

**CITY OF MERRIAM, KS**

**REQUEST FOR PROPOSALS**

**FOR A**

***FINANCIAL ACCOUNTING SYSTEM***

**CITY OF MERRIAM**  
**Request For Proposals For A**  
**Financial Accounting System**

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## **SECTION A GENERAL INFORMATION**

The City of Merriam, Kansas, (subsequently referred to as the City) is requesting proposals for a Financial Accounting System. Conditions, information and functional requirements concerning the Financial Accounting System are included in this Request For Proposal (RFP).

### **A1. Contact Person:**

All inquiries concerning this RFP should be directed to:

Kevin Hiskey  
Chief Finance Officer  
City of Merriam, Kansas  
9000 W. 62<sup>nd</sup> Terr.  
Merriam, KS 66202  
(913) 722-3330

### **A2. Deadline for Proposals:**

Sealed proposals will be received by the Merriam City Clerk at the address listed below until 9-17-97. Proposals must be clearly marked on the outside of the proposal package with the following description: "Proposal - Financial Accounting System."

### **A3. Mailing Address:**

Three (3) copies of the proposal should be mailed to:

City Clerk  
Merriam City Hall  
9000 W. 62<sup>nd</sup> Terr.  
Merriam, KS 66202

### **A4. Special Conditions for Proposals:**

Proposals may be delivered in person or mailed to the City Clerk. However, any proposal which is mailed but does not reach the City Clerk by the deadline time set forth above will not be accepted.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein.

In order to expedite the evaluation process, proposals will be opened and evaluated as they are received. The contents of each proposal will remain confidential and will not be made available to anyone except those involved in the evaluation and approval process.

By submitting a proposal, the vendor agrees to the terms, conditions and specifications of

this RFP.

**A5. Purpose of this Request for Proposals:**

The City of Merriam plans to replace its current automated accounting system with a new comprehensive Financial Accounting System. It is the intent of the City to acquire a Financial Accounting System "package" of computer programs to run on a microcomputer server/LAN using Microsoft NT operating system and supporting IBM-compatible workstations.

The City realizes that there are many systems available on the market and that the task of selecting the one "best" system for the City will be difficult. A task force of City employees has been assigned to investigate Financial Accounting Systems and to make a recommendation to the City Council.

The purpose of this request for proposal is to provide information that will allow the task force to evaluate Financial Accounting System packages available to the City.

**A6. Selection Process and Schedule:**

The Financial Accounting System task force intends to use the proposals received to select the two or three Financial Accounting Systems that appear to best meet the financial accounting system requirement of the City. The task force will then evaluate the selected systems in detail. The evaluation process will include demonstrations, discussions with users of the systems and site visitation.

After evaluating the two or three systems selected, the task force will negotiate a price with one or more of the vendors. Based on the evaluations and the negotiated prices, the task force will then make a recommendation to the City Council. The selection schedule is tentative and we reserve the right to change the schedule.

09/03/97 Issue the RFP for the Financial Accounting System.

09/17/97 Last day for accepting responses to the RFP.

10/10/97 Last day to complete the evaluation process.

10/15/97 Last day to complete price negotiations.

10/20/97 Present recommendation to the Finance Committee.

10/27/97 Present recommendation to the City Council.

10/28/97 Place order with successful vendor.

10/29/97 Begin implementation process.

The City plans to install the system and have it fully operational by January 1<sup>st</sup>, 1998. The City may consider a "phased in" implementation schedule whereby the general ledger

system is operational by 1-1-98 and the other modules are brought on line at later dates. All modules must be fully operational no later than March 31, 1998.

A7. Functional Requirements/General Information:

Finance Department personnel have developed a list of the functional requirements (functions) for a Financial Accounting System. These functions are presented in detail in Appendix 3. The task force believes that these are the functions that need to be included in the comprehensive Financial Accounting System selected.

Space is provided before each function for a rating, which is to be provided by the vendor. The ratings, as explained in SECTION C, are an indication of how well the Financial Accounting System being proposed will provide the functions.

It is very important that each vendor rating the functions listed in Appendix 3 understand each function. Each vendor is to give careful consideration to the ratings he or she assigns to the functions. Misrepresentation of the ability of a proposed system to perform a function may result in the disqualification of a proposal. If any vendor responding to this RFP is not sure of the meaning of any function listed, the vendor is encouraged to call the contact person listed on page 3 for clarification.

A8. Cost Consideration/Bids:

The vendor shall itemize their bid costs in Section K of their proposal. The costs should include, but not be limited to, the following: the Financial Accounting System software license, including an itemization by module (if applicable); training; installation support; conversion support; additional hardware and software needed for the platform proposed; annual maintenance and support fees; and other costs as suggested by the vendor.

The City wants a system that will perform as many of the functions listed as possible, within reasonable cost restraints. While a specific budget has not been set, it is anticipated that systems with a cost over \$200,000 will be difficult to sell to the council. The purpose in announcing this amount is to prevent vendors from submitting proposals for systems that the City will probably not purchase due to cost.

A9. Background on the City of Merriam:

The City of Merriam, Kansas, is located in the Kansas City metropolitan area, approximately twenty miles south of Kansas City, Missouri. It has a population of 13,000. Merriam is located in Johnson County. Johnson County has a population of approximately 394,000. The City's 1998 budget is \$29,508,126.

The City has eight elected Councilmembers and an elected Mayor. The Council hires a City Administrator as the chief administrative official. The following department directors are hired by and report directly to the City Administrator: Administrative Services, Fire, Finance, Public Works, Community Development, Parks & Recreation and Police.

A10. Current Financial Accounting System:

The current accounting system used by the City is Fund Balance and runs on a Novell

Network Server. The system was first implemented approximately ten years ago.

The current system includes the following automated sub-systems:

- \* Accounts Payable
- \* General Ledger
- \* Cash Receipts
- \* Journal Entries
- \* Budgeting

The City has other applications (Police, Municipal Court) that have been developed in-house.

A11. City's Current Computer Hardware and Software:

The data processing environment of the City includes an NT server, Novell server, Windows 95 server, local area networks, microcomputers and cash registers.

The City primarily utilizes Microsoft Office products and suites including Excel; Access; Word; Publisher; Powerpoint; Schedule Plus; Exchange.

The City's primary network server runs on Microsoft NT 3.51. The City plans to upgrade to NT 4.0 before implementation of the Financial Accounting System package. The Financial Accounting System package should run on this server and integrate fully with the above products. Preference will be given to those systems written on an Access database and that use an SQL database. Specifications of the City's primary server are:

- \_\_\_ Processor: Dual 133 Mhz Pentium Processors
- \_\_\_ Hard Drive: 4 Gigabyte
- \_\_\_ RAM: 64 Megabyte
- \_\_\_ Hard Drive currently at 50% capacity.

The vendor shall state what upgrades or replacements they recommend to this server (if any) to run their systems in Section G. (see Section B8).

A12. Contract Agreement Requirements:

The successful vendor/company (hereafter referred to as vendor) will be required to enter into a contract with the City which will include the following:

- a. The license fee that the City will pay the vendor for the Financial Accounting System, including the details of the services that are included in the fee.
- b. The price that the City will pay for maintenance of the Financial Accounting System software, including the term of the maintenance and the services that are provided under the maintenance agreement.

- c. The price that the City will pay for training and a description of the training that will be provided.
- d. The price that the City will pay for installation assistance and a description of the assistance.
- e. A statement that the City of Merriam is exempt from taxes and therefore prices should be based accordingly.
- f. The payment schedule that the City will follow.
- g. The vendor shall comply with all applicable local, state, and federal laws.
- h. A statement that this Request For Proposal is hereby incorporated by reference into the contract agreement.

A13. Evaluation Criteria:

The Financial Accounting System task force will use the following criteria for evaluating the proposals received and the Financial Accounting System being proposed.

- a. The degree to which the Financial Accounting System being proposed will provide the functions listed in Appendix 3.
- b. The total cost of the Financial Accounting System being proposed. This cost includes, but is not necessarily limited to, the following: the Financial Accounting System software license, additional hardware and software needed for the platform proposed, training, installation support and hardware and software maintenance.
- c. The results of the demonstration of the Financial Accounting System being proposed.
- d. The feedback from references.
- e. The amount and quality of training and support that the City will receive.
- f. The quality of the documentation of the system.
- g. The quality of the proposal presented and the degree to which it conformed to the required format.
- h. The reputation and stability of the vendor/company.
- i. Demonstrated ability within the past five years in at least three comparable municipalities, to successfully install similar integrated financial systems with emphasis on the specific applications required by the Finance Department.
- j. Experience and technical expertise of staff.

- k. Ease of integration with existing City systems and processes.
- l. Vendor willingness and ability to negotiate contract terms acceptable to the City.
- m. Level of assistance to be provided to the City by the vendor during the implementation process as part of the contract.

A14. Testing and Acceptance Procedures:

The City plans to operate the new Financial Accounting System in parallel to the present system as a final test of the functions. During these parallel runs, the City will accept or reject the new system based on performance. The final structure and conditions of the testing procedures used will be determined by the City and the successful vendor.

A15. Platforms:

Any Financial Accounting System proposed must run on a microcomputer server/LAN using Microsoft NT operating system and supporting IBM-compatible microcomputers. At this time the city will not consider a system that runs on a UNIX-based platform or an AS/400 platform.

