| ID Num | Requirement Area | Requirement Subcategory | Requirement Name | Requirement | Meets | Third Party | Next Release | Req. Mods | Does Not Meet | Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 0100 | Budget | Control/ Execution | Accounting Control | System shall edit/ validate transactions, documents, and business events against available cash balance (cash in Treasury or cash in bank) and not include invested cash in the available cash balance. | X | | | | | |
| 0101 | Budget | Control/ Execution | Accounting Control | System shall prevent transactions not meeting available budget and funding edits from being transmitted to the next approval stage and electronically notify the originator of the transactions for corrective action. | X | | | | | |
| 0102 | Budget | Control/ Execution | Accounting Control | System shall provide a fund inquiry screen that displays the available fund budget and actual balances (original appropriations, adjusted appropriations, release, estimated revenue, revenue and expenditures). | X | | | | | |
| 0103 | Budget | Control/ Execution | Accounting Control | System shall provide ability to select an option to reduce the allotment balance at a higher level automatically when an encumbrance or expenditure is made at a lower level. | X | | | | | |
| 0104 | Budget | Control/ Execution | Accounting Control | System shall provide the ability to identify budget that is to be held for carry forward for a fixed capital outlay appropriation that was not committed by a contract during the fiscal year. | X | | | | | With proper setup |
| 0105 | Budget | Control/ Execution | Accounting Control | System shall provide the ability to override agency, grant, project, and contract budget edits with the appropriate security authority. | X | | | | | |
| 0106 | Budget | Control/ Execution | Accounting Control | System shall provide an automated means for user agencies to report anticipated revenues supporting appropriations, and shall ensure that total reported income and/or balance for each identified revenue/fund source is equal to or greater than the amount appropriated. | X | | | | | |
| 0107 | Budget | Control/ Execution | Appropriation and Funding | System shall prevent any changes to the final Legislative Authorized Budget. | X | | | | | |
| 0108 | Budget | Control/ Execution | Appropriation and Funding | System shall provide ability for user agencies to develop and generate a supplemental appropriation and funding request for review by the Governor, and incorporate recommendations into the Operating Budget. | X | | | | | |
| 0109 | Budget | Control/ Execution | Appropriation and Funding | System shall provide a method of reconciling personal services in the budget module with actual data from the human resources module. Reconciliation shall not be automatic; agencies need the ability to "override" data to account for budgeted position changes that have not yet been reflected in the human resource system. The ability to upload the information to the human resource module from the budget module shall also be provided. | X | | | | | |
| 0110 | Budget | Control/ Execution | Budgetary Control | System shall provide a mechanism for allotting of legislatively enacted appropriations into specified allotment periods (i.e., quarterly and annual), including the ability to reserve portions of appropriations that are not allotted or defer appropriations that are not funded. | X | | | | | |
| 0111 | Budget | Control/ Execution | Budgetary Control | System shall provide ability to aggregate and disaggregate allotment balances from a higher organizational level to a lower level. | X | | | | | |
| 0112 | Budget | Control/ Execution | Budgetary Control | System shall provide ability to revert remaining balances automatically, and produce accompanying reports, if carried forward funds are not fully recorded before fiscal year-end, disapproved by executive order, or remain un-disbursed by December 31 (operating budget only) by generating the appropriate entries for appropriations, approved budget, allotments, and releases. | X | | | | | |
| 0113 | Budget | Control/ Execution | Budgetary Control | System shall provide ability to roll remaining budget from previous fiscal year to current year and maintain the original year of the appropriation. | X | | | | | |
| 0114 | Budget | Control/ Execution | Budgetary Control | System shall provide an agency budget, which contains the same budgetary control features as the appropriation budget but is fully independent of the appropriation budget. | X | | | | | AGENCY BUDGET AND APPROPRIATION BUDGET ARE ONE AND THE SAME. |
| 0115 | Budget | Control/ Execution | Budgetary Control | System shall provide an online inquiry screen that displays appropriation budget, restrictions, encumbrances, expenditures, estimated revenues, revenues, and available budget. The numbers displayed shall be the same balances used by the budget/ cash edit program. | X | | | | | |
| 0116 | Budget | Control/ Execution | Budgetary Control | System shall provide for budgeting within all funds including proprietary funds. | X | | | | | |
| 0117 | Budget | Control/ Execution | Budgetary Control | System shall provide for restricted and unrestricted revenue sources. | X | | | | | With proper setup |
| 0118 | Budget | Control/ Execution | Budgetary Control | System shall retain budget history, including original appropriation, subsequent revision transactions, and current/ final revised budget. | X | | | | | |

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| 0119 | Budget | Control/ Execution | Budgetary Control | System shall allow departments to request appropriation and budgetary increases for additional funds secured during the budget period (e.g., legislative revised program and supplementals (RS)). | X | | | | | VIA BUDGET TRASFER PROCESS |
| 0120 | Budget | Control/ Execution | Budgetary Control | System shall allow user agencies to request transfers online within appropriations, or at the line items level or lower as appropriate. Transfers not requiring Office of Management and Budget approval shall be immediately processed. Office of Management and Budget approval shall be acquired as appropriate. All transfers or changes shall be logged. | X | | | | | |
| 0121 | Budget | Control/ Execution | Capital | System shall assign a unique Capital Project Identification Number that will remain associated with a Capital Project throughout its life, including tracking all budgetary and accounting transactions that relate to it, and shall ensure that the Capital Project Identification Number is included in the fixed asset record created at the completion of the Capital Project if applicable (i.e., if it qualifies for capitalization under the State's fixed asset reporting requirements). | X | | | | | |
| 0122 | Budget | Control/ Execution | Capital | System shall establish and maintain fiscal year-to-date, biennium-to-date, and inception-to-completion date budgetary, expenditure, funding, and revenue information for each capital project. | X | | | | | |
| 0123 | Budget | Control/ Execution | Capital | System shall prevent any changes to the Authorized Capital Budget. | X | | | | | |
| 0124 | Budget | Control/ Execution | Capital | System shall prohibit user agency inquiry into budget development iterations performed by the Office of Management and Budget after user agencies have been locked out until the capital budget is presented to the Legislature as the Governor's Capital Budget. After the Governor's Capital Budget is presented to the Legislature, authorized user agency staff shall be allowed inquiry access to capital budget development data. | X | | | | | |
| 0125 | Budget | Control/ Execution | Capital | System shall provide full integration to support the automatic loading of the Authorized Capital Budget amounts, funding designations, Capital Project Identification Number, other pertinent project budgetary and textual information, and structures to the Financial Management module. | X | | | | | |
| 0126 | Budget | Control/ Execution | Capital | System shall require Office of Management and Budget (OMB) and department approval before an appropriation is lapsed. | X | | | | | With proper setup and procedures |
| 0127 | Budget | Control/ Execution | Capital | System shall provide ability for departments to request a capital project be closed on the accounting system with Office of Management and Budget and Division of Finance approval. | | | | X | | 3 weeks |
| 0128 | Budget | Control/ Execution | General | As a default, the system shall defer, or make unavailable, all appropriations unless and until estimated revenues are identified to fund the appropriation. The system needs to allow us to restrict authorization based on projections of unrealized revenue. | X | | | | | With proper setup using spending plans |
| 0129 | Budget | Control/ Execution | General | System shall accommodate governmental reorganizations in an efficient manner, including realigning prior fiscal years' actual expenditures with the revised organizational structure to support historical costing of programs and operations. | X | | | | | VIA CHANGE GL ACCOUNT PROCESS |
| 0130 | Budget | Control/ Execution | General | System shall allow user agencies to initiate appropriation and budgetary decreases for reductions in anticipated revenues supporting those appropriations (e.g., general purpose revenues are less than estimated). All such decreases shall be tracked and where appropriate approved by the Office of Management and Budget. | X | | | | | VIA BUDGET TRANSFER PROCESS |
| 0131 | Budget | Control/ Execution | General | System shall provide ability to define specific approval levels of the budget. | X | | | | | |
| 0132 | Budget | Control/ Execution | General | System shall provide full integration to support the automatic loading of the final authorized budget amounts, agency budget amounts, grant budget amounts, project budget amounts, funding designations, and structures to the Financial Management module and the annual operating budget functionality. | X | | | | | |
| 0133 | Budget | Control/ Execution | General | System shall provide the ability to capture and report on the legal authorizations (appropriations) associated with all budgetary processes. | X | | | | | |
| 0134 | Budget | Control/ Execution | General | System shall segregate and separately forecast salary and fringe benefit costs (including insurance, state and federal taxes, retirement contributions, workers' compensation, unemployment insurance, etc.) of filled personnel positions and vacant personnel positions at any point in time. | X | | | | | |
| 0135 | Budget | Control/ Execution | General | System shall support the use of budget categories or summary objects. Defined expense objects shall roll up to a specific budget category. | X | | | | | |
| 0136 | Budget | Control/ Execution | General | System shall provide a means of validating that the final approved budget is posted to the accounting system accurately. | X | | | | | |

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| 0137 | Budget | Control/ Execution | General | System shall provide at least four levels of security: Office of Management and Budget (OMB) managers, OMB users, department managers, and department users. | X | | | | | USER DEFINED LEVELS |
| 0138 | Budget | Control/ Execution | General | System shall provide security options for department managers, allowing them to specify which of their users are responsible for which budget structure items and grant authorities separately for operating and position budgeting data entry and reporting. | X | | | | | |
| 0139 | Budget | Control/ Execution | General | System shall provide ability to pull actual info for prior year from accounting system by component by account code (management reporting). | X | | | | | |
| 0140 | Budget | Control/ Execution | Inquiry and Reporting | System shall provide ability to generate detailed budget reports based on flexible user-defined sorts and filters, both in hard copy and electronically published formats. | X | | | | | |
| 0141 | Budget | Control/ Execution | Inquiry and Reporting | System shall provide ability to generate reports of capital budget requests based on flexible user-defined sorts and filters (e.g., agency, fund, location). | X | | | | | |
| 0142 | Budget | Control/ Execution | Inquiry and Reporting | System shall provide online inquiries at the summary level of current and prior fiscal year expenditures against appropriation and budget amounts. At a minimum, summary inquiries and reports shall be provided at seven levels, including statewide by fund and by agency and fund. Summary inquiries and reports shall also be provided by agency, appropriation, allocation, sub-department unit and line item. Capital budget summary inquires and reports shall include inception to date information by project, project type, and project phase for each agency, and statewide. | X | | | | | |
| 0143 | Budget | Control/ Execution | Inquiry and Reporting | System shall provide online, hardcopy and electronically published format reporting on annual salaries and benefits based on pre-determined point in time as determined by the Office of Management and Budget (from the human resources system), incorporating salary increases as appropriate for each position. | X | | | | | |
| 0144 | Budget | Control/ Execution | Inquiry and Reporting | System shall provide the ability to access prior year budget information. | X | | | | | |
| 0145 | Budget | Control/ Execution | Inquiry and Reporting | System shall provide the ability to drill down or link to all budget requests that impact an enacted appropriation (component). | X | | | | | |
| 0146 | Budget | Control/ Execution | Inquiry and Reporting | System shall provide the capability to search text sections by key words or phrases. | X | | | | | |
| 0147 | Budget | Control/ Execution | Inquiry and Reporting | System shall support presentation of budget information by geographic area. | X | | | | | SO LONG AS GEOGRAPHIC AREA IS CAPTURED SOMEWHERE (CHART OF ACCOUNTS, ETC) |
| 0148 | Budget | Control/ Execution | Operating | System shall provide a means of security control (edit vs. read only) within departments for narrative information about budget structure items. This narrative security shall be separate from transaction security and controllable by department managers. | X | | | | | |
| 0149 | Budget | Control/ Execution | Operating | System shall prevent department users from creating new appropriations (components) but allow them to rearrange, remove, or add any previously used appropriations (components). | X | | | | | Via security users can be set to "rearrange only" |
| 0150 | Budget | Control/ Execution | Operating | System shall provide budget managers the ability to restrict the types of transactions which can be entered in particular budget stages. | | | | X | | |
| 0200 | Budget | Development | Appropriation and Funding | System shall allow for a single program and budget item to be supported by multiple funding sources (e.g., general revenue, one or more special revenues, federal funds, trust funds, and/or cash funds). | X | | | | | |
| 0201 | Budget | Development | Appropriation and Funding | System shall allow Office of Management and Budget analysts to initiate online budget changes as either Agency Appropriation Requests, Executive Recommendations, or Legislative Recommendations. | X | | | | | Via description field |
| 0202 | Budget | Development | Appropriation and Funding | System shall allow Office of Management and Budget staff to record online executive vetoes and legislative overrides, if any, and shall maintain a permanent record of originally enacted budget, vetoes, and veto overrides by bill, fiscal year, agency, budget, appropriations, budget item, and date of each action. | | | | X | | 2 weeks |
| 0203 | Budget | Development | Appropriation and Funding | System shall allow Office of Management and Budget staff to record online legislative changes to the Executive Recommendation (amounts and positions) made prior to final budget adoption. | X | | | | | |
| 0204 | Budget | Development | Appropriation and Funding | System shall allow the Office of Management and Budget to lock out user agencies' ability to submit online Agency Budget Requests, and provide a means to allow specific agency exceptions to the online lock out. | X | | | | | Via account restrictions |
| 0205 | Budget | Development | Appropriation and Funding | System shall allow user agencies to submit Agency Appropriation Requests for the Governor's Budget online and only to the extent allowed by the Office of Management and Budget. | X | | | | | VIA NORMAL BUDGET PROCESS |

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| 0206 | Budget | Development | Appropriation and Funding | System shall automatically create an annual budget baseline based on the most recent annual operating budget (with or without inflation factors - salary changes). | X | | | | | |
| 0207 | Budget | Development | Appropriation and Funding | System shall have the ability to allow agency users to view their submissions to the Office of Management and Budget while they are locked out of seeing iterative changes being performed within the central Office of Management and Budget in preparation to completing the Governor's Request. | X | | | | | |
| 0208 | Budget | Development | Appropriation and Funding | System shall optionally prohibit department inquiry and/or edits for budget development iterations performed by the Office of Management and Budget. | X | | | | | |
| 0209 | Budget | Development | Appropriation and Funding | System shall provide ability to establish budgets at multiple pre-defined "change" levels per budget development instructions in addition to the base level, and allow for excluding certain budget categories or expense objects/ line items. | X | | | | | |
| 0210 | Budget | Development | Appropriation and Funding | System will provide a worksheet for listing and annotating miscellaneous budgetary items that have been proposed for consideration in developing the Governor's budget proposals. | X | | | | | May require Tyler Reporting Services |
| 0211 | Budget | Development | Appropriation and Funding | System shall provide ability to generate detailed budget reports to be submitted to the Legislature. These reports (currently referred to as the Budget Summary) must provide detailed information supporting the Governor's Budget. | X | | | | | SOME REPORTS MAY REQUIRE USE OF REPORT TOOL |
| 0212 | Budget | Development | Appropriation and Funding | System shall provide an automated tool to process global salary adjustments with exceptions allowed for the separation of adjustments. | X | | | | | |
| 0213 | Budget | Development | Appropriation and Funding | System shall provide functionality to develop a biennial budget with line items specified for each of two fiscal years with funding designations printed on the same page as appropriate. | X | | | | | May require Tyler Reporting Services |
| 0214 | Budget | Development | Appropriation and Funding | System shall provide the ability to document changes made to the budget document during the budget process. | X | | | | | VIA ROLLING FROM BUDGET LEVEL TO BUDGET LEVEL |
| 0215 | Budget | Development | Appropriation and Funding | System shall retrieve historical appropriated, budgeted (funded), and actual financial data for use in preparing the initial baseline budget amounts for prior year and current year appropriations, and prior year expenditure data. | X | | | | | |
| 0216 | Budget | Development | Appropriation and Funding | System shall store enacted budget special language sections from each periodic appropriations in the system. Enacted special language sections shall be uploaded into the system. These sections shall be used as the basis for developing appropriate language sections for the next budget cycle where they may be edited or deleted. | X | | | | | w/ TCM. Text fields can also be used |
| 0217 | Budget | Development | Appropriation and Funding | System shall support the development of the statewide budget using both the current traditional model (changes to the current modified budget creating requests and recommendations for the future) for some state agencies and performance based budgeting for others. | | | | X | | 2 month effort |
| 0218 | Budget | Development | Appropriation and Funding | System shall support the inclusion and exclusion of one or more cost of living and/or inflationary adjustments in one or more of the budget levels (i.e., include some or all of the cost of living adjustments for personnel related characters of expense in the base level). | X | | | | | |
| 0219 | Budget | Development | Capital | System shall allow for a single capital project budget item to be supported by multiple funding sources. | X | | | | | |
| 0220 | Budget | Development | Capital | System shall allow Office of Management and Budget staff to record online executive vetoes and legislative overrides, if any, to the capital budget, and shall maintain a permanent record of originally enacted budget, vetoes, and veto overrides by bill, fiscal year, agency, capital project, appropriations, budget item, and date of each action. | X | | | | | Via TCM - attachments |
| 0221 | Budget | Development | Capital | System shall allow Office of Management and Budget staff to record online legislative changes to the Governor's Capital Budget Request made prior to budget adoption. | X | | | | | VIA LEVEL OF BUDGET FOR THAT PURPOSE |
| 0222 | Budget | Development | Capital | System shall allow user agencies to create online requests for new Capital Projects to be included in the state's Capital budget. | X | | | | | |
| 0223 | Budget | Development | Capital | System shall capture textual information required to properly define and describe Capital Project requests, including project purpose, project status, sponsor, etc. This textual information shall support graphics, tables, and document attachments. | X | | | | | |
| 0224 | Budget | Development | Capital | System shall prohibit department inquiry into budget development iterations performed by the Budget Department after the departments have been locked out. | | | | | | |
| 0225 | Budget | Development | Capital | System shall provide a means for the Office of Management and Budget to select Capital Project requests (either re-authorizations or new requests) to be included in the Governor's Capital Budget Request. | X | | | | | |

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| 0226 | Budget | Development | Capital | System shall provide ability for the Office of Management and Budget to lock out online user agencies' ability to submit online Capital Project requests, and provide a means to allow specific agency exceptions to the online lock out. | X | | | | | With proper set up and use |
| 0227 | Budget | Development | Capital | System shall support the identification of capital projects by type, including:<br>*One time projects;<br>*Phased (new);<br>*Phased (underway); and<br>*On-going. | X | | | | | |
| 0228 | Budget | Development | Capital | System shall support data entry and reporting for proposed capital projects for a span of six years, including the budget year and five additional future years. | X | | | | | |
| 0229 | Budget | Development | Capital | System shall show operating and maintenance costs for projects for the current year, the budget year, and five future fiscal years. | X | | | | | |
| 0230 | Budget | Development | Capital | System shall allow the identification of capital projects that require review, have received review, or have received approval from the Technical Advisory Committee (TAC) of the Telecommunications Information Council (TIC). | X | | | | | Type code and user defined fields |
| 0231 | Budget | Development | Capital | System shall produce a single report for presentation to the Legislature which includes all critical data elements stored about proposed capital projects. | X | | | | | MAY REQUIRE USE OF REPORT TOOL |
| 0232 | Budget | Development | Capital | System shall provide capital project default values unique per department to save on data entry time of newly entered projects. | X | | | | | |
| 0233 | Budget | Development | Capital | System shall provide for the identification of federal match percentage requirements for capital projects. | X | | | | | |
| 0234 | Budget | Development | Capital | System shall support the storage of both an election district and location (community) with each capital project. The system shall maintain the historical relationships between locations and election districts as election district borders are modified. | X | | | | | VIA PROPER SET UP OF ACCOUNT STRING AND/OR DATA FIELDS |
| 0235 | Budget | Development | Capital | System shall provide a means of prioritizing capital projects and determining print order within an agency. | X | | | | | Via user defined field & Tyler Reporting Services |
| 0236 | Budget | Development | Capital | System shall support capital projects at either the appropriation or allocation level. | X | | | | | ONE AND THE SAME WITHIN MUNIS |
| 0237 | Budget | Development | Capital | System shall provide a way of clearly identifying amended capital projects, projects which have been modified after the Governor's proposed budget has been presented. | X | | | | | |
| 0238 | Budget | Development | Capital | System shall provide ability to track related capital projects across many fiscal years. | X | | | | | |
| 0238 | Budget | Development | General | System shall allow authorized Office of Management and Budget personnel to lock out department users' ability to submit online Department Budget Requests, and provide a means to allow specific user exceptions to the online lockout. | X | | | | | |
| 0239 | Budget | Development | General | System shall allow designated agency budget officers to lock out other agency users' ability to submit online Agency Budget Requests, and provide a means to allow specific user exceptions to the online lockout. | X | | | | | |
| 0240 | Budget | Development | General | System shall allow for the creation of multiple budget bills based on funding source or other flags (e.g., Mental Health). | X | | | | | |
| 0241 | Budget | Development | General | System shall allow for the downloading and/or uploading of budgetary data from/to spreadsheets and other common office tools at any stage of budget development process. | X | | | | | |
| 0242 | Budget | Development | General | System shall be integrated with the accounting module to provide validation of all accounting codes entered. The system shall be integrated with the payroll module to provide validation of position values. | X | | | | | |
| 0243 | Budget | Development | General | System shall provide ability to apply cost of living increases to personnel-related budgeted amounts to one, some, or all salary and personnel related costs, including special pays (e.g., hazardous duty pay and certification pay). | X | | | | | |
| 0244 | Budget | Development | General | System shall provide ability to model a large organizational structure using the organization structure and supervisor/ employee relationships. | X | | | | | |
| 0245 | Budget | Development | General | System shall provide ability to modify proposed positions and staffing levels so that as the proposed budget development process evolves, it reflects known and planned personnel actions such as promotions. When a proposed position characteristic is changed or a staffing decision is made affecting dollar or Full-Time Equivalent (FTE) amounts during the budget development process, system shall update projection data to include the new change or planned event. | X | | | | | |
| 0246 | Budget | Development | General | System shall provide an audit trail of all budgetary transactions and approvals associated with the budget development process. | X | | | | | |

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| 0247 | Budget | Development | General | System shall provide an unlimited number of "what if" budget iterations or versions using the full capabilities of the Budget Development module, including the development of a new version from a previous version. | X | | | | | NOT "UNLIMITED, BUT VIRTUALLY. 99,999 DIFFERENT ITERATIONS WITH EACH ITERATION HAVING 5 LEVELS. |
| 0248 | Budget | Development | General | System shall provide the ability for agency users to attach supporting text, notes, spreadsheets, graphs, and database information to their budget requests. This information shall be allowed for budget structure items or budget transactions. | X | | | | | |
| 0249 | Budget | Development | General | System shall support preparation of grant and project budgets independent of appropriation or operating budgets. | X | | | | | |
| 0251 | Budget | Development | General | System shall be able to export and import operating and capital budget data in a format compatible with Legislative Finance's budget system. | X | | | | | VIA EXPORT TO EXCEL. DIRECT INTERFACE TO LEGISLATIVE BUDGET SYSTEM MAHY REQUIRE CUSTOM INTERFACE |
| 0252 | Budget | Development | General | System shall provide the ability for lead department budget analysts to create budget iterations without other users within the same department seeing them. | X | | | | | |
| 0253 | Budget | Development | General | System shall allow for multiple budget iterations which are built from one another. | X | | | | | |
| 0254 | Budget | Development | General | System shall produce an operating and capital budget bill in the required format. | X | | | | | MOST LIKELY WOULD REQUIRE USE OF A REPORT TOOL |
| 0255 | Budget | Development | General | System shall allow agency budget proposals and the elements comprising them to be grouped and viewed according to "program" categories that cross conventional organizational lines. | X | | | | | |
| 0256 | Budget | Development | General | System shall provide spell checking on narrative fields. | X | | | | | |
| 0257 | Budget | Development | General | System shall support user defined sort orders for budget structure, transactions, and capital projects which are not based on an existing numeric key or alphabetical order. | X | | | | | |
| 0258 | Budget | Development | General | System shall provide a search mechanism for users to find specific budget structure items, transactions, positions, or capital projects. | X | | | | | |
| 0259 | Budget | Development | General | System shall provide advanced text editing features within narrative fields, allowing such formatting as bold, underlining, tab stops, tables, images, bullets, etc. | | | | | X | |
| 0260 | Budget | Development | General | System shall support the data entry and reporting on user-defined shared categories between operating and capital budgets associated with appropriations, allocations, and capital projects dollars. | X | | | | | |
| 0261 | Budget | Development | General | System shall allow departments or agencies within departments to use the budgeting module even if they do not use the accounting or payroll module. System shall also not require use of the budget module if departments use only accounting and payroll modules. | X | | | | | |
| 0262 | Budget | Development | General | System shall provide Office of Management and Budget customizable on-line help. | | | | | X | |
| 0263 | Budget | Development | General | System shall provide a means of linking budget items between capital and operating budgets. | X | | | | | |
| 0264 | Budget | Development | General | System shall provide support for projecting formula program, debt service, loans, and shared tax requirements within a ten-year time frame. | | X | | | | VIA EXCEL OR OTHER 3RD PARTY APPLICATION |
| 0265 | Budget | Development | General | System shall provide exception reports to highlight discrepancies between payroll and budgeted position characteristics as well as to show imbalance between authorized funding and detail entry. | X | | | | | Not necessary with integrated system |
| 0266 | Budget | Development | General | System shall include an on-line component depicting loan program activity, expenditures, and funding for all of the major lending programs. This component shall be able to share and receive information from other loan systems within the state. | X | | | | | Assumption is loan accounts would be set up like other open accounts |
| 0267 | Budget | Development | General | System shall support service-level budgeting (i.e., it will allow specific proposed funding levels to be associated with specific proposed levels of program accomplishments). | | | | X | | 1 month |
| 0268 | Budget | Development | General | System shall allow distinction between existing sources of revenue and new sources of revenue that are being proposed. | X | | | | | |
| 0269 | Budget | Development | General | System shall have option to develop a biennial budget. | X | | | | | |
| 0270 | Budget | Development | General | System shall provide ability to toggle between accounting, personnel and procurement systems. | X | | | | | ALL ARE SEAMLESSLY INTEGRATED ON SAME PLATFORM |

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| 0271 | Budget | Development | General | System shall facilitate the development of the narrative "language" section of the bill, allowing department users, Office of Management and Budget, and Department of Law to collaborate on its development. | X | | | | | |
| 0272 | Budget | Development | General | System shall provide the ability for department budget analysts to create budget iterations without Office of Management and Budget users seeing them. | X | | | | | |
| 0273 | Budget | Development | Inquiry and Reporting | System shall provide on-line inquiry screen that displays available fund budget and actual balances for federal, state and local expenditures. | X | | | | | |
| 0274 | Budget | Development | Inquiry and Reporting | System shall provide an on-line inquiry screen that displays the appropriation budget, releases, encumbrances, expenditures, and revenue by the funding source indicator (i.e., federal, state match, and local funds). The screen shall provide the ability to drill down from summary to individual transactions, documents, and business events. Need to have this at the individual account code level for current and prior year accounting, but at the summary level for budgeting. | X | | | | | |
| 0275 | Budget | Development | Inquiry and Reporting | System shall have the ability to allow departments to view their submissions to the Office of Management and Budget while they are locked out of seeing iterative changes. | X | | | | | |
| 0276 | Budget | Development | Inquiry and Reporting | System shall provide ability to generate detailed budget reports (hard copy and electronically published) to be submitted to the Legislature. These reports shall provide detailed information supporting capital budget development. | X | | | | | |
| 0277 | Budget | Development | Inquiry and Reporting | System shall provide output draft versions of budget iterations that will not be permanently retained, but that will be retained for reference only during budget development. | X | | | | | |
| 0278 | Budget | Development | Inquiry and Reporting | System shall publish the State's budget documents on the web. | X | | | | | USE OF 3RD PARTY SOFTWARE (PDF) MAY BE REQUIRED |
| 0279 | Budget | Development | Inquiry and Reporting | System shall support the online publication of budget request instructions and guidelines to be followed by user agencies (through the utilization of web technology). | X | | | | | ATTACHED TO USERS DASHBOARD |
| 0280 | Budget | Development | Inquiry and Reporting | System shall support user-defined management groups of funding sources and allow for reporting on these groups. | X | | | | | |
| 0281 | Budget | Development | Inquiry and Reporting | System shall provide a mechanism for identifying and reporting on user defined criteria (e.g., mental health). | X | | | | | |
| 0282 | Budget | Development | Inquiry and Reporting | System shall provide capital project detail and summary reports which have the ability to highlight user selected funding sources by breaking them out as a summary at the end of the report or in additional columns. | X | | | | | VIA PROPER SET UP OF CHART OF ACCOUNTS |
| 0283 | Budget | Development | Inquiry and Reporting | System shall allow for the reporting on position count categories by full -time, part-time, nonpermanent, existing, new, transferred in, transferred out, and deleted. Positions split between budget structure items shall be counted completely in only one place defined by the user. Position counts shall only be reflected in whole numbers. | X | | | | | |
| 0284 | Budget | Development | Inquiry and Reporting | System shall allow capital project reporting at only the appropriation level or both the appropriation and allocation levels. | X | | | | | |
| 0285 | Budget | Development | Inquiry and Reporting | System shall report budget system information at the statewide, department, budget request unit, component, division, appropriation, and allocation levels at either the summary or detail level for each or all of the three years (prior year, current year, budget year) used in budget preparation. | X | | | | | |
| 0286 | Budget | Development | Inquiry and Reporting | System shall support the identification of both "language" and "numbers" transactions and capital projects. | X | | | | | VIA USE OF STATISTICAL ACCOUNTS |
| 0287 | Budget | Development | Inquiry and Reporting | System shall provide comparison reporting capabilities between up to six different budget iterations. | X | | | | | Via multiple projections & Tyler Reporting Services |
| 0288 | Budget | Development | Inquiry and Reporting | System shall provide detailed reports and inquiries as necessary to assist agency and central budget staff in monitoring and projecting the expenditure of budgeted amounts. | X | | | | | |
| 0289 | Budget | Development | Operating | System will allow each user agency to adjust the initial level of its annual operating budget with Office of Management and Budget approval as appropriate. | X | | | | | |

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| 0290 | Budget | Development | Operating | System shall allow user agencies the option to select the initial level of their annual operating budget formulation based on the following options:<br>* Current year's original budget;<br>* Last year's budgeted total;<br>* Last year's actuals;<br>* Last year's statistics;<br>* Current year's budget or actual plus/minus a percentage;<br>* Previous year's budget or actual plus/minus a percentage;<br>* Straight line projection;<br>* Projection based on percentage of last year's actual;<br>* Projection based on user defined formula;<br>* Projection based on estimated actuals from current year; and<br>* Prior year performance data for use as prior year actuals. | X | | | | | SOME METHODS (USER DEFINED FORMULA) MAY REQUIRE USE OF EXCEL AND THEN IMPORT INTO MUNIS |
| 0291 | Budget | Development | Operating | System will prepare an Annual Budget Summary for each department. The summary identifies the proposed expenditures and anticipated revenues/ fund sources to support expenditures for the next fiscal year. | X | | | | | |
| 0292 | Budget | Development | Operating | System shall provide each user agency with the option of selecting the levels at which to develop and locally control its annual operating (or agency) budget (e.g., character of expense, object of expense, sub-object of expense, etc.). Agencies may elect to use different levels in different parts or portions of their budget. However, in no case can the selection be more summarized than it is appropriated. This function allows the user agency to organize its operating budget differently than authorized through the use of translation tables or other authorizations by law. | X | | | | | |
| 0293 | Budget | Development | Operating | System shall provide the means for an agency to create a budget for each grant or part of a grant it receives. In the case of statewide grant awards that support appropriations in more than one agency, the sum of all agency grant budgets for the grant may not exceed the statewide award amount. | X | | | | | |
| 0294 | Budget | Development | Operating | System shall provide the ability to code changes to budget iterations to predefined transaction types which can later be reported on. Office of Management and Budget shall also be able to define application-enforced validation checks per transaction type. | | | | | X | Tyler would be interested in discussing this further with the state |
| 0295 | Budget | Development | Operating | System shall allow for and provide the capability of reconciling transfers between agencies or between appropriations within an agency in budget development year. | X | | | | | |
| 0296 | Budget | Development | Operating | System shall provide the capability of including fiscal note expenditure and revenue data at detail or summary levels similar to budget amendments and supplementals. | X | | | | | |
| 0297 | Budget | Development | Operating | System shall support the annual reconciliation of personal services budgeting. | X | | | | | |
| 0298 | Budget | Development | Operating | System shall facilitate the development of position cost estimates which are associated with and which roll up to the budget structure to which they pertain. | X | | | | | |
| 0299 | Budget | Development | Operating | System shall automatically calculate salaries for the budgeted year. Salary shall be based on the positions bargaining unit, salary schedule, location, range, and step, number of months or hours worked and a number of optional premium pay factors. Changes to salaries for positions in longevity shall also be calculated based on user input of a longevity salary increase date. | X | | | | | |
| 0300 | Budget | Development | Operating | System shall allow input and calculation of "premium pay" categories, such as overtime, swing shift, graveyard, hazard pay, and sea duty for all positions including those split between budget structure items. | X | | | | | |
| 0301 | Budget | Development | Operating | System shall allow for manual override of the automatic salary and benefit cost calculations for individual positions. | X | | | | | |
| 0302 | Budget | Development | Operating | System shall allow for the transfer of positions between budget structure items. | X | | | | | |
| 0303 | Budget | Development | Operating | System shall support a position vacancy rate at the appropriation and/or allocation level based on either percentage or a plug dollar amount. | | | | | | |
| 0304 | Budget | Development | Operating | System shall provide for split positions across allocations, projects, and regions. | X | | | | | |
| 0305 | Budget | Development | Operating | System shall support budgeting positions in multiple geographic locations within a fiscal year. | X | | | | | |
| 0306 | Budget | Development | Operating | System shall be flexible in the level of detail required for position budgeting. | X | | | | | |
| 0307 | Budget | Development | Operating | System shall support the data entry and reporting of yearly narrative comments for expenditure and revenue detail accounts. | X | | | | | |

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| 0308 | Budget | Development | Operating | System shall facilitate generating the budget through incremental transactions to a base starting point. | X | | | | | |
| 0309 | Budget | Development | Operating | System shall support the entry of "lump sum premium pay" by funding source at the appropriation (component) level. This dollar amount shall be combined with position budget detail to arrive at a total appropriation's personal services budget. | X | | | | | |
| 0310 | Budget | Development | Operating | System shall provide a mechanism for identifying and reporting on appropriations and allocations (components) for formula programs. | | | | | | Need more detailed information to accurately respond |
| 0311 | Budget | Development | Operating | System shall provide a means of reporting on portions of narrative (missions, goals and strategies, accomplishments, etc.) associated with budget structure items (e.g., just running the mission for all budget structure items). | X | | | | | VIA PERFORMANCE BASED BUDGETING MODULE |
| 0312 | Budget | Development | Operating | System shall allow for position salary budgeting to be done using a monthly salary amount or an hourly wage. | X | | | | | |
| 0313 | Budget | Development | Operating | System shall maintain a record of deleted and transferred out positions. | X | | | | | |
| 0314 | Budget | Development | Operating | System shall maintain a unique copy of narrative associated with budget structure items (department/BRU/component) per fiscal year. | | | | | | |
| 0315 | Budget | Development | Operating | System shall provide a means of excluding selected positions from receiving Cost of Living Allowances. | X | | | | | |
| 0316 | Budget | Development | Operating | System shall provide a means of bulk updating position funding sources by identifying the funding sources and percentages which should be used. | X | | | | | |
| 0317 | Budget | Development | Operating | System shall provide department managers the ability to modify position benefit variables for their own "what If" budget iterations. | X | | | | | |
| 0318 | Budget | Development | Operating | System shall allow users to enter custom job titles for proposed positions which may not have existed previously. | X | | | | | WITH PROPER SECURITY |
| 0319 | Budget | Development | Operating | System shall support multiple salary levels for a single position within a fiscal year and needs to support varying levels of Cost of Living Allowance (COLA) within a fiscal year. These are in addition to merit increases. | X | | | | | |
| 0320 | Budget | Development | Operating | System shall allow for position budgeting for different time periods, number of paychecks per year, or quantity of time. | X | | | | | |
| 0321 | Budget | Development | Operating | System shall support "multi-filled positions" and "labor pools". | X | | | | | |
| 0322 | Budget | Development | Operating | System shall provide for position reclassification during the budgeted year and allow for salaries of positions to be recalculated based upon these classification changes. | X | | | | | |
| 0323 | Budget | Development | Operating | System shall have the option to collect and report on budget information down to the funding by line item level, displaying exactly which funding sources are used for which expenditure account. | X | | | | | With proper setup |
| 0324 | Budget | Development | Operating | System shall aid in projecting positions costs throughout the current fiscal year. | X | | | | | |
| 0325 | Budget | Development | Performance Based | System will provide a flexible performance based budgeting function to be used in allocating appropriations and funds based on achievement of pre-defined performance measures, with ability to bypass this functionality. Narrative and graphics will need to be stored as part of this function. | X | | | | | GRAPHICS WOULD BE DEVELOPED VIA 3RD PARTY APPLICATIONS AND COULD BE STORED WITHIN MUNIS VIA TYLER CONTENT MANAGER APPLICATION |
| 0350 | Budget | Performance Measurement | Track / Analyze Results | System shall account for and monitor performance measure budgets to track (e.g., identify, record, inquire, report) dollars spent versus service delivered. | X | | | | | PBB REPORTS AVAILABLE THROUGH SRS OR CRYSTAL |
| 0351 | Budget | Performance Measurement | Track / Analyze Results | System shall capture budgeted and actual non-financial statistical information related to the delivery of service at indicated levels of the agency structure and for various units of service. | X | | | | | |
| 0352 | Budget | Performance Measurement | Track / Analyze Results | System shall provide decision support mechanisms, such as "what-if analysis," forecasting, performance tracking, and probability analysis. | X | | | | | SOME ANALYSIS MAY REQUIRE USE OF 3RD PARTY REPORT TOOLS |
| 1000 | Financial | Allocations | General | System shall capture budgeted and actual non-financial statistical information at indicated levels of the agency structure and capture non-financial statistical information for various units of service. | X | | | | | |

