

# Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

Please input a "1" in the appropriate column to the right of the feature/function/capability statement. Further explanations, or information regarding 3rd party software and/or modification costs should also be provided in the comments column and Project Costs worksheet (Appendix G), if applicable. Each "non-title" row (?000) should have only one "1". **Blank rows will be scored as Not Available.**

**Legend:**

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Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
<b>General Ledger</b>									
<b>GENERAL LEDGER ACCOUNT SETUP</b>									
GL	1.001	<b>CHART OF ACCOUNTS STRUCTURE</b> - System must provide agency-defined chart of accounts structure (numeric) with a minimum of 12 characters for account description, other account number component descriptions, and support the following account structure: Segment 1 - Fund (2 digits); Segment 2 - Department (2 digits); Segment 3 - Sub-department or Project (2 digits); Segment 4 - Object (Account Code)(6 digits) Please use the comments section to describe any limitations							
GL	1.002	<b>SUPPORT GAAFR BLUE BOOK CHART OF ACCOUNTS</b> - The chart of account structure should be fully compliant with the GAAFR "Blue Book" illustrative account structure. Provide for a minimum of eight levels of organizational hierarchy in organization coding fund, department/division, element, object, activity, sub-activity, and project.							
GL	1.003	<b>FUND ACCOUNTING</b> - Ability to provide all procedural functions of a governmental fund accounting system, including governmental, proprietary (enterprise and internal service), and fiduciary fund types and account groups (general long-term debt and fixed assets).							
GL	1.004	<b>FUND ACCOUNTING</b> - The system should allow for the maintenance of user-defined control accounts linked to subsidiary ledgers (i.e., accounts receivable, accounts payable, fixed assets and encumbrances).							
GL	1.005	<b>INACTIVE ACCOUNTS</b> - Ability to deactivate an account without losing historical reporting.							
GL	1.006	<b>G/L DESCRIPTION CHARACTERS</b> - Ability to allow up to 60 characters for an account description field. <b>Vendor:</b> Please state how many if less than 60 characters. (This is to ensure the vendor has a long enough field to meet needs.)							

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GL	1.007	<b>FULL ACCRUAL METHOD OPTIONS</b> - Ability to account on a full accrual and on a modified accrual (e.g., property, special revenue funds, etc.)							
GL	1.008	<b>GASB-34</b> - Ability to fully comply with GASB-34 reporting requirements.							
GL	1.009	<b>SECURITY</b>							
GL	1.010	<b>ACCOUNT RESTRICTIONS</b> - Ability to restrict which general ledger account a user is able to select.							
GL	1.011	<b>ACCESS SECURITY</b> - Ability to restrict a department's inquiry and reporting based on their general ledger account codes only.							
GL	1.012	<b>USER RESTRICTIONS</b> - System provides the ability to make corrections or changes during the reconciliation process with appropriate user authorization.							
GL	1.013	<b>JOURNAL ENTRIES</b>							
GL	1.014	<b>ROUTE ENTRIES FOR APPROVAL</b> - Ability to route journal entries for approval prior to posting.							
GL	1.015	<b>APPROVAL CHANGES</b> - Ability to prevent changes to a j/e after final approval and posting.							
GL	1.016	<b>REASON FOR REJECTED ENTRY</b> - Ability to enter a reason for rejecting a journal entry (e.g. wrong department code).							
GL	1.017	<b>REJECTED UPDATES</b> - Ability to update or corrected a rejected journal entry (e.g. wrong department code).							
GL	1.018	<b>JOURNAL BALANCING VALIDATION</b> -Ability to ensure that each journal entries is in balance.							
GL	1.019	<b>DUE TO/DUE FROM ENTRIES</b> - Ability to automate intrafund and interfund clearing entries based on defined rules, and ensure journal entries stay in balance.							
GL	1.020	<b>RECURRING AND STANDARD ENTRIES</b> - System must provide recurring and standard journal entry capability, including:							
GL	1.021	▪ Fixed accounts/fixed amounts							
GL	1.022	▪ Fixed accounts/percentage amount splits							
GL	1.023	▪ Fixed accounts/variable amount splits, and monthly, quarterly, and yearly entries							
GL	1.024	<b>RECURRING ENTRIES - START/STOP DATES</b> - Ability to enter start and stop dates for each recurring entry							
GL	1.025	<b>ACCRUALS</b> - Ability to automatically offset accrual transactions by creating and posting the appropriate offsetting entries.							
GL	1.026	<b>JOURNAL ENTRY ATTACHMENTS</b> -Ability to attach files to journal entries and journal entry batches.							
GL	1.027	<b>EDIT JOURNAL ENTRY POSTED DATE</b> - Ability to edit a journal entry's posted date.							

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GL	1.028	<b>POOLED CASH</b> - Ability to track and allocate interest income to departments for pooled cash, based on average Cash Balance by Department or Fund.							
GL	1.029	<b>ALLOCATIONS</b> - Ability to allocate transactions by percent (%) or dollar amount (\$).							
GL	1.030	<b>GENERAL LEDGER PROCESSING</b>							
GL	1.031	<b>ACCOUNT NUMBER VALIDATION</b> - System should validate account number selections at time of data entry.							
GL	1.032	<b>FUNDS AND PROJECTS</b> - Ability to post fund and project activity to full-accrual accounts and to automatically calculate fund balance/retained earnings and post to the appropriate accounts.							
GL	1.033	<b>BATCH REVIEW AND EDIT</b> - Ability to review and edit batches online before posting.							
GL	1.034	<b>BANK RECONCILIATION</b>							
GL	1.035	<b>CHECK RECONCILIATION TRACKING</b> - Ability to track check activity dates, such as issue date, void date, reversal date, cleared date, and stop-payment dates.							
GL	1.036	<b>AUTOMATED BANK RECONCILIATION</b> - Ability to support standard electronic bank reconciliation functionality (i.e., accounts payable, credit card statements, and payroll checks).							
GL	1.037	<b>MANUAL ENTRY RECONCILIATIONS</b> - Ability to recognize postings made through the General Ledger for items such as bank charges, interest income, etc.							
GL	1.038	<b>MATCHING CRITERIA</b> - Ability to configure rules to allow for automatically matching bank transactions with general ledger transactions.							
GL	1.039	<b>MATCHING EXCEPTION OVERRIDE</b> - Ability to manually override automatically reconciled transactions.							
GL	1.040	<b>TRANSACTION COMMENTS</b> - Ability to enter comments for unreconciled transactions.							
GL	1.041	<b>TRANSACTION TYPE</b> - Ability to classify reconciliation items by type.							
GL	1.042	<b>REVERSALS</b> - Ability for posted or voided items to be reversed to a cleared or outstanding status.							
GL	1.043	<b>RECONCILIATION STATUS</b> - Ability to modify the status of bank reconciliations.							

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GL	1.044	<b>YEAR END PROCESSING</b>							
GL	1.045	<b>NUMBER OF PERIODS OPEN</b> - Ability to allow the system to have every monthly period in a fiscal year open at a time.							
GL	1.046	<b>MULTIPLE OPEN FISCAL YEARS</b> - Ability to have past and current fiscal years open simultaneously.							
GL	1.047	<b>INFORMATION TO ROLL FORWARD</b> - Ability for users to select what information to roll forward and what to restrict from rolling forward at fiscal year-end.							
GL	1.048	<b>YEAR-END CLOSING</b> - Ability to perform rollovers multiple times.							
GL	1.049	<b>CLOSED YEAR-END PERIOD</b> - Ability to allow for the option to re-open a closed period, with the appropriate security permission.							
GL	1.050	<b>PREVENT POSTINGS TO CLOSED PERIOD</b> - Ability to prevent postings to a closed fiscal year.							
GL	1.051	<b>GENERAL LEDGER INQUIRIES &amp; REPORTING</b>							
GL	1.052	<b>G/L ACCOUNT LOOKUP</b> - Ability for users to look up a chart of account name, number, and description in all modules while performing any transaction.							
GL	1.053	<b>EXPORT TO EXCEL</b> - Ability to export detailed transactions to Microsoft Excel.							
GL	1.054	<b>CAFR REPORTING COMPLIANCE</b> - Ability to produce Comprehensive Annual Financial Reports (CAFR) per US Government guidelines.							
GL	1.055	<b>HISTORICAL REPORTING</b> - Ability to retain and report on unlimited number of historical fiscal years.							
GL	1.056	<b>JOURNAL ENTRY SEARCH</b> - Ability to search journal entries by the following information:							
GL	1.057	▪ Dollar Amounts							
GL	1.058	▪ Receipt Number							
GL	1.059	▪ Description							
GL	1.060	<b>SEARCHING USING WILDCARDS</b> - The system has the ability to perform wild card search capabilities based on any segment or account description in the Agency's Chart of Accounts.							
GL	1.061	<b>G/L DRILLDOWN</b> - The system has the ability to drill down to see all account activities, and access all related detail transactions through "drill-down capability", whether stored in the general ledger or another module.							
GL	1.062	<b>G/L SEGMENT REPORTING</b> - The system has the ability to generate a report across any segment or group of segments in the chart of accounts.							

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GL	1063	G/L COMBINED REPORTING - The system has the ability to generate a report across ranges that are not in sequence (e.g., combine funds that are not in sequence - 600 and 900 accounts.)							

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GL	1.064	<b>SELECTIVELY CHOOSE AND SORT DATA</b> - Ability to selectively choose, sort data, and provide totals by any account segment (not necessarily sequential.)							
GL	1.065	<b>INQUIRY - ENCUMBRANCE</b> - Ability to support encumbrance inquiry to determine information on original encumbrance, amount liquidated to-date, and balance.							
GL	1.066	<b>TRANSACTION INQUIRY</b> - Ability to display both pending (not permanently posted) and encumbrance transaction amounts and descriptions for inquiry or reporting.							
GL	1.067	<b>ENCUMBRANCE STATUS REPORT</b> - Ability to generate an encumbrance status report.							
GL	1.068	<b>ALLOCATION REPORTING</b> - Ability to generate a report of allocations.							
GL	1.069	<b>PROOF AND POSTING REPORTS</b> - Ability to provide proof and posting reports of cash, payables, payroll, receivables, inventory, and any other sub-ledgers, and produce automatic journal vouchers and adjusting journal entries prior to posting.							
GL	1.070	<b>SUBSIDIARY RECONCILIATION REPORT</b> - Ability to generate a subsidiary reconciliation report (e.g., accounts payable, accounts receivable.)							
GL	1.071	<b>FISCAL / CALENDAR YEAR REPORTING</b> - Ability to run reports on a fiscal- and calendar-year basis.							
GL	1.072	<b>HISTORICAL MONTHLY REPORTING</b> - Ability to run all financial reports by month across multiple fiscal years.							
GL	1.073	<b>MULTI-YEAR REPORTS</b> - Ability to generate multi-year reports (e.g., comparison, detail, etc.)							
GL	1.074	<b>PERIOD COMPARISON REPORT</b> - Ability to generate comparison reports between different periods (e.g., percentage and/or dollar amount differences between current month and prior year's month).							
GL	1.075	<b>SUMMARY EXPENDITURE REPORT</b> - System must provide the ability to generate a summary expenditure report with ability to sort by account structure element.							
GL	1.076	<b>DETAIL TRANSACTION EXPENDITURE REPORT</b> - Ability to generate a detail transaction expenditure report with selected subtotals.							
GL	1.077	<b>SUMMARY REVENUE REPORT</b> - Ability to generate a summary revenue report with ability to sort by account structure element.							
GL	1.078	<b>DETAIL TRANSACTION REVENUE REPORT</b> - Ability to generate a detail transaction revenue report with selected subtotals.							
GL	1.079	<b>TRIAL BALANCE REPORT</b> - Ability to provide on-demand Working Trial Balance, Detail Trial Balance, and Summary Trial Balance reports by selected funds.							

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GL	1.080	FUND REPORTING - Ability to group selected funds for consolidated reporting.							

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GL	1.081	<b>REPORTING REQUIREMENTS</b> - Ability to comply with current Generally Accepted Accounting Principles (GAAP), pronouncements of the Governmental Accounting Standards Board (GASB), state, and federal reporting requirements.							
GL	1.082	<b>REPORTING BY ACCOUNTING METHOD</b> - Ability to generate reports using cash, modified accrual, or accrual basis.							
GL	1.083	<b>BANK RECONCILIATION INQUIRIES &amp; REPORTING</b>							
GL	1.084	<b>OUTSTANDING CHECKS REPORT</b> - Ability to generate daily, monthly, annual, or specified date-range reports that show the total amount and number of outstanding checks by bank account and by fund.							
GL	1.085	<b>MONTHLY TRANSACTION REPORT</b> - Ability to provide a monthly detailed transaction listing by bank account.							
GL	1.086	<b>SUMMARY RECONCILIATION REPORTS</b> - Ability to generate a daily, monthly, annual, or specified date range report of all cleared checks by bank account, fund, check amount, check number, and payee.							
GL	1.087	<b>MISMATCH EXCEPTION REPORT</b> - Ability to provide an exception report showing mismatched amounts.							
GL	1.088	<b>SKIPPED CHECKS</b> - Ability to generate a report of check numbers there were skipped for a user-defined date range.							
GL	1.089	<b>INTERFACES &amp; INTEGRATION</b>							
GL	1.090	<b>ENTRY UPLOAD</b> - Ability to upload and post journal entries (e.g., bank files, excel, etc.) with audit trail capabilities.							
GL	1.091	<b>IMPORT RECURRING G/L ENTRY</b> - Ability to import a recurring journal entries file (e.g., .csv, .xlsx, .txt, etc.) from a third-party vendor. <b>Vendor:</b> Please comment on the acceptable file formats.							
GL	1.092	<b>DOWNLOAD BANK STATEMENT</b> - Ability to support and accept a downloaded bank statement file.							
GL	1.093	<b>INTEGRATION - PROJECT ACCOUNTING</b> - Ability to integrate between the general ledger and project accounting module.							
GL	1.094	<b>INTERFACE - PAYROLL INTEGRATION</b> - Ability to import labor expense distribution (salaries, benefits, and deductions) and reporting into pre-defined G/L account number(s) from third-party payroll service vendor ( <b>Vendor Name</b> ).							
GL	1.095	<b>INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM</b> - System must integrate with Electronic Document Management System ( <b>To Be Determined</b> ).							



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<b>Budget Management</b>									
<b>BUDGETING CREATION</b>									
BUD	2.001	<b>MULTI-YEAR BUDGET ENTRY</b> - Provide for multi-year budget (minimum 10 years) input and monitoring capabilities for all accounts.							
BUD	2.002	<b>BUDGET CREATION TEMPLATES</b> - Ability to create an initial budget template that includes the following columns:							
BUD	2.003	▪ Last 2 Year's Actual Budget							
BUD	2.004	▪ Current Year Amended Budget							
BUD	2.005	▪ Current Year Actual and Encumbered Amounts							
BUD	2.006	▪ Next Year Request (Blank) (i.e., department to input)							
BUD	2.007	<b>ONLINE ENTRY</b> - Ability for departments to enter online, budgets by line item by month.							
BUD	2.008	<b>CAPITAL IMPROVEMENT BUDGETING</b> - Allow for a separate Capital Improvement Project (CIP) budget that will roll up with the main operating budget.							
BUD	2.009	<b>EQUIPMENT REPLACEMENT BUDGETING</b> - Allow for a separate equipment replacement budget that will roll up with the main operating budget.							
BUD	2.010	<b>PAYROLL BUDGET VERSION</b> - Ability to create separate payroll budget versions that roll into an overall budget version.							

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BUD	2.011	<b>GENERAL FEATURES</b>							
BUD	2.012	<b>MONTHLY BUDGET ESTIMATES</b> - Ability to input monthly estimates into the final budget.							
BUD	2.013	<b>DUE TO, DUE FROM</b> - Ability to allow the transfer of funds between departments/divisions.							
BUD	2.014	<b>AUTO SPREAD</b> - Ability for system to automatically spread budget line items over 12 months and then all for manual adjustments to individuals months.							
BUD	2.015	<b>SECURITY LEVELS</b> - Ability to define separate budget security levels for expenditure and revenue accounts (e.g. only Finance can review and edit all accounts, departments can only process budget amendments for their accounts, etc.)							
BUD	2.016	<b>CONCURRENT BUDGET PROCESSING</b> - Provide the ability to perform budget processing and analysis without regard to or impacting the current budget.							
BUD	2.017	<b>FREEZE DEPARTMENTAL BUDGETS ONCE ACCEPTED BY FINANCE</b> - Provide the ability to prevent departments from altering budgets once the Finance Department has frozen a department's budget version.							
BUD	2.018	<b>ADOPTED AND AMENDED BUDGETS</b> - Ability to track adopted (original) budget and amended (final) budget.							
BUD	2.019	<b>HISTORICAL BUDGET RETENTION</b> - Provide ability to maintain detailed budgets until decision to purge is made (minimum 10 years).							
BUD	2.020	<b>ATTACHMENTS</b> - Ability to attach files and documents to the following budget items:							
BUD	2.021	▪ Budget Version							
BUD	2.022	▪ Budget Line Item							
BUD	2.023	▪ Budget Amendment							
BUD	2.024	<b>PRIOR YEAR BUDGET NOTES</b> - Ability to drill into prior year budget version notes.							
BUD	2.025	<b>POSITION CONTROL BUDGETING</b> - Ability to budget by position using position control (e.g., estimated salary increases, projected increases due to step and grade plans, required benefits by bargaining unit, etc.)							

