County

NA = Not Available

Place an "X" in the appropriate column.

Reference Number	Functional Requirements	Module(s)/Sub-module(s) Required to Fulfill Requirements								Comments
		F	NV	TP	CO	R	CU	NA		
INVENTORY DESIGN										
INV 1	Establish, maintain, adjust and delete inventory stock item records in real time.									
INV 2	Provide charge allocation data for supplies withdrawn from inventory based on the organization cost center and budget line item and optionally a project code.									
INV 3	Provide for multiple warehouses.									
INV 4	Associate multiple alternate warehouse bin locations to a single stock item number.									
INV 5	Maintain and track the following information for inventory items:									
INV 5.01	Item description (short)									
INV 5.02	Text description (long - please indicate maximum length in Comments column)									
INV 5.03	Unit of measure									
INV 5.04	Order price									
INV 5.05	Average price (calculated value)									
INV 5.06	Vendor number									
INV 5.07	Primary Vendor Rank									
INV 5.08	Quantity on hand									
INV 5.09	Quantity received on orders									
INV 5.10	Ordered year-to-date									
INV 5.11	Received year-to-date									
INV 5.12	Issued current period									
INV 5.13	Issued year-to-date									
INV 5.14	Commodity code									
INV 5.15	Sub Commodity Code									
INV 5.16	Item Number									
INV 5.17	Item Status Type									
INV 6	Update stock item data and maintain all the specific data for:									
INV 6.01	Purchases									
INV 6.02	Returns to stock									
INV 6.03	Returns to supplier									
INV 6.04	Adjustments									
INV 6.05	Transfers									
INV 6.06	Receipts									
INV 6.07	Requisitions									
INV 6.08	Material reservations (Allocations)									
INV 6.09	Backorders									
INV 6.10	Defective or Damaged Parts Returned to Vendor									
INV 6.11	Issuance of Inventory									
INV 6.12	Surplus or Junk Items									
INV 6.13	Recalls									
INV 7	Maintain in-house inventory of "central stores" items.									
INV 8	Provide on-line stock catalogs.									
INV 9	Provide security of data by limiting access through user-specified fields such as department number, warehouse number, building location, commodity code and account code.									
INV 10	Accommodate a user-defined stock item table.									
INV 11	Handle Stores inventory processing.									
INV 12	Automatically assign stock requisition numbers.									

Reference Number	Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
INV 13	Support the use of bar-coding technology. Please indicate in the Comments column which third party products with which you have successfully integrated with for this functionality. For example:									
INV 13.01	Provide a pre-defined interface to accept and interpret bar-coded data from receiving documents, cycle counts, and shipments.									
INV 13.02	Issue or receive material using bar-coding with a handheld device (or other mechanism -- please specify in the Comments column).									
INV 13.03	technology.									
INV 13.04	Track issues, returns, surplus, sold, or work order material using bar code technology and make appropriate updates to inventory modules.									
INV 13.05	Associate parts to work orders, job orders or fleet using bar code technology									
INV 13.06	Perform bar code scans in real time									
INV 13.07	Scan and use manufacturers bar code to update inventory receipts, issues, returns, surplus, sold or work order.									
INV 13.08	Associate multiple vendor bar codes to a single county assigned bar code number per part.									
INV 13.09	Print bar code labels.									
INV 14	Maintain an audit trail of all automatic inventory processes.									
INV 15	Allow inventory to be classified by purchasing commodity code.									
INV 16	Merge multiple inventory items to a new or existing inventory item with an audit trail.									
INV 17	Verify that inventory parts to be merged have no associated open PO's.									
INV 18	Track expiration/spoil date by specific stock items									
INV 19	Attach a manufacturer's part number, manufacturer name, and an internal part number to each item and support use of part interchange guides for mass manufacturer and part number updates.									
INV 20	Maintain a history of part number if the manufacturer's part number changes.									
INV 21	Track and produce a hard copy stock tag (bar code label) which includes the following information:									
INV 21.01	Stock location									
INV 21.02	Manufacturer's part number									
INV 21.03	Manufacturer name									
INV 21.04	Item number									
INV 21.05	Unit of measure									
INV 21.06	Issuing unit by location									
INV 21.07	Cost									
INV 21.08	Commodity Code									
INV 21.09	Sub Commodity Code									
INV 21.10	Reference Field (user defined)									
INV 21.11	Part Number									
INV 21.12	Other fields as defined by users									
INV 22	Accommodate items with zero dollar value and/or zero quantity.									
INV 23	Provide a variable length field to contain requirements for maintaining or servicing an item (i.e. expiration date of a stock item, unused item must be serviced if idle for x amount of time, etc.).									
INV 24	Allow for electronic approval for receipts, issues, and other related inventory functions with appropriate security									
INV 25	Provide for inventory control accounts (or central stock accounts) as defined by users.									
INV 26	Provide a multi-level location structure, to include:									
INV 26.01	Building, room and desk									
INV 26.02	Warehouse (for example - central supply)									
INV 26.03	Storage Area (for example - 2nd floor NW quadrant)									
INV 26.04	Aisle									
INV 26.05	Bin									
INV 26.06	Shelf									
INV 26.07	Rack									
INV 26.08	Cart									
INV 26.09	Required environmental conditions for the specific location									