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| 1001 | Financial | Allocations | General | System shall capture cost allocation information and statistics which will control the accounting and allocation of indirect and direct costs to activities through the use of cost pools (e.g., Full-Time Equivalent's (FTE), random moment time studies, hours worked). | | | | X | | Via new module |
| 1002 | Financial | Allocations | General | System shall maintain cost account financial information that is consistent and reconcilable with related general ledger and budget accounts. | X | | | | | Due to the nature of integrated system may require Tyler Reporting Services |
| 1003 | Financial | Allocations | General | System shall allow departments to determine frequency of allocation processing. | | | | X | | Via new module |
| 1004 | Financial | Allocations | General | System shall allow for the processing of a preliminary allocation process for "what if" analysis purposes before the results of the allocation are officially recorded as final. | | | | X | | Via new module |
| 1005 | Financial | Allocations | General | System shall allow user to determine which costs are to be allocated, including the time period in which those costs occurred (e.g., effective start and end dates). | | | | X | | Via new module |
| 1006 | Financial | Allocations | General | System shall provide ability to allocate financial balances from any account coding distribution to any other account coding distribution. | | | | X | | Via new module |
| 1007 | Financial | Allocations | General | System shall provide for intermediate pools to accumulate lower level allocations and redistribute them under another allocation. | | | | X | | Via new module |
| 1008 | Financial | Allocations | General | System shall provide ability to record direct and indirect costs associated with a cost collector as memo and actual entries, both for fixed dollars and for applied rates to labor or allowable expenses. | | | | X | | Via new module |
| 1009 | Financial | Allocations | General | System shall provide for accumulating total costs without regard to the funding source and then bill each funding source according to the user defined percentage. | | | | X | | Via new module |
| 1010 | Financial | Allocations | General | System shall produce a bill based on the direct and indirect costs even though some of the costs (e.g., indirect) are stored as memo entries. | X | | | | | w/ PA module |
| 1011 | Financial | Allocations | General | System shall provide user defined ability to limit indirect costs. | | | | X | | Via new module |
| 1012 | Financial | Allocations | General | System shall maintain a link between the secondary transactions (allocations) and the parent (original) transaction. | | | | X | | Via new module |
| 1013 | Financial | Allocations | General | System shall prevent the posting of any of the secondary transactions unless all of the secondary transactions pass data and funding edits validations. | | | | X | | Via new module |
| 1014 | Financial | Allocations | General | System shall provide a link so that a payment processed against an encumbrance that is the parent will automatically split and appropriately liquidate the secondary encumbrances. | | | | X | | Via new module |
| 1015 | Financial | Allocations | General | System shall split manually or automatically, based on user selection, a single transaction over multiple coding lines (no less than 1,000 lines) distributions (fund, appropriation, object code, project, grant, etc.) based on statewide and agency-defined criteria, (e.g., by hours worked, pre-determined rates, rations or statistics). | | | | X | | Via new module |
| 1025 | Financial | Asset Management | Addition and maintenance of non-expenditure assets | System shall provide for addition and maintenance of assets obtained through non-expenditure transactions (e.g., gifts and donations). | X | | | | | |
| 1026 | Financial | Asset Management | Annual inventory certification using bar code technology | System shall provide a fully integrated bar code technology for physical inventory tagging upon acquisition/ purchase and annual inventory certification(s). | | X | | | | VIA BMI SCANNER |
| 1027 | Financial | Asset Management | Asset Reporting | System shall provide ability to create a scanned record file from bar coding for comparison to fixed asset records. | X | | | | | REQUIRES USE OF BMI |
| 1028 | Financial | Asset Management | Asset Reporting | System shall provide ability to generate a fixed assets report sorted by one or more of the following criteria:<br>* Location;<br>* Property Tag Number;<br>* Purchase Date; and<br>* Current Value. | X | | | | | |
| 1029 | Financial | Asset Management | Assign priority level to maintenance | System shall provide ability to record the priority assigned to critical and non-critical maintenance. | X | | | | | User defined fields |
| 1030 | Financial | Asset Management | Authorized user inquiry of maintenance/service information | System shall allow authorized staff to be able to inquire on maintenance, warranty, and service information through the entry of a property tag/ inventory control number. | X | | | | | |
| 1031 | Financial | Asset Management | Authorized user to mass delete assets | System shall provide ability to process mass deletions of assets with proper security (e.g., organization's capitalization policy changes). | X | | | | | |

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| 1032 | Financial | Asset Management | Business rules for entries associated with asset purchases | System shall provide ability to store and allow business rules for the following entries associated with Trade-In Allowances on Fixed Asset Purchases:<br>* Limit the entry of the disposition of the old (trade-in) to authorized custodians;<br>* The new asset is carried forward in the Property Master File at the amount of the Actual Cash Disbursement; and<br>* The Trade-in allowance is added to the Acquisition Cost of the item in the Property Master File. | X | | | | | With proper set up and manual entry of trade in allowance added to acquisition cost |
| 1033 | Financial | Asset Management | Calculate asset acquisition cost | System shall calculate acquisition cost automatically based on total unit cost (including taxes and other ancillary costs). | X | | | | | |
| 1034 | Financial | Asset Management | Capitalization rules | System shall allow for differences of asset capitalization and control rules per State and agency policy as necessary (i.e., no hard coding of rules). | X | | | | | |
| 1035 | Financial | Asset Management | Capture and recognize CIP progress of asset | System shall capture and maintain construction work in progress information and be able to recognize fixed/ capital assets when they are completed regardless if the project has been completed. | X | | | | | |
| 1036 | Financial | Asset Management | Comments field | System shall provide a free-form comments field for an asset item. | X | | | | | |
| 1037 | Financial | Asset Management | Compute gain/ loss transactions to general ledger | System shall generate transactions to the general ledger in the Financial Management module to reflect the Financial impact of asset dispositions, and shall automatically compute the gain/ loss associated with a disposal. | X | | | | | |
| 1038 | Financial | Asset Management | Copy identical record items needing separate property tags | System shall provide ability to copy asset record entries for identical items and then assign separate property tag/ inventory control numbers (e.g., purchase of 20 identical personal computers). | X | | | | | |
| 1039 | Financial | Asset Management | Correct discrepancies in records by authorized user | System shall provide ability for properly authorized property custodians to correct discrepancies in asset records by overriding initially loaded information received from Financial Management and Purchasing systems. (Security issue and audit trail to identify who made changes). | X | | | | | |
| 1040 | Financial | Asset Management | Detailed property information | System shall maintain detailed property information required to identify, properly account for, and safeguard State lands, including (but not limited to) the following:<br>* Legal description per survey;<br>* County;<br>* Acquisition information;<br>* Number of acres;<br>* Value per acre;<br>* Fair market value;<br>* Deed information;<br>* Structure/Building Number(s);<br>* Betterments;<br>* Special Improvement District tax information;<br>* Options to purchase property;<br>* Geographic Information System technology location (latitude and longitude); and<br>* Memo Field. | X | | | | | |
| 1041 | Financial | Asset Management | General Requirements | System shall provide hierarchical relationships with equipment (truck and plow attachment). | X | | | | | |
| 1042 | Financial | Asset Management | Hierarchical link with asset components | System shall provide ability to link/chain asset components (parent/child relationship) whereby each component maintains a financial life of its own. Added as a new requirement for parent/child hierarchical relationship (see asset management general requirements). | X | | | | | |
| 1043 | Financial | Asset Management | Identify assets by cost collector | System shall identify expenditure transactions as asset acquisitions when items meet user-defined criteria. This will ensure that new purchases (both capitalized and controlled) are accurately recorded in the fixed asset records. | X | | | | | |
| 1044 | Financial | Asset Management | Identify expenditures as capital assets acquisitions | System shall provide ability to identify expenditures as potential fixed asset acquisitions based on useful life, dollar amount (capitalized), and general ledger account (controlled) for updating the Asset Management module's suspense file. Expenditures identified as controlled assets shall be coded in the Financial Management module as an expense. System shall provide crosscheck between the accounting system and the capital asset inventory system. | X | | | | | TRIGGER CAN BE COMMODITY CODE, GL ACCOUNT USED, DOLLAR AMOUNT. USEFUL LIFE IS CURRENTLY NOT A TRIGGER |

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| 1045 | Financial | Asset Management | Identify, record and depreciate asset betterments | System shall identify, record, and depreciate betterments associated with an asset, including optional unique identification of betterments associated with component units. | X | | | | | |
| 1046 | Financial | Asset Management | Identify/ record capitalizable costs of an asset | System shall provide ability to identify/ record all capitalizable costs associated with the construction or purchase/acquisition of an asset. | X | | | | | |
| 1047 | Financial | Asset Management | Integrate Financial/ Purchasing system for relevant information | System shall provide full integration with Financial Management and Purchasing system to carry forward relevant purchasing, descriptive, invoice and accounting information as a starting point for recording the asset. | X | | | | | |
| 1048 | Financial | Asset Management | Integrate with Financial Management module for reporting assets | System shall be fully integrated with the Financial Management module to support the recording of capitalized assets related to specific proprietary funds and trust funds, and to the Capital Asset Fund. | X | | | | | |
| 1049 | Financial | Asset Management | Issue property numbers and labels | System shall provide ability to issue property numbers and print property labels. | X | | | | | |
| 1050 | Financial | Asset Management | Limit accessibility to assets by authorized users | System shall provide ability to limit the asset management functions based on the access granted to users by each agency. | X | | | | | |
| 1051 | Financial | Asset Management | Maintain asset depreciation functionality | System shall provide the following depreciation functionality:<br>* Calculate depreciation on all fixed assets, including general fixed assets;<br>* Automatically calculate depreciation where designated for an asset;<br>* Provide depreciation schedules on fixed assets;<br>* Generate monthly depreciation by asset for any element in the classification structure (i.e., appropriation, fund, organization, program, activity, grant, project);<br>* Calculate depreciation in accordance with the depreciation method and convention; and<br>* Maintain multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods. | X | | | | | BASED ON DEPRECIATION METHODS CURRENTLY FOUND IN MUNIS |
| 1052 | Financial | Asset Management | Maintain building information | System shall maintain user-defined information on buildings pertinent to insurance underwriting, including but not limited to:<br>* Location;<br>* Building age/date constructed;<br>* Number of stories;<br>* Construction type;<br>* Escalators;<br>* Square footage;<br>* Fire protection systems (sprinklers or not); and<br>* Valuation. | X | | | | | |
| 1053 | Financial | Asset Management | Maintain data on capitalized and controlled assets | System shall maintain pertinent data on both capitalized and controlled assets as follows:<br>* Capital assets per the State's capitalization policy; and<br>* Controlled assets (non-capitalized equipment) are property items that are not to be capitalized per State policy but have been deemed to be items requiring security and control by State or agency policy (e.g., cameras). | X | | | | | |

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| 1054 | Financial | Asset Management | Maintain detailed property information of assets | System shall maintain detailed property information required to identify, properly account for, and safeguard all assets, including (but not limited to) the following:<br>* Property tag number (inventory control number);<br>* Property custodian;<br>* Location (up to four location codes);<br>* Ownership information (including assets loaned to/from other entities);<br>* Account coding distribution (including multiple funding sources);<br>* Asset acquisition information;<br>* Asset condition;<br>* Insured value/insurance information;<br>* Vendor;<br>* Asset descriptive information;<br>* Asset classification;<br>* Model and serial number;<br>* Vehicle Identification Number;<br>* Vehicle tag number;<br>* Fuel type, and fuel/credit card number;<br>* License number (if applicable);<br>* Employee or position number (as established in human resources module) for employee to whom asset is assigned (if applicable);<br>* Driver license number of the state employee asset is assigned to (if applicable);<br>* Warranty/ maintenance information;<br>* Betterments;<br>* Disposition authority;<br>* Disposal information; (also need Salvage value, useful life)<br>* Lease asset information (if applicable);<br>* Estimated useful life;<br>* Estimated residual value;<br>* Replacement cost (to be updated by users, as needed);<br>* Depreciation schedule type; and<br>* Memo field. | X | | | | | SOME FIELDS MAY REQUIRE CREATION OF A USER-DEFINED FIELD |
| 1055 | Financial | Asset Management | Maintain history | System shall provide ability to maintain online maintenance history and warranty/ service agreement information for assets, and shall support hyperlinks to the vendor's web site to reference asset maintenance and warranty information. Authorized staff shall be able to inquire on maintenance and service information through the entry of a property tag/ inventory control number. | | | | | X | |
| 1056 | Financial | Asset Management | Maintain software information in asset system | System shall provide ability to maintain computer software inventory in the fixed assets system. Suggested additional data fields include:<br>* Product Name;<br>* Product Version;<br>* Manufacturer (Licensor);<br>* Order Number (Contract/Purchase Order/Pcard);<br>* Order Date;<br>* Quantity;<br>* Supplier;<br>* License Term;<br>* License Type;<br>* Product Category (PC, Mainframe, Server); and<br>* Memo Field. | X | | | | | |

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| 1057 | Financial | Asset Management | Methods of disposition of assets | System shall provide the ability to record various methods of disposition of assets; including:<br>* Sold (auction, insurance company);<br>* Traded;<br>* Junked/Cannibalized;<br>* Lost or Stolen;<br>* Donated (nonprofit agency, city);<br>* Deleted;<br>* Transferred;<br>* Casualty Loss (track litigation if needed);<br>* Assigned to outside source; and<br>* Control purposes only. | X | | | | | |
| 1058 | Financial | Asset Management | Prevent duplicate identifying numbers issued | System shall prevent use of duplicate property tag/ inventory control numbers except for component property tag / inventory control numbers in which a suffix is used. | X | | | | | |
| 1059 | Financial | Asset Management | Provide record of asset management functionality | System shall provide the following Asset Management functionality:<br>* Additions;<br>* Changes;<br>* Deletions/disposals;<br>* Transfers;<br>* Inquiries;<br>* Betterments;<br>* Assets assigned to outside source; and<br>* Depreciation. | X | | | | | |
| 1060 | Financial | Asset Management | Provide unique asset and property tracking | System shall provide unique inventory control or property numbers to all items entered into system as assets to be tracked (e.g., identify, record, inquire, report). Additions/ deletions shall be tracked using an independent control number. System shall provide ability to use license number for vehicles, aircraft numbers, etc. | X | | | | | Can address via proper use of audit table. Can use separate fields for license number, etc. |
| 1061 | Financial | Asset Management | Query property items by different methods | System shall provide ability to query a property item in the Property System by any field captured, including serial number, and provide transaction history. | X | | | | | |
| 1062 | Financial | Asset Management | Recalculate depreciation based on changes | System shall allow for changing asset useful life, salvage value, and depreciation method when necessary, and automatically recalculate future depreciation expense in accordance with such changes. | X | | | | | |
| 1063 | Financial | Asset Management | Record asset to appropriate fund | System shall provide ability to record capitalized assets related to specific proprietary funds and fiduciary funds, and to the Capital Asset Fund. | X | | | | | |
| 1064 | Financial | Asset Management | Record cost collector for acquisition of asset | System shall provide ability to record the financing mechanism used to acquire the asset (e.g., assets may be obtained with Certificates of Participation, State bonds, Federal funds, installment purchase agreement, or with regular state operating funds). | X | | | | | |
| 1065 | Financial | Asset Management | Record depreciation based on time periods | System shall allow for recording depreciation based on user defined time periods (e.g., daily, weekly, monthly, yearly). | | | | X | | CURRENTLY ONLY ALLOWS MONTHLY OR YEARLY |
| 1066 | Financial | Asset Management | Record depreciation expense in general ledger via Asset Management module | System shall fully integrate the Asset Management module with the Financial Management module to allow for recording depreciation expense in the general ledger for capitalized assets of all fund types. | X | | | | | |
| 1067 | Financial | Asset Management | Record information for missing, lost, or stolen assets | System shall allow for recording the following information related to missing, lost, or stolen assets (including, but not limited to):<br>* Property tag/inventory control number;<br>* Reporting individual;<br>* Last inventoried date;<br>* Last location;<br>* Date of occurrence or date first noticed missing;<br>* Description of circumstances surrounding the disappearance;<br>* Steps taken to locate item;<br>* Law Enforcement report number, if applicable; and<br>* Law Enforcement comments, if applicable. | X | | | | | Using user defined fields |
| 1068 | Financial | Asset Management | Record maintenance and repair costs | System shall provide ability to record other costs related to maintenance and non-capital repairs. | X | | | | | |

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| 1069 | Financial | Asset Management | Simulate depreciation analysis | System shall provide ability to perform a simulated depreciation analysis prior to actual posting of depreciation. | X | | | | | |
| 1070 | Financial | Asset Management | Table to establish codes for descriptive data | System shall provide a table to be used for establishing and associating codes to asset descriptive data for commonly used assets. Codes from this table would be used to provide the asset description and would facilitate the reduction and standardization of data entry and reporting. The codes will be displayed via a "pop-up" list with cursor sensitive select ability. The codes will be table-driven and user-maintainable based on a state standard coding scheme. | X | | | | | |
| 1071 | Financial | Asset Management | Track maintenance history | System shall track (e.g., identify, record, inquire, report) regular/ preventive maintenance performed on selected assets. | X | | | | | |
| 1072 | Financial | Asset Management | Track types of assets | System shall track (e.g., identify, record, inquire, report) different types of assets, including equipment, buildings, infrastructure, and land. | X | | | | | |
| 1073 | Financial | Asset Management | Transfer assets with related accounting information | System shall provide ability to transfer fixed assets within or between independently operating entities at the individual asset level or group level (for mass changes and individual items) with the related accounting entries and require bilateral authorization at the time of transfer. | X | | | | | |
| 1074 | Financial | Asset Management | Update asset information for scanned asset | System shall provide ability to update asset location information and "last inventoried date" for each scanned asset based on scanned data. | X | | | | | |
| 1075 | Financial | Asset Management | Reporting and Analysis | System shall allow for asset attributes and relationships to be configured to support comprehensive ad-hoc reporting. | X | | | | | |
| 1080 | Financial | Bond Accounting | General | System shall separately account for bond proceeds by issue, certificates of participation, and other financial sources by funded projects. | | X | | | | SYMPRO |
| 1081 | Financial | Bond Accounting | General | System shall provide the ability to account for defeased bonds in accordance with Generally Accepted Accounting Principles (GAAP). | | X | | | | SYMPRO |
| 1082 | Financial | Bond Accounting | General | System shall provide the ability to calculate economic gain or loss on refunding issues. | | X | | | | SYMPRO |
| 1083 | Financial | Bond Accounting | General | System shall provide the ability to track how much debt service (principal and interest due to maturity by series of bonds and category of bonds) has been paid and is due at any given time. Format must be compatible with Generally Accepted Accounting Principles (GAAP) reporting and disclosure requirements. | | X | | | | SYMPRO |
| 1084 | Financial | Bond Accounting | General | System shall record and amortize (either by straight line or effective interest method) bond premiums, bond discounts, and amount deferred on refunding. | | X | | | | SYMPRO |
| 1085 | Financial | Bond Accounting | General | System shall track and report cumulative history of bond costs by issue including issue costs, arbitrage rebate, and ongoing administrative costs. | | X | | | | SYMPRO, the system can track a variety of ongoing issuance costs |
| 1086 | Financial | Bond Accounting | General | Ability to provide reporting to determine compliance with bond covenants. | | | | | X | SYMPRO, custom reports can be developed |
| 1100 | Financial | Budgetary Compliance | ALDER | System shall provide appropriation and agency budget online inquiry screens that allow the user to select the time period of the data displayed including the month and fiscal year as well as the type of activity (i.e., month-to-date, year-to-date, inception-to-date). | X | | | | | |
| 1101 | Financial | Budgetary Compliance | ALDER | System shall provide online inquiry screens that display the appropriation budget, releases, encumbrances, expenditures, revenue, estimated revenue and available budget data at varying levels of the classification structure. The numbers displayed shall have the same balances used by the budget/ cash edit program (Tolerance Adjusted Net Available Balance). | X | | | | | |
| 1102 | Financial | Budgetary Compliance | Appropriation budget period timeframe | Budget period distinguishes fiscal year for appropriations. Budget period shall include single or multiple fiscal years as well as those that continue for the life of the purpose. These budget periods shall be able to be changed with appropriate authority. | X | | | | | |
| 1103 | Financial | Budgetary Compliance | Both manual or automatic appropriation and budget entry | System shall provide automated and manual entry of appropriation, approved budget, budget release (allotment over time), reserves and estimated revenue transactions. | X | | | | | |
| 1104 | Financial | Budgetary Compliance | Budgetary Compliance | System shall provide ability to restrict spending authority and defer revenue authority. | X | | | | | |
| 1105 | Financial | Budgetary Compliance | General | System shall allow the user to roll up accounts into budget categories. | X | | | | | |

| ID Num | Requirement Area | Requirement Subcategory | Requirement Name | Requirement | Meets | Third Party | Next Release | Req. Mods | Does Not Meet | Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 1106 | Financial | Budgetary Compliance | General | System shall provide a multi-level structure that will allow the state to perform performance based budgeting and track goals, strategies, performance measures, and outcomes. | X | | | | | |
| 1107 | Financial | Budgetary Compliance | Integration of all modules for accurate budget edits | Financial Management module must fully integrate with the Payables, Receivables, Purchasing, Inventory, and Human Resources modules to ensure that all transactions using or affecting budget authority are validated online, real-time against up-to-date budget totals based on budgetary controls established. | X | | | | | |
| 1108 | Financial | Budgetary Compliance | Structure | System shall provide a multi-level appropriation structure that complies with the State's appropriation language and statewide reporting requirements. | X | | | | | Via chart of accounts |
| 1109 | Financial | Budgetary Compliance | Structure | State shall provide additional appropriations data other than amount such as appropriation statutory references and titles. | X | | | | | VIA NOTES FIELDS |
| 1110 | Financial | Budgetary Compliance | Transaction budget edits amongst all structures | System shall edit/ validate all transactions to ensure that appropriation, approved budget (cost collectors), allotments and cash are available (at various levels) before posting the transaction and electronically notify originator. | X | | | | | w/ proper setup |
| 1111 | Financial | Budgetary Compliance | User defined budget controls within different structures | System shall provide for user-defined budgetary controls at variable levels of control by:<br>* Organization;<br>* Account;<br>* Appropriation;<br>* Fund;<br>* Function (Budget category);<br>* Activity;<br>* Grant;<br>* Project;<br>* Contract; and<br>* Allotment. | X | | | | | |
| 1112 | Financial | Budgetary Compliance | Varying levels of controls based on structure level | System shall provide budgetary control options at various account control/ data classification structures including:<br>* Absolute control - prevents transaction from processing without override approval, which shall be the default option;<br>* Warning - provides warning message but allows transaction to process; and<br>* No control - allows transaction to process without warning. | X | | | | | |
| 1125 | Financial | Cash Management/ Treasury | ALDER | System shall provide agencies with flexible ad hoc reporting capabilities, on all data relevant to each agency, contained within the Cash Management System. | X | | | | | SOME REPORTS MAY REQUIRE USE OF REPORT TOOLS |
| 1126 | Financial | Cash Management/ Treasury | Bank Account Management | System shall provide ability to print a report of bank accounts by financial institution on demand. | X | | | | | |
| 1127 | Financial | Cash Management/ Treasury | Bank Account Management | System shall provide the ability to add, change, or delete multiple banking contacts for each bank account. Information shall include name, address, fax, phone, email, title, and comments. | | | | X | | 2 weeks |
| 1128 | Financial | Cash Management/ Treasury | Bank Account Management | System shall provide the ability to track authorized signers by bank account. | | | | X | | 1 week |
| 1129 | Financial | Cash Management/ Treasury | Bank Account Management | System shall provide the ability to add, edit and delete bank accounts, including bank account number, account name, bank name, and associated general ledger structures, if any apply. | X | | | | | |
| 1130 | Financial | Cash Management/ Treasury | Bank Communications | System shall provide the ability to poll the bank account balances and daily transaction detail for all bank accounts in various formats (e.g., text reports and BAI2 formats) using a modem or internet connection to the financial institution for both prior day and current day reporting. | | | | | X | |
| 1131 | Financial | Cash Management/ Treasury | Bank Communications | System shall provide ability to process and store daily account balance information for each bank account and shall include Ledger Balance, Available Balance, Collected balance, 1 and 2 day float information, total credits and total debits for each demand deposit account. | | | | | X | |
| 1132 | Financial | Cash Management/ Treasury | Bank Communications | System shall provide ability to process and store daily detail transactions for each demand deposit account, including at least date, amount, debit/credit, and description. | X | | | | | |
| 1133 | Financial | Cash Management/ Treasury | Bank Communications | System shall provide the ability to schedule the system to retrieve bank reports automatically unattended on a predefined schedule that can be adjusted for various bank and government holiday schedules, to include a Canadian bank. | | | | X | | Via interface |

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| 1134 | Financial | Cash Management/ Treasury | Bank Reconciliation | System shall provide ability to make corrections during the reconciliation process with appropriate user authorization. | X | | | | | |
| 1135 | Financial | Cash Management/ Treasury | Bank Reconciliation | System shall provide for an automated reconciliation of bank activity recorded in the Treasury with bank transactions received from the State's bank accounts through automated means. | X | | | | | |
| 1136 | Financial | Cash Management/ Treasury | Bank Reconciliation | System shall provide ability to track outstanding reconciliation items. | X | | | | | |
| 1137 | Financial | Cash Management/ Treasury | Cash Forecasting | System shall provide ability to forecast the next day's cash inflows and outflows in paper and electronic output. | X | | | | | |
| 1138 | Financial | Cash Management/ Treasury | Cash Forecasting | System shall provide forecasting capabilities for up to one year which must take into consideration all sources of:<br>* Actual cash receipts and cash disbursements; and<br>* Timing of anticipated cash receipts and disbursements. | X | | | | | |
| 1139 | Financial | Cash Management/ Treasury | Cash Forecasting | System shall provide ability to create memo transactions for daily cash forecasting that will be converted to actual transactions the next day. | | X | | | | Sympro |
| 1140 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall have the ability to accept mortgage back and other paydown factors from a third party feed. | | X | | | | Sympro |
| 1141 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall have the ability to accept trade information from third party trade entry system (Bloomberg). | | X | | | | Sympro, custom interface to trading system |
| 1142 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall have the ability to calculate accrued income daily by security. | | X | | | | Sympro |
| 1143 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall have ability to do ad hoc queries on the fly by any single or multiple set of data fields. | X | | | | | |
| 1144 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall have ability to upload security prices from external third party. | | X | | | | Sympro, 3rd party pricing service is FT IDC |
| 1145 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall allow user to record investment income. | | X | | | | Sympro |
| 1146 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall provide ability to retrieve and record investment activity from third parties including, but not limited to, trade activity and market pricing on a daily basis. | | X | | | | Sympro, Custodial download |
| 1147 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall provide ability to generate monthly accrued interest reports. | | X | | | | Sympro |
| 1148 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall provide ability to provide reports by individual portfolios of all investment instruments maturing and coupon payments expected within the next x-days. | | X | | | | Sympro |
| 1149 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall provide ability to record, generate and store all data resulting from trading activities including, but not limited to:<br>* Fixed Income Investment purchases;<br>* Repurchase Agreements (including applicable collateral)<br>* Mortgage Backed Securities (including TBA's and pay downs)<br>* Sales;<br>* Maturities;<br>* Calls;<br>* Cash interest received;<br>* Accrued interest earned; and<br>* Gains or Losses. | | X | | | | Sympro |
| 1150 | Financial | Cash Management/ Treasury | Fixed Income Investments | System shall provide for the identification and recording of basic debt investment information including but not limited to:<br>* description;<br>* instrument type;<br>* interest rate;<br>* investment term;<br>* acquisition value;<br>* acquisition date;<br>* fees;<br>* customer; and<br>* collateral. | | X | | | | Sympro |
| 1151 | Financial | Cash Management/ Treasury | General Ledger | System shall provide the ability for a fund to have multiple banking relationships. | X | | | | | |

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| 1152 | Financial | Cash Management/ Treasury | General Ledger | System shall maintain a general ledger to account for all of the assets and liabilities of Treasury through the Treasury Subsidiary Ledger. | X | | | | | |
| 1153 | Financial | Cash Management/ Treasury | General Ledger | System shall automatically code recurring items. | X | | | | | |
| 1154 | Financial | Cash Management/ Treasury | General Ledger | System shall provide the ability to post to prior periods and prior years. | X | | | | | |
| 1156 | Financial | Cash Management/ Treasury | Reporting and Analysis | System shall provide ability for State agencies to view all deposits online sorted by user-defined criteria (e.g., sub account, Federal Grant Account (FGA), State agency, Wire Transfer Number (WTN), date, and Financial Data Accounting Structures). | X | | | | | |
| 1157 | Financial | Cash Management/ Treasury | Reporting and Analysis | System shall provide ability to generate bank account and general ledger balance reports on the following frequencies:<br>* Daily;<br>* Monthly; and<br>* Annually. | X | | | | | |
| 1158 | Financial | Cash Management/ Treasury | Reporting and Analysis | System shall provide all deposit information including addenda records online for review by State agencies, including but not limited to:<br>* Wires;<br>* Automated Clearing House (ACH) deposits;<br>* Over the Counter deposits; and<br>* Lockbox. | | | | | | Need more detailed information to accurately respond |
| 1159 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide cash to cash journal entries and adjustments. | X | | | | | |
| 1160 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to add comments to pending transactions / documents / business events. | | | | | X | |
| 1161 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to electronically receive and assign appropriate transaction ID to all bank transactions. | | | | | X | |
| 1162 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide the ability to automatically assign financial coding to routine banking transactions, by cross reference of specific transaction characteristics. | | | | | X | |
| 1163 | Financial | Cash Management/ Treasury | Transaction Processing | System shall reconcile bank information to agency approved transactions including:<br>* Ability to assign/identify deposit numbers;<br>* Ability to identify the recipient for incoming Automated Clearing House (ACH) payments using designated fields in the detail record and/or addenda; and<br>* Ability to identify incoming over-the-counter bank deposits using a Treasury unique coding structure. | X | | | | | No to ACH payments and over the counter bank deposits using a Treasury coding structure |
| 1164 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to electronically receive, format, and journalize daily account information from banking institutions with which the State does business. Bank transactions will be converted into double sided accounting entries. | | | | | X | |
| 1165 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to manually generate suspense receipts, journal entries and adjustment documents. | X | | | | | |
| 1166 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to manually input and balance returned checks and deposit adjustments received and automatically process associated information, including debit or credit to revenue. | X | | | | | |
| 1167 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability for inquiry of bank transaction data based on user-defined search criteria (e.g., transaction date, transaction amount, bank account, transaction identifier). | X | | | | | May require Tyler Reporting Services |
| 1168 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to input and store all relevant data concerning electronic or check return items processed. | X | | | | | |
| 1169 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide the ability to electronically read nonstandard bank reports (e.g., BAI 2 or text files) and convert them into standardized report of bank activity, which includes relevant reference data (e.g., subaccount, Automated Clearing House (ACH), wire reference data). | | | | X | | Requires (1 month) custom interface program w/ data coming electronically |
| 1170 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to match and release funds of available suspense receipts automatically to all approved agency deposits recorded by the agency. | X | | | | | With proper set up |
| 1171 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to maintain accounts for Treasury cash and investments by State fund type. | X | | | | | |
| 1172 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to record all receipt transactions from the deposit matching process. | X | | | | | Via AR |

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| 1173 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide option to not post certain transactions received from banks. | X | | | | | Via manually changing a check from cleared to open and vice versa |
| 1174 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to capture additional data for transactions, including but not limited to subaccount numbers of the State's Concentration account, Automated Clearing House (ACH) addenda records, and Federal grant numbers. | X | | | | | With proper set up |
| 1175 | Financial | Cash Management/ Treasury | Transaction Processing | System shall provide ability to split a single transaction into multiple transactions. | X | | | | | In certain areas (Req to PO, invoices to checks, etc) |
| 1176 | Financial | Cash Management/ Treasury | Transaction Processing | System shall place transactions that can not be automatically processed into a transaction suspense process where the missing data elements and transaction coding assignments can be provided by the user. | X | | | | | |
| 1177 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide the ability to electronically receive and automatically compare, in a batch process, the presented items in the file from the bank to valid warrants issued by the system. From this process, system shall identify items that qualify for redemption or rejection. | X | | | | | |
| 1178 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall support and report activity for warrant status activity that identifies Treasury Warrants presented for payment that are not valid for redemption based on warrant number, warrant amount, stale date, stop pay, cancelled, and previously redeemed. | X | | | | | Via Positive Pay |
| 1179 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide ability to designate warrants as either paid or not paid (outstanding) storing the bank image trace number and redemption date for the item. | X | | | | | Via AP |
| 1180 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide ability to electronically receive, format, and record specific bank information electronically from a file of Automated Clearing House (ACH) returns and flag ACH payments as paid or returned. | | | | X | | Mod for ACH reversals (2 weeks) |
| 1181 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide ability to store and link electronically images of paid warrants to the financial transaction that generated the warrant. | X | | | | | w/ TCM |
| 1182 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide ability to support and report activity for cancellations and stop payment on warrants that have been issued. | X | | | | | |
| 1183 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide audit trails for all State warrants that have been purged from the system including warrant number, redemption date, bank image trace number and warrant amount. | X | | | | | |
| 1184 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide a file of warrant data to the contracted warrant paying financial institution to pre-edit warrants presented for payment including cancellations and stop payments. | X | | | | | Positive Pay |
| 1185 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide the ability for an authorized user to override/change invalid match designations as valid matches of financial instruments presented for payment, appropriately updating all related records and processes. | | | | | X | Manual process to contact bank |
| 1186 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide the ability to identify and report to state agencies stale dated warrants, including a list of warrants that have been stale dated and due diligence form letters addressed to the payee. System shall provide ability to flag warrants as either released to Unclaimed Property or status changed from response to due diligence letters. If payee does not respond, system shall provide electronic report of all stale dated warrants to Unclaimed Property and generate transaction to transfer funds to Unclaimed Property Trust Fund. Report for Unclaimed Property shall include Payee Name, Payee Address, Warrant Amount, Warrant Date, Warrant Number and Originating Agency's distribution code, at a minimum. | | | | X | | Have stale dated check process. However mod required to handle due dilligence process. (4 weeks) |
| 1187 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide ability to accept interface of warrants printed by other state systems (i.e., external warrants). | X | | | | | |
| 1188 | Financial | Cash Management/ Treasury | Warrant Clearing | System shall provide the support for non-warrant based disbursements (i.e., vouchers). | X | | | | | |
| 1200 | Financial | Cash Receipts and Revenue Processing | ALDER | System shall provide an audit trail of all accounts receivable and cash receipts activity. | X | | | | | |
| 1201 | Financial | Cash Receipts and Revenue Processing | General | System shall allow for a receipt to be coded as an expenditure refund (with proper authorization). | X | | | | | |
| 1202 | Financial | Cash Receipts and Revenue Processing | General | System shall allow for applying revenue including accounts receivable to multiple funds and accounts. | X | | | | | |
| 1203 | Financial | Cash Receipts and Revenue Processing | General | System shall allow for processing cash receipts not associated with a specific receivable. | X | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 1204 | Financial | Cash Receipts and Revenue Processing | General | System shall automatically update the general ledger online and in batch when receipts, deposits and returns are recorded via any media (e.g., electronic funds transfer, journal transfer, cash). | X | | | | | |
| 1205 | Financial | Cash Receipts and Revenue Processing | General | System shall provide a daily approval and clearance process to clear the daily cash receipt suspense files for deposits received by the Treasurer (i.e., post the cash receipts collected and approved by the Treasurer to the general ledger). | X | | | | | |
| 1206 | Financial | Cash Receipts and Revenue Processing | General | System shall provide ability to enter detailed cash receipt transactions for cash collected (against all elements in the data classification structure) and apply cash receipts against appropriate accounts receivable balances. | X | | | | | |
| 1207 | Financial | Cash Receipts and Revenue Processing | General | System shall provide ability to identify the account coding distribution (i.e., organization, object, project, activity), to which each cash receipt was deposited, date of deposit, name of person preparing the deposit, and place (bank) of deposit. | X | | | | | |
| 1208 | Financial | Cash Receipts and Revenue Processing | General | System shall provide ability to void cash receipts with proper controls and an audit trail. | X | | | | | |
| 1209 | Financial | Cash Receipts and Revenue Processing | General | System shall provide the user with the ability to collect and deposit funds for other agencies. | X | | | | | |
| 1225 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | ALDER | System shall generate flexible financial and budgeting reports based on user-defined criteria for various timing parameters (such as state and federal fiscal year-to-date and calendar year-to-date). This includes producing the reports at various levels, such as agency, grant, fund, and/or program. | X | | | | | SOME REPORTS MAY REQUIRE USE OF REPORT TOOL |
| 1226 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | ALDER | System shall present financial statements on an accrual, modified accrual and cash basis. This includes the ability to produce budget (original and final) to actual schedules on the budgetary (cash) basis of accounting for all revenues and expenditures/expenses. | X | | | | | With proper setup |
| 1227 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | ALDER | System shall provide ability to identify and report transactions associated to carried forward funds. | X | | | | | |
| 1228 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | ALDER | System shall provide ability to identify modified accrual and accrual adjusting entries for preparation of the Consolidated Annual Financial Report. | X | | | | | TYLER RECOMMENDS THE ADJUSTING ENTRIES BE COMPLETED IN THE TYLER GASB-34 REPORT WRITER. |
| 1229 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | ALDER | System shall provide capability to report revenue and expenditure activity on a cash basis (budgetary compliance and reporting) and accrual basis (Consolidated Annual Financial Report (CAFR) Accounting reporting) within the same fund, and to provide reconciling transaction reports as needed, including the transactions that may end up in different fiscal years based on the method of reporting. (not sure how this would help finance) | X | | | | | Reconciling entires would be manual |
| 1230 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | ALDER | For reporting purposes, system shall provide the ability to produce a balance sheet and trial balance on a daily basis (pseudo close) and save data classification structure balances without having to summarize transaction detail. | X | | | | | |
| 1231 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | Asset Reporting | System shall track (e.g., identify, record, inquire, report) assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, including (but not limited to):<br>* Recording of the capital lease and leasehold improvements;<br>* Monitoring lease payments; and<br>* Periodic cost recognition. | X | | | | | |
| 1232 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | Bank Reconciliation | System shall allow automated bank reconciliation processes to accommodate multiple bank accounts. | X | | | | | MAY REQUIRE MOD IF BANK FILE FORMAT IS NOT KNOWN TO MUNIS |
| 1233 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | Bank Reconciliation | System shall provide a manual as well as an automated reconciliation process that can be used at the user's discretion. | X | | | | | |
| 1234 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | Bank Reconciliation | System shall provide the ability to make corrections or changes during the reconciliation process with appropriate user authorization. | X | | | | | |

