

RFP for ERP Software & Implementation Services

Appendix C

Polk County, MN



ENTER VENDOR NAME:

ENTER DATE COMPLETED:

VENDOR QUESTIONNAIRE

ID	Question	Response
1.1 General Information		
1.1.1	Company name	
1.1.2	Company address (corporate)	
1.1.3	Provide additional physical office locations, city/state	
1.1.4	Company telephone	
1.1.5	Web site	
1.1.6	Name of Parent Company	
1.1.7	Company CEO	
1.1.8	Senior management team (names, titles, years with company)	
1.1.9	What is your company's strategic vision?	
1.1.10	Industry focus and/or industries served?	
1.1.11	How many years have you been in business?	
1.1.12	What year did the organization start selling ERP system solutions?	
1.1.13	What is the organization's annual revenue?	
1.2 Contact Information		
1.2.1	Proposal contact name	
1.2.2	Title	
1.2.3	Contact address	
1.2.4	Contact telephone	
1.2.5	Contact e-mail address	
1.2.6	Contact mobile phone	
1.3 Organizational Information		
1.3.1	Public or private (if private, skip to 1.3.3, if public go to 1.3.2)	
1.3.2	Stock exchange and ticker symbol	
1.3.3	Describe ownership structure (attach additional information if required)	
1.4 Employee Information		
1.4.1	Total number of employees	
1.4.2	Number of Sales employees	
1.4.3	Number of Marketing employees	
1.4.4	Number of HR, Finance, and Legal employees	
1.4.5	Number of employees that are Functional Consultants	
1.4.6	Number of employees that are Project Managers	
1.4.7	Number of employees that are Developers and Integration Specialists	
1.4.8	Number of employees that are Software Engineers / Technical Consultants	
1.4.9	Number of employees that are dedicated to Customer Support	

VENDOR QUESTIONNAIRE

ID	Question	Response
1.5 Customer Base		
1.5.1	Total number of customers	
1.5.2	Total number of client business units	
1.5.3	Total number of users	
1.5.4	Total number of government clients	
1.6 Company Strengths		
1.6.1	What are your company's strengths?	
1.6.2	Please highlight the unique capabilities of your solution.	
1.6.3	What are the key benefits for the customer?	
1.6.4	What are the key benefits for the customer's clients?	

SERVICES, SOFTWARE & TECHNOLOGY QUESTIONNAIRE

ID	Question	Response
2.1 Support/Help Desk		
2.1.1	Describe how clients access support - phone/ email / online ticketing process, etc.	
2.1.2	Do you provide dedicated support resources for clients? If so, explain.	
2.1.3	Is 24x7 support available?	
2.1.4	In what cities/states do you have functional consultants available to provide in person support?	
2.1.5	In what cities/states do you have IT consultants available to provide in person support?	
2.1.6	Describe your SLAs and escalation policy for client-submitted issues	
2.1.7	Do you support the last five software releases?	
2.1.8	What is your average support response time?	
2.1.9	What percentage of calls are resolved in the first call?	
2.1.10	Please provide links here to online posted customer reviews.	
2.2 Implementation		
2.2.1	Describe your implementation services, including training, project management, documentation, IT support, and test/go live process	
2.2.2	Are implementation services provided by your staff or by a third party?	
2.2.3	Will we have one or more dedicated functional and technical consultants assigned to our entire project and immediately after Go-Live?	
2.2.4	How quickly can we start the project after contract negotiations have been finalized?	
2.2.5	What is the minimum/typical/maximum implementation time?	
2.2.6	What steps do you take to ensure on-time, high-quality implementations?	
2.2.7	Is a dedicated project manager provided?	
2.2.8	Are weekly project status meetings held?	
2.2.9	How do you manage scope changes?	
2.2.10	How do you identify and manage risk?	
2.2.11	Describe your post-deployment account management services	
2.3 Training & Testing		
2.3.1	Describe the training services included in your offering	
2.3.2	Do you possess a dedicated training organization, staff and facilities?	
2.3.3	Do you provide a training plan that will outline all sessions and time required?	
2.3.4	Do you provide a standard user testing script for your implementations tailored to the software you are proposing?	
2.3.5	How do you provide most of your training - in person or online? If a combination, please provide a standard percentage split or description of when you would typically provide training in one method or another.	
2.4 Pricing & Licensing		
2.4.1	Do you offer discounts for government or non profit entities? If so, please describe.	
2.4.2	Are user licenses named or concurrent?	
2.4.3	Are their multiple modules that will require an additional license?	
2.4.4	Describe how the annual enhancement fee is calculated and the benefits	
2.4.5	What is your standard hourly billing rate, and does this vary between type and experience level of the consultant providing the service?	
2.4.6	Do you provide fixed fee implementations? If so, describe when and why you provide fixed fee and what would typically not be included.	
2.4.7	What is your hourly billing rate for post implementation support?	
2.4.8	Do you provide annual customer care contracts at fixed fee? If so, please describe the fee, hourly limits and what is included/excluded as well as if unused hours may be carried forward to the next year.	
2.4.9	What are the advantages of your pricing model over your competitors?	
2.5 Software Upgrades		
2.5.1	How often are new software versions released?	
2.5.2	How often do clients typically upgrade this software?	
2.5.3	Do you provide upgrade services in house?	
2.4.4	Describe the process for upgrading your proposed software	
2.5.5	What is the average cost to complete an upgrade?	

SERVICES, SOFTWARE & TECHNOLOGY QUESTIONNAIRE

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ID	Question	Response
2.5.6	What is the average length of time to complete an upgrade?	
2.5.7	Are any updates auto pushed out to clients?	
2.5.8	What is required by the customer to apply an upgrade?	

2.6 Technology & Additional Products/Integrations

2.6.1	What is the deployment model: on-premises, SaaS, hosted, hybrid, other?	
2.6.2	What software and/or hardware is required by the customer?	
2.6.3	What is the underlying database for the application?	
2.6.4	Is there a standard integration framework? Please describe. What interfacing options are available?	
2.6.5	What types of interfaces and integrations are most common within your install base?	
2.6.6	What support do you provide for data migration of current and historical project information from our legacy system?	
2.6.7	What are the most common add on software packages (ISVs) for your proposed application?	

2.7 Other

2.7.1	What additional information would you like to provide about your proposed software that differentiates it from the competition?	