Reference Number	Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
INV 26.10	Other fields as defined by users									
INV 27	Allocate purchases and stock to various departments, warehouses, section of warehouse, cost center, etc. (i.e., drop shipping).									
INV 28	Charge parts to a specific fleet unit directly from the Inventory module with a supporting work or job order and with or without bar coding functionality.									
INV 29	Provide primary and multiple secondary locations of stocked items.									
INV 30	Indicate stock on hand by each location or multiple locations.									
INV 31	Define default warehouse views for users (i.e., users are restricted to using certain warehouses based on region, etc.).									
INV 32	Allow users to specify a mark-up or overhead cost for each individual commodity code or item.									
INV 33	Provide the following inventory costing methods: actual cost, moving average, LIFO, FIFO and replacement.									
INV 34	Provide user-defined costing methods.									
INV 35	Post purchase orders to GL "stores" accounts, rather than to expense accounts.									
INV 36	Automatically adjust item costs in the inventory system based upon adjustments made in accounts payable system.									
INV 37	Create issue tickets automatically with appropriate approval, based on electronic supply requisitions.									
INV 38	Generate issue tickets at prescheduled times.									
INV 39	Bundle items into "carts". A cart consists of items which are always ordered together. Each cart is assigned a tracking number.									
INV 40	Place a cap on the quantity and dollar amount of an item that can be issued to a requestor during a specified time period with override approval, with appropriate security									
INV 41	Compare stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.									
INV 42	Provide an automatic reorder process for all, or selected, stock items including electronic request and approval.									
INV 43	Track item usage and provide automatic notification to appropriate user of all items under the minimum on-hand quantity or at the reorder point.									
INV 44	Define, by item, the variables used in determining reorder points and reorder quantities.									
INV 45	Provide for manual overrides of reorder points and reorder quantities.									
INV 46	Automatically update inventory on-order information at the time that a requisition is created.									
INV 47	Reverse, cancel, or reject any stock requisition.									
INV 48	Enter transactions online for multiple sites.									
INV 49	Provide on-line inventory adjustment capabilities with proper approval levels.									
INV 50	Automatically update inventory balances and order status at the time of transaction entry.									
INV 51	Provide automatic cycle count scheduling.									
INV 52	Select and sequence physical inventory and cycle count documents.									
INV 53	Archive history information for stock items with a zero on-hand quantity and no activity over a user-defined time period.									
INV 54	Sort and group inventory items by user selectable fields for display and printed reports.									
INV 55	Archive and purge inactive inventory records based on user defined criteria.									
PHYSICAL INVENTORY										
INV 56	Initiate physical inventory counts by building.									
INV 57	Freeze inventory to prevent inventory action within the building.									
INV 58	Print inventory worksheets by user selectable criteria.									
INV 59	Enter inventory counts from the worksheets either manually or by bar code.									
INV 60	Generate physical inventory discrepancy report.									
INV 61	Automatically update inventory adjustments with appropriate approval and security.									
REPORTING / QUERYING										
INV 62	Produce the following reports by user selected criteria:									
INV 62.01	Inventory stock catalog									
INV 62.02	Inventory transactions report									

Reference Number		Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
INV	62.03	Inventory Count report									
INV	62.04	Inventory Status report									
INV	62.05	Departmental Charge Summary Report									
INV	62.06	Unfilled Stock Requisitions Report									
INV	62.07	Cumulative purchases									
INV	62.08	Usage year-to-date or user defined period									
INV	62.09	Inventory by Bin Location and Alternate Bin Location									
INV	62.10	Inventory Item List by user selected fields									
INV	63	Produce ad hoc queries from any field within the inventory modules.									
INV	64	Generate and print bin labels.									
INV	65	Provide inventory detail and summary reports sequenced by location.									
INV	66	Create physical inventory reports, including the following:									
INV	66.01	Exception report of quantity variances									
INV	66.02	Inventory value with value variance									
INV	66.03	Date of last inventory report.									

Functional Category: Fleet Management & Public Works

F = Fully Provided Standard Functionality with No Setup Required

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CO = Configuration (no changes to source code) Settings Using System Screens

R = Provided with Reporting Tool

CU = Customization (requiring changes to delivered system) Unique to Collin County

NA = Not Available

Place an "X" in the appropriate column.

Reference Number	Functional Requirements	Module(s)/Sub-module(s) Required to Fulfill Requirements								Comments	
		F	NV	TP	CO	R	CU	NA			
SOFTWARE REQUIREMENTS											
FM-PW	1	Ability to attach documents and pictures to records									
FM-PW	2	Ability to define access rights to application functions by user									
FM-PW	3	Ability to search, sort and filter asset records on screen									
FM-PW	4	Ability to integrate with our current GPS vendor, Network Fleet, to record diagnostics.									
REPORTING											
FM-PW	5	Enable export of reports in a variety of formats (MS Word, Excel, .PDF, text files) which will be able to print directly to network printers									
FM-PW	6	Deliver abundant, rich reporting based on user defined and flexible date ranges									
FM-PW	7	Support ad hoc queries and reports pertaining to any piece of equipment.									
FM-PW	8	Ability to query maintenance costs, fuel consumption, fuel costs, or metered usage for a user-defined date range.									
FM-PW	9	Generate report which forecasts vehicle replacements based on user-defined criteria. (mileage, age, repair costs)									
FM-PW	10	Generate report listing scheduled preventative maintenance.									
FM-PW	11	Generate work order status report									
FM-PW	12	Deliver standard reporting for vehicle fuel costs and maintenance costs									
FM-PW	13	Generate parts reorder report									
WORK ORDERS											
FM-PW	14	Automatically calculate the cost of work performed based on the resources assigned to and consumed by a work order									
FM-PW	15	Create preventative maintenance work plans based on recurring time frames for all manner of assets									
EQUIPMENT											
FM-PW	16	Support the ability to uniquely and clearly identify each piece of equipment									
FM-PW	17	Support the ability to track vehicle ID, license plate #									
FM-PW	18	Support the ability to track make, model, engine, transmission, year									