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| 1235 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | Bank Reconciliation | System shall support reconciliation of cash in bank with State's fund cash balances. | X | | | | | |
| 1236 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | Fund Structure | System shall support a fund having multiple bank accounts (Treasurers Pools). | X | | | | | |
| 1237 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | Fund Structure | System shall allow for funds that are exempt from appropriation budget edit. | | | | | | Need more detailed information to accurately respond |
| 1238 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | Fund Structure | System shall provide a multi-level fund structure that satisfies Generally Accepted Accounting Principles (GAAP), statute, statewide and agency reporting and budgeting requirements. System shall assign a statewide fund number that is a component of the appropriate fund profile. | | | | | | Need more detailed information to accurately respond |
| 1239 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General | System shall have the ability to record a capital lease, amortize the lease, and automatically generate the payment transaction. | | | | X | | Use of recurring invoice required (2 weeks) |
| 1240 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General | System shall have the ability to set up user defined codes to edit or default to appropriate coding combinations. | X | | | | | VIA THE "ORG" CODE |
| 1241 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General | System shall provide the ability to close the fiscal year-end records without affecting the system's normal operations. | X | | | | | |
| 1242 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General | System shall provide the appropriate accounting treatment automatically for each fund type in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by Governmental Accounting Standards Board (GASB). Both statewide and agency accounting requirements need to be accommodated. | X | | | | | |
| 1243 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General | System shall support a multi-level general ledger account structure that satisfies Generally Accepted Accounting Principles (GAAP) and statewide reporting requirements. | X | | | | | Reporting programs may require a modification |
| 1244 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall account for inter-fund transfers of cash properly in accordance with Generally Accepted Accounting Principles (GAAP) and maintain associated audit trail. Such transfers include loans, advances, transfers, quasi-external transactions, and reimbursement transactions. | X | | | | | |
| 1245 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall allow the ability to give authority for transactions selectively based on user security profile. | X | | | | | |
| 1246 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall include a process that selectively liquidates encumbrances at fiscal year-end. | X | | | | | |
| 1247 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | During all processing, the system shall edit transactions to ensure that each entry to a fund is balanced and complete, and each fund is maintained as a self-balancing entity. | X | | | | | |
| 1248 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall edit / validate for available budget and cash as appropriate for any transaction (i.e., Tolerance Adjusted Net Available Balance (TANAB) and fund sufficiency). | X | | | | | |
| 1249 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall perform a soft close after fiscal year end to prevent state agencies from posting in the prior fiscal year after a designated date. Only users with appropriate security, such as the Consolidated Annual Financial Report (CAFR) Accounting preparation staff, will be allowed to post transactions to the prior fiscal year after the soft close. | X | | | | | |
| 1250 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | Personnel/Payroll module must be fully integrated with the Financial Management module to generate summary payroll transactions in the general ledger. | X | | | | | |
| 1251 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall prevent transactions from posting into a closed period (month or year). | X | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 1252 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide ability to append supporting documentation to a journal transfer transaction (e.g., Reimbursable Service Agreements (RSA's) or Adjusting Journal Entries (AJE's)). | X | | | | | |
| 1253 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide ability to bill other State agencies or internal organizational units for services or commodities rendered, obtain proper electronic approvals, process a transfer of funds in accordance with Generally Accepted Accounting Principles (GAAP) without issuing a warrant, and provide a method for the state to recognize intra-governmental transactions. When performing inter-agency transfers, a pending transaction shall be used to allow the receiving agency to review and approve the transaction prior to approval ( Reimbursable Service Agreements (RSA's) or Adjusting Journal Entries (AJE's)). | X | | | | | |
| 1254 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide ability to create and process transactions against statistical and memo accounts in addition to financial accounts. | X | | | | | |
| 1255 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide ability to trace summarized transactions in the General Ledger back to detail source documents in other system modules or subsystems. If the information must be retrieved from these modules or subsystems, it shall be transparent to the user. (Drill-down ability) | X | | | | | |
| 1256 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide an online journal entry system to adjust any component of the account code structure with appropriate security to include, but not limited to:<br>* Journal entry number;<br>* Line number;<br>* Account code distribution;<br>* Account code description;<br>* Debit and credit fields (with required balancing edits);<br>* Memo description field to explain the reason for the adjustment;<br>* User-defined control document number; and<br>* Approval workflows. | X | | | | | |
| 1257 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide the ability to track (e.g., identify, record, inquire, report) previous fiscal year purchase orders/encumbrances, accounts payables and invoices paid in the new fiscal year. | X | | | | | |
| 1258 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall allow transactions to post into a past or future period as long as the period is open with appropriate security authority. | X | | | | | |
| 1260 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall capture date of entry as well as effective posting date for all accounting transactions. | X | | | | | |
| 1261 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall ensure adequate control by updating the general ledger and all subsidiary ledgers from the same transaction source. | X | | | | | |
| 1262 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall produce a standard file (i.e., history extract, payment data) that supports sending financial information to other systems. | X | | | | | |
| 1263 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide ability to copy one line of coding to the next line and change one or more coding elements when using input screens. | X | | | | | |
| 1264 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide for automatic generation of journal entries from all modules and subsystems, ensuring balancing and non-duplicate transaction posting, allowing review and approval prior to posting. | X | | | | | |
| 1265 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide for reversal of specified financial transactions (e.g., accruals) on a user-specified or system-generated date. | X | | | | | |
| 1266 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide the ability for mass maintenance capabilities for realignments, additions, deletions, and/or corrections for all structures with appropriate authority. | X | | | | | |

| ID Num | Requirement Area | Requirement Subcategory | Requirement Name | Requirement | Meets | Third Party | Next Release | Req. Mods | Does Not Meet | Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 1267 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide the ability to define short, default or alias codes to represent a fully qualified general ledger account number. | X | | | | | "ORG" CODE |
| 1268 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall automatically provide the offsetting account transactions for user defined entries to ensure that each fund is maintained as a self-balancing entity (system explosion). | X | | | | | |
| 1269 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide ability to insert a line of coding into an input screen. | X | | | | | |
| 1270 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall appropriately account for cash bonds (agency funds) held in the State Treasury. | X | | | | | |
| 1271 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide a single chart of accounts for use by all funds. | X | | | | | |
| 1272 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide a multi-level chart of accounts structure that satisfies Generally Accepted Accounting Principles (GAAP) and statewide reporting requirements. | X | | | | | Reporting programs may require a modification |
| 1273 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide an optional level of detail below the statewide chart of accounts, established for use by individual agencies at their discretion. The agency accounts shall automatically roll up to the statewide chart of accounts. | X | | | | | With proper setup |
| 1274 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide for maintaining multiple months and fiscal years concurrently, which allows users with security authority to record transactions, based on effective dates, in any period that has not been closed. | X | | | | | |
| 1275 | Financial | Consolidated Annual Financial Report (CAFR) Accounting | General Ledger | System shall provide subsidiary ledgers for balance sheet accounts as needed (such as accounts receivables, accounts payable, loans, etc.). These subsidiaries must generate reports of open transactions that accumulate to the balance sheet account totals. | X | | | | | |
| 1300 | Financial | Cost Collector | Activity Structure | System shall provide an activity structure for activity based costing that crosses all other classification structure elements (i.e., funds, programs, objects, etc.) by legislatively defined activities as well as by agency defined activities. | | | | | X | |
| 1301 | Financial | Cost Collector | Activity Structure | System shall provide the ability to record the lowest level of activity defined by the agency on any transaction, document, and business event. | | | | | X | |
| 1302 | Financial | Cost Collector | ALDER | System shall provide ability to query and report all transactions for reimbursement on the cost collector for any time period specified by the user for billing purposes (e.g., federal fiscal year, state fiscal year, inception to date, weekly). | X | | | | | VIA GRANT REIMBURSEMENT FUNCTIONALITY |
| 1303 | Financial | Cost Collector | Contracts | System shall allow for establishing and tracking contingency, liquidated damages, and retainage amounts associated with a particular contract. | | | | | X | Only retainage |
| 1304 | Financial | Cost Collector | Contracts | System shall automatically withhold retainage at user defined percentages including zero from payments to contractors. | X | | | | | |
| 1305 | Financial | Cost Collector | Contracts | System shall provide the ability to withhold liquidated damages from the final retainage payment. | | | | | X | |
| 1306 | Financial | Cost Collector | Contracts | System shall allow the user to assign a unique ID number and descriptive information for contracts including but not limited to:<br>* Start and end dates;<br>* Type;<br>* Classification;<br>* Original Contract and amendment amounts;<br>* Vendor File Reference;<br>* Contract Category (e.g., professional services or construction);<br>* Project Manager contact details (vendor and agency);<br>* Performance bond information; and<br>* Whether it is 1099 reportable. | X | | | | | |
| 1307 | Financial | Cost Collector | General | System shall provide a facility to link between cost collector structures as defined by users (e.g., grants to projects so that the grant looks up a project when the transaction is entered). | X | | | | | |
| 1308 | Financial | Cost Collector | General | System shall provide ability to automatically update the general ledger with grant, project, and contract transactions. | X | | | | | |

| ID Num | Requirement Area | Requirement Subcategory | Requirement Name | Requirement | Meets | Third Party | Next Release | Req. Mods | Does Not Meet | Comment |
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| 1309 | Financial | Cost Collector | General | System shall display queries of financial activity and data classification structures by user-defined criteria related to any element of the structure profile. | X | | | | | |
| 1310 | Financial | Cost Collector | General | System shall establish predefined combinations of account code structure elements and only allow valid combinations to be entered on transactions. Predefined combinations include but are not limited to:<br>* Contracts to projects;<br>* Grants to funds;<br>* Contracts to grants;<br>* Projects to funds;<br>* Appropriations to funds;<br>* Activities to programs; and<br>* Activities to appropriations. | X | | | | | |
| 1311 | Financial | Cost Collector | General | System shall highlight required elements / fields associated within a data classifications profile of a value and provide detailed error or dependent condition messages when establishing classification structure if a required element is incorrect or omitted (e.g., a parent data classification element, effective dates). | | | | | X | |
| 1312 | Financial | Cost Collector | General | Provide the ability to maintain the proposed data classification structures for the state as described below.<br>* Organization (state, agency, division, section, unit);<br>* Fund (Generally Accepted Accounting Principles (GAAP) fund classification);<br>* Function (Office of Management and Budget (OMB) budget indicator);<br>* Appropriation;<br>* General ledger account;<br>* Object (account);<br>* Grant;<br>* Project;<br>* Contract;<br>* Activity; and<br>* Location.<br>Within each structure, the data classification elements are listed hierarchically from highest to lowest (to include at least twenty levels). | X | | | | | |
| 1313 | Financial | Cost Collector | General | System shall provide coding reduction techniques or tools to significantly reduce the amount of data entry required on a transaction and the likelihood of data entry errors. Creation and editing of these reduction codes would be at the user agency level, and use would be an agency option. A coding reduction value or code references specific combinations of fund, appropriation, function, activity, grant number and phase, project number and phase, and organization. Data entry of this specific coding reduction value on a transaction would infer or "look up" the combination of elements instead of requiring data entry of each of these elements on the transaction. | X | | | | | With org code functionality |
| 1314 | Financial | Cost Collector | General | System shall provide for authorized users to establish and maintain a standard code structure (data classification elements) to meet statewide and user agency accounting, financial, and management reporting needs. No programming knowledge shall be required. | X | | | | | |
| 1315 | Financial | Cost Collector | General | System shall provide for recording effective start and end dates as well as other profile information (e.g., description, date initially established, status, parent data classification element, user defined fields) for all data classification elements comprising the system's code structure. | | | | | X | |
| 1316 | Financial | Cost Collector | General | System shall provide for recording transactions, documents and business events by any and all of the financial data classification structures. | X | | | | | |
| 1317 | Financial | Cost Collector | General | System shall perform edits to ensure that coding entered on transactions is valid and that the combination of codes (i.e., fund, object, and appropriation) is valid. | X | | | | | |
| 1318 | Financial | Cost Collector | General | System shall provide an optional level of detail below the organization revenue and expenditure object code, established for use by individual departments at their discretion. The department account object code shall automatically roll up to statewide account object codes. | X | | | | | With PA module |
| 1319 | Financial | Cost Collector | General | System shall provide a multi-level location structure to uniquely identify a site. Multiple locations may be required (i.e., ecosystem, region, natural resources district, county, area, water body, service area, metropolitan area). | | | | | X | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 1320 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide a flexible hierarchical approval process for approving cost collector agreements before the cost collector number becomes a valid system code. | | | | | X | |
| 1321 | Financial | Cost Collector | General Contract/Grant/Project | System shall maintain a link between the secondary transactions and the parent transaction. System shall not post any of the secondary transactions unless all of the secondary transactions pass data and funding edits. | | | | | X | |
| 1322 | Financial | Cost Collector | General Contract/Grant/Project | System shall allow for recording expenditure and revenue activity at any level of detail of a cost collector and track financial activity associated with each location, phase or subcost collector, and date or activity within phase or subcost collector. | | | | | X | |
| 1323 | Financial | Cost Collector | General Contract/Grant/Project | System shall allow for multiple funding sources for a single cost collector. | X | | | | | |
| 1324 | Financial | Cost Collector | General Contract/Grant/Project | System shall allow for tracking revenue and expenditure actuals and budget (including encumbrances) over several timing periods and at detail level specified by user, including but not limited to: current fiscal year, federal fiscal year, cost collector inception date (multiple fiscal years), monthly or quarterly. | X | | | | | |
| 1325 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to carry forward or keep open fiscal year balances for multi-year cost collectors. | X | | | | | |
| 1326 | Financial | Cost Collector | General Contract/Grant/Project | System shall support budgeting at varying user defined levels and combinations of classification structure elements (i.e., the cost collector, fund, and object) as well as track/control revenues, expenditures, and encumbrances charged to the cost collector to ensure the cost collector terms are not exceeded. These edits may have to cross fiscal years. Budgets shall be separate and independent than that of other budgets for other cost collectors. | | | | | | Need more detailed information to accurately respond |
| 1327 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to store a schedule of deliverables that can be linked to a cost collector or subcost collector. The Schedule shall include but not be limited to:<br>* Deliverable/Milestone;<br>* Date for Deliverable/Milestone; and<br>* Value for the Deliverable/Milestone. | X | | | | | |
| 1328 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide ability to record and query historical listings of amendments and renewals affecting cost collectors. | X | | | | | |
| 1329 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide an online inquiry screen that displays the cost collector expendable budget, encumbrances, expenditures, revenues and available budget (Tolerance Adjusted Net Available Balance - TANAB). | X | | | | | MORE INFO NEEDED ON TANAB |
| 1330 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide online display of historical summaries with drill down to detailed data for revenue, encumbrance and expenditure amounts by month, quarter, and year, or for the life of the cost collector. | X | | | | | |
| 1331 | Financial | Cost Collector | General Contract/Grant/Project | System shall identify a specific item as federal, state, or local reimbursable for a cost collector when approving a transaction / document / business event. | X | | | | | |
| 1332 | Financial | Cost Collector | General Contract/Grant/Project | System shall edit or prohibit processing of specified cost collector-related transactions / documents / business events (override capability with authority) based on user defined reasons. These reasons shall include, but not be limited to the following:<br>*Not within service dates specified within the cost collector; and<br>*Beyond the closure of the cost collector.<br>Limitations may be made as to type of expenditures or revenues based on phase or status within the cost collector. (Note that the cost collector shall have the ability to close independent of the fiscal year and be suspended prior to completion.) Edits shall be able to be applied as standard combinations or structured to meet specific cost collector needs. | X | | | | | |
| 1333 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to automatically post the appropriate accounting entries for a cost collector or sub-cost collector when a warrant is cancelled or an expenditure is abated. | X | | | | | |

| ID Num | Requirement Area | Requirement Subcategory | Requirement Name | Requirement | Meets | Third Party | Next Release | Req. Mods | Does Not Meet | Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 1334 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to correct transactions that were inappropriately charged to a data element in the cost collector structure such as cost collector ID, sub-cost collector, phase, task identifier, or reimbursement identifier. The corrections need to be posted to the current fiscal year but can be generated from transactions in previous fiscal years. | X | | | | | |
| 1335 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to generate an invoice for reimbursable cost for a cost collector or group of cost collector(s) at the discretion of the user and establish a receivable when the bill is created. System shall ensure that billings do not exceed reimbursable amount. | X | | | | | |
| 1336 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to identify all transactions/ documents / business events that have been billed and only include new or modified transactions / documents / business events in the next billing for a cost collector. | X | | | | | |
| 1337 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to attach documents to the cost collector profile (i.e., contract agreements, approved indirect rates, performance bonds, letter of credit, grant award). | X | | | | | |
| 1338 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to record each agreement's information for a cost collector or sub-cost collector. The agreement information shall include but not be limited to:<br>* Agreement's type (i.e., Memorandum of Agreement, vendor, recipient, grantee);<br>* Agreement amount;<br>* Agreement date;<br>* Amendment(s) and date(s);<br>* Agreement's begin and ending dates;<br>* Agreement's service period;<br>* Agreement's service type (set by DMS);<br>* Agreement status (i.e., pending execution, approved, executed, suspended, closed); and<br>* Agreement status date. | X | | | | | STATUS CODES / TYPES MAY DIFFER FROM THAT WHICH IS LISTED IN REQUIREMENT |
| 1339 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to store Budget Amount(s) and Release Amount(s) for a specific time period(s), fund(s), object(s), business events, and/or organization(s) that will be allowed for the cost collector. Sub-cost collector/Phase as well as edit all transactions posted to the cost collector for available budget and release at these levels. The budget and release amount(s) can be identified as reimbursable, expendable, or for the cost collector and applied accordingly. | X | | | | | |
| 1340 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to store multiple contacts and associated information for a cost collector. The contact information shall include but not be limited to:<br>*Contact type;<br>*Contact's name;<br>*Contact's office name;<br>*Contact's address;<br>*Contact's phone number;<br>*Contact's fax number;<br>*Contact's web address; and<br>*Comment field. | X | | | | | |
| 1341 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide the ability to store statistical information that may be used to measure a cost collector. The statistical information shall include but not be limited to:<br>*Unit of measure (i.e., number of full time equivalents (FTE), acres, square feet);<br>*Unit of measure value;<br>*Percentage of completion at a specific date; and<br>*Work hours to date. | X | | | | | |
| 1342 | Financial | Cost Collector | General Contract/Grant/Project | System shall provide a hierarchical structure within the cost collector structure that provides for grouping across agencies for statewide reporting purposes. | X | | | | | |
| 1343 | Financial | Cost Collector | General Contract/Grant/Project | System shall allow the values for cost collector ID to be assigned sequentially by the system or assigned by the user. | | | | | X | |
| 1344 | Financial | Cost Collector | Grants | System shall provide ability to record as a memo entry the 'in-kind' value (e.g., non-cash match) as part of grant activity. | | | | | X | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 1345 | Financial | Cost Collector | Grants | System shall provide an edit that ensures the Catalog of Federal Domestic Assistance (CFDA) number is valid for the grantor assigned to the grant (not all grants require CFDA number). | | | | | X | |
| 1346 | Financial | Cost Collector | Grants | System shall provide the ability to store the indirect cost rate along with an effective time period for each grant, grant phase, and object. | X | | | | | |
| 1347 | Financial | Cost Collector | Grants | System shall support unique match rates for each grant award (calculate and bill accordingly) by grant, grant phase, and account type. | X | | | | | |
| 1348 | Financial | Cost Collector | Grants | System shall produce the Schedule of Expenditures of Federal Financial Assistance. | | | | | | Need more detailed information to accurately respond |
| 1349 | Financial | Cost Collector | Grants | System shall comply with the State's Single Audit Act and the Federal Government's Single Audit Act and cash management legislation. | | | | | | Need more detailed information to accurately respond |
| 1350 | Financial | Cost Collector | Grants | System shall maintain grant-related descriptive information including, but not limited to :<br>* Grant Identification Number;<br>* Grant title;<br>* Grant description;<br>* Grant award amount and date;<br>* Grantor (provides information about the entity from which the grant was received);<br>* Grant status (i.e., Pending Approval, Approved, Awarded, and Closed);<br>* Grant type, category, and classification as defined by users;<br>* Catalog of State Financial Assistance (CSFA) number;<br>* Catalog of Federal Domestic Assistance (CFDA) number;<br>* Grantor's awarding identification number;<br>* Grant start and end dates;<br>* Obligation period (i.e., time period to obligate funds);<br>* Liquidation period (i.e., time period for liquidation of the obligations);<br>* Indirect rates, basis, cap, and approving authority;<br>* Billing address;<br>* Reporting address;<br>* Date of last report;<br>* State application identifier;<br>* Federal drawdown information, including letter clearance date ;<br>* Comment field;<br>* Advances allowable;<br>* Payment basis (i.e., deliverables, reimbursement of expenditures);<br>* Non-Cash Award(s) value (i.e., equipment, land, inventory supplies); and<br>* Subject to Federal Cash Management Improvement Act (CMIA) requirements flag (Y/N). | X | | | | | No for CSFA number, Liquidation period, Billing address, reporting address, date of last report, state application identifier, federal drawdown information, advances allowable, payment basis, non cash award, federal cash management improvement act |
| 1351 | Financial | Cost Collector | Grants | System shall identify the Grantee/sub-grantee and related information associated with the particular organization/individual that will be receiving grant funds, including but not limited to:<br>* Grantee/Sub-Grantee Identification Number;<br>* Status (i.e., active, inactive, suspended, debarred);<br>* Status date;<br>* Grantee/Sub-Grantee type, category, and classification as defined by user;<br>* Federal Employer Identification (FEID) Number;<br>* Name;<br>* Address;<br>* Web address;<br>* Phone and fax numbers;<br>* Minority code;<br>* Minority status;<br>* Services provided; and<br>* Service area. | X | | | | | |
| 1352 | Financial | Cost Collector | Grants | System shall provide a link to identify the grant revenue to the subgrantee that is receiving the related state grant/subgrant. | X | | | | | |

| ID Num | Requirement Area | Requirement Subcategory | Requirement Name | Requirement | Meets | Third Party | Next Release | Req. Mods | Does Not Meet | Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 1353 | Financial | Cost Collector | Grants | System shall provide the ability to store federal requirements for a grant. The federal information shall include but not be limited to:<br>* Federal Financial Participation (FFP);<br>* Maintenance of Effort (MOE) requirements;<br>* Expenditure types/levels that are eligible for reimbursement;<br>* Federal Appropriation Number(s) and Years;<br>* Reporting requirements (schedule and frequency); and<br>* Audit requirements. | | | | | X | Yes for expenditure types/levels that are eligible for reimbursement |
| 1354 | Financial | Cost Collector | Grants | System shall provide the ability to alert designated users when a specific transaction/ document / business event occurs that will require an adjustment for federal draw amounts for a grant. | | | | | X | |
| 1355 | Financial | Cost Collector | Grants | System shall provide the ability to store matching requirements for a grant. The matching information shall include but not be limited to:<br>* Match type (i.e., cash, in-kind services, donated equipment, donated land);<br>* Match rate(s) and basis (i.e. expenditure type);<br>* Comment / Summary field; and<br>* Match restrictions on non-cash items (i.e., use/sale of land, equipment, buildings). | X | | | | | Via comments for match restrictions on non-cash items |
| 1356 | Financial | Cost Collector | Projects | System shall provide the ability to store a Schedule of Funds that will be provided during the life to the project. The schedule shall include but not be limited to:<br>*Fund source;<br>*Fund category;<br>*Fund year;<br>*Fund amount; and<br>*Date funds will be available. | X | | | | | |
| 1357 | Financial | Cost Collector | Projects | System shall provide the ability to store a Work Breakdown Structure (i.e., schedule for phases and activities within each phase including Budget by Phase and/or activity) for a project. | | | | | X | |
| 1358 | Financial | Cost Collector | Projects | System shall provide a multi-level project structure that supports agency requirements for project accounting and billing. The structure shall provide, but not be limited to the following elements that can be defined by each agency;<br>* Project Name - Title;<br>* Project Description;<br>* Project Start and End Dates;<br>* Project Type - Identifies each project as belonging to a particular type of project;<br>* Project Category - Identifies each project as belonging to a particular category of projects;<br>* Project Classification - Identifies each project as belonging to a particular class of projects;<br>* Project Id (number) - Identifies a project uniquely;<br>* Other Project Identifier - Alternate number such as federal project identifying number);<br>* Sub-Project - Provides the ability to identify small projects that are included within a large project;<br>* Phase - Provides the ability to break down a project or sub-project into segments/phases;<br>* Project Task Identifier - Used to segregate transactions/documents/business events for a project or sub-project/phase;<br>* Project Status - pending, active, completed, cancelled;<br>* Location - Identifier and description; and<br>* Restrictions on assets acquired. | X | | | | | |
| 1375 | Financial | Cross Cutting | Budget edit override | System shall provide the ability to override budget edits with the appropriate security authority. | X | | | | | |
| 1376 | Financial | Cross Cutting | Bypass budget edits by transaction type | System shall provide the ability to process transactions that are not subject to budget edits (i.e., payroll). | X | | | | | |
| 1377 | Financial | Cross cutting | Close structures using hierarchy shortcut | System shall provide the ability to close a specific level that would then close all lower levels of a structure at any point in the year. | X | | | | | Via "inactivate" process |

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| 1378 | Financial | Cross cutting | General ledger updates from subsidiary systems | System shall provide ability to automatically update the General Ledger with transactions from all subsidiary subsystems. | X | | | | | |
| 1379 | Financial | Cross Cutting | Link assets to asset records and general ledger | System shall provide a link between the assets acquired during the life of a cost collector and convert capital work in progress (CWIP) costs (including labor) to the Asset Management Module and the general ledger when applicable. CWIP may cross fiscal years. (Note that for governmental funds we would only want to report this in the government-wide statements in Consolidated Annual Financial Report (CAFR) Accounting.) | X | | | | | With proper set up |
| 1380 | Financial | Cross cutting | Link cost collector to original funding source | System shall provide ability to close-out or carry forward appropriation balance(s) for a fiscal year on the project, contract, or grant based on the type of funding source (e.g., appropriation). If the appropriation balance(s) is carried forward, it must maintain its original year of appropriation and the available balance(s) for the project, contract, or grant. | X | | | | | |
| 1381 | Financial | Cross Cutting | Online management reporting | System shall provide online inquiry screens that display budget, encumbrances, expenditures, and available budget data at varying levels of the structures. | X | | | | | |
| 1383 | Financial | Cross Cutting | User defined budgetary restrictions | System shall allow each department to determine if encumbrances reduce budgetary balances. | | | | | X | Tier always do. The purpose of an encumbrance is to reserve funds against a budget. Requisition gives the option, but not PO's. |
| 1400 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall accept electronic vendor invoices. | X | | | | | MAY REQUIRE MODIFICATION IF THE INCOMING FILE FORMAT DOES NOT MATCH MUNIS REQUIREMENTS |
| 1401 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall assign unique pre-encumbrance and encumbrance document numbers, which are system-generated or manually entered. System-generated document numbers shall be drawn from a block of unique numbers assigned to each agency. | X | | | | | |
| 1402 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall automatically update the general ledger and all appropriate structures for encumbrance (e.g., purchase orders), and payment activities. Pre-encumbrances shall be optional or as memo only as specified by users. | X | | | | | REQUISITION IS ALWAYS A PRE-ENCUMBRANCE THAT CREATES A "LIEN" ON THE ACCOUNT WITHOUT A J/E BEING CREATED. |
| 1403 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall establish agency authorized accounts payable transactions/documents/business events using batch input from outside sources (e.g., electric companies, telecommunication companies, large volume vendors) with common information and agency established links to distribute charges appropriately. | X | | | | | MAY REQUIRE MODIFICATION IF INCOMING FILE FORMAT DOES NOT MATCH MUNIS REQUIREMENTS |
| 1404 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall generate a transaction to establish a payable and liquidate the encumbrance when all invoice, receiving report and purchase order match criteria are met. This is a three point match. | X | | | | | |
| 1405 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall provide ability to query, display and report payables and payments by any element of the payment document. | X | | | | | |
| 1406 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall provide aging analysis, both on-screen and in reports, of outstanding accounts payable for 30, 60, 90, 120, and greater than 120 days using the original invoice date and current system date allowing aggregation using user-defined criteria. | X | | | | | |
| 1407 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall provide estimated expenditure dates for encumbrances based upon system defined business rules depending upon the type of encumbrance (e.g., services, commodities) or payment schedules. | X | | | | | |
| 1408 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall provide for accounts payable and encumbrance transactions/documents/business events to be posted to the appropriate fiscal year's budget. | X | | | | | |
| 1409 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall record and maintain Management Encumbrances. Management Encumbrances are used to record commitments for goods and services over a period of time. | X | | | | | w/ Contracts |

| ID Num | Requirement Area | Requirement Subcategory | Requirement Name | Requirement | Meets | Third Party | Next Release | Req. Mods | Does Not Meet | Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 1410 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall record payment transactions and/or invoices payable that were not pre-encumbered or encumbered. | X | | | | | |
| 1411 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall record, store and report information such as kilowatt usage, water gallon usage, gallons of gasoline used, etc. submitted with an electronic invoice/billing statement. | X | | | | | w/ notes on AP invoice |
| 1412 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall make partial or full liquidation of pre-encumbrances, encumbrances, and accounts payable as specified by user. | X | | | | | |
| 1413 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall allow for access to the statewide vendor file (see purchasing requirements) which maintains payment and procurement information for each vendor. | X | | | | | |
| 1414 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall allow sales or use tax to be recorded to their own respective accounts within a transaction. | X | | | | | |
| 1415 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall allow unique numbers for encumbrances and accounts payable to be automatically generated by and within each agency. System shall clearly distinguish between type of transactions. | X | | | | | |
| 1416 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall be capable of accepting memo information related to an invoice and pass that information along to the vendor in the form of a remittance advice associated with a check, warrant, or Automated Clearing House (ACH) payment. | X | | | | | |
| 1417 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall optionally distribute sales or use tax to each line on the voucher. | X | | | | | |
| 1418 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall provide ability to automatically split a single transaction into multiple account coding distributions based on user-defined criteria. | X | | | | | |
| 1419 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall provide ability to control payments in excess of encumbered amounts by user-defined tolerance limits for each type of encumbrance (e.g., 10% or $50 over encumbrance amount) provided sufficient spending authority exists. | X | | | | | |
| 1420 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall provide ability to pay multiple vendors from a single payment voucher (e.g., multipayee voucher). | | | | | X | Tyler feels we have an acceptable alternative to this process. |
| 1421 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall support electronic banking. | X | | | | | ACH file generation |
| 1422 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall support the recording of pre-encumbrances and encumbrances against all elements in the data classification structure. | X | | | | | |
| 1423 | Financial | Expenditures | Encumbrances and Accounts Payable | System shall provide the capability to reopen a purchase order on which partial payments have been made if the purchase order was closed in error with appropriate security procedures. | X | | | | | |
| 1424 | Financial | Expenditures | General | System shall provide approval levels for purchasing and disbursement transactions based on, but not limited to combinations of, amounts, vendor, account, and appropriation. | X | | | | | |
| 1425 | Financial | Expenditures | Payment Processing | System shall provide for the printing of remote warrants with appropriate security and approval. At a minimum, incorporate the following features:<br>* Print warrants and/or checks on remote laser printers;<br>* Print Magnetic Ink Character Recognition (MICR) characters, system generated warrant or check number, and overlays on blank warrant stock;<br>* Print warrants on multiple agency accounts;<br>* Control blank warrant stock using control numbers;<br>* Record the expenditure within the agency's appropriation/fund; and<br>* Generate the cash transaction to replenish the petty cash/revolving fund for the expenditure from the fund against which the expenditure is applied. | X | | | | | |
| 1426 | Financial | Expenditures | Payment Processing | System shall allow agencies to charge the payable to one vendor and make the payment to another vendor when authorized. In the cases where a third party acting as agent receives the payment, maintain Form 1099 information for the principal party rather than the agent. | X | | | | | |
| 1427 | Financial | Expenditures | Payment Processing | System shall allow agencies to disapprove and/or modify payment requests prior to processing. | X | | | | | |
| 1428 | Financial | Expenditures | Payment Processing | System shall allow for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice. | X | | | | | |
| 1429 | Financial | Expenditures | Payment Processing | System shall allow for zero dollar transactions to be recorded to track (e.g., identify, inquire, report) the recoupment of prepayments and advances. | | | | | | Need more detailed information to accurately respond |

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| 1430 | Financial | Expenditures | Payment Processing | System shall allow user to query Vendor/Payee History File by any data element (including warrant redemption, etc.) by inception-to-date, fiscal year, quarterly, etc. and to view, download or print the results. | X | | | | | |
| 1431 | Financial | Expenditures | Payment Processing | System shall approve payments from a single approval screen which can be sorted by multiple data elements. | X | | | | | |
| 1432 | Financial | Expenditures | Payment Processing | System shall authorize or reject disbursement processing by batch, document (invoice), or individual line item. System shall not process payments until authorized personnel have approved the payment records. | X | | | | | |
| 1433 | Financial | Expenditures | Payment Processing | Authorized user shall be able to prevent a disbursement from being produced on an approved payment transaction before a pre-established cut-off time. | X | | | | | w/ Workflow |
| 1434 | Financial | Expenditures | Payment Processing | System shall ensure that amount fields for electronic transactions must be consistent with electronic file format standards (e.g., Automated Clearing House (ACH)). | X | | | | | |
| 1435 | Financial | Expenditures | Payment Processing | System shall generate replacement warrants to replace canceled, stale dated, lost, or voided warrants, and generate related accounting transactions and table updates for the replacement warrants. Original and replacement warrants must be cross-referenced. | X | | | | | |
| 1436 | Financial | Expenditures | Payment Processing | System shall generate vendor payments based on due date to maximize interest earned and discount date to maximize discounts received by the State and provide override capability for authorized users. | X | | | | | |
| 1437 | Financial | Expenditures | Payment Processing | System shall notify operating agency staff when the time elapsed on a proper invoice is approaching or past prompt payment processing deadlines. | X | | | | | Warrant report |
| 1438 | Financial | Expenditures | Payment Processing | System shall provide ability for an agency to set up petty cash/revolving funds with proper authority. | X | | | | | |
| 1439 | Financial | Expenditures | Payment Processing | System shall provide ability to accept an Electronic Funds Transfer (EFT) return file using the National Automated Clearing House Association (NACHA) format. | X | | | | | |
| 1440 | Financial | Expenditures | Payment Processing | System shall provide ability to accept and authorize updates to the Electronic Funds Transfer (EFT) authorization information for corrections returned by the bank (e.g., account number). | X | | | | | |
| 1441 | Financial | Expenditures | Payment Processing | System shall provide ability to cancel or void a payment by entering certain payment cancellation information online, and automatically update the financial balances including restoring available budget, adjusting subsidiary files, and adjusting payroll earnings, deductions, and withholdings as appropriate. Note: The payment is stopped and the transactions are reversed. | X | | | | | |
| 1442 | Financial | Expenditures | Payment Processing | System shall provide ability to combine payment transactions, with override capability, by vendor across the account code structure elements (e.g., fund, agency, appropriation, and project) and provide full identification, including account numbers, invoice number and amounts paid and the payer agencies on the associated remittance advice. | X | | | | | |
| 1443 | Financial | Expenditures | Payment Processing | System shall provide ability to enter a payment message on the transaction/document/business event with the option on having it printed on the remittance advice. This shall also include journal transfers. | X | | | | | |
| 1444 | Financial | Expenditures | Payment Processing | System shall provide ability to modify the payment amount via an adjustment and capture and store the reason for the adjustment on the approval screen. | X | | | | | |
| 1445 | Financial | Expenditures | Payment Processing | System shall provide ability to override Electronic Funds Transfer (EFT) authorization. | X | | | | | |
| 1446 | Financial | Expenditures | Payment Processing | System shall provide ability to process employee and vendor payments, including payments to local governments, by warrant or Electronic Funds Transfer (EFT) to multiple addresses or bank accounts based on agency assigned criteria (salary to one, travel to another, intra-district payments to another, etc.). | X | | | | | |
| 1447 | Financial | Expenditures | Payment Processing | System shall provide ability to produce a warrant for Electronic Funds Transfer (EFT) returns automatically, including creation of a remittance advice and update of the payment data to indicate payment by warrant instead of EFT. | | | | X | | Included in previous mod estimate |
| 1448 | Financial | Expenditures | Payment Processing | System shall provide ability to pull back (reverse) Electronic Funds Transfer (EFT) payments. | | | | X | | Included in previous mod estimate |
| 1449 | Financial | Expenditures | Payment Processing | System shall provide ability to restart warrant and remittance advice printing in the event paper stock is damaged or the printer malfunctions. Restart shall be initiated by entry of the last undamaged warrant number and the next warrant number to be used (after damaged or missing stock). Systems shall then process remaining warrants and generate void warrant transactions for the damaged or missing stock. System shall account for document control numbers if different from warrant number. | X | | | | | |

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| 1450 | Financial | Expenditures | Payment Processing | System shall provide ability to use encumbered funds from the previous fiscal year that were carried forward into current fiscal year to make disbursements when applicable. | X | | | | | |
| 1451 | Financial | Expenditures | Payment Processing | System shall provide agencies the ability to confirm or reject electronic invoices when compared with electronic purchase orders (EPO) and requests for payment. | X | | | | | |
| 1452 | Financial | Expenditures | Payment Processing | System shall provide automatic creation of accounting entries and update of accounting records when a disbursement transaction is processed. | X | | | | | |
| 1453 | Financial | Expenditures | Payment Processing | System shall provide edits / validations for advance payment authorizations and override capability, if required. When an advance payment/deferred charge has been approved, system shall provide a mechanism to liquidate the advance or deferred charge upon receipt and recording of the invoice or report. | X | | | | | Create invoice w/ PO |
| 1454 | Financial | Expenditures | Payment Processing | System shall provide edits / validations to identify on screen possible duplicate vendor invoices that should not be authorized for disbursement, unless appropriately authorized. | X | | | | | |
| 1455 | Financial | Expenditures | Payment Processing | System shall provide for recording sub-vendors and associate amounts on transactions (pay and charge). This function would allow individuals and vendors benefiting from the payment/reimburse to primary vendor (payee) to be recorded in the system for travel cost and minority vendor reporting. | X | | | | | w/ Contracts |
| 1456 | Financial | Expenditures | Payment Processing | System shall provide the ability to record, store, and process appropriate invoice information including, but not limited to:<br>* Account Number;<br>* Invoice Number;<br>* Invoice Amount;<br>* Obligating document references;<br>* Payee Federal Employer Identification Number (FEIN)/Taxpayer Identification Number (TIN);<br>* Payee Name and Address;<br>* Discount Terms;<br>* Invoice Amount;<br>* Invoice Receipt Date; and<br>* Payment Date (to take advantage of available discount). | X | | | | | |
| 1457 | Financial | Expenditures | Payment Processing | System shall record current cancellation of payment made in a previously closed period and have the general ledger transactions generate in the current period. Additionally, system shall allow an authorized user to override the accounting period impacted by the payment cancellation. | X | | | | | |
| 1458 | Financial | Expenditures | Payment Processing | System shall store and link electronic images of vouchers and support documents from external imaging systems. | X | | | | | TYLER CONTENT MANAGEMENT. OTHER SYSTEMS MAY REQUIRE MODIFICATION |
| 1459 | Financial | Expenditures | Payment Processing | System shall "hold" payment to vendors which have outstanding liabilities to the State due to unresolved contractual problems; due to court-ordered garnishments; or for other reasons as dictated by State law (e.g., failure to pay child support). Payment "hold" (vendor flag edits) shall be at the front end of the process with a mechanism for identifying to the paying agency that there is a payment "hold" and the reason for the "hold" with online instructions (help) on procedures or who to contact for resolving the "hold". | X | | | | | Noted on Vendor file |
| 1460 | Financial | Expenditures | Payment Processing | System shall apply credit and debit memo amounts before producing a payment (warrant), and shall apply credit memos only to the extent that they do not produce a negative payment (warrant). System shall create a notification to the vendor and the user that the invoice amount has been applied against the credit memo amount. | X | | | | | |
| 1461 | Financial | Expenditures | Payment Processing | System shall provide ability to accept electronic billings from vendors and process appropriate payments (check or warrant) to vendors. | X | | | | | MODIFICATION MAY BE REQUIRED IF INCOMING FILE FORMAT DOES NOT MATCH MUNIS REQUIREMENTS |
| 1462 | Financial | Expenditures | Payment Processing | System shall provide for recurring entries for payables which occur regularly and which may have a fixed amount or varying dollar amount. | X | | | | | |

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| 1463 | Financial | Expenditures | Payment Processing | System shall provide the ability to expedite the payment (warrant) during the day (exclusive of the normal payment processing cycle) and accept manually written warrant transactions. | X | | | | | |
| 1464 | Financial | Expenditures | Payment Processing | System shall provide the ability to identify if warrant should be mailed or picked up. | X | | | | | |
| 1465 | Financial | Expenditures | Payment Processing | System shall provide the ability to identify if payment requires attachments. | X | | | | | |
| 1466 | Financial | Expenditures | Payment Processing | System shall sequentially number and control payments (warrants) and remittance advices. | X | | | | | |
| 1467 | Financial | Expenditures | Payment Processing | System shall support automatic, online, real-time 2 and 3 way matching of invoice, to receiving, to purchase order at the line item level. | X | | | | | |
| 1468 | Financial | Expenditures | Payment Processing | System shall support backup withholding. | X | | | | | |
| 1469 | Financial | Expenditures | Payment Processing | System shall support electronic data interchange (EDI) standards that meet organization requirements. | X | | | | | EFT/ACH |
| 1470 | Financial | Expenditures | Payment Processing | System shall support positive payment. | X | | | | | MAY REQUIRE MODIFICATION IF POSITIVE PAY FORMAT DOES NOT MATCH CURRENT FORMATS FOUND IN MUNIS |
| 1471 | Financial | Expenditures | Payment Processing | Optional verification of expenditure refunds (abatement) against current and prior year disbursements. | X | | | | | Via credit memo process |
| 1472 | Financial | Expenditures | Recurring Transactions | System shall allow the user to define a schedule identifying when recurring transactions shall be generated and shall automatically release the transactions based on this schedule. | X | | | | | USER CONSCIOUSLY DECIDES TO PULL INTO A A/P BATCH ALL RECURRING TRANSACTIONS FOR THAT TIME PERIOD |
| 1473 | Financial | Expenditures | Recurring Transactions | System shall perform validation of recurring transactions when processing generated transactions for posting. | X | | | | | |
| 1474 | Financial | Expenditures | Recurring Transactions | System shall provide a notification to the user that recurring transactions are about to generate. | | | | X | | 1 week |
| 1475 | Financial | Expenditures | Recurring Transactions | System shall require that recurring transactions obtain required approvals via the standard approval process. | X | | | | | |
| 1476 | Financial | Expenditures | Recurring Transactions | System shall support the use of coding block templates for transactions that use a common coding block but differing transaction amounts. | X | | | | | |
| 1477 | Financial | Expenditures | Travel | System shall provide the ability to reimburse travelers for state travel expenses, as well as other expenses such as supplies, honorariums, etc. incurred while traveling. | X | | | | | |
| 1478 | Financial | Expenditures | Travel | System shall record the issuance of a travel advance as an expenditure. System shall calculate any remaining amount due the traveler or agency upon completion of trip. System shall provide exception reports on outstanding travel advances. | X | | | | | |
| 1500 | Financial | Human Resource Accounting | Labor Distribution | Labor Distribution shall be integrated with the Personnel/Payroll module to extract actual payroll costs by employee. | X | | | | | |
| 1501 | Financial | Human Resource Accounting | Labor Distribution | Labor Distribution shall optionally account for uncompensated hours worked (e.g., inmate labor, volunteers, unpaid interns, apprenticeships, salaried employee unpaid hours under flex plans) and must process appropriate transactions (e.g., job costing, general ledger, journal, etc). | X | | | | | |
| 1502 | Financial | Human Resource Accounting | Labor Distribution | System shall apply labor distribution based on time increments and/or dollar equivalents. | X | | | | | |
| 1550 | Financial | Marketing / Sales / Retail | Marketing and Redistribution | System shall allow for grouping of items into lots for sale while retaining specific item owner information. | | | | | X | |
| 1551 | Financial | Marketing / Sales / Retail | Marketing and Redistribution | System shall allow for recording of sale price received when item is sold. | | | | | X | |
| 1552 | Financial | Marketing / Sales / Retail | Marketing and Redistribution | System shall allow for sale of items via sealed bid and perform bid tabulations to show highest bidder. | | | | | X | |
| 1553 | Financial | Marketing / Sales / Retail | Marketing and Redistribution | System shall provide a field that indicates the condition of the item. | | | | | X | |