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BUD	2.026	<b>COMMENTS AND VERSION CONTROL</b>							
BUD	2.027	<b>COMMENTS</b> - Ability to maintain comment justifications each of the following:							
BUD	2.028	▪ Budget Version							
BUD	2.029	Budget Line Item							
BUD	2.030	Budget Amendment							
BUD	2.031	<b>VERSION CONTROL</b> - System must provide for a minimum of four (4) budget versions							
BUD	2.032	<b>BUDGET NAMES</b> - Ability to name budget versions (e.g., dept. entry, Finance review, approved, amended, etc)							
BUD	2.033	<b>BUDGET ADJUSTMENTS</b>							
BUD	2.034	<b>ADJUSTMENTS - TRACEABILITY</b> - Allow for users to track budget amendments by dates, changes, account transfers, and user							
BUD	2.035	<b>ADJUSTMENTS - WORKFLOW AND APPROVAL</b> - Ability for departments to enter budget adjustments/transfers and route for approvals using workflow capabilities.							
BUD	2.036	<b>ADJUSTMENTS - SINGLE TRANSACTION</b> - Ability to make budget adjustments or transfers to multiple accounts and multiple funds in a single transaction.							
BUD	2.037	<b>BUDGET ANALYSIS</b>							
BUD	2.038	<b>SAVE PROJECTIONS</b> - Ability to save projections and iterations of projections.							
BUD	2.039	<b>MASS FORECAST CHANGES</b> - Ability to perform mass changes when forecasting.							
BUD	2.040	<b>ASSET REPLACEMENT FORECASTS</b> - Ability for forecast on asset replacement and maintenance costs.							
BUD	2.041	<b>FORECASTING - ADDING ACCOUNT NUMBERS</b> - Provide the capability to add account numbers to the forecasted budget, which will be integrated with general ledger based on an effective date, without impact to the current budget period.							

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BUD	2.042	<b>INQUIRY AND REPORTS</b>							
BUD	2.043	<b>MULTI-FISCAL YEAR BUDGET REPORT</b> - Ability to generate a multi-fiscal year budget report that contains the previous two year's actuals, current year actuals, current year's adopted budget, current year's adjusted budget, year-end estimate, next year's requested budget, and a forecast of five (5) future fiscal years by line item.							
BUD	2.044	<b>BUDGET WORKSHEET COLUMN DEFINITION</b> - Provide report writer capability and have the ability to configure columns by title and content, including calculated columns.							
BUD	2.045	<b>GENERAL LEDGER AND BUDGET REPORTING</b> - Provide reporting ability for general ledger and budget reporting on cash and modified accrual basis.							
BUD	2.046	<b>YEAR TO DATE BUDGET</b> - Ability to query or generate a report that includes the following columns: Original Budget, Budget Adjustments, Revised Budget, YTD Expenditures, encumbrances (at PO), pre-encumbrance (at requisition), Available Budget.							
BUD	2.047	<b>PERIOD-TO-DATE</b> - Ability to generate a month-to-date or year-to-date report, compared to a previous year.							
BUD	2.048	<b>BUDGETED VS ACTUAL - VARIANCE/COMPARISON REPORT</b> - Ability to generate a budget vs. actual variance report by year, G/L account, percentage variance, and amount variance.							
BUD	2.049	<b>BUDGET VS. ACTUALS COMPARATIVE REPORT</b> - Ability to produce budget vs. actual comparative reports, including Over Budget, Zero Budget, and % Expended to Date reports by overall budget, fund, or department.							
BUD	2.050	<b>BUDGET TO ACTUAL HISTORY BY ACCOUNT</b> - Ability to generate a report listing (10) years of budget-to-actuals for an account.							
BUD	2.051	<b>AVAILABLE BUDGET BY ACCOUNTS</b> - Ability to display percentage of available budget for an account or a group of accounts.							
BUD	2.052	<b>MULTI-YEAR BUDGET INQUIRY AND REPORTING</b> - Allow for a multi-year comparison by month and year.							
BUD	2.053	<b>ADJUSTMENTS/TRANSFERS REPORT</b> - Ability to print individual budget transfers with account number, account name, current budget, adjustment amount, and revised budget, in columnar format.							
BUD	2.054	<b>BUDGET - PRINTING</b> - Provide ability to print and export information displayed on the screen to Excel.							
BUD	2.055	<b>BUDGET - PRINTING</b> - Ability to save budget reports to PDF file format.							
BUD	2.056	<b>MONTHLY BUDGET TO ACTUALS REPORT ON DASHBOARD</b> - Ability to display monthly budget to actual reports by Department/Division on user dashboards.							

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BUD	2.057	<b>INTERFACES AND INTEGRATION</b>							
BUD	2.058	<b>BUDGET IMPORT - EXCEL</b> - Provide the ability to import detailed project budgets (e.g., engineering, maintenance, facilities, projects, etc.) into the Budget modules from Microsoft Excel.							
BUD	2.059	<b>INTEGRATION - GENERAL LEDGER</b> - Ability to automatically post budget amendments to the General Ledger.							
BUD	2.060	<b>INTEGRATION - PROJECTS ACCOUNTING</b> - Ability to establish a budget for projects in the Project Accounting module that will roll with the main operating budget subtotals.							
BUD	2.061	<b>INTEGRATION - FIXED ASSETS</b> - Ability to pull vehicle/asset replacement budgets based on end-of-life date and replacement cost from the Fixed Assets module.							
BUD	2.062	<b>INTEGRATION - PAYROLL</b> - Provide for position control and ability to include vacant and requested positions.							
BUD	2.063	<b>INTEGRATION - PAYROLL</b> - System must be capable of extracting actual amount information from the Payroll System by department and employee position or employee group.							
BUD	2.064	<b>INTEGRATION - PAYROLL</b> - System should be capable of providing what-if analysis for labor negotiation and budget projection purposes (e.g., impact of 5% pay increase).							
BUD	2.065	<b>INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM</b> - System must integrate with Electronic Document Management System <b>(To Be Determined)</b> .							

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Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

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Application	Number	<b>Project Accounting</b>							
<b>PROJECT ACCOUNTING GENERAL FEATURES</b>									
PGA	3.001	<b>PROJECT TYPES</b> - Ability to setup various project types, including Buildings and Grounds, Construction, CIP's, Group Maintenance Activity, Misc. Programs, Grants, etc.							
PGA	3.002	<b>PROJECT ACCOUNT ID</b> - System must provide a user-definable project ID number with duplicate prevention capability.							
PGA	3.003	<b>AGENCY DEFINED PROJECT FIELDS</b> - Ability to have agency-defined fields by project type. Please indicate any limitations in comments section.							
PGA	3.004	<b>MULTI-YEAR PROJECTS</b> - System must provide complete job and project accounting capabilities for internal projects calendar and fiscal years.							
PGA	3.005	<b>MULTI-YEAR PROJECT - COST ROLLOVER</b> - Ability to transfer current year project costs to a balance sheet account at year-end without closing the project.							
PGA	3.006	<b>MULTI-FUND PROJECTS</b> - Ability to track projects across multiple funds and departments.							
PGA	3.007	<b>GROUP PROJECTS</b> - Ability to setup categorization groups of projects for reporting purposes.							
PGA	3.008	<b>HIERARCHAL STRUCTURE</b> - System should provide a hierarchal structure to facilitate the costing and management of project activities (i.e., project, phase, task, activity) that roll up to the parent level.							
PGA	3.009	<b>SUB-PROJECTS</b> - System should provide ability to track sub-projects or components with different account codes than the parent, and the ability to report revenues and expenditures at the project and sub-project levels.							
PGA	3.010	<b>ATTACHMENTS</b> - Ability to attach documents and files at the project and sub-project (category) level.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PGA	3.011	<b>PROJECT TEMPLATES</b>							
PGA	3.012	<b>PROJECT TEMPLATES</b> - The system has the ability to allow a user to establish project templates (i.e., "simple" templates to "complex" templates and for specific project types.)							
PGA	3.013	<b>UNLIMITED PROJECT TEMPLATES</b> - Ability to maintain an unlimited number of project templates.							
PGA	3.014	<b>COPY (EXISTING) RECURRING PROJECTS</b> - When establishing a new project, provide the capability to copy a previous project.							
PGA	3.015	<b>COST TRACKING AND BILLING</b>							
PGA	3.016	<b>COST CATEGORIES</b> - System should provide the ability to create, track, and report on unlimited project cost categories (i.e. labor, materials, services, overhead)							
PGA	3.017	<b>LABOR DATA</b> - System should provide the ability to maintain labor data information (e.g., salary, fringe, other direct, premium time, bill rate, billable and non-billable time, multipliers, etc.)							
PGA	3.018	<b>LABOR TIME DIFFERENTIATION</b> - Ability to differential project labor as regular time, overtime, or holiday time.							
PGA	3.019	<b>PROJECT LABOR ALLOCATIONS</b> - Ability to setup project labor allocations at the employee record level.							
PGA	3.020	<b>TRACKING LABOR</b> - Ability to track project labor separately for salary, taxes, and employer retirement contribution, but not for benefits.							
PGA	3.021	<b>CHARGE TIME</b> - Provide the ability to charge time against a project, subproject, or activity.							
PGA	3.022	<b>HOURLY TRACKING</b> - Ability to track project hours by division, role, task, etc.							
PGA	3.023	<b>RELATED INVOICES</b> - Provide the ability to charge project-related invoices (e.g., services and consultants) to specific projects, etc.							
PGA	3.024	<b>BUDGET TRACKING</b> - System must provide ability to adjust project budget (within security constraints) and to track changes, including committed and actual against budget.							

FOR REVIEW PURPOSES ONLY

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PGA	3.025	<b>FUNDING SOURCES</b>							
PGA	3.026	<b>FUNDING SOURCES</b> - Provide the capability to track multiple funding sources (e.g., fund transfer, bonds, grants, etc.)							
PGA	3.027	<b>TRANSFER FUNDS WITHIN PROJECT</b> - Ability for authorized users to transfer funds within a project (e.g. from one phase to another).							
PGA	3.028	<b>TRANSFER FUNDS ACROSS PROJECTS</b> - Ability for authorized users to transfer funds from one project to another.							
PGA	3.029	<b>CHANGE ORDERS</b>							
PGA	3.030	<b>CHANGE ORDERS</b> - System must provide ability to track change orders.							
PGA	3.031	<b>CHANGE ORDERS - WORKFLOW</b> - Ability to provide a change order workflow approval process.							
PGA	3.032	<b>CLOSING PROJECTS</b>							
PGA	3.033	<b>COST TRANSFER</b> - Ability to transfer CIP project costs to Fixed Assets upon completion							
PGA	3.034	<b>PARTIALLY CLOSED PROJECTS</b> - Ability to close a sub-project, but leave the main							
PGA	3.035	<b>ACTIVITY BY ACTIVE PROJECT ONLY</b> - Provide the ability to create, activate, suspend, and close projects allowing activity to be applied only to active projects or sub-projects.							
PGA	3.036	<b>PREVENT CHARGES FOR CLOSED PROJECTS</b> - Ability for the system to prevent transactions from being allocated to a closed project, sub-project, or phase.							
PGA	3.037	<b>RE-OPEN CLOSED PROJECT</b> - Ability for an authorized user to re-open a closed project.							
PGA	3.038	<b>INQUIRIES &amp; REPORTS - PROJECT ACCOUNTING</b>							
PGA	3.039	<b>PROJECT STATUS REPORTING</b> - System must provide ability to calculate and report on project, sub-projects, and project phases.							
PGA	3.040	<b>PROJECT COST ANALYSIS</b> - System should provide cost category productivity analysis (estimated vs. actual amounts).							
PGA	3.041	<b>PROJECT STATUS REPORTING</b> - Ability to generate project status reports for current month, YTD and inception-to-date, with the ability to drill down into detailed transactions.							
PGA	3.042	<b>STATUS REPORTS BY SELECTED PROJECTS</b> - Ability to generate a status report for selected project numbers.							
PGA	3.043	<b>EMPLOYEE TIME BY PROJECT AND PHASES</b> - Ability to generate a report of employee time across projects and project phases.							
PGA	3.044	<b>MULTI-YEAR PROJECTS</b> - Ability to inquire/report and drill down into project life-to-date history or specified timeline at both transaction detail and summary levels.							



Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PGA	3.045	<b>SUMMARY OF PROJECT STATUS REPORT - REVENUE AND EXPENDITURE</b> - Ability to generate a summary of project status report with project-to-date budgets and actuals. Project detail transactions must be accessible from previous years.							
PGA	3.046	<b>INTERFACES &amp; INTEGRATION - PROJECT ACCOUNTING</b>							
PGA	3.047	<b>INTEGRATION - GENERAL LEDGER</b> - System must provide for complete integration with the General Ledger at the transaction level (with single transaction entry) so that accounts in both systems remain in balance at all times.							
PGA	3.048	<b>INTEGRATION - BUDGET</b> - System must provide complete integration with budgeting module to budget at the project accounting level and roll up to budget module.							
PGA	3.049	<b>INTEGRATION - PURCHASING</b> - System must integrate project accounting with the Purchasing application. Requisition/Purchase Order transactions entered in the Purchasing application with project account information must also update Project Accounting, including budget verification.							
PGA	3.050	<b>INTEGRATION - ACCOUNTS RECEIVABLE</b> - System must integrate project accounting with the Accounts Receivable application and provide billing details for reimbursable projects.							
PGA	3.051	<b>INTEGRATION - ACCOUNTS PAYABLE</b> - System must integrate project accounting with the Accounts Payable application. Transactions entered in the Accounts Payable application must also update Project Accounting.							
PGA	3.052	<b>INTEGRATION - FIXED ASSETS</b> - System must integrate project accounting with the Fixed Assets application. Assets as Projects must provide asset values to the Fixed Asset module.							
PGA	3.053	<b>INTEGRATION - TIME SHEETS</b> - System must integrate project accounting with the Time Sheets application. Transactions entered in the Time Sheet application must also update Project Accounting.							
PGA	3.054	<b>INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM</b> - System must integrate with an Electronic Document Management System ( <b>To Be Determined</b> ).							

FOR REVIEW PURPOSES ONLY

## Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

Please input a "1" in the appropriate column to the right of the feature/function/capability statement. Further explanations, or information regarding 3rd party software and/or modification costs should also be provided in the comments column and Project Costs worksheet (Appendix G), if applicable. Each "non-title" row (?000) should have only one "1". **Blank rows will be scored as Not Available.**

**Legend:**

Standard - Current	Available in current software release
Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Application	Number	<b>Requisitions and Purchasing</b>							
<b>GENERAL REQUIREMENTS</b>									
PUR	4.001	<b>DELETE A PURCHASE ORDER</b> - Modify or delete purchase order with an audit trail.							
PUR	4.002	<b>REQUISITION/PURCHASE ORDER SCREEN</b> - Ability to see the requisition or purchase order information on a single screen (e.g., header, line items, and detail).							
PUR	4.003	<b>EMERGENCY PURCHASE ORDERS</b> - Ability for authorized personnel to bypass the requisition process to create a purchase order for emergency situations.							
PUR	4.004	<b>BACK-DATING</b> - Ability to back-date purchase orders.							
PUR	4.005	<b>ANNUAL LIMIT PER VENDOR</b> - Ability to set a limit (cumulative) for a single vendor in a year for purchases.							
PUR	4.006	<b>THRESHOLD LIMITS</b> - Ability to set threshold limits by vendor per purchase that do not require a purchase order.							
PUR	4.007	<b>APPROVALS &amp; WORKFLOW</b>							
PUR	4.008	<b>BUDGET / PURCHASE LIMIT CONTROLS</b> - Provide security controls to either allow or disallow amounts to be entered that exceed budget amounts.							
PUR	4.009	<b>BUDGET NOTIFICATION</b> - Provide verification of fund availability as defined by the entity's level of budget control (e.g., single line item or group of accounts).							
PUR	4.010	<b>ON-LINE WORKFLOW APPROVAL</b> - Provide functionality online to route requisitions or purchase orders to appropriate users with notifications for their approval or disapproval. Allow entry of disapproval notes and ability to restart the approval process if required.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PUR	4.011	<b>ON-LINE WORKFLOW BACKUP APPROVERS</b> - Provide functionality online to route requisitions or purchase orders to appropriate backup approvers (e.g., primary approver is on leave).							
PUR	4.012	<b>PURCHASE ORDERS - LIMITED/AUTHORIZED APPROVALS</b> - Ability to maintain an "authorized approval list", containing approval limitations such as: budget override, purchase order amount maximum limits, purchase order amount override, etc.							
PUR	4.013	<b>REQUISITION APPROVAL BY ITEM</b> - Ability to route requisitions for approval based on the type of item being requisitioned.							
PUR	4.014	<b>WORKFLOW APPROVALS - SOLE SOURCE VENDOR</b> - Ability to require additional online workflow approval if a requisition is for a sole source vendor and the purchase amount exceeds a certain dollar amount.							
PUR	4.015	<b>REQUISITION AUTHORIZATION - DEPARTMENTAL</b> - Provide the ability to establish user authorization levels online for the online processing of requisitions. Support (at a minimum) multiple authorization levels at the department including: Supervisor, Cost Center Manager, Department Head, Purchasing Officer, and General Manager.							
PUR	4.016	<b>APPROVAL SIGNATURE</b> - Ability to accommodate a single approval signature for purchase orders with a value of less than \$1000.							
PUR	4.017	<b>APPROVAL SIGNATURE</b> - Ability to accommodate two or more approval signatures for purchase orders with a value of greater than \$1000.							
PUR	4.018	<b>REQUISITION REVISIONS</b> - Ability to support formal "change order control" at the master-purchase order and line-item levels, maintaining requisition revision codes, revision dates, notes, and maintaining historical requisition modifications and current status audit trails.							
PUR	4.019	<b>REQUISITION WORKFLOWS</b> - Ability for requisition changes to be re-submitted for approval, if required.							
PUR	4.020	<b>APPROVAL NOTIFICATION</b> - The system has the ability to provide email notification of completed approval actions.							