FM-PW	19	Support the ability to track acquisition year, auction year, replacement year																		
FM-PW	20	Support the ability to track original cost, replacement cost, salvage value, useful life, depreciation, etc.																		
FM-PW	21	Support the ability to categorize equipment by department, type, vehicle and asset class.																		
FM-PW	22	Support the ability to assign equipment to a particular shop location and/or employee																		
FM-PW	23	Support the ability to record meter readings by the mile or the hour																		
FM-PW	24	Support the ability to perform utilization summaries and cross reference																		
FM-PW	25	Support the ability to cross-reference work history, odometer and fuel usage and repair orders																		
FLEET MAINTENANCE																				
FM-PW	26	Ability to manage the equipment inventory maintained by Public Works Department																		
FM-PW	27	Support the ability to create and use maintenance service groups and part kits for expedited and accurate data entry																		
FM-PW	28	Support the ability to enter repair work orders that include labor hours, parts used and PM items serviced																		
FM-PW	29	Support the ability to easily/quickly view and report on vehicle maintenance histories																		
FM-PW	30	Support the ability to analyze depreciation & vehicle replacement																		
FM-PW	31	Support repair request scheduling, status, and cost tracking																		
FM-PW	32	Support Preventative Maintenance scheduling, PM item creation and historical review																		
FM-PW	33	Provide the ability to prompt user if a work order is created for equipment that is covered under warranty																		
FM-PW	34	Support the ability to render equipment usage rate calculations																		
FM-PW	35	Support the ability to perform inventory reorder, value & analysis reporting																		
FM-PW	36	Ability to import FuelMaster data to update vehicle usage (odometer or hour meter) and fuel consumption																		
FM-PW	37	Ability to add notes to equipment records																		
FM-PW	38	Add additional work to a work order, with the appropriate approval.																		
FM-PW	39	Track multiple problems on a work order																		
FM-PW	40	Provide multiple types of fleet work orders for various purposes																		
FM-PW	41	Capture work order completion data including:																		
FM-PW	41.01	when completed																		
FM-PW	41.02	hours to complete																		
FM-PW	41.03	down time with reason (e.g., table driven categories such as held for part, commercial repair)																		
FM-PW	41.04	current mileage and multiple meter reading(s)																		
FM-PW	41.05	parts used																		
FM-PW	41.06	problems encountered																		
FM-PW	41.07	employee/division identification																		
FM-PW	41.08	Assigned technician																		
FM-PW	42	Allow for work orders to be retrieved and/or viewed by status																		

Attachment A-Addendum 1

FM-PW	43	Allow for notes/comments to be entered as part of the work order and Allow for the technician notes to be printed as part of the work order or separately from the work order																
FM-PW	44	Allow for deferred repairs to be routed to a specific technician																
FM-PW	45	Track mileage and other readings to the work order																
FM-PW	46	Identify and prevent duplicate work orders																
FM-PW	47	Allow access to vehicle repair history from the work order system with appropriate role based security																
FM-PW	48	Provide for maintenance by County staff or by organization outside of the County																
FM-PW	49	Prevent asset disposal if there is an open work order on it																
FM-PW	50	Support the charge back of services to a department or account																
FM-PW	51	Produce both history and exception reports																
FM-PW	52	Provide ability to assign and display equipment that is active, inactive (surplus and awaiting receipt) and disposed in the main fleet file																
PARTS INVENTORY																		
FM-PW	53	Support the ability to track primary and secondary vendor																
FM-PW	54	Support the ability to assign part to a fund																
FM-PW	55	Support the ability to manage parts inventory, cost, current quantity, minimum and reorder quantities																
FM-PW	56	Support the ability to add and transfer material items																
FM-PW	57	Support the ability to deduct and restore inventory based on quantities used in Repair Work Orders																
FM-PW	58	Support the ability to report on inventory value and re-order needs																
FM-PW	59	Support the ability to cross-reference transactions, repair orders, daily work activities																
FM-PW	60	Support the ability to attach date-stamped notes and documents to each material/part record																
FM-PW	61	Support the ability to track aisle, shelf and bin, stock and non-stock items																
FM-PW	62	Support the ability to add materials/parts dynamically on-the-fly																
FM-PW	63	Provide process to differentiate general re-fueling and filling of auxilliary tank on the fuel service trucks																
FM-PW	64	Support of Bar-coding for receiving and allocation of parts.																

Functional Category: Land Management

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TP = Third Party Software Required
CO = Configuration (no changes to source code) Settings Using

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CU = Customization (requiring changes to delivered system) Unique to Collin
NA = Not Available

Place an "X" in the appropriate column.