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| 1554 | Financial | Marketing / Sales / Retail | Marketing and Redistribution | System shall provide ability to support electronic advertisement of items for sale (e.g., on the web) and shall support receipt of bid responses through electronic means. If bid opening date and time has expired, the System shall prohibit the acceptance of a bid through electronic means. | | | | | X | |
| 1555 | Financial | Marketing / Sales / Retail | Marketing and Redistribution | System shall provide for interfacing to/from banking systems for credit card authorizations and check verifications. | | | | | X | |
| 1556 | Financial | Marketing / Sales / Retail | Marketing and Redistribution | System shall provide the ability to maintain multiple individual bin locations for any item within any storeroom while retaining ownership information for each individual item. | | | | | X | |
| 1557 | Financial | Marketing / Sales / Retail | Marketing and Redistribution | System shall support the publishing of surplus properties to be sold to a common State web site and shall maintain a file of vendors that commonly bid on surplused properties. | | | | | X | |
| 1575 | Financial | One Card | Program/Accounts | System shall alert an agency if a purchasing cardholder has exceeded the current threshold, pursuant to AS 36.30, for purchasing from a single vendor without competitive bid as shown in the procurement database. | | X | | | | Function of card vendor |
| 1576 | Financial | One Card | Program/Accounts | System shall provide ability for identification and viewing of each department's hierarchy and lower levels and associated One Card Program accounts. | | X | | | | Function of card vendor |
| 1577 | Financial | One Card | Program/Accounts | System shall provide ability to accept and store all information about One Card transactions electronically (Level 1, 2, and 3 data at a minimum). | X | | | | | |
| 1578 | Financial | One Card | Program/Accounts | System shall provide ability to accumulate daily-posted transactions from various fund sources into one Electronic Funds Transfer payment to the bank per department. | X | | | | | |
| 1579 | Financial | One Card | Program/Accounts | System shall provide ability to link goods/services expense acquired with a One Card to a particular asset, such as linking a tire purchase with a vehicle. | X | | | | | Via manual assignment process |
| 1580 | Financial | One Card | Program/Accounts | System shall provide ability to create and update profiles by groups of cardholders within hierarchy and account. | | X | | | | Function of card vendor |
| 1581 | Financial | One Card | Program/Accounts | System shall provide ability to maintain merchant category code group (MCCG) profiles associated with each cardholder/account. | | X | | | | Function of card vendor |
| 1582 | Financial | One Card | Program/Accounts | System shall provide ability to maintain/view information about the staff participating in and the accounts established in the One Card Program to include (but not limited to):<br>* Type of role (administrator, approver, payer and/or cardholder);<br>* Type of access to the system;<br>* Training date;<br>* Processing group (group code);<br>* Agency and agency sub-level (hierarchy);<br>* Credit limits; and<br>* Transaction limits. | | X | | | | Function of card vendor |
| 1583 | Financial | One Card | Program/Accounts | System shall provide ability to perform account and hierarchy maintenance with the provider bank via Electronic Date Interchange (EDI). | | | | X | | 2 weeks |
| 1584 | Financial | One Card | Program/Accounts | System shall provide ability to produce standard control reports for monitoring transaction interface files. | X | | | | | |
| 1585 | Financial | One Card | Program/Accounts | System shall provide ability to receive, edit, and approve One Card transactions (including charges and credits) from the provider bank via EDI. | X | | | | | |
| 1586 | Financial | One Card | Program/Accounts | System shall provide ability to use drop-down menus to select specific pre-coded data by user/account profile to complete the transaction (e.g., multiple layers of cost collectors, object codes, and vendor codes that may be categorized and indexed for easy location via drop-down menus). | | | | X | | 1 week |
| 1587 | Financial | One Card | Program/Accounts | System shall provide the ability to approve credit transactions from the vendor regardless if there are sufficient charges or not to offset the credit. | X | | | | | |
| 1588 | Financial | One Card | Program/Accounts | System shall provide ability for multiple level aging reports based on hierarchy and account. | | | | X | | 1 week |
| 1589 | Financial | One Card | Program/Accounts | System shall provide ability to mark disputed transactions. | | | | X | | 1 week |
| 1590 | Financial | One Card | Program/Accounts | System shall provide ability to detect transactions that diverted from cardholder account to incorrect corporate diversion account or failed to divert. | | | | | X | |
| 1591 | Financial | One Card | Program/Accounts | System shall provide notification from Human Resource module that employee is terminating and include a crosscheck for outstanding credit card balances. | X | | | | | |
| 1592 | Financial | One Card | Program/Accounts | System shall provide report by vendor for accumulation of credit card/account charges by fiscal year. | X | | | | | |
| 1600 | Financial | Reporting | ALDER | System shall provide the ability to display the history of all transactions (maintenance and financial) processed against a document until it is purged. | X | | | | | |

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| 1625 | Financial | Revenues | Accounts Receivable | System shall provide ability to affect budget available by recording an accounts receivable for expenditure refunds transactions (abatements). | X | | | | | |
| 1626 | Financial | Revenues | Accounts Receivable | System shall provide ability to automatically process (record, prepare and print) periodic billings to selected customers based on user defined criteria (i.e., monthly rental billings). | X | | | | | |
| 1627 | Financial | Revenues | Accounts Receivable | System shall provide ability to distinguish between remitter and beneficiary for whom payment is made. | X | | | | | |
| 1628 | Financial | Revenues | Accounts Receivable | System shall provide ability to email invoice and/or statement. | X | | | | | |
| 1629 | Financial | Revenues | Accounts Receivable | System shall provide ability to automatically generate invoices based on user defined criteria, including but not limited to type of charge, type of customer, or type of account. | X | | | | | |
| 1630 | Financial | Revenues | Accounts Receivable | System shall provide ability to net the customer invoice against a credit balance total existing in customer account. | X | | | | | |
| 1631 | Financial | Revenues | Accounts Receivable | System shall provide ability to process positive or negative billing adjustments and ability to close or cancel a receivable with proper controls and an audit trail. | X | | | | | |
| 1632 | Financial | Revenues | Accounts Receivable | System shall provide ability to record a protested payment as a suspense item (dispute). | X | | | | | Via special conditions |
| 1633 | Financial | Revenues | Accounts Receivable | System shall provide ability to record and report information needed to support IRS 1099Cs on the amounts of debts forgiven. | X | | | | | Via 1099s in refunds |
| 1634 | Financial | Revenues | Accounts Receivable | System shall provide ability with appropriate authority to create license, permit, etc. renewal notices (manually and electronically) by receivable type without creating an accounts receivable general ledger entry. System shall provide notice for both pre-expiration and post-expiration (renewal notices). | X | | | | | WOULD REQUIRE BUSINESS LICENSE MODULE |
| 1635 | Financial | Revenues | Accounts Receivable | System shall provide agency-defined and dynamically maintained structures for classifying customers and accounts such as customer type, customer status, account type, and account status. | X | | | | | |
| 1636 | Financial | Revenues | Accounts Receivable | System shall provide for documenting an account including comments on both an individual and group basis and print the comments on the billing documents at the user's discretion. | X | | | | | |
| 1637 | Financial | Revenues | Accounts Receivable | System shall provide for processing uncollectible accounts as follows:<br>* Mail and/or email dunning letter to customer;<br>* Forward to legal representatives or to collection agency and record as un-collectible;<br>* Record receipt of cash if received at any time even after write off; and<br>* Obtain and record approval to write-off account balance if not collected. | | | | X | | WOULD REQUIRE MODIFICATION ONLY FOR THE ABILITY TO HAVE WORKFLOW AROUND OBTAINING AND RECODING APPROVAL TO WRITE OFF BALANCE |
| 1638 | Financial | Revenues | Accounts Receivable | System shall provide full integration of Accounts Receivable and Cash Receipts processes. System shall provide for generation of summary transactions of receivable activity in the general ledger for all original entries, adjustments, penalty and interest assessments, and write-offs. | X | | | | | |
| 1639 | Financial | Revenues | Accounts Receivable | System shall provide the ability to automatically net receivables against outstanding payables enterprise wide by user-defined criteria. | X | | | | | GL reports/balances |
| 1640 | Financial | Revenues | Accounts Receivable | System shall provide the ability to establish and maintain loan information (including principal, interest and fluctuating interest rates) and to provide an audit trail. | X | | | | | VIA SPECIAL ASSESSMENTS MODULE |
| 1641 | Financial | Revenues | Accounts Receivable | System shall provide the ability to have one customer with multiple accounts. | X | | | | | |
| 1642 | Financial | Revenues | Accounts Receivable | System shall provide the ability to identify who is responsible for managing the account within the user agency. | | | | | | |
| 1643 | Financial | Revenues | Accounts Receivable | System shall provide the ability to record the form of payments (including security deposits) that was provided for a customer's account (i.e., cash, check, bond, Letter of Credit). | X | | | | | |
| 1644 | Financial | Revenues | Accounts Receivable | System shall provide the ability to record the history of transactions to an account. | X | | | | | |
| 1645 | Financial | Revenues | Accounts Receivable | System shall record and report the receipt of the cash securities for a customer's account as unearned revenue or as a security deposit. System shall provide ability to post to earned revenue or to generate a refund of deposit amount as appropriate. | X | | | | | Prepayments/deposits |
| 1646 | Financial | Revenues | Accounts Receivable | System shall provide ability to bill other State agencies or internal organizational units for services or commodities rendered, obtain proper electronic approvals, process a transfer of funds in accordance with Generally Accepted Accounting Principles (GAAP), and provide a method for the State to distinguish intragovernmental transactions. | X | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 1647 | Financial | Revenues | Accounts Receivable | System shall provide aging analysis of outstanding accounts receivable for 30, 60, 90, 120, and greater than 120 days, and related delinquency notices by user-defined criteria, using the original invoice date and current system date. Reports shall be available both on screen and in reports. | X | | | | | |
| 1648 | Financial | Revenues | Accounts Receivable | System shall provide for agency defined and dynamically maintained charge codes (charge codes are shortcuts to predefined coding). | X | | | | | |
| 1649 | Financial | Revenues | Accounts Receivable | System shall provide the ability to generate reports of invoices billed, paid, or voided with a user-defined timeframe. System shall also provide a report of all outstanding invoices on a given date. | X | | | | | |
| 1650 | Financial | Revenues | Accounts Receivable | System shall support bar code or scan line information to capture any and all fields of the coding block applied to financial transactions (i.e., invoices or remittance stubs). | X | | | | | |
| 1651 | Financial | Revenues | Accounts Receivable | System shall support bar code or scan line printing on envelopes to aid in remittance processing. | X | | | | | |
| 1652 | Financial | Revenues | Accounts Receivable | System shall track activity of delinquent accounts collected, collection cases and results of collection efforts. | X | | | | | |
| 1653 | Financial | Revenues | Accounts Receivable | System shall provide ability to handle electronic bill presentment and payment and must be Health Insurance Portability and Accountability Act (HIPPA) compliant. | | | | X | | This can be accomplished w/a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate. |
| 1654 | Financial | Revenues | Accounts Receivable | System shall provide department defined sequentially numbered invoices to ensure proper accounting control and prevent duplicate invoice numbers. | X | | | | | |
| 1655 | Financial | Revenues | Accounts Receivable | System shall allow accounts receivable to be maintained on either an "open item" (detail transactions) or "balance forward" (summary total) basis as determined by user agency. | X | | | | | |
| 1656 | Financial | Revenues | Accounts Receivable | System shall allow for applying late charges (penalties and interest) to the unpaid balance on selected accounts. The system shall support varying penalty amounts and interest based on rates established by each agency, by specific fee charged. System shall bill the customer for the interest and penalties. | X | | | | | |
| 1657 | Financial | Revenues | Accounts Receivable | System shall identify customer accounts that require security/deposit. | X | | | | | Via special conditions |
| 1658 | Financial | Revenues | Accounts Receivable | System shall prevent duplicate customer numbers. | X | | | | | |
| 1659 | Financial | Revenues | Accounts Receivable | System shall print individual customer statements on demand and/or automatically print all customer statements during a desired cycle. Provide the capability of dynamically selecting individual customers for whom statement printing is suppressed and provide an audit trail of any customers that had statements suppressed. | X | | | | | Ad-hoc or mass printing of statements |
| 1660 | Financial | Revenues | Accounts Receivable | System shall provide a central customer (vendor) repository for storing all customer-related information (i.e., address, name, tax ID number, etc.). | X | | | | | |
| 1661 | Financial | Revenues | Accounts Receivable | System shall provide ability for a single invoice item to be distributed to multiple revenue accounts based on a user-defined (i.e., percentage, tiers, etc.) allocation. | X | | | | | |
| 1662 | Financial | Revenues | Cash Management Improvement Act | System shall have the ability to issue warrants in accordance with the cash management policy. | | | | X | | This can be accomplished w/a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate. |
| 1663 | Financial | Revenues | Cash Management Improvement Act | System shall provide for generation of "cash profiles" for specified grants, projects, or programs for specified time periods. Profiles will detail and summarize all transaction types which directly or indirectly reflect cash usage or receipts by specified grants or programs and the cash transaction effective dates. | X | | | | | |
| 1664 | Financial | Revenues | Cash Management Improvement Act | System shall support the reversal of receipts for bad checks, rejected wire transfers, and errors on bank deposits. | X | | | | | |
| 1665 | Financial | Revenues | Cash Management Improvement Act | System shall calculate ending daily federal cash balances by Catalog of Federal Domestic Assistance (CFDA) number, including disbursements with matching percentages, and collections of federal funds recorded as receivables. | X | | | | | |

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| 1666 | Financial | Revenues | Cash Management Improvement Act | System shall comply with all the provisions of the Federal Cash Management Improvement Act (CMIA). | X | | | | | This can be accomplished w/a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate. |
| 1667 | Financial | Revenues | Cash Management Improvement Act | System shall provide ability to determine the number of days between request for payment and issuance of the warrant and store for reporting and statistical purposes. | X | | | | | MAY REQUIRE A CUSTOM REPORT TO MORE CLEARLY SHOW INFORMATION |
| 1668 | Financial | Revenues | Cash Management Improvement Act | System shall provide ability to identify when federal funds are received, when the federal funds have cleared the State Treasury, the number of days between receipt and clearing of the funds as well as calculate the interest liability based on the number of days and report the appropriate interest liability. | | | | X | | This can be accomplished w/a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate. |
| 1669 | Financial | Revenues | Cash Management Improvement Act | System shall provide for generation of "clearance patterns" for specified federal grants, projects, or programs for specified time periods. Clearance patterns will detail and summarize all transaction types that directly or indirectly reflect cash usage or receipts by specified grants or programs and the cash transaction effective dates. | X | | | | | |
| 1670 | Financial | Revenues | Cash Receipts and Revenue Processing | System shall provide the ability to set up departmental defaults through a security table that defines the funds and account codes that a user can book deposit information against. | X | | | | | |
| 1671 | Financial | Revenues | Cash Receipts and Revenue Processing | System shall support online entry of department cash receipt information that are compiled into daily cash deposits (corresponding to actual bank deposits). System shall also support compiling cash receipts into deposits less or more frequently than daily and provide the ability to drill back and forth between deposit and receipt. | X | | | | | |
| 1672 | Financial | Revenues | Cash Receipts and Revenue Processing | System shall flag cash payments of more that $10,000 for IRS reporting. | | | | X | | This can be accomplished w/a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate. |
| 1673 | Financial | Revenues | Point of Sale/Retail | System shall allow processing return of goods transactions with proper controls. | X | | | | | Via transaction voids and/or refunds. Permisson on both functions. |
| 1674 | Financial | Revenues | Point of Sale/Retail | System shall allow users to record customer information at the time of the sale. | X | | | | | |
| 1675 | Financial | Revenues | Point of Sale/Retail | System shall automatically adjust inventory based upon completion of the sales or return event. | X | | | | | Memory in point-of-sale |
| 1676 | Financial | Revenues | Point of Sale/Retail | System shall automatically not accept a customer check for payment if that history has a user defined number of checks that did not clear when deposited and provide ability to link to check verification system. | X | | | | | Via alerts/special conditions |
| 1677 | Financial | Revenues | Point of Sale/Retail | System shall automatically print a receipt. This receipt shall be in a form that is not easily duplicated. | X | | | | | |
| 1678 | Financial | Revenues | Point of Sale/Retail | System shall be able to print the appropriate credit card receipt to secure the cardholder's signature. | X | | | | | |
| 1679 | Financial | Revenues | Point of Sale/Retail | System shall be able to properly record deposits or partial payments for reservations. | X | | | | | Misc receipting |
| 1680 | Financial | Revenues | Point of Sale/Retail | System shall print a daily record of collections, and have an automated interface to the general ledger to record the sales and the appropriate reduction to inventory. | X | | | | | Assumes inventory in point-of-sale |
| 1681 | Financial | Revenues | Point of Sale/Retail | System shall process an increase or decrease of sales price across all goods or within a category of goods. | | | | X | | This can be accomplished w/a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate. |
| 1682 | Financial | Revenues | Point of Sale/Retail | System shall support scanning (or optional keying of) the barcode at the cash register and have the sales price of the good added to the sales total. | X | | | | | |

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| 1683 | Financial | Revenues | Structure | System shall provide for a multi-level revenue structure that supports agency requirements for federal and state funding. The structure shall provide, but not be limited to the following elements:<br>* Revenue Type (e.g., federal, state, local, private);<br>* Revenue Category (e.g., state revenue cap);<br>* Revenue Class (e.g., fees, licenses, taxes, etc.);<br>* Revenue; and<br>* Sub-Revenue. | X | | | | | |
| 1684 | Financial | Revenues | Structure | System shall provide for proper recording of revenue to the revenue coding structure and monitoring against budgeted revenues statewide and department-specific reporting and control requirements. | X | | | | | |
| 1700 | Financial | System | General | System shall archive financial and structure data that have financial impact as defined by system administration. | X | | | | | Via Tyler Reporting Services |
| 1725 | Financial | Vendor Management | General | System shall provide ability for system-generated notification (through Electronic Data Interchange (ED)I, e-mail, computer generated fax, etc.) to vendors affected by system changes or purges. | | | | X | | WOULD REQUIRE A MODIFICATION. MORE INFORMATION NEEDED ON 3RD PARTIES THAT WOULD NEED TO BE NOTIFIED |
| 1726 | Financial | Vendor Management | General | System shall have ability to distinguish and view vendors by category (e.g., state employee) within vendor database. | X | | | | | |
| 1727 | Financial | Vendor Management | General | System shall provide ability to define multiple categories per vendor. | X | | | | | |
| 1728 | Financial | Vendor Management | General | System shall provide warning when possible duplicate vendors are being established, and method to override. | X | | | | | |
| 1729 | Financial | Vendor Management | General | System shall provide ability to link to external databases (e.g., the Federal Tax Identification system, State of Alaska business licenses, etc.) to support vendor management. | | | | X | | 2 weeks |
| 1730 | Financial | Vendor Management | General | System shall provide a common vendor file for all application modules, such as accounts payable and purchasing. | X | | | | | |
| 1731 | Financial | Vendor Management | General | System shall provide data elements to identify vendors as small business, minority business, woman-owned business, in-state vendor, and other user-defined categories. | X | | | | | |
| 1732 | Financial | Vendor Management | General | System shall provide the ability to correctly process all required IRS maintenance and reporting, including, but not limited to:<br>* All required IRS information returns (i.e., 1099, 1098, etc.);<br>* CP 2100;<br>* W-9s; and<br>* 1099 corrections. | X | | | | | Need more information on CP2100 |
| 1733 | Financial | Vendor Management | General | System shall provide the ability to pay one vendor after procuring goods or services from another vendor (i.e., vendor in receivership, court ordered levies, garnishments) with proper controls. System shall ensure that payments are attributed to the correct vendor for tax reporting purposes. | X | | | | | |
| 1734 | Financial | Vendor Management | General | System shall provide capability to maintain at least 9999 addresses per vendor (e.g., multiple billing and shipping addresses). | | | | | X | 9999 max |
| 1735 | Financial | Vendor Management | General | System shall provide ability to define a minimum of 99 vendor categories at the system level. | X | | | | | |
| 1736 | Financial | Vendor Management | General | System shall provide for a minimum of 999,999 vendors. | | | | X | | 99,999 max - 2 weeks |
| 1737 | Financial | Vendor Management | General | System shall provide ability to have user defined criteria for vendor file management, (e.g., purging vendors with no activity within a certain time frame). | X | | | | | |
| 1738 | Financial | Vendor Management | General | System shall provide ability to maintain information on suspended, discriminatory, or public entity crime vendors and support dates of suspension. | X | | | | | |
| 1739 | Financial | Vendor Management | General | System shall provide for the accurate entry of federal identification numbers (FEID) and social security numbers (SSN) through the use of federal verification systems such as the EVS (employee verification system) if available. This editing shall be available for online batch and upload entry and shall allow for override. | | | | X | | 2 weeks. Already do in Payroll |
| 1740 | Financial | Vendor Management | General | System shall provide for the accurate entry of all addresses through the use of CASS certified software, either as an integrated system function or by use of a third party software package which verifies the validity and compatibility of the data entered. This editing shall be available for online, batch and upload entry and shall allow for overrides. | | X | | | | Via "Postal Express" w/ small modification |

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| 1741 | Financial | Vendor Management | General | System shall provide ability to record, store, inquire on, and maintain vendor registration information, to include, but not limited to:<br>* Vendor number<br>* Vendor name;<br>* Vendor ID number (e.g., Federal Employer ID (FEID), Dunn and Bradstreet number);<br>* Vendor addresses for order placement and invoice payment;<br>* City/state/zip code;<br>* Vendor phone number;<br>* Contact person(s);<br>* Vendor e-mail address;<br>* Vendor fax number;<br>* Business type (e.g., limited liability, nonprofit, etc.)<br>* Minority code;<br>* Areas served;<br>* Alaska vendor status;<br>* Commodity/contractual service provided;<br>* Electronic Funds Transfer (EFT) and Electronic Data Interchange (EDI) Information; and<br>* 1099 reporting status. | X | | | | | |
| 1742 | Financial | Vendor Management | General | System shall allow vendor number with at least 15 characters. | | | | X | | Would prefer not to do this mod. Would like to discuss with the state further |
| 1743 | Financial | Vendor Management | Security | System shall allow input of new vendors and modification of existing vendors based on user defined security levels. | X | | | | | |
| 1744 | Financial | Vendor Management | Security | System shall provide ability for authorized users to inactivate or delete vendors from the system based on centrally established criteria. | X | | | | | |
| 1745 | Financial | Vendor Management | Security | System shall provide ability to designate any information in the vendor file as confidential, restricting access accordingly through security. | | | | X | | 2 months |
| 1746 | Financial | Vendor Management | Security | System shall provide the ability for authorized users to restrict a vendor from receiving future business transactions such as payments, bids, purchase documents, etc. | X | | | | | |
| 1747 | Financial | Vendor Management | Self Service | System shall provide ability to perform an online vendor registration, including interactive assistance to guide vendors through the process, with ability for vendors to request updates to their records. | X | | | | | |
| 1748 | Financial | Vendor Management | Self Service | System shall provide ability for vendors to look up their invoices and payment history online. | X | | | | | |
| 2000 | Human Resource | Access Control | Confidentiality compliance | System shall provide ability to designate any employee information data as various levels of "confidential" and restrict access accordingly through role security. | X | | | | | |
| 2025 | Human Resource | Classification | Allocation analysis | System shall provide the ability to input and track allocation analysis generated for classification including a history and security to guard against changes without appropriate authorization. | X | | | | | |
| 2026 | Human Resource | Classification | Position Control | System shall provide an internal classification audit tracking and documentation process. | X | | | | | |
| 2027 | Human Resource | Classification | Position Control | System shall provide ability to maintain an electronic position description for all positions in the organization, including current and historical position descriptions. | X | | | | | |
| 2028 | Human Resource | Classification | Position Control | System shall provide for a multiple step authorization process for individual and multiple position descriptions for classification purposes. | X | | | | | |
| 2029 | Human Resource | Classification | Position Control | System shall provide edits to ensure that no actions take place against positions until authorized. | X | | | | | |
| 2030 | Human Resource | Classification | Position Control | System shall allow for the establishment of organization classification tables prior to the entry of any position or employee information. A history shall be maintained for each of these tables. While these tables are relatively stable, authorized users shall be able to add, delete, or modify the data as necessary. Access to the tables shall be at the highest level of security. | X | | | | | |
| 2031 | Human Resource | Classification | Position Control | System shall have the ability to designate a position as single or multiple filled. | X | | | | | |
| 2032 | Human Resource | Classification | Position Control | System shall allow the specification of position status (proposed, frozen, authorized, etc.). | X | | | | | |
| 2033 | Human Resource | Classification | Position Control | System shall maintain position history for all positions in the organization. | X | | | | | |

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| 2034 | Human Resource | Classification | Position Control | System shall prevent overfilling of a position designated as a single fill without override authorization. | X | | | | | |
| 2035 | Human Resource | Classification | Position Control | System shall provide ability to create and designate custom position types. | X | | | | | |
| 2036 | Human Resource | Classification | Position Control | System shall provide ability to link to a classification specification associated with each position for on-line viewing. | X | | | | | |
| 2037 | Human Resource | Classification | Position Control | System shall provide ability to process mass reassignments as a result of reorganizations. | X | | | | | |
| 2038 | Human Resource | Classification | Position Control | System shall provide ability to globally reclassify positions and change account coding distributions (funding sources) associated with positions and the individuals within those positions. | X | | | | | |
| 2039 | Human Resource | Classification | Position Control | System shall maintain a history of all mass reclassifications. | X | | | | | |
| 2040 | Human Resource | Classification | Position Control | System shall provide ability to track whether a position is eligible for telecommuting. | X | | | | | VIA USER DEFINED FIELD |
| 2041 | Human Resource | Classification | Position Control | System shall provide ability to uniquely identify positions by several unit designations. | X | | | | | |
| 2042 | Human Resource | Classification | Position Control | System shall provide for establishing and maintaining a unique position number for every authorized position. | X | | | | | |
| 2043 | Human Resource | Classification | Position Control | System shall provide for the ability to automatically update related personnel/payroll data from position changes. | X | | | | | |
| 2044 | Human Resource | Classification | Position Control | System shall provide the ability to associate a position to another position as a direct report. | X | | | | | |
| 2051 | Human Resource | Employee Account Management | Compliance | System shall track occupational illness, injury and accident history and associate to worker's compensation. | X | | | | | |
| 2050 | Human Resource | Employee Account Management | CASS Certification | System shall allow for address standardization for CASS-certified mail. | | | | | X | |
| 2052 | Human Resource | Employee Account Management | Compliance | System shall provide a table to facilitate establishment of various standard and alternate workweeks. | X | | | | | |
| 2053 | Human Resource | Employee Account Management | Compliance | System shall link the Fair Labor Standards Act (FLSA )status to a position and provide the option to override the FLSA status through the employee assignment. | X | | | | | |
| 2054 | Human Resource | Employee Account Management | Compliance | System shall provide ability to establish and monitor a ceiling on positions for each department and at the organization level with appropriate overrides. | X | | | | | VIA FUNDED POSITIONS APPROVED DURING THE BUDGET DEVELOPMENT PROCESS |
| 2055 | Human Resource | Employee Account Management | Compliance | System shall track expiration of licenses and certifications and provide notification. | X | | | | | |
| 2056 | Human Resource | Employee Account Management | Compliance | System shall have the ability to identify and provide lists of current employees seniority if the need to layoff arises. | X | | | | | |
| 2057 | Human Resource | Employee Account Management | Compliance | System shall have the ability to identify and provide lists of employees on layoff status for re-hiring purposes. | X | | | | | |
| 2058 | Human Resource | Employee Account Management | Compliance | System shall have the ability to track and report employees in layoff status. | X | | | | | |
| 2059 | Human Resource | Employee Account Management | Compliance | System shall be able to track employees who are hired in another position where they retain layoff rights to the original position. | X | | | | | |
| 2060 | Human Resource | Employee Account Management | Employee Information | System shall allow designation of work address and work phone number but include ability to limit the release of such information by individual or group. | X | | | | | |
| 2061 | Human Resource | Employee Account Management | Employee Information | System shall allow the designation of employee work phone numbers as listed or unlisted. | X | | | | | |
| 2062 | Human Resource | Employee Account Management | Employee Information | System shall provide "tickler" functionality to notify supervisors/Human Resources of performance evaluations coming due within a user-defined period of time. | X | | | | | |
| 2063 | Human Resource | Employee Account Management | Employee Information | System shall provide ability to track each type and length of service in the Judicial, Legislative and Executive Branches of government. | X | | | | | |
| 2064 | Human Resource | Employee Account Management | Employee Information | System shall provide ability to maintain an accumulator for probationary periods (e.g., positive time accounting). | X | | | | | |
| 2065 | Human Resource | Employee Account Management | Employee Information | System shall provide edits to prevent duplicate employee numbers and social security numbers. | X | | | | | |
| 2066 | Human Resource | Employee Account Management | Employee Information | System shall provide for efficient processing of transfers from one state agency to another whereby employee information, including historical data, is automatically transferred with employee. | X | | | | | |
| 2067 | Human Resource | Employee Account Management | Employee Information | System shall provide for the establishment and maintenance of emergency contact information about employees. Employee shall be able to update. | X | | | | | |

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| 2068 | Human Resource | Employee Account Management | Employee Information | System shall support the tracking of employment eligibility verification (I-9s). | X | | | | | |
| 2069 | Human Resource | Employee Account Management | Employee Information | System shall support employee notification regarding the establishment of, and changes to, all mandatory deductions for wage garnishments, child support, administrative, court ordered deductions and tax levies. | X | | | | | |
| 2070 | Human Resource | Employee Account Management | Employee Information | System shall record the employee's date of birth with edits for minimum and maximum age warnings. | | | | | X | |
| 2071 | Human Resource | Employee Account Management | Employee Information | System shall assign a unique ID number to each employee that is permanently assigned. | X | | | | | |
| 2072 | Human Resource | Employee Account Management | Employee Information | System shall only allow employee records to be added if social security number (SSN) has been supplied. SSN must meet minimum standards and not be duplicated on another employee's record. | X | | | | | |
| 2073 | Human Resource | Employee Account Management | Employee Information | System shall record the employee's social security number for Federal reporting. | X | | | | | |
| 2074 | Human Resource | Employee Account Management | Employee Information | System shall record the employee's marital status, adopting standard federal codes. | X | | | | | |
| 2075 | Human Resource | Employee Account Management | Employee Information | System shall record the employee's sex and racial ethnic code, adopting federal codes. | X | | | | | |
| 2076 | Human Resource | Employee Account Management | Employee Information | System shall accumulate and track seniority points. | X | | | | | |
| 2077 | Human Resource | Employee Account Management | Employee processing checklists | System shall provide for the creation of statewide and agency specific checklists for various processing activities such as new hire and separation. | X | | | | | |
| 2078 | Human Resource | Employee Account Management | General | System shall have the ability to search for system data by flexible alternatives (e.g., employees search by partial or full name, social security number, employee ID, position number, job class). | X | | | | | |
| 2079 | Human Resource | Employee Account Management | General | System shall have the ability to track property, equipment, credit cards, etc. with a notification and check off capability for collection at time of separation. | X | | | | | |
| 2080 | Human Resource | Employee Account Management | Issued Property | System shall provide ability to access information regarding accountable property issued to the employee ( e.g., parking permits, keys, credit cards, lap tops, etc.). | X | | | | | |
| 2081 | Human Resource | Employee Account Management | Leave Threshold Notification | System shall generate a notice to the employee and supervisor with the projected leave balance and the date the leave balance threshold will be reached. | | | | | X | |
| 2082 | Human Resource | Employee Account Management | Leave Threshold Notification | System shall allow notices to be sent to the employee and supervisor by email and hard copy. | X | | | | | |
| 2083 | Human Resource | Employee Account Management | Performance Evaluation | System shall support a complete on-line performance appraisal and evaluation function including tracking, reporting, and forms. | X | | | | | |
| 2084 | Human Resource | Employee Account Management | Personnel Action Reports | System shall provide personnel action record of event to employee. | X | | | | | |
| 2085 | Human Resource | Employee Account Management | Personnel actions | System shall provide ability to process multiple personnel actions in a single day for a given employee in a single pay period in effective date and time order. | X | | | | | |
| 2086 | Human Resource | Employee Account Management | Personnel actions | System shall provide ability to process personnel actions and changes to employee records (e.g., address change) with future effective dates. | X | | | | | |
| 2087 | Human Resource | Employee Account Management | Personnel actions | System shall provide ability to process personnel actions with required edits. | X | | | | | |
| 2088 | Human Resource | Employee Account Management | Personnel actions | System shall provide documentation and reporting of employee/position personnel action intent (e.g., transfers, demotions, salary grade changes, and separation by employee or position). | X | | | | | |
| 2089 | Human Resource | Employee Account Management | Position Control | System shall provide the ability for departments to submit Human Resource actions (e.g. Personnel Action, Termination/Separation, etc) within the system and have a corresponding workflow created for processing. | X | | | | | |
| 2090 | Human Resource | Employee Account Management | Position Control | Career service recognition pay is established and tracked at the employee level. System shall provide ability to update employee longevity information to ensure proper budgeting of salaries and salary-related expenditures. | X | | | | | |

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| 2091 | Human Resource | Employee Account Management | Position Control | System shall allow for automated tracking of employee performance evaluation reviews. System shall provide ability to establish and maintain an unlimited number of performance evaluations for each employee record as well as the dates that future performance evaluations are due, and shall allow for the exemption of specified employees from the performance review process. Each review must record the rater and reviewer. | X | | | | | |
| 2092 | Human Resource | Employee Account Management | Position Control | System shall allow for the tracking of variable probationary periods (e.g., for new hires, after promotions, for disciplinary reasons). | X | | | | | |
| 2093 | Human Resource | Employee Account Management | Position Control | System shall allow new hire processing to cross multiple functions (e.g., benefit plan enrollment, classification, payroll, position control, employment personal data). | X | | | | | |
| 2094 | Human Resource | Employee Account Management | Position Control | System shall validate employee information against effective position information. | X | | | | | |
| 2095 | Human Resource | Employee Account Management | Position Control | System shall allow an employee to record time for multiple positions, whether for concurrently-held positions, or as a result of a mid-period transfer. | X | | | | | |
| 2096 | Human Resource | Employee Account Management | Position Control | System shall allow for tracking characteristics of each position (e.g., class title, salary range, Fair Labor Standards Act (FLSA) indicator, organizational structure codes). | X | | | | | |
| 2097 | Human Resource | Employee Account Management | Position Control | System shall track history of position data over time (e.g., position class title last year vs. current position class title). | X | | | | | |
| 2098 | Human Resource | Employee Account Management | Random drug testing | System shall provide ability to generate random drug testing selections and record test results. | X | | | | | |
| 2099 | Human Resource | Employee Account Management | Self Service | System shall support web-based employee self-service functionality for changes to selected parts of employee records (e.g., address, marital status change, change in dependents, withholdings, and benefits enrollment or changes). | X | | | | | |
| 2100 | Human Resource | Employee Account Management | Self Service | System shall provide employee self-service functions to view and change information that includes, but is not limited to:<br>* W-4 tax withholding,<br>* net pay,<br>* address changes,<br>* duplicate W-2,<br>* leave requests,<br>* remittance advice,<br>* leave accrual rates and dates, and<br>* leave balances. | X | | | | | |
| 2101 | Human Resource | Employee Account Management | Training Records | System shall have the ability to track training records and training plans for each employee. | X | | | | | |
| 2102 | Human Resource | Employee Account Management | Training Records | System shall measure and track employee competencies. | X | | | | | |
| 2125 | Human Resource | General | Employee surveys | System shall provide the functionality to conduct surveys. | | | | X | | |
| 2126 | Human Resource | General | Employee surveys | System shall provide the functionality to capture and report on survey responses by a variety of defined parameters. | | | | X | | |
| 2150 | Human Resource | Labor Relations | Employee Information | System shall provide the ability to maintain history of disciplinary action (e.g., verbal warning and written warning by type of misconduct and employee). | X | | | | | |
| 2151 | Human Resource | Labor Relations | Employee Information | System shall provide the ability to enter, track, report, and monitor all employee and public dispute resolution processes (e.g., grievances, complaints, performance appraisals, disputes, and investigations). | X | | | | | |
| 2175 | Human Resource | Training | Employee records | System shall provide ability to designate mandatory training by individual or defined group (e.g., ethics, sexual harassment, cultural diversity, and job safety). | X | | | | | |
| 2176 | Human Resource | Training | Employee records | System shall provide ability to track file transcripts of examinations, scores, and dates of completion, as well as education, certification and career development events satisfactorily completed by employee. | X | | | | | SOME INFORMATION MAY BE HELD AS ATTACHMENTS OR AS USER DEFINED FIELDS |
| 2177 | Human Resource | Training | Employee records | System shall provide ability to track employees waiting to enroll in a course or class (in waiting list order), and automatically move from waiting list status when a vacancy occurs or remove from a roster once class is closed. | X | | | | | |
| 2178 | Human Resource | Training | Employee records | System shall support the tracking of training hours required for professional certifications. | X | | | | | Professional development |
| 2179 | Human Resource | Training | Employee records | System shall track and reduce the total amount each time a qualifying training event occurs. | X | | | | | Professional development |