FOR REVIEW PURPOSES ONLY

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PUR	4.021	<b>BUSINESS RULES &amp; EXCEPTIONS</b>							
PUR	4.022	<b>LINE ITEM VARIANCES - TOLERANCE LEVEL</b> - Ability to restrict payment approval for line-item variances that exceed the tolerance level.							
PUR	4.023	<b>MULTIPLE QUOTE REQUIREMENT</b> - Ability to require that a requisition include multiple quotes depending on purchase order amount.							
PUR	4.024	<b>PURCHASE REQUISITIONS</b>							
PUR	4.025	<b>PRODUCT CATEGORIES</b> - Allow for the user to define product categories.							
PUR	4.026	<b>ITEM/PARTS CATALOG</b> - Allow for the user to define product items. NOTE: Items are intended to be selected for a requisition and/or purchase order.							
PUR	4.027	<b>REQUISITION COPY</b> - Ability to create a new requisition by copying an existing one (i.e., travel requisition with predetermined per diem amounts by employee, travel times and dates, etc.)							
PUR	4.028	<b>PURCHASING REQUISITIONS</b> - Ability to support online, real-time requisitions with the following minimal information:							
PUR	4.029	▪ Requisition Number							
PUR	4.030	▪ Requisition Type (standard, blanket, etc.)							
PUR	4.031	▪ Requesting Division							
PUR	4.032	▪ Requisitioner							
PUR	4.033	▪ Approver							
PUR	4.034	▪ General Remarks/Purpose (minimum number of characters - 200).							
PUR	4.035	▪ Date of Requisition							
PUR	4.036	▪ Scheduled delivery date							
PUR	4.037	▪ Suggested Vendor							
PUR	4.038	▪ Dollar Amount							
PUR	4.039	▪ Tender Types: Check, P-Card, Direct Pay, etc.							
PUR	4.040	▪ Shipping Charges							
PUR	4.041	▪ Requisition Total							
PUR	4.042	▪ Vendor Number							
PUR	4.043	▪ Vendor Contact							
PUR	4.044	▪ Bill to Address							
PUR	4.045	▪ Ship to Address							
PUR	4.046	▪ Delivery instructions							
PUR	4.047	▪ Delivery contact person (Employee)							
PUR	4.048	▪ Delivery contact information							
PUR	4.049	▪ GL Account Number (allow multiple GL account numbers by item)							
PUR	4.050	▪ Bid/Contract Number							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PUR	4.051	▪ Project Numbers							
PUR	4.052	▪ Work Order Numbers							
PUR	4.053	▪ Misc. Comments, including general comments, vendor comments, and internal comments. Internal comments do not print on documents.							
PUR	4.054	<b>REQUISITION – LINE ITEM INFORMATION</b> - Provide unlimited line items per requisition. Include at a minimum the following information for each line item:							
PUR	4.055	▪ Line Item Number							
PUR	4.056	▪ Description							
PUR	4.057	▪ Fixed Asset Flag (Y = > \$X,XXX)							
PUR	4.058	▪ GL Account Number (allow multiple general ledger account numbers)							
PUR	4.059	▪ Quantity							
PUR	4.060	▪ Unit Price							
PUR	4.061	▪ Unit of Measure							
PUR	4.062	▪ Extended Price							
PUR	4.063	▪ Part Number							
PUR	4.064	▪ Project number (allow multiple distribution)							
PUR	4.065	<b>ASSET PURCHASE</b> - Ability to flag a specific purchase item as a fixed asset.							
PUR	4.066	<b>REQUISITION – MULTIPLE ACCOUNTS / PROJECTS / WORK ORDERS</b> - Provide the ability to charge a single <b>requisition header</b> and line item to multiple general ledger accounts and projects by percentage or dollar breakdown. <b>Vendors: indicate maximum number of accounts which can be distributed.</b>							
PUR	4.067	<b>STANDARD COMMENTS</b> - Ability to print standard comments on a requisition or Purchase Order.							
PUR	4.068	<b>REQUISITION – VENDORLESS ENTRY</b> - Provide the ability to enter a requisition without a vendor.							
PUR	4.069	<b>REQUISITION - ATTACHMENTS</b> - Allow for attaching electronic documents and images to a requisition.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PUR	4.070	<b>PURCHASE ORDER PROCESSING</b>							
PUR	4.071	<b>PURCHASE ORDER GENERATION</b> - Allow combining of requisitions into a single purchase order.							
PUR	4.072	<b>PURCHASE ORDER GENERATION</b> - Allow items on a requisition to be split into multiple purchase orders.							
PUR	4.073	<b>PURCHASE ORDERS</b> - Ability to create and support online, real-time Purchase Orders with the following minimum information:							
PUR	4.074	▪ Purchase Order Number							
PUR	4.075	▪ Requisition Number							
PUR	4.076	▪ Requisitioner							
PUR	4.077	▪ Ship-To Address							
PUR	4.078	▪ Date of Purchase Order							
PUR	4.079	▪ Vendor Number							
PUR	4.080	▪ Vendor Name							
PUR	4.081	▪ Vendor Address							
PUR	4.082	▪ Bill-To Address							
PUR	4.083	▪ Vendor Contact							
PUR	4.084	▪ Received Confirm By							
PUR	4.085	▪ Delivery Date							
PUR	4.086	▪ Shipping Terms							
PUR	4.087	▪ Payment Terms							
PUR	4.088	▪ Item Quantities							
PUR	4.089	▪ Item Description							
PUR	4.090	▪ Unit of Measure							
PUR	4.091	▪ Unit Cost							
PUR	4.092	▪ Discount Total							
PUR	4.093	▪ Total Shipping Charges							
PUR	4.094	▪ Total Costs							
PUR	4.095	▪ Multiple G/L accounts per line item							
PUR	4.096	▪ Notes for Purchase Order							
PUR	4.097	▪ Fixed Asset Flag (Y = > \$X,XXX)							
PUR	4.098	▪ Bid/Contract Number							
PUR	4.099	▪ Project Number (allow multiple distribution)							
PUR	4.100	▪ Grant Number (allow multiple distribution)							
PUR	4.101	▪ Work Order Number (allow multiple distribution)							
PUR	4.102	<b>COMMODITY CODES - INTERNAL</b> - Ability to allow agency-defined commodity codes.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PUR	4.103	<b>PURCHASE ORDER – MULTIPLE ACCOUNTS / PROJECTS / WORK ORDERS</b> - Provide the ability to charge a single <b>requisition header</b> and line item to multiple general ledger accounts and projects by percentage or dollar breakdown. <b>Vendors: indicate maximum number of accounts which can be distributed.</b>							
PUR	4.104	<b>PURCHASE ORDER COPY</b> - Ability to create a new purchase order by copying an existing one.							
PUR	4.105	<b>ATTACHING DOCUMENTS AND IMAGES TO PURCHASE ORDER</b> -Allow for attaching electronic supporting documentation and images to the purchase order.							
PUR	4.106	<b>ATTACHING DOCUMENTS AND IMAGES TO PURCHASE ORDER</b> -Allow for the transfer of attachments from originating requisition.							
PUR	4.107	<b>PURCHASING - P.O. / REQUISITION STATUS</b> - Provide for the ability to view requisition and purchase order status at all stages of the requisition through payables process.							
PUR	4.108	<b>OVERAGES</b> - Ability to provide for the receipt of a user-defined dollar amount limit based upon purchase type (goods, services, equipment, fixed assets) over the original order (within tolerance levels)							
PUR	4.109	<b>CLOSE PO WITH OPEN AMOUNT</b> - Ability to close purchase orders within agency-defined dollar amounts, with ability to override that closing.							
PUR	4.110	<b>PURCHASE ORDER CANCELLATION</b> - Ability for a cancelled purchase to reverse the encumbrance with proper authorization at the Purchasing and Accounting level.							
PUR	4.111	<b>PURCHASE ORDER CANCELLATION – BATCHES</b> -Allow to cancel purchase orders in batch with proper authorization.							
PUR	4.112	<b>PRINTING PO WITH ATTACHMENTS</b> - The system has the ability to print attachments with a purchase order.							
PUR	4.113	<b>FAX POs</b> - Ability to automatically or manually send purchase order notifications via fax. Allow "batching" of faxes and notify user if any transmissions fail.							
PUR	4.114	<b>EMAIL POs</b> - Ability to automatically or manually send purchase order via email to vendors individually or in batch.							
PUR	4.115	<b>EMAILING PO WITH ATTACHMENTS</b> - The system has the ability to email attachments with a purchase order, with the ability to prompt users before doing so.							
PUR	4.116	<b>PURCHASE ORDER REVISIONS</b> - Ability to support formal "change order control" at the purchase order header and line-item level, while maintaining requisition audit trails.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PUR	4.117	<b>CHANGE PO GL ACCOUNTS</b> - Ability to change the GL account numbers associated to a purchase, with appropriate security permissions.							
PUR	4.118	<b>MULTIPLE INVOICES PER PO-</b> Ability to track multiple invoices (unlimited) per purchase order.							
PUR	4.119	<b>DIRECT DEBIT/CREDIT MEMO</b> - Provide for entering chargebacks or credit memos against a purchase order.							
PUR	4.120	<b>CONTRACTS/BLANKET PURCHASE ORDERS</b>							
PUR	4.121	<b>MULTI-VENDOR PURCHASE ORDERS</b> - Ability to create a multi-vendor open purchase order (e.g., purchase vehicle tires from two vendors throughout year, based on who has it in stock, with a single shared annual expenditure limit.)							
PUR	4.122	<b>CONTRACT/BLANKET PURCHASE ORDERS</b> - Provide for the capability to support contract/blanket purchase orders with the following additional information:							
PUR	4.123	▪ Specifying a name list of authorize purchasers							
PUR	4.124	▪ Valid date range							
PUR	4.125	▪ Maximum dollar or quantity allowed							
PUR	4.126	<b>CONTRACT EXPIRATION ALERT</b> - The system should provide a warning or block payments when a contract has expired, based on user-defined criteria.							
PUR	4.127	<b>INSURANCE EXPIRATION ALERT</b> - The system should provide a warning or block payments if a vendors insurance has expired.							
PUR	4.128	<b>ROLLOVER</b> - Ability for the system to rollover blanket purchase orders into a new year without closing it.							
PUR	4.129	<b>ENCUMBRANCE ACCOUNTING</b>							
PUR	4.130	<b>ENCUMBRANCE RECONCILIATION</b> - Provide automatic system reconciliation of outstanding encumbrances (debit entries) with encumbrance liabilities (credit entries).							
PUR	4.131	<b>ENCUMBRANCE ACCOUNTING</b> - Provide all procedural functions of an encumbrance system, including verification of budget availability before accepting invoice, requisition and purchase order transactions.							
PUR	4.132	<b>REQUISITION VS PO ENCUMBRANCES</b> - Ability to differentiate between requisition pre-encumbrances from purchase order encumbrances.							
PUR	4.133	<b>PRE-ENCUMBRANCE</b> - The system has the ability to pre-encumber for the next fiscal year.							
PUR	4.134	<b>PRE-ENCUMBRANCE</b> - Ability to lift a pre-encumbrance and post a corresponding encumbrance when a purchase order is approved.							
PUR	4.135	<b>NON-ENCUMBERED BLANKET POs</b> - Ability to identify which blanket purchase orders not to encumber (e.g., Department blanket orders).							



Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PUR	4.136	<b>ENCUMBRANCE LIQUIDATION</b> - Provide the ability to partially or fully liquidate encumbrances at time goods are received.							
PUR	4.137	<b>ENCUMBRANCE REVISION</b> - Provide the ability to revise amount and account distribution of original encumbrance.							
PUR	4.138	<b>GOODS RECEIPT</b>							
PUR	4.139	<b>RECEIVING GOODS</b> - Provide for the online, real-time receiving of goods into the Purchasing System. Include the following features:							
PUR	4.140	▪ Ability to assign and process inspections to goods received							
PUR	4.141	▪ Disallow receiving capability to the requisition approver							
PUR	4.142	▪ Update/trigger Accounts Payable upon inspection/verification of receipt							
PUR	4.143	▪ Update purchase order status							
PUR	4.144	▪ Indicate if item is a fixed asset item							
PUR	4.145	▪ Provide for the receipt of partial line items and backorders							
PUR	4.146	▪ Ability to receive against a purchase order							
PUR	4.147	<b>YEAR-END PROCESSING</b>							
PUR	4.148	<b>YEAR-END - BLANKET PURCHASE ORDERS</b> - Provide automatic cancellation of blanket purchase orders at year-end.							
PUR	4.149	<b>YEAR-END - NEW PURCHASE ORDERS</b> - Provide the ability to enter/encumber new fiscal year purchase orders while current fiscal year is still open.							
PUR	4.150	<b>YEAR-END - PURCHASE ORDERS</b> - Provide the ability to cancel and reissue purchase orders at time of year-end closing or allow for reserve for encumbrance accounting of carry-forward purchase orders.							
PUR	4.151	<b>YEAR-END PO MASS CLOSE</b> - Ability to mass close purchase orders during year-end closing process (e.g. open PO with less than a \$XX balance).							
PUR	4.152	<b>RE-OPEN CLOSED PO</b> - Ability to reopen a closed purchase order.							
PUR	4.153	<b>YEAR-END - ROLLOVER PURCHASE ORDERS</b> - Ability to rollover open purchase orders, including multiple times for multi-year project purchase orders.							
PUR	4.154	<b>INQUIRY AND REPORTS</b>							
PUR	4.155	<b>ON-LINE TRACKING OF APPROVED REQUISITIONS</b> - Ability to use online query for all purchase requisitions that are awaiting the user's approval.							
PUR	4.156	<b>REQUISITION AND PURCHASE ORDER TRACKING AND REPORTING</b> - Provide ability to track open, partial paid, and completed requisitions and purchase orders reports for any date range.							
PUR	4.157	<b>VENDOR INQUIRY</b> - Ability to lookup vendors by requisition/purchase item type.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PUR	4.158	<b>VENDOR SEARCHING</b> - Inquire into the vendor file using an alpha search on a partial vendor name as part of normal purchase order processing.							
PUR	4.159	<b>WILD-CARD LOOKUP</b> - Ability to use wild-card type queries for any piece of vendor field information.							

FOR REVIEW PURPOSES ONLY

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PUR	4.160	<b>PURCHASE ORDER ROLLOVER REPORT</b> - Ability to create and run a report, including open purchase orders, balance, balance forward, vendor, and general ledger account code structure.							
PUR	4.161	<b>PRE-ENCUMBRANCE REPORT</b> - Ability to generate a pre-encumbrance report (i.e., approved requisitions)							
PUR	4.162	<b>ENCUMBRANCE LIQUIDATING REPORT</b> - Ability to generate an encumbrance liquidation containing liquidating transactions by date, amount, and type.							
PUR	4.163	<b>YEAR-END OPEN INVOICE REPORT</b> - Provide an open encumbrance/purchase orders report.							
PUR	4.164	<b>INTEGRATION</b>							
PUR	4.165	<b>INTEGRATION - GENERAL LEDGER</b> - Provide for the encumbrance of related general ledger accounts for a purchase order transaction.							
PUR	4.166	<b>INTEGRATION - GENERAL LEDGER</b> - Ability to print general ledger account codes on purchase orders.							
PUR	4.167	<b>INTEGRATION - GENERAL LEDGER</b> - Ability to download purchasing card transaction file (.txt) to post transaction detail to general ledger by general ledger account code. Note: each transaction is associated with a specific general ledger account number in the text file.							
PUR	4.168	<b>INTEGRATION - BUDGET</b> - Provide capability to validate funds availability for requisition and purchase order transactions, with the ability to override capability							
PUR	4.169	<b>INTEGRATION - PROJECT ACCOUNTING</b> - Purchase order transactions coded to projects must integrate with Project Accounting and/or Work Order Management systems.							
PUR	4.170	<b>INTEGRATION - ACCOUNTS PAYABLE</b> - Provide for automatic transfer of purchasing information to Accounts Payable (e.g., vendor, address, amount, purchase order number, etc.)							
PUR	4.171	<b>INTEGRATION - ACCOUNTS PAYABLE</b> - Integrate with Accounts Payable to process employee reimbursements.							
PUR	4.172	<b>INTEGRATION - ELECTRONIC CONTENT MANAGEMENT SYSTEM</b> - System must integrate with an Electronic Content Management System (To Be Determined).							

## Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

Please input a "1" in the appropriate column to the right of the feature/function/capability statement. Further explanations, or information regarding 3rd party software and/or modification costs should also be provided in the comments column and Project Costs worksheet (Appendix G), if applicable. Each "non-title" row (?000) should have only one "1". **Blank rows will be scored as Not Available.**

**Legend:**

Standard - Current	Available in current software release
Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Application	Number	<b>Bids Management</b>							
		<b>BIDS MANAGEMENT</b>							
BIDS	5.001	<b>REQUISITION TO BID TO PO</b> - Ability for a requisition requiring a bid to go through the bid management process and then be routed to purchasing for issuance of a purchase order.							
BIDS	5.002	<b>COPY BID</b> - Ability for staff to copy a previous bid and modify (e.g., edit, add, delete) info for a new bid solicitation.							
BIDS	5.003	<b>RECURRING BIDS TEMPLATE</b> - Ability to setup bid templates for common recurring bid types.							
BIDS	5.004	<b>COVERSHEET</b> - System will have ability for staff to develop unique cover sheet of instructions for each bid to be sent out; fields of information will include: bid due date, bid time, supplemental information required, insurance requirements, surety requirements, warranty for product/project, prevailing wage requirements, installation information, delivery date, etc.							
BIDS	5.005	<b>PRODUCE BID REQUEST AND DISTRIBUTE TO SELECTED VENDORS</b> - System shall be able to distribute a bid request, by email, with cover sheet of instructions to selected vendors that meet the bids commodity codes.							
BIDS	5.006	<b>BID DEPOSIT TRACKING</b> - System has the ability to track \$50 nonrefundable deposit received before distribution of bid documents to vendor.							
BIDS	5.007	<b>PRODUCE BID ITEM SECTION FOR FORMAL BID DOCUMENTS</b> - Ability to setup bid items and schedule that can be merged into a bids document and printed, emailed, and/or posted on the Agency's Bids Management portal.							
BIDS	5.008	<b>BID SUBMISSION DEADLINE</b> - Ability to prevent bidder from accessing bids after submission due date and time.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
BIDS	5.009	<b>UPDATE PO's</b> - Ability to update existing purchase requisition items, either individually or all items associated with a request number including: Purpose, Amount and Additional Information (free form text).							
BIDS	5.010	<b>DRILL DOWN CAPABILITY</b> - Ability to drill into the resulting purchasing documents from the bid document.							
BIDS	5.011	<b>SCREEN VIEW</b> - Bid screen shall have header, overview, and detail sections of the screen whereby the user can easily view the bid and bid request on one screen (similar to the purchase requisition and purchase order screens currently available).							
BIDS	5.012	<b>BIDS REQUIREMENT CHECKLIST</b> - Ability to view a checklist of bids requirements onscreen.							
BIDS	5.013	<b>BID DESCRIPTION FIELD</b> - Ability to enter approximately 2,000 characters in the bid description field. <b>VENDOR:</b> If limited please clarify.							
BIDS	5.014	<b>VENDOR EMAIL NOTIFICATIONS</b> - Ability to send email notifications to vendors that are already in the system.							
BIDS	5.015	<b>BIDDERS LIST</b> - Ability to maintain a Bidders List with contact information.							
BIDS	5.016	<b>PUBLISHED BID</b> - Ability to track date bid is published in the newspaper and publication outlet.							
BIDS	5.017	<b>BID TABULATION</b>							
BIDS	5.018	<b>BID TABULATION TRACKING</b> - Ability to track the following bid tabulation information:							
BIDS	5.019	▪ Company Name							
BIDS	5.020	▪ Bid Name							
BIDS	5.021	▪ Buyer							
BIDS	5.022	▪ Bid Description							
BIDS	5.023	▪ Publication Date							
BIDS	5.024	▪ Bid Opening Date							
BIDS	5.025	▪ Bid Close Date							
BIDS	5.026	▪ Bid Opening Time							
BIDS	5.027	▪ Bid Closing Time							
BIDS	5.028	▪ Bid Opener Name							
BIDS	5.029	▪ Question Open Date							
BIDS	5.030	▪ Question Open Time							
BIDS	5.031	▪ Question Closing Date							
BIDS	5.032	▪ Question Closing Time							
BIDS	5.033	▪ Pre-Bid Meeting Date							
BIDS	5.034	▪ Pre-Bid Meeting Time							
BIDS	5.035	▪ Pre-Bid Meeting Attendees							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
BIDS	5.036	▪ Bidder Name							
BIDS	5.037	▪ Bidder Notification							
BIDS	5.038	▪ Bidder Withdrawn Date							
BIDS	5.039	▪ Bidder Accepted Terms							
BIDS	5.040	▪ Bidder Responded (Y/N)							
BIDS	5.041	▪ Bidder Respond Date/Time							
BIDS	5.042	▪ Bidder Contact							
BIDS	5.043	▪ Bidder Phone							
BIDS	5.044	▪ Bidder E-Mail							
BIDS	5.045	▪ Bidder Required Forms Submitted (Y/N)							
BIDS	5.046	▪ Addendum Forms Received							
BIDS	5.047	▪ Surety Bonds (Y/N)							
BIDS	5.048	▪ Bid Items, Quantity, Unit Prices, Extensions							
BIDS	5.049	▪ Vendor/ Supplier Number							
BIDS	5.050	▪ Bid Total							
BIDS	5.051	<b>DRILL DOWN CAPABILITY</b> - Ability to drill down to bid tabulation report and individual bids from the purchase requisition.							
BIDS	5.052	<b>ATTACHMENTS</b> - Ability to scan and store all hard copy bid information by vendor and bid.							
BIDS	5.053	<b>ATTACHMENTS</b> - Ability to scan and store all hard copy bid information by document type.							
BIDS	5.054	<b>NOTIFY VENDORS FOR CLOSED OR CANCELLED BIDS</b> - Ability to notify only vendors that have submitted a bid that the bid has been closed or canceled.							
BIDS	5.055	<b>BACK UP DOCUMENTATION AND CORRESPONDENCE</b> - Ability to send notification of requisition approval to requesting department along with PO #.							
BIDS	5.056	<b>BID AWARD</b>							
BIDS	5.057	<b>UPDATE BID SYSTEM WITH VENDOR AWARD INFORMATION</b> - Bid system shall track what vendor is awarded the bid.							
BIDS	5.058	<b>NOTIFY VENDORS OF BID AWARD</b> - Ability to electronically notify all submitting bidders when a bid is awarded.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
BIDS	5.059	<b>VENDOR SELF-SERVICE PORTAL</b>							
BIDS	5.060	<b>PORTAL ATTACHMENTS</b> - Ability to allow the purchasing department to attach forms and bid specifications.							
BIDS	5.061	<b>VENDOR REGISTRATION</b> - Ability for vendors to register for a specific bid item online.							
BIDS	5.062	<b>FILLABLE FORMS</b> - Ability to use online fillable forms.							
BIDS	5.063	<b>VENDOR REGISTRATION - FORMS</b> - Ability to require that vendors complete and submit forms during a bid registration.							
BIDS	5.064	<b>VENDOR BIDS CHECKLIST</b> - Ability to provide vendors with a bids checklist from within the online portal.							
BIDS	5.065	<b>FORMAL BID SUBMISSION</b> - Ability to prevent a vendor from formally submitting an incomplete bid (e.g., required non-collusion form missing).							
BIDS	5.066	<b>VENDOR VALIDATION OF BIDS SUBMISSION CHECKLIST</b> - Ability for a vendor to affirmatively indicate that all checklist/prerequisite items have been met before allowing a vendor to submit a bid.							
BIDS	5.067	<b>DOWNLOADING BID DOCUMENTS</b> - Ability for vendors to download bid documents.							
BIDS	5.068	<b>VENDOR ADDENDA ACKNOWLEDGEMENT</b> - Ability for vendors to acknowledge review of addenda within the online portal.							
BIDS	5.069	<b>VENDOR UPLOADS</b> - Ability for vendors to upload attachments to the portal.							
BIDS	5.070	<b>FILE TYPE REQUIREMENTS</b> - Ability to define format submission requirements when preparing bid (e.g., Word doc, Excel, XX paper copies, etc.)							
BIDS	5.071	<b>VENDOR UPLOADS - FILE TYPE</b> - Ability to generate an error message to a vendor when they attempt to upload a non-compliant file type (e.g., PDF, JPG, Visio, etc.). <b>Vendor Note:</b> Compliant formats to be defined by the Agency.							
BIDS	5.072	<b>VENDOR UPLOADS - FILE NAME LENGTH</b> - Ability to allow vendors to upload documents with a file name length of 100 or more characters.							
BIDS	5.073	<b>VENDOR UPLOADS - FILE SIZE LIMITS</b> - Ability to generate an error message to a vendor when they attempt to upload a file that exceeds the maximum size limit.							
BIDS	5.074	<b>UPLOADED DOCUMENTS BY TYPE</b> - Ability for system to track and display uploaded documents by type (e.g., disclosure statement, non-collusion, price sheet, etc.).							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
BIDS	5.075	<b>UPLOAD DOCUMENTS AFTER BID AWARDED</b> - Ability to allow a bidder to upload documents after a bid has been awarded (e.g., contract documents, etc.).							
BIDS	5.076	<b>PROVIDE "SEALED BID" OR SECURE BID SUBMISSION METHOD</b> - Ability to provide a secure link for vendors to submit sealed bids electronically that cannot be accessed by agency staff prior to the submission due date and time.							
BIDS	5.077	<b>REPORTS</b>							
BIDS	5.078	<b>REPORTS</b> - Ability to produce the following standard reports:							
BIDS	5.079	▪ Bid Document							
BIDS	5.080	▪ Detailed Quote Report							
BIDS	5.081	▪ All Vendors by Product Code							
BIDS	5.082	▪ Formal Bid Log Report							
BIDS	5.083	▪ Task Report containing completed and open tasks.							
BIDS	5.084	▪ Vendor Bid Tabulations Report							
BIDS	5.085	▪ Ad-hoc bid reports with user-defined variable information; ability to total bid values and sort report by user-defined criteria.							
BIDS	5.086	<b>BID TALLY (SUMMARY) REPORT</b> - Ability to generate a "Bid Tally Listing" report that contains the description of the bid, all bidders involved, and the following information by bidder:							
BIDS	5.087	▪ Contact Information:							
BIDS	5.088	▪ Name							
BIDS	5.089	▪ Telephone							
BIDS	5.090	▪ Email							
BIDS	5.091	▪ Notified of Bid (Y/N)							
BIDS	5.092	▪ Withdraw Date							
BIDS	5.093	▪ Terms Accepted (Y/N)							
BIDS	5.094	▪ Responded to All Bid Items (Y/N)							
BIDS	5.095	▪ Reason for award or disqualification (if applicable)							
BIDS	5.096	▪ Lines Responded to							
BIDS	5.097	▪ Date Responded							
BIDS	5.098	▪ Time Responded							
BIDS	5.099	▪ Total Bid Amount							
BIDS	5.100	▪ Total by bid component							
BIDS	5.101	▪ Currency							



Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
BIDS	5.102	<b>INTEGRATION</b>							
BIDS	5.103	<b>INTEGRATION - AGENCY WEBSITE</b> - Ability to post, or not post, bid solicitations and bid tabulation information onto the Agency's website.							
BIDS	5.104	<b>INTEGRATION - REQUISITIONS</b> - Ability for a requisition to have a "Bid Required" field, which would route the requisition to purchasing upon final requisition approval.							
BIDS	5.105	<b>INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM</b> - System must integrate with Electronic Document Management System <b>(To Be Determined)</b> .							