Reference Number		Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GENERAL DESIGN											
LM	1	Interface to existing GIS system (ESRI) for land and parcel information.									
LM	2	Interface to existing CCAD and County Clerk data for land and parcel grantor/grantee history information (e.g., instrument number to tax id).									
LAND MANAGEMENT											
LM	3	Track parcels of land for tax information, right of way information, state mandated reporting functions, including, but not limited to the following information:									
LM	3.01	Address (Allow for multiple addresses per parcel)									
LM	3.02	Multiple tax ID numbers									
LM	3.03	Owner (Allow for multiple owners)									
LM	3.04	Resident (Allow for multiple residents)									
LM	3.05	Structure type (e.g., two-car garage, mobile home)									
LM	3.06	Use type (e.g., residential, agricultural, etc.)									
LM	3.07	Sub division									
LM	3.08	City Limits (Allow for multiple city limits per parcel)									
LM	3.09	Other user-defined fields									
LM	4	Associate multiple addresses per parcel of land and a parcel of land to multiple addresses.									
LM	5	Capture multiple physical addresses and mailing addresses for each parcel.									
LM	6	Track both the owner and resident (could be different) for each address.									
LM	7	Track parcels of land that have no address.									
LM	8	Associate multiple ETJ districts to a parcel of land.									
LM	9	Associate multiple city limits to land parcel data.									
LM	10	Associate flood plain data to land parcel data.									

Attachment A-Addendum 1

LM	11	access GIS mapping data for road/street locations.																	
LM	12	Store history of address changes.																	
LM	13	Interface GIS functionality/applications into the system graphical user interface.																	
LM	14	Allow freeform text and/or attachment of electronic documents concerning a particular address or parcel (e.g., owners have dogs).																	
LM	15	Notify employees assigned to perform any work effort associated with a specific land record, through the workflow notice system, of specific information related to a specific parcel when that record is updated (e.g., vicious dog on premises).																	
LM	16	Differentiate between addresses which may utilize 911 services and those which will not (e.g., utility poles, septic tanks, billboards, etc.) based on user defined criteria maintained through end user configuration tables.																	
LM	17	Identify land parcel hold status (i.e., failed inspections, subdivision built in violation of county code, etc.).																	
QUERIES AND REPORTS																			
LM	18	Provide ability to utilize spatial query data from GIS system for updates to land management data.																	
LM	19	Query and/or report on any parcel characteristic.																	

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Place an "X" in the appropriate column.

Reference Number	Functional Requirements	Module(s)/Sub-module(s) Required to Fulfill Requirements								Comments
		F	NV	TP	CO	R	CU	NA		
PERMITS										
PER 1	Capture basic permit application data and track review status across multiple departments.									
PER 2	Allow for access to all permit history searching by any permit related data element in the database through a graphical user interface.									
PER 3	Allow constituents to apply for a permit via the Web and capture digital certificate or electronic signature.									
PER 4	Include the ability to attach electronic documents (e.g., images) to permits.									
PER 5	Provide for permit related notes about any restrictions or special conditions established by reviewing departments as a prerequisite within the permit process.									
PER 6	Identify expired open permits (user-defined by permit type) and provides for multiple mail notification methods to original applicants.									
PER 7	Provide capability to track contractor and other vendor's licenses/certifications and provide workflow notices of expired and soon to expire licenses/certifications based on user defined configuration criteria.									
PER 8	Provide periodic or on-demand summaries of permit activity levels and provide drill down capability to specific permits based on configurable criteria.									
PER 9	Provide for the tracking of permit and plan examination among multiple departments (i.e. Development Services, GIS, etc.).									
PER 10	Provide for permit applicant notification of permit approvals, issuance of certificates of occupancy, issuance of permits, and notify other departments, permit requestors and other external entities.									
PER 11	Create a tickler notice, routed via workflow, to notify specified user or group of an upcoming renewal (permit renewal, inspection renewal, etc.) requirement.									
PER 12	Database recurring business information ie. contact, type of equipment, occupant load, etc. to track information of the business.									
PER 13	Link all related permit applications, inspections, and permits and interface with work orders and code enforcement to view all related activity.									
PER 14	Link into current GIS system for geographic location (e.g., address location).									
PER 15	Interface to existing CCAD and County Clerk data to identify business recordings or land and parcel grantor/grantee history information (e.g., instrument number to tax id) which may require permits and inspection activity.									
PER 16	Support a utility review process before issuing permit.									