SYSTEM WIDE SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	VENDOR COMMENT
3.1 SYSTEM DESIGN & OPERATION			
3.1.1	All modules are developed by the same vendor		
3.1.2	All modules operate in a 64 bit Windows environment. Software is able to run on Windows 7/10 64 bit		
3.1.3	Application utilizes Single Sign On technology such as Microsoft Active Directory, LDAP, or its own user system		
3.1.4	System is internet browser agnostic		
3.1.5	System has a web interface		
3.1.6	System can be operated with mobile devices		
3.1.7	System has an application scheduler for scheduling processes and reports		
3.1.8	System has an application for running processes and reports in the background on the server		
3.1.9	System has an application for archiving reports.		
3.1.10	System utilizes an MDI (Multiple Document Interface) for docking and undocking windows		
3.1.11	Application has the ability to attach documents to records and transactions within the system		
3.1.12	Documents can be linked into system records and transactions via drag and drop functionality		
3.1.13	System has the ability to set up at a minimum one production database and one testing database with easy access to both.		
3.1.14	System has the ability to refresh test data easily from production data.		
3.1.15	System uses Drop-Down Menu Lists or other look-up features to ensure entry of data is consistent, and to provide validation during data entry.		
3.1.16	The user interface provides "drill-down" features, such as the ability to drill down from a GL account to the source document.		
3.1.17	The drill-down features can be used without keyboard intervention.		
3.1.18	All fields should allow users to type information directly into the field. Look-up screens should always be optional.		
3.1.19	Combo boxes or lookup screens are accessible by both a mouse click and a keyboard shortcut.		
3.1.20	All screens be navigated and completed with or without the use of a mouse.		
3.2 USER EXPERIENCE / USEABILITY			
3.2.1	System allows data entry and look up screens to be customized by each individual users, including removing non-required fields clicking and dragging columns to move to new location.		
3.2.2	Application allows for resizing of screens.		
3.2.3	System allows users to modify their dashboard/home page		
3.2.4	System allows users to modify their color scheme		
3.2.5	Look-up grids are customizable, allowing by user to select any available fields, determine column order, sort on any column and have grouping and sub-grouping capabilities.		
3.2.6	The ability to access system and transact data from a Microsoft Surface.		
3.2.7	The ability to access system and transact data from a tablet.		
3.3 SECURITY & AUDIT			
	<i>Application should provide security that allows for adequate internal controls and is in compliance with all state and federal laws including, but not limited to, state public records laws. System allows for the following:</i>	X	
3.3.1	Lock-out of specific modules (no access)		
3.3.2	Lock-out of specific menu items (no access)		
3.3.3	Read-only access to specific modules		
3.3.4	Read-only access to specific menu items		
3.3.5	Lock-out of any specific field-level items (Every field can be locked out).		
3.3.6	When a field is locked out, both the field and the label disappear from the screen.		
3.3.7	Read-only access to specific field-level items (view-only on screen)		
3.3.8	Application has a configurable password policy with expiration limit, minimum character and other customizable requirements.		
3.3.9	Does the audit log provide detailed information by user and task completed?		
3.4 REPORTING			
3.4.1	All reports can be previewed on the screen prior to being sent to a printer.		
3.4.2	All reports can be saved with pre-set parameters.		
3.4.3	Application includes a user-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields and within all modules of an application, without having to use an outside software and have the capability to transfer data to third party applications such as Microsoft Excel.		
3.4.4	Application includes report publishing that allows for staff to write reports for other departments and then publish those reports for select users.		
3.4.5	Application includes ability to schedule reports.		
3.4.6	Application includes KPIs and dashboards for Business Intelligence/Analytics defined by user		
3.4.7	System has the ability to develop letters, etc. in MS-Word and utilize a merge function within the software to complete document.		
3.5 DATA EXPORT			

SYSTEM WIDE SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	VENDOR COMMENT
3.5.1	Be able to one-click any look-up grid in the system and export the exact contents of that layout to a formatted Excel document.		
3.5.2	All screens should have the ability to copy field and grid information to paste into third party software such as MS Word, Excel or Outlook.		
3.5.3	System has the ability to export data to Excel		
3.6 WORKFLOW			
3.6.1	System has the ability for workflow notifications		
3.6.2	Notification emails through MS Outlook allows the user to open the workflow item from a "hyper-link" without the end-user having to navigate to the module and select menu options		
3.7 INTEGRATIONS / INTERFACES			
3.7.1	Online reference documentation included with software that includes with table of contents, index, and keyword search capabilities with bookmark and note capabilities		
3.7.2	Software company provided - access to online documentation and knowledge base query at no extra charge		
3.7.3	Software company provided - access to online training videos at no extra charge		
3.7.4	There is a local or regional user group community available for support that meet at least annually.		

CLOUD SPECIFICATIONS

(If hosted option is provided, please complete the following)

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
4.1	Use only standard internet protocols (HTTP, HTTPS) for communication	
4.2	All data transmissions must be encrypted with 256-bit encryption	
4.3	Be multi-tenant on hardware (multiple organizations sharing the same pool of hardware)	
4.4	Be multi-tenant on software (multiple organizations sharing the same software instance)	
4.5	Include automatic service packs and upgrades as part of subscription	
4.6	Require no additional hardware connections (e.g. point-to-point routers, etc.)	
4.7	Require no additional software connections (e.g. VPN software, Citrix, etc.)	
4.8	Require no dedicated data lines	
4.9	Services are hosted with/by a Tier 1 hosting company	
4.10	Be accessible from any internet connection, including remote sites, wireless sites, homes, hotels, etc.	
4.11	Provide a rich native user experience for Microsoft Windows workstations	
4.12	Require no external or third party software to be installed on workstations	
4.13	Provide test environment prior to scheduled upgrades including client data, settings and configuration	
4.14	Provide schedule of all upgrades and service packs with at least 90 days notice	
4.15	All database backups are stored offsite	
4.16	Provide summary documentation of all new features and feature changes prior to upgrade	
4.17	Provide detail documentation of all new features and feature changes prior to upgrade	
4.18	All data media securely disposed at end of life	
4.19	As number of clients and users in the "Cloud Community" expands, vendor provides a scalable solution to easily expand hardware or add processing power, provide better responsiveness	
4.20	Cloud portal contains logging file that records who has accessed the system and from where Date/time/user name and vendor attempts to capture and log IP Address	
4.21	Cloud clients are proactively notified on web-site of service pack updates, when scheduled maintenance will take place, etc.	
4.22	Vendor's Cloud product is internet browser agnostic.	
4.23	Cloud Portal provides hyperlinks for end-users to easily access Customer Support, User Voting Portal, Release notes etc.	
4.24	Provide a 99% uptime guarantee.	
4.25	Provide a detailed description of how user preferences are decided when in a cloud environment.	
4.26	In the event of notification of a disaster, ability to "go live" in a hosted site environment within 48 hours.	
4.27	Provide unlimited tests for reliability at no charge.	
4.28	System has automatic nightly backups and data is stored in three redundant sites around the U.S.	
4.29	Ability to be fully backed up without shutting down user access to the system.	

GENERAL LEDGER SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	POLK COUNTY COMMENT
5.1 SYSTEM & DATA		
5.1.1	The system must provide for the maintenance of separate funds, each of which is a self-balancing set of accounts, with all funds recorded being processed simultaneously by the common system.	
5.1.2	During all processing, the system should edit transactions to ensure that each entry to a fund is balanced and complete and also that each fund is maintained as a self-balancing entity.	
5.1.3	Ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds, which are accounted for in one centralized (pooled) bank account.	
5.1.4	Provide the ability to account for cash in funds where cash is maintained separately from the pooled cash bank account.	
5.1.5	Ability to maintain unlimited detailed historical financial data, i.e. actual amounts for both budgetary and financial data. This information must be available for both systems reports and inquiry functions.	
5.1.6	Maintain detailed transaction descriptions in the general ledger for both system and manually generated journal entries.	
5.1.7	The system must have the ability to automatically balance all journal entries when posting a transaction to one fund which will affect other funds (claim on cash automatic).	
5.1.8	The system must provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.	
5.1.9	Must prevent journal entries (or interfaces from other systems such as accounts payable) from posting to months, fiscal years, or accounting periods, which have already been closed for accepting business transactions.	
5.1.10	Ability to set up predefined sets of accounts and corresponding descriptions for repetitious journal entries (templates).	
5.1.11	Provide ability to distribute the amount of the journal entry on a predefined percentage basis or by stated amounts.	
5.1.12	Integration with imaging system to allow user to click on a link to view image of journal entry and all back-up. System to have internal document management capability.	
	The General Ledger system should interface with the following modules:	X
5.1.13	Accounts Payable	
5.1.14	Payroll	
5.1.15	Bank Reconciliation	
5.1.16	Accounts Receivable	
5.1.17	Central Cash Collection	
5.1.18	Project Accounting	
5.1.19	Budget Preparation	
5.1.20	Fixed Assets	
5.2 ACCOUNTS		
5.2.1	Support up to a forty-two-digit account number. The account number must be user definable in at least 7 components.	
5.2.2	When creating new fund or set of accounts, the system should have the ability to copy accounts from another fund or set of accounts.	
5.2.3	The system should provide on-line account number look-up at any prompt for a general ledger account number. Filtering options should be available on the look-up to allow the user to quickly find the desired account.	
5.2.4	System has hover and show or easy to reference field for to view account notes for reference and coding purposes.	
5.3 JOURNAL ENTRIES		
5.3.1	Journal entries must have a unique identifying transaction code or number.	
5.3.2	Allow the user to reverse a previously posted journal entry. The system must also be able to re-post a journal entry after its reversal. The system should provide a complete audit trail in the general ledger for journal entry reversal and re-post by requiring a separate journal entry number or code for each reversal/re-post. This applies to both manually entered general journal entries and journal entries created internally by the system.	
5.3.3	Ability to create reoccurring journal entries and automatically reversing entries. Reversing entry can be for a different period.	
5.3.4	Print journal entry transaction detail and allow for corrections prior to posting the journal entry to the general ledger.	
5.3.5	Ability to import journal entry detail into system from MS Excel or other file formats as necessary.	
5.4 ACCOUNTING PERIODS		
5.4.1	Authorized users must be able to close and re-open accounting periods as necessary.	
5.4.2	Provide three optional "adjustment periods" for posting and separating audit adjusting including FASB. Periods 13, 14 and 15 and provide specific Journal Entry "types" for GAAP Reporting	