FOR REVIEW PURPOSES ONLY

# Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

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Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Application	Number	<b>Contract Management</b>							
		<b>GENERAL FEATURES</b>							
		<b>NOTE TO VENDORS: If contract management is not an available module please provide the feature function responses using your solution's purchasing and requisition feature function set.</b>							
CONTRACT	6.001	<b>CONTRACT MANAGEMENT</b> - System should provide contract tracking with the following features:							
CONTRACT	6.002	▪ Bid date							
CONTRACT	6.003	▪ Status (Active, Inactive, Suspended)							
CONTRACT	6.004	▪ Date Approved							
CONTRACT	6.005	▪ Contractor/ Project Name							
CONTRACT	6.006	▪ Contract Number							
CONTRACT	6.007	▪ Contract Type							
CONTRACT	6.008	▪ Contract Description							
CONTRACT	6.009	▪ Contract Period – Beginning, End, Effective Dates							
CONTRACT	6.010	▪ Contract Amount							
CONTRACT	6.011	▪ Contingency Amount							
CONTRACT	6.012	▪ Invoice Number							
CONTRACT	6.013	▪ Vendor Contact Name (responsible for contract)							
CONTRACT	6.014	▪ Remittance address							
CONTRACT	6.015	▪ Insurance Status (expiration dates) (multiple types)							
CONTRACT	6.016	▪ Renewal Insurance Dates							
CONTRACT	6.017	▪ License Expiration Dates (multiple types)							
CONTRACT	6.018	▪ Project Number							
CONTRACT	6.019	▪ Project Name							
CONTRACT	6.020	▪ Project Notice of Acceptance Date							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
CONTRACT	6.021	▪ Current Location							
CONTRACT	6.022	▪ Notes							
CONTRACT	6.023	▪ Renewal Periods							
CONTRACT	6.024	▪ Terms and Conditions							
CONTRACT	6.025	▪ Service Level Agreements							
CONTRACT	6.026	▪ Contract Retention Amounts/Escrow Accounts							
CONTRACT	6.027	▪ Documentation/Updates (user, maintenance, etc.)							
CONTRACT	6.028	▪ Contract Cost Distribution Across Departments							
CONTRACT	6.029	▪ Multiple Contract Revenue (Funding Sources)							
CONTRACT	6.030	▪ Amendments/Change Orders							
CONTRACT	6.031	<b>TEMPLATES BY CONTRACT TYPE</b> - Ability for Agency-defined multiple contract templates based on contract types (e.g., fixed fee, Cost plus, etc.)							
CONTRACT	6.032	<b>MULTI-YEAR CONTRACTS</b> - Allow for the creation of multi-year contracts.							
CONTRACT	6.033	<b>PAYMENT RATES</b> - Ability to use multiple payment rates (e.g., Hourly, Daily, Monthly, etc.)							
CONTRACT	6.034	<b>PAYMENT SCHEDULES</b> - Ability to set up payment schedules by contract.							
CONTRACT	6.035	<b>ATTACHMENTS</b> - Ability to attach files at the contract master record.							
CONTRACT	6.036	<b>LETTER TEMPLATES</b> - Ability to create and generate letters based on user-defined templates (e.g., "Authorization to Start", "Insurance Renewal Notices", "Notice to Proceed", "Contractor's Affidavit", other legal documents, etc.).							
CONTRACT	6.037	<b>DATE TRACKING</b> - Ability to track:							
CONTRACT	6.038	▪ Contract Start Date							
CONTRACT	6.039	▪ Contract End Date							
CONTRACT	6.040	▪ Notice of Award Date							
CONTRACT	6.041	▪ Notice to Proceed Date							
CONTRACT	6.042	▪ Notice of Completion Date							
CONTRACT	6.043	▪ Final Payment Date							
CONTRACT	6.044	▪ Contract Termination Date							
CONTRACT	6.045	▪ Modification to Contract Date(s)							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
CONTRACT	6.046	<b>MODIFICATIONS</b> - Ability to track contract modifications, including contract end date, adjustments due to weather, etc.							
CONTRACT	6.047	<b>MODIFICATIONS</b> - Ability to identify contract modifications either as a quantity change, a scope change, time change, or a combination of the above.							
CONTRACT	6.048	<b>MODIFICATIONS</b> - Ability to change contract expiration date without processing an addendum or change order in the system.							
CONTRACT	6.049	<b>MODIFICATIONS</b> - Ability to change contract steps, milestones, deliverables, and performance criteria throughout the contract's life cycle.							
CONTRACT	6.050	<b>MILESTONE PAYMENTS</b> - Ability to track contract milestone payments.							
CONTRACT	6.051	<b>CLOSURE CRITERIA</b> - Ability to close out a contract through user-defined criteria (i.e., upon the issuance of final payment).							
CONTRACT	6.052	<b>CLOSURE - REMAINING ENCUMBRANCE</b> - Ability to automatically transfer any remaining encumbrance to available funds.							
CONTRACT	6.053	<b>CLOSURE - REMAINING ENCUMBRANCE TO NEXT FISCAL YEAR</b> - Ability to automatically transfer any remaining encumbrance from one fiscal year to the next.							
CONTRACT	6.054	<b>RETAINAGE</b>							
CONTRACT	6.055	<b>RETAINAGE</b> - Ability to establish retainage based on a percentage and/or a dollar amount.							
CONTRACT	6.056	<b>RETAINAGE ADJUSTMENTS</b> - Ability to adjust retainage during life of project (e.g., increase or decrease, etc.).							
CONTRACT	6.057	<b>RETAINAGE BY CONTRACT</b> - Ability to set-up and auto track retainage by contract.							
CONTRACT	6.058	<b>RETAINAGE RELEASE</b> - Ability for an authorized individual to release retainage anytime during the contract.							
CONTRACT	6.059	<b>RETAINAGE RELEASE BY MILESTONE</b> - Ability for the system to release retainage upon completion of milestones or other user defined criteria.							
CONTRACT	6.060	<b>RETENTION PERIOD</b> - Ability to track retention period for a contract.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
CONTRACT	6.061	<b>CONTRACT TRACKING</b>							
CONTRACT	6.062	<b>SERVICE-LEVEL AGREEMENT TRACKING (SLA)</b> - System should provide a contract/service level agreement tracking system with the following features:							
CONTRACT	6.063	▪ SLA Period (Beginning, End, Effective Dates)							
CONTRACT	6.064	▪ SLA Number							
CONTRACT	6.065	▪ SLA Performance Measurement (e.g., Milestones, % completed, on time, within budget, etc.)							
CONTRACT	6.066	▪ Status (Active, Inactive, Suspended)							
CONTRACT	6.067	▪ Renewal Periods							
CONTRACT	6.068	▪ Terms and Conditions							
CONTRACT	6.069	▪ Multiple contracts/service agreements per vendor							
CONTRACT	6.070	▪ Multiple items per contract							
CONTRACT	6.071	▪ Maintain primary and secondary subcontractors for a vendor							
CONTRACT	6.072	▪ Amendments/Change Orders							
CONTRACT	6.073	<b>CONTRACT PO TRACKING</b> - Provide contract PO tracking capabilities through integration with the purchasing module including the following types of contracts:							
CONTRACT	6.074	▪ Track construction contracts (e.g., design & build)							
CONTRACT	6.075	▪ Track equipment contracts							
CONTRACT	6.076	▪ Track materials and supplies contracts							
CONTRACT	6.077	▪ Track services contracts							
CONTRACT	6.078	<b>CONSTRUCTION MANAGEMENT</b> - Ability to track quantities, time tracking, change orders, etc.							
CONTRACT	6.079	<b>CONSTRUCTION PAYMENT</b> - Ability to track construction progress payments, including ( <b>Vendor Note:</b> Vendor to suggest how to handle in system if not tracked in a contracts management software module):							
CONTRACT	6.080	▪ Item #							
CONTRACT	6.081	▪ Description							
CONTRACT	6.082	▪ Pipe Type							
CONTRACT	6.083	▪ Quantity							
CONTRACT	6.084	▪ Unit of Measure							
CONTRACT	6.085	▪ Cost per unit							
CONTRACT	6.086	▪ Value							
CONTRACT	6.087	▪ Pay contractor amount							
CONTRACT	6.088	▪ Construction value balance							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
CONTRACT	6.089	<b>BOND TRACKING</b> - Ability for the system track security/bond information.							
CONTRACT	6.090	<b>CONTRACT COMMENTS</b> - Ability to allow users to add notes to contract.							
CONTRACT	6.091	<b>WARRANTY CLAIMS</b> - Ability to track warranty claims.							
CONTRACT	6.092	<b>STOP NOTICES</b> - Ability to track stop notices.							
CONTRACT	6.093	<b>RENEW CONTRACT</b> - Ability to renew an contract that is about to expire.							
CONTRACT	6.094	<b>INSURANCE TRACKING</b>							
CONTRACT	6.095	<b>INSURANCE TYPES BY CONTRACT</b> - Ability to track multiple types of insurance by contract, which include.							
CONTRACT	6.096	▪ General Liability							
CONTRACT	6.097	▪ Automobile Liability							
CONTRACT	6.098	▪ Umbrella							
CONTRACT	6.099	▪ Additional Insured							
CONTRACT	6.100	▪ Workers' Compensation							
CONTRACT	6.101	▪ Professional Liability							
CONTRACT	6.102	<b>EXPIRATION DATES BY INSURANCE TYPE</b> - Ability to track unique expiration dates by insurance type (e.g., contract has a General Liability expiration date different from the Automobile Liability).							
CONTRACT	6.103	<b>COVERAGE AMOUNTS BY INSURANCE TYPE</b> - Ability to track unique coverage amounts by insurance type (e.g., contract has a General Liability expiration date different from the Automobile Liability).							
CONTRACT	6.104	<b>RETENTION PERIOD</b> - Ability to track retention period for a contract.							
CONTRACT	6.105	<b>ALERTS</b>							
CONTRACT	6.106	<b>UPCOMING CONTRACT DATES NOTIFICATION</b> - Ability for the system to automatically notify a contract administrator of upcoming contract dates (e.g., tasks, milestones, etc.)							
CONTRACT	6.107	<b>THRESHOLD ALERTS</b> - The system has the ability to trigger alerts based on Agency-defined thresholds (e.g., Project is XX% completed, have spent X% of total contract amount, approaching not to exceed amount of \$X,XXX, etc.)							
CONTRACT	6.108	<b>CONTRACT EXPIRATION ALERT</b> - The system should provide a warning or block payments when a contract is about to or has expired based on user-defined criteria.							
CONTRACT	6.109	<b>INSURANCE EXPIRATION ALERT</b> - Ability to provide a user defined alert if a contractor's insurance is about to expire.							
CONTRACT	6.110	<b>CONTRACTOR LICENSE EXPIRATION ALERT</b> - Ability to provide a user defined alert if a contractor's license is about to expire.							
CONTRACT	6.111	<b>RELEASE OF PAYMENT BOND</b> - Ability to automatically notify a user to release a payment bond X months after the project Notice of Acceptance date.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
CONTRACT	6.112	<b>SECURITY</b>							
CONTRACT	6.113	<b>RETAINAGE</b> - Ability for an authorized user to override a retainage amount at invoice entry.							
CONTRACT	6.114	<b>CLOSURE</b> - Ability to prevent a contract from being closed if all required closing activities have not been achieved.							
CONTRACT	6.115	<b>CLOSE &amp; REOPEN CONTRACTS</b> - The system has the ability to close and reopen contracts across fiscal years, based on appropriate user permissions.							
CONTRACT	6.116	<b>APPROVALS AND WORKFLOW</b>							
CONTRACT	6.117	<b>WORKFLOW</b> - Provide online multi-user workflows for contract creation, review, and approval.							
CONTRACT	6.118	<b>WORKFLOW APPROVALS</b> - Ability to define user approval checklist fields for tracking dates and user approvals.							
CONTRACT	6.119	<b>APPROVAL WORKFLOW</b> - The system should provide multiple contract approval routes to track all stages of the contract approval process based on contract type.							
CONTRACT	6.120	<b>WORKFLOW APPROVALS</b> - Ability to track required verifications using workflow, before approving invoice payments.							
CONTRACT	6.121	<b>MODIFICATIONS</b> - Ability to route the contract modifications (change orders) to all required parties for approval.							
CONTRACT	6.122	<b>REPORTING</b>							
CONTRACT	6.123	<b>DOCUMENT REPOSITORY</b> - Provide central repository for contract documents							
CONTRACT	6.124	<b>CONTRACT REPORTING</b> - Ability to inquire contracts using, but not limited to:							
CONTRACT	6.125	▪ Vendor Name							
CONTRACT	6.126	▪ Contract Name							
CONTRACT	6.127	▪ Contract Number							
CONTRACT	6.128	▪ Project Name							
CONTRACT	6.129	▪ Project Number							
CONTRACT	6.130	▪ Purchase Order Number							
CONTRACT	6.131	▪ Invoice Number							
CONTRACT	6.132	▪ Contractor Payees (alpha, numeric or alpha/numeric)							
CONTRACT	6.133	▪ Contractor Liability Insurance							
CONTRACT	6.134	<b>EXPIRING CONTRACTS</b> - Ability to generate a detailed listing of all contracts due to expire in X days.							
CONTRACT	6.135	<b>UPCOMING INSURANCE EXPIRATIONS BY CONTRACT</b> - Ability to generate a report of all upcoming insurance expirations by contract.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
CONTRACT	6.136	UPCOMING PAYMENT BOND RELEASES - Ability to generate a report of all upcoming payment bond releases.							

FOR REVIEW PURPOSES ONLY



Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
CONTRACT	6.137	<b>CONTRACTOR LISTING</b> - Ability to generate a list of Contractors by active contracts.							
CONTRACT	6.138	<b>CONTRACT TRACKING</b> - Ability to track and report on contract data, including receiving statistics, warranty claims, and contractor/vendor correspondence.							
CONTRACT	6.139	<b>CONTRACTS BY RESPONSIBLE PARTIES</b> - Enable users to view and report on contracts by project manager, inspector, and other responsible party.							
CONTRACT	6.140	<b>DELIVERABLES AND PAYMENTS BY CONTRACT</b> -Ability to track deliverables and invoice payments by contract.							
CONTRACT	6.141	<b>DELIVERABLES AND PAYMENTS BY VENDOR</b> -Ability to track deliverables and invoice payments by vendor.							
CONTRACT	6.142	<b>APPROVED CONTINGENCIES</b> - Ability to track approved contingency amount available for payment.							
CONTRACT	6.143	<b>CONSTRUCTION PAYMENTS</b> - Ability to track and report payments by line item (e.g., design, construction, inspections, etc.)							
CONTRACT	6.144	<b>CHANGE ORDERS</b> - Provide the ability to calculate the number of change orders by reason code for a specific contract and project.							
CONTRACT	6.145	<b>CONTRACTS BY YEAR</b> - The system should enable users to view and report on current and past contracts by year.							
CONTRACT	6.146	<b>CONTRACT REPORTING</b> - Enable users to view and report on contracts by fund, account, grant(s), project number, and/or department.							
CONTRACT	6.147	<b>BUDGET TO WORK COMPLETED</b> - Ability to track budget compared to work authorized and completed.							
CONTRACT	6.148	<b>CONTRACT HISTORY</b> - Allow users to view contract history, including each project order (task order), amendment, and change order.							
CONTRACT	6.149	<b>YEAR-TO-DATE SPENDING</b> - Ability to report on year-to-date spending by contract.							
CONTRACT	6.150	<b>INCEPTION-TO-DATE SPENDING</b> - Ability to report on inception-to-date spending by contract.							
CONTRACT	6.151	<b>CONTRACT SPENDING BY DEPT</b> - Ability to report on spending by contract and department.							
CONTRACT	6.152	<b>AMENDMENT AND CONTINGENCY TRACKING</b> - Ability to track the contract amount, payments, and the contract balance for the original contract, as well as all amendment and contingency amount changes.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
CONTRACT	6.153	<b>INTEGRATION &amp; INTERFACES</b>							
CONTRACT	6.154	<b>INTEGRATION - BUDGETING</b> - Integrate in real-time to Budgeting.							
CONTRACT	6.155	<b>INTEGRATION - PROJECT ACCOUNTING</b> - Integrate in real-time to Project Accounting to associate a contract to multiple projects or multiple contracts to a single project.							
CONTRACT	6.156	<b>INTEGRATION - PURCHASING</b> - Ability to create a purchase order from a contract record.							
CONTRACT	6.157	<b>INTEGRATION - PURCHASING</b> - Ability to integrate with the Purchasing Module for change order requests.							
CONTRACT	6.158	<b>INTEGRATION - ACCOUNTS PAYABLE</b> - Ability to integrate with the bidder/contractor/vendor master records maintained in the Accounts Payable module.							
CONTRACT	6.159	<b>INTEGRATION - ACCOUNTS PAYABLE</b> - Ability for the system to automatically generate payments once a milestone has been reached.							
CONTRACT	6.160	<b>INTEGRATION - BIDS MANAGEMENT</b> - Ability to allow a bid award to automatically turn into a contract after the necessary approval and review processes have been completed. NOTE: The system should allow the capability to generate multiple numbered contracts from the bid document.							
CONTRACT	6.161	<b>INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM</b> - Must integrate with Electronic Document Management System (To Be Determined.)							

FOR REVIEW PURPOSES ONLY

# Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

Please input a "1" in the appropriate column to the right of the feature/function/capability statement. Further explanations, or information regarding 3rd party software and/or modification costs should also be provided in the comments column and Project Costs worksheet (Appendix G), if applicable. Each "non-title" row (?000) should have only one "1". **Blank rows will be scored as Not Available.**