A16. Finance Department Specifications:

Any proposed Financial Accounting System and supporting platform will need to support the following:

- a. There will be approximately 5 employees in Finance who will be using the new Financial Accounting System. These employees all have IBM compatible Pentium processor microcomputers running Windows 95 and Microsoft Office.
- b. An estimated additional 25 employees in other departments will be allowed to access the Financial Accounting System files. These employees will have access to the Financial Accounting System by being attached to the network.
- c. At any one time it is estimated that no more than 30 employees will be accessing the Financial Accounting System files.
- d. The topology that will be used for the platform to connect the workstations to the microcomputer server will be ethernet.
- e. The size of the current accounting files are:
  - Number of annual General Ledger journal entries = 26,000
  - Number of Funds = 18
  - Number of Vendors = 4,400

## **SECTION B FORMAT/CONTENT OF PROPOSALS**

### **B1. General Information:**

Each proposal submitted must follow the format described in this section. Any proposal which does not follow the format may be eliminated from further consideration. This RFP is provided in a binder that will allow each vendor to easily remove the pages (sheets) that are to be completed and included in a proposal.

Section A of each proposal is to include general information about the vendor's company including the location of the corporate headquarters and number of employees. Each vendor can determine the additional information to be included to meet this requirement.

### **B2. Vendor Information Sheet:**

Section B of each proposal is to include the completed Vendor Information Sheet. It can be found in Appendix 1. This sheet asks for information about the vendor's company.

### **B3. Ratings for Functions:**

Section C of each proposal is to include the completed sheets found in Appendix 3. These sheets explain each of the functions that the City desires in a Financial Accounting System. Space is provided before each function to be used by the vendor to rate the ability of the Financial Accounting System being proposed to provide the function.

An explanation of the rating codes is contained in SECTION C of this RFP. Please refer to this section when entering the ratings for the functions.

Appendix 2 provides a list of categories of functions and where they can be found in Appendix 3.

### **B4. Explanation Sheet:**

Section C of each proposal is also to include the Explanation of Functions Sheet found in Appendix 4. It is to be used when an explanation is needed to clarify how the proposed system will perform a function. Every function rated a B, D, or E must have an associated explanation.

### **B5. Education and Training:**

Section D of each proposal is to include an explanation of the training and education that the City will receive on the Financial Accounting System proposed. Our concerns include but are not limited to the following questions or issues:

- Is the training on-site, off-site or both?
- If off-site, where will the training be held?
- How much training is provided?

- Will there be training for both operational and support personnel?

#### B6. Support and Maintenance:

The City will provide Finance and Data Processing personnel to work with vendor personnel on the implementation of the Financial Accounting system selected.

Section E of each proposal is to explain the support the City will receive prior to implementation, during implementation and after implementation. Our concerns include but are not limited to the following questions or issues:

- \* What is the estimated timeframe for installing the system?
- \* Will there be additional costs for support?
- \* What level of Finance and DP personnel support will be needed during the implementation process?
- \* What personnel resource will be required to maintain the system after installation?
- \* How does the vendor's company provide maintenance for the Financial Accounting System proposed?
- \* Will the City use a toll-free number to a support center?
- \* Will on-site maintenance be provided?

#### B7. References Sheet:

Section F of each proposal is to include information on references. The references should be organizations who have the proposed system installed and who are of somewhat comparable size and nature to the City. The City would prefer references from the public sector. Provide a minimum of three (3) references. A References Sheet is provided in Appendix 5 of this RFP.

#### B8. Explanation of Platforms:

Section G is to include information on and an explanation of the platform for the Financial Accounting System being proposed. This information is to be based on the numbers and volumes presented in paragraphs A15 and A16. The information presented in Section G will be used by the Financial Accounting System task force to determine costs for hardware and software to run the proposed Financial Accounting System.

The City does not intend to ask the successful Financial Accounting System vendor to provide the needed hardware and software platform. The City will acquire any needed hardware and software using the City's standard purchasing procedures. Additional hardware and software that the City will need to purchase in order to run the Financial Accounting System being proposed will be purchased from the amount approved by the City Council.

Vendors must recommend the desired hardware and software specifications that the City should use to run your Financial Accounting System, based on information specific to the

City as presented in paragraph A15 and A16.

If the City's primary server (see Section A11) is not adequate for the proposed system, the vendor shall make recommendations for the server they recommend or what upgrades to our current server they may suggest.

A recommendation for a microcomputer server/LAN platform, should include the following information at a minimum:

- \* Server processor
- \* Amount of memory for the processor.
- \* Size of the hard drive.

**B9. Financial Accounting System Modules:**

Section H is to present a list of the modules that are available in the Financial Accounting System being proposed. The task force realizes that the City may acquire some or all of these modules, based on the City's financial parameters and the functions that are needed.

**B10. Interface to the Payroll System:**

Section I is to provide an explanation of how the Financial Accounting System being proposed will interface with the City's Payroll System.

The City outsources the payroll function to ADP and uses their software package to process payroll on a bi-weekly basis. The City currently produces manual journal entries to the general ledger based on information received from ADP reports. The City desires that the vendor have an interface with ADP that will transfer the necessary information and journal entries to the General Ledger files.

**B11. Interface to Other Systems:**

Section J is to provide an explanation of how the Financial Accounting System being proposed will interface with other systems and applications.

The City currently utilizes systems developed in-house for Municipal Court, Police, Building Inspections, and Parks & Recreation. The City plans to replace these with "system" packages purchased from outside vendors. The vendor shall provide an explanation of how the Financial Accounting System being proposed will interface with other systems and applications from third party vendors.

If your company currently has an interface with these types of systems, please state which systems your Financial Accounting System interfaces with. List which systems and the name, address and phone number of the outside vendor. If your company has developed these systems, please state so.

**B12. Bid Costs:**

Section K is to provide an itemized listing of the costs for the Financial Accounting System being proposed. The costs should include, but not be limited to, the following: the Financial Accounting System software license, including an itemization by module (if applicable); training; installation support; conversion support; additional hardware and software needed for the platform proposed; annual maintenance and support fees; and other costs as suggested by the vendor.

**B13. Summary of Items Required in Proposal:**

The following is a summary of each of the sections that are required in each proposal that is submitted. Additional information may be supplied by a vendor as long as the sections listed below are provided in the order specified.

- Section A: General Information about the vendor/company.
- Section B: The Vendor Information Sheet (Appendix 1).
- Section C: The List of Functions Sheets (Appendix 3).  
Explanation of Functions Sheet (Appendix 4).
- Section D: Education and Training Information.
- Section E: Support and Maintenance Information.
- Section F: References Sheets (Appendix 5).
- Section G: Explanation of Platforms(s).
- Section H: List of Modules in Financial Accounting System Being  
Proposed
- Section I: Interface to Payroll System.
- Section J: Interface to Other Systems.
- Section K: Bid Costs.

## SECTION C RATING CODES FOR FUNCTIONS

The Functional Requirements sheets, found in Appendix 3, are to be used by each vendor submitting a proposal to rate the degree to which the Financial Accounting System being proposed provides each function. These sheets must be included in any proposal submitted.

There are six (6) possible ratings that can be assigned to a function as described below:

### A Rating of A:

The system being proposed currently performs this function and the function is considered a standard function. If you assign a rating of A to a function, you are stating that your system does not require unusual action or complicated procedures to perform this function. You are stating that this function is a normal, routine function of your system.

### A Rating of B:

The system currently can perform this function, but not exactly as stated. If you assign a rating of B to a function, you are stating that unusual or additional action is required to perform this function or the function works slightly different than listed. You are stating that this is not a routine function of your system, but that it will perform the function with additional action or performs in a slightly different manner than listed. A rating of B requires an explanation which is to be included in the proposal. Use the sheets in Appendix 4 for explanations.

### A Rating of C:

In order to perform this function, modifications to the system will be needed. If you assign a rating of C to a function, you are stating that the system currently is not able to perform this function. However you are further stating, that you would be willing to make the needed changes to your system so that it would perform this function prior to installing it at the city, at no additional cost to the city.

### A Rating of D:

In order to perform this function, modifications to the system will be needed. If you assign a rating of D to a function, you are stating that the system currently is not able to perform this function. However you are further stating, that you would be willing to make the needed changes to your system so that it would perform this function after installing it at the city, at no additional cost to the city. Comments must be included to indicate the time frame necessary to provide the modification.

A Rating of E:

In order to perform this function, modifications to the system will be needed. If you assign a rating of E to a function, you are stating that the system currently is not able to perform this function. However you are further stating, that you would be willing to make the needed changes to your system so that it would perform this function *after* installing it at the city, at additional cost to the city. Comments must be included to indicate the time frame and cost necessary to provide the modification.

A Rating of X:

This specification is not supported and no modification will be provided.

**CITY OF MERRIAM  
Request For Proposals For A  
Financial Accounting System**

**APPENDIX 1  
VENDOR INFORMATION SHEET**

Company Name:

Address:

Name of Company Official Submitting This Proposal:

Title of Company Official Submitting This Proposal:

Phone Number:

Signature Of Company Official Submitting This Proposal:

How many years has the company been in the business of providing Financial Accounting Systems?

How many customers are currently using the Financial Accounting System you are proposing?

Would one company representative be assigned as the City's primary contact person?

Is there a users group for the Financial Accounting System you are proposing in the Kansas City Metropolitan area?

If there is not a users group in the Kansas City area, what is the location of the nearest users group?

**APPENDIX 1 (Continued)**  
**VENDOR INFORMATION SHEET**

Please provide the name and phone number of the person in charge of the nearest users group.

Is there an annual user conference for the Financial Accounting Software System you are proposing?

Did your company develop the Financial Accounting System you are proposing?

Does your company develop and market other products in addition to the Financial Accounting System you are proposing? If so, please list the other products.

When did you first install the Financial Accounting System that you are proposing?

**APPENDIX 2  
FUNCTIONS BY CATEGORY**

The following is a list of the categories of functions and where they can be found in APPENDIX 3.