GENERAL LEDGER SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	POLK COUNTY COMMENT
5.4.3	The system must be a true open period system and have the capability to post to any of the months in the current fiscal year or the next fiscal year without closing any of the months of the current fiscal year and prior year.	
5.5 INQUIRIES		
5.5.1	The account inquiry screen should provide an option to display detailed information on transactions posted during the fiscal year. The system should display (and be able to sort by) the transaction date, transaction number, reference (ck number, etc.), description, and amount of the transaction. If appropriate, the invoice number should be displayed. The detail records should support drill-down functionality on the transaction number. vendor number.	
5.5.2	The monthly activity, budget information and transaction detail information described above should be available for on-line inquiry for the current fiscal year as well as for an unlimited number of previous years.	
5.5.3	Ability to inquire on transactions by journal entry numbers, including transactions created internally in the system.	
5.5.4	Availability of Budget to Actual variance inquiries.	
5.5.5	General Ledger Data Display - Data on status and history of an account including general ledger number, account name, type account and account balance.	
5.5.6	Provide online account information including account number, account name, type of account (asset, revenue, expense, etc.), account balance, both the original and current amount budgeted, and the amount encumbered. Capability to search online throughout software.	
5.5.7	Ability to combine funds into an unlimited number of user-defined groups for sub-totaling and filtering purposes.	
5.6 REPORTING		
5.6.1	The system must be able to generate data necessary for compliance with all state and federal laws and regulations.	
5.6.2	Provide the ability to run all applicable reports for the current fiscal year's data or from data from any previous fiscal year.	
5.6.3	User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	
5.6.4	Provide a reporting tool for Real-Time formation of FASB. Tools that require exporting do not meet this requirement.	
5.6.5	The ability to export to Excel without dealing with merged cells	
5.6.6	All reports should have the option to preview, print, attach to email or be exported to MS-Excel.	
5.6.7	The system should print a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account and prior year data.	
5.6.8	The system should print an expenditure report by fund, organization (department and division) and expense object, showing budget, expenditures for the period, expenditures YTD, prior YTD, percent of budget expensed, outstanding encumbrances and unobligated balance with totals by summary accounts.	
5.6.9	Ability to generate financial statements by individual funds or combination of funds.	
5.6.10	Ability to run detailed interim financial reports during an accounting month.	
5.6.11	Ability to produce financial reports that meet government wide financial reporting requirements (either standard GASB reports included, or ability to create custom reports)	
	The following financial reports must be included or be able to be created:	X
5.6.12	Chart of Accounts	
5.6.13	Statement of Revenues and Expenditures	
5.6.14	Trial Balance	
5.6.15	Balance Sheet	
5.6.16	Budget to Actual YTD reports	
5.6.17	General Ledger Detail Report: Report parameters should include the ability to choose fund or any other account section, range of dates, and range of accounts. There should also be an option to include unposted journal entries. For each account selected, the report should print the account number and name, beginning balance, debits and credits for the periods selected, and ending balance.	
5.6.18	Capability to do a trial balance across years	
5.6.19	Ability to track and report by program, service code, fund, department and object.	
5.7 PERIOD CLOSE		
5.7.1	When closing a fund the system should have the ability to roll financial history to another fund.	

GENERAL LEDGER SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	POLK COUNTY COMMENT
5.7.2	Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to post audit-adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data.		

BUDGET MANAGEMENT SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	POLK COUNTY
6.1	The system must include a user defined budget worksheet and budget proposal report as specified by the organization.		
6.2	Budget worksheets and proposals should be capable of including account number, account name, one or more previous year's budget amounts, one or more previous year's actual amounts, current year's actual YTD, estimated final annual amount, and current fiscal year budget in addition to the proposed budget.		
6.3	During budget formulation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem.		
6.4	The system should allow the user to create projected budgets for at least 10 years into the future.		
6.5	Ability to have a budget that doesn't match a particular year		
6.6	System must have ability to set-up budgets for multiple years.		
6.7	The ability to have a project budget that crosses multiple years		
6.8	The system must be able to accommodate 6 versions, per year, of the budget and multiple changes per cost center.		
6.9	Budgeting must allow for an unlimited number of user-defined types, such as requested, proposed, revised, adopted.		
6.10	System should allow for an unlimited number of scenarios within each user-defined budget type.		
6.11	Payroll step and grade tables and COLA adjustment data is connected to the budget module to provide the ability to run what if scenarios in the budget module.		
6.12	System must have roll-up/roll-down capabilities for all line items.		
6.13	Changes must be maintained in separate records, and displayed in separate windows in the system.		
6.14	Subsequent to the final approved budget being established in the system, all versions used during budget formulation should still be available for on-line inquiry and report printing.		
6.15	Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. The system must be able to maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget to comply with GAAP.		
6.16	Both approved and revised/amended budgets are available within General Ledger system.		
6.17	Security must be robust enough to allow an end-user to see only their accounts and modify/enter budget amounts on only those accounts they have clearance for. (e.g. see all accounts in their dept. but not be able to modify payroll/benefit accounts)		
6.18	The ability to restrict user permissions by the different budget ledgers		
6.19	System allows Budget administrator to lock out updates to revisions.		
6.20	The system should provide the ability to include free form text notes at the line item, department, and fund level. These notes can be printed with budget worksheets and budget proposals at the user's discretion and provide information about what is to be included in the budget for that line.		
6.21	The system must have the capability to have seamless export and import capabilities to and from Excel.		
6.22	Budgeting module should allow for electronic workflow for notifications and approvals.		
6.23	System should allow user to click on a link to view images of internal records management of documentation , plans, maps and photos related to budget items.		
6.24	The system must allow automatic installation of the adopted budget to the General Ledger.		
6.25	Upon completion of adopted budget, system will show all the roll-down detail in the Chart of Account menu.		