**Legend:**

Standard - Current	Available in current software release
Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Application	Number	<b>Accounts Payable</b>							
		<b>VENDOR MASTER INFORMATION</b>							
AP	7.001	<b>VENDOR FILE</b> - Provide an integrated vendor master records to be shared, at a minimum, by Purchasing and Accounts Payable. Include, at a minimum, the following data elements:							
AP	7.002	▪ Vendor Number							
AP	7.003	▪ Vendor Name							
AP	7.004	▪ Vendor Commodity Codes (Agency-defined)							
AP	7.005	▪ Vendor Status/Type (Active, Inactive)							
AP	7.006	▪ Vendor Type (Contractor, Professional Services, Suppliers etc.)							
AP	7.007	▪ Vendor Group							
AP	7.008	▪ 1099 status							
AP	7.009	▪ W-9 on file (Y/N)							
AP	7.010	▪ Business Location Address							
AP	7.011	▪ Remittance Address							
AP	7.012	▪ Business License							
AP	7.013	▪ Federal ID/Social Security Number							
AP	7.014	▪ Multiple Contact Names							
AP	7.015	▪ Multiple Phone Numbers							
AP	7.016	▪ Multiple FAX Numbers							
AP	7.017	▪ Multiple e-mail Addresses							
AP	7.018	▪ Business Web Address							
AP	7.019	▪ Notes (with unlimited capacity)							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.020	<b>PRIMARY VENDOR INFORMATION</b> - Ability to indicate a vendor's primary contact, phone number, e-mail address, etc.							
AP	7.021	<b>VENDOR DESIGNATION</b> - Ability to designate a vendor as one-time and the system to auto inactivate after payment.							
AP	7.022	<b>ATTACHMENTS</b> - Ability to scan and attach files at the vendor master record (e.g., insurance certificates, payment bonds, etc.)							
AP	7.023	<b>VENDOR SELF-SERVICE (Optional in RFP)</b>							
AP	7.024	<b>VENDOR REGISTRATION</b> - Ability to allow a vendor to register and maintain their vendor master record online through a vendor self-service portal via internet.							
AP	7.025	<b>VENDOR REGISTRATION CHECKLIST</b> - Ability to provide vendors with a registration checklist (e.g., populate business information, enter insurance information, upload W-9, etc.)							
AP	7.026	<b>VENDOR UPLOADS</b> - Ability for vendors to upload attachments (e.g., W-9).							
AP	7.027	<b>VENDOR REGISTRATION - CONFIRMATION EMAIL</b> - Ability for the system to send a registration confirmation email to vendors.							
AP	7.028	<b>VENDOR EMAIL</b> - Ability for the system to send an email to vendors for agency-defined reasons (e.g., remittance instructions, etc.).							
AP	7.029	<b>VENDOR ALREADY REGISTERED</b> - Ability to alert vendors that they are already registered by checking TIN, SSN, address, etc.							
AP	7.030	<b>APPROVE NEW VENDOR/CHANGES</b> - Ability to route new vendor registrations or changes made by vendors to a designated user for approval.							
AP	7.031	<b>HIDE VENDOR COMMENTS</b> - Ability to prevent internal vendor comments from being displayed to vendors.							
AP	7.032	<b>VENDOR INVOICE SUBMISSION</b> - Ability to allow a vendor to submit invoices to the agency online.							
AP	7.033	<b>1099 FORM</b> - Ability to allow vendors to access and print 1099 forms.							
AP	7.034	<b>VENDOR SETUP &amp; MAINTENANCE</b>							
AP	7.035	<b>VENDOR SETUP - REQUIRED FIELDS</b> - Ability to designate which vendor fields are required during a new vendor's setup.							
AP	7.036	<b>VENDOR NAME LENGTH</b> - Ability to allow up to 50 characters for vendor names. If not, please explain in the comments.							
AP	7.037	<b>VENDOR - MULTIPLE-NAME TRACKING</b> - Provide the ability to maintain/update previous name changes (e.g., DBA, AKA).							
AP	7.038	<b>VENDOR TYPE</b> - Support vendors, employees, and customers by type in the vendor master.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.039	<b>VENDOR CONTACTS</b> - Provide unlimited contacts per vendor.							
AP	7.040	<b>VENDOR – ADDRESSES</b> - Provide for multiple addresses per vendor (must support non-USA addresses) with a minimum of four addresses and five lines each.							
AP	7.041	<b>1099 VENDOR FLAG</b> - Provide for 1099 flag in vendor master record.							
AP	7.042	<b>INSURANCE</b> - Track vendor's insurance information with insurance requirements, coverage amounts, types of coverage, and expiration dates.							
AP	7.043	<b>PAYMENT TERMS</b> - Ability to define payment terms by vendor (e.g., 2/10, n/30, etc.)							
AP	7.044	<b>TEMPORARY VENDOR SETUP</b> - Ability to setup temporary vendors (for refunds, one-time payments, quotes, estimates) with required but limited information.							
AP	7.045	<b>INACTIVATE TEMPORARY &amp; ONETIME VENDORS</b> - Ability to automatically inactivate one-time vendors after a payment is made to them.							
AP	7.046	<b>NEW VENDOR APPROVAL WORKFLOW</b> - Ability for new vendors to be created via a vendor approval workflow process.							
AP	7.047	<b>VENDOR APPROVAL</b> - Ability for departments to setup a temporary vendor with only purchasing to approve new vendors.							
AP	7.048	<b>DUPLICATE VENDOR DETECTION</b> - System must provide the ability to detect potential duplicate vendor entry (i.e., same TIN, vendor name, address, etc.).							
AP	7.049	<b>VENDOR NORMALIZATION</b> - Provide a method to consolidate duplicate vendor information while retaining historical integrity.							
AP	7.050	<b>VENDOR CONTACT VIA E-MAIL</b> - Provide the capability to contact selected vendors via e-mail and fax directly from the vendor master record screen.							
AP	7.051	<b>VENDOR CHANGES - HISTORICAL INFORMATION</b> - Ability prevent changes in vendor information to affect historical transactions.							
AP	7.052	<b>ACCOUNTS PAYABLE GENERAL</b>							
AP	7.053	<b>ALPHANUMERIC INVOICE NUMBERS</b> - Ability for the system to support an alphanumeric invoice number (e.g., avoid duplicate invoice number).							
AP	7.054	<b>INVOICE STATUS</b> - Ability to define and report different invoice status' (e.g., pending, approved, held, rejected, etc.)							
AP	7.055	<b>DUPLICATE INVOICE DETECTION</b> - Provide the ability (at data entry) to display a warning message, prior to updating, if a vendor invoice number (or combination of vendor, amount, and date) currently being entered already exists in the system (either an open invoice file or the paid invoice history.)							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.056	<b>DETAIL OR SUMMARY G/L POSTINGS</b> - Ability to allow either detail (line item) or summary (batch total) posting of accounts payable transactions to the general ledger, as defined by user.							
AP	7.057	<b>G/L POSTING - REALTIME VS BATCH</b> - Ability to post journal entries from accounts payable to general ledger in real-time or in batch.							
AP	7.058	<b>BUDGET CHECK</b> - Ability to for system to allow for budget check by group of G/L accounts.							
AP	7.059	<b>INVOICE PROCESSING</b>							
AP	7.060	<b>MULTIPLE POS PER INVOICE</b> - Ability to apply multiple purchase orders to an invoice.							
AP	7.061	<b>INVOICE ENTRY OPTIONS</b> - Ability to enter invoices individually or in a batch entry screen.							
AP	7.062	<b>INVOICE ENTRY UNPLANNED FEES</b> - System should allow for adding unplanned freight charges.							
AP	7.063	<b>INVOICE DESCRIPTION</b> - Ability to allow up to 100 characters for an invoice description.							
AP	7.064	<b>DISCOUNTS</b> - System should allow discounts taken to be posted to the department/cost center of originating purchase order.							
AP	7.065	<b>INVOICE LINE DISTRIBUTION - AMOUNTS</b> - Allow payables to be allocated by amount to various accounts within or across departments.							
AP	7.066	<b>INVOICE LINE DISTRIBUTION</b> - Allow payables to be allocated by percentage to various accounts within or across departments.							
AP	7.067	<b>ATTACH INVOICES</b> - Ability to scan, attach, and store invoices at the payable record.							
AP	7.068	<b>CHARGEBACK/CREDIT MEMOS</b> - Provide the ability to enter credit memos or chargebacks against a specific invoice.							
AP	7.069	<b>CREDITS FOR FUTURE INVOICES</b> - Ability to maintain a credit balance and apply credits to future invoices.							
AP	7.070	<b>RECURRING PAYABLES</b> - Ability to create recurring payables with predetermined general ledger account distributions.							
AP	7.071	<b>RECURRING (INVOICES) - FIXED AMOUNTS</b> - Setup recurring payments (e.g., lease payments) with the same amount each time.							
AP	7.072	<b>INVOICE WORKFLOW APPROVAL RULES</b> - Ability for invoices to be routed for approval based on predefined business rules (e.g., project account, G/L account, invoice amount, dept. supervisor/manager etc.)							
AP	7.073	<b>WORKFLOW FOR RE-ROUTING APPROVALS</b> - Ability to adjust invoice approval routings on the fly.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.074	<b>WORKFLOW ATTACHMENTS</b> - Ability to upload attachments to a workflow approval process.							
AP	7.075	<b>ALTERNATE APPROVALS</b> - Provide for alternative approvers (e.g., department manager or department administration.)							
AP	7.076	<b>VARIANCE APPROVALS</b> - Ability to allow a XX% variance approval without further supervisor/manager approvals.							
AP	7.077	<b>AUTOMATIC LIQUIDATING/ADJUSTMENT OF ENCUMBRANCES</b> - Ability to automatically (fully or partially) liquidate encumbrances upon payment. Encumbrances must automatically adjust once vendor invoice is entered.							
AP	7.078	<b>INVOICE/ENCUMBRANCE DELIVERIES</b> - Provide the option of recording the invoice to reflect partial deliveries and retain the remaining encumbrance amount pending additional invoice(s).							
AP	7.079	<b>MATCHING AND VARIANCES</b>							
AP	7.080	<b>2-WAY MATCHING</b> - Ability for the system to automatically match invoices against purchase orders.							
AP	7.081	<b>3-WAY MATCHING</b> - Ability for the system to automatically match invoices against purchase orders and receipts.							
AP	7.082	<b>INVOICE VARIANCES</b> - Ability for the system to generate an exception when an invoice or line item is not equal to the goods received.							
AP	7.083	<b>INVOICE VARIANCES</b> - Disallow posting of invoices where the invoice or line item is more than "\$X" over the purchase order amount.							
AP	7.084	<b>INVOICE VARIANCES</b> - Disallow posting of invoices where the invoice or line item is more than "X%" over the purchase order amount.							
AP	7.085	<b>PAYMENT CARDS</b>							
AP	7.086	<b>INCLUDE PURCHASES IN VENDOR 1099</b> - Ability to record applicable purchases made using a credit card as 1099 purchases.							
AP	7.087	<b>MULTIPLE ACCOUNTS BY TRANSACTION</b> - Ability to split a P-Card transaction to multiple GL accounts.							
AP	7.088	<b>WORKFLOW APPROVAL PROCESS</b> - Ability to route P-Card transactions through a multi-level workflow approval process.							
AP	7.089	<b>PAYMENT PROCESSING</b>							
AP	7.090	<b>CUSTOM CHECK STUB</b> - System must provide an Accounts Payable check stub according to the requirements of the Entity.							
AP	7.091	<b>PRINTING CHECK NUMBERS ON BLANK CHECK STOCK</b> - Ability to generate and print check numbers onto a blank check stock.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.092	<b>LASER/MICR CHECK PRINTING</b> - System must provide support for printing laser checks with MICR encoding.							
AP	7.093	<b>INVOICE PAYMENTS WITHOUT PO</b> - Provide the ability to pay invoices without requiring Purchase Order processing (within business rules.)							
AP	7.094	<b>PARTIAL PAYMENTS</b> - System must allow partial payments of an invoice.							
AP	7.095	<b>PAYMENT DATE</b> - Ability to date an invoice payment date for a future date and check run.							
AP	7.096	<b>MULTIPLE CHECK RUN CRITERIA</b> - Ability to run separate check runs according to bank or vendor group.							
AP	7.097	<b>MULTIPLE CASH/BANK ACCOUNTS</b> - System must allow checks to be processed from multiple checking accounts.							
AP	7.098	<b>NEXT CHECK # BY BANK ACCOUNT</b> - Ability for the sequential check number by bank account to be automatically retrieved for the start of the next check printing process.							
AP	7.099	<b>DEFAULT BANK ACCOUNT BY PAYMENT METHOD</b> - Ability to predefine default bank accounts by payment method (e.g., wire, ACH, check, etc.)							
AP	7.100	<b>PREVENT BLANK NEGATIVE OR ZERO AMOUNT CHECKS</b> - Ability to prevent blank, negative, or zero amount checks from being created.							
AP	7.101	<b>MANUAL CHECKS</b> - Provide for manual check entry with appropriate updates to General Ledger, Vendor Master, Check reconciliation, and other accounts, as required.							
AP	7.102	<b>PAYMENT OF MULTIPLE INVOICES</b> - Ability to pay multiple invoices from the same vendor with one check.							
AP	7.103	<b>SPLIT G/L CODING PROCESSING</b> - Ability to split invoice by percentage to different g/l accounts.							
AP	7.104	<b>SPLIT G/L CODING PROCESSING</b> - Ability to split invoice by dollar amount to different g/l accounts.							
AP	7.105	<b>SPLIT G/L CODING PROCESSING</b> - Ability to split invoice by line item to different g/l accounts.							
AP	7.106	<b>INVOICE NUMBERS ON CHECKS</b> - Ability to print invoice numbers of up to 20 characters on checks. Please comment on the maximum number of characters able to print and fit on a check stub.							
AP	7.107	<b>MULTIPLE PAYMENT TYPES PER VENDOR</b> - Ability to assign more than one payment type (e.g., check, ACH, EFT) to a vendor.							



Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.108	<b>ELECTRONIC PAYMENT - CONFIRMATION EMAIL</b> - Ability to automatically distribute emails to vendors when electronic payments are processed for their invoices.							
AP	7.109	<b>AUTO PAYMENT GENERATION</b> - Provide the ability to automatically generate recurring payments.							
AP	7.110	<b>DIGITAL SIGNATURE</b> - Provide support for two secured digital print signature for							
AP	7.111	<b>SPECIAL CHECK CONTROL</b> - System must provide a method to require two electronic signatures for all checks.							
AP	7.112	<b>EDIT PAID INVOICES</b> - Ability to key invoice details even if invoice has already been paid.							
AP	7.113	<b>VOID CHECK</b> - Ability to void checks, including automatic reversing of original entry with option to reinstate an invoice. Provide generation of journal entry to general ledger, update vendor master file, and provide audit trail.							
AP	7.114	<b>VOID CHECK - REASON</b> - Ability to enter a reason for voiding a check.							
AP	7.115	<b>VOID CHECK - REESTABLISH ENCUMBRANCE</b> - Ability to reestablish an encumbrance when a check is voided.							
AP	7.116	<b>ALERTS</b>							
AP	7.117	<b>PAST DUE INVOICES</b> - Ability to alert staff when an invoice becomes past due							
AP	7.118	<b>PURCHASE ORDER BUSINESS RULES</b> - Provide a warning if Invoice payment will exceed a PO amount.							
AP	7.119	<b>MISSING 1099 INFO</b> - Provide a warning or block payments if a vendor's 1099 information is incomplete.							
AP	7.120	<b>CONTRACT EXPIRATION ALERT</b> - Provide a warning or block payments when a contract is about to or has expired based on user-defined criteria.							
AP	7.121	<b>INSURANCE EXPIRATION ALERT</b> - Provide a warning or block payments if a contract's insurance has expired.							
AP	7.122	<b>1099 FORM PREPARATION</b>							
AP	7.123	<b>1099 PAYMENT TYPES</b> - Ability to classify 1099 payments (e.g., non-employee compensation, Rents, etc.) and have the totals by payment type be automatically							
AP	7.124	<b>CHANGE TRANSACTION FROM 1099 TO NON-1099</b> - Ability to change a 1099-flagged transaction to a non-1099 transaction.							
AP	7.125	<b>CHANGE TRANSACTION FROM NON-1099 TO 1099</b> - Ability to change a transaction that was not flagged as 1099 to a 1099 transaction.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.126	<b>1099 PAYMENTS/FORMS GENERATION</b> - System must provide for the ability to print 1099 forms (including 1099MISC and 1099INT reporting capability).							
AP	7.127	<b>1099 PAYMENTS/FORMS GENERATION</b> - Provide for the ability to capture and record W-9 data for annual preparation of 1099 forms (including 1099MISC and 1099INT reporting capability) separating reportable and non-reportable data.							
AP	7.128	<b>1099 PAYMENTS/FORMS GENERATION - CORRECTION</b> - System must provide for the ability to modify or correct captured data for annual preparation of 1099 forms.							
AP	7.129	<b>SECURITY</b>							
AP	7.130	<b>VENDOR DATA SECURITY</b> - Ability to restrict which users can setup a new vendor.							
AP	7.131	<b>VENDOR DATA SECURITY</b> - Ability to restrict access to some vendor information fields (i.e., employee information, driver's license, social security number, etc.) by user.							
AP	7.132	<b>OVERRIDE BUDGET CONTROL</b> - Provide the capability to override over-budget condition (within security constraints).							
AP	7.133	<b>OVERRIDE BUDGET CONTROL</b> - System must provide for the capability to disallow override of over-budget condition for select parameters (i.e., select cost centers, internal orders, projects, purchase orders, etc.).							
AP	7.134	<b>AUTHORIZED PRINTER FOR PRINTING</b> - Ability to restrict check printing to only authorized printers.							
AP	7.135	<b>INQUIRIES AND REPORTS</b>							
AP	7.136	<b>VENDOR SEARCH</b> - System must provide the ability to search for a vendor by various methods including name, designated search terms, acronym, address, phone number.							
AP	7.137	<b>VENDOR LISTING</b> - Provide for sort and print list of vendors by various data elements in the vendor master file. Include, at a minimum, the name, address, contact person, telephone, fax number, and email address.							
AP	7.138	<b>VENDOR ACTIVITY LISTING</b> - System should provide a report listing vendor activity within any date range specified, with any set of parameters specified. Report to include Invoices Paid, New Invoices entered/not posted, Unpaid Invoices, Vendor Totals, purchase order number, check number, date paid... with multiple sort and layout options set by the user.							
AP	7.139	<b>NO VENDOR ACTIVITY</b> - Ability to report on vendors that had no activity for a user-defined date range.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	140	<b>VENDOR MASTER CHANGES</b> - System must provide the ability to view all or select master data changes, listing date of change, time and user id. Reporting options should be available.							

FOR REVIEW PURPOSES ONLY

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.141	<b>INVOICE ENTRY WITH PO</b> - System should provide listing of invoices entered, but not posted to the G/L, by department/division with various sort and layout options.							
AP	7.142	<b>MATCHING EXCEPTIONS LIST</b> - Ability to generate a list of all matching exceptions with a reason for each (e.g., Invoices with no purchase order, Receipts with no invoice, purchase orders with no invoices, etc.)							
AP	7.143	<b>LINE ITEM INVOICE REPORTING</b> - Ability to report on line item purchases.							
AP	7.144	<b>OPEN INVOICES REPORT (LIABILITY)</b> - Provide a list of all unpaid invoices entered in the system in order of due date for a specified (user-defined) period of time.							
AP	7.145	<b>REPORT OF INVOICES BY DEPARTMENT</b> - Provide a list of invoices by department that have been received and require authorization for payment.							
AP	7.146	<b>OUTSTANDING INVOICES BY PROJECT</b> - Ability to generate a report of outstanding invoices by project.							
AP	7.147	<b>OUTSTANDING INVOICES BY GRANT</b> - Ability to generate a report of outstanding invoices by grant.							
AP	7.148	<b>OUTSTANDING INVOICES BY CONTRACT</b> - Ability to generate a report of outstanding invoices by contract.							
AP	7.149	<b>INVOICE ENTRY JOURNAL REPORT</b> - Ability to produce a list of all invoices in order of entry date and batch number for the specified accounting period, indicating the current status of each batch (i.e., posted, pending, etc.)							
AP	7.150	<b>INVOICE ENTRY PROOF LIST</b> - Provide Invoice Entry Proof List reflecting at a minimum: Vendor Name, Invoice Number, Invoice Date, Due Date, Invoice Total, Invoice Item Description, Account Distribution, by date range and with user-defined sorting.							
AP	7.151	<b>RE-PRINT PAYABLES BATCH REPORT</b> - Ability to re-print a payables batch report at a future date.							
AP	7.152	<b>PAYMENT SELECTION REGISTER</b> - Provide on-screen Payment Selection Register displaying (at a minimum):							
AP	7.153	▪ Invoice number							
AP	7.154	▪ Vendor name							
AP	7.155	▪ Invoice date							
AP	7.156	▪ Invoice total with primary and secondary sorts definable by the user							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.157	<b>SUMMARY CHECK REGISTER</b> - Provide an on-demand Check Register displaying at a minimum:							
AP	7.158	▪ Check number							
AP	7.159	▪ Check date							
AP	7.160	▪ Payee							
AP	7.161	▪ Check amount							
AP	7.162	▪ and/or any user-defined fields							
AP	7.163	<b>DETAILED CHECK REGISTER</b> - Provide an on-demand Check Register displaying at a minimum:							
AP	7.164	▪ Check number							
AP	7.165	▪ Check date							
AP	7.166	▪ Payee							
AP	7.167	▪ Account number distribution							
AP	7.168	▪ Purchase order number							
AP	7.169	▪ Description							
AP	7.170	▪ Invoice amount							
AP	7.171	▪ Check amount							
AP	7.172	▪ Encumbrances							
AP	7.173	▪ Other agency-defined fields							
AP	7.174	<b>SPECIAL PAYMENTS REGISTER</b> - Provide a payments register that includes all cash disbursements including wire transfers and third-party payments issued (i.e. Workers Comp payments.)							
AP	7.175	<b>CASH DISBURSEMENTS JOURNAL</b> - Provide a record of all transactions paid by date selection, by fund, department and/or cost center, accumulated by vendor name/number, and by check number.							
AP	7.176	<b>CASH REPORT</b> - Provide a cash availability inquiry/report based upon total A/P balance.							
AP	7.177	<b>CREDIT CARD CHARGES</b> - Ability to track credit card charges by date, description, vendor, amount, G/L account, and project number.							
AP	7.178	<b>REPORT OF PAYMENT AUTHORIZATIONS</b> - Provide a report of payment authorizations that have been entered by department but not invoiced or not fully invoiced (e.g., emergency requests for payment before an invoice is received, prepayment, etc.)							