<i>A</i>		<i>I</i>	
ACCOUNTS PAYABLE REPORTING.....	44	INVESTMENT REPORTING.....	53
ACCOUNTS PAYABLE REQUIREMENTS.....	41	INVESTMENT REQUIREMENT.....	52
ACCOUNTS RECEIVABLE REPORTING .....	49	INVESTMENTS .....	52
ACCOUNTS RECEIVABLE REQUIREMENT .....	48	<i>M</i>	
APPLICATION GUIDE.....	54	MULTI-YEAR PROJECT BUDGETING .....	36
APPLICATION SOFTWARE .....	35	<i>N</i>	
<i>B</i>		NARRATIVE & PERFORMANCE .....	36
BUDGET CONTROL REPORTING.....	34	<i>O</i>	
BUDGET CONTROL REQUIREMENTS.....	31	OTHER MISCELLANEOUS REQUIREMENTS ..	57
BUDGETING FEATURES .....	31	<i>P</i>	
<i>C</i>		PURCHASING REPORTING .....	40
CAPITAL PROJECTS.....	28	PURCHASING REQUIREMENTS .....	39
CASH REGISTER RECEIPTING .....	50	<i>R</i>	
CASH REGISTER REPORTING.....	50	REPORT WRITER .....	53
CHART OF ACCOUNTS .....	21	REQUISITION PROCESS - PURCHASING .....	38
CHECK ISSUANCE AND MAINTENANCE.....	45	REVENUE .....	35
CUSTOMER SUPPORT GROUPS .....	57	<i>S</i>	
<i>E</i>		SECURITY AUDIT.....	55
ERROR DETECTION AND CORRECTION.....	28	<i>T</i>	
<i>F</i>		TECHNICAL GUIDE.....	54
FIXED ASSETS REPORTING .....	52	<i>U</i>	
FIXED ASSETS REQUIREMENTS.....	51	USER GUIDE .....	54
FUND ACCOUNTING.....	22	<i>V</i>	
<i>G</i>		VENDOR RESPONSE CODE.....	18
GENERAL FEATURES .....	19		
GENERAL LEDGER REPORTING .....	29		
GENERAL LEDGER REQUIREMENTS.....	24		
<i>H</i>			
HISTORICAL AND STATISTICAL DATA.....	24		

### **APPENDIX 3 LIST OF FUNCTIONS**

The following response codes shall be used to rank each of the features in Appendix 3. The vendor should list only one response code per item. For a more detailed explanation of each response code see Section C. Items assigned a code of B, D, or E require an explanation in Appendix 4.

#### **Vendor Response Code:**

**A** - The current release of the software supports this specification. This feature is currently installed and in successful operation at one or more of the vendor's customer sites.

**B** - This specification is supported, but not exactly as stated. Provide explanation in the comment section.

**C** - This specification is not currently in operation at a customer site, but will be included as part of the release to be installed as a result of this RFP.

**D** - This specification is not currently supported. The necessary modifications required to meet the specification will be provided at no cost to the Client. Comments included to indicate the time frame required to provide the modification.

**E** - This specification is not currently supported. The necessary modifications required to meet the specification will be provided at an additional cost to the Client. Comments must be included to indicate the cost and time frame required to provide the modification. Modification costs must also be included in the cost summary section of the response.

**X** - This specification is not supported and no modifications will be provided.

**APPENDIX 3 (Continued)  
LIST OF FUNCTIONS**

**GENERAL FEATURES**

- RATING \_\_\_ 1. Provide fully automated and integrated system - all file updates are simultaneous and real-time.
- RATING \_\_\_ 2. Provide a series of hierarchical menus or graphics that guide the user in selecting on-line modules.
- RATING \_\_\_ 3. The system must provide multiple levels of security from the server level down to the menu item level.
- RATING \_\_\_ 4. Provide the ability to move directly from one screen to another through the use of a command line screen code or Graphical User Interface (GUI) features.
- RATING \_\_\_ 5. Provide for consistent user interface (screen layout, processing features, use of special function keys, etc.) between all application modules and within all modules.
- RATING \_\_\_ 6. Provide for the customization of screens and/or reports by end users or system administrator to suit the City's needs.
- RATING \_\_\_ 7. Provide a PC front-end (i.e. graphical user interface) to all host application products and the information access facility which includes the following features:
- Field level help
  - Action bars
  - Drop down menus
  - Hot keys
  - Pop-up:
    - Help
    - Windows
    - Look-up tables/choice boxes
    - Limit access to specified data elements
    - Customization capabilities (e.g. for screens, forms, tables, etc.)
- RATING \_\_\_ 8. Provide on-line help at the screen level.
- RATING \_\_\_ 9. Provide on-line help at the field level.
- RATING \_\_\_ 10. Provide on-line help when error occurs.

- RATING \_\_\_ 11. Provide on-line "help index" of help topics, with ability to go to specific help screen for topic of choice.
- RATING \_\_\_ 12. Provide the ability to modify help screens, or to add new user defined help topics to help index.
- RATING \_\_\_ 13. Provide for maximum of system response time of no more than 2.5 seconds for standard functions utilizing an adequate hardware configuration.
- RATING \_\_\_ 14. Provide the ability to extract data from the applications residing on a host or network server and down load to microcomputers in the following formats:
- Excel Version 7.0  
ASCII - Fixed Field  
ASCII - Delimited Field
- RATING \_\_\_ 15. Provide the ability to upload data from the microcomputer to the host or network server (utilizing system security).
- RATING \_\_\_ 16. Provide the ability to distribute all system reports electronically via E-Mail or fax. The City uses Microsoft Exchange for E-Mail.
- RATING \_\_\_ 17. Provide utilities to convert data from current applications into system.
- RATING \_\_\_ 18. Provide personnel to convert data from current applications into system.
- RATING \_\_\_ 19. Provide utilities to perform automated backup of data files.
- RATING \_\_\_ 20. Provide ability to have an unlimited amount of history (limited only by hardware) with an option to purge history prior to a user specified date in all modules and systems.
- RATING \_\_\_ 21. Provide full recovery and restart facilities following program or system failure, or data exception detection.
- RATING \_\_\_ 22. Provide year 2000 compliance in all modules and systems.
- RATING \_\_\_ 23. Provide the following training materials/activities:  
Training Manuals (User Oriented)  
Training Manuals (Technical Oriented)

- Computerized Tutorials (Demo Data)
- Video based training films, VCR, Slides, On-site Training Classes:
  - All Applications (User)
  - Installation Training
  - System Functions (Technical)
  - Special Products (Report Writer, etc.)
- Centralized Training Classes:
  - All Applications (User)
  - Installation Training
  - System Functions (Technical)

RATING \_\_\_ 24. Provide the ability to preview all reports on screen before printing.

**CHART OF ACCOUNTS**

RATING \_\_\_ 1. Provide the ability to create and easily maintain a chart of accounts on-line, real-time.

RATING \_\_\_ 2. Provide that all applications and modules accept only account numbers as verified in the chart of accounts.

RATING \_\_\_ 3. Allow for the following levels of detail in the chart of accounts:

- Fund Group
- Fund
- Project
- Grant
- Department
- Division
- Section
- Location
- Major Class
- Object Code

RATING \_\_\_ 4. Provide, for at least, a 40 character account description for each account in the chart of accounts.

RATING \_\_\_ 5. Provide the ability to identify each account in the chart of accounts as to financial statement type (e.g., balance sheet account, income statement).

RATING \_\_\_ 6. Provide the ability to have "active" and "inactive" status for accounts in the chart of accounts, and allow the user to set "effective dates" to automatically activate or deactivate accounts.

RATING \_\_\_ 7. Provide the ability to identify each account with a "group" of accounts within the chart of accounts representing logical categories so that accounts can be sorted in a summary manner (e.g. Taxes; Franchise

Fees; Salaries; etc.

RATING \_\_\_ 8. Allow new accounts to be added or copied to all or selected locations at one time.

RATING \_\_\_ 9. The system should provide on-line account number look-up for a general ledger account number from all modules. This look-up feature should provide either a drop-down list, or allow look-up based on a portion of the account number and/or the account name. The appropriate accounts should be displayed, with the ability to select the desired account.

### **FUND ACCOUNTING**

RATING \_\_\_ 1. Comply with financial accounting and reporting standards set forth in the National Committee of Governmental Accounting (NCGA) publication, Governmental Auditing and Financial Reporting (GAAFR) and the pronouncements issued by the Government Accounting Standards Board.

RATING \_\_\_ 2. Provide the ability to determine current account balances at any time.

RATING \_\_\_ 3. Interface all automated financial application functions, including:

- a. General Ledger
- b. Budget Control
- c. Accounts Payable
- d. Purchasing
- e. Accounts Receivable
- f. Fixed Assets
- g. Cash Register
- h. Investment
- i. Payroll
- j. Human Resources
- k. Capital Projects

RATING \_\_\_ 4. Accept posting of journal transactions imported from other third party applications and include a function to validate all imported data.

RATING \_\_\_ 5. Process financial information using an accrual basis of accounting for the following types of funds.

- a. General
- b. Special revenue
- c. Capital projects

- d. Debt service
- e. Agency
- f. Expendable trust
- g. Non-expendable trust
- h. Pension trust
- i. General Fixed Asset Account Group
- j. General Long Term Debt Account Group

RATING \_\_\_ 6. Process financial information using a cash or modified accrual basis, if desired.

RATING \_\_\_ 7. Support accounting and reporting of the following multiple Organization units. Each unit must accommodate up to ninety-nine (99) items, except for "Fund" unit which must support up to nine hundred ninety-nine (999) items.

- a. Fund - up to 999
- b. Program
- c. Department
- d. Division
- e. Activity
- f. Object

RATING \_\_\_ 8. Produce Comprehensive Annual Financial Report (CAFR).

RATING \_\_\_ 9. Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to reopen and post audit adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data.

RATING \_\_\_ 10. Provide a default general ledger fund equity account maintained in the general ledger master chart of accounts or fund table. This fund equity account will be used in the fund during the year-end close process.

RATING \_\_\_ 11. Provide the ability to run multiple "preliminary" period-closing (Example: user can post period-end adjustments, produce a limited set of reports to verify balances and post additional adjustments without having to restore account balances and fields each time).