INSPECTIONS										
PER	17	Provide for inspection request via:								
PER	17.01	walk-in								
PER	17.02	telephone								
PER	17.03	IVR								
PER	17.04	Internet								
PER	18	Generate schedule of inspections based on permit requests.								
PER	19	Generate a punch list of items for verification for each type of inspection and route the punch list to the assigned inspector based on workflow routing rules.								
PER	20	Track results of punch list used for field verification.								
PER	21	Track the levels of inspection for multi-inspection requirements and allow for different escalation and workflow routing rules based on the inspection level.								
PER	22	Schedule meetings to review inspection results.								
PER	23	Allow development of customized inspection programs, based on user configurable data, and produce turnaround inspection results reporting documentation.								
PER	24	Assign inspections to staff according to user-defined criteria and scheduled time available.								
PER	25	Create inspection scheduling and provide for logging of inspection results and allow for inspections schedules to be modified, based on user defined security roles.								
PER	26	Identify non-activity if inspection has not taken place for a specified period and escalate based on user defined escalation schedules.								
PER	27	Allow logging of inspection results from field by inspector through a web based portal based on user defined security roles.								
PER	28	Generate code violations based on inspection results and establish follow-up activity notifications or ticklers to verify compliance and route the notifications via user defined workflow rules.								
PER	29	Generate a notice for follow up inspections when a failed inspection occurs, with appropriate work flow approval for the new work order.								
PER	30	Maintain a user defined table to determine length of time allowed for a re-inspection order to be issued after a failed inspection.								
PER	31	Track, and allow entry of, corrective actions on code violations.								
PER	32	Interface with our current vehicle GPS system to record travel time and actual inspection time summarized by Permit and Inspector.								
PER	33	Charge a fee for inspections based on a user defined fee schedule that is maintained based on user defined security roles.								
PER	34	Support food and health inspections and a separate inspection type with different workflow rules, processing requirements and escalation points that is maintainable based on user defined security roles.								
PER	35	Record receipt of required documents before processing permit application and shall allow, as part of user configuration, for the either a hard stop of notification warnings only if required documents are missing.								
OTHER FEES										
PER	36	Provide for calculation of standard fees with effective dates using user provided formulas or tables, with history of any changes made.								
PER	37	Track fee collections and receivables, provide for late penalties as appropriate, and generate payment receipts.								

Attachment A-Addendum 1

PER	38	Generate receipts for fees paid and have choice to interface with Cash Receipts and interface with current credit card vendor, WorldPay.																	
PER	39	Generate multi-tiered fees for permits.																	
PER	40	Calculate fees with a base fee plus additional charge based on various user-defined statistics (e.g., square footage).																	
PER	41	Override default fee with a manual amount, based on user defined security.																	
PER	42	Suppress fees, based on user defined security roles.																	
PER	43	Allow for issuance of citations for non-conformance to code and support the ability to export the citations to a judicial case management application.																	
PER	44	Prevent Certificate of Occupancy issuance if any fees are owed by the Developer/ Contractor.																	
PER	45	Attach schedule of fees to each miscellaneous permit application.																	
PER	46	Track permits by geographic classifications:																	
PER	46.01	unincorporated																	
PER	46.02	incorporated																	
PER	46.03	extra territorial jurisdiction																	
PER	46.04	other user-defined classification																	
PER	47	View/display GIS map showing permit locations, code violations, etc. associated with a parcel.																	
REPORTS																			
PER	48	Report on types of permits issued by geographic location.																	
PER	49	Report on types of permits over any user defined period.																	
PER	50	Report by type of inspection, by inspector, by contractor, or any user-defined field in the permits module.																	
PER	51	Attach electronic documents (e.g., maps) to reports.																	
PER	52	Generate reports on issued permits, expired permits, status of inspections, inspector schedules, list of renewal notices, etc.																	
PER	53	Generate financial data associated with fees and inspections (time and materials expended vs. fees collected).																	
PER	54	Print permits and inspection sheets.																	
PER	55	Generate ad hoc reports based on any element in the Permitting module.																	

Functional Category: Work Orders

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Reference Number	Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s)	Comments
									Required to Fulfill Requirements	
GENERAL DESIGN										
WO 1	Send automated notifications to the requesting department via electronic methods of changes in the work order status based on user defined criteria with ability to manually initiate the notification process.									
WO 2	Identify work orders by billable status and track completed work orders through the account receivable module.									
WO 3	Generate template-based notification documents based upon work order type, type of work requested or status of work order to be sent to either internal or external users									
WO 4	Display or print parts lists associated with specific equipment on the work order using an on-line viewer to see exact location of certain item (e.g., thermostat, unit, etc.).									
WO 5	Utilize effective dated, configuration defined, code value tables which will allow codes to be removed from view/use within the system, such as category codes, task codes, facility ID, general locations, PM schedule, PM check sheets, etc., based on appropriate security role.									
WO 6	Enable work orders to be tracked through various processes based on a variety of status fields either via an on-line report or through work flow notification.									
WO 7	Provide a secured information area to put Emergency information that Homeland, Sheriff's officers, etc. could get to that shows equipment, cut-offs, passwords to different control panels that they may need during an emergency.									
SERVICE REQUESTS										
WO 8	Track service order request by the following:									
WO 8.01	departments									
WO 8.02	customers									
WO 8.03	other user-defined									
WO 9	Provide an automatic duplication check on Work Orders and Service Request.									
SYSTEM GENERATED										
WO 10	Support a calendar function to schedule PM due dates and schedule optimal time for PM work to be performed.									