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Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.179	<b>REPORT OF PAYMENTS BY FUND</b> - This report should be an on-demand payments register listing all payments by payee, fund, cost center and G/L account number. Provide a summary of total by fund.							
AP	7.180	<b>P-CARD RECONCILIATION REPORT</b> - Ability to generate a P-Card reconciliation report by user							
AP	7.181	<b>VENDOR AP ACTIVITY</b> - Ability to produce a report of a vendor accounts payable activity							
AP	7.182	▪ Beginning balance							
AP	7.183	▪ Outstanding invoices							
AP	7.184	▪ Credits							
AP	7.185	▪ Payments							
AP	7.186	▪ Purchase order number							
AP	7.187	▪ Department							
AP	7.188	▪ Date							
AP	7.189	<b>OUTSTANDING CHECK REGISTER</b> - System must provide a report of outstanding uncashed checks.							
AP	7.190	<b>RE-PRINT CASH REQUIREMENT REPORT</b> - Ability to re-print a Cash Requirement report from a prior date. NOTE: The Cash Requirement report should contain the same information as when it was originally generated.							
AP	7.191	<b>1099 VENDORS BY TAX CATEGORY</b> - Ability to generate a report of 1099 vendors by tax category (e.g., non-employee compensation, rents, etc.)							
AP	7.192	<b>USE TAX</b> - Ability to generate an unpaid use-tax report.							
AP	7.193	<b>INTEGRATION AND INTERFACES</b>							
AP	7.194	<b>SUBMIT 1099 FORMS TO IRS</b> - Ability to electronically submit 1099 forms to the IRS.							
AP	7.195	<b>SUBMIT 1096 FORM TO IRS</b> - Ability to electronically submit form 1096 to the IRS.							
AP	7.196	<b>CREDIT CARD DOWNLOAD</b> - Allow interface to download credit card purchases by cardholder.							
AP	7.197	<b>ELECTRONIC PAYMENT</b> - Ability for electronic payments to be made to vendors via ACH/Direct Deposit and wire transfers (Push Pay.)							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	7.198	<b>BANK - POSITIVE PAY</b> - Provide the ability to integrate with financial institutions for positive pay on checks. Also provide the capability of producing an electronic transmission of checks currently processed to be forwarded to the related financial institutions (NACHA format.)							
AP	7.199	<b>INTEGRATION - ELECTRONIC EMPLOYEE REIMBURSEMENT PAYMENTS</b> - Allow electronic employee reimbursement payments, via Direct Deposit.							
AP	7.200	<b>INTEGRATION - GENERAL LEDGER</b> - Ability to provide the General Ledger system with detail (line item) or summary (batch total) journal entries of accounts payable transaction activity. Provide for on line validation of general ledger account numbers and automatic generation of off-setting entries to one or more cash or accounts payable account classifications.							
AP	7.201	<b>INTEGRATION - PURCHASING</b> - Provide for integration with the Purchasing system to allow for the use of a single vendor file and automatic update of Accounts Payable from Purchase Order information.							
AP	7.202	<b>INTEGRATION - PURCHASING CARD</b> - Ability to download purchasing card transaction file to post transaction detail to general ledger by general ledger account code. Note: each transaction is associated with a specific general ledger account number in the text file.							
AP	7.203	<b>INTEGRATION - BUDGET</b> - Provide capability to validate funds availability for invoice payment transactions with the ability to override.							
AP	7.204	<b>INTEGRATION - GRANT ACCOUNTING</b> - Must integrate with Grant Accounting for expenditure tracking and reimbursable expenses. (e.g., grant tracking)							
AP	7.205	<b>INTEGRATION - PROJECT ACCOUNTING</b> - Ability to split invoice costs to multiple projects and sub-projects.							
AP	7.206	<b>INTEGRATION - FIXED ASSETS</b> - Provide integration to fixed assets creation based on amount and category.							
AP	7.207	<b>INTEGRATION - PAYROLL</b> - Provide for the integration with the Payroll system to allow for automatic creation of Accounts Payable payments (e.g., employee reimbursement expenses).							
AP	7.208	<b>INTEGRATION - UTILITY BILLING</b> - Ability to integrate with Utility Billing for refund transactions (e.g., user fee refund).							
AP	7.209	<b>INTEGRATION - ELECTRONIC BILLING</b> - System must accept electronic billing data from utility companies for refund transactions.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AP	210	INTEGRATION - ELECTRONIC CONTENT MANAGEMENT SYSTEM - System must integrate with Electronic Content Management System (To Be Determined).							

FOR REVIEW PURPOSES ONLY



# Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

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**Legend:**

Standard - Current	Available in current software release
Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Application	Number	<b>Accounts Receivable</b>							
		<b>CUSTOMER MASTER RECORD</b>							
AR	8.001	<b>CUSTOMER INFORMATION DATA ENTRY</b> - Allow input of customer information, including:							
AR	8.002	▪ Customer Number							
AR	8.003	▪ Legal name							
AR	8.004	▪ Physical and mailing addresses							
AR	8.005	▪ Home phone number							
AR	8.006	▪ Work phone number							
AR	8.007	▪ Mobile phone number							
AR	8.008	▪ e-mails (at least two)							
AR	8.009	▪ Federal Tax Identification Number							
AR	8.010	▪ Type of customer (government agency, council member, resident, business, etc.)							
AR	8.011	▪ Description of type or category (e.g., lab invoices, loans, engineering invoices, truck waste water hauling invoices, etc.).							
AR	8.012	▪ Invoice Method Preference (e.g., e-mail, mail, etc.)							
AR	8.013	<b>CUSTOMER NUMBER</b> - Auto-assign the customer number for all new accounts.							
AR	8.014	<b>CUSTOMER CONTACT LOG</b> - Provide for customer contact history to be maintained with customer master file.							
AR	8.015	<b>CUSTOMER HISTORY</b> - Capability to keep the history of an account, even after the account has been closed.							
AR	8.016	<b>AUDIT TRAIL</b> - Ability to track a transaction to a specific user with dates, times, and type of change.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AR	8.017	<b>A/R SETUP</b>							
AR	8.018	<b>INVOICE TYPE</b> - Capability to define the type of receivables.							
AR	8.019	<b>UNLIMITED INVOICE FIELDS</b> - Ability to have unlimited agency-defined fields by invoice type.							
AR	8.020	<b>INVOICE TEMPLATES</b> - Ability to setup invoice templates by receivable type with default information to facilitate quicker data entry.							
AR	8.021	<b>FORMAT/LAYOUT BY INVOICE TYPE</b> - Ability to define invoice formats/layouts by type of invoice.							
AR	8.022	<b>INVOICE ADDRESSES</b> - Ability to select additional invoicing addresses (e.g., send invoice to address other than property address).							
AR	8.023	<b>CUSTOMER COMMENTS</b> - Ability to maintain comments by person/entity (e.g., do not accept checks).							
AR	8.024	<b>SPECIAL ASSESSMENTS</b> - Ability to set special assessments - annually.							
AR	8.025	<b>INTEREST</b> - Ability to calculate simple interest.							
AR	8.026	<b>LOAN AMORTIZATION</b> - Ability to set up loan amortization with monthly interest.							
AR	8.027	<b>INVOICE PROCESSING</b>							
AR	8.028	<b>INVOICE TYPES</b> - Ability to support the following billing-type examples:							
AR	8.029	▪ Food Service Establishments (FSE) Permits							
AR	8.030	▪ Industrial, Commercial, Waste Water Permits							
AR	8.031	▪ Wastewater Hauler Discharge Permits							
AR	8.032	▪ Sewer Inspections							
AR	8.033	▪ Laboratory Analysis							
AR	8.034	▪ Contract Payments							
AR	8.035	▪ Special Assessments/Connections							
AR	8.036	▪ Miscellaneous							
AR	8.037	<b>INVOICE INFORMATION DATA ENTRY</b> - Allow input of invoice information, including:							
AR	8.038	▪ Type of invoice							
AR	8.039	▪ Amount							
AR	8.040	▪ General ledger account number							
AR	8.041	▪ Description							
AR	8.042	▪ Department designation							
AR	8.043	▪ Comments							
AR	8.044	▪ Terms (years)							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AR	8.045	<b>BILLING CYCLES</b> - Ability to support the following billing cycles:							
AR	8.046	▪ Individual (as-needed)							
AR	8.047	▪ Monthly							
AR	8.048	▪ Quarterly							
AR	8.049	▪ Annually							
AR	8.050	<b>INVOICE CREATION</b> - Ability for departments to enter invoices, but restrict final approval to Finance.							
AR	8.051	<b>INVOICE CREATION</b> - Ability to process multiple standard price components for a typical bill, enter unit quantities, and auto-calculate total due.							
AR	8.052	<b>INVOICE DATES</b> - Ability to set up/edit invoices for transaction date, bill period date, and post date.							
AR	8.053	<b>SPECIAL ASSESSMENT TRACKING</b> - Ability to track special assessments.							
AR	8.054	<b>LIEN TRACKING</b> - Ability to track liens.							
AR	8.055	<b>ATTACHMENTS</b> - Ability to attach documents and various files to the receivable record.							
AR	8.056	<b>RECURRING INVOICES</b> - Ability to setup the following recurring invoices:							
AR	8.057	▪ Fixed accounts/fixed amounts							
AR	8.058	▪ Fixed accounts/variable amount splits							
AR	8.059	▪ Fixed accounts/percentage amount splits							
AR	8.060	<b>RECURRING INVOICE BILLING SCHEDULES</b> - The system has the ability to automatically bill recurring invoices based on user-defined billing schedules.							
AR	8.061	<b>EMAIL INVOICES</b> - Ability for system to email invoices.							
AR	8.062	<b>EMAIL INVOICES</b> - Ability for system to email invoices to multiple email addresses.							
AR	8.063	<b>CUSTOMER ACCOUNT CREDIT BALANCE</b> - System should provide capability for customer account to have a credit balance (e.g., customer prepayment or overpayment).							
AR	8.064	<b>ADJUSTMENTS</b> - Provide for adjustments to customer accounts with appropriate audit trails.							
AR	8.065	<b>MULTIPLE LINE ITEMS</b> - Allow an invoice to have multiple line items.							
AR	8.066	<b>MULTIPLE LINE ITEMS</b> - Ability to distribute a single line item to multiple general ledger codes.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AR	8.067	<b>INVOICE PRINTING</b>							
AR	8.068	<b>REPRINT INVOICE</b> - Ability to reprint an invoice.							
AR	8.069	<b>PREVENT INVOICE PRINTING</b> - Ability to prevent a physical invoice from printing if the customers preference is email.							
AR	8.070	<b>DISPLAY NOTES ON INVOICES</b> - Provide the ability to display notes on individual invoices.							
AR	8.071	<b>DISPLAY NOTES ON INVOICES BY INVOICE TYPE</b> - Provide the ability to display notes on an invoice by invoice type (e.g., insert a note in all lease invoices).							
AR	8.072	<b>NSF MANAGEMENT</b>							
AR	8.073	<b>NSF PENALTIES</b> - Ability for the system to apply a penalty fee for a NSF check.							
AR	8.074	<b>NSF CHECKS</b> - Ability to automatically create reversing journal entries when processing NSF checks.							
AR	8.075	<b>NSF NOTIFICATION LETTER</b> - Ability to generate an NSF notification letter for a customer.							
AR	8.076	<b>NSF NOTIFICATION EMAIL</b> - Ability to generate an NSF notification email to a customer.							
AR	8.077	<b>REINSTATE INVOICE AFTER NSF</b> - Ability for the system to automatically reinstate an invoice for insufficient funds.							
AR	8.078	<b>RETURNED CHECK REVERSAL HISTORY</b> - Ability to display returned check reversals as part of the payment history.							
AR	8.079	<b>PAST DUE INVOICES</b>							
AR	8.080	<b>PAST DUE FLAG</b> - Ability to flag on the screen when a customer is past due for any and all invoice types.							
AR	8.081	<b>BILLING NOTICES - REMINDER STATEMENTS</b> - Provide the capability to select and print reminder statements.							
AR	8.082	<b>BILLING NOTICES - REMINDER STATEMENT LAYOUT</b> - Ability for the reminder statement to show beginning balance, charges, credits, adjustments, etc.							
AR	8.083	<b>WRITE-OFF HISTORY</b> - Provide capability to carry history and research regarding write-offs.							
AR	8.084	<b>COLLECTIONS PROCESS</b> - Ability to submit and track past due customers through the collection process.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
AR	8.085	<b>SECURITY</b>							
AR	8.086	<b>CUSTOMER MASTER SECURITY</b> - Ability to limit users that can setup a new customer account.							
AR	8.087	<b>ADJUSTMENTS</b> - Ability to restrict adjustments to authorized individuals.							
AR	8.088	<b>GENERAL LEDGER ACCOUNT OVERRIDE</b> - Ability to override a General Ledger account for a billing item.							
AR	8.089	<b>WRITE-OFFS</b> - Ability to allow only authorized users to write-off receivables.							
AR	8.090	<b>INQUIRY AND REPORTS</b>							
AR	8.091	<b>PERSON/ENTITY</b> - Ability to maintain receivables history by person/entity and address, including notes.							
AR	8.092	<b>STATEMENTS</b> - Ability to generate statements for all outstanding bills, including a summary of account activity within a specified beginning and ending date.							
AR	8.093	<b>BILLING NOTICES</b> - Provide the ability to produce invoices or statements on a batch basis or individually. The format of the invoice/statement to be defined by the entity for each invoice/statement type.							
AR	8.094	<b>BILLING NOTICES - SELECTION</b> - Provide the capability to select and print invoices or statements by invoice type.							
AR	8.095	<b>PAST DUE LOOKUP</b> - Ability for any department to look up past-due bills for any type of payment by person/entity or property in order to block additional transactions, such as permits, if desired.							
AR	8.096	<b>ACCOUNT INQUIRY</b> - Ability to enter a name and see all balances associated with that account, regardless of changes in address.							
AR	8.097	<b>INVOICE INQUIRY</b> - Provide for user online inquiry by invoice number or customer number showing payment history, adjustments, statement date(s), etc.							
AR	8.098	<b>PAYMENT REPORT</b> - Ability to print a report of accounts receivable payments by fiscal year, customer, or range of customers, date, range of dates, or reference.							
AR	8.099	<b>CUSTOMER INQUIRY</b> - Ability to look up all billing history, including outstanding amounts on a single inquiry screen by customer.							
AR	8.100	<b>COLLECTIONS REPORT</b> - Ability to create and run a report that shows all past-due accounts with basic account information, including the type of billing, address related to the billing, and contact information, sorted by different invoice type, departments item, days past due, and amount ranges.							
AR	8.101	<b>CREDIT MEMO REPORT</b> - Ability to run a report that shows which credit memos were issued in any given period and who issued them.							

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AR	8.102	<b>DETAIL AGING REPORT</b> - Provide the ability to produce detail-aging reports by the following values, and include the contact name and phone number:							
AR	8.103	▪ Invoice type and/or selection by invoice type							
AR	8.104	Customer							
AR	8.105	Fund							
AR	8.106	<b>AGING REPORT</b> - The system has the ability to produce user-defined aging reports with at least four aging periods (e.g., 30-59, 60-89, 90-119 and-over 120 days).							
AR	8.107	<b>GENERAL LEDGER RECONCILIATION REPORT</b> - Provide a report by fund, customer account number, customer name, and receivable totals to be used to reconcile Accounts Receivable with the General Ledger.							
AR	8.108	<b>INTEGRATION</b>							
AR	8.109	<b>INTEGRATION - GENERAL LEDGER</b> - Accounts Receivable must provide journal entries for each generated invoice and for receipt of revenues and update general ledger in real-time.							
AR	8.110	<b>INTEGRATION - PROJECT ACCOUNTING</b> - Integrate in real-time to Project Accounting.							
AR	8.111	<b>INTEGRATION - ACCOUNTS PAYABLE - CREDITS</b> - Ability to selectively release accounts receivable credit balances to accounts payable for refund payment.							
AR	8.112	<b>INTEGRATION - ACCOUNTS PAYABLE - REFUNDS</b> - Provide for accounts receivable reversing to automatically create a refund payment entry in accounts payable and post to the general ledger.							
AR	8.113	<b>INTEGRATION - CASH RECEIPTS</b> - Provide account number validation and updates from Cash Receipts.							
AR	8.114	<b>IMPORT - LIMS AR INVOICES</b> - Ability to import accounts receivable invoices from Laboratory Information Systems (LIMS by Horizon).							
AR	8.115	<b>INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM</b> - System must integrate with Electronic Document Management System <b>(To Be Determined)</b> .							