**HISTORICAL AND STATISTICAL DATA**

RATING \_\_\_ 1. Allow user to define the number of years of history that will be maintained in the general ledger data base.

RATING \_\_\_ 2. Maintain detail transactions in the general ledger data base for all

income statement and balance sheet accounts, by period, for each accounting period in the current year and defined number of previous years.

- RATING \_\_\_ 3. Provide automatic archiving of general history to off-line storage based on user defined parameters for retaining on-line history.

### **GENERAL LEDGER REQUIREMENTS**

- RATING \_\_\_ 1. Provide the ability to have multiple fiscal years open simultaneously.
- RATING \_\_\_ 2. Ability to define different fiscal year ending dates for individual funds, i.e., not all funds are required to have the same fiscal year-end date.
- RATING \_\_\_ 3. Store financial transactions in a temporary hold status until approved for posting to the general ledger.
- RATING \_\_\_ 4. Provide ability to print journal entry transaction detail edit list (either on-line or to printer) prior to posting to the general ledger.
- RATING \_\_\_ 5. Provide the ability for all transactions to be batch updated into the general ledger system.
- RATING \_\_\_ 6. Ability to assign journal notes to transactions in situations where descriptions would be helpful for justification or clarification purposes. An option to view the journal notes on screen or print the journal notes on appropriate reports should be provided.
- RATING \_\_\_ 7. Identify the source of each transaction entered into the general ledger system.
- RATING \_\_\_ 8. Provide ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds which are accounted for in one or more centralized (pooled) bank accounts.
- RATING \_\_\_ 9. Provide the ability to accommodate a single or multiple bank account system.
- RATING \_\_\_ 10. Provide the ability to handle multiple cash accounts that coincide with multiple bank accounts.
- RATING \_\_\_ 11. Handle multiple payables accounts (i.e., sales tax, court, pre-pays, premiums/discounts, etc.).
- RATING \_\_\_ 12. Provide the ability to define accounting periods.
- RATING \_\_\_ 13. Provide for an unlimited number of accounts.

- RATING \_\_\_ 14. Generate recurring journal entries.
- RATING \_\_\_ 15. Support cross-fund accounting detailing interfund transactions with specific due-to's and due-from's and transfers to and transfers from.
- RATING \_\_\_ 16. Maintain a detailed record of outstanding due-to's and due-from's and transfers to and transfers from.
- RATING \_\_\_ 17. Transfer expenses and revenues.
- RATING \_\_\_ 18. Allow interfund transactions to be treated as:  
Reduction/increase to Revenue  
Reduction/increase to Expenditures
- RATING \_\_\_ 19. Support pre-closing and post-closing trial balances to allow the user to review account balances, including current period transactions, before posting and after posting.
- RATING \_\_\_ 20. Provide exception reporting which identifies out-of-balance funds.
- RATING \_\_\_ 21. Provide the ability to inquire on account detail on a monthly basis.
- RATING \_\_\_ 22. Provide the ability to inquire on account detail on a YTD basis that includes the open period.
- RATING \_\_\_ 23. Inquiry screens should be provided to display detailed information on transactions posted during the fiscal year. Options included should be to display transaction detail based on parameters such as dates, transaction number, account number, or drill-down analysis from a high level to the detail level. The system should display the transaction date, transaction number, reference (check number, etc.) journal number, user-id, and amount of the transaction. This information should be available for both current and/or previous fiscal years.
- RATING \_\_\_ 24. Track anticipated cash receipt and disbursement activity by integrating with other applications to provide projected cash flow analysis for investment planning purposes.
- RATING \_\_\_ 25. Calculate and present amount expended for each expense account as a percentage of annual budget including open encumbrances and YTD expenditures.
- RATING \_\_\_ 26. Provide comparative financial information, including comparisons of current information with the same period last year, original operating budget, and with amended operating budget.
- RATING \_\_\_ 27. Provide the ability to output all standard, delivered general ledger reports

to:

- Microfiche
- Microfilm
- CD ROM or Imaging Systems

RATING \_\_\_ 28. Provide the ability to output all general ledger detail transaction histories, by year, to:

- Microfiche
- Microfilm
- CD ROM or Imaging Systems

RATING \_\_\_ 29. Provide the ability to "drilldown" on-line from the general ledger summary balance to the general ledger posting and original source document.

RATING \_\_\_ 30. Provide the ability to support multiple types of journals to include:

- Manual
- Standard
- Recurring
- Accrual/reversal
- Interfund
- User-defined

RATING \_\_\_ 31. Provide access to entire journal module to multiple users including maintenance and update, either in batch or on-line mode.

RATING \_\_\_ 32. Provide the ability to image source journal documents indexed to appropriate references (i.e., journal entry number).

RATING \_\_\_ 33. Specifically "flag" and prevent postings to closed prior periods unless overridden with proper authority.

RATING \_\_\_ 34. Allow an unlimited number of journal entry transactions per period (i.e., limited only by hardware configuration).

RATING \_\_\_ 35. Provide for validation criteria:

- Range checks
- Effective date checks
- Journal entry type

RATING \_\_\_ 36. Provide user ability to vary journal entry validation criteria by:

- Fund/fiscal entry
- Account
- Source (type) of transaction
- Object code

RATING \_\_\_ 37. Maintain following journal entry information:

Reference (7 characters)  
 Description (125 characters)  
 Journal entry type (i.e., standard, accrual, reversing, recurring, etc.)  
 Electronic image of source journal document indexed to appropriate  
 journal entry reference

RATING \_\_\_ 38. Provide option to enforce balancing (Debits = Credits) for journal entry transactions at the fund and journal entry levels for:

On-line entry with deferred update  
 On-line entry with real-time update

RATING \_\_\_ 39. Provide that all journal entry transaction types can exist for all system input.

RATING \_\_\_ 40. Provide the ability to define source code for journal entry transactions to identify positing sources by journal entry.

RATING \_\_\_ 41. Provide the ability to initiate future-dated journal entries.

RATING \_\_\_ 42. Provide the ability to define and maintain a file of standard journal entries, recurring entries and (automatic) reversing entries with the following applicable features:

User can assign unique identification number to each standard journal entry.

User can define start and stop dates for each standard journal entry.

System will automatically activate entry according to start date.

System will automatically purge entry according to stop date.

System will prompt user for each active standard journal entry in the file.

User can perform on-line, real-time maintenance to standard journal entries.

### **ERROR DETECTION AND CORRECTION**

RATING \_\_\_ 1. Allow easy, on-line maintenance of validation tables with validation criteria to include:

Account code  
 Journal entry number  
 Accounting period  
 Balanced

### Date Ranges

- RATING \_\_\_ 2. Allow user to define each validation criteria as being fatal or non-fatal.
- RATING \_\_\_ 3. Provide the ability to correct an out-of-balance condition.
- RATING \_\_\_ 4. Provide the ability to correct an erroneously posted entry by automatically reversing the entire entry by reference (i.e., eliminating the need to enter reversing entry on a line-by-line basis).
- RATING \_\_\_ 5. Provide the ability to copy a previously posted entry by reference and then modify the entry to create a new entry.
- RATING \_\_\_ 6. Provide for automatic "roll-forward" for corrections made against previous accounting periods regardless of whether the previous period is closed.
- RATING \_\_\_ 7. Provide the ability for user to define required entries for an accounting period and for system to validate that all required entries have been made for that period.

### **CAPITAL PROJECTS**

- RATING \_\_\_ 1. Support multi-year grant and project accounting and reporting with varying fiscal years.
- RATING \_\_\_ 2. Allow the user to define project numbers.
- RATING \_\_\_ 3. Track multiple sources of funds.
- RATING \_\_\_ 4. Maintain, by project or account, the following data elements:
- Budget year
  - Project number
  - Project title
  - Project location
  - Fund
  - Department
  - Division
  - Project status code
  - Cancellation date
  - Date approved

- Date reviewed
- Date updated
- "Transferred to" project number
- "Transferred from" project number
- Project funding source accounts
- Project manager's name
- Planned project start date
- Planned project completion date
- Actual project start date
- Actual project completion date
- At least 10 additional user-defined fields

RATING \_\_\_ 5. Provide on-line inquiry for all project data by:

- Project number
- Project title

**GENERAL LEDGER REPORTING**

Rate your software's ability to provide the following reports:

- \_\_\_\_\_ 1. All reports provide the ability to select individual funds, a range of funds, or all funds.
- \_\_\_\_\_ 2. All reports provide the ability to run for the current fiscal year or previous year(s).
- \_\_\_\_\_ 3. Combined and Individual Balance Sheet: Statement of financial position for all fund types and account groups combined and for each fund separately.
- \_\_\_\_\_ 4. Combined and Individual Statement of Revenues, Expenditures and Changes in Fund Balance: Financial statements which cover all governmental fund types, including budget and actual data, funds combined and separated.
- \_\_\_\_\_ 5. Multi-period General Ledger: Provide account analysis of detailed transactions for all or selected accounts for any number of periods from beginning of the year.
- \_\_\_\_\_ 6. Forecast Reports: Revenue and expenditure reports which present proforma year-end balances based on YTD actual plus budget data for the remainder of the year.
- \_\_\_\_\_ 7. Controls and Audit Trails: Include pre-closing and post-closing trial balance reports, file maintenance reports, charts of accounts, and control reports.