Attachment A-Addendum 1

WO	11	Produce planning and PM schedules and check sheets on a daily basis and route them, based on defined and user configurable work flow, to appropriate personnel																		
WO	12	Provide a PM scheduling mechanism to allow for efficient allocation and use of resources, based on required skills compared to available technician pool and shop capacity.																		
WO	13	Allow PM schedules to be modified based on defined security roles.																		
WO	14	Support preventative maintenance (PM) schedules on the basis of time frequency, mileage, hours of operation, fuel consumed, etc.																		
WO	15	Support recurring PM schedules and automatically schedule the due date for the next PM service based on completion of the current PM activity and allow for user override, based on the role based security assigned to the																		
WO	16	Support any number of PM schedules by any criteria associated to a piece of equipment, building or other maintained asset.																		
WO	17	Utilize work flow and email notifications that leverage MS Exchange and Outlook as the delivery mechanism.																		
WO	18	Track warranty expiration and contract maintenance expiration and notify appropriate personnel, determined by user configurable system table configuration settings, via workflow when expiration events are about to occur.																		
WO	19	Not allow for duplicate work order entry.																		
WO	20	Have a web portal to allow external resources (vendors) to access portions of the work order system to update relevant information such as field maintenance manuals, based on defined security role and user login information.																		
WO	21	Closely integrate inventory and stock information to the work order system.																		
WO	22	Support the use of bar codes for assignment and issue of parts and work orders without the use of third party software.																		
WO	23	Include work order planning which leverages inventory system information to make sure parts and necessary equipment are on site and available for work order completion.																		
WO	24	Provide reporting tools which are accurate, easy to use and able to report on labor cost (via integration to PeopleSoft HRMS), hours worked, material used, outside parts or inventory, contractor cost, etc. which support drill down usage information for the various reporting elements (i.e. based on inventory used for a work order allow drill through to the current inventory position within the inventory system).																		
WO	25	Provide a means to track energy consumption of utilities such as gas, electricity, water, etc.																		
WO	26	Support system generated service requests, based on user-defined system-tracked requirements, (e.g., street sweeping every other Friday).																		
WO	27	Construct user-defined and customizable service requests, which can vary by department.																		
WO	28	Support creation of work order and check sheets that may be stored in the system and attached to PM schedules or work orders.																		
WO	29	Track the following items for each service request:																		
WO	29.01	requestor																		

WO	29.02	date of request																	
WO	29.03	problem description (short description field and long description free flow text)																	
WO	29.04	location (support multiple location/sub location combinations)																	
WO	29.05	department																	
WO	29.06	requested completion date																	
WO	29.07	equipment (support multiple equipment / sub equipment types)																	
WO	29.08	request category code																	
WO	29.09	priority																	
WO	29.10	multiple contacts																	
WO	29.11	other user-defined fields																	
WO	30	Provide a process to turn the service request over for inspection.																	
WO	31	Provide easy method to create work order from service request.																	
WO	32	Default information into the work order from the service request.																	
WORK ORDERS																			
WO	33	Generate work orders without a service request.																	
WO	34	Print work order number as a barcode on each work order																	
WO	35	Track the following information associated with a work order:																	
WO	35.01	Requestor																	
WO	35.02	Location																	
WO	35.03	Date of request																	
WO	35.04	Complaint or problem																	
WO	35.05	Type (public works, facilities, maintenance, roads and bridge, etc.)																	
WO	35.06	Facility ID and/or name																	
WO	35.07	Multiple contact names and information																	
WO	35.08	Category code (type of work requested -- electrical, data, etc.)																	
WO	35.09	Priority																	
WO	35.10	Task codes (specific tasks completed to correct problem)																	
WO	35.11	Start date																	
WO	35.12	Scheduled start date																	
WO	35.13	Completion date																	
WO	35.14	Project number																	
WO	35.15	General location																	
WO	35.16	Location ID (pulls from GIS system)																	
WO	35.17	Multiple user-defined fields based on category code selected (e.g., number of sprinkler heads, number of bedrooms, etc.)																	
WO	35.18	Requested completion date																	
WO	35.19	Department																	
WO	35.20	Status																	
WO	35.21	Assigned technician or resource pool																	
WO	35.22	Associated work order (i.e. parent to child work order)																	
WO	35.23	Customer or third party reference number (minimum of 20 characters)																	
WO	35.24	Other user-defined data																	
WO	36	Track work orders by any of the elements on the work order (listed above).																	
WO	37	Deactivate category codes or other user-specified fields, but maintain ability to report on them.																	
WO	38	Track multiple activities and tasks to a work order.																	