ACCOUNTS PAYABLE SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
7.1 SYSTEM & DATA		
7.1.1 System can utilize a pooled cash account to allow the payment of bills for multiple funds out of a pooled cash account.		
7.1.2 Support cash, accrual, modified accrual, or combinations thereof.		
7.1.3 The system must internally generate all entries to keep all funds in balance if an item is expensed to multiple funds.		
7.1.4 Vendor numbers and G/L account numbers must be validated by the system at the field level.		
7.1.5 The system must provide an option to print separate checks for a single vendor, when needed. The system default, however, must be to pay all invoices from a vendor with one check.		
7.1.6 The system must not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain why it is necessary.		
7.1.7 An unlimited amount of history must be available.		
<i>The Accounts Payable system must interface with the following modules:</i>	X	
7.1.8 General Ledger		
7.1.9 Bank Reconciliation		
7.1.10 Project Accounting		
7.1.11 Fixed Assets		
7.1.12 Accounts Receivable		
7.1.13 The system must be able to provide a cash requirement report based on user defined periods of time.		
7.1.14 Ability to use workflow to automatically route request for purchase approvals based on approval dollar and position approval levels.		
7.1.15 The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.		
7.2 Vendor Records		
<i>Vendor data must include but not necessarily be limited to following:</i>	X	
7.2.1 Vendor number		
7.2.2 Name		
7.2.3 Remittance address		
7.2.4 Support Entry and electronic filing for 1099 Type Codes "MISC", "S", "INT" & "G"		
7.2.5 Telephone number		
7.2.6 Contact person (unlimited number of contacts)		
7.2.7 E-mail addresses for all contacts		
7.2.8 Taxpayer ID numbers (federal, state, and local)		
7.2.9 Payment method		
7.2.10 Field to hold data on whether a new vendor record should update another system.		
7.2.11 At least 10 user-defined fields		
7.2.12 Provide a process to merge the vendor master information and vendor history for duplicate vendors.		
7.2.13 When checks have been issued, and files are updated, the vendor file must automatically be updated for subsequent 1099 use.		
7.2.14 Vendor record must contain fields for both ordering and remittance addresses.		
7.2.15 Ability to add/edit vendors from item input with system maintained security.		
7.2.16 Ability to set up pre-defined accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers (templates).		
7.2.17 Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.		
7.3 Invoice Entry		
7.3.1 Must be able to enter multiple invoices and multiple line items per invoice, split among an unlimited number of G/L accounts, on a single screen. Prior to processing, the user must be able to access the invoice to change the account distribution as needed. The user must be able to make these changes directly to the accounts and/or amounts.		
7.3.2 Ability to allow individual documents to be held back when generating a batch of recurring documents.		
7.3.3 Must be able to flag a Fixed Asset at the time invoices are entered and have the system create a Fixed Asset record in that module.		
7.3.4 Ability to process credit memos.		
7.3.5 Ability to store credit memos for each vendor.		
7.3.6 Ability to provide a comment field that can accommodate various comments, which are printed on the check.		
7.3.7 Ability to have an additional field for check remittance information.		
At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history.		
7.3.8 Must automatically accept all refund batches from customer-based modules such as Accounts Receivable.		
7.3.9 The system must accept future dated entries, which would not be processed until that date is reached. These entries must be maintained in the unpaid file until processed.		

ACCOUNTS PAYABLE SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
7.3.10	Allow invoices to be associated with predefined projects and funding sources from the Project Management system directly from input with project code lookup using drop-down lists.	
7.3.11	Ability to flag and set up payable for use tax due on portion of invoice subject to tax.	
7.4 Payments		
7.4.1	The system must accommodate payment of all invoices from a single disbursement fund account and automatic generation of receivables and payables between various funds and a disbursement fund.	
7.4.2	Provide function for automated process of reversing accounts payable checks. Provides option to automatically create reversing entries in the general ledger, and void the check in the check reconciliation system. When voiding a check, the system will give the user the option to leave the invoice open for payment. or void the invoice automatically.	
7.4.3	Payment information will be maintained both on a calendar basis and on a fiscal year basis for each vendor.	
7.4.4	Must be able to select invoices for payment based upon manual selection or automatic selection using payment dates, vendors, bank accounts, funds, invoice batches, or invoice numbers.	
7.4.5	Option to pay items one vendor at a time or all vendors.	
7.4.6	Ability to print edit report of selected items with option to make desired changes prior to processing checks.	
7.4.7	Ability to print accounts payable checks and check register.	
7.4.8	Ability to create EFT payment file per bank specifications	
7.4.9	Ability to create a Positive Pay file per bank specifications for every batch of checks processed in the system.	
7.4.10	System must prompt a separate remittance if data is too lengthy to print on a single check stub.	
7.4.11	Ability to process payments in system with a credit card that pays both invoices entered to a vendor but paid by the credit card and charges directly on the credit card.	
7.4.12	Ability to pay an invoice out of current calendar year before printing 1099's from previous calendar year.	
7.4.13	Ability to have a default or choose to select bank account for each check run.	
7.4.14	The ability to select invoices to pay by type or class.	
7.5 Reports & Inquiries		
7.5.1	Provide lookup capability by vendor number, vendor address, or vendor name. If a portion of the vendor name is entered, the system must display all vendors starting with the letters entered and provide scroll and point selection of the selected vendor.	
7.5.2	The system must produce all registers and audit reports necessary to provide a complete audit trail.	
7.5.3	Ability to allow user to click on a link to view images of all supporting documentation related to payment.	
	<i>The system must provide online item detail for user defined length of time. This detail must include:</i>	X
7.5.4	Vendor number	
7.5.5	Vendor name	
7.5.6	Invoice number	
7.5.7	Description	
7.5.8	Due date	
7.5.9	Adjustments	
7.5.10	Item date	
7.5.11	General ledger distribution	
7.5.12	Project Number	
7.5.13	Amount paid	
7.5.14	Discount taken	
7.5.15	Date paid	
7.5.16	Check number paid	
7.5.17	Provide ability to display a listing of all checks issued to a vendor and allow user to drill into detailed information regarding individual checks.	
7.5.18	All look-up grids in the Accounts Payable must be completely customizable by user, selection of column, data, grouping, etc. and all grids must be able to exported to a fully formatted MS-Excel document.	
7.5.19	System to provide an option to look at unpaid items or all items.	
7.5.20	The system must be able to print 1099's for selected vendors at the end of the calendar year on a local printer.	
7.5.21	The organization must be able to print the contents of the 1099 field in report format, prior to the actual production of the 1099's.	
7.5.22	Accounts Payable Check Register: must print vendor number, invoice number, vendor name, check date, amount for each invoice, check number, check amount and description	
7.5.23	History Check Register: Provide the ability to print a check register for any range of dates or check numbers.	

ACCOUNTS PAYABLE SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
7.5.24	Accounts Payable Disbursements Report: User defined parameters must include ability to sort on all fields and print paid items within a range of payment dates. Sort sequence options must include fund, department and vendor. Choice to print General Ledger distribution and fund totals.		
7.5.25	User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.		
7.5.26	Ability to print a current or historical aging report that ties to balance of all general ledger accounts payable accounts.		
7.5.27	The ability to generate reports that include unposted batches		
7.5.28	The ability to create and export a list of vendors, date paid, amount paid, date approved.		