- \_\_\_\_\_ 8. General Journal: Detailed List of all journal entries including date, amount, account, description, and source for the specific period.
- \_\_\_\_\_ 9. Trial Balance: A detail List of all accounts that shows account number, account name, amended budget, YTD balance.
- \_\_\_\_\_ 10. Auditor's Worksheet: A detail List of all accounts that shows account number, account name, amended budget, YTD balance and has space to write in debit adjustments, credit adjustments and final YTD balances.
- \_\_\_\_\_ 11. Chart of Accounts: General ledger account listing with option for current balances.
- \_\_\_\_\_ 12. Daily Cash Report: Listing of cash, accounts payable, encumbered and unencumbered and unencumbered balance for all funds.
- \_\_\_\_\_ 13. MTD Change in Financial Position: MTD listing of all detail transactions for all general ledger accounts and funds. The user should be able to select a range of funds and accounts.
- \_\_\_\_\_ 14. YTD Change in Financial Position: YTD listing of all detail transactions for all general ledger accounts and funds. The user should be able to select a range of funds and accounts.
- \_\_\_\_\_ 15. Expenditures vs. Appropriations: Reporting by department/division at the account level, including budgeted amounts, MTD, YTD, actual, previous years accruals, amounts encumbered and unencumbered and their percentages to total annual budgeted amounts.
- \_\_\_\_\_ 16. Estimated vs. Actual Revenue: Comparison of revenue to budget estimation. The user should be able to select a range of funds and accounts. The report should show budgeted revenues, revenues for the period, revenues YTD and budget variances with summary totals.
- \_\_\_\_\_ 17. Expenditures by Object: Listing of all expense account by object compared to budget appropriation, across all funds selected by user. The report should show budgeted amounts, expenditures for the period, expenditures YTD, percent of budget expended, outstanding encumbrances and unobligated balance with summary totals.

### **BUDGET CONTROL REQUIREMENTS**

- RATING \_\_\_ 1. Provide the ability to keep an annual and monthly budget.
- RATING \_\_\_ 2. Support requested, recommended, and approved budget amounts.
- RATING \_\_\_ 3. Support remote entry of proposed budget information.

- RATING \_\_\_ 4. Increase or decrease budgets globally or by fund for both revenue and expenditure items.
- RATING \_\_\_ 5. Provide the ability to modify planned budget for an account and automatically update department/division and fund totals with appropriate amendment or council approval.
- RATING \_\_\_ 6. Retain initial and amended budget data in the file.
- RATING \_\_\_ 7. Provide the ability to record and track budget amendments during the year with council resolution references.
- RATING \_\_\_ 8. Capable of on-line status inquiry for department/division to retrieve up-to-date detail account status, including revenues, expenditures and encumbrances.
- RATING \_\_\_ 9. Transfer appropriations.

### **BUDGETING FEATURES**

- RATING \_\_\_ 1. Provide ability to perform all system functions in either real-time or batch mode.
- RATING \_\_\_ 2. Maintain summary statistics, subtotals, and totals of dollars and position information at each level of the chart of accounts (e.g., fund, department, division, etc.) showing a summary of all information stored at more detailed levels in the chart of accounts hierarchy.
- RATING \_\_\_ 3. Maintain numeric budget data in signed integer format; and read accounting data in signed integer format rounded to the nearest dollar.
- RATING \_\_\_ 4. Define the default or required sign (positive, negative, or both) for all numeric fields, classes, and/or object codes.
- RATING \_\_\_ 5. Share a chart of accounts with the general ledger, and be organized by that chart of accounts structure.
- RATING \_\_\_ 6. Provide option to prepare a budget at any organization level corresponding to a valid subdivision of the general ledger account code (e.g., fund, department, division, cost center, major class, object code).
- RATING \_\_\_ 7. Provide option to prepare a budget at an organizational level different from the general ledger posting level for that account (e.g., budget at cost center level, post at object code level).
- RATING \_\_\_ 8. Provide security for controlling display and update access by user, screen and database.

- RATING \_\_\_ 9. Provide ability to change security on-line and in real-time for all budget module databases, screens, and up to 99 users.
- RATING \_\_\_ 10. Allow the “lock-out” of specified budget versions at the user or work station security level.
- RATING \_\_\_ 11. Provide complete integration of the budgeting system with the general ledger system for all system checks, error correction, etc.
- RATING \_\_\_ 12. Provide consistent user interface as used in the general ledger system (screen manipulation, function keys, language, etc.)
- RATING \_\_\_ 13. Use consistent screen layouts for all phases of budget preparation.
- RATING \_\_\_ 14. Provide ability to allow for decentralized budget input, manipulation, and inquiry with proper system authorization in real-time.
- RATING \_\_\_ 15. Provide real-time inquiry into any budget version for any account, at any accounting level (e.g., fund, cost center, object, etc.).
- RATING \_\_\_ 16. Allow user to compare multiple budget versions.
- RATING \_\_\_ 17. Allow user to compare a budget version for an account with historical or current balances, actual or budgeted for that same account.
- RATING \_\_\_ 18. Allow all reports to be produced by specifying scope of report and level of detail within chart of accounts accounting structure.
- RATING \_\_\_ 19. The system must perform all calculations without error.
- RATING \_\_\_ 20. Provide ability to pass budget data between system and PC spreadsheets (i.e., Excel, etc.).
- RATING \_\_\_ 21. Provide ability to store up to 99 different budget versions per fiscal year with user defined names (“proposed”, “accepted”, etc.).
- RATING \_\_\_ 22. Display “live” actual expenditure data from the budgetary accounting/control module simultaneously with budget data.
- RATING \_\_\_ 23. Maintain and display detailed information by account number.
- RATING \_\_\_ 24. Generate, recalculate, and maintain on-line appropriations (monthly, quarterly or seasonally) and allow their posting to the general ledger and budget control modules when approved.
- RATING \_\_\_ 25. Limit user access to only those fiscal years and appropriations permitted.

RATING \_\_\_\_ 26. Provide the following methods of creating an initial version of a budget at the account level or user defined group of accounts utilizing the chart of accounts structure:

- Zero balances in all accounts
- Current year's budget
- Last year's budget
- Last year's actual
- Current year's actual, year-to-date, projected to full year by:
  - Straight-line projection
  - Percentages based on last year's actual
  - User defined formula
  - Current year's actual, year-to-date, plus last year's actual or budget for the remainder of year
  - Any of the above, increased or decreased by a user-defined percent

RATING \_\_\_\_ 27. Bring the current year's budget forward to develop base data for preparing the new year's budget.

RATING \_\_\_\_ 28. Provide the ability to accommodate budget requests at reduced, current, and expanded levels.

RATING \_\_\_\_ 29. Provide the ability to generate, on an ad hoc basis, budget worksheets to distribute to departments/divisions for use as computer turnaround documents.

**BUDGET CONTROL REPORTING**

Rate your software's ability to provide the following reports:

- |       |                                       |   |
|-------|---------------------------------------|---|
| _____ | 1. Budget Worksheets                  | Provide a list of prior years and projected expenditures with available space for entering department/division requests.                  |
| _____ | 2. Detailed Budget                    | Provide a detailed list of budget data by account, activity, and department/division.   |
| _____ | 3. Department/division Budget summary | Provide a summary budget report by department/division or by activity.  |
| _____ | 4. Budget Adjustment Report           | A listing of all budget adjustments with references to provide the City's auditor with a schedule of adjustments and approvals.           |
| _____ | 5. Budget Overrun Report              | Listing of all accounts by department/division which are overdrawn.   |
| _____ | 6. Budget Reports                     | Special reports which present the annual plan summarized by fund/department/division and supported by data at the detailed account level. |
| _____ | 7. Capital Projects                   | Report of Capital Project estimates.  |

**APPLICATION SOFTWARE**

- RATING \_\_\_ 1. Provide a budget copy option to copy one budget's version line item accounts and structure to another version.
- RATING \_\_\_ 2. Provide ability to make mass changes to budget versions by:  
 Specifying scope by any combination of account structure units  
 (e.g., all accounts in cost center 001 with major class of ZZ)  
 Specifying change parameters by:  
 User defined percentage  
 User defined fixed amount  
 User defined formula
- RATING \_\_\_ 3. Provide ability to take annual budget amounts and spread them to other accounting periods (quarterly, monthly, etc.) based on:  
 User-defined percentage, by period  
 User-defined dollar amounts, by period  
 Percentage consistent with last year actual  
 User-defined formula
- RATING \_\_\_ 4. Provide ability to easily delete, in a single real-time transaction, any budget version or portion of a budget version.
- RATING \_\_\_ 5. Provide ability to "add" or "subtract" one budget version and another budget version to create a new, third version.
- RATING \_\_\_ 6. Provide ability to move a final approved version into the general ledger system to be used as the new year's appropriations or revenue expectation.
- RATING \_\_\_ 7. Provide ability to "carry-over" unobligated appropriations from one fiscal year's budget to the next by user defined account and group of accounts.

**REVENUE**

- RATING \_\_\_ 1. Accommodate revenue estimates by fund and revenue code for up to 99 budget phases.
- RATING \_\_\_ 2. Accommodate loading revenue estimates from data in ASCII, or Excel 7.0 version or later spreadsheet formats.
- RATING \_\_\_ 3. Provide ability to set up accounts for the anticipation (estimation) of revenue.
- RATING \_\_\_ 4. Provide ability to associate specific revenue accounts with specific budget expenditures for subsequent budgetary control.

**NARRATIVE & PERFORMANCE**

RATING \_\_\_ 1. Allow input, storage and maintenance of performance indicators, statistics and narrative information tied to phases of the budget process; with a user interface that includes basic word processing functions such as word wrap, move, copy, delete, insert, tab, and indent functions, and recognition of the difference between uppercase and lowercase characters.

RATING \_\_\_ 2. Allow association of such indicators with expenditure accounts at the fund, department, and/or division level; and with projects and grants.

### **MULTI-YEAR PROJECT BUDGETING**

RATING \_\_\_ 1. Provide ability to prepare and maintain a multi-year budget that is separate from the annual operational budget.

RATING \_\_\_ 2. Provide ability to budget by project or chart of accounts.

RATING \_\_\_ 3. Provide ability to decentralize multi-year budget input, modification and inquiry with proper user or terminal level security.

RATING \_\_\_ 4. Provide that all system functions can be performed on-line, real-time or in batch.