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| 2180 | Human Resource | Training | Financial | System shall provide for interagency billing of training expenses. | | | | X | | This can be accomplished w/a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate. |
| 2181 | Human Resource | Training | Financial | System shall provide ability to develop and monitor budgets associated with career development activities. | X | | | | | |
| 2182 | Human Resource | Training | Financial | System shall provide ability to track funding spent on training per employee. | X | | | | | |
| 2183 | Human Resource | Training | Financial | System shall track tuition assistance per employee. | X | | | | | |
| 2184 | Human Resource | Training | Registration | System shall provide automated confirmation of registration for classes. | X | | | | | |
| 2185 | Human Resource | Training | Registration | System shall provide automated registration function for training and continuing education classes offered. | X | | | | | |
| 2186 | Human Resource | Training | Registration | System shall provide for the definition of a standard education and career development curriculum based on position, skill category, and other criteria. | X | | | | | |
| 2187 | Human Resource | Training | Registration | System shall provide the ability for supervisors to electronically authorize training requests. | X | | | | | |
| 2188 | Human Resource | Training | Registration | System shall support automated scheduling of training classrooms, instructors, and special equipment required; and shall track classroom usage, instructor usage and certifications, and special equipment usage. | X | | | | | REQUIRES USE OF WORK ORDER MODULE FOR FACILITY RESERVATION / TRACKING |
| 2200 | Human Resource | Workforce | ALDER | System shall calculate and monitor employee turnover rates by job classification, position, location, and other user-defined criteria. | X | | | | | MAY REQUIRE USE OF REPORT TOOL |
| 2201 | Human Resource | Workforce | ALDER | System shall provide ability to report on seniority lists. | X | | | | | |
| 2202 | Human Resource | Workforce | ALDER | System shall provide the ability to report on data in support of Equal Employment Opportunity tracking and compliance. Examples include, but are not limited to: race, sex, salary, standard occupational codes, new hires per reporting period, and employment status. | X | | | | | |
| 2203 | Human Resource | Workforce | ALDER | System shall provide for the creation of an agency employee directory containing business address, business phone and e-mail. This directory shall be viewable through the use of an industry-standard web browser. | X | | | | | |
| 2204 | Human Resource | Workforce | Employee Information | System shall provide ability to generate mailing labels based on user-defined criteria or download address information to standard personal computers (PC) applications. | X | | | | | |
| 2205 | Human Resource | Workforce | Employee Information | System shall provide for workforce planning function (e.g., demand forecasting and supply forecasting). | X | | | | | |
| 2206 | Human Resource | Workforce | Layoff | System shall provide the ability to support a complete layoff function including tracking and reporting on both the individual and organizational levels. | X | | | | | |
| 2207 | Human Resource | Workforce | Layoff | System shall provide a notification to remove employees from layoff when they are hired into another position. | X | | | | | |
| 2208 | Human Resource | Workforce | Position Control | System shall provide the ability to track and report positions by Full-Time Equivalent (FTE) . | X | | | | | |
| 2209 | Human Resource | Workforce | Vacancy | System shall track vacant positions by date based on incumbent(s) vacating position. | X | | | | | |
| 3000 | Payroll | Benefits | 457 Plans | System shall allow Deferred Compensation deductions based on business rules. Examples include but are not limited to:<br>1) Eligible State employees may contribute to a 457 Deferred Compensation Program.<br>2) If an employee is in a "catch-up" status, a higher maximum deduction limit per calendar year is applied.<br>3) Additional contributions are allowed for employees age 50 and older.<br>4) Deduction should automatically stop if employee transfers to a position not eligible for Deferred Compensation. | X | | | | | |
| 3001 | Payroll | Benefits | Basic life | System shall be able to charge Basic Life amount for eligible employees (health insurance eligible). | X | | | | | |
| 3002 | Payroll | Benefits | Health Insurance | System shall be able to calculate part-time employee health insurance contributions. | X | | | | | |
| 3003 | Payroll | Benefits | Health Insurance | System shall assign health insurance plans by bargaining unit, by employee type, position, date, pay status. | X | | | | | |

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| 3004 | Payroll | Benefits | Health Insurance | System shall have the ability to determine if a full month deduction has been taken by looking across pay period deductions (e.g., health insurance deductions for premiums are usually taken in two pay periods but must total to the monthly health insurance premium). | X | | | | | Customize 3 of times/month to take |
| 3005 | Payroll | Benefits | Health Insurance | System shall provide for establishing, tracking, deducting and editing Section 125 Cafeteria Plan health insurance pre-tax deductions for flex-plans with contribution amounts defined at the employee level. System shall provide for calculation of a cash back option automatically factored/reduced for employer charges. | X | | | | | |
| 3006 | Payroll | Benefits | Health Insurance | System shall maintain health insurance eligibility based on payroll change events and date parameters. | X | | | | | |
| 3007 | Payroll | Benefits | SBS - Supplemental Benefits System | System shall calculate mandatory Supplemental Benefits System (SBS) percentage of eligible pay for eligible employees, with limit that changes annually. | X | | | | | |
| 3025 | Payroll | Cost Collector | ALDER | System shall provide cross reference between payroll earnings, deductions and tax codes and their labor distribution structure for online and hardcopy reporting. | X | | | | | |
| 3026 | Payroll | Cost Collector | ALDER | System shall provide personal services data of budgeted and actual information for use by financial managers and Office of Management and Budget, including RSA's and position authorization. | X | | | | | |
| 3027 | Payroll | Cost Collector | Earnings, Deductions, Taxes | System shall associate each deduction, earning, and tax type with an account /object number. | X | | | | | |
| 3028 | Payroll | Cost Collector | Financial Module | System shall be integrated with the Financial Management module to provide payroll information and employee time information by employee name, employee ID, or user defined criteria for labor distribution purposes. | X | | | | | |
| 3029 | Payroll | Cost Collector | Labor Distribution | System shall ensure that allocation screens provide totals for percentages allocated and that the percentages total to 100%. | X | | | | | |
| 3031 | Payroll | Cost Collector | Labor Distribution | System shall provide the ability to track/record employee costs by multiple budget funding sources. | X | | | | | |
| 3032 | Payroll | Cost Collector | Labor Distribution | System shall provide the ability to charge time worked, at single or multiple rates, to multiple cost collectors. | X | | | | | |
| 3033 | Payroll | Cost Collector | Labor Distribution | System shall allow manual overrides to labor distribution for a processed time sheet in whole or in part (e.g., override and adjust only the leave portion). | X | | | | | |
| 3034 | Payroll | Cost Collector | Labor Distribution | System shall allow for the inclusion of an override for labor distribution data. | X | | | | | |
| 3035 | Payroll | Cost Collector | Labor Distribution | System shall allow users to define specific payroll-related costs to be considered in distribution process (e.g., Department of Transportation distributed some Retirement Incentive Program (RIP) costs to their federal highway funds). | X | | | | | |
| 3036 | Payroll | Cost Collector | Labor Distribution | System shall interface with the Human Resource System to enable Time and Attendance to be used to extract/record costs for combinations of budget accounts, projects, grants, programs, contracts, organizations, funds, and other agency-designated structures to which time was charged and the number of hours charged to each per automated employee timesheets. | X | | | | | |
| 3037 | Payroll | Cost Collector | Labor Distribution | System shall properly calculate labor distribution when charge date is in an open prior fiscal year. | X | | | | | |
| 3038 | Payroll | Cost Collector | Labor Distribution | System shall properly allocate labor distribution when charge date is in an open prior fiscal year. | X | | | | | |
| 3039 | Payroll | Cost Collector | Labor Distribution | System shall interface labor distribution allocations to the accounting system, AKSAS. | X | | | | | |
| 3040 | Payroll | Cost Collector | Labor Distribution | System shall derive the labor distribution code in time sheet information based on entry of job and/or employee specific data. An example includes but is not limited to: Marine Highways time and attendance derives labor distribution-based on job, ship, ship status, types of earnings such as leave, regular, cash in, term leave, retroactive. The system shall allow override both in a table and for an individual. | X | | | | | WITH PROPER SET UP |
| 3041 | Payroll | Cost Collector | Labor Distribution | System shall allow labor distribution to be overridden whenever a warrant is reversed or cancelled. | X | | | | | |
| 3042 | Payroll | Cost Collector | Labor Distribution | System shall account for and allocate equipment usage to cost centers where used. | X | | | | | VIA USE OF WORK ORDERS MODULE |
| 3043 | Payroll | Cost Collector | Labor Distribution | System shall accumulate and report leave accrued compared to actual labor distribution by employee by pay period. | X | | | | | |
| 3044 | Payroll | Cost Collector | Labor Distribution | System shall provide validation of labor distribution codes at data/record entry into the system. | X | | | | | |

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| 3045 | Payroll | Cost Collector | Labor Distribution | For real-time pay warrants, the system shall be able to generate labor distribution and interface to the State financial module. | X | | | | | |
| 3046 | Payroll | Cost Collector | Labor Distribution | System shall allow for labor distribution override in employee daily time record for attendance. | X | | | | | |
| 3047 | Payroll | Cost Collector | Labor Distribution | System shall support the processing of mid-period labor distribution changes (e.g., transfers to different department or different program within department) by automatically paying the employee for the number of hours/benefits costs and charging to the old and new labor distribution. | X | | | | | |
| 3048 | Payroll | Cost Collector | Labor Distribution | System shall enable labor distribution codes to be accessible for edit verification. | X | | | | | |
| 3049 | Payroll | Cost Collector | Labor Distribution | System shall allocate time to the appropriate labor distribution including any additional associated costs. | X | | | | | |
| 3050 | Payroll | Cost Collector | Leave | System shall accumulate and allocate compensatory time to cost center where earned. | X | | | | | |
| 3051 | Payroll | Cost Collector | Leave | System shall be able to track and accrue leave and labor distribution allocation of available balances for budget purposes - detail and summary at user-defined level. | X | | | | | |
| 3075 | Payroll | Earnings, Deductions, Taxes | Accumulators | System shall maintain earning, deduction, and tax information associated with all employee pay defined in the system. | X | | | | | |
| 3076 | Payroll | Earnings, Deductions, Taxes | Arrears | System shall calculate, record, and collect arrearages. | X | | | | | |
| 3077 | Payroll | Earnings, Deductions, Taxes | Deductions | System shall allow for prioritizing the order in which deductions are taken. | X | | | | | |
| 3078 | Payroll | Earnings, Deductions, Taxes | Deductions | System shall provide a deduction type table to establish and maintain information and rules specific to individual or groups of deduction types with a maximum of 100,000 deduction types. | X | | | | | 9,000 deductions by numerous ways to implement each |
| 3079 | Payroll | Earnings, Deductions, Taxes | Deductions | System shall provide ability to allow partial deductions if an employee's pay is insufficient to cover the deduction. | X | | | | | |
| 3080 | Payroll | Earnings, Deductions, Taxes | Deductions | System shall provide ability to identify whether partial deductions are allowed for each deduction type. If a partial deduction is allowed, the corresponding deduction accumulator shall be incremented only by the amount of the partial deduction taken. | X | | | | | |
| 3081 | Payroll | Earnings, Deductions, Taxes | Deductions | System will allow for adjustments to normal deduction amounts, either increasing or decreasing, for a specified number of pay periods (e.g., emergency fire fighter commissary charges and catch-up health insurance contributions). | X | | | | | VIA PROPER SET UP AND /OR USE OF EFFECTIVE DATED PERSONNEL ACTIONS |
| 3082 | Payroll | Earnings, Deductions, Taxes | Deductions | System shall provide ability to designate each deduction for pre-tax or after-tax processing. | X | | | | | |
| 3083 | Payroll | Earnings, Deductions, Taxes | Deductions | System shall provide the ability to establish and maintain garnishments or levies against disposable income for Federal and State tax levies, court-ordered garnishments, outstanding liabilities to the State, or other reasons dictated by State or Federal law. | X | | | | | |
| 3084 | Payroll | Earnings, Deductions, Taxes | Deductions | System shall provide for establishing multiple garnishments of the same type that are taken concurrently with deduction amounts allocated as a percentage of the total combined deduction amount when disposable income is insufficient to take full deductions for both (e.g., child support). | X | | | | | |
| 3085 | Payroll | Earnings, Deductions, Taxes | Deductions | System shall provide for establishing multiple same type garnishments that are taken sequentially based on start dates and when high limits are reached (e.g., court ordered garnishments). | X | | | | | |
| 3086 | Payroll | Earnings, Deductions, Taxes | Deductions | System shall provide ability to process deductions that are a specified dollar amount and/or computed as a percentage of specified types of pay or other deduction/benefits. (E.g., ASEA union dues are both a % of specified earnings and a flat amount.) | X | | | | | DEPENDING ON THE VARIATION OF HOW A DEDUCTION IS CALCULATED, IT MAY REQUIRE SETTING UP TWO DEDUCTIONS |
| 3087 | Payroll | Earnings, Deductions, Taxes | Deductions | For weekly, biweekly, and semi-monthly payroll processing, system shall provide ability to handle annualization/deannualization of pretax and post tax deductions based on employee pay frequency. | X | | | | | |
| 3088 | Payroll | Earnings, Deductions, Taxes | Deductions | Eligible employees in the Department of Education may optionally contribute to a 403b Tax Shelter. System shall provide for automatic stop of deduction when employee is no longer eligible to contribute. | X | | | | | |
| 3089 | Payroll | Earnings, Deductions, Taxes | Effective Dates | System shall provide ability to assign effective start and stop dates for all earnings, deductions, and taxes. | X | | | | | |

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| 3090 | Payroll | Earnings, Deductions, Taxes | Employer Charges | System shall allow for automated employer charge setup based on factors such as but not limited to Public Employee Retirement System (PERS), worker's compensation and health insurance. | X | | | | | |
| 3091 | Payroll | Earnings, Deductions, Taxes | Employer Charges | System shall be able to process employer costs by specific factors (e.g., eligibility, pay status, bargaining unit, deduction type and frequency). | X | | | | | |
| 3092 | Payroll | Earnings, Deductions, Taxes | Employer Charges | System shall have the ability to split employer costs for mid-pay period transfers between positions and departments. | X | | | | | |
| 3093 | Payroll | Earnings, Deductions, Taxes | Employer Charges | Pay adjustments for prior periods shall trigger calculation of percentage of base employer charges in effect on the date(s) covered by the adjustment. System shall automatically calculate retro corrections/changes. | X | | | | | |
| 3094 | Payroll | Earnings, Deductions, Taxes | Processing | System shall provide ability to monitor (including reversals, onlines, supplemental pay) annual and monthly maximum deduction amounts and halt the deduction once the predefined maximum is reached. | X | | | | | |
| 3095 | Payroll | Earnings, Deductions, Taxes | Processing | System shall provide the ability to recognize both positive (+) and negative (-) numbers. Use of + and - signs shall be explicit for entry level users (positive means pay the employee and negative means take money away.) | X | | | | | |
| 3096 | Payroll | Earnings, Deductions, Taxes | Subsidiary Detail | System shall maintain subsidiary detail of all activity associated with each of the following: earnings, taxes, deductions by employee, labor group, agency, user defined. | X | | | | | |
| 3097 | Payroll | Earnings, Deductions, Taxes | Taxes | System shall track non-taxable, but W-2 reportable items such as 457 and 403b Plans, and Dependent Care benefits. | X | | | | | |
| 3098 | Payroll | Earnings, Deductions, Taxes | Taxes | System shall report taxable fringe benefits/allowances, such as personal use of State vehicle, moving expenses (non-qualified vs. qualified), educational assistance, uniform allowances, tips, and refunds. | X | | | | | |
| 3099 | Payroll | Earnings, Deductions, Taxes | Taxes, Deductions | System shall allow for withholding and reporting appropriate taxes/Supplemental Benefits System on taxable non-cash income items such as union legal trust employer contributions. | X | | | | | |
| 3100 | Payroll | Earnings, Deductions, Taxes | Taxes, Deductions | System shall allow for withholding and reporting appropriate taxes/Supplemental Benefit System on taxable compensation types (e.g., travel, per diem, moving). | X | | | | | |
| 3125 | Payroll | Employee Self-Service | Web Portal | System shall provide self-service ability for employees to access current pay period, month-to-date, and year-to-date payroll detail and withholding information through the use of an industry-standard web browser or centrally located kiosks. | X | | | | | |
| 3126 | Payroll | Employee Self-Service | Web Portal | System shall provide self service base information, including such items as salary, merit anniversary and leave base date, department and Human Resource contact, bargaining unit, health insurance type, etc, with Web links to other sites such as Retirement and Benefits pages. | X | | | | | |
| 3127 | Payroll | Employee Self-Service | Web Portal | System shall provide a gross to net calculator for employees to try what-if situations. | X | | | | | |
| 3128 | Payroll | Employee Self-Service | Web Portal | System shall provide the ability to view prior and current Federal tax withholding status with the ability to request a hard copy "official" duplicate W-2 be mailed. System shall provide notification to employer of employees requesting duplicates. | X | | | | | |
| 3129 | Payroll | Employee Self-Service | Web Portal | System shall provide the ability for employees to designate post-tax contributions to charitable organizations (e.g., SHARE Campaign). | X | | | | | VIA BENEFITS ENROLLMENT PROCESS |
| 3150 | Payroll | General | Calendar/Fiscal Year Processing | System shall provide for appropriate fiscal year-end and calendar year-end processes (including fiscal year overlap "reappropriation" period). | X | | | | | |
| 3151 | Payroll | General | GAAP Compliance | System shall support Generally Accepted Accounting Principles (GAAP) requirements for calculating compensated absences payable and attributing year-end payroll costs to the proper fiscal year. | X | | | | | |
| 3052 | Payroll | General | Multiple Pay Bases | System shall allow for multiple pay bases (e.g., hourly, salaried). | X | | | | | |
| 3053 | Payroll | General | Multiple Pay Frequencies | System shall allow multiple pay frequencies (e.g., weekly, biweekly, semi-monthly, monthly, and custom). | X | | | | | |
| 3054 | Payroll | General | Payment | System shall have the ability to process global changes (e.g. pay increase) based on user defined criteria and provide reporting on the changes. | X | | | | | |
| 3055 | Payroll | General | Simulation Payroll Run | System shall provide ability to process trial (i.e., simulation) payrolls and error reports to include individual, group, monthly, semimonthly, biweekly and other supplemental payrolls. | X | | | | | |
| 3056 | Payroll | General | Supplemental Payroll Run | System shall allow for execution of a separate supplemental payroll (in addition to the regularly scheduled payroll) on an "as needed" basis. | X | | | | | |

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| 3057 | Payroll | General | Warrants | System shall provide ability to restart warrant and pay stubs printing in the event paper stock is damaged or printer malfunctions. | X | | | | | |
| 3075 | Payroll | Human Resource Accounting | ALDER | System shall support an ad hoc tool for comprehensive data research, including: personal/position/wage/funding source/recruitment selection/classification/career development tracking/legislative inquires and evaluation reporting dates including anniversary/seniority/permanent status. | X | | | | | SOME ANALYSIS MAY REQUIRE USE OF REPORT TOOL. |
| 3076 | Payroll | Human Resource Accounting | ALDER | System shall have the ability to report on various leave items including balances, mandatory requirements, detailed transactions, and cash leave with user defined criteria. | X | | | | | |
| 3077 | Payroll | Human Resource Accounting | ALDER | System shall have the ability to complete a position control number (PCN) or title search with the ability to view historical incumbents in that position. | X | | | | | |
| 3078 | Payroll | Human Resource Accounting | Catastrophic Leave Bank | System shall provide ability to establish Catastrophic Leave Bank Programs at the user defined level in which leave is contributed to the Bank. Employees that meet specific eligibility requirements may then be awarded leave from the bank. System shall provide ability to record and maintain an audit trail of all activity of the bank at the employee and bank level and maintain bank balances. | X | | | | | |
| 3079 | Payroll | Human Resource Accounting | Employee Notification | System shall generate advance notices to employees concerning potential loss/conversion of leave and route to employees and supervisors. | X | | | | | VIA MAIL MERGE. USER INITIATED |
| 3080 | Payroll | Human Resource Accounting | Leave | System shall provide the capability to specify leave accrual at the employee level. Marine highway employees have a minimum of 8 leave types and 20 leave plans. | X | | | | | |
| 3081 | Payroll | Human Resource Accounting | Leave | System shall accrue floating holidays by adding a day of leave to adjust the leave balances. | X | | | | | |
| 3082 | Payroll | Human Resource Accounting | Leave | System shall project an employee's leave balance once a service hour threshold is reached. | X | | | | | Always in ESS |
| 3083 | Payroll | Human Resource Accounting | Leave | System shall prorate leave accruals based on hours worked. | X | | | | | |
| 3084 | Payroll | Human Resource Accounting | Leave | System shall default leave usage to the appropriate alternate leave type when the accrued leave balance is insufficient (e.g., sick leave to annual leave to leave without pay). | X | | | | | |
| 3085 | Payroll | Human Resource Accounting | Leave | System shall report employees who have not taken the required minimum leave. | X | | | | | USER INITIATED |
| 3086 | Payroll | Human Resource Accounting | Leave | System shall calculate leave balances. The system shall adjust an employee's or entity's (the Leave Bank) leave balance based on State personnel rules and labor contracts when leave is donated to another employee. The system shall adjust the balance for the receiving employee or entity. | X | | | | | |
| 3087 | Payroll | Human Resource Accounting | Leave | System shall calculate pro-rated leave accruals for employees who work less than full-time (mid- pay period hires/separations, part-time, seasonals, leave-without-pay, workers compensation, etc.). | X | | | | | |
| 3088 | Payroll | Human Resource Accounting | Leave | System shall provide for determining the eligibility for, rate of leave accrual, and type of leave based on date of hire in the organization, total amount of organizational service and employee status/bargaining unit. System shall zero out accumulated service hours when an employee separates from the organization (Marine Highways). | X | | | | | |
| 3089 | Payroll | Human Resource Accounting | Leave | System shall prevent or prorate leave accruals when an employee is on leave without pay status. | X | | | | | |
| 3090 | Payroll | Human Resource Accounting | Leave | System shall allow for the establishment of limits for each leave type/bargaining unit combination for the number of hours that can be carried from one year to the next and tracking of mandatory leave usage including Human Resource/employee notification. System shall create transactions for automatic payment of unused mandatory leave that will charge to appropriate agency accounts. | X | | | | | |
| 3091 | Payroll | Human Resource Accounting | Leave | System shall be flexible and expandable regarding pay/leave types. The flexibility/expandability shall be user maintainable. | X | | | | | |
| 3092 | Payroll | Human Resource Accounting | Leave | System shall include a leave accounting system for multiple leave types. At a minimum, it will include tracking leave used, leave accrued, leave balances, and leave paid; ensuring maximum amount of available hours not exceeded; and performing all leave calculations (including year-end accrual calculations) in accordance with federal and State law for all leave types. | X | | | | | |

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| 3093 | Payroll | Human Resource Accounting | Leave | System shall provide edit to ensure that leave is used only to the extent of accrued leave balances (e.g., sick leave is not used when annual leave balance is exhausted; compensatory leave is used first). | X | | | | | |
| 3094 | Payroll | Human Resource Accounting | Leave | System shall provide ability to suppress leave accrual or use for an employee. | X | | | | | |
| 3095 | Payroll | Human Resource Accounting | Leave | System shall provide the ability to generate error/warning and exception reports (e.g., leave use before available, date out of pay period, leave type, and floating holiday). | X | | | | | |
| 3096 | Payroll | Human Resource Accounting | Leave | System shall support the accrual of compensatory time at a time-and-one-half accrual for non-exempt employees for all Fair Labor Standards Act (FLSA) categories and use (run-out) of compensatory time at the straight time rate. | X | | | | | |
| 3097 | Payroll | Human Resource Accounting | Leave | System shall allow for accumulation of leave without pay and non-scheduled hours. | X | | | | | |
| 3098 | Payroll | Human Resource Accounting | Leave | System shall automatically advance leave base date and merit anniversary date based on leave rules/labor contract provisions. | | | | | X | |
| 3099 | Payroll | Human Resource Accounting | Leave | System shall have the ability to report leave that can be classified as FMLA (Family Medical Leave Act) and AFLA (Alaska Family Leave Act) and include tracking and automatic notifications. | X | | | | | |
| 3100 | Payroll | Human Resource Accounting | Leave | System shall have the ability to process multiple types of leave of absences such as Family Medical Leave Act (FMLA), military, workers' compensation or sabbaticals with periodic notification. | X | | | | | |
| 3101 | Payroll | Human Resource Accounting | Leave | System shall calculate multiple terminal leave percentages, by department, of eligible pay and eligible positions. | X | | | | | |
| 3102 | Payroll | Human Resource Accounting | Leave | System shall allow for the ability to override accruals at user defined levels. | X | | | | | |
| 3103 | Payroll | Human Resource Accounting | Leave | System shall provide for establishing, using and tracking annual allotments of leave, with no annual carry over (e.g., Military and AVTECA leave per statute/contractually mandated hours and/or days). | X | | | | | |
| 3104 | Payroll | Human Resource Accounting | Leave | System shall automatically assign employees to leave plans with ability to override. | X | | | | | |
| 3105 | Payroll | Human Resource Accounting | Leave | System shall be able to convert hours in one leave type to another leave type to determine the converted rate for leave on an as needed basis and for a specific pay period. This would convert just enough to use for a pay period. | X | | | | | Hierarchy |
| 3106 | Payroll | Human Resource Accounting | Leave | System shall provide for use of accrued compensatory time with different include/exclude rules for benefits (e.g., health insurance). System shall provide for pay out of accrued compensatory time at the end of a leave year. | X | | | | | |
| 3107 | Payroll | Human Resource Accounting | Leave | System shall provide for processing employee/Human Resource self service leave cash-in requests. System shall edit for balance available for cash in based on contractual or statutory provisions and provide notification when balance is insufficient for cash-in or annual maximum is exceeded. System shall generate cash-in transactions with labor distribution coded to the agency specific working reserve account. | | | | X | | |
| 3108 | Payroll | Human Resource Accounting | Leave | System shall provide for determining eligibility for, and concurrent allotting, using, and tracking leave authorized under Federal and State Family Leave Acts (FMLA/AFLA). System shall provide for tracking family leave for multiple conditions. System shall provide for confidential reporting of employees on family leave to the employees' health plans (Retirement and Benefits, health insurance trusts) during the 12 week health insurance entitlement period with automatic stop when entitlement is exhausted. System shall provide for automatic generation of employer health insurance contributions while employee is on health eligible family leave/leave without pay. System shall provide for employee notification when accrued leave is exhausted, but employee is still covered by FMLA/AFLA. | X | | | | | |
| 3109 | Payroll | Human Resource Accounting | Leave | System shall provide for accruing and using contractually provided flex time. | X | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 3110 | Payroll | Human Resource Accounting | Leave | System shall provide for generating automatic transactions to reduce accrued leave for mandatory employee contributions to labor union business banks. System shall track leave accruals and deduct business leave ahead of leave use as provided in labor contracts. System shall prevent use of leave until employee business bank obligation is fulfilled and shall generate a transaction to take business bank contribution with final pay if employee terminates employment before the obligation is met. System shall provide for conversion of business bank contribution hours to dollars at an employee's annualized hourly rate of pay plus overhead costs for dollar banks. | | | | X | | |
| 3111 | Payroll | Human Resource Accounting | Leave | System shall allow automated periodic assessments of business leave based on contractual obligations for labor union business banks. | X | | | | | |
| 3112 | Payroll | Human Resource Accounting | Leave | System shall allow for accrual/non accrual and/or accruals under different leave plans for employees in multiple positions, including separate tracking of leave base date for each position. | X | | | | | |
| 3113 | Payroll | Human Resource Accounting | Leave | System shall allow for accrual/non accrual and/or accruals under different leave plans for employees in multiple positions, including separate tracking of merit anniversary date for each position. | X | | | | | |
| 3114 | Payroll | Human Resource Accounting | Leave | System shall allow for concurrent accrual of leave and service hours when working multiple pay frequencies and award of accruals as appropriate per multiple contract provisions (e.g., Marine Highways). | X | | | | | |
| 3115 | Payroll | Human Resource Accounting | Leave | System shall provide for an automated leave cleanup, subject to approval, after termination (e.g., sick leave, excess sick leave and donate leave). | X | | | | | |
| 3116 | Payroll | Human Resource Accounting | Leave | System shall allow for automatic conversion of leave balances from one leave plan to another leave plan based on contractual/statutory conversion provisions. Examples include but are not limited to:<br>* Transfer from sick/annual program to the personal leave program;<br>* Transfer from sick/"A" Days program to the personal leave program;<br>* Transfer from personal program to the sick/annual leaves program; and<br>* Transfer from personal program to the sick/"A" Days leave program. | X | | | | | If changing tables with type |
| 3117 | Payroll | Human Resource Accounting | Leave | System shall be able to calculate leave use and cashin at an employee's regular rate of pay rather than a higher rate of pay for an employee in acting status. | X | | | | | |
| 3118 | Payroll | Human Resource Accounting | Leave | System shall provide an interactive length of service calculator to determine leave accrual rates. | X | | | | | |
| 3119 | Payroll | Human Resource Accounting | Leave | System shall provide for calculation and posting of leave accruals based on cumulative length of service or contractual or statutory rules in effect (i.e., annual, sick, and personal leave plans). | X | | | | | |
| 3120 | Payroll | Human Resource Accounting | Leave | System shall allow for automated advance of leave base date (LBD). System shall generate reversals of advanced LBDs when transactions that reduce accumulated leave without pay (LWOP) are processed (including LWOP adjustments in batch and online warrants, reversals, stop/start of employment, etc.). | | | | | X | |
| 3121 | Payroll | Human Resource Accounting | Leave | System shall track and report leave without pay in first 31 days for new hires and automatically advance leave eligibility and/or health insurance eligibility dates when leave without pay (LWOP) occurs during the wait period. | | | | X | | |
| 3122 | Payroll | Human Resource Accounting | Leave | System shall provide for awarding of leave accruals based on earnings include/exclude rules. Include/Exclude rules for earnings shall be flexible (e.g., maintenance and cure leave use is includable for leave accruals under some contracts and excludable in others). | X | | | | | |
| 3123 | Payroll | Human Resource Accounting | Leave | System shall provide for prior period leave adjustments, both current and prior year. Prior year adjustments to accruals or usage shall post correctly to prior year accumulators and create balance forward adjustment transactions. Pay that is adjusted with a prior year leave adjustment shall follow IRS payment and overpayment recovery rules. | | | | X | | |
| 3124 | Payroll | Human Resource Accounting | Leave | System shall provide for prior period leave without pay adjustments and generate leave accrual adjustments appropriate for the prior period without affecting leave accruals in the current pay period. System shall provide for exception reporting when prior period adjustments will result in negative leave balances. | | | | X | | |
| 3125 | Payroll | Human Resource Accounting | Leave | System shall provide for employee/Human Resources/labor union self service for employee leave donated to other employees. System shall allow for electronic access to and certification of self service user transactions by authorized State personnel. | X | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 3126 | Payroll | Human Resource Accounting | Majority of Time (MOT) - Marine Highways | System shall track and report cumulative hours worked by an employee by job and ship and region and bargaining unit for a rolling 12-month period. | X | | | | | BASED ON PROPER SET UP |
| 3127 | Payroll | Human Resource Accounting | Manual Time Entry | System shall provide option for line duplication and sequential dating when manual entry is required. | X | | | | | Need more detailed information |
| 3128 | Payroll | Human Resource Accounting | Pay Stubs | System shall support the creation of detailed employee earnings statement listing base pay and each additional pay modifier. Each pay type shall show the hours supporting the pay calculation. | X | | | | | |
| 3129 | Payroll | Human Resource Accounting | Payment | System shall have the ability to place an employee changing ranges and/or bargaining units in the proper step at the new salary schedule. | X | | | | | |
| 3130 | Payroll | Human Resource Accounting | Payment | System shall have the ability to track hours/days for groups of employees who must work a specific number of hours/days before they are eligible for a service step increase or other benefit. | X | | | | | |
| 3131 | Payroll | Human Resource Accounting | Payment | System shall have the ability to recognize specific groups of on-call non-perms who have reached the number of hours worked equal to the probationary period and award a one step increase, with email notification. | X | | | | | MANUAL PROCESS. COULD SCHEDULE A REPORT TO BE RUN EVERY DAY THAT WOULD SHOW ON-CALL, NON-PERMS WHO HAVE REACHED CERTAIN NUMBER OF HOURS. THEN, USE THAT DATA FOR MAIL MERGE |
| 3132 | Payroll | Human Resource Accounting | Payment | System shall have the ability to track part-time hours for completion of the probationary period. | X | | | | | |
| 3133 | Payroll | Human Resource Accounting | Payment | System shall have the ability to separate employees from the system for multiple types of separations, such as separation, dismissal, retirement, occupational death, layoff etc. | X | | | | | |
| 3134 | Payroll | Human Resource Accounting | Payment | System shall have the ability to automatically increase pay pending approval for specific bargaining units when a service step date is reached unless an override indicates it shall not be granted. | X | | | | | |
| 3135 | Payroll | Human Resource Accounting | Payment | System shall have the ability to recognize short term non-perms who have reached threshold days and send a notification of long-term status retro to date of hire. System shall be able to calculate leave accruals, holidays and health insurance during the retro period. | X | | | | | THROUGH MANUAL PROCESS SIMILAR TO ABOVE |
| 3136 | Payroll | Human Resource Accounting | Payment | System shall have the ability to process temporary pay changes (e.g., employees acting in a higher range) and override overtime eligibility indicators if necessary. | X | | | | | THROUGH PROPER SET UP |
| 3137 | Payroll | Human Resource Accounting | Payment | System shall have the ability to calculate the proper step placement for an employee being placed in acting status based on time in the position to the next merit date and range. | X | | | | | |
| 3138 | Payroll | Human Resource Accounting | Position Control | System shall allow for time-limited and hour-limited positions to be established with automatic notification when time or hour limit is reached. | X | | | | | Time entry notes |
| 3139 | Payroll | Human Resource Accounting | Position Control | System shall have the ability to default position information to all employee events and transactions. | X | | | | | WHERE APPROPRIATE |
| 3140 | Payroll | Human Resource Accounting | Position Control | System shall have an overtime Family Leave Standards Act (FLSA) indicator that is tied to a position. System shall have the ability to process multiple employees in one job class which can be either FLSA exempt or non-exempt in the same job class depending on job duties. | X | | | | | |
| 3141 | Payroll | Human Resource Accounting | Position Control | System shall have the ability to inactivate, revise or update position controls by effective dates, including inactivation. | | | | X | | $5,000 |
| 3142 | Payroll | Human Resource Accounting | Position Control | System shall have the ability to track Arms and Ammo possession, Commercial Driver's License (CDL) and Selective Service requirements. System shall record background checks. | X | | | | | |
| 3143 | Payroll | Human Resource Accounting | Position Control | System shall have a job position control identifier with online edits to bargaining unit, salary, location and class controls. | X | | | | | |
| 3144 | Payroll | Human Resource Accounting | Position Control | System shall provide the ability to have one employee hold multiple positions under their same employee ID and social security number (SSN). | X | | | | | |

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| 3145 | Payroll | Human Resource Accounting | Position Control | System shall have the ability to record an employee's base pay with edits on salary schedules and locations. | X | | | | | |
| 3146 | Payroll | Human Resource Accounting | Position Control | System shall have the ability to track the class of positions for strike class and for use in determining correct salary schedules. | X | | | | | |
| 3147 | Payroll | Human Resource Accounting | Position Control | System shall have the ability to group employees together according to organizational structure. | X | | | | | |
| 3148 | Payroll | Human Resource Accounting | Position Control | System shall have the ability to track updates to Position Description Questionnaires and send periodic notifications for updating. | | | | | X | |
| 3149 | Payroll | Human Resource Accounting | Savings Bonds | System shall allow employees to purchase U.S. Savings Bonds through payroll deduction. | X | | | | | |
| 3150 | Payroll | Human Resource Accounting | Savings Bonds | System shall allow for an unlimited number of savings bond deductions per employee for different denominations and different owners/beneficiary per bond. | X | | | | | |
| 3151 | Payroll | Human Resource Accounting | Schedules | System shall provide ability to maintain shift information associated with a position (e.g., authorization for shift activity, percentage of hourly shift differential). | X | | | | | |
| 3152 | Payroll | Human Resource Accounting | Schedules | System shall allow each position and group of positions to be designated for exception or positive time reporting. | X | | | | | |
| 3153 | Payroll | Human Resource Accounting | Schedules | System shall support alternate workweek schedules and regular part time schedules. | X | | | | | |
| 3154 | Payroll | Human Resource Accounting | Service | System shall accumulate, track, report, and invoke an accrual based on the accumulated threshold by tracking months of service, total service, and pay period service. | X | | | | | |
| 3155 | Payroll | Human Resource Accounting | Taxes | System shall support the annual notification and update process for W-4, W-4 exempt and W-5 employees. | X | | | | | |
| 3175 | Payroll | Interface | Financial Module | System shall interface with Financial Management module with summarized transactions to reflect all payroll activity. | X | | | | | |
| 3176 | Payroll | Interface | Financial Module | System shall be integrated with the Financial Management module to provide hours and dollars charged to various cost collectors for labor distribution purposes. | X | | | | | |
| 3177 | Payroll | Interface | Health Insurance | System shall allow for interfaces from/to health insurance trusts and state health insurance plan to establish/report deductions and adjust deductions for flexible benefit plans. | X | | | | | |
| 3178 | Payroll | Interface | Health Insurance | System shall allow for multiple health insurance loads from Trust/Select Benefits and produce a report and automated email notification. | X | | | | | E-MAIL NOTIFICATION VIA MAIL MERGE |
| 3179 | Payroll | Interface | Health Insurance | System shall provide for reporting employer and employee health insurance contributions, eligibility, and error reporting. | X | | | | | |
| 3180 | Payroll | Interface | Health Insurance | System shall report eligibility in a timely manner. System shall report movement of employees from one health plan to another. System shall report changes on a from/to basis rather than reporting the current status only. | X | | | | | SOME REPORTS MAY REQUIRE USE OF REPORT TOOL |
| 3181 | Payroll | Interface | Health Insurance | System shall report health insurance information in an electronic format with paper/email control totals included in the information. | X | | | | | |
| 3182 | Payroll | Interface | Load AKPAY History Data | System shall have the ability to bring AKPAY payroll and Human Resource history into the new system for research purposes, including employee history and all accumulators. | X | | | | | VIA DATA CONVERSION PROCESS |
| 3183 | Payroll | Interface | Marine Engineers Beneficial Association (MEBA) | System shall extract information on days, status, hours, and dollars by pay type and location, and send the data electronically to MEBA (Marine Engineers Beneficial Association) union. | X | | | | | |
| 3184 | Payroll | Interface | NACHA | System shall provide ability to process direct deposits for payroll using National Automated Clearinghouse Association (NACHA) format and required content (PPD, CCD+, and CTX). | X | | | | | |
| 3185 | Payroll | Interface | Process Payment | System shall have the ability to process different groups of employees and their business rules, such as National Guards, Stipends Recipients, Election Workers, Welfare to Work, etc. | X | | | | | MORE INFO NEEDED ON THEIR SPECIFIC BUSINESS RULES |
| 3186 | Payroll | Interface | Retirement & Benefits | System shall create interface of employee events, service hours, and employee/employer retirement contributions each pay cycle. | X | | | | | INTERFACE TO WHOM? |
| 3187 | Payroll | Interface | Retirement & Benefits | System shall allow interface of records that define employee selected benefits during annual open enrollment (e.g., optional life, voluntary Supplemental Benefit System (SBS), deferred compensation, Health Care Reimbursement Account (HCRA) yearly updates). | X | | | | | |