ACCOUNTS RECEIVABLE SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
8.1	Handle an unlimited number of fees and rates.	
8.2	Have both taxable and non-taxable fees.	
8.3	System allows for individual interest charge/ finance charge/late fee codes associated with a rate. Needs to calculate interest rate.	
8.4	System has the ability to process sales tax	
8.5	System can hold an unlimited number of accounts and history.	
8.6	Includes a field on the invoice of person receiving	
8.7	Allow for multiple billing cycles (for recurring monthly, quarterly or annual invoices).	
8.8	Allow for recurring invoices that can be grouped together to facilitate creating invoices, with ability to modify the amount.	
8.9	The ability to create a schedule of invoices to be created	
8.10	Ability to easily review and revise an invoice prior to posting .	
8.11	Ability to create an invoice for the prior year (prior to closing that period).	
8.12	Ability to have separate invoices by department	
8.13	Ability to have separate processing of invoices, at different times	
8.14	Ability to quickly reprint an invoice.	
8.15	Invoices and statements can be customized with organizations logo and information.	
8.16	Statements can be printed at any time.	
8.17	Track credits and deposits.	
8.18	Allow credit and deposits to be applied to accounts and have a process for any other adjustments such as write-offs.	
8.19	Allow user to click on a link to view images of all supporting documentation related to invoice.	
8.20	Integrated fully with the accounts payable module for processing of refund checks to selected customers with credit balances or deposit refunds.	
8.21	Ability to take and apply partial payments	
8.22	A way to have unapplied payments and have a credit balance on a customer account	
8.23	System provides a report that allows the user to define the fund, commitment date, dates and ages that print on the report.	
8.24	Provide the ability to design and create reports in a user-friendly reporting tool without having to use a formal report writer.	
8.25	Customer aging and historical aging reports are available for a user-defined date range that provides beginning balance, invoices, payments and adjustments during the period, and ending balance by customer.	
8.26	Ability to produce an EFT for receivables file Must automatically interface with:	X
8.27	General Ledger	
8.28	Cash Receipts	
8.29	Accounts Payable	
8.30	Project Accounting	

PROJECT MANAGEMENT / ACCOUNTING SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
9.1 User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.		
9.2 Project Management maintains subsidiary ledger activity for each project and will need to record, store and allow retrieval of both current and historical project related information. This inception to date data maintenance and reporting is required for meaningful project budgeting, monitoring and reporting.		
9.3 The account number must be user definable in at least 3 components, with a minimum of four digits per component.		
9.4 The Project Management system is designed to allow tracking of projects across multiple fiscal years.		
9.5 The system can set up project budgets and track activity for up an unlimited number of fiscal and calendar years.		
9.6 Software should provide project budgeting and reporting capability based on any date range.		
9.7 Support the ability for multiple departments to access the project information simultaneously.		
9.8 Ability to correct errors or edit on-line in real time.		
9.9 Ability to calculate budget, expenditures, and available balances (e.g. daily, weekly, and monthly) with totals to date.		
9.10 General information associated with a project can be set up with a minimum of 3 levels below the project level.		
9.11 Ability to define line item budgets for the project.		
9.12 Ability to track and compile reports on project expenditures/accumulated costs by Agency's object account coding system for both fiscal year and project –inception-to-date.		
9.13 Ability to track projects with multiple funding sources and identify expenditures by funding sources within individual projects for the life of the project and or for the individual fiscal years.		
9.14 Identify department in charge of work being completed by project.		
9.15 The project name is printed and displayed with the project code in any reports where a project summary is printed or on screens where a list of projects is displayed.		
9.16 The ability to add pictures and documents to a project record		
9.17 A description of the type of project can be entered. For example, a project type may be a grant, a capital project, a program such as meter change outs, etc.		
9.18 A short description of the project can be added.		
9.19 Additional lines for detailed descriptions and notes can be displayed.		
9.20 Reports can be run for groups of projects related to a specified master project.		
9.21 Provide summary information on activity and total expenses for the entire group of projects.		
9.22 A project can be tied to a master project by selecting from a list of master project codes.		
9.23 If a project is funded by a grant, there is an option of entering the grant number.		
9.24 If a project is associated with a particular contract, a contract number can be assigned to the project.		
9.25 When posting items to projects through the Accounts Payable, Accounts Receivable, Cash Receipts, and General Ledger systems, a detail transaction is also posted to the Project Management files.		
9.26 Must be able to flag a Fixed Asset at the time project transactions are entered and have the system create a Fixed Asset record in that module.		
9.27 The project report provides general information about each project (such as description, type, department, grant and contract information), and lists the budgets for each line item.		
9.28 The Line Item report provides a summary of the Budget and Actual expenditures, by line item, for each fiscal year.		
9.29 Within a project report, we have the ability to filter by fund, department and expense.		
9.30 The ability to exclude expense types.		
9.31 The Line Item report can be run for a range of project numbers, and you can select a master project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected master project.		
9.32 The detail report prints the detail of each transaction posted within a selected range of dates.		
9.33 Transactions are listed by line item for each project, and activity and balance totals are printed for each line item, and for the entire project.		
9.34 Report can be run for a range of project numbers, and you may select a master project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected master project.		
9.35 Ability to attach multiple documents to the project record, and categorize these documents through user defined categories.		
Project Accounting/Management Module Interfaces with:	X	
9.36 General Ledger		
9.37 Accounts Payable		
9.38 Accounts Receivable		
9.39 Fixed Assets		
9.40 Payroll		
9.41 HR		

FIXED ASSETS SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
10.1	Menus have drill-down capabilities for detail.	
10.2	Assets originating in the Accounts Payable module will automatically record the purchase amount, purchase date, description, vendor, invoice number, and purchase order number.	
10.3	Allows user to assign fixed assets to one or more funds.	
10.4	Allows the user to define classes of fixed assets.	
10.5	Allow user to click on a link to view images of all supporting documentation related to asset.	
10.6	Ability to track acquisition method.	
10.7	Fixed asset module calculates depreciation and posts automatically to the appropriate G/L accounts.	
10.8	Additions, Deletions, and ending fiscal year balances in compliance with FASB.	
10.9	Assets records contain user-defined fields, with customizable labels (including unit #) with the ability to track items such as license and expiration dates	
10.10	Ability to have an unlimited number of component assets tied to a master asset.	
10.11	Ability to do mass updates for infrastructure updates.	
10.12	Allow an unlimited history, with formulas showing for depreciation calculation.	
10.13	Ability to adjust depreciation for individual assets.	
10.14	Ability to review audit trail and reactivate an asset if incorrectly deleted.	
10.15	Ability to transfer asset to another department or fund.	
10.16	Module has structured processes, with audit trails for transfers, life and other adjustments, etc.	
10.17	Be able to track maintenance schedule and history on an asset	
10.18	Ability to track information such as hours used	
10.19	The ability to have GPS locator communicating to the asset system	
10.20	Ability to import data into fixed assets	
10.21	Functionality to track non capitalized assets such as equipment, IT, furniture and include information such as data purchased, acquisition method, cost, vendor, assigned to, etc. Fixed Asset Module Seamlessly Integrates with:	
	X	
10.22	General Ledger	
10.23	Accounts Payable	
10.24	Project Accounting	
10.25	Human Resources	

INVENTORY SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
11.1	Menus have drill-down capabilities for detail.	
11.2	User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	
11.3	Inventory item records contain user defined fields	
11.4	Ability to track an unlimited number of inventory items	
11.5	Allow unlimited history	
11.6	Ability to track inventory items by class or group	
11.7	Bin tracking	
11.8	Track manufacturer's item number	
11.9	Ability to track inventory by location	
11.10	System allows for the following inventory costing methods: (1) Specific Identification; (2) FIFO, (3) LIFO and (4) Weighted average costing.	
11.11	Ability to transact inventory using bar coding software	
11.12	Ability to do inventory adjustments	
11.13	Allow user to view image of inventory item	
	<i>Inventory Module Seamlessly Integrates with:</i>	
11.14	General Ledger	X
11.15	Accounts Payable	
11.16	Project Accounting	