RATING \_\_\_ 5. Provide ability to maintain up to 99 budget versions.

RATING \_\_\_ 6. Each project or account is budgeted for five years (by year).

RATING \_\_\_ 7. Each project or account has a 6 - 10 year horizon budget.

RATING \_\_\_ 8. Each project or account has a 11 - 15 year horizon budget.

RATING \_\_\_ 9. Provide ability to combine projects from different versions into a new version.

RATING \_\_\_ 10. Provide ability to budget project revenue sources, appropriations (one-time expense categories), and incremental expenses (on-going expenses arising from the project) by project for each project in a version.

RATING \_\_\_ 11. Provide on-line totaling of the above categories and summary totals by year for each project.

RATING \_\_\_ 12. Provide validation that revenue sources equal total appropriation costs.

RATING \_\_\_ 13. Validate all account codes with chart of accounts.

RATING \_\_\_ 14. Provide ability to consolidate a project into another project or account, with an audit trail.

- RATING \_\_ 15. Provide ability to automatically transfer one or more project budgets from the project budget module to a specified version(s) in the operational budgeting module.
  
- RATING \_\_ 16. Provide ability to prepare a project budget for any valid accounting organization level (e.g., fund, department, cost center).
  
- RATING \_\_ 17. Provide flexibility to prepare a single project or account budget by:
  - Month, within year
  - Quarter, within year
  - Year
  
- RATING \_\_ 18. Provide ability to turn on a tracking utility to record all changes made to a specific project's or account budget.
  
- RATING \_\_ 19. Provide ability to delete a single transaction:
  - A single project budget or account
  - All projects or accounts within single budget version
  - A single budget year, including all project/account budgets and/or budget versions contained within a single future fiscal year
  
- RATING \_\_ 20. Provide ability to create a new version of a project budget by copying an established version in whole or in part.
  
- RATING \_\_ 21. Support the following on-line comparisons of appropriation costs and revenue data for any project or account budget of budget version:
  - Multiple projects or accounts compared
  - Multiple project or account budget versions compared, at various user-selected summarization levels for projects.
  - Multiple version of a single project budget compared
  
- RATING \_\_ 22. Provide ability to prepare on-line, user-defined custom reports specifically for project budgeting.

**REQUISITION PROCESS - PURCHASING**

RATING \_\_\_ 1. Support on-line entry, editing, routing, and maintenance of the following forms and their associated data elements/information:

- Requisition number
- Requisition date and time entered
- Requisition type
- Number of items
- Organizational unit (i.e., Department/Division/Section/Location)
- Requisitioner
- Requisitioner authorization
- Description of item(s), quantity and estimated cost
- Account number (link to general ledger)
- Source of funds - grants, operating budget, etc.
- Requisition approval/reject comment

RATING \_\_\_ 2. Provide ability to automatically assign requisition numbers.

RATING \_\_\_ 3. Provide ability to limit organizational unit authorization to related requisition activity only.

RATING \_\_\_ 4. Allow for special authorization to override all other limitations.

RATING \_\_\_ 5. Allow management to review specified types of requisitions prior to the establishment of a pre-encumbrance.

RATING \_\_\_ 6. Edit the following before accepting a requisition and pre-encumbering/encumbering funds:

- Account codes
- Authorization
- Fund availability
- All other data elements

RATING \_\_\_ 7. Automatically assign requisitions to buyers based on:

- Commodity codes
- Dollar amount of requisition
- Account code
- Suggested vendor number
- Organizational unit

RATING \_\_\_ 8. Provide multiple levels of authorization for specified types of requisitions.

RATING \_\_\_ 9. Provide the ability to look up and select General Ledger Accounts from Requisitions by keying in a portion of the account number or account name.

**PURCHASING REQUIREMENTS**

- RATING \_\_\_ 1. Support for remote entry of requisitions, providing for multiple levels of authorization, with dates and review comments.
- RATING \_\_\_ 2. Provide the ability to do price extensions when quantity and unit price are entered on requisitions.
- RATING \_\_\_ 3. Combine and convert requisitions into purchase orders without redundant vendor or item entry.
- RATING \_\_\_ 4. Combine and convert purchase orders into accounts payable transactions without redundant vendor or item entry.
- RATING \_\_\_ 5. Provide for automatic encumbering of the budgeted appropriation for purchase orders.
- RATING \_\_\_ 6. Provide the ability to look up purchase orders for inquiry purposes by purchase order number, all purchase orders with a specific vendor, all purchase orders by item, or item description. Purchase orders displayed can be filtered for posted, unposted or changed purchase orders only. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order, drilling down to view individual line times, and G/L account distribution by line item.
- RATING \_\_\_ 7. Purchase order data displayed during inquiry should include vendor name and number, total amount of purchase order, ordered by, goods ordered and received, unit prices based on purchase order number, etc.
- RATING \_\_\_ 8. Interface to general ledger.
- RATING \_\_\_ 9. Provide the ability to look up and select General Ledger accounts from Purchase Orders by keying in a portion of the account number or account name.
- RATING \_\_\_ 10. Provide the ability to assign a purchase order to the current year or previous year (if open) in the general ledger.
- RATING \_\_\_ 11. Capable of allocating purchase order items to multiple general ledger accounts.
- RATING \_\_\_ 12. Provide the capability to handle multiple partial payments against any specific purchase order.
- RATING \_\_\_ 13. Provide the ability for the user to select computer generated and manually assigned purchase order numbers.
- RATING \_\_\_ 14. Provide the ability to amend purchase orders issued.

- RATING \_\_\_ 15. Amend purchase orders which have outstanding checks in process.
- RATING \_\_\_ 16. Provide the ability to void purchase orders and liquidating the outstanding encumbrances from the system.
- RATING \_\_\_ 17. Support posting of expenditures that are not equal to the encumbrance amount.
- RATING \_\_\_ 18. Inhibit encumbering or expending funds which are not budgeted with the ability to override.
- RATING \_\_\_ 19. Capable of releasing encumbrances through matching of PO's with invoices in Accounts Payable.
- RATING \_\_\_ 20. Provide the ability to encumber monies when vendor is not known.
- RATING \_\_\_ 21. Provide the ability to carry-forward outstanding encumbrances at year-end into the new fiscal year reserve for encumbrances and have the system automatically carry-forward the related appropriations and generate the appropriate accounting entries to post to the general and subsidiary ledgers.
- RATING \_\_\_ 22. Print purchase orders. User should have the option to create customized purchase order forms and have the ability to generate laser-printed purchase order forms.
- RATING \_\_\_ 23. Provide information to analyze vendor activity (by vendor and by commodity).
- RATING \_\_\_ 24. Provide the ability to create vendor lists and address labels according to user defined parameters (ranges, etc.)

### **PURCHASING REPORTING**

Rate your software's ability to provide the following reports:

- RATING \_\_\_ 1. Requisition Register: List of Requisitions entered by department/division.
- RATING \_\_\_ 2. Vendor Activity Report: Monthly and annual report of total purchases and detail costs by vendor.
- RATING \_\_\_ 3. Vendor Bid List: Bid lists and vendor labels for different commodities.
- RATING \_\_\_ 4. Open Encumbrance Register: Lists of encumbrances which have not been liquidated including purchase order number, vendor, account number, and amount, by fund and alphabetically.
- RATING \_\_\_ 5. Purchasing - General Ledger: Provide a detailed audit trail of purchasing activity and entries.

RATING \_\_\_ 6. Distribution Report: Distribution to general ledger accounts sorted by fund, activity, and account.

**ACCOUNTS PAYABLE REQUIREMENTS**

RATING \_\_\_ 1. Maintain an accounts payable (unpaid invoice) file which contains detailed records invoices.

RATING \_\_\_ 2. Prepare and process checks and remittance advices.

RATING \_\_\_ 3. Provide the ability for on-line inquiry and maintenance of vendor information.

RATING \_\_\_ 4. Provide the ability to select vendors by vendor number or vendor name or partial vendor name.

RATING \_\_\_ 5. Support multiple addresses for one vendor.

RATING \_\_\_ 6. Capable of supporting one time vendors without setting them up in the vendor file.

RATING \_\_\_ 7. Provide a centralized vendor file, accessible by Requisitions, Purchase Orders, and Accounts Payable modules/systems.

RATING \_\_\_ 8. Provide on-line inquiry into the open item file.

RATING \_\_\_ 9. Provide on-line inquiry for each vendor with payment information from the current and previous years available.

RATING \_\_\_ 10. The Accounts Payable system must interface with the following modules: General Ledger, Purchase Orders, Check Management & Reconciliation.

RATING \_\_\_ 11. Provide the ability to interface all expenditures and payments to general ledger from accounts payable after initial verification.

RATING \_\_\_ 12. Provide the ability to assign an Accounts Payable transaction to the current year or previous year (if open) in the general ledger.

RATING \_\_\_ 13. Provide detailed audit trail reports to support payable items and liabilities reflected in the general ledger system.

RATING \_\_\_ 14. Provide the ability to apply an invoice to outstanding purchase order and automatically liquidate encumbrances.

RATING \_\_\_ 15. Provide the ability to check for duplicate payments by comparing vendor/invoice combinations to those maintained in history.

RATING \_\_\_ 16. Provide the ability to distribute invoice payments by item or total into

multiple general ledger funds and accounts.