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| 3188 | Payroll | Interface | Retirement & Benefits | System shall report all (events) payroll base information transactions and historic corrections that occur in a given time period or point of time, to other systems (benefits/Public Employee Retirement System). | X | | | | | |
| 3189 | Payroll | Interface | Retirement & Benefits | System shall provide reporting of service and wage adjustments to Retirement and Benefits when processing make whole settlements. | X | | | | | |
| 3190 | Payroll | Interface | Retirement & Benefits | System shall provide reporting of work related injury/illness that results in unpaid time to Retirement and Benefits retirement system. | X | | | | | |
| 3191 | Payroll | Interface | Retirement & Benefits | System shall have the ability to track calendar year information for bi-week employees as it pertains to Public Employees Retirement System (PERS) reporting. Earnings that cross over calendar years must be properly accounted for to maintain correct service history. | X | | | | | |
| 3192 | Payroll | Interface | Savings Bonds | System shall provide for the electronic transmission of savings bond purchase information to the Federal Reserve Bank for bond issuance. | X | | | | | |
| 3193 | Payroll | Interface | Social Security Administration | System shall provide social security number (SSN) and name match with the Social Security Administration. | X | | | | | |
| 3194 | Payroll | Interface | Taxes | System shall provide reporting for Federal, State, and Medicare tax requirements. | X | | | | | |
| 3195 | Payroll | Interface | TimeLink | System shall interface with third-party time collection systems. | X | | | | | |
| 3196 | Payroll | Interface | Unemployment Insurance (UI) | System shall provide for the generation of gross wage information reports used to determine unemployment insurance contributions. | X | | | | | |
| 3197 | Payroll | Interface | Union Dues | System shall provide reporting of union dues to multiple unions. | X | | | | | |
| 3225 | Payroll | Payroll Accounting | Accumulators | System shall allow for immediate update of all accumulators for real-time pay warrants. | X | | | | | |
| 3226 | Payroll | Payroll Accounting | Deductions | System shall provide the ability to select and process deductions that are appropriate for the pay frequency, pay cycle, and pay period being processed, or for the manual check being produced. | X | | | | | |
| 3227 | Payroll | Payroll Accounting | Deductions | When an employee's pay is insufficient, the system shall provide for an automatic deduction of the amount in arrears (in addition to the normal deduction) during the subsequent pay period while allowing for legal limits on some deductions. | X | | | | | |
| 3228 | Payroll | Payroll Accounting | Deductions | System shall allow for the corresponding deduction accumulator to be incremented by both the arrears amount and the normal deduction amount. | X | | | | | |
| 3229 | Payroll | Payroll Accounting | Deductions | System shall support real-time editing of prioritization of pre-and post tax deductions (e.g., child support post-tax deductions are higher priority and will be taken before optional pre-tax deferred compensation or contributions to optional health insurance when pay is insufficient to take all). | X | | | | | |
| 3230 | Payroll | Payroll Accounting | Deductions | System shall automatically adjust amounts if the disposable income requirements will not be met after the deduction is taken (e.g., child support deduction and deferred compensation). | X | | | | | |
| 3231 | Payroll | Payroll Accounting | Earnings | System shall provide an earnings type table to establish and maintain information and rules specific to individual or groups of earnings types with a maximum of 100,000 earnings types. | X | | | | | 1,000 earning codes w/ hundreds of ways to implement each |
| 3232 | Payroll | Payroll Accounting | Earnings, Deductions, Taxes | System shall determine when limits are reached to start or stop pre-tax/post-tax earnings, pre-tax/post-tax deductions, and tax. | X | | | | | |
| 3233 | Payroll | Payroll Accounting | General | System shall have the ability to track and report information within any given time frame (e.g., calendar year activity) for wages earned in a payroll year, fiscal year, monthly, etc. | X | | | | | |
| 3234 | Payroll | Payroll Accounting | Leave | System shall calculate lump sum leave pay out based on bargaining unit specific business rules for employment termination | X | | | | | |
| 3235 | Payroll | Payroll Accounting | Leave | System shall be able to accumulate and pay out accrued leave by hours, as well as by the cash value of the leave as determined by the employee's pay rate at the time it was accrued. | | | | | X | We would be willing to discuss this with the state |
| 3236 | Payroll | Payroll Accounting | Overpayments | System shall support the establishment of employee payment plans for monies owed to the employer. System shall support pre-tax plans for IRS taxable/reportable monies owed for the current calendar year with balances automatically converted to post tax net plans following the end of the calendar year. This includes interfacing a receivable transaction to State's accounting system at the time the overpayment is established at the employee level and reducing the receivable as collections are received. | X | | | | | Accumulated premiums |
| 3237 | Payroll | Payroll Accounting | Overpayments | System shall provide the ability to calculate applicable taxes and retirement contributions associated with the specific type of overpayment and create transactions for each item. | X | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 3238 | Payroll | Payroll Accounting | Overpayments | System shall support concurrent reduction of the receivable at the time of collection of an overpayment . | X | | | | | |
| 3239 | Payroll | Payroll Accounting | Overpayments | System shall have the ability to report current and prior year overpayments and provide collection notifications. | X | | | | | w/ AR and GB |
| 3240 | Payroll | Payroll Accounting | Payment | System shall generate a pay adjustment when a credited service threshold (e.g. marine highways) is reached and thereafter on a table-driven frequency. | | | | X | | |
| 3241 | Payroll | Payroll Accounting | Payment | System shall process unpaid compensation for a deceased employee. | X | | | | | |
| 3242 | Payroll | Payroll Accounting | Payment | System shall allow for processing mass changes or additions to compensation tables by authorized entry of a change percentage or fixed dollar increase calculating new salary schedules. | X | | | | | |
| 3243 | Payroll | Payroll Accounting | Payment | System shall follow Generally Accepted Accounting Principles (GAAP) requirements for recording compensated absences liability. | X | | | | | |
| 3244 | Payroll | Payroll Accounting | Payment | System shall attribute payroll costs to the proper fiscal year. | X | | | | | |
| 3245 | Payroll | Payroll Accounting | Payment | System shall allow for real-time updating for online warrants. | X | | | | | |
| 3246 | Payroll | Payroll Accounting | Payment | System shall allow for a real-time updating for reversal of a warrant. | X | | | | | |
| 3247 | Payroll | Payroll Accounting | Payment | System shall allow additional pay to be established for as little as one tenth of an hour. | X | | | | | |
| 3248 | Payroll | Payroll Accounting | Payment | System shall allow future pay to be combined with current pay period pay. For example, add one day worked in the following period to the current period regular pay batch for an employee going on seasonal leave without pay. | X | | | | | |
| 3249 | Payroll | Payroll Accounting | Payment | System shall allow for partial period payment and recording for hourly and salaried employees who do not work the entire pay period (e.g., new hires, terminations, employees on leave without pay for a portion of the pay period, workers compensation, part time employees, seasonal employees). | X | | | | | |
| 3250 | Payroll | Payroll Accounting | Payment | System shall calculate total gross pay and create a single warrant or direct deposit for each employee even if the employee holds multiple positions or crosses pay cycles (e.g., Marine Highways employees and multiple position employees). | X | | | | | |
| 3251 | Payroll | Payroll Accounting | Payment | System shall have the ability to calculate pro-rata benefits and deductions for part-time employees. | X | | | | | |
| 3252 | Payroll | Payroll Accounting | Payment | System shall perform all payroll edits for all classified, partially exempt, and exempt employees per the compensation tables. Examples of edits include, but are not limited to: specific pay eligibility, straight overtime and time and one-half overtime eligibility per Family Leave Standard Act (FLSA) category, compensatory time eligibility, appropriate position authorization, and compensation tables. | X | | | | | |
| 3253 | Payroll | Payroll Accounting | Payment | System shall provide for rate override of the compensation table. | X | | | | | |
| 3254 | Payroll | Payroll Accounting | Payment | System shall process lump sum termination pay for eligible leave balances and employee's final regular pay. | X | | | | | |
| 3255 | Payroll | Payroll Accounting | Payment | System shall provide ability to calculate overtime, shift differential, recall, sea duty and hazardous duty, and other premium pay automatically, based on hours entered on employee timesheet and employee data. System will allow for multiple rates to be in effect during a given pay period. | X | | | | | |
| 3256 | Payroll | Payroll Accounting | Payment | System shall have the ability to cancel a payment and reverse all records real-time. | X | | | | | VIA CANCEL PROCESS |
| 3257 | Payroll | Payroll Accounting | Payment | System shall provide ability to stop pay and reissue (lost/mutilated) warrants with net pay warrant with no effect on accumulators. | X | | | | | |
| 3258 | Payroll | Payroll Accounting | Payment | System shall provide for additional pay multipliers based on contractual pay provisions (pay period rate verses annualized hourly rate, Marine Highway employees). | X | | | | | |
| 3259 | Payroll | Payroll Accounting | Payment | System shall provide the ability to create payments with different distribution dates. | X | | | | | |
| 3260 | Payroll | Payroll Accounting | Payment | System shall generate and track unique warrant numbers for batch and manual warrants. | X | | | | | |
| 3261 | Payroll | Payroll Accounting | Payment | System shall support the processing of mid-period salary changes (e.g., promotions, demotions, merit increases) by automatically paying the employee for the number of hours at the pro-rated appropriate old and new rates including changes to overtime eligibility (Fair Labor Standards Act) mid-pay period. | X | | | | | |
| 3262 | Payroll | Payroll Accounting | Payment | System shall comply with and be able to calculate premium pay according to all bargaining agreements and the Fair Labor Standards Act (FLSA). | X | | | | | |

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| 3263 | Payroll | Payroll Accounting | Payment | System shall edit against available leave balances to prevent leave without pay (LWOP) status from occurring until balances have been exhausted. System shall generate transactions to sequentially reduce leave balances by contractual and statutory rules (leave chaining). Exceptions to leave chaining include maternity, military, Family Medical Leave Act (FMLA), and disciplinary leave. Marine Highways leave chaining requirements are more complex based on employee's ship/job/region/bargaining unit/years of service/conversion rates. | X | | | | | SOME MODIFICATION MAY BE NECESSARY FOR MARINE HIGHWAYS LEAVE. MORE ANALYSIS NEEDED |
| 3264 | Payroll | Payroll Accounting | Payment | System shall edit usage in certain leave categories to flag transactions in excess of a defined annual maximum (leave cash-in). | | | | | X | |
| 3265 | Payroll | Payroll Accounting | Payment | System shall derive leave pay rate or other earnings rate based on the job and ship in which the employee spent the Majority of Time during a rolling twelve month period. The system shall allow overrides to the job, the ship, and pay rate and other earnings rate. | | | | | X | |
| 3266 | Payroll | Payroll Accounting | Payment | System shall calculate partial period accruals and create leave transactions for lump sum terminal leave payouts based on specified parameters:<br>*Date of separation;<br>*Leave balance;<br>*Accrual rate;<br>*Final leave adjustments; and<br>*Usage. | X | | | | | |
| 3267 | Payroll | Payroll Accounting | Payment | System shall calculate multiple cash in percentages of eligible pay and eligible positions to fund employer working reserve. | | | | | X | |
| 3268 | Payroll | Payroll Accounting | Payment | System shall allow for executing a real-time pay warrant (in addition to the regularly scheduled payroll) to include leave adjustments and accruals on an "as needed" basis. | X | | | | | |
| 3269 | Payroll | Payroll Accounting | Payment | For employees holding multiple positions, the system shall calculate deductions appropriate for each position. | X | | | | | |
| 3270 | Payroll | Payroll Accounting | Payment | System shall calculate Fair Labor Standards Act overtime for multiple position employees. | X | | | | | |
| 3271 | Payroll | Payroll Accounting | Payment | System shall have the ability to handle multiple ranges of pay in one position. | X | | | | | |
| 3272 | Payroll | Payroll Accounting | Payment | System shall charge Legal Trust amounts with multiple rates and frequencies, by specific bargaining units. | X | | | | | |
| 3273 | Payroll | Payroll Accounting | Payment | System shall support mid-pay period changes to benefits (e.g., different retirements), leave, pay frequencies, labor distribution and post correct hours/amounts to appropriate retirement systems, leave plans, and labor distributions. | | | | X | | |
| 3274 | Payroll | Payroll Accounting | Payment | System shall have the ability to override an employee's pay when the employee is currently earning more than the salary schedule permits. | X | | | | | |
| 3275 | Payroll | Payroll Accounting | Payment | System shall have the ability to pay an employee an additional payment or process clean up adjustments without re-activating the employee with restrictions. | X | | | | | |
| 3276 | Payroll | Payroll Accounting | Payment | System shall distinguish between year paid and year earned (e.g., Public Employees Retirement System benefits). | X | | | | | |
| 3277 | Payroll | Payroll Accounting | Payment | System shall allow for adjustments to current and prior pay periods. | X | | | | | |
| 3278 | Payroll | Payroll Accounting | Payment | System shall flag payments to a terminated employee. | | | | | | |
| 3279 | Payroll | Payroll Accounting | Payment | System shall allow actions to be taken for an inactive employee (e.g., pay adjustment, accrue leave). | X | | | | | |
| 3280 | Payroll | Payroll Accounting | Payment | System shall allow for automated advance of merit anniversary date (MAD) for accumulated leave without pay (LWOP). System shall generate reversals of advanced MADs when transactions that reduce accumulated LWOP are processed (including LWOP adjustments in batch and online warrants, reversals, etc.). | | | | | X | |
| 3281 | Payroll | Payroll Accounting | Payment | System shall report leave without pay (LWOP) the day prior to and following an official State holiday. The system shall prorate State holiday pay for part time employees. | X | | | | | |
| 3282 | Payroll | Payroll Accounting | Payment | System shall calculate prorated holiday pay for part time employees. | X | | | | | |
| 3283 | Payroll | Payroll Accounting | Payment | System shall automatically record and calculate premium pays. | X | | | | | |
| 3284 | Payroll | Payroll Accounting | Payment | System shall automatically calculate some premium pays based on start and stop times. | X | | | | | |
| 3285 | Payroll | Payroll Accounting | Payment | System shall allow time to be recorded in hour increments with up to three decimal places. | X | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 3286 | Payroll | Payroll Accounting | Retirement Contribution | System shall be able to work with multiple contribution levels for multiple systems by percentage or flat amount based on eligible pay. System shall be able to make adjustments for multiple types and multiple levels (e.g., TRS, PERS, JRS, EPORS). | X | | | | | |
| 3287 | Payroll | Payroll Accounting | Retroactive Benefits | System shall provide the ability to retroactively pay and calculate benefits for a defined period. | X | | | | | |
| 3288 | Payroll | Payroll Accounting | Taxes | System shall calculate employer portion of federal taxes real time. | X | | | | | |
| 3289 | Payroll | Payroll Accounting | Taxes | System shall maintain all employee information required for W-2 reporting in both print and electronic media formats for federal, state, and local taxing authorities. | X | | | | | |
| 3290 | Payroll | Payroll Accounting | Taxes | System shall calculate earnings subject to withholding tax and Medicare taxes for term life insurance exceeding $50,000. | X | | | | | |
| 3291 | Payroll | Payroll Accounting | Taxes | System shall comply with all federal and state tax requirements by validating against current tax tables. These tables shall be updated timely by the vendor or a service as changes occur to the tax code. | X | | | | | $1,000 PER YEAR ANNUAL FEE |
| 3293 | Payroll | Payroll Accounting | Taxes | System shall provide for central authority creation, printing, and tracking of form W-2c for current and prior years. | X | | | | | |
| 3294 | Payroll | Payroll Accounting | Taxes | System shall maintain current and history employee withholding status for Federal, State and local taxes. | X | | | | | |
| 3295 | Payroll | Payroll Accounting | Taxes | System shall properly calculate employee taxes in accordance with Federal, State and local law. | X | | | | | |
| 3296 | Payroll | Payroll Accounting | Taxes | System shall provide ability to allow employees to withhold additional Federal, State income tax and local tax beyond tax amounts computed based on tax tables and withholding allowances. | X | | | | | |
| 3297 | Payroll | Payroll Accounting | Taxes | System shall provide the ability to designate federal or state tax-exempt status and Advanced Earned Income Credit (AEIC) processing. | X | | | | | |
| 3298 | Payroll | Payroll Accounting | Taxes | System shall allow for automated tax processing for supplemental tax rate withholding (e.g., lump sum payments, annual and quarterly Federal withholding for stipend payments, etc.). | X | | | | | |
| 3299 | Payroll | Payroll Accounting | Taxes | System shall calculate employer portion of taxes (Medicare and unemployment insurance), real time for onlines and reversals. | X | | | | | |
| 3300 | Payroll | Payroll Accounting | Unemployment Insurance (UI) | System shall calculate Unemployment Insurance percentages of eligible pay and eligible positions. | X | | | | | |
| 3301 | Payroll | Payroll Accounting | Workers' Compensation | System shall be able to charge a monthly Correctional Officer Injury leave amount. | X | | | | | |
| 3302 | Payroll | Payroll Accounting | Workers' Compensation | System shall calculate Workers' Compensation multiple rates by agency by eligible pay and eligible positions with independent start and end dates. | X | | | | | |
| 3303 | Payroll | Payroll Accounting | Workers' Compensation | System shall calculate and report Workers' Compensation wage verifications to carrier. | X | | | | | |
| 3304 | Payroll | Payroll Accounting | Workers' Compensation | System shall provide reporting of work status injury/illness to Risk Management. | X | | | | | |
| 3305 | Payroll | Payroll Accounting | Workers' Compensation | System shall record payment to the employee by worker's compensation and convert the worker's compensation payment to the worker's percentage of salary to reduce leave. | X | | | | | |
| 3325 | Payroll | Reporting | ALDER | System shall have the ability to provide hardcopy reports, online reports, and electronic data files to third party entities (e.g., union dues, legal trust, unemployment insurance). | X | | | | | |
| 3326 | Payroll | Reporting | ALDER | System shall provide the ability to report contractually required information to multiple unions. | X | | | | | |
| 3327 | Payroll | Reporting | General | System shall print warrants and remittance advices with associated pay stubs. | X | | | | | |
| 3350 | Payroll | Security | Access Control | System shall provide the ability to separate garnishment detail from garnishment payee detail with strict view security on garnishment detail. | X | | | | | |
| 3351 | Payroll | Security | Vulnerability Assessment | System, applications, and database shall not be deployed until all critical, high, and medium vulnerabilities are remediated. The assessment shall be based on reporting from a "Nessus" based full intrusive scan and/or assessment performed via the State Security Office. | X | | | | | |
| 4000 | Procurement | Contracts | Account distribution | System shall provide ability to enter account distributions on contract releases which will be used to encumber funds. | X | | | | | |
| 4001 | Procurement | Contracts | Automatic subsidiary and ledger update | System shall automatically update subsidiary and general ledger with contract transactions / documents / business events. | X | | | | | |

| ID Num | Requirement Area | Requirement Subcategory | Requirement Name | Requirement | Meets | Third Party | Next Release | Req. Mods | Does Not Meet | Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 4002 | Procurement | Contracts | Bilateral contract documents | System shall provide ability to automatically generate bilateral contract documents and transmit the state's and contractor's signature electronically. | | X | | | | Contract documents are typically produced outside of Munis (e.g. Word) |
| 4003 | Procurement | Contracts | Budget establishment and tracking | System shall allow user to establish budgets for particular contracts, track (e.g., identify, record, inquire, report) expenditures and encumbrances against the budgets, and ensure expenditures plus encumbrance balances do not exceed contract amount. | X | | | | | |
| 4004 | Procurement | Contracts | Contract information profile and maintenance | System shall allow user agencies to maintain descriptive / profile information on contracts including but not limited to:<br>* Contractor/Vendor;<br>* Original contract amount;<br>* Change order/adjustment amount;<br>* Work order/change order:<br>* Contract number;<br>* Contractor's control number;<br>* Funding source(s);<br>* Contract period;<br>* Contract execution date;<br>* Service dates;<br>* Project ID;<br>* Program;<br>* Activity;<br>* Renewals;<br>* Amendments;<br>* Contract manager/administrator;<br>* Service type;<br>* Funding type;<br>* Contract type;<br>* Contractor's contract number;<br>* Grant number;<br>* Compliance audit requirements and results;<br>* Monitoring exclusions; and<br>* Type of procurement used. | X | | | | | SOME FIELDS MAY REQUIRE USE OF USER-DEFINED FIELD |
| 4005 | Procurement | Contracts | Contract information profile and maintenance | System shall allow user agencies to maintain descriptive / profile information on contracts including but not limited to:<br>* Federal or non-Federal participation;<br>* Payment criteria;<br>* Deliverables and/or items;<br>* Units of measures;<br>* Minimum order;<br>* Method of payment;<br>* Advertisement date;<br>* Award date;<br>* Notice to Proceed date;<br>* Budget ceiling;<br>* Procurement number;<br>* Performance bond/insurance information;<br>* Liquidated damages;<br>* Retainage; and<br>* Additional comments/notes. | X | | | | | SOME FIELDS MAY REQUIRE USE OF USER-DEFINED FIELD |
| 4006 | Procurement | Contracts | Contract renewal notice | System shall provide ability to automatically generate contract renewal notices triggered by expiration date and distribute (e.g., mail, computer generated fax, email) to multiple state users and vendors. | X | | | | | Only to contract administrator |
| 4007 | Procurement | Contracts | Contractor entry of e-invoices | System shall allow contractors to enter their invoices onto a state agency pre-formed invoice located on the state agency's web site. | | | | | X | |
| 4008 | Procurement | Contracts | Electronic invoice approval | System shall allow authorized state users to access and approve electronic invoices from contractors online. | X | | | | | |
| 4009 | Procurement | Contracts | Electronic storage of all contract data | System shall provide ability to store each contract and supporting documents electronically. | X | | | | | |

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| 4010 | Procurement | Contracts | End user notification of expiration/ renewal | System shall provide ability to automatically notify state users of renewals or expiration of a lease or contract a preset number of days prior to the expiration date of the contract. | X | | | | | |
| 4011 | Procurement | Contracts | Federal funds tracking | System shall provide for federal funds tracking, (e.g., identify, record, inquire, report) from receipt to disbursement of federal contract funds. | X | | | | | |
| 4012 | Procurement | Contracts | Identification of item sourcing | System shall provide fields to identify if an item or service is proprietary, single source, single supplier or generic and if the item or service is available via an existing contract. | X | | | | | |
| 4013 | Procurement | Contracts | Invoice acceptance and edit | System shall accept electronic and manual invoices from contractors and edit against contract file information limits. | X | | | | | |
| 4014 | Procurement | Contracts | Invoice entry from contract | System shall carry forward pertinent contract data to the invoice entry screen to reduce data entry and allow for entry of invoice data. | X | | | | | |
| 4015 | Procurement | Contracts | Journal transfer tracking | System shall manage and track (e.g., identify, record, inquire, report) inter-State agency contracts the same way as vendor contracts (external contracts). | | | | | | Need more detailed information to accurately respond |
| 4016 | Procurement | Contracts | Limit indirect costs | System shall provide ability to limit indirect costs associated with contracts. | X | | | | | |
| 4017 | Procurement | Contracts | Liquidated damages tracking | System shall provide ability to record any liquidated damages information associated with a contract. | | | | X | | 2 weeks |
| 4018 | Procurement | Contracts | Manage central purchasing/departmen t contracts | System shall provide ability to manage central purchasing (statewide) and departmental contracts. | X | | | | | |
| 4019 | Procurement | Contracts | Manage multiple vendor contracts | System shall provide ability to manage multiple vendor contracts. | X | | | | | |
| 4020 | Procurement | Contracts | Manage outside use of contracts | System shall provide ability to track use of state term contracts by other governments and maintain that information for financial and usage reporting. | X | | | | | By department code |
| 4021 | Procurement | Contracts | Manage revenue contracts | System shall provide for management of revenue producing contracts (i.e., user fees, % of contractor revenue, etc.). | | | | | X | |
| 4022 | Procurement | Contracts | Multiple re-order capability | System shall allow items to be re-ordered from more than one vendor. | X | | | | | |
| 4023 | Procurement | Contracts | Price adjustments | System shall provide ability to perform a global price adjustment to a price contract either through a user defined change (i.e., global increase of 5% to all prices) or by using vendor supplied data. | | X | | | | Changes to vendor supplied data via Mercury Commerce |
| 4024 | Procurement | Contracts | Process tracking | System shall provide ability for system to establish and track (e.g., identify, record, inquire, report) milestones, payments, contingency, retainage and performance within a contract. | X | | | | | |
| 4025 | Procurement | Contracts | Subcontract information maintenance | System shall provide ability to maintain subcontracting activity information (e.g., contractor payments, etc.). | X | | | | | |
| 4026 | Procurement | Contracts | Time period inquiry | System shall provide online inquiry screens that allow the user to select the time period of contract data displayed including the month and fiscal year as well as the type of summary (e.g., monthly, year-to-date, life-to-date). | X | | | | | |
| 4027 | Procurement | Contracts | Track insurance/ bonds | System shall track insurance, performance and payment bond requirements associated with specific contracts, including expiration dates and provide notice to designated state users. | X | | | | | Notice may require manual email |
| 4028 | Procurement | Contracts | User defined multiple order types | System shall provide ability for authorized state user to define multiple order request types, including but not limited to:<br>* Inventory items;<br>* Non-inventory and fixed asset items;<br>* Services;<br>* Blanket release for commodities;<br>* Blanket order contract; and<br>* Blanket release for service. | X | | | | | |
| 4029 | Procurement | Contracts | User fee tracking | Provide ability for system to maintain and track (e.g., identify, record, inquire, report) user fees associated with State/agency contracts. | | | | | X | |
| 4030 | Procurement | Contracts | Word processing | System shall provide ability to create/edit/save documents with standard word processing functionality such as spell-check, view, insert, format, tables, etc. | X | | | | | VIA MAIL MERGE TO WORD |
| 4050 | Procurement | E-Procurement | Completion of award criteria | System shall provide ability to define criteria where completion of an award explanation field is mandatory. | | | | X | | 1 week |

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| 4051 | Procurement | E-Procurement | Electronically tabulate bids | System shall electronically tabulate bids from electronic responses and bids that are entered manually. | X | | | | | |
| 4052 | Procurement | E-Procurement | Electronically time/date stamp response | System shall provide ability to electronically time and date stamp the electronic response. | | | | X | | 1 week |
| 4053 | Procurement | E-Procurement | Integration of E-Procurement System | E-procurement shall be an integral part of the procurement system. | X | | | | | May require Mercury Commerce |
| 4054 | Procurement | E-Procurement | Manage secure E-Purchasing/ payment | System shall provide ability to manage secure online buying and multiple payment methods. | X | | | | | |
| 4055 | Procurement | E-Procurement | Online reverse auctioning | System shall provide ability for online reverse auctioning. | X | | | | | Via "Get Best Bid" |
| 4056 | Procurement | E-Procurement | Schedule formal solicitation opening dates | System shall automatically schedule formal solicitation opening dates based on posting date, with override capability. | X | | | | | |
| 4057 | Procurement | E-Procurement | Secure storage/upload of bid tabulations | System shall provide ability to receive and store responses to bids electronically (in a user-defined format), in a secured environment and upload data to a bid tabulation screen. | X | | | | | |
| 4058 | Procurement | E-Procurement | Solicitation response tracking/ auditing | System shall support receipt of solicitation responses through electronic means. Buyer shall have ability to determine if electronic solicitation responses will be allowed for each unique purchase. If opening date and time has expired, the System shall prohibit the acceptance of a bid through electronic means. In such cases, an electronic message shall be sent to the vendor indicating bid time closed. | X | | | | | |
| 4059 | Procurement | E-Procurement | Solicitation types | System shall have the ability for users to create, issue, receive responses, evaluate and award request for quotes, invitations to bid and requests for proposals in an electronic environment. | X | | | | | |
| 4060 | Procurement | E-Procurement | Track all bid responses | System shall track electronic and non-electronic responses, including "no bid" responses. | X | | | | | |
| 4075 | Procurement | Inventory Management | General | System shall provide the ability to convert varying units of measure (dozen to each) and correctly update on-hand quantity for all items. | X | | | | | |
| 4076 | Procurement | Inventory Management | General | System shall provide ability to display inventory item, number of items on hand, cost, and total value per warehouse location or manage all as one warehouse. | X | | | | | |
| 4077 | Procurement | Inventory Management | General | System shall provide budgetary control at the line item level to verify online in real-time the availability of funds before usage order is processed. | X | | | | | |
| 4078 | Procurement | Inventory Management | General | System shall provide method to issue an item from inventory and expense the order online in real-time (no batch process) to a specific company, account, or center. | X | | | | | |
| 4079 | Procurement | Inventory Management | General | System shall provide method to remove items from inventory and make proper adjustments with proper security. | X | | | | | |
| 4080 | Procurement | Inventory Management | General | System shall provide method to support inventory cycle counts for reconciliation of inventory. | X | | | | | |
| 4081 | Procurement | Inventory Management | General | System shall allow for reconciling physical inventory counts to perpetual inventory records and making adjustments as necessary (subject to proper authorization and security controls). | X | | | | | |
| 4082 | Procurement | Inventory Management | General | System shall allow for recording inventory issues by referencing the related inventory request once items have been pulled. When entering pull tag information in the system for items pulled, quantity issued shall default to the lesser of quantity ordered or quantity on hand. The system shall automatically backorder any shortage. Cancellation of backorders shall be supported. | X | | | | | Some parts may be a manual process |
| 4083 | Procurement | Inventory Management | General | System shall be able to route orders to the appropriate warehouse for fulfillment, based on the destination/delivery point. | X | | | | | Via manual determinator of the location |
| 4084 | Procurement | Inventory Management | General | System shall provide ability to print labels required for the tracking and proper handling of inventory items. This includes bar codes and/or bar code labels. | X | | | | | |
| 4085 | Procurement | Inventory Management | General | System shall provide an inventory management facility for Automated Reorder Point Calculation. System shall calculate and store the reorder point for each item based on a predefined table value. | X | | | | | |
| 4086 | Procurement | Inventory Management | General | System shall provide comprehensive user reference documentation on-line for the Inventory Module. | X | | | | | |

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| 4087 | Procurement | Inventory Management | General | System shall provide forecasting function for use in analyzing item usage and projecting future use. | X | | | | | VIA CUSTOM DEVELOPED REPORT |
| 4088 | Procurement | Inventory Management | General | System shall support the charging of an inventory item as an expense to a specific organization, fund, strategic program, grant, or project when inventory item is issued. | X | | | | | |
| 4089 | Procurement | Inventory Management | General | System shall accept transaction purchase order information from the Purchasing module to be received into the Inventory module. | X | | | | | |
| 4090 | Procurement | Inventory Management | General | System shall allow departments to requisition and/or order items from inventory. | X | | | | | |
| 4091 | Procurement | Inventory Management | General | System shall allow for user defined ordering hierarchy (permissions) based upon commodity code (e.g., only certain users would have permission to order ammunition from inventory). | | | | X | | 2 weeks |
| 4092 | Procurement | Inventory Management | General | System shall allow users and customers to inquire on the status of their order. | X | | | | | |
| 4093 | Procurement | Inventory Management | General | System shall allow users to specify a mark-up or overhead cost for each individual commodity code and/or location. | X | | | | | |
| 4094 | Procurement | Inventory Management | General | System shall automatically generate and print pick/issue lists for warehouse personnel. | X | | | | | |
| 4095 | Procurement | Inventory Management | General | System shall maintain an audit history of all inventory transactions completed. | X | | | | | |
| 4096 | Procurement | Inventory Management | General | System shall properly account for when items are ordered, received, reserved, committed, issued, defective/quarantined, returned to stock, returned to supplier, or transferred to another warehouse. | X | | | | | |
| 4097 | Procurement | Inventory Management | General | System shall provide a field of at least one character that identifies the method used to calculate the cost of individual items or units of issue. | X | | | | | Via Global setting (FIFO, Average cost, etc) |
| 4098 | Procurement | Inventory Management | General | System shall provide a mechanism for tracking slow-moving and obsolete inventory items. | X | | | | | MAY REQUIRE CUSTOM REPORT |
| 4099 | Procurement | Inventory Management | General | System shall provide a variable length free-form character field available for describing special handling requirements, including but not limited to:<br>*hazardous material classification;<br>*storage requirements;<br>*special clothing requirements;<br>*special instructions for handling and disposal;<br>*spill response;<br>*shelf life; and<br>*notification requirements.<br>System shall provide a variable length character field showing requirements for maintaining or servicing item and also allow for link to Material Safety Data Sheet (MSDS) information system. | X | | | | | |
| 4100 | Procurement | Inventory Management | General | System shall provide ability to automatically notify customers of back ordered inventory items. | X | | | | | |
| 4101 | Procurement | Inventory Management | General | System shall provide ability to establish a primary inventory location as a default when multiple inventory locations are established. | X | | | | | |
| 4102 | Procurement | Inventory Management | General | System shall provide an extensive item master and item history capable of managing materials items and cataloged services including multiple numbering nomenclature schemes (NIGP, UPC, SKU) for items and services via bar code. | X | | | | | |
| 4103 | Procurement | Inventory Management | General | System shall provide an interface to accept and interpret bar-coded data from receiving documents and shipments. | | X | | | | BMI |
| 4104 | Procurement | Inventory Management | General | System shall provide for web-enabled viewing and ordering from a warehouse or supply room catalog, and shall provide detailed descriptions of inventory items to assist users in selection. | X | | | | | |
| 4105 | Procurement | Inventory Management | General | System shall provide lot and serial number tracking (ability to track and report on items by lot and serial number for expiration dates, hazardous materials codes, receipt, issue, storage location and disposal). | | | | X | | 1 month |
| 4106 | Procurement | Inventory Management | General | System shall provide means to include Material Safety Data Sheet (MSDS) information for each commodity. | X | | | | | VIA ATTACHMENT OR USE OF TYLER CONTENT MANAGER |

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|---|---|---|---|---|---|---|---|---|---|---|
| 4107 | Procurement | Inventory Management | General | System shall support grouping of items or kits, allowing users to place an order for a single item number and creating a pick list for all the individual items comprising the grouped items (e.g., there would be an item number for a 'New Inmate Group' that would include all the individual items that are to be issued to every new inmate at a prison facility. | X | | | | | Copy requisition |
| 4108 | Procurement | Inventory Management | General | System shall support hyperlinks to any listed vendor's catalog to reference the item, picture, pricing or additional information about the item. | | | | X | | |
| 4109 | Procurement | Inventory Management | General | System shall support inventory operations for the various types of governmental entities (central supply room, laboratory, or food stores). | X | | | | | |
| 4110 | Procurement | Inventory Management | General | System shall support maintaining inventory for items with a value of $0.00. | X | | | | | |
| 4111 | Procurement | Inventory Management | General | System shall support maintaining Inventory for remote sites (e.g., parts carried on a repair vehicle). | X | | | | | |
| 4112 | Procurement | Inventory Management | General | System shall support multiple units of measure for the various items of inventory maintained. | X | | | | | |
| 4113 | Procurement | Inventory Management | General | System shall use effective dating to check pricing against established contracts for items. Valuating methodology - First-In First-Out (FIFO) | X | | | | | |
| 4114 | Procurement | Inventory Management | General | System shall be fully integrated with other modules of the system (i.e., G/L, A/P, Fixed Assets, Purchasing, etc.). | X | | | | | |
| 4116 | Procurement | Inventory Management | General | System shall provide ability to control and reconcile inventory by:<br>* Establishing inventory levels and re-order points;<br>* Maintain designated critical levels of stock; and<br>* Monitor stock levels. | X | | | | | |
| 4117 | Procurement | Inventory Management | General | System shall provide ability to identify stock items by commodity number or other designated item identifier (bar coding, up labels, etc.). | X | | | | | |
| 4118 | Procurement | Inventory Management | General | System shall provide ability to maintain a perpetual inventory for the various types of governmental agencies (central supply room, laboratory, food stores) which is integrated with the financial module. | X | | | | | |
| 4119 | Procurement | Inventory Management | General | System shall provide ability to maintain expiration dates on inventoried items (i.e., pharmaceuticals). | X | | | | | |
| 4120 | Procurement | Inventory Management | General | System shall provide ability to maintain information on item sources, whether the item is available via an existing contract or should be purchased by other means of procurement (i.e., single source, discretionary purchase) based on previous procurement. | X | | | | | |
| 4121 | Procurement | Inventory Management | General | System shall provide ability to maintain stock in multiple locations within a single warehouse. | X | | | | | |
| 4122 | Procurement | Inventory Management | General | System shall provide ability to obtain and report stock levels at any time, based on user security. | X | | | | | |
| 4123 | Procurement | Inventory Management | General | System shall provide ability to place limits on issue amounts. | | | | X | | 2 weeks |
| 4124 | Procurement | Inventory Management | General | System shall provide ability to populate inventory data from goods receipt. | X | | | | | |
| 4125 | Procurement | Inventory Management | General | System shall provide ability to record and maintain information for surplus stock items. | X | | | | | |

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| 4126 | Procurement | Inventory Management | General | System shall provide ability to record inventory to an Item Master File to include, but not limited to:<br>* Supply Center Identifier;<br>* Organization Code;<br>* Grant;<br>* Stock Number;<br>* Item Description;<br>* Unit of Issue or Measurement;<br>* Unit Price;<br>* Vendor delivery unit of measure;<br>* Cost account code associated with item;<br>* Commodity Number;<br>* State/Agency Contract Number or Blanket Purchase Order number;<br>* Suggested Procurement Method;<br>* Minimum Order quantity and price;<br>* Vendor Information; and<br>* Inventory Stock Levels. | X | | | | | |
| 4127 | Procurement | Inventory Management | General | System shall provide ability to record quantity and dollar value of items in inventory. | X | | | | | |
| 4128 | Procurement | Inventory Management | General | System shall provide ability to record, maintain, and report Material Safety Data Sheet information. | X | | | | | |
| 4129 | Procurement | Inventory Management | General | System shall provide ability to track (e.g., identify, record, inquire, report) consumption of fuel, gas, etc. | X | | | | | |
| 4130 | Procurement | Inventory Management | General | System shall provide ability to transfer inventories / goods / supplies within or between agencies and record the related accounting entries for the transfer. | X | | | | | |
| 4131 | Procurement | Inventory Management | General | System shall provide the ability to calculate, store, and report price averaging for stock on hand. | X | | | | | |
| 4132 | Procurement | Inventory Management | General | System shall provide the ability to identify the method used to calculate the costs of individual items (e.g., Last-In First-Out (LIFO), First-In First-Out (FIFO), cycle counting, etc.) to calculate those costs, and track (e.g., identify, record, inquire, report) the costs for each item for the appropriate inventory method. | X | | | | | |
| 4133 | Procurement | Inventory Management | General | System shall provide the ability to issue, receive, and maintain inventory at multiple warehouses and supply rooms. | X | | | | | |
| 4134 | Procurement | Inventory Management | General | System shall track (e.g., identify, record, inquire, report) items by lot and serial number for expiration dates, hazardous material codes, receipt, issue, storage location, and disposal. | | | | | X | |
| 4135 | Procurement | Inventory Management | General | System shall track (e.g., identify, record, inquire, report) physical location of inventoried items within the warehouse, by bin numbers, aisle numbers, etc. | X | | | | | |
| 4136 | Procurement | Inventory Management | General | System shall track (e.g., identify, record, inquire, report) unit doses issued to patients. (security issue) | | | | | X | Tyler would prefer not to do. Would like to discuss further w/ state. |
| 4150 | Procurement | Payment | Automatic payment | System shall have the ability to generate a payment without a purchasing document. | X | | | | | |
| 4151 | Procurement | Payment | Automatic withholding of retainage | System shall automatically withhold retainage from payments to contractors at user defined percentages. | X | | | | | |
| 4152 | Procurement | Payment | Full system enabled inquiry module | System shall enable a shared common set of inquiries, which span the entire purchasing/payables cycle including requisitions, purchase orders, receivers, vendor invoices, match status, payment warrants, and disbursements. | X | | | | | |
| 4153 | Procurement | Payment | Integrated purchasing and payment process | System shall provide ability to integrate purchasing and payment processes including the State's purchasing card. | X | | | | | |
| 4154 | Procurement | Payment | Integration with numerous other systems | System shall completely integrate the procurement system with accounts payable, project accounting, fixed assets, inventory, receiving and other existing systems/functions. | X | | | | | |
| 4155 | Procurement | Payment | Manage intra-government transactions | System shall provide comprehensive intra-governmental purchasing, payment/settlement, approval processing that spans payables and purchasing functions that records and stores the purpose and description of the transaction (e.g., intra-governmental agency journal transfer). | X | | | | | |