Attachment A-Addendum 1

WO	39	Support entry of information specific to a job when you create or execute the work order.																	
WO	40	Support entry or import of a list of users at work order creation or execution time.																	
WO	41	Assign work orders to supervisors, technicians, and/or crews.																	
WO	42	Assign work orders by type of trade.																	
WO	43	Track all dates throughout the work order life cycle (e.g., date received, date scheduled, date started, etc.).																	
WO	44	Provide automated approval process prior to close of work order.																	
WO	45	Identify and prevent duplicate work orders.																	
WO	46	Allow for work order format to be user defined and customizable.																	
WO	47	Prioritize work orders based on user-defined parameters or assignments.																	
WO	48	Create master work orders with associated sub-work orders (e.g., renovation project work order is made up of destruction, construction, electrical, plumbing, etc.) and provide an obvious cross-reference.																	
WO	49	Generate automatic form letters (notification documents) to notify specified users when preventative maintenance is due.																	
WO	50	Override/modify recurring or PM work orders before it is actually generated.																	
WO	51	Generate check lists based on tasks identified in the work order.																	
WO	52	Enter results of check list verification.																	
WO	53	Enable printing of work orders for technician or field use.																	
WO	54	Track jobs using unique work order numbers and/or a customer reference number.																	
WO	55	Group tasks by user-defined criteria to help organize work orders.																	
WO	56	Create work orders that contain multiple tasks.																	
WO	57	Base standard charges on work order history and specific task.																	
WO	58	Charge either prior to or upon completion of the work order.																	
WO	59	Fill in job specific information when the work order is created or during execution.																	
WO	60	Automatically schedule tasks to the assigned trade group at the first available time slot after the scheduled start date.																	
WO	61	Assign time slot priorities by scheduled end date.																	
WO	62	Execute tasks sequentially or in any order.																	
WO	63	Modify existing work orders by adding tasks or new work.																	
WO	64	Automatically update the equipment value or projected life as a result of the work performed on the work order.																	
WO	65	Prioritize Work Orders based upon staff availability, safety requirements, regulatory requirements, public health, and annual master work schedule.																	
WO	66	Track each work order by its unique number and name.																	
WO	67	Allow option to choose to post charges to billing system when a task is completed or an order is closed. (future requirement)																	
WO	68	Maintain a list of facilities contractors that is available to entire system.																	
WO	69	Support creating technician groups with a vendor (or multiple vendors) assigned to each.																	
WO	70	Support assignment of tasks to specific groups of technicians.																	
WO	71	Support defined available hours for each technician or group per day.																	
WO	72	Schedule work based on technician or other resource availability.																	

WO	73	Deliver an overview of all scheduled work for all technicians from the Master Schedule.																		
WO	74	Support archive and/or purge closed or canceled work orders based on user-defined criteria.																		
WO	75	Generate work orders as a result of citizen/Commissioners' contacts/complaints.																		
WO	76	Compile technician information, their special skills and available work hours, then group them according to user preferences.																		
WO	77	Create a preliminary master schedule for each group based on each technician's available work hours.																		
WO	78	Record a group of assets as installed, removed from service, sent out for repair, or put back on the shelf.																		
WO	79	Deliver ability to track work order to a specific county infrastructure asset or non-county owned item including road, park, lake, aerobic waste water unit, etc.																		
WO	80	Link into current GIS system for geographic location (e.g., address location).																		
WO	81	Deliver ability to track county resources for various events (e.g., community service hours, events, etc.).																		
WO	82	Deliver ability to track number and location of illegal dump sites and trash collected at each site.																		
WO	83	Deliver process to track to the road and to specific infrastructure assets on the road (e.g., drainage, culverts).																		
WO	84	Produces scheduled work orders on a weekly, monthly, quarterly, and annual basis for infrastructure and facilities.																		
WO	85	Allow preventative maintenance for recurring maintenance to continue on schedule or wait until prior month's activity is done.																		
WO	86	Provide an automatic duplication check on Work Orders and Service Request.																		
FACILITIES MANAGEMENT																				
WO	87	Prioritize and schedule preventative maintenance based on risk assessment factors.																		
WO	88	Track history of maintenance on facilities through prior work orders completed for that facility.																		
WO	89	Track maintenance activity and costs related to infrastructure, facilities, parks and equipment (lift stations, park shelters and benches, playgrounds,																		
RESOURCES																				
WO	90	Track to a work order the following:																		
WO	90.01	Equipment utilized																		
WO	90.02	Labor hours																		
WO	90.03	Overtime																		
WO	90.04	Labor overhead																		
WO	90.05	Materials																		
WO	90.06	Outside contractors																		
WO	90.07	Parts																		
WO	90.08	Permits fees																		
WO	90.09	Other user-defined elements																		

WO	91	System shall provide report of activity by relevant statistic (e.g., miles road graded, miles of ditch cleaned, culverts installed, etc.).																		
WO	92	Estimate budget amounts of projects by using standard costing for personnel, equipment, materials, and contract resources.																		
INTERFACES																				
WO	93	Ability to interface with General Ledger.																		
WO	94	Ability to Interface with PubWorks.																		
WO	95	Ability to interface with Purchasing Inventory.																		
REPORTS																				
WO	96	Sort information by date, work order number, or any element in the work order module.																		
WO	97	Deliver process to customize standard reports and save under a new name.																		
WO	98	Deliver process to generate pie charts, graphs, and other graphical representations on any work order information.																		
WO	99	Generate the following queries and/or reports:																		
WO	99.01	Active Orders																		
WO	99.02	Task by Status																		
WO	99.03	Task Assignment by Vendor																		
WO	99.04	Task Assignment by Technician																		
WO	99.05	Late Orders																		
WO	99.06	Order Charges																		
WO	99.07	Order Charges by Work Order																		
WO	99.08	Bill of Material Inquiry																		
WO	99.09	Work Order Register																		
WO	99.10	Released Work Order Register																		
WO	99.11	Shortage Report																		
WO	99.12	Work Completion Register																		
WO	99.13	Work Order Efficiency Report																		
WO	99.14	Timecard Reporting																		
WO	99.15	Planning and resource utilization reporting																		
WO	99.16	Labor hours by task ,building and crew code																		
WO	99.17	Scheduled preventative maintenance for facilities																		

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Reference Number		Functional Requirements	F	NV	TP	CO	R	CU	NA	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GENERAL DESIGN											
AS	1	Interface with 3rd party software used at the County. See Attachment G - Anticipated Interfaces									

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Place an "X" in the appropriate column.