- RATING \_\_\_ 17. Provide the ability to look up and select General Ledger accounts from Accounts Payable by keying in a portion of the account number or account name.
- RATING \_\_\_ 18. Provide the ability to change an amount, description, due date or account number for an invoice after it has been entered but before it has been paid.
- RATING \_\_\_ 19. Provide the ability to prohibit changes to the account number or due date after payment has been made.
- RATING \_\_\_ 20. Provide the ability to post invoices against all types of account. (i.e., revenue, expense, payables).
- RATING \_\_\_ 21. Provide the ability to selectively flag amounts over budget at time of invoice entry, with ability to override.
- RATING \_\_\_ 22. Provide the following processing options if funds are not available:
- Request will not be processed.
- Expenditure will be accepted up to a predetermined percentage or amount tolerance.
- Expenditure will be accepted, but "flagged" on managerial budgetary control reports.
- Request is accepted, but placed in "holding" file until proper authorization releases.
- RATING \_\_\_ 23. Provide the ability to input invoice due date and hold selected invoice payment until the due date occurs.
- RATING \_\_\_ 24. Provide the ability to place a hold payment on any specific invoice.
- RATING \_\_\_ 25. Provide the ability to place a hold payment on all invoices of a particular vendor.
- RATING \_\_\_ 26. Support the ability to make partial payments.
- RATING \_\_\_ 27. Provide the ability to close out an invoice that was partially paid initially.
- RATING \_\_\_ 28. Provide the ability to consolidate vendor payments into one check.
- RATING \_\_\_ 29. Provide the ability to handle recurring payments while still allowing user to modify any of the amounts; general ledger accounts; or other items before updating and issuing payments.

- RATING \_\_\_ 30. Provide the ability to handle discounts on invoices.
- RATING \_\_\_ 31. Provide the ability to record and display discounts taken for the current and previous years.
- RATING \_\_\_ 32. Accommodate processing of debit/credit memos.
- RATING \_\_\_ 33. Provide the ability for entering a credit memo and holding it until there is a sufficient amount due to that vendor to take the credit.
- RATING \_\_\_ 34. Provide the ability for remittance invoices to list each line item of an invoice.
- RATING \_\_\_ 35. Capable of providing information that will be printed for each line item on remittance invoices: purchase order number, invoice number, line item number, invoice date, amount paid and description.
- RATING \_\_\_ 36. Provide the ability to post manual checks and bank deposits and include them in the general ledger distribution.
- RATING \_\_\_ 37. Provide the ability to handle voided checks.
- RATING \_\_\_ 38. Provide the ability to pit a group of checks in-between regular check runs and then combine them with checks printed during the regular run for reporting purposes.
- RATING \_\_\_ 39. Capable of automatically and manually reconciling bank accounts.
- RATING \_\_\_ 40. Provide the capability to reconcile bank accounts using magnetic media. Describe type(s) of magnetic media used.
- RATING \_\_\_ 41. Maintain a vendor history file of paid items with descriptions for at least three years with an option to purge paid item prior to a user specified date.
- RATING \_\_\_ 42. Provide the ability to separate different types of 1099's within the software, and print year-end 1099's.
- RATING \_\_\_ 43. Provide the ability to pay invoices in the current year before 1099 processing for the previous year has been completed.
- RATING \_\_\_ 44. Provide the ability to edit 1099's prior to issuance.
- RATING \_\_\_ 45. Provide the ability at any time during data entry, inquiry, or maintenance, to allow immediate access to vendor data and invoice history. Once the inquiry is completed, the user may return to the original screen and field resuming where they left off.

RATING \_\_\_ 46. Provide for on-line, real-time update of the vendor master file by:

Vendor  
 Vendor short name (i.e., IBM, AT&T)  
 Vendor number  
 Vendor status  
 Multiple vendor address - both order and remit  
 Employer Identification Number (EIN)  
 Social security number  
 Entity type (corporation, partnership, individual)  
 Contact person  
 Contact telephone number  
 Fax number  
 Women/minority owned  
 At least 5 user defined fields.

RATING \_\_\_ 47. Support ability to image source documents (i.e., invoice, contract, agreement, memorandum, etc.) indexed to appropriate references (i.e., purchase order, check number, etc.).

RATING \_\_\_ 48. Merriam is considering in the future to scan vendor invoices into an imaging system to facilitate lookup for future reference. In order to minimize the handling and indexing of invoices, we would like to capture the indexing information when the invoice is entered into the accounts payable system. A file would need to be created that would include, but not be limited to, vendor name, invoice number, invoice date, and account number.' The file would need to be exported on a daily basis. Can your software produce this type of file?

### **ACCOUNTS PAYABLE REPORTING**

Rate your software's ability to provide the following reports:

RATING \_\_\_ 1. Accounts Payable Journal: Provide an audit trail of all transactions entered into the software.

RATING \_\_\_ 2. Cash Requirements Report: A listing of invoices showing projected cash requirements as of a date entered by the user. The report should contain multiple aging periods that can be defined by the user. The report should be available at any time.

RATING \_\_\_ 3. Check Register: Provide a control register for all checks issued by fund, activity, checking account, and account listing. All information that is included on the remittance advice should be included on the report.

RATING \_\_\_ 4. Check Register History: Provide the ability to print a check register for any range of dates.

RATING \_\_\_ 5. Accounts Payable General Ledger Distribution Report: Provide a detailed

audit trail of A/P distribution to general ledger accounts sorted by fund, activity, and account.

- RATING \_\_\_ 6. Open Invoice, Debit Memo & Credit Memo Report: Provide a detail list of accounts payable open items for each vendor by fund/department/division.
- RATING \_\_\_ 7. Vendor Report: Provide a report of detail YTD paid items and encumbrances from each vendor by a selected range.
- RATING \_\_\_ 8. Claims Ordinance: Provide a listing of the invoice line items (prior to printing checks) paid on the current check register, sorted by user preference. The report should include at a minimum, vendor name, amount, account number, invoice number, and check number. This report is used by the City Council to approve the City's expenses.
- RATING \_\_\_ 9. Outstanding Check Register Report: Provide a listing of all outstanding checks after check reconciliation with a cutoff date.
- RATING \_\_\_ 10. Check Reconciliation Report: Provide a listing of all reconciled and voided checks. Transactions should be sorted by separate cash accounts that coincide with bank accounts and by a user defined range of dates and/or check numbers.
- RATING \_\_\_ 11. Bank Reconciliation Report: Provide a detail list of all transactions affecting cash with a beginning & ending balance. All funds should be combined on the same report. Transactions should be sorted by separate cash accounts that coincide with bank accounts. The user should be able to specify which funds.
- RATING \_\_\_ 12. Provide on-line inquiry as to the status of a check (voided, cleared, outstanding), and the applicable dates (issued date, cleared date, voided date).

**CHECK ISSUANCE AND MAINTENANCE:**

- RATING \_\_\_ 1. Provide ability to enter manually written checks into the system against open invoices and reflect manual payment in check reconciliation files produced by system.
- RATING \_\_\_ 2. Provide the ability to issue checks from multiple user designated bank accounts and general ledger cash accounts.
- RATING \_\_\_ 3. Allow unlimited number of user defined check writing cycles per accounting period.
- RATING \_\_\_ 4. Provide ability to pay selectively during a particular check run by:

Item

Invoice

A selected range of dates (e.g., discount due dates, final due dates, cutoff invoice date, etc.)

Vendor up to a cutoff date

Fund

All invoices up to a dollar figure

- RATING \_\_\_ 5. Provide ability to selectively hold invoices for payment (e.g., selected vendors, invoices, funds, etc.) during a particular check run.
- RATING \_\_\_ 6. Provide ability to define a threshold limit so that invoices exceeding that limit will be printed “stand alone” on separate checks and highlighted on the check register.
- RATING \_\_\_ 7. To protect against alteration of check amount, system prints amount of check in English.
- RATING \_\_\_ 8. Provide ability to produce two-part checks with paid invoice detail on remittance stubs.
- RATING \_\_\_ 9. Support the automatic “mass” voiding of an entire check writing cycle prior to or while in process.
- RATING \_\_\_ 10. Provide for simple restart capabilities that aid in recovering from a failure during check writing.
- RATING \_\_\_ 11. Support the following for a single check run:
  - Use of common check stock for all bank accounts and funds.
  - User defined sorting options for printed checks (i.e., check number, vendor, date).
  - Automatic generation of multiple separate remittance advice when invoice overflows a single check.
  - Automatic voiding of initial checks during start-up of a check run so that check stock alignment can be verified.
- RATING \_\_\_ 12. Provide option of laser printing of checks to include printing of MICR bank routing and check numbers.
- RATING \_\_\_ 13. Provide on-demand “quick” check writing designed to minimize issuance of manual checks and its associated subsequent maintenance, processing and updating.
- RATING \_\_\_ 14. Maintain file of outstanding checks, by bank account, and support merging of that file into bank supplied automatic check reconciliation files.
- RATING \_\_\_ 15. Provide ability to void checks and have the system automatically reverse

the accounting entries associated with the payment and restore the invoice from paid history file to open invoice file and remove check from outstanding check lists.

**ACCOUNTS RECEIVABLE REQUIREMENTS**

- RATING \_\_\_ 1. Capable of recognizing revenue when it becomes susceptible to accrual.
- RATING \_\_\_ 2. Interface to general ledger and cash receipts systems.
- RATING \_\_\_ 3. Online, real time, checking of the validity of general ledger account numbers used by the receivable system.
- RATING \_\_\_ 4. Process invoices, cash receipts, debit/credit memos and account adjustments, i.e., license fees, fines, miscellaneous payments, etc., and simultaneously update the appropriate master file(s).
- RATING \_\_\_ 5. Provide the ability to edit all receivables with multiple key fields, i.e., account number, name, address or some other basis to eliminate incorrect posting.
- RATING \_\_\_ 6. Provide the ability to capture and maintain open item accounts receivable data.
- RATING \_\_\_ 7. Apply payments to specific invoice amounts.
- RATING \_\_\_ 8. Provide the ability to show outstanding invoices when applying cash receipts.
- RATING \_\_\_ 9. Capable of printing original invoices.
- RATING \_\_\_ 10. Capable of user defined invoice design.
- RATING \_\_\_ 11. Computer assigned invoice numbers.
- RATING \_\_\_ 12. Capable of printing user defined special messages on invoices on a global and/or account basis.
- RATING \_\_\_ 13. Manually assigned invoice numbers.
- RATING \_\_\_ 14. Generate customer/debtor statements.
- RATING \_\_\_ 15. Print delinquent notices.
- RATING \_\_\_ 16. Provide the capability to calculate delinquent interest and penalty charges (interest and penalty charges by departmental requirements).
- RATING \_\_\_ 17. Provide the ability to apply late charges to selected accounts.
- RATING \_\_\_ 18. Provide the ability to write-off remaining balance.
- RATING \_\_\_ 19. Provide detail inquiry capability for determining account status.