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| 4156 | Procurement | Payment | Partial payment inquiry | System shall provide ability to view available dollar amounts left on a contract or purchasing order when partially paid. | X | | | | | |
| 4157 | Procurement | Payment | Partial payment process | System shall provide ability to process payments for partial receipts or over shipments. | X | | | | | |
| 4158 | Procurement | Payment | Payment assignment | System shall provide ability to pay one vendor after procuring goods or services from another vendor (assignment) with proper controls. | X | | | | | |
| 4159 | Procurement | Payment | Payment audit/ verification | System shall support audit of payment documents and supporting documentation to ensure goods or service was properly procured and represented a valid claim against the State. | X | | | | | |
| 4160 | Procurement | Payment | Vendor hold | System shall provide ability to restrict vendor from receiving further payments, contracts or purchase orders (due to debarment or suspension) through the use of a "vendor hold" action established at the statewide level. | X | | | | | |
| 4161 | Procurement | Payment | View payment information | System shall provide ability to view payment information on received or signature approved items paid through contracts or purchasing orders. | X | | | | | |
| 4162 | Procurement | Payment | Withhold liquidated damages | System shall provide ability to withhold liquidated damages from final payment. | X | | | | | General retainage |
| 4175 | Procurement | Purchase Orders | Additional cost capture | System shall have ability to capture and add additional costs such as shipping and handling for some or all line items. | X | | | | | |
| 4176 | Procurement | Purchase Orders | Aggregate multiple requisitions | System shall provide ability to aggregate multiple requisitions to a single purchase order. | X | | | | | |
| 4177 | Procurement | Purchase Orders | Amendments | System shall provide ability to amend a purchase order with subsequent requirements if necessary. | X | | | | | |
| 4178 | Procurement | Purchase Orders | Approval processing | System shall provide ability for designated state users to approve a purchase order prior to issue. | X | | | | | |
| 4179 | Procurement | Purchase Orders | Asset/ inventory tracking | System shall provide for recording and storing the asset with an identifying number on preparation of purchase order if the number is known. Otherwise, system to have the ability to force the recording and storing of the asset number upon acceptance of the goods. | X | | | | | |
| 4180 | Procurement | Purchase Orders | Audit blanket release transactions | System shall prevent a blanket release transaction from posting if it will cause the blanket purchase order remaining amount to go negative, with override capabilities. | X | | | | | |
| 4181 | Procurement | Purchase Orders | Auto creation of purchase order | System shall provide ability to automatically create purchase orders from user defined sources. | X | | | | | Via requisition import |
| 4182 | Procurement | Purchase Orders | Automatic encumbrance process | System shall automatically encumber necessary funds as a purchase order is accepted by the system with funding based on budget available when requested (with over-ride capability). | X | | | | | |
| 4183 | Procurement | Purchase Orders | Buyer notification of purchase order status | System shall provide ability to notify buyer of outstanding purchase orders. | X | | | | | |
| 4184 | Procurement | Purchase Orders | Capture additional cost | System shall allow for capturing any additional costs, such as shipping and handling for some or all line items. | X | | | | | |
| 4185 | Procurement | Purchase Orders | Centralized purchase order | System shall provide a centralized purchase order that can cover orders for multiple users. This purchase order may have multiple accounting lines. | X | | | | | |
| 4186 | Procurement | Purchase Orders | Code edit | System shall provide ability to add a service, supply, location or state specific code for each purchase order line. | X | | | | | |
| 4187 | Procurement | Purchase Orders | Common language lookups | System shall provide the ability to establish commonly used textual and descriptive information and insert such information into procurement documents. | X | | | | | |
| 4188 | Procurement | Purchase Orders | Confirming flag | System shall provide method to flag purchase order as "confirming." | X | | | | | |
| 4189 | Procurement | Purchase Orders | Consolidate purchase order | System shall provide ability to selectively consolidate purchase orders by supply or service code and vendor. | X | | | | | Merge to same vendor |
| 4190 | Procurement | Purchase Orders | Credit card purchase | System shall provide the ability to process credit card purchases. | X | | | | | |
| 4191 | Procurement | Purchase Orders | Cross reference of purchase document | System shall provide for cross-referencing of purchase orders to the corresponding purchase requisitions and solicitation, and vice versa. | X | | | | | |
| 4192 | Procurement | Purchase Orders | Cumulative dollar tracking by system codes | System shall provide ability to track supply or service code cumulative dollar amounts based on purchase order lines. | X | | | | | |
| 4193 | Procurement | Purchase Orders | Data carry forward | System shall provide ability to carry forward any data maintained in purchase requisition or solicitation to reduce data entry. | X | | | | | |

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| 4194 | Procurement | Purchase Orders | Data transfer to purchase order | System shall have the ability to carry forward any data maintained in purchase requisition and solicitation to the purchase order to reduce data entry. | X | | | | | |
| 4195 | Procurement | Purchase Orders | Delivery date | System shall provide ability to specify and track (e.g., identify, record, inquire, report) a delivery date. | X | | | | | |
| 4196 | Procurement | Purchase Orders | Discount/ term conditions | System shall provide ability to enter term conditions for %, net days, and/or date of month if vendor offers prompt payment discount. | X | | | | | |
| 4197 | Procurement | Purchase Orders | Electronic signature | System shall accept electronic signatures on contracts, if required. | | | | | X | |
| 4198 | Procurement | Purchase Orders | Financial Management module integration | System shall allow for integration with the Financial Management module to provide automatic online budget validation and verification of account distribution for purchase order transactions. | X | | | | | |
| 4199 | Procurement | Purchase Orders | Fiscal/ calendar year tracking | System shall provide the ability to track fiscal and calendar year activity by vendor, service/supply/location/other code, department, agency and statewide. | X | | | | | |
| 4200 | Procurement | Purchase Orders | Fixed asset flag | System shall provide method to identify fixed assets on the purchase order and send notice to designated state user. | X | | | | | |
| 4201 | Procurement | Purchase Orders | Free-form instructions | System shall allow for inclusion of free-form instructions to the vendor on the purchase order. | X | | | | | |
| 4202 | Procurement | Purchase Orders | Fund change by purchase order status | System shall provide ability to close and or delete purchase orders and/or purchase order lines and have the system automatically reduce the encumbered amount and increase the available funds and effect change at original document level. | X | | | | | |
| 4203 | Procurement | Purchase Orders | Graduated pricing | System shall automatically create and track (e.g., identify, record, inquire, report) orders for items that have graduated pricing (e.g., the first 25 items are $0.25 , 26-50 items are $.20, etc.). | | | | X | | 1 month |
| 4204 | Procurement | Purchase Orders | Independent purchase order generation | System shall provide ability to generate a purchase order without the use of a purchase requisition. | X | | | | | |
| 4205 | Procurement | Purchase Orders | Individual line items | System shall provide ability to generate up to 99999 individual line items on an order. | | | | X | | 199 Max. Currently 1 month |
| 4206 | Procurement | Purchase Orders | Intra-government purchase orders | System shall provide ability to enter and post an intra-governmental purchase order. | X | | | | | By department |
| 4207 | Procurement | Purchase Orders | Invoice/ receipt verification | System shall provide ability to compare receipts and invoices (quantities, receipt date and prices) with the purchase order line items originally ordered and report discrepancies. | X | | | | | |
| 4208 | Procurement | Purchase Orders | Item contract notification | System shall provide ability to alert buyer if requested item is on contract. | X | | | | | USE OF COMMODITY CODE IS REQUIRED |
| 4209 | Procurement | Purchase Orders | Line item account coding | System shall provide ability to generate up to 999 account coding distributions for each ordered line item. | X | | | | | |
| 4210 | Procurement | Purchase Orders | Line item addition | System shall provide ability to select multiple requisition lines to add to a purchase order at one time. | | | | X | | 2 months |
| 4211 | Procurement | Purchase Orders | Line item edit | System shall provide ability to edit or make adjustments to existing purchase order line items as needed based on user defined security levels. | X | | | | | |
| 4212 | Procurement | Purchase Orders | Maintain on-line catalogs | System shall provide ability to maintain (including vendor updating) online catalogs that can be used to place orders. | X | | | | | |
| 4213 | Procurement | Purchase Orders | Maintain/ track contracts | System shall provide ability to maintain State contracts with stated purchase prices and to allow changes as needed. System must record purchase orders processed against State contracts. | X | | | | | |
| 4214 | Procurement | Purchase Orders | Maintenance of standard codes/ phrases | System shall allow for the maintenance of user-defined standard codes and phrases in a table (i.e., "Single Source", "As per your quote of _____", "As per our specifications and your bid of _____", etc.) and for the printing of such codes and phrases on the purchase order. | X | | | | | |
| 4215 | Procurement | Purchase Orders | Multiple account code distribution and calculation | System shall accommodate multiple account code distributions for each purchase order with all extensions automatically calculated and totaled. | X | | | | | |
| 4216 | Procurement | Purchase Orders | Multiple account codes | System shall provide ability to distribute purchase order across multiple account codes by supply or service code, percent, quantity, or dollar amount. | X | | | | | |
| 4217 | Procurement | Purchase Orders | Multiple delivery dates | System shall provide ability to track multiple delivery dates for a single purchase order. | X | | | | | |

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| 4218 | Procurement | Purchase Orders | Multiple inquiry capabilities | System shall provide ability to retrieve or look up line-item information from history or master files and include on the purchase order any combination of the following:<br>* Supply/service code/inventory item number, state designated code;<br>* Description;<br>* Unit of measure;<br>* Recommended vendor;<br>* Buyer;<br>* Previous vendor;<br>* Previous price;<br>* Account information; and<br>* Ship to/Bill to/ Invoice to. | X | | | | | |
| 4219 | Procurement | Purchase Orders | Multiple invoicing | System shall provide ability to have multiple invoices sent to multiple locations listed on purchase orders. | | | | X | | 1 week |
| 4220 | Procurement | Purchase Orders | Multiple process order capability | System shall provide ability to place orders and/or change orders via internet, email, computer generated fax and in paper form. | X | | | | | |
| 4221 | Procurement | Purchase Orders | Multiple purchase capability | System shall provide ability for authorized users to make different types of purchases to include, but not limited to:<br>* Discretionary Purchase;<br>* Informal/Formal Solicitation;<br>* State/Agency Contract Award;<br>* Alternate Procurement (i.e., Single Source; emergency, etc.)<br>* Correctional Industries; and<br>* Purchasing Card. | X | | | | | |
| 4222 | Procurement | Purchase Orders | Multiple ship to addresses | System shall support multiple "ship to" addresses on purchase order, and must default to payment address. | X | | | | | |
| 4223 | Procurement | Purchase Orders | Negative dollar amounts | System shall provide ability for negative dollar amounts (i.e., trade-ins, credits, etc.) to be reflected on purchase orders upon award without requiring extensive adjustments to the original document. | X | | | | | Credits can be applied up to zero $ amount online |
| 4224 | Procurement | Purchase Orders | On-line shipping notification | System shall provide ability for the end user and receiving staff to receive on-line shipping notifications and order acknowledgments from vendors, based on security authorization. | | X | | | | Function of vendor |
| 4225 | Procurement | Purchase Orders | Order level edit | System shall provide editing at the order level. | X | | | | | |
| 4226 | Procurement | Purchase Orders | Pre-load purchase orders by fiscal year | System shall provide ability to pre-load purchase orders for upcoming fiscal year and encumber and release on or after July 1. | X | | | | | |
| 4227 | Procurement | Purchase Orders | Price/ quantity tolerance setting | System shall provide ability to set price and quantity tolerances by line item or purchase order for over-runs and under-runs. | | | | X | | Not by line item. One month |
| 4228 | Procurement | Purchase Orders | Purchase order distribution | System shall provide ability for computer generated fax, email and mail purchase orders. | X | | | | | VIA TYLER FORMS AND GO DOCS |
| 4229 | Procurement | Purchase Orders | Purchase order duplication | System shall provide online ability to copy existing purchase order information into a new or modified purchase order. | X | | | | | |
| 4230 | Procurement | Purchase Orders | Purchase order printing | System shall provide ability to print purchase orders with the capability for unlimited reprints based on user security profile. | X | | | | | |
| 4231 | Procurement | Purchase Orders | Reactivate purchase orders | System shall provide ability to reopen closed purchase orders based on user defined security levels and checking available funds. | X | | | | | |
| 4232 | Procurement | Purchase Orders | Real-time creation of purchase order | System shall allow creation of Purchase Orders based on user defined security levels in real-time (no batch process). | X | | | | | |
| 4233 | Procurement | Purchase Orders | Service code inquiry | System shall provide ability to display, at a minimum, the previous three prices for a specific supply or service code. | X | | | | | May require Tyler Reporting Services |
| 4234 | Procurement | Purchase Orders | Specify recycled content | System shall provide ability to specify if purchased items contain recycled content. | X | | | | | User defined |
| 4235 | Procurement | Purchase Orders | Supply inventory update | System shall update supply inventory records for quantity on order if purchase order line item is for supplies. | X | | | | | |
| 4236 | Procurement | Purchase Orders | System notepad | System shall provide an electronic "notepad" for associating notes to an entire purchase order or to specific lines on a purchase order. | X | | | | | |
| 4237 | Procurement | Purchase Orders | System wide common file sharing | System shall provide ability for purchasing and inventory system to share a common receiving function and commodity file for authorized users. | X | | | | | |
| 4238 | Procurement | Purchase Orders | Track recycled materials | System shall provide ability to track purchases of recycled materials. | X | | | | | Via user defined field |

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| 4239 | Procurement | Purchase Orders | Update commodity usage | System shall provide ability for ordered items to update commodity usage and history tables. | X | | | | | |
| 4240 | Procurement | Purchase Orders | Update inventory balances | System shall update "on order" balance in supplies inventory based on purchase order quantity if line item is for supplies inventory. | X | | | | | |
| 4241 | Procurement | Purchase Orders | User defined tolerances for budget | System shall provide for establishing user-defined tolerances whereby a purchase order amount may exceed or be below the purchase requisition and still be processed provided sufficient funds exist. | X | | | | | |
| 4242 | Procurement | Purchase Orders | Vendor lookup/ browse | System shall provide ability to browse vendor database alphabetically for purchase order vendor selection. | X | | | | | |
| 4243 | Procurement | Purchase Orders | Vendor reminder notices | System shall provide ability for system to generate reminder notices to vendors for shipments due based on user defined thresholds. | X | | | | | VIA MAIL MERGE- USER INITIATED (NOT AUTOMATIC) |
| 4244 | Procurement | Purchase Orders | Vendor restrictions | System shall provide ability for the authorized users to restrict vendor from receiving future purchase orders due to debarment or suspension. | X | | | | | |
| 4250 | Procurement | Purchase Requisitions | Account code assignment | System shall provide method to assign account codes to an individual requisition line or to the requisition as a whole based on a dollar amount or percent. | X | | | | | |
| 4251 | Procurement | Purchase Requisitions | Account code distribution | System shall provide ability to generate up to 999 account coding distributions for each requisitioned line item. | X | | | | | |
| 4252 | Procurement | Purchase Requisitions | Adjustments and cancellations | System shall provide ability to adjust or cancel a requisition and generate appropriate corrections to the Financial Management module for the financial impact (if optional functionality to generate pre-encumbrances for approved requisitions is being used). | X | | | | | CANCELLING A REQUISITION |
| 4253 | Procurement | Purchase Requisitions | Allow embedded documents | System shall provide ability to attach embedded documents composed in industry-standard word processing applications such as Microsoft Word (e.g., attach product specifications drafted in Word document) and images. System must allow for opening the embedded documents from within the Purchasing module. | X | | | | | |
| 4254 | Procurement | Purchase Requisitions | Buyer assignments | System shall provide ability to automatically assign requisitions to buyers based on user-defined criteria and record routing date and time. All requisitions for which a supply or service code has not been entered must be assigned to a suspense file to be manually routed to the appropriate buyer. | X | | | | | |
| 4255 | Procurement | Purchase Requisitions | Buyers inquiry and maintenance notes | System shall provide ability for buyers to link and maintain notes to service/supply codes as well as to contracts so buyer can reference past history for a service or supply. Buyers shall have the ability to view notes on a department, statewide or individual buyer basis. | | | | X | | 2 weeks |
| 4256 | Procurement | Purchase Requisitions | Contract alert | System shall provide ability to alert requestor if requested supply or service is on a State/Agency contract or state-wide contract and prevent the purchase through other non-contract means with proper override authorizations. | X | | | | | USE OF COMMODITY CODES IS REQUIRED |
| 4257 | Procurement | Purchase Requisitions | Default field population | System shall provide ability for system to populate default information from history or master files and include on the requisition any combination of the following:<br>* Service, supply, location code, state specific code and inventory item number;<br>* Description;<br>* Unit of measure;<br>* Recommended vendor;<br>* Buyer;<br>* Previous vendor;<br>* Previous price;<br>* Account information; and<br>* Ship to/Bill to/Remit to. | X | | | | | |
| 4259 | Procurement | Purchase Requisitions | Edit fields | System shall provide ability to edit/change requisition fields. | X | | | | | |
| 4260 | Procurement | Purchase Requisitions | Electronic re-approval | System shall allow electronic re-approval of requisitions, when necessary. | X | | | | | |
| 4261 | Procurement | Purchase Requisitions | Electronic routing/ approval | System shall provide electronic routings and approvals at multiple levels defined by user security profiles. | X | | | | | |
| 4262 | Procurement | Purchase Requisitions | Electronic submittal and authorization | System shall allow for electronic submittal and authorization of requisitions. | X | | | | | |
| 4263 | Procurement | Purchase Requisitions | Establish field templates | System shall provide the ability to establish templates for commonly used (boilerplate) information that can be automatically inserted into individual fields. | X | | | | | |

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| 4264 | Procurement | Purchase Requisitions | Financial code verification | System shall provide ability to verify supply and service codes against corresponding financial codes. | X | | | | | Default object code from commodity |
| 4265 | Procurement | Purchase Requisitions | Financial Encumbrance | System shall provide ability to optionally generate transactions to the Financial Management module to post a pre-encumbrance in the amount of the purchase requisition once the requisition receives all required approvals. | X | | | | | DOES NOT "POST" THE PRE-ENCUMBRANCE AFTER APPROVALS. OCCURS AT TIME OF ENTRY. ENCUMBRANCE ENTRY IS POSTED AFTER ALL APPROVALS. |
| 4266 | Procurement | Purchase Requisitions | Full inquiry between system modules | System shall provide for cross-referencing of purchase requisitions to the corresponding solicitation, contract or purchase order, and vice versa. | X | | | | | |
| 4267 | Procurement | Purchase Requisitions | Historical archive of routing transactions | System shall record all routing transactions in the requisition/solicitation/contract/purchasing order process and record in history. | X | | | | | |
| 4268 | Procurement | Purchase Requisitions | Inventory alert | System shall provide ability to alert requestor if requested supply or service is an inventoried item. | X | | | | | USE OF COMMODITY CODES REQUIRED |
| 4269 | Procurement | Purchase Requisitions | Line item records | System shall provide ability to generate / record and store up to 9999 individual line items on a requisition. | | | | X | | 199 max - part of previous mod |
| 4270 | Procurement | Purchase Requisitions | Line item records | System shall provide ability to generate up to 99999 individual line items on a requisition. | | | | X | | 199 max - part of previous mod |
| 4271 | Procurement | Purchase Requisitions | Multiple awards | System shall provide ability to award multiple contracts from one requisition. | X | | | | | |
| 4272 | Procurement | Purchase Requisitions | Multiple ship to and bill to | System shall support multiple "ship to" and "bill to" addresses; "ship to" address must default to "bill to" address. | | | | X | | Part of previous mod |
| 4273 | Procurement | Purchase Requisitions | On-line approval | System shall provide online approval of requisitions based on agency defined criteria. | X | | | | | |
| 4274 | Procurement | Purchase Requisitions | On-line requisition functions | System shall provide ability to perform, at a minimum, the following requisitions functions on-line:<br>* Inquiry;<br>* Add;<br>* Change;<br>* Cancel; and<br>* Delete. | X | | | | | |
| 4275 | Procurement | Purchase Requisitions | Real-time fund verification | System shall provide budgetary control at the line item level to verify online in real-time the availability of funds before requisitions are authorized (approved) with override capability. | X | | | | | |
| 4276 | Procurement | Purchase Requisitions | Real-time user input | System shall allow input of requisitions by user to initiate the order process (real-time, no batch process) based on user security profiles. | X | | | | | |
| 4277 | Procurement | Purchase Requisitions | Required information fields on requisition | System shall provide information on a requisition to include but not limited to:<br>* Recommended vendor;<br>* Accounting information;<br>* Requestor;<br>* Ship To/Bill To address;<br>* Service, supply, location or state specific code;<br>* Description;<br>* Unit of measure;<br>* Unit price; and<br>* Method of purchase. | X | | | | | |
| 4278 | Procurement | Purchase Requisitions | Requisition duplication | System shall provide a means to create a requisition from a prior requisition. | X | | | | | |
| 4279 | Procurement | Purchase Requisitions | Requisition templates | System shall support the establishment of requisition templates for frequently requested items. | X | | | | | |

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| 4280 | Procurement | Purchase Requisitions | Single requisition combinations | System shall provide ability for a single requisition to split over any combination of:<br>* Purchase Order;<br>* Formal Solicitation;<br>* Informal Solicitation;<br>* Existing Inventory;<br>* Contract;<br>* Project;<br>* Vendor; and<br>* Buyers. | | | | X | | Vendor PO only. Need more detailed information to accurately quote |
| 4281 | Procurement | Purchase Requisitions | Summary reporting and approval | System shall have the ability to group all pending requisitions on a summary requisition approval screen to facilitate review for approval or disapproval. "Drill-down" retrieval of pending requisitions for detail viewing must be supported. Return to the summary screen from a detailed screen or "Drill-up" capability must also be supported. | X | | | | | |
| 4282 | Procurement | Purchase Requisitions | System notepad | System shall provide an electronic "notepad" for documenting item specifications and/or comments. | X | | | | | |
| 4283 | Procurement | Purchase Requisitions | Total cost display | System shall provide ability to display the total estimated dollar amount of the requisition. | X | | | | | |
| 4284 | Procurement | Purchase Requisitions | Universal Product Code (UPC) bar codes | System shall provide ability to process manufacturer Universal Product Code (UPC) bar codes when preparing a requisition. | | | | X | | 2 months |
| 4285 | Procurement | Purchase Requisitions | User inquiry | System shall allow users "view only" access to requisitions once the requisition has been authorized to protect the integrity of the requisition. | | | | X | | 1 week |
| 4286 | Procurement | Purchase Requisitions | User supplied information | System shall provide ability to allow users to provide multiple recommended vendors and associated cost estimates. | X | | | | | |
| 4287 | Procurement | Purchase Requisitions | Web based requisitions | System shall provide ability to enter requisitions through a Web-based portal. | X | | | | | |
| 4300 | Procurement | Receipt of Goods / Services | Authorize receivers | System shall provide ability to authorize designated receivers by department or agency. | X | | | | | |
| 4301 | Procurement | Receipt of Goods / Services | Data carried forward | System shall carry forward all required data captured on the contract or purchasing order to receiving screens to reduce data entry. | X | | | | | |
| 4302 | Procurement | Receipt of Goods / Services | Data entry validation | System shall validate data entry information against information that is maintained in system (i.e., supply or service code, location code, state specific code, object code, account code, etc.). | X | | | | | |
| 4303 | Procurement | Receipt of Goods / Services | Date tracking of receipt process | System shall provide ability to record dates of receipt, inspected, approved, etc. for goods/services. | X | | | | | |
| 4304 | Procurement | Receipt of Goods / Services | Electronic receiving | System shall allow for decentralized (user agency) recording of the receipt of goods and services and shall provide for the receipt of goods and services to be recorded online on an electronic receiving report by authorized personnel, resulting in an immediate update of the contract status to reflect the receipt of goods. | X | | | | | |
| 4305 | Procurement | Receipt of Goods / Services | Electronic signature acceptance | System shall provide ability to electronically enter a signature of approval on invoice. | X | | | | | System stamped approver name |
| 4306 | Procurement | Receipt of Goods / Services | Electronically receipt of goods/ services | System shall provide ability to electronically receive goods and services. | X | | | | | |
| 4307 | Procurement | Receipt of Goods / Services | Field security | System shall provide ability to block fields, based on user security, to ensure effective and efficient receiving for proper segregation of duties. | | | | X | | 1 week |
| 4308 | Procurement | Receipt of Goods / Services | Financial updating | System shall provide ability to update accounting management information based on goods or services receipt. | X | | | | | |
| 4309 | Procurement | Receipt of Goods / Services | Hazardous materials codes | System shall provide ability to enter hazardous materials codes based on user-defined standards. | | | | X | | Via user defined fields - 2 weeks |
| 4310 | Procurement | Receipt of Goods / Services | Inventory receipts | Provide ability for receiving, not payment, to update inventory. | X | | | | | |
| 4311 | Procurement | Receipt of Goods / Services | Inventory updates | System shall provide ability to manage updates of open purchase order status, inventory on hand and balance based on receipts into inventory. | X | | | | | |
| 4312 | Procurement | Receipt of Goods / Services | Multiple receiving capabilities | System shall provide ability for multiple receiving transactions from multiple locations to reference the same contract or purchasing order. | X | | | | | |
| 4313 | Procurement | Receipt of Goods / Services | Notice of quantity differences | System shall provide alert of line item quantity differences that exceed the purchase order or contract. | X | | | | | |

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| 4314 | Procurement | Receipt of Goods / Services | Receipt modification | System shall provide ability to change, update, or delete receipt as needed based on user profile. | X | | | | | |
| 4315 | Procurement | Receipt of Goods / Services | Receiving by item/ total | System shall provide ability to receive individual line items or total purchase order. | X | | | | | |
| 4316 | Procurement | Receipt of Goods / Services | Record events | System shall provide, as a minimum, for recording the following types of events:<br>* Partial receipts;<br>* Receipt exceptions (such as overages);<br>* Inspections;<br>* Material disposition (stocked, rejected, returned and disposed);<br>* Return goods (damaged, wrong item, etc); and<br>* Trade-ins. | X | | | | | w/ notes |
| 4317 | Procurement | Receipt of Goods / Services | Return goods authorization | System shall provide ability to process a return goods authorization (either electronic or hard copy depending on vendor capabilities) for materials to be returned (i.e., rejected goods). | | | | X | | Needs analysis |
| 4318 | Procurement | Receipt of Goods / Services | Track receiver rejection | System shall track (e.g., identify, record, inquire, report) a reason for rejection for each receiver. | X | | | | | |
| 4319 | Procurement | Receipt of Goods / Services | Track shipping compliance | System shall track (e.g., identify, record, inquire, report) compliance with other shipping instructions (e.g., documentation, packing specifications, etc.) with ability to maintain vendor performance records. | X | | | | | |
| 4320 | Procurement | Receipt of Goods / Services | Track vendor performance | System shall allow for updating the vendor performance records with information captured on receiving reports. | X | | | | | |
| 4321 | Procurement | Receipt of Goods / Services | Track/ process backorders | System shall provide ability to record backorders and issue document when item is restocked. | X | | | | | |
| 4322 | Procurement | Receipt of Goods / Services | Vendor shipment notices | System shall provide ability to generate reminder notices to vendors for shipments due based on agency defined criteria. | X | | | | | VIA USER INITIATED MAIL MERGE |
| 4323 | Procurement | Receipt of Goods / Services | View receipt information | System shall provide ability to view receipt after entry and verify data. | X | | | | | |
| 4325 | Procurement | Reports and Online Inquire Screens | User reports | System shall provide ability to generate standard canned or ad hoc reports. | X | | | | | |
| 4326 | Procurement | Reports and Online Inquire Screens | Historical procurement reporting | System shall provide on-line access to relevant information, product histories, documentation and financial information to support analysis activities. | X | | | | | |
| 4327 | Procurement | Reports and Online Inquire Screens | Integrated system reports | System shall provide ability to view and print multiple, custom and pre-defined reports from various systems (e.g., vendor, procurement, e-procurement, contract, purchase order, PR, fiscal, inventory, goods/receipt, etc.). | X | | | | | |
| 4328 | Procurement | Reports and Online Inquire Screens | Product history reports | System shall provide ability to inquire and report vendor and product history files using user defined criteria (i.e., date, supply or service code, agency, location, etc.). | X | | | | | |
| 4329 | Procurement | Reports and Online Inquire Screens | Purchase document report | System shall provide an inquiry and report of the statuses of all purchasing documents (i.e., requisitions, contracts, receiving documents, invoices etc.). | X | | | | | |
| 4330 | Procurement | Reports and Online Inquire Screens | User reports | System shall ensure that authorized users have at least the following set of vendor related inquiries, including a summary inquiry showing:<br>*Pending orders,<br>*Year-To-Date orders,<br>*Pending payables, and<br>*Unmatched vendor invoices. | X | | | | | |
| 4331 | Procurement | Reports and Online Inquire Screens | Vendor report | System shall provide ability to access, track (e.g., identify, record, inquire, report), and maintain vendor information by vendor ID number, social security number (SSN), or other unique identifier. | X | | | | | |
| 4350 | Procurement | System | Acceptable brands list | System shall provide ability for a vendor to specify a particular brand in a solicitation that cross-references to an agency-defined acceptable brands list. | | | | X | | |
| 4351 | Procurement | System | Account code modification | System shall provide the ability to validate and change account coding, if needed, when integrated with financial module. | X | | | | | |
| 4352 | Procurement | System | Account distribution/ approval | System shall provide ability to enter account distributions at multiple approval levels. | X | | | | | |
| 4353 | Procurement | System | Alternate procurement routing/ approval | System shall provide ability to electronically route alternate procurement requests (i.e., single source, emergency, limited competition, etc.) through multiple state users for review and/or approval, with the ability to attach documents and images to the request. | X | | | | | |

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| 4354 | Procurement | System | Approval path verification | System shall set up specific approval paths based on the service/supply/location code, price, quantity, etc. pursuant to state and agency policy. | X | | | | | |
| 4355 | Procurement | System | Attach test results | System shall provide ability to attach test results and other documents to the electronic bid record. | X | | | | | |
| 4356 | Procurement | System | Automatic preference calculation | System shall automatically calculate various bidding preferences based on mathematical formula (e.g., percentage reduction from qualifying offer, percentage reduction from lowest offer that is deducted from the qualifying offer, percentage of points added). | | | | | X | Needs analysis |
| 4357 | Procurement | System | Bid tab comment fields | Bid tabulation document shall have general and specific offeror comment fields. | | | | X | | 1 week |
| 4358 | Procurement | System | Buyer code assignment | System shall provide ability to assign buyers to service, supply, location or other state specific codes. | X | | | | | |
| 4359 | Procurement | System | Create bid tab from solicitation | System shall carry forward pertinent solicitation information to the tabulation file to reduce data entry. | X | | | | | |
| 4360 | Procurement | System | Create contract from solicitation | System shall provide ability to automatically create a contract document from information on a solicitation. | X | | | | | |
| 4361 | Procurement | System | Create solicitation from prior solicitation | System shall allow for creation of a new solicitation from a prior solicitation. | X | | | | | |
| 4362 | Procurement | System | Create solicitation from purchase requisition | System shall provide ability to create solicitations from a purchase requisition. System shall provide ability to include some or all items in a solicitation that are carried forward from purchase requisition. | X | | | | | |
| 4363 | Procurement | System | Custom report | System shall capture and generate a report with following minimum information:<br>* Procurement officer name;<br>* Type of funding;<br>* Type of procurement;<br>* Contractor name;<br>* Cost and term of procurement (including all contract renewals);<br>* Date of award; and<br>* Whether the contractor was in-state or out-of-state. | X | | | | | |
| 4364 | Procurement | System | Default information based on user ID | System shall provide default information based on user ID with override capability:<br>* Initiation and/or approval;<br>* Bill to/ship to information;<br>* Accounting code structure; and<br>* Contact person and phone number with drill down capability for email address and mailing. | X | | | | | |
| 4365 | Procurement | System | Designate awarded vendor | System shall provide ability to designate awarded vendor(s) and issue contract document(s). | X | | | | | |
| 4366 | Procurement | System | Document routing by authorization | System shall route changes to documents through the proper approval processes. | X | | | | | |
| 4367 | Procurement | System | E-catalog and order function | System shall support electronic cataloging and direct ordering from vendors through web-enabled functions. | | X | | | | VIA MERCURY COMMERCE |
| 4368 | Procurement | System | Electronic approvals | System shall provide for multiple electronic approval paths and authorizations, including varying approval requirements based on specified dollar limits or the type of goods/services to be acquired. | X | | | | | |
| 4369 | Procurement | System | Electronic archive of entire process | System shall maintain an electronic archive of all events/actions related to a solicitation. | X | | | | | |
| 4370 | Procurement | System | Electronic change notification | System shall allow authorized state users to make changes or deletions to documents and standard templates in the system and electronically notify all appropriate parties of change. | X | | | | | |
| 4371 | Procurement | System | Electronic public viewing of bid tab | System shall provide ability for electronic public viewing of solicitation results after the tabulation is official. | X | | | | | |
| 4372 | Procurement | System | Electronically transmit purchase specifications | System shall provide means for state users to electronically transmit specifications associated with a purchase without using a purchase requisition. | | | | | | |
| 4373 | Procurement | System | Encumber multi-year contracts | System shall provide ability to encumber current year funds for a multi-year contract or purchase order and update encumbrance at start of each fiscal year with override capability. | X | | | | | |

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| 4374 | Procurement | System | Encumbrance capability | System shall provide ability to either encumber or pre-encumber funds at any stage in the process. | X | | | | | PRE-ENCUMBRANCE ONLY AT REQUISITION STAGE. ENCUMBRANCE ONLY AT PO STAGE |
| 4375 | Procurement | System | Full viewing of supporting documents | System shall provide ability to drill up/down to supporting documents from a procurement document (i.e., requisition from contract, Purchase Order or solicitation; invoice from contract, Purchase Order, or solicitation, etc.). | X | | | | | |
| 4376 | Procurement | System | Fund validation | System shall validate that all funds have been allocated to single or multiple accounts during addition, modification, or deletion of contract document. | X | | | | | |
| 4377 | Procurement | System | Grant/project posting | System shall post requisition, purchase order, and contract accounting entries to grant and project inception to date files automatically. | X | | | | | |
| 4377 | Procurement | System | Highlight modified fields | System shall have capability to highlight fields that have been modified on the document. | | | | | | |
| 4378 | Procurement | System | Integration with vendor system | System shall be integrated with vendor system in order to generate vendor lists/labels with override ability to accept alternate vendor lists. | X | | | | | |
| 4379 | Procurement | System | Invoice reconciliation to purchasing document | System shall provide ability to reconcile bid amount with invoice to assure vendor charges appropriate amount. | X | | | | | |
| 4380 | Procurement | System | Line item cost estimate | System shall provide ability to calculate line item cost estimates, using historical or other user defined information. | X | | | | | |
| 4381 | Procurement | System | Lines of account codes | System shall accommodate a minimum of 999 lines of account codes per requisition/contract document. | X | | | | | |
| 4382 | Procurement | System | Manage E-forms | System shall provide ability to manage electronic forms and standard contract documents. | X | | | | | VIA TYLER FORMS |
| 4383 | Procurement | System | Manage E-stores | System shall provide ability to manage internet based E-stores including shopping basket feature. | | X | | | | MERCURY COMMERCE |
| 4384 | Procurement | System | Manage grant funds | System shall provide ability to manage grant monies. | X | | | | | |
| 4385 | Procurement | System | Manage multiple solicitations | System shall provide ability for state users to manage multiple types of solicitations and requests for information. | X | | | | | |
| 4386 | Procurement | System | Manage on-line catalogs | System shall provide ability to manage (including vendor updating) online catalogs that can be used to automatically order in multiple ways electronically. | | X | | | | MERCURY COMMERCE |
| 4387 | Procurement | System | Notice for award to other than low bidder | System shall provide notification to the buyer for any contract that is not awarded to the low bidder. | | | | X | | 1 week |
| 4388 | Procurement | System | Number format | System shall provide a minimum four places after the decimal for all unit prices, with extended prices rounded to the whole cent. | X | | | | | |
| 4389 | Procurement | System | Online and offline processing and editing | System shall provide ability to process all transactions / documents / business events by any of the following methods:<br>* Online with real-time posting;<br>* Online data entry, editing, and correction with off-line posting; and<br>* Off-line data feeds with off-line editing. | | | | | | Need more detailed information to accurately respond |
| 4390 | Procurement | System | On-screen views by field | System shall provide, without drill down, on-screen views by item descriptions, names, etc. rather than codes on any document type. | X | | | | | |
| 4391 | Procurement | System | Real-time accounting entries | System shall provide for contract transactions to create real time accounting entries that update appropriate encumbrance accounts. | X | | | | | |
| 4392 | Procurement | System | Real-time entry and updates | System shall provide on-line real time entry and updates of all documents and records. | X | | | | | |
| 4393 | Procurement | System | Required fields to proceed | System shall provide ability for user definition of fields that must be completed for procurement activities to proceed. In addition, this definition shall be flexible (i.e., different requirements for different supplies, services, agencies, fund types, etc.). | | | | X | | Analysis required |
| 4394 | Procurement | System | Requisition/contract document lines | System shall provide ability to generate up to 1,000 individual lines on a requisition or contract document. | X | | | | | |
| 4395 | Procurement | System | Reverse canceled documents | System shall provide ability to reverse the original impact of a canceled document (e.g., pre-encumbrance and encumbrance). | X | | | | | |
| 4396 | Procurement | System | Rule audits for purchasing document | System shall provide ability to automatically edit / validate the contents of the contract and/or purchase order against built-in procurement guideline and rules (e.g., is a quote, bid, Invitation to Negotiate (ITN), Request for Proposal (RFP), and/or is Information Technology (IT) approval required, based on service/supply code and/or price). | X | | | | | |

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| 4397 | Procurement | System | Single screen tabulation comparison and summary | System shall provide for comparison and summary of multiple vendors on a single screen and identify the lowest bid (including additive alternates) highest scored proposal, once all offers have been entered in the tabulation file. | X | | | | | |
| 4398 | Procurement | System | Solicitation creation and functionality | System shall provide secure environment for procurement officers to create and save solicitations, order vendor lists, manually enter bid offers received and designate award vendor(s) in a bid tabulation file by line item, lot, additive alternates and multiple awards. | X | | | | | |
| 4399 | Procurement | System | Solicitation transmittal requirements | System shall provide the ability to transmit solicitations, amendments or notice of solicitations automatically to vendor lists via email, computer-generated fax and mail. | X | | | | | VIA MAIL MERGE |
| 4400 | Procurement | System | Solicitation types | System shall have the ability for users to create, issue, evaluate and award request for quotes, invitations to bid and requests for proposals. | X | | | | | |
| 4401 | Procurement | System | Split solicitation | System shall provide ability for a solicitation to be split over any combination of:<br>* Purchase orders;<br>* Contracts; and<br>* Vendors. | X | | | | | |
| 4402 | Procurement | System | System generated tracking number | System shall provide a unique procurement tracking number for authorized state users after entering department name, agency, procurement officer's name, description of purchase, estimated value and type of procurement (i.e., small, Invitations to Bid (ITB), Requests for Proposal (RFP) or alternate procurement). | X | | | | | Req # |
| 4403 | Procurement | System | System notepad | System shall provide "notepad" function that provides additional space for text. | X | | | | | |
| 4404 | Procurement | System | Track activity by year | System shall provide ability to track fiscal and calendar year activity. | X | | | | | |
| 4405 | Procurement | System | Track all bid responses | System shall track bid responses, including "no bid" responses. | X | | | | | |
| 4406 | Procurement | System | Track bid award statistics | System shall provide ability to track cumulative totals on bid items, bid performances by a vendor, and bid award statistics. | X | | | | | Via Tyler Reporting Services |
| 4407 | Procurement | System | Trade-in reflected on contract | System shall provide ability for trade-ins to be reflected on contract document upon award without requiring extensive adjustments to the contract document. | | | | | X | Needs analysis |
| 4408 | Procurement | System | Unit prices in contracts | System shall provide ability to force unit prices into a contract. | X | | | | | |
| 4409 | Procurement | System | User status query | System shall provide the ability for state users to access purchasing information on-line to obtain status on requisitions and review contract document within authorized parameters. | X | | | | | |
| 4410 | Procurement | System | Vendor link by items/response | System shall provide ability to link vendors with bid items and bid response results. | X | | | | | |
| 4411 | Procurement | System | Warrant query and online request | System shall provide the ability to do on-line warrant request submission with on-line tracking of warrant request status and history look-up, each with very restricted access determined by appropriate personnel. | X | | | | | |
| 4412 | Procurement | System | Web Portal | System shall provide ability to post documents and notices to the Web. | X | | | | | WHERE APPROPRIATE |
| 4413 | Procurement | System | Web Portal | System shall provide for link with state's website to allow for posting of notices, solicitations and amendment. | X | | | | | |
| 4425 | Procurement | Vendor | Browse code | System shall provide ability for state users and vendors to browse and search for service, supply and location codes by the following, but not limited to:<br>* Alphabetically;<br>* Supply, service or location code (full or partial); and<br>* Keyword. | X | | | | | |
| 4426 | Procurement | Vendor | Code fields | System shall record and store up to at least a 13 digit code field to describe supplies, services, locations and products. | X | | | | | Commodity codes |
| 4427 | Procurement | Vendor | Code information | System shall maintain information for each service and supply code, to include, but not limited to:<br>* Number;<br>* Associated object code;<br>* Description;<br>* Unit of measure (with alternative conversion unit); and<br>* Prior approvals associated. | X | | | | | |
| 4428 | Procurement | Vendor | Code structure | System shall provide ability to record and store graphical and text information for each supply, service, location and product code. | X | | | | | |