PAYROLL / HR SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
12.1 SYSTEM & SECURITY		
12.1.1		Provide audit trail of on-line file maintenance to payroll fields with operator ID, date/time, and old/new data. Track rate changes, date of change, old and new rate.
12.1.2		Maintain an unlimited amount of prior years detail and totals.
12.1.3		Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.
12.1.4		Provide for complete security and restrictions to access.
12.1.5		Allows integration with document management / imaging system to allow user to click on a link to view image for related field in HR/Payroll. For example when viewing drivers license information, employee certifications or W-4, system should have ability to click on a link to view image.
12.1.6		All look-up grids in the Payroll must be completely customizable by user, selection of column, data, grouping, etc. and all grids must be able to exported to a fully formatted MS-Excel document.
	X	The Payroll system should interface with the following software modules:
12.1.7		General Ledger
12.1.8		Accounts Payable
12.1.9		Project Accounting
12.1.10		Check Reconciliation
12.1.11		Budget Management
12.2 PAYROLL SET UP AND PROCESSING		
	X	Maintain the following general information for each employee (and allow changes):
12.2.1		<i>Employee name</i>
12.2.2		<i>Employee number</i>
12.2.3		<i>Address</i>
12.2.4		<i>Social Security Number</i>
12.2.5		<i>Normal hours worked per pay period and annually</i>
12.2.6		<i>Pay cycle (weekly, bi-weekly, semi-monthly, monthly, etc.)</i>
12.2.7		<i>Number of dependents</i>
12.2.8		<i>Home state and work state</i>
12.2.9		<i>Title and primary department number</i>
12.2.10		<i>Date of birth</i>
12.2.11		<i>Date of last raise</i>
12.2.12		<i>Date hired</i>
12.2.13		<i>Date terminated</i>
12.2.14		<i>Full time / part time / seasonal</i>
12.2.15		<i>Gender</i>
12.2.16		<i>Race</i>
12.2.17		<i>EEO-4 Category</i>
12.2.18		<i>Previous and current job grade and step</i>
12.2.19		<i>Exempt flag</i>
12.2.20		<i>Multiple email addresses</i>
12.2.21		<i>Multiple phone numbers</i>
12.2.22		The system must provide the ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis or any user-defined combination thereof.
12.2.23		Ability to accurately track workers compensation codes for each employee, including tracking employees that change positions resulting in different codes for various ranges of dates during the year.
12.2.24		Ability to establish codes for tracking of hours when working outside of standard (ie; police working 12 hour shifts) and generate reports to ensure over/under hours are accounted for.
12.2.25		Ability to define unlimited earnings types.
12.2.26		Provide an unlimited number of hourly/salary rates for each employee.
12.2.27		Ability to pay employees for multiple positions in one pay period.
12.2.28		Provide capability for time to be entered for an employee who works temporarily in a higher pay class or position.
12.2.29		Ability to adjust pay for "differential" hours worked at a different rate than the employee's normal rate.
12.2.30		Ability to handle blended rates.
12.2.31		System will provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained.
12.2.32		Ability to support employees in multiple labor distributions. Support automatic distribution of pay and other benefits on a percentage basis and on the basis of hours worked at each job.

PAYROLL / HR SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	VENDOR COMMENT
12.2.33	Ability to compute shift and overtime premium or exception pay.		
12.2.34	System will automatically calculate gross pay from multiple user defined components such as base pay, longevity, educational incentive pay, shift differential, etc.		
12.2.35	Ability to develop special, customized pay rules		
12.2.36	Must be able to enter unlimited types of pay such as annual leave, comp time, holiday (including a floating holiday), bereavement and wellness time taken, along with General Ledger distribution with defaults for each.		
12.2.37	Include fields to track pay increases and dates of increase		
12.2.38	Ability to process COLA increases for an individual employee classification or for multiple employee classifications by a percentage or flat amount.		
12.2.39	Ability for mass rate changes and also mass changes based on different work groups/units.		
12.2.40	Ability to move an employee up a percentage value when using a range in grade/steps. Needs to have validation that the employee did not fall out of the pay scale with the increase.		
12.2.41	System must handle automated retro-pay for select groups of employees.		
12.2.42	System shall allow for non cash pay adjustments such as car used for personal use, uniform allowance, taxable per diem and spousal insurance.		
12.2.43	System shall allow for multiple non-taxable reimbursements such as mileage, conference expenses, supplies and apply to appropriate general ledger coding.		
12.2.44	Ability to select tax treatment of earning categories for various tax calculations.		
12.2.45	Ability to produce an hourly or salaried payroll or a combination thereof.		
12.2.46	Ability to produce a supplemental and interim payroll.		
12.2.47	Provide an unlimited number of expense distributions for each employee.		
12.2.48	Provide options to prevent Federal Tax, FICA Tax, and/or Medicare Tax from being withheld on an employee-by-employee basis.		
12.2.49	Ability to preload annual holiday schedule		
12.2.50	Ability to allow for multiple holiday schedules (such as for union, non-union).		
12.2.51	Ability to track a floating holiday.		
12.2.52	Provide the capability to edit and verify the labor distribution prior to the actual payroll check production.		
12.2.53	Ability to correct or change time accounting up to the deadline for processing payroll.		
12.2.54	Allow the preparation of paychecks/stubs at any time during the pay period for terminated employees, back pay, special allowances, and other reasons.		
12.2.55	Ability to create warnings when processing payroll and/or through work flow approval process (employee uses more leave than available, employee uses more leave than available, employee has more than 40 hours of reg pay in a week)		
12.2.56	While viewing a payroll proof list, provide drill-down capability to click on an employee ID and have the system "launch" time-card entry for that employee.		
12.2.57	Prepare employee earnings\check stub for each employee, including employees on direct deposit, showing all hours earnings, deductions and all year to date totals and leave balances.		
12.2.58	Ability to distribute pay stub to employees via email.		
12.2.59	Support direct deposit capabilities by preparing an ACH file for transmission to a central repository bank for deposit into individual employee accounts.		
12.2.60	Support direct deposit capabilities by providing capability for each employee to designate an unlimited number of bank/savings accounts, etc. for direct deposit.		
12.2.61	Provide ability to easily prioritize direct deposit information. An example would be that the employee wants the first 25% of net pay to go to savings and 75% of net pay to checking.		
12.2.62	Ability to void or reverse checks. Voiding a payroll check should reverse all General Ledger and employee entries, along with any Project Accounting entries.		
12.2.63	Payroll processing will effect updates to employee data, time reporting, adjustments, calculation of gross and net pay, accruals disbursements, registers, and other reports.		
12.2.64	System supports ability to handle earned income credits resulting in reduction of payroll tax deposit, reporting on 941 and reporting on W-2.		
12.2.65	<p><u>Allow for special schedules and rules as follows:</u></p> <p>(1) Allow for time to be paid out as 80 hours regular, 2 hr as overtime straight, then any remaining time is 1.5 overtime.</p> <p>(2) Grant funded hours that must be paid out regardless of regular pay rate or overtime pay rate, that time cannot be put in a comp bank.</p> <p>(3) Allow for premium pay codes such as court pay, training officer pay, call in pay, and work alone.</p> <p>(4) Allow for schedules based on their duty that vary, could be 10,11 or 12 hour shifts</p> <p>(5) The ability to comp overtime hours and get paid out overtime hours on the same day.</p> <p>(6) Comp can be at regular pay or 1.5</p> <p>(7) Staff must be able to split a single OT shift between OT pay and/or Comp</p>		
12.3 BENEFIT / DEDUCTION FEATURES			
12.3.1	Capability to handle cafeteria benefits plan with flexible spending accounts.		