FOR REVIEW PURPOSES ONLY

# Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

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Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Application	Number	<b>Fixed Assets</b>							
		<b>FIXED ASSETS FIELDS</b>							
FIX	9.001	<b>ASSET DATA FIELDS</b> - At a minimum, include the following fields							
FIX	9.002	▪ Purchase Date							
FIX	9.003	▪ PO Number							
FIX	9.004	▪ Invoice Number							
FIX	9.005	▪ Vendor							
FIX	9.006	▪ Purchase Price							
FIX	9.007	▪ Asset ID Number							
FIX	9.008	▪ Tag ID Number							
FIX	9.009	▪ Description							
FIX	9.010	▪ Asset Class							
FIX	9.011	▪ Asset Category							
FIX	9.012	▪ Asset Type							
FIX	9.013	▪ Asset Condition (e.g., used or new)							
FIX	9.014	▪ Asset Location							
FIX	9.015	▪ Assigned Fund Number and Name							
FIX	9.016	▪ Assigned Department Number and Name							
FIX	9.017	▪ Asset Status (e.g., in-Service, Retired, Disposed, etc.)							
FIX	9.018	▪ Project Number							
FIX	9.019	▪ CIP Number							
FIX	9.020	▪ Current Year Depreciation							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
FIX	9.021	▪ Accumulated Depreciation							
FIX	9.022	▪ Expected Useful Life							
FIX	9.023	▪ Remaining Useful Life (calculated)							
FIX	9.024	▪ Asset GL Account Number (Dept.)							
FIX	9.025	▪ Depreciation Expense							
FIX	9.026	▪ Net Book Value (NBV)							
FIX	9.027	▪ Disposition Date							
FIX	9.028	▪ Form of Acquisition (purchase, constructed, exchange/trade, donation, etc.)							
FIX	9.029	▪ Form of Disposition (theft, lost, destroyed, sold, traded, salvage, altered, donated, etc.)							
FIX	9.030	▪ Leased or Purchased							
FIX	9.031	▪ Equipment Number							
FIX	9.032	▪ Manufacturer							
FIX	9.033	▪ Model Number							
FIX	9.034	▪ Serial Number							
FIX	9.035	<b>AGENCY-DEFINED FIELDS BY ASSET CATEGORY</b> - Ability to create unlimited agency-defined fields by asset category.							
FIX	9.036	<b>VEHICLE INFORMATION</b> - Provide basic vehicle information, including, but not limited to:							
FIX	9.037	▪ Equipment Year							
FIX	9.038	▪ Type (leased, owned)							
FIX	9.039	▪ Make							
FIX	9.040	▪ Model							
FIX	9.041	▪ License Number							
FIX	9.042	▪ VIN							
FIX	9.043	▪ Unit Number							
FIX	9.044	▪ Purchase Cost							
FIX	9.045	▪ Purchase Date							
FIX	9.046	▪ Warranty							
FIX	9.047	▪ Expected Life							
FIX	9.048	▪ Location							
FIX	9.049	▪ Salvage Value							
FIX	9.050	▪ Acquisition Date							
FIX	9.051	▪ In-service Date							
FIX	9.052	▪ Odometer Reading							



Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
FIX	9.053	▪ Gas Volume in Gallons							
FIX	9.054	<b>FIXED ASSET SETUP</b>							
FIX	9.055	<b>ASSETS BY CATEGORY AND TYPES</b> -Ability to assign asset type and categories (e.g., building, land, machinery and equipment, generators, pumps, office equipment, computers, furniture and fixtures, vehicles, construction in progress, etc.) to an asset.							
FIX	9.056	<b>ASSETS BY CATEGORY AND TYPES</b> -Ability to provide unlimited number of asset categories and asset types (e.g., District currently has over 2,500 assets with over 26 different asset categories)							
FIX	9.057	<b>ASSET TAGGING</b> - Allow assets to be tagged and tracked by an identification number. <b>VENDOR NOTE:</b> Number must be unique.							
FIX	9.058	<b>ATTACHMENTS</b> - Ability to attach files to a fixed asset record.							
FIX	9.059	<b>ASSET PURCHASING</b>							
FIX	9.060	<b>ASSET THRESHOLD</b> - Ability to define a dollar threshold (i.e., \$5,000) by asset category to determine inclusion as a fixed asset.							
FIX	9.061	<b>UPFRONT FLAG FOR ASSET PURCHASES</b> - Ability to flag an asset purchase at the requisition, purchase order, or accounts payable level.							
FIX	9.062	<b>COMMODITY CODE - UPFRONT FLAG FOR ASSET PURCHASES</b> - Ability to use agency-defined commodity codes to flag an asset purchase.							
FIX	9.063	<b>GL CODE - DESIGNATION FOR FIXED ASSET PURCHASES</b> - Ability to have a general ledger account code for an asset purchase at the requisition level.							
FIX	9.064	<b>ASSET PROCESSING</b>							
FIX	9.065	<b>COPY ASSET</b> - The system has the ability to copy an existing asset record as a starting point for the entry of a new asset.							
FIX	9.066	<b>FAIR MARKET VALUE</b> - Ability to indicate that an asset's value was derived from its fair market value (e.g., donated asset with a fair market value of \$X,000).							
FIX	9.067	<b>TRANSFER JOURNAL ENTRIES</b> - Provide ability to automatically generate journal entries associated with transfer of assets between general ledger accounts.							
FIX	9.068	<b>ASSET PROCUREMENT DETAILS</b> - Ability to drill-down to purchase orders, invoices, payments, and vendor information associated with an asset.							
FIX	9.069	<b>DEPRECIATION</b>							
FIX	9.070	<b>DEPRECIATION</b> - Ability to set up standard depreciation life by asset type.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
FIX	9871	<b>DEPRECIATION START DATE</b> - Ability to select date when asset will start depreciation (e.g., on the acquisition, in-service date, or at start of fiscal year).							

FOR REVIEW PURPOSES ONLY

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
FIX	9.072	<b>DEPRECIATION</b> - Allow assets to be depreciated using the straight-line method of depreciation.							
FIX	9.073	<b>DEPRECIATION - ASSET CHANGES</b> - Ability for changes in an asset's life, value, or depreciation method to create the appropriate adjusting entries.							
FIX	9.074	<b>ASSET RETIREMENT</b>							
FIX	9.075	<b>REMOVE RETIRED ASSET RECORD</b> - Ability for assets to be purged from the system on a user-defined basis without affecting historical calculations.							
FIX	9.076	<b>RETIRED ASSET JOURNAL ENTRIES</b> - Provide for automatic generation of journal entries upon retirement of asset.							
FIX	9.077	<b>ASSET DISPOSITION APPROVAL PROCESS</b> - Ability to go through a multi-level approval process before disposing of an asset.							
FIX	9.078	<b>TRACK DISPOSITION REASON</b> - Ability to track reasons for disposing an asset.							
FIX	9.079	<b>REPORTING</b>							
FIX	9.080	<b>ASSET INQUIRY</b> - System must provide capability to query the asset database by any field.							
FIX	9.081	<b>MAINTAIN ASSET INVENTORY</b> - Ability to maintain and report asset inventory independent of asset accounting.							
FIX	9.082	<b>REPORTING ON ASSETS BY CLASS AND CATEGORY</b> - Ability to generate an asset report containing the following information:							
FIX	9.083	▪ Report subtotals by fund							
FIX	9.084	▪ Project number							
FIX	9.085	▪ Department							
FIX	9.086	▪ Asset class							
FIX	9.087	▪ Asset category							
FIX	9.088	<b>REPORTING</b> - Require the following reports:							
FIX	9.089	▪ Asset additions							
FIX	9.090	▪ Asset retirements (disposals)							
FIX	9.091	▪ Current-year additions							
FIX	9.092	▪ Additions within a specific time frame							
FIX	9.093	▪ Adjustments within a specific time frame							
FIX	9.094	▪ Net depreciation changes summary							
FIX	9.095	▪ Assets by depreciation status							
FIX	9.096	▪ Depreciation history on an individual asset or group of assets							
FIX	9.097	▪ Current year depreciation records							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
FIX	9.098	▪ Asset disposal within a specific time frame							
FIX	9.099	▪ Asset record within a specific time frame by Basis, YTD depreciation, LTD depreciation and Net Book Value							
FIX	9.100	▪ Capture CIP details from Project Accounting							
FIX	9.101	<b>ASSET REPLACEMENT SCHEDULE</b> - Provide aging report for replacement of assets during defined date range.							
FIX	9.102	<b>WHAT-IF REPLACEMENT COST FORECAST</b> - Ability to forecast replacement cost at any time in the life of the asset.							
FIX	9.103	<b>TRACK AND REPORT REAL PROPERTY</b> - Provide ability to track and report real property (e.g., land and buildings) by parcel number and street address location.							
FIX	9.104	<b>HISTORICAL REPORTING</b> - Ability to report on the life of the asset, showing beginning and all adjustments, transfers, disposal, or retirement.							
FIX	9.105	<b>ASSET DEPRECIATION SCHEDULE</b> - Provide Asset Depreciation Schedule with selection by date range and user-defined sort parameters.							
FIX	9.106	<b>CAFR REPORTING CATEGORIES</b> - Ability to print all reports by CAFR program categories.							
FIX	9.107	<b>GASB 34</b> - System must provide the data elements and reporting capabilities to conform with the GASB 34 requirements.							
FIX	9.108	<b>INTEGRATION</b>							
FIX	9.109	<b>INTEGRATION - GENERAL LEDGER</b> - Automatically generate journal entries to the general ledger.							
FIX	9.110	<b>INTEGRATION - PROJECT ACCOUNTING</b> - Provide the ability to integrate with project accounting. Upon completion of a project, for which the project is schedule to be capitalized, an asset should automatically be created in Fixed Assets as a new asset.							
FIX	9.111	<b>INTEGRATION - ACCOUNTS PAYABLE</b> - Provide ability for user-defined data (e.g., payment date and amount, vendor name, item description, quantity, etc.) to update the Fixed Assets system for depreciable assets.							
FIX	9.112	<b>INTEGRATION - MULTIPLE ACCOUNT PAYABLES</b> - Provide ability to consolidate multiple payable invoices to a single fixed asset(s).							
FIX	9.113	<b>INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM</b> - System must integrate with Electronic Document Management System <b>(To Be Determined)</b> .							

## Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

Please input a "1" in the appropriate column to the right of the feature/function/capability statement. Further explanations, or information regarding 3rd party software and/or modification costs should also be provided in the comments column and Project Costs worksheet (Appendix G), if applicable. Each "non-title" row (?000) should have only one "1". **Blank rows will be scored as Not Available.**

**Legend:**

Standard - Current	Available in current software release
Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Application	Number	<b>Financial Reporting</b>							
		<b>FINANCIAL REPORTING</b>							
FIN RPT	10.001	<b>VIEW REPORT PRIOR TO PRINTING</b> - Ability for a user to view a report prior to printing.							
FIN RPT	10.002	<b>ELECTRONICALLY FILE REPORTS</b> - Electronically save reports for subsequent users' access (e.g. on an internal intranet page, user dashboard, report menu, etc.)							
FIN RPT	10.003	<b>G/L COMBINED REPORTING</b> - The system has the ability to generate a report across ranges that are not in sequence (e.g., combine funds that are not in sequence; 600 and 900 accounts.)							
FIN RPT	10.004	<b>REPORTING HISTORICAL AND CURRENT YEARS</b> -Ability to generate reports by fiscal year and specified periods.							
FIN RPT	10.005	<b>PERIOD COMPARISON REPORTING</b> - Ability to run comparison reporting of prior periods by dollars and percentages.							
FIN RPT	10.006	<b>DEPARTMENT ACTUAL TO BUDGET</b> -Ability to generate a report on actual balances to budget balances by department and by G/L account.							
FIN RPT	10.007	<b>STANDARD REPORTS</b> -Ability to generate standard proprietary fund reports (e.g., operating statement, statement of cash flows, statement of net assets, etc.)							
FIN RPT	10.008	<b>FUND REPORTING</b> - System must provide ability to produce cash flow reports by fund.							
FIN RPT	10.009	<b>FUND NET SURPLUS/DEFICIT</b> - Ability to report on net surplus/deficit for enterprise funds.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
FIN RPT	10.010	<b>AGENCY DEFINED REPORT GENERATION</b> -Provide for fund selection and combination by specifying funds from a report, or by combining multiple funds, functions or cost centers into one fund for reporting purposes.							
FIN RPT	10.011	<b>PERFORMANCE MEASUREMENT REPORTS</b> -Ability to report on performance measurements by user-defined data range.							
FIN RPT	10.012	<b>COMPARATIVE REVENUE AND EXPENSE REPORT</b> -Ability to generate comparative report for revenues and expenditures.							
FIN RPT	10.013	<b>REPORT GASB COMPLIANCE</b> - Financial reporting must meet GASB standards.							
FIN RPT	10.014	<b>CAFR REPORTING</b> - Provide for the creation of user-defined account groups and establish account ranges to meet CAFR reporting needs.							
FIN RPT	10.015	<b>CAFR REPORTING TOOL</b> - Ability to utilize a reporting tool for the development of the CAFR.							
FIN RPT	10.016	<b>CAFR REPORTING SECTIONS</b> - Ability for CAFR sections (i.e., Exhibits, Management Discussion and Analysis, Notes to the Financial Statements and Statistics) to have links to reports. NOTE: Linkage should be configured once.							
FIN RPT	10.017	<b>FINANCIAL REPORT DEVELOPMENT</b>							
FIN RPT	10.018	<b>REPORT SPECIFICATIONS</b> - All reports should contain the following:							
FIN RPT	10.019	▪ Organization Name							
FIN RPT	10.020	▪ Report Title							
FIN RPT	10.021	▪ User That Generated Report							
FIN RPT	10.022	▪ Column Heading Descriptions							
FIN RPT	10.023	▪ Processing Date							
FIN RPT	10.024	▪ Sequentially Numbered Pages							
FIN RPT	10.025	▪ Subtotals at Each Level Break							
FIN RPT	10.026	<b>REPORT SELECTION CREATION</b> - Provide user-defined report creation, including report formats, line items, columns, and account and project account cross-reference.							
FIN RPT	10.027	<b>REPORT PARAMETERS</b> -Ability to query for reporting using parameters, filters, and criteria, including and/or arguments.							
FIN RPT	10.028	<b>STATISTICAL REPORTING</b> - Allow for printing of reports in statistical format (e.g. % of, difference, rate of change, etc.)							
FIN RPT	10.029	<b>SAVE REPORT PARAMETERS</b> -Ability to save a report's parameters along with a specific report name.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
FIN RPT	10.030	<b>CHARTS &amp; GRAPHS ON REPORTS</b> -Ability to print graphs and charts on reports.							
FIN RPT	10.031	<b>FLEXIBILITY IN SELECTING ACCOUNT RANGES FOR REPORTS</b> -Allow for the setting up of ranges or specific accounts to create line-item balances.							
FIN RPT	10.032	<b>FLEXIBILITY IN FISCAL YEAR REPORTING</b> -Allow for the following fiscal year and column reporting:							
FIN RPT	10.033	▪ Specify the fiscal year for a report and for each individual column on the report							
FIN RPT	10.034	▪ Specify one period, or a range of periods for each column							
FIN RPT	10.035	▪ Report on any fiscal year that contains data on the system							
FIN RPT	10.036	<b>REPORT FILE FORMATS</b> -Ability to save reports in PDF, Excel, or Word formats							
FIN RPT	10.037	<b>REPORT SCHEDULING</b>							
FIN RPT	10.038	<b>ASSIGN EMAIL RECEIPIENTS TO REPORTS</b> -Ability to assign users as recipients of automated emailed reports.							
FIN RPT	10.039	<b>REPORT SCHEDULING</b> - Ability to schedule report delivery (e.g., specific days, weekly, monthly, etc.)							
FIN RPT	10.040	<b>REPORT SCHEDULING - NOTIFICATIONS</b> - Ability to notify a scheduled report's assigned recipient that a report has been run and is available for electronic access.							
FIN RPT	10.041	<b>INTEFACES &amp; INTEGRATION</b>							
FIN RPT	10.042	<b>PRODUCE STANDARD REPORTS</b> -Report data must be able to be exported to Microsoft Word, Microsoft Excel, and PDF formats.							
FIN RPT	10.043	<b>CROSS REFERENCE REPORTING FROM OTHER MODULES</b> -Ability to extract balance data from other modules using cross-references.							
FIN RPT	10.044	<b>INTEGRATION - THIRD PARTY REPORT WRITERS</b> -Ability to integrate with a third-party report writing tools, such as SSRS, Crystal Reports and Cognos.							