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| 4429 | Procurement | Vendor | Lists, labels and public notice restrictions | System shall allow state users to view and obtain vendor lists and print mailing labels. Users will be required to input procurement type (e.g., small, Invitations to Bid (ITB), Requests for Proposal (RFP) or alternate procurement) in order to obtain a list or print labels. System shall provide ability to comply with statutory requirements for in-state and out-of-state public notice. System shall provide the ability to require the electronic approval of out-of-state vendor lists for ITBs or RFPs. After approval, users will have access to combined in/out-of-state vendor lists. | | | | X | | Needs analysis |
| 4430 | Procurement | Vendor | Manual code entry | System shall provide ability for specific state users to add service, supply and location codes with unique numbers. | X | | | | | |
| 4431 | Procurement | Vendor | Manual vendor entry | System shall allow specific state users to manually input vendor information (add, change, delete) and automatically notify vendor via mail, computer generated fax, and email of the change performed. | X | | | | | |
| 4432 | Procurement | Vendor | Merge codes for single list | System shall provide ability for state users to merge multiple service, supply and location code selections into a single vendor list. | X | | | | | |
| 4433 | Procurement | Vendor | National Institute of Governmental Purchasing (NIGP) code capability | System shall be able to accommodate the National Institute of Governmental Purchasing (NIGP) service and supply coding system and additional State specific codes. | X | | | | | |
| 4434 | Procurement | Vendor | Number of codes | System shall provide ability to manage an unlimited number of supply, service and location codes. | X | | | | | |
| 4435 | Procurement | Vendor | Online enrollment | System shall provide ability for vendors and contractors to enroll online in a secure web based system and enter profile information (name, address, phone, email, business license number, disadvantaged business enterprise status, certificates, etc.) and select service, supply and location codes where they wish to do business with the state and maintain their specific information via direct access to the system with logon id and password. The system shall discourage the selection of an excessive number of service, supply and location codes. | X | | | | | |
| 4436 | Procurement | Vendor | Query code | System shall provide query and selection in service/supply/location code system by various methods (e.g., indexing and drop-down menus). | X | | | | | |
| 4437 | Procurement | Vendor | Single vendor file | The system shall maintain a single vendor record for a vendor who desires to provide supplies, services, professional services, or construction services to the state and be accessible to state users via the internet. This single vendor record shall be used by other modules as required. | X | | | | | |
| 4438 | Procurement | Vendor | System integration | Vendor system shall be integrated with the procurement system and save vendor information as part of an online procurement record. | X | | | | | |
| 4439 | Procurement | Vendor | Vendor file/ code cross-reference | System shall provide ability to cross-reference vendor file with service, supply, location and additional state specific codes (i.e., lookup a vendor by the code and vice versa). | X | | | | | |
| 4440 | Procurement | Vendor | Web Portal | System shall provide links to other web sites (i.e., business and contractor license, etc.). | X | | | | | VIA FROM DASHBOARD |
| 4450 | Procurement | Vendor Management | Vendor performance | System shall have ability to receive and store vendor performance information from other system documents to include, but not limited to, goods receipt, invoice, and payment; and shall provide the ability to maintain this information. | X | | | | | |
| 5000 | System and Technical | Access Control | Data | System shall ensure that standard reports and reports generated by the ad hoc report writer comply with a user's security profile. System shall not display any data that violates a user's security profile. | X | | | | | |
| 5001 | System and Technical | Access Control | Data | System shall provide the ability to limit access to data relevant to the particular user (e.g., only see data for the user's agency). | X | | | | | |
| 5002 | System and Technical | Access Control | General | System shall provide the following process controls:<br>* Comprehensive edit, validation, and balancing controls which prevent incomplete or incorrect data from being processed;<br>* Business rules which control the process flow to prevent data from being processed in the wrong sequence;<br>* Processing cycles completed in a logical and prescribed order;<br>* Integrity of data entering the database, safeguarded through editing criteria; and<br>* Updating of tables/files upon completion of a logical unit of work according to State/agency business rules. | X | | | | | |
| 5003 | System and Technical | Access Control | Multiple user ID's | System shall have a single user id for each user, but shall have the ability to assign multiple roles to the user ID. | X | | | | | |

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| 5005 | System and Technical | Access Control | Security levels | System shall establish multiple levels of security. For example, security administration must be available at statewide, department-wide, division, agency, and program levels. | X | | | | | |
| 5025 | System and Technical | Data Extracts and Interfaces | Automated Clearing House (ACH) | System shall provide for automated clearing house (ACH) capabilities, such as:<br>* Creation of all NACHA standard ACH transactions;<br>* Scheduling release of ACH transactions to the State's financial institutions;<br>* Creation of ACH CTX, CCD, and PPD transactions with ANSI X.12 820 addenda;<br>* Processing of ACH reversals;<br>* Supports on-line transmission of an ACH file to a financial institution;<br>* Consolidation of all ACH transactions to a single file each day; and<br>* Receipt of ACH files from a financial institution, including addenda, for processing on incoming deposit transactions. | X | | | | | |
| 5026 | System and Technical | Data Extracts and Interfaces | Electronic Data Interchange (EDI) | System shall provide for electronic data interchange (EDI) capabilities, including:<br>* Creation and translation of all ANSI X.12 and EDIFACT transaction sets;<br>* Using standard internet protocols provide full EDI communication, including:<br>- Support for encryption technology; and<br>- Support for public/private key encryption;<br>* Transaction sets pre-mapped and integrated into the system for all ANSI X.12 and EDIFACT transaction sets. | | | | | X | |
| 5027 | System and Technical | Data Extracts and Interfaces | Electronic Fund Transfers (EFT) | System shall provide ability to receive, send, and monitor the progress of Electronic Fund Transfers (EFT). | X | | | | | |
| 5028 | System and Technical | Data Extracts and Interfaces | General | System shall provide a method to update all data for individual records or groups or records. | X | | | | | |
| 5029 | System and Technical | Data Extracts and Interfaces | General | System shall enforce full edit/validation rules for all methods of updates. | X | | | | | |
| 5030 | System and Technical | Data Extracts and Interfaces | General | System shall provide ability to post selected data from the system to the internet for public consumption and for agency use. | X | | | | | |
| 5031 | System and Technical | Data Extracts and Interfaces | General | System shall allow users to extract data based on user-defined selection and distribution criteria and save in standard file formats including, but not limited to:<br>* fixed length, and<br>* delimited text (e.g., comma separated value). | X | | | | | |
| 5032 | System and Technical | Data Extracts and Interfaces | General | System shall store selection and distribution criteria and shall store schedule requests in order to run at specified times and/or frequencies. | X | | | | | |
| 5033 | System and Technical | Data Extracts and Interfaces | General | System shall allow export and import of system data using file transfer protocol (FTP) and other industry-standard file transmission protocols. | X | | | | | |
| 5034 | System and Technical | Data Extracts and Interfaces | General | System shall interface with supplemental systems. | X | | | | | |
| 5035 | System and Technical | Data Extracts and Interfaces | Scanned Document(s) | System shall allow scanned documents and electronic documents produced by desktop applications to be related to/attached to a system record. | X | | | | | |
| 5036 | System and Technical | Data Extracts and Interfaces | XML support | System shall provide an integrated data mapping facility for system data, at the field level, to or from data fields contained in a formatted XML document. | X | | | | | |
| 5050 | System and Technical | End User Interface | Ease of use | System shall provide rapid data entry and inquiry functionality. Examples include but are not limited to:<br>*Duplication of an entire line of fields/data elements;<br>*Duplication of an entire business event/document/transaction;<br>*Default information brought forward from the last transaction;<br>*Drop down lists; and<br>*Use of short-cut keys. | X | | | | | |
| 5051 | System and Technical | End User Interface | Ease of use | System shall employ colors and other visual and non-visual aids to facilitate the use of system functions (e.g., data entry/section errors are presented in red for easy detection). | X | | | | | |
| 5052 | System and Technical | End User Interface | Ease of use | System shall provide a consistent Graphical User Interface (GUI) to assist in the user's learning and ongoing system use. | X | | | | | |
| 5053 | System and Technical | End User Interface | Ease of use | System shall provide a consistent icon appearance for common functions. | X | | | | | |

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| 5054 | System and Technical | End User Interface | Ease of use | System shall take advantage of user-friendly features, such as, but not limited to:<br>* Pull-down menus;<br>* Point and click operation;<br>* Scroll bars and scrollable list boxes;<br>* Radio buttons;<br>* Online prompts or "balloon" help messages;<br>* Online context sensitive help;<br>* Find, replace and "go to" features;<br>* Keyboard equivalents for all menu options;<br>* Ability to open multiple windows within this application concurrently; and<br>* Ability to minimize and maximize window. | X | | | | | |
| 5055 | System and Technical | End User Interface | Ease of use | To the extent possible, system shall provide ability to consolidate data entry for electronic documents/business events to a single data entry screen. | X | | | | | |
| 5056 | System and Technical | End User Interface | Ease of use | System shall provide online capability to drill down from summary information to supporting detail information. | X | | | | | |
| 5057 | System and Technical | End User Interface | Ease of use | System shall provide an extensive online error message facility. | X | | | | | |
| 5058 | System and Technical | End User Interface | Ease of use | System error message facility shall be capable of being easily modified by system management. | X | | | | | |
| 5059 | System and Technical | End User Interface | Ease of use | System shall store customizable error message text in appropriate system tables. Examples include, but are not limited to:<br>* Short error message description of the error (at least 30 characters);<br>* Detailed error message descriptions;<br>* Highlighting of fields in error; and<br>* Message will link to the online help if applicable. | X | | | | | |
| 5060 | System and Technical | End User Interface | Ease of use | System shall provide an online help facility capable of being easily modified by system management. Examples include but are not limited to:<br>* Window level help;<br>* Field level help;<br>* Error message help;<br>* Context sensitive help;<br>* Hypertext linked help; and<br>* Indexed help. | X | | | | | |
| 5061 | System and Technical | End User Interface | Ease of use | System shall recognize, capture, and log all system errors. | X | | | | | |
| 5062 | System and Technical | End User Interface | Ease of use | System shall integrate with state desktop applications (e.g., "cut and paste" capabilities). | X | | | | | |
| 5063 | System and Technical | End User Interface | Ease of use | System shall provide pop-up windows on data entry screens that display field values and permit selection of field values based upon cursor location. | X | | | | | |
| 5064 | System and Technical | End User Interface | Ease of use | System shall comply with the Americans with Disabilities Act access requirements. | | | | | X | |
| 5065 | System and Technical | End User Interface | Ease of use | System shall provide a Graphical User Interface utilizing World Wide Web Consortium (W3C) compliant browser software. | X | | | | | |
| 5066 | System and Technical | End User Interface | Ease of use | System shall have the ability to link to internal and external documents. | X | | | | | |
| 5067 | System and Technical | End User Interface | Ease of use | System shall provide an online user system manual. | X | | | | | |
| 5068 | System and Technical | End User Interface | Ease of use | System shall allow the user to toggle between active application modules and other desktop applications (e.g., word processor or spreadsheet without exiting a current application/module through the use of icon, keystroke and/or menu options). | X | | | | | |
| 5069 | System and Technical | End User Interface | Ease of use | System shall allow entry of free-form text fields of up to 1000 characters each time text is entered into such a field. | X | | | | | |
| 5070 | System and Technical | End User Interface | Ease of use | For free-form text fields, the system shall provide an option to automatically insert the date of the entry and the user id of the person making the entry. | X | | | | | |
| 5071 | System and Technical | End User Interface | Ease of use | For free-form text fields, the system shall include word wrap. | X | | | | | |
| 5072 | System and Technical | End User Interface | Ease of use | For free-form text fields, the system shall include spell check. | X | | | | | |

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| 5073 | System and Technical | End User Interface | Ease of use | For free-form text fields, the system shall include formatting capabilities. Some examples include, but are not limited to:<br>* insert a table,<br>* text alignment,<br>* carriage return,<br>* font type and size,<br>* highlighting,<br>* bullets,<br>* bold, italics, underline,<br>* cut and paste. | X | | | | | |
| 5074 | System and Technical | End User Interface | Ease of use | At the conclusion of a unit of work, the system shall perform final data validation and edits. | X | | | | | |
| 5075 | System and Technical | End User Interface | Ease of use | System shall display a complete list of error messages for a unit of work (i.e., not only the first error). | X | | | | | |
| 5076 | System and Technical | End User Interface | Ease of use | System shall provide the capability to select data entry values (list of values) whenever possible and/or practical. | X | | | | | |
| 5100 | System and Technical | General | Availability | System shall be available to users 24 hours a day, seven days a week other than scheduled maintenance. | X | | | | | |
| 5101 | System and Technical | General | Availability | System batch and maintenance processes shall not impact system availability or degrade system performance. | X | | | | | |
| 5102 | System and Technical | General | Availability | System shall be modular to allow for the phase-in of major functions or "modules" (e.g., Financial Management, Purchasing, Property Management, and Human Resources) during implementation without disruption of State services. The modules must allow for the use of a common platform. | X | | | | | |
| 5103 | System and Technical | General | Backup/Recovery | System shall provide for automatic daily incremental back-up of all system files with periodic full back-up of the complete system. | X | | | | | |
| 5104 | System and Technical | General | Backup/Recovery | System shall provide for full recovery in the event of malfunction (hardware and/or software), ensuring that no transactions are lost (with the exception of in-process transactions). | X | | | | | |
| 5105 | System and Technical | General | Backup/Recovery | System shall allow the recovery of the last completed unit of work to ensure file/data integrity for all in-process transactions. | X | | | | | |
| 5106 | System and Technical | General | Backup/Recovery | System shall provide for recovery of individual files within two hours. | X | | | | | |
| 5107 | System and Technical | General | Backup/Recovery | System shall allow data backup of all operating system data required to allow full recovery. | X | | | | | |
| 5108 | System and Technical | General | Backup/Recovery | System shall provide modifiable archive and purge criteria options via tables that can be easily modified. File synchronization and referential integrity of tables must be maintained. | | | | | X | |
| 5109 | System and Technical | General | Backup/Recovery | System shall provide a capability for applications within an integrated system to be independently backed up and recovered. | | | | | X | |
| 5110 | System and Technical | General | Backup/Recovery | System shall provide for complete back-up and recovery of system files in the event of a malfunction (hardware and/or software) to allow full recovery. | X | | | | | |
| 5111 | System and Technical | General | Documentation | The vendor shall provide electronic documentation of the as-built system. Examples include, but are not limited to:<br>* system flowcharts;<br>* system narratives;<br>* program flowcharts;<br>* program narratives;<br>* functional flowchart;<br>* business procedural documentation;<br>* source code and/or full documentation of customizations;<br>* user manuals;<br>* crosswalk of files and tables;<br>* entity relationship diagrams;<br>* data dictionary;<br>* database layout;<br>* system administration procedures; and<br>* system recovery plan. | X | | | | | |

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| 5112 | System and Technical | General | Escrow | The source code for the system shall be placed in escrow (if not provided). | X | | | | | |
| 5113 | System and Technical | General | General | System shall provide for an agency reference field of no less than 20 characters in length on all system transactions / documents / business events. | X | | | | | |
| 5114 | System and Technical | General | General | System shall allow at least 15 digits (including decimals) for amount fields. | | | | | X | |
| 5115 | System and Technical | General | General | System shall allow for a minimum of 150,000 coding lines for an individual transaction (i.e., batch processing for labor cost distribution and document / business event). | X | | | | | |
| 5116 | System and Technical | General | General | System shall allow for configurations/ parameters/ business rules to be table-driven instead of "hard coded" . | X | | | | | |
| 5117 | System and Technical | General | General | All system upgrades and new release implementations shall be under configuration management control, shall go through the full software development life cycle to determine impact to current system environment and through full testing, including regression testing, prior to movement into the production environment. | X | | | | | |
| 5118 | System and Technical | General | General | System shall allow users to process transactions online real time or in batch mode. | X | | | | | |
| 5119 | System and Technical | General | General | System shall employ web-centric/enabled technology using browsers that are compliant with State standards. | X | | | | | |
| 5120 | System and Technical | General | General | Any middleware/business logic component shall be a commercially available product and require prior State approval. | X | | | | | |
| 5121 | System and Technical | General | General | Ensure that modules comprising the system fully integrate business processes and associated data that cross modules. | X | | | | | |
| 5122 | System and Technical | General | General | System shall allow the presentation format of "date" and "time" fields to be table driven. | X | | | | | |
| 5123 | System and Technical | General | General | System shall integrate with the State's wide-area network utilizing Transmission Control Protocol (TCP)/Internet Protocol (IP) and shall provide response time across the wide-area network that will not cause a time out using a web browser with minimal bandwidth requirements. | X | | | | | |
| 5124 | System and Technical | General | General | System shall integrate with the State's wide-area network utilizing Transmission Control Protocol (TCP)/Internet Protocol (IP) and at sites with T1 connectivity 90% of transactions will complete within one to two seconds. | X | | | | | |
| 5125 | System and Technical | General | General | System shall provide at least five second response to at least 90% of the screens for sites not having T1 connectivity. | X | | | | | |
| 5126 | System and Technical | General | General | System shall provide ability to "lock" records so that multiple users cannot perform updates at the same time on the records. | X | | | | | |
| 5127 | System and Technical | General | General | System shall notify a user attempting to modify a locked record by displaying the name of the user in control of the locked record. | X | | | | | |
| 5128 | System and Technical | General | General | System shall provide ability to process approximately 100 million transactions annually. | X | | | | | |
| 5129 | System and Technical | General | General | System shall provide capability for scheduling data archiving and purge routines. | | | | | X | |
| 5130 | System and Technical | General | General | System shall provide capability for processing pre-dated and post-dated transactions for all transactions / documents / business events. | X | | | | | |
| 5131 | System and Technical | General | General | System shall maintain effective dates and original transaction dates and, when applicable, last modified dates for all transactions / documents / business events. | X | | | | | |
| 5132 | System and Technical | General | General | System shall ensure all transactions / documents / business events have a unique identifier. | X | | | | | |
| 5133 | System and Technical | General | General | System shall provide for a three-tier architecture. These shall include: 1) data base, 2) business rules separated from the database design, and 3) graphical user interface presentation logic. | X | | | | | |
| 5134 | System and Technical | General | General | System shall support and integrate with the State's email services. The State currently uses Simple Mail Transfer Protocol (SMTP) mail servers for distribution. | X | | | | | |
| 5135 | System and Technical | General | General | The Database Management System (DBMS) software required for the system may rely on stored procedures and triggers to support data integrity, referential integrity, replication, security and access rights, but must not be used to support business rules, application logic, etc. in providing system functionality. | X | | | | | |
| 5137 | System and Technical | General | System availability | System shall be available, at a minimum, to users from 6 AM to 9 PM seven days a week. | X | | | | | |

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| 5139 | System and Technical | General | Update window | Any batch processing or maintenance activity must take place when the system is not scheduled to be available to users, or must not impact user availability or materially degrade system performance. | X | | | | | |
| 5150 | System and Technical | Performance | Resource utilization | System shall provide a user monitoring and resource utilization toolset that provides information to adequately diagnosis and maintain the system. | X | | | | | |
| 5151 | System and Technical | Performance | Response time | System shall provide desktop response in less than one (1) second for 90 percent and three (3) second response for all user actions. | X | | | | | |
| 5152 | System and Technical | Performance | Wide and local area network access | System shall integrate via Transmission Control Protocol/Internet Protocol with the State's wide area network and agency local area network infrastructure. A performance test shall be required on all State network infrastructure to demonstrate that the system performs without timing out. | X | | | | | |
| 5175 | System and Technical | Reporting | General | System shall provide ability to view brief report descriptions by report title without having to open the report. | X | | | | | |
| 5176 | System and Technical | Reporting | General | System shall provide on standard reports the descriptions of code values as well as the codes. | X | | | | | |
| 5177 | System and Technical | Reporting | General | System shall provide online graphical presentations of data, such as graphs and charts. | X | | | | | |
| 5178 | System and Technical | Reporting | General | System shall provide the ability for a user to request a report by different frequencies (e.g., by the time of day, daily, same day weekly). | X | | | | | |
| 5179 | System and Technical | Reporting | General | System shall provide a report writer tool that is robust enough to support present and future reporting needs for all functional areas and has flexibility to be easily modified as functional and reporting requirements change. | X | | | | | |
| 5180 | System and Technical | Reporting | General | System shall provide ability to query and report by any data element(s) within the system's database without requiring technical programming skills. | X | | | | | |
| 5181 | System and Technical | Reporting | General | System shall provide the ability to selectively print or reprint approved documents or reports. | X | | | | | |
| 5182 | System and Technical | Reporting | General | System shall produce a daily control report that reconciles summary and detail balances within and between modules. | X | | | | | |
| 5183 | System and Technical | Reporting | General | System shall enable authorized users to report on statewide or agency workflow and business rules, profiles, system data files and transaction history files such as audit logs. | X | | | | | |
| 5184 | System and Technical | Reporting | General | System shall allow users to specify report distribution parameters online (e.g., location including printer destination, number of copies, and media type - electronic, paper, microfiche, tape, CD-ROM, email broadcast, or PDF). | X | | | | | |
| 5185 | System and Technical | Reporting | General | System shall produce daily and monthly pre-audit and post-audit reports that can be viewed online or printed based upon user defined criteria such as dollar thresholds, random selection, statistical sample, repetitive or suspicious transaction activity, etc. | X | | | | | |
| 5186 | System and Technical | Reporting | General | System shall provide a standard reporting/inquiry library to meet routine reporting and analysis needs. | X | | | | | |
| 5187 | System and Technical | Reporting | General | System shall provide the ability to select specific reports and report options online with report generation initiated at the time of the request (e.g., level of detail, reporting period, report sequence and report frequency). | X | | | | | |
| 5188 | System and Technical | Reporting | General | System shall provide the ability to produce reports of pending transactions by user. | X | | | | | |
| 5189 | System and Technical | Reporting | General | System shall provide the ability to print selected sections and/or pages of the report. | X | | | | | |
| 5190 | System and Technical | Reporting | General | System shall provide the following inquiry capabilities at a minimum:<br>* Pre-packaged on-line inquiries accessed via menu or icons;<br>* Drilldown inquiries;<br>* Automated online chart and graphical views of inquiry data; and<br>* User defined sort and selection criteria on at least 20 fields. | X | | | | | |
| 5191 | System and Technical | Reporting | General | Report writer shall provide ability to create reports and data extracts to be directly imported into documents created in third party report generator, performance measurement products, content management products, statistical packages, word processing, spreadsheet, and database applications. | X | | | | | |
| 5192 | System and Technical | Reporting | General | System shall support online report viewing, printing, and PDF output of all reports. | X | | | | | |

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| 5193 | System and Technical | Reporting | General | System shall allow for flexible selection criteria, which includes, but is not limited to: individual, ranges with excluded values, and wild cards. | X | | | | | |
| 5194 | System and Technical | Reporting | General | Reporting tool shall provide a manual mechanism to schedule and control the running of reports and queries during nightly batch processing or by user access rights. | X | | | | | |
| 5195 | System and Technical | Reporting | General | Reporting tool shall control the running of process intensive report and queries during nightly batch processing. | X | | | | | |
| 5196 | System and Technical | Reporting | General | System shall provide the ability for users to request and generate their own reports. | X | | | | | |
| 5197 | System and Technical | Reporting | General | System shall provide an ad hoc reporting capability. | X | | | | | |
| 5198 | System and Technical | Reporting | Reporting and Analysis (Not ALDER) | ERP reporting shall be tightly integrated with the system and shall have a similar "look and feel" as the other applications comprising the system. | X | | | | | |
| 5225 | System and Technical | Security | Access Control | System must provide for a single logon process through an industry standard State implemented directory service using encrypted authentication. | X | | | | | |
| 5226 | System and Technical | Security | Access Control | System shall allow concurrent logins to be restricted by user and/or group. | X | | | | | |
| 5227 | System and Technical | Security | Access Control | System shall allow for a single user account for each user, but shall have the ability to assign multiple roles or "permissions" to a user account. | X | | | | | |
| 5228 | System and Technical | Security | Access Control | System shall allow for a temporary override of the inactive status that allows continued access of a user identified as "inactive" with periodic notifications to a designated department/individual. | | | | | X | |
| 5229 | System and Technical | Security | Access Control | System shall allow for establishment of multiple security coordinators reflecting, at a minimum, the following levels:<br>* statewide level;<br>* department-wide level (department security administrator);<br>* division/agency level; and<br>* program level. | X | | | | | |
| 5230 | System and Technical | Security | Access Control | System shall allow the user to logon once to access all applications available to that user. | X | | | | | |
| 5231 | System and Technical | Security | Access Control | System shall ensure that data access complies with a user's role based security profile by not displaying any data that violates that specific user's permissions. | X | | | | | |
| 5232 | System and Technical | Security | Access Control | System shall limit display on system menus to the application module, function and screen options to which the user has access. "Graying out" options not permitted by the security rules does not meet this requirement. | X | | | | | |
| 5233 | System and Technical | Security | Access Control | System shall not allow an employee to update his/her own record information except for that available through the self service functionality. | X | | | | | |
| 5234 | System and Technical | Security | Access Control | System shall provide a common security function across all application modules. | X | | | | | |
| 5235 | System and Technical | Security | Access Control | System shall provide ability to establish standard "user profiles" from which individual user IDs may inherit privileges. | X | | | | | |
| 5237 | System and Technical | Security | Access Control | System shall provide access restriction capability. Examples include, but are not limited to:<br>* Applications;<br>* Screens and tables;<br>* Data elements;<br>* Functions (e.g., add, change, delete, and inquiry);<br>* Electronic documents (electronic approvals);<br>* Business event;<br>* Organizational unit; and<br>* Accounting period (e.g., prior and current). | X | | | | | |
| 5238 | System and Technical | Security | Access Control | System shall provide capability to restrict access by an identified group of user IDs. | X | | | | | |
| 5239 | System and Technical | Security | Access Control | System shall provide online inquiry into the security table. The security table shall be encrypted and not allow for viewing of password information. | X | | | | | |
| 5241 | System and Technical | Security | Access Control | System shall provide role based multi-level security controls. | X | | | | | |

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| 5243 | System and Technical | Security | Access Control | System shall provide security at the application, database, and user role access levels. | X | | | | | |
| 5244 | System and Technical | Security | Access Control | System shall provide the ability for security coordinators to view the users granted specific access rights or levels. | X | | | | | |
| 5245 | System and Technical | Security | Access Control | System shall provide the ability to create user identifications with a fixed expiration date (e.g., a non-employee such as a contractor shall have a user identification with a specific start and end date). | X | | | | | |
| 5246 | System and Technical | Security | Access Control | System shall provide the ability to establish standard "user profiles" from which individual user accounts may inherit privileges. | X | | | | | |
| 5247 | System and Technical | Security | Access Control | System shall provide the ability to limit access to data relevant to the particular user (e.g., user seeing data only for his/her agency). | X | | | | | |
| 5248 | System and Technical | Security | Access Control | System shall provide the ability to log out users when necessary to perform maintenance or other activities that require users to leave the system. | X | | | | | |
| 5249 | System and Technical | Security | Access Control | System shall provide the ability to restrict access to the application database(s) from outside the application programs. | X | | | | | |
| 5251 | System and Technical | Security | Access Control | System shall provide the ability to restrict concurrent logins by particular user and group. | X | | | | | |
| 5252 | System and Technical | Security | Access Control | System shall provide the ability to suspend all access for a given user identification. The system shall maintain security parameter settings for the user in an inactive status in case access is re-activated in the future. | X | | | | | |
| 5251 | System and Technical | Security | Access Control | System shall provide the ability within system security to establish a time-out limit (e.g., terminate a user's session if no user input is received for an established time frame and require the user to re-authenticate before continuing). | X | | | | | |
| 5254 | System and Technical | Security | Access Control | System shall recognize a user status change to 'inactive' and shall deactivate user's access to the system. | X | | | | | |
| 5255 | System and Technical | Security | Access Control | System shall require a user whose password has expired to change the password prior to accessing the system. | X | | | | | |
| 5256 | System and Technical | Security | Access Control | System shall restrict access to the database, maintain database process controls, and log all database transactions. | X | | | | | |
| 5258 | System and Technical | Security | Access Control | System shall support secure user authentication using Active Directory (AD). | X | | | | | |
| 5259 | System and Technical | Security | Audit Trail | System shall include audit reports of all updates to data for all types of transactions, which include but are not limited to:<br>* Recording the user who performed the transaction along with the date and time it was performed; and<br>* Retention of "before" and "after" data for effective date and date entered. | X | | | | | |
| 5260 | System and Technical | Security | Audit Trail | System shall provide a query, report or notification to aid the State in the identification of potential fraud or financial integrity irregularities through the use of user definable forensic accounting and auditing algorithms. | X | | | | | |
| 5261 | System and Technical | Security | Audit Trail | System shall provide an audit trail of user access and unauthorized attempts to access the system. | X | | | | | |
| 5263 | System and Technical | Security | Audit Trail | System shall provide the ability for authorized users to inquire and report on individual user IDs and user profiles. | X | | | | | |
| 5264 | System and Technical | Security | Audit Trail | System shall track the user ID for all transactions/business events/records. | X | | | | | |
| 5266 | System and Technical | Security | Auditing | System shall provide an automated audit trail and the ability to selectively report on changes, additions, deletions, deactivations for all transactions/business events/records, profiles and source tables, including date, time, user id and terminal IP address. | X | | | | | |
| 5267 | System and Technical | Security | Availability Protection | System shall communicate over the State's Wide Area Network and State agency Local Area Network infrastructure via Transmission Control Protocol/Internet Protocol (TCP/IP.). | X | | | | | |
| 5268 | System and Technical | Security | Availability Protection | System shall employ World Wide Web Consortium standards compliant coding practices. | X | | | | | |
| 5269 | System and Technical | Security | Change-Control Management | System shall incorporate change control procedures and processes in all changes to the system(s), application(s), database(s), and processes. | X | | | | | |
| 5271 | System and Technical | Security | Disaster Recovery | System shall include backup of all operating system components required to allow full recovery. | X | | | | | |

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| 5272 | System and Technical | Security | Disaster Recovery | System shall include disaster recovery with full recovery within 4 hours. The system shall be fully replicated in a location separate from the production environment. "Full recovery" as used here refers to user access to the system from a "hot site", not the physical reconstruction of the infrastructure destroyed by the disaster. | X | | | | | |
| 5274 | System and Technical | Security | Disaster Recovery | System shall provide redundant "complete" operations from a second geographically remote data center from the primary data center so users do not perceive a loss of service due to operational failures of the system, application, and database. | X | | | | | Default Disaster Recovery Service is not hot swapable. However Tyler is willing to discuss this with the state. |
| 5275 | System and Technical | Security | Encryption | System shall allow for encrypted storage of all selected data. | X | | | | | |
| 5276 | System and Technical | Security | Encryption | System shall provide for encrypted communications over the State's Wide Area Network and agency Local Area Network infrastructure. | X | | | | | |
| 5277 | System and Technical | Security | General | System shall provide ability for an authorized user to modify an electronic transaction / document / business event after it has been approved at the highest level prior to payment or transmission. | X | | | | | |
| 5278 | System and Technical | Security | General | System shall provide ability for an authorized user to override restricted electronic transactions / document / business event. | X | | | | | |
| 5279 | System and Technical | Security | General | System shall provide ability for non-employees to access allowable portions of the system using myAlaska authentication (e.g., vendor self-serve). | X | | | | | |
| 5280 | System and Technical | Security | General | System shall provide ability for security coordinators to view the users granted specific access rights or levels. | X | | | | | |
| 5281 | System and Technical | Security | General | System shall provide ability to establish a time-out limit (e.g., terminate a user's session if no activity for an established time frame and require the user to re-authenticate before continuing). | X | | | | | |
| 5282 | System and Technical | Security | General | System shall provide ability to log out users when necessary to perform maintenance or other activities that require users to leave the System. | X | | | | | |
| 5283 | System and Technical | Security | General | System shall provide ability to suspend all user access for a given user ID yet maintain security parameter settings for the user in an inactive status in case access is re-activated in the future. | X | | | | | |
| 5284 | System and Technical | Security | General | System shall recognize a user status change to 'inactive' and shall allow the user's access to the system to be deactivated (e.g., employee termination and employee transfer to another agency). Under certain circumstances, when there is a status change, such as an employee PCN transfer, rather than immediate deactivation, a notification must be sent to a designated department/individual. | X | | | | | |
| 5285 | System and Technical | Security | General | System shall utilize encrypted communications when remotely accessing the system. | X | | | | | |
| 5286 | System and Technical | Security | Information Labeling | System shall display State proprietary labels, warning banners, and notifications, on all administrator and user interfaces. | | | | | X | |
| 5287 | System and Technical | Security | Integrity Protection | System shall ensure by role based user authentication that the user has been authorized to view, add, change and/or delete any data of any record, system file, application file, or database dataset. | X | | | | | |
| 5288 | System and Technical | Security | Integrity Protection | System shall provide table driven data archive and/or purge capabilities. The process shall maintain file synchronization and/or referential integrity of all database tables. | | | | | X | |
| 5289 | System and Technical | Security | Logging | System shall define normal behavior for system, applications, and databases, to include but not limited to: execution of programs, access and modifications to system libraries, registry, system files and directory, processes, ports, protocols, configuration files, functions, and other processes, in order for security manager(s) to determine and detect abnormalities. | X | | | | | |
| 5290 | System and Technical | Security | Network Acceptable Access | System shall prevent any access to the system(s), application(s), and database(s) from any non-state owned or operated network. | X | | | | | |
| 5291 | System and Technical | Security | Password | System shall allow the user to change his/her password. | X | | | | | |
| 5292 | System and Technical | Security | Password | System shall be capable of querying Active Directory v3 compliant directory service for user authentication. | X | | | | | |
| 5294 | System and Technical | Security | Password | System shall ensure that passwords have a minimum length of eight (8) alphanumeric characters. | X | | | | | |
| 5295 | System and Technical | Security | Password | System shall mask password entry so passwords cannot be viewed while being entered. | X | | | | | |

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| 5297 | System and Technical | Security | Password | System shall provide ability to create a user ID with a fixed expiration date (e.g., for non-employee, such as a contractor, with specific start and end date). | X | | | | | |
| 5298 | System and Technical | Security | Password | System shall provide ability to disable log-on capabilities if unsuccessful password entry is attempted after a parameter-driven number of unsuccessful attempts. System shall provide the ability for automatic notification of security administrator upon disabling log-on capabilities. | X | | | | | |
| 5300 | System and Technical | Security | Password | System shall provide the ability to enforce automatic and on demand changing of passwords by user, role, or mass change. | X | | | | | |
| 5301 | System and Technical | Security | Password | System shall provide the ability to establish multiple table driven timeframes for which selected passwords will expire if not changed. | X | | | | | |
| 5303 | System and Technical | Security | Password | System shall provide the ability to notify the user multiple times to modify a password prior to expiration. | X | | | | | |
| 5305 | System and Technical | Security | Vulnerability "Remediation" Management | System shall provide the ability to install all security patches in compliance with State Security Policies. | X | | | | | |
| 5306 | System and Technical | Security | Vulnerability Assessment | System, applications, and database shall not fail when performing a "Nessus" based non-intrusive vulnerability scan and/or assessment. | X | | | | | |
| 5307 | System and Technical | Security | Zero Day Threat Protection | System shall include either the Cisco Security Agent intrusion prevention tool, or other "Zero Day," non-signature or port-based intrusion prevention solution in compliance with State Security Policies. | X | | | | | |
| 5325 | System and Technical | Software | General | System shall provide the ability to make mass changes (adds, inserts and inactivate) to control tables by authorized users. | X | | | | | |
| 5350 | System and Technical | Technical | Data field precision | System shall allow at least 15 digits (including decimals) for numeric fields. | | | | | X | |
| 5351 | System and Technical | Technical | System architecture | System shall be modular in design to allow for individual components to be added to the system without adverse affects on the production environment. | X | | | | | |
| 5352 | System and Technical | Technical | Table driven | All configurations/parameters/business rules shall be table-driven instead of "hard coded". | X | | | | | |
| 5375 | System and Technical | User Support | End User Interface | System shall provide online correction of transactions suspended due to validation errors where all errors needing correction are highlighted along with appropriate error messages. | X | | | | | |
| 5376 | System and Technical | User Support | Notification | System shall ensure that the electronic transactions management function can send an e-mail to a State account to alert a reviewer of a transaction awaiting approval. | X | | | | | |
| 5400 | System and Technical | Workflow | Approval / Denial | System shall provide ability to approve or reject electronic transactions / documents / business events. | X | | | | | |
| 5401 | System and Technical | Workflow | Approval / Denial | System shall provide ability to reprocess an electronic transaction / document / business event that is rejected. | X | | | | | |
| 5402 | System and Technical | Workflow | Approval / Denial | System shall provide ability to define multiple approval levels for electronic transactions / documents / business events processing. | X | | | | | |
| 5403 | System and Technical | Workflow | Approval / Denial | System shall provide ability to restrict processing of electronic transactions / documents / business events until they pass all required approval levels. | X | | | | | |
| 5404 | System and Technical | Workflow | Approval / Denial | System shall provide ability to set up Approver Groups associated with electronic transaction / document / business event processing. | X | | | | | |
| 5405 | System and Technical | Workflow | Approval / Denial | System shall provide the ability to define a unique approval process for each user and type of document/business event. | X | | | | | |
| 5406 | System and Technical | Workflow | Approval / Denial | System shall provide the ability to specify multiple approvers for a document/business event where only one of the approvers listed must approve the document in order to consider the document approved. | X | | | | | |
| 5407 | System and Technical | Workflow | Audit Trail | System shall provide an audit trail of all adds, changes, and deletes to workflow rules. | X | | | | | |
| 5408 | System and Technical | Workflow | General | System shall ensure that any transaction, document or business event entered into the on-line system is reviewable prior to its saving / processing / commitment. | X | | | | | |
| 5409 | System and Technical | Workflow | General | System shall provide the ability to reverse / unwind processed transactions, documents and business events. | X | | | | | |
| 5410 | System and Technical | Workflow | General | System shall permit a minimum of 10 levels of approval that may be established for each type of electronic document/business event. | X | | | | | |
| 5411 | System and Technical | Workflow | General | System shall allow all authorized users to see the approval status of a document/business event. | X | | | | | |

| ID Num | Requirement Area | Requirement Subcategory | Requirement Name | Requirement | Meets | Third Party | Next Release | Req. Mods | Does Not Meet | Comment |
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| 5412 | System and Technical | Workflow | General | System shall assure that an employee is removed from and added to the workflow process based on qualifying events (e.g., termination from or appointment to agency, or transfer to another organization entity within the agency). | X | | | | | |
| 5413 | System and Technical | Workflow | General | If a user modifies an electronic document/business event, the system shall allow approvals to be reprocessed in accordance with business rules. | X | | | | | |
| 5414 | System and Technical | Workflow | General | System shall provide the ability to search/retrieve documents/records based upon user defined criteria. | X | | | | | |
| 5415 | System and Technical | Workflow | Notification | System shall include a workflow process, with notification options, for business events and documents. | X | | | | | |
| 5416 | System and Technical | Workflow | Notification | System shall provide the ability to re-route transaction/document/business event for approval based upon user defined criteria such as dollar thresholds or random selection for statistical sampling purposes. | X | | | | | |
| 5417 | System and Technical | Workflow | Notification | System electronic document management function shall be integrated with the State's electronic mail system or provide other means to alert "reviewer" of documents awaiting approval. | X | | | | | |
| 5418 | System and Technical | Workflow | Tracking Document(s) | System shall provide ability to track (e.g., identify, record, inquire, report) the progress of electronic transactions / documents / business events. | X | | | | | |