PAYROLL / HR SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
12.3.2	Allow for an extra withholding tax deduction in any amount at the option of the employee.	
12.3.3	Ability to manage comp time earned, used, have the ability to set a maximum balance on the books and allow for multiple calculations of time earned.	
12.3.4	Support an unlimited number of deduction codes for items such as insurance, retirement, child support, etc. These deductions should be able to set up as a flat amount or a percentage of gross or other user defined pay field. Options should be provided to designate the tax treatment of the deduction code (after federal and state tax, before federal and state, before FICA, etc.) in order to accommodate various retirement plans and Section 125 type deductions.	
12.3.5	Provide the ability to assign an unlimited number of deduction codes to each employee.	
12.3.6	Ability to designate if a deduction code is global or employee specific for purposes on ongoing maintenance of deduction codes. A retirement plan deduction might be global (all employees pay the same percentage, the entity contributes the same percentage for all employees, meaning an increase or decrease would apply to all the employees with the deduction code), a child support code would be employee specific (changes would have to be made at the employee record level).	
12.3.7	Ability to base a deduction on a table (ex life insurance).	
12.3.8	Provide the ability to assign accounts payable vendors to each deduction code with flexible parameters for definition of due dates.	
12.3.9	Provide the ability to distribute the entity's share of benefits across multiple funds and departments in the same percentages that an employee's pay is distributed.	
12.3.10	Once a deduction code is set up, provide the ability to stop and start a deduction on an employee-by-employee basis. Year-to-date totals should be maintained and included in reports.	
12.3.11	Ability to provide global control of what deductions are included in each payroll process.	
12.3.12	Ability to establish limits for deductions and employer taxes. The deduction should stop when a specified limit for the employee is reached. Option to automatically re-establish the deduction for purposes of employee bond purchase plans, etc. Limits should include annual maximums and lifetime maximums.	
12.3.13	Ability to distribute deduction and benefit expenses to the Project Accounting module.	
12.3.14	Ability to withhold garnishments.	
12.3.15	Ability to calculate deductions based on net pay.	
12.3.16	Ability to withhold IRS tax levies.	
12.3.17	Ability to calculate benefits paid by the entity.	
12.3.18	System provides the ability to enter a benefit rate increase with an effective date in the future. Ability to generate deduction calculations automatically for:	X
12.3.19	<i>First Pay period of the month.</i>	
12.3.20	<i>Second pay period of the month.</i>	
12.3.21	<i>Third pay period of the month (when applicable).</i>	
12.3.22	<i>All pay periods.</i>	
12.3.23	<i>Current pay period only.</i>	
12.3.24	<i>Or any other user defined cycle.</i>	
12.4 LEAVE		
12.4.1	Accrue annual leave and an unlimited number of other user-defined leave categories for each employee based on user-defined tables with leave category, length of service, and/or job classification.	
12.4.2	The system should track each of these leave categories on an annual or employee anniversary basis.	
12.4.3	On-screen inquiry should display balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number.	
12.4.4	Ability to post adjustments, with concurrent authorization, to an employee's leave balances. A history of any adjustments posted must be maintained for inquiry or reporting purposes.	
12.4.5	Ability to limit accrual of leave time to maximum allowed.	
12.4.6	Provide a report of the dollar amount of the entities liability for accrued benefits and compensated absences.	
12.4.7	Validate availability of leave at time of payroll input.	
12.4.8	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.	

PAYROLL / HR SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
12.4.9		
<p><u>Allow for special holiday related exceptions as follows:</u></p> <p>(1) Christmas Eve-they get 4 hours of holiday but the time worked on Christmas Eve is paid as regular time.</p> <p>(2) They have the ability to place their holidays in a holiday comp bank which at certain times of the year, they can request variable amounts of hours to pay out of that bank. Or they can be paid out their holiday instead of putting it in a bank.</p> <p>(3) They can use those holiday bank hours later in lieu of vacation or sick time.</p> <p>(4) If they work one of three holidays (Thanksgiving, Christmas, and Independence Day), they get the holiday pay and for the actual hours worked they get paid time and a half.</p>		
12.5 GENERAL LEDGER, FUNDS AND PROJECTS		
12.5.1		
The system must provide the ability to expense the payroll to multiple funds and internally keep all funds in balance.		
12.5.2		
The system should provide the capability to automatically distribute an employee's base pay, overtime, leave pay, employer retirement contribution and other employee costs based on a predefined percentage to multiple funds/departments/line items within the General Ledger.		
12.5.3		
Create payroll, general ledger and project accounting distribution data from same input.		
12.5.4		
The system should automatically generate liability accruals to be posted to the General Ledger along with liability payments and accrual relief entries.		
12.5.5		
Ability to create a paid leave accrual at year end for each person's pay rate		
12.6 REPORTING & BUDGETING		
12.6.1		
Ability to produce reports for ACA compliance		
12.6.2		
Provide the capability to reconstruct a previously posted payroll register, along with related payroll check registers and deduction registers.		
12.6.3		
Provide detailed history of all payroll checks. Ability to designate any range of dates (unlimited history) for prior year's history for inquiry purposes on screen including posting date, check date, check number, gross pay, deductions, taxes, reimbursements, and net pay. Ability to retrieve further detail in a report format.		
12.6.4		
Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.		
12.6.5		
Ability to pull current wages into the budget module for budget planning.		
12.6.6		
All reports allow the ability to edit		
12.6.7		
Ability to generate a report of checks printed.		
12.6.8		
Prepare monthly, quarterly, and year-end reports as required for Workers Compensation, insurance, tax withholding, and FICA.		
12.6.9		
Prepare an electronic file for transmission of Unemployment Insurance Quarterly Wage and Tax Detail Report and State Quarterly Withholding Report. File format must meet state requirements.		
12.6.10		
Prepare W2's as required including capability to prepare an electronic file for transmission of federal withholding and social security deductions. File format must meet federal requirements.		
12.6.11		
Capability to maintain and report employee tax withholding data and generate W-2's at any time of the year.		
12.6.12		
Ability to run W-2's for prior year after payrolls for current calendar year have been posted.		
12.6.13		
Ability to produce quarterly reports at any time during the year for a previous year.		
12.6.14		
Payroll Check Register includes employee number, name, check date, check amount and check number and provides the number of regular and manual checks printed with totals.		
12.6.15		
System generates a leave liability report showing the dollar amount and the hours of the entity's liability for unused leave and sick time and other user defined leave categories. Report will be by department/division. Totals by department/division and overall totals.		
12.6.16		
System generates a worker's compensation report that provides the ability to input the entity's discount rate and experience factor for purposes of automatically calculating the Worker's Compensation premium for the period specified.		
12.6.17		
System produces the necessary report for the entity's Workers Compensation carrier.		
12.6.18		
System has the capability to produce a report for each deduction. These reports will list as a minimum, Employee, Social Security number, department, amount of deduction, total amount, and total number of employees participating in the deduction. Provide options to sort by employee name, employee number, department number, or social security number. Provide option to print for one or more deduction codes in one report.		
12.6.19		
System is able to generate an employee profile report: User defined parameters should include sort sequence (number, department, alpha), department, and employee number if information on a single employee is requested. This report should print a summary of all information in an employee's information in the master file.		
12.6.20		
941 Report and State Withholding Report: Option to print for any range of dates.		