Reference Number	Functional Requirements	Module(s)/Sub-module(s) Required to Fulfill Requirements							Comments	
		F	NV	TP	CO	R	CU	NA		
GENERAL DESIGN										
EMPR	1	Capture basic rental reservation contract data and track status across department (ie. Manager signed off).								
EMPR	2	Allow for access to all reservation and contract history searching by any reservation related data element in the database through user interface.								
EMPR	3	Assign rental reservation number system								
EMPR	4	Include the ability to attach electronic documents (e.g., images, pdf,) to reservation.								
EMPR	5	Provide for reservation notes about any restrictions or special conditions established by policies or client request.								
EMPR	6	Identify fee due date reminder (user-defined by event date) and provides for multiple mail notification methods to original applicants.								
EMPR	7	Ability to register for programs online (not rental reservations)								
EMPR	8	Interface with fees, expenses, reimbursements								
EMPR	9	Develop list of reservation users and class users and be able to separate the two for promotional mail outs or email blasts								
EMPR	10	Define relationships between contacts								
EMPR	11	Calendar interface with MPEC calendar and MYCC calendar and Website calendar that allows public to view (internal and web-based calendars)								
EMPR	12	Ability to select event type user-defined: dog show, livestock show, reception etc.								
EMPR	13	Ability to manipulate data (user-defined by event type, date, venue, etc.)								
EMPR	14	Ability to reserve one or multiple venues at multiple times								
EMPR	15	Ability to take money and interface with cash receipting system								
EMPR	16	Ability to retrieve past reservation, update with new date, fees, etc. and assign new number, keeping both in system								

Attachment A-Addendum 1

EMPR	17	Ability to charge multiple rates for same venue based on user-defined data (time of day, day of week, etc.)																		
EMPR	18	Maintain fee structure for classes based on age, pre-requisite class, etc.																		
EMPR	19	Ability to post forms and documents to the web for easy download (i.e. waivers, etc)																		
EMPR	20	Track facility usage																		
EMPR	21	Ability to generate reimbursement documents (i.e. deposit refunds)																		
EMPR	22	Ability to restrict access to certain features by job title																		
EMPR	23	Remote Access for key staff to calendar, reservation																		
EMPR	24	Any way to link to Facebook or Twitter would be a bonus!																		
EMPR	25	Ability to manage participants, instructors, and volunteers.																		
EMPR	26	Ability to ensure no double bookings																		
EMPR	27	Event editing functions for moving or rescheduling events																		
EMPR	28	Inventory of equipment i.e. tables, chairs																		
EMPR	29	Ability to track attendance																		
EMPR	30	Ability to add on to rentals: A/V, P/A (portable), etc.																		

Attachment G - Anticipated Interfaces- Addendum No. 1

The following anticipated interfaces may be necessary to integrate financial or other information from a source system to the selected solution. This list is not warranted to be an exclusive list of the required interfaces.

Function	Application	Description	Platform
Judicial Data	Odyssey	Summary case financial data	.NET / SQL Server
Payroll Information	PeopleSoft	Payroll data	PeopleTools / Oracle 10g
Records Retention	LaserFiche	Long term data storage	.NET/SQL Server
Credit Card Processing	Official Payments	Online Credit Card Processing	.NET / SQL Server
Credit Card Processing	Certified Payments	Point of Sale Credit Card Processing	.NET / SQL Server
CSCD/Adult Probation Case Management	CSS	This is a web based app, hosted on state website, app points to images stored on our network.	Windows server and web hosting.
Sheriff Jail Commissary Account	Lonestar Commissary	These are machines that are not members of our network.	Windows operating systems.
Juvenile Probation Case Management (JCMS)	JCMS	Web based app that is hosted on the state's systems.	Windows server and web hosting.
County Tax Assessor/Collector	(RT Lawrence & Spindlemedia)	Apps that are used by tax office to house images of checks, receipts, etc.	Windows Server systems, and sql database systems.
Fee Collecting Offices	If this is court collections, the app would be Revenue Results from RevQ	App that is used to collect and track fees from sources that have outstanding fines.	Windows based systems and sql database systems.
Public Works	PubWorks	GIS integrated asset management solution providing job costing and reporting for all Public Works responsibilities.	Windows clients with Windows Server and SQL database backend
Jury Management System	AGILE (from Xerox)	Handles jury summons processes and questionnaires, generates check file.	Windows servers and sql database systems.
Land and Vitals System	AMCAD (Granicus now)	Used to access deed search, land records, plats, etc., and a cashiering module	Windows servers and database systems.
Investment	Sympro	All investment transactions and activity are entered and tracked. Creates journal enties to post to general ledger. Generates reports and graphs.	Windows operating systems.
Animal Shelter	AnimalShelterNet	Hosts all the animal	Windows server systems

		shelter information on animals and adoptions	and sql database systems.
Police/Records	Integrated Computer Systems (ICS), IBRS (intelligence based records system).	IBRS systems, used for CAD (computer aided dispatch), used to access warrants, arrest records,	Windows systems and sql database systems.
GIS System	ESRI	Used to create, use, store, and analyze map data.	Windows systems and sql database systems.
Fleet GPS Monitoring	NetworkFleet/Verizon	Used to monitor county vehicles,	
Fax Solution	AventX	Used to route faxes through the county.	Windows systems and sql database systems