PAYROLL / HR SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
12.6.21 Payroll History Report: User defined parameters should include range of dates to include employee number(s). The report should print the following information from each pay period: check number, posting date, the following in both hours and dollars: net pay, gross pay, overtime pay, vacation pay, sick pay, holiday pay, any other leave pay. All deductions should be included, including employer contributions. Should include totals by calendar quarter.		
12.6.22 Employee Review Report: Should print history of an employee's review with the County . Ability to provide reminder of employees who may be due a review.		
12.6.23 Retirement Plan Report: Prints necessary information for different employee retirement systems in format acceptable to the MN PERA retirement system.		
12.6.24 Retirement Plan Exclusion Report: Prints the necessary information needed to determine if employee should be enrolled in MN PERA retirement system.		
12.6.25 Leave Balance/Usage Report: Listing of accumulated leave and leave taken so that beginning balance, taken, and current balance are reported. Listing should be for each employee in department/division sequence. Should provide both summary and detail reports. Detail report should allow selection to print history of one or more leave categories and list leave time earned, taken and any adjustments for each leave category selected.		
Payroll Calculation Report: This report is to be used to proof payroll data prior to printing payroll checks. Should be allowed to customize report sequence (by department, last name or by employee number) ...The report should include subtotals by department and should include, but not necessarily be limited to, the following information for each employee:	X	
12.6.26 Employee number		
12.6.27 Employee name		
12.6.28 Earnings in hours and amount for each applicable earnings type		
12.6.29 Leave time in hours and amount for each applicable leave category		
12.6.30 Benefits and reimbursements		
12.6.31 Deduction information including both employee and associated employer contributions		
12.6.32 Taxable wage totals, employee and employer contributions for federal withholding, FICA and Medicare		
12.6.33 This report should show totals for all departments, provide department recap totals, and detailed journal of transactions to be posted to the Accounts Payable system. General Ledger totals should also be provided showing all debits and credits that will be posted to the General Ledger. Errors and/or warnings regarding this report should be listed including page numbers on which errors and/or warnings appear.		
12.6.34 Employee List: User defined parameters should include sort sequence (employee number, name, social security number, and choice to print specific or all departments.) Report should include employee number, name, social security number, department number, annual wages, hourly rate/salary and status (active, terminated).		
12.6.35 Requirements Report: Report on employees that are about to expire on requirements, or have already expired.		
12.6.36 User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.		
12.6.37 Provide comprehensive reporting capabilities for deductions including user-defined parameters. Deduction reports should provide options such as range of dates (including prior years data), sorting options (alpha, employee number, by department, social security number, etc.), deduction code(s) (options for one, multiple, all). Option to print gross amount of pay, employer's share of deduction code, department totals, general ledger detail, and social security numbers.		
12.6.38 Ability to setup predefined consolidation codes for purposes of grouping deduction codes for reporting purposes (i.e. one report consolidating information for several retirement plans, or all cafeteria plan deductions).		
12.7 TIME ENTRY / SELF SERVICE FEATURES		
12.7.1 Self-service time-entry and request for leave with approval hierarchy available 24 hr/day.		
12.7.2 Ability to view leave balances through self-service time entry process.		
12.7.3 Through self service time entry an employee can request time off and have the request electronically approved.		
12.7.4 Calendaring feature that provides supervisor ability to view what day(s) the employees took leave.		
12.7.5 The system should allow time entry on an exception basis; for example, only exceptions to a pre-established work schedule should require entry.		
12.7.6 The system should allow for import of payroll data from other scheduling systems providing exception information.		
12.7.7 The system should be capable of facilitating time entry at any point or points during the pay period, including daily if desired.		
12.7.8 The system must have the ability to accommodate varied work cycles used in determining hours worked in accordance with Federal Labor Standards Act (29 C.F.R. Part 553).		

PAYROLL / HR SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	VENDOR COMMENT
12.7.9	The system should permit the entry of information concerning multiple types of leave. Accrual of leave amounts should be automatic and should not require input during the time entry process.		
12.7.10	During the time entry process, the system should allow the user to override the default labor distribution to specify possible multiple accounts for distribution. Changes to the distribution should not affect the liabilities recorded to federal and regulatory authorities, unless specified by the user.		
12.7.11	Allow Split distribution between accounting periods based on time card date and/or between date worked vs. date paid		
12.7.12	System allows time entry to a specific project(s) for cost accounting. The employee benefit will follow the wage distribution		
12.7.13	The system can restrict access to pay codes to employees that are not eligible for that pay type based on user-defined classification of employee.		
12.7.14	If self-service time-card entry is utilized, system provides for user-defined electronic workflow and warnings.		
12.7.15	Ability for employee to create a sample check with "what if" scenarios (changing W-4 information, etc.)		
12.8 HUMAN RESOURCES (HRIS) FEATURES			
12.8.1	System provides an audit trail on HR employee master record that shows any changes on employee including date and time of change, user that made the change, the field that was changed, and the previous information as well as what it was changed to.		
12.8.2	Unlimited free form text area for maintaining a history of employee reviews and promotions. The information should be displayed in reverse chronological order.		
12.8.3	Ability to set up user defined fields to track human resources related data such as educational qualifications, licenses held, continuing education requirements and history, spouse's name, address, phone number, date of birth, employer, employer phone number, insurance data such as group health census data, life insurance amounts, number of children covered, types of insurance coverage, etc.		
12.8.4	Ability to track (report) statistics on user defined fields (i.e. applications received and other demographic information).		
12.8.5	Allow for storing of the position description, department number and job number		
12.8.6	Provide fields for disabled veteran flag and code, military code, and multiple veteran preference codes.		
12.8.7	Provide emergency information for each employee including name, address, phone number, and		
12.8.8	We need to be able to have a list of equipment assigned to a position - HRIS		
12.8.9	Ability to track assets assigned to an employee, such as a computer, etc.		
12.8.10	Track demographics such as name, age, and benefit cost		
12.8.11	Date review due		
12.8.12	Follow-up review date		
12.8.13	Next review date (allow for multiple dates)		
12.8.14	Date of discussion with employee		
12.8.15	Maintain date employee goes on C.O.B.R.A. benefit and ability to select from list of for types of continuation codes.		
12.8.16	Ability to manage/track short-term disability, workers compensation or FMLA (including key dates, documentation, alerts for documentation and hours used)		
12.8.17	Maintain date of last physical and date of next physical.		
12.8.18	Provide for the recording and retention of data relating to employee performance, commendation, and disciplinary action.		
12.8.19	The system should be able to record, in the employee record, the various training courses an employee completes while working for the entity, including such information as grade or certification received in the course.		
12.8.20	Ability to proactively notify an employee or department head via electronic work-flow, for things like recertification/training/review dates etc.		
12.8.21	Position Control: Provide ability to see the history of a position in a display mode and report mode. At a minimum display who has occupied the position and the dates the individual occupied the position.		
12.8.22	Provide for a Personal Action Form Microsoft Word Merge that can be used for Pay Adjustment process.		
12.8.23	Provide a screen of information for Emergency Contacts and Dependents that can aid with Benefit Management so that payroll staff can report the number of dependents, the age of the dependent (for insurance purposes), SSN, contact information, in college, etc.		
12.8.24	Comply with EEO-4 Reporting		
12.8.25	Ability to submit an online employment application		
12.8.26	Ability to allow applicants to check status of process online.		
12.8.27	Ability to create scoring of applications base on customized criteria		
12.8.28	Ability to create letters based on selection criteria to employment candidates		

PAYROLL / HR SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
12.8.29	Ability to push application information into employee general information for selected candidate		
12.8.30	Payroll & HR module should allow for electronic workflow for notifications and approvals.		

BANK RECONCILIATION SPECIFICATIONS

Legend

DESCRIPTION	VENDOR RESPONSE CODE	VENDOR COMMENT
13.1 System includes an integrated bank reconciliation module allowing for payment and cash receipt/deposit transactions to flow automatically into the bank reconciliation module.		
13.2 The system is able to process an unlimited number of cash accounts per fund.		
13.3 The corresponding fund and the GL account show for each transaction in the bank reconciliation module.		
13.4 Ability to automatically upload an electronic file of cleared items from the bank to the check reconciliation system.		
13.5 For user with appropriate security access, the ability to unclear checks in the reconciliation system.		
13.6 System generates reconciliation statements in summary and detail that include the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, miscellaneous items and uncleared debits and credits.		
13.7 The system has a bank reconciliation register that can be run by account and filtered for type of transaction, status, range of dates, amounts, and sub-system posted from. These transactions can also be grouped by type.		
13.8 Ability to enter bank transactions - both debits and credits that show in the bank reconciliation module		