- RATING \_\_\_ 20. Update accounts receivable data from the cash receipts application.
- RATING \_\_\_ 21. Capability to process using a cash or modified accrual basis if desired.
- RATING \_\_\_ 22. System allows user to enter actions taken against delinquent accounts and print this information on reports.
- RATING \_\_\_ 23. Provide ability to automatically generate a zero dollar receivable on an account. This would be done to track accounts that are supposed to pay on a regular basis, but the amount is variable and unpredictable (i.e., franchise fees). If customer does not pay, it becomes a past due account on the aging and delinquency process so follow-up action can be taken.

### **ACCOUNTS RECEIVABLE REPORTING**

Rate your software's ability to provide the following reports:

- RATING \_\_\_ 1. Accounts Receivable Activity: Provide an audit trail for all current accounts receivable transactions.
- RATING \_\_\_ 2. General Ledger Distribution Report: Provide a detail of amounts posted to accounts maintained in the general ledger.
- RATING \_\_\_ 3. Delinquency Report: Provide a list of all customers/debtors with delinquent amounts.
- RATING \_\_\_ 4. Customer/Debtor Open Item Report: Provide a list of customers/debtor with total charges and credits to their accounts.
- RATING \_\_\_ 5. Accounts Receivable Aging: Provide a listing of aged A/R balances by customer/debtor.
- RATING \_\_\_ 6. Account Activity Report: Provide ability to run customer account activity reports. Reports should be user defined as to types of activity to be shown; range of dates; types of customers; range of amounts; etc.

**CASH REGISTER RECEIPTING**

- RATING \_\_\_ 1. Provide a fully integrated receipt and reconciliation processing system that can be run independently, and/or completely integrated with all other financial software models.
- RATING \_\_\_ 2. Provide for multiple registers and provide for processing and cash reconciliation between departments and locations.
- RATING \_\_\_ 3. Provide a multi-user system with immediate update and entry of data only once.
- RATING \_\_\_ 4. Automatically assign receipt numbers to each transaction.
- RATING \_\_\_ 5. Option to either print or not print a receipt for each transaction. (This should be a system option and not an operator option. )
- RATING \_\_\_ 6. Create standard entry defaults for each type of receipt transactions.
- RATING \_\_\_ 7. Option to enter receipts by keying in a general ledger account number rather than a receipt code or customer number.
- RATING \_\_\_ 8. Automatically prepare bank deposits, with optional operator override for adjustment.
- RATING \_\_\_ 9. Provide integration of cash drawer for currency and change handling.
- RATING \_\_\_ 10. Provide for multiple cash drawers on each register.
- RATING \_\_\_ 11. Provide for non-cash (check/voucher) media validation.
- RATING \_\_\_ 12. Provide the ability to specify summary or detail general ledger interface by transaction type.
- RATING \_\_\_ 13. Online, real time checking of the validity of general ledger account numbers used by the cash receipts system.

**CASH REGISTER REPORTING**

Rank your software's ability to provide the following reports:

- RATING \_\_\_ 1. Daily Audit Report: A list of all transactions for the day.
- RATING \_\_\_ 2. Cash Drawer Reconciliation Report: A report used to balance out the drawer, including totals for cash, checks, etc.
- RATING \_\_\_ 3. Monthly Activity Report: A summary report of the activity for the month for each register.
- RATING \_\_\_ 4. Bank Deposit Slip Report: A report that shows all totals broken down by

bank account.

### **FIXED ASSETS REQUIREMENTS**

- RATING \_\_\_ 1. Provide the ability to record fixed asset data by the following elements:
- a. Asset Number
  - b. Location
  - c. Vendor
  - d. Description
  - e. Life
  - f. Acquisition Cost
  - g. Serial Number / Model Number
  - h. Acquisition Date
  - i. Account Code (Funding)
  - j. Depreciation
  - k. Method of Acquisition
  - l. Type
  - m. Department
  - n. Division
  - o. Replacement Cost
  - p. Unit Number
  - q. At least 10 other user defined elements
- RATING \_\_\_ 2. Provide the ability to interface with general ledger.
- RATING \_\_\_ 3. Handle transfers.
- RATING \_\_\_ 4. Provide the ability to bar code label and track assets for inventory purposes.
- RATING \_\_\_ 5. Provide the ability to store a picture of the item on-line.
- RATING \_\_\_ 6. Handle improvements/add-ons.
- RATING \_\_\_ 7. Handle retirements (Example: disposal date, reason, value).
- RATING \_\_\_ 8. Show when an asset's useful life ends.
- RATING \_\_\_ 9. Allow assets below capitalization level to be recorded and processed for insurance and control purposes.
- RATING \_\_\_ 10. Handle the interface from fixed assets to general ledger in relationship to the GFAAG(General Fixed Asset Account Group).
- RATING \_\_\_ 11. Manage retention of fully-depreciated assets in the fixed asset master file for inventory control purposes prior to disposition.
- RATING \_\_\_ 12. Provide the ability to track and depreciate fixed assets within the specific accounting entity. List all forms of depreciation your software allows.

- RATING \_\_\_ 13. Provide the ability to calculate estimated replacement value of assets based on criteria input by user (inflationary factors, etc.).

### **FIXED ASSETS REPORTING**

Rank your software's ability to provide the following reports:

- RATING \_\_\_ 1. Depreciation schedule: Provides a schedule of current year's depreciation associated with each asset.
- RATING \_\_\_ 2. Fixed Assets by Department, Division, Location and Fund: Prints Fixed Assets by Department, Division, Location and Fund.
- RATING \_\_\_ 3. Fixed Assets Detail: Provides a detailed audit trail of all additions, changes, and retirements to the software within a user specified range of dates.
- RATING \_\_\_ 4. Assets Number Report: Prints Fixed Assets by Asset Number.
- RATING \_\_\_ 5. Fixed Assets by Type: Prints Fixed Assets by Type.
- RATING \_\_\_ 6. Fixed Asset Replacement Schedule: Provides a detailed schedule by year of all assets reaching the end of their useful life during the year selected. This report will be used for budgeting purposes.

### **INVESTMENTS**

- RATING \_\_\_ 1. Provide the ability to record investments by the following elements:
- a. Type
  - b. Settlement Date
  - c. Maturity Date
  - d. Certificate Number
  - e. Rate/Yield
  - f. Institution held by
  - g. Fund
  - h. At least five other user defined elements
- RATING \_\_\_ 2. Provide the ability to record collateral pledged by institutions.
- RATING \_\_\_ 3. Provide the ability to calculate interest earnings and allocate the earnings to the purchasing fund(s).
- RATING \_\_\_ 4. Provide the ability to have an investment purchased by numerous funds and track how much of the investment was purchased by each fund.
- RATING \_\_\_ 5. Provide the ability to calculate and/or track coupon payments received on an investment prior to maturity.

RATING \_\_\_ 6. Interface to general ledger.

RATING \_\_\_ 7. On line inquiry of investments by any of the elements listed in number 1.

### **INVESTMENT REPORTING**

Rank your software's ability to provide the following reports:

RATING \_\_\_ 1. Investments by Type: List of investments by type.

RATING \_\_\_ 2. Investments by Maturity Date: List of investments by maturity date in maturity date order.

RATING \_\_\_ 3. Investments by Institution: List of investments by institution.

RATING \_\_\_ 4. Investments by Fund: List of investments by fund.

RATING \_\_\_ 5. Investment Maturities by Fund: List of investment maturities by fund.

RATING \_\_\_ 6. Schedule of Interest Earned: Schedule of interest earned by investments, including term of investment and rate of investment.

RATING \_\_\_ 7. Collateral Pledged: List of collateral pledged in the City's name by institution.

### **REPORT WRITER**

RATING \_\_\_ 1. Provide an Ad Hoc report writer that provides the capability to create queries and/or reports, using data from any of the fields within any of the systems/modules. The report writer must have the capability to transfer this data to third party software packages such as Excel, Microsoft Word, and other popular formats such as ASCII, etc.

RATING \_\_\_ 2. Provide the ability to combine data from multiple applications (e.g. general ledger, purchasing, fixed assets, etc.) in one report.

RATING \_\_\_ 3. Provide the ability to create, run, view and print reports on-line real time without intervention/assistance on the part of data processing personnel.

RATING \_\_\_ 4. Provide on-line help within report writer.

RATING \_\_\_ 5. Provide series of menus to aid users in report creation and production.

RATING \_\_\_ 6. Allow report writer to access data elements maintained in any transaction or suspense file.

RATING \_\_\_ 7. Allow for a "SEARCH" or "FIND" command to locate specific information on a report.

RATING \_\_\_ 8. Provide the ability to directly convert up/downloaded information into/from

individual workstation file formats (e.g. Excel, Access, etc.).

RATING \_\_\_ 9. Provide the user the ability to define ad hoc reports as standard reports to be run at user designated intervals.

RATING \_\_\_ 10. Provide the ability to set security at various levels: systems; files; etc.

## **GUIDES**

### **APPLICATION GUIDE**

RATING \_\_\_ 1. Provide a functional overview of each application at different levels (i.e., managerial, clerical, etc.).

RATING \_\_\_ 2. Provide a listing of all screens and reports associated with each function.

RATING \_\_\_ 3. Provide examples of each process for each screen.

RATING \_\_\_ 4. Provide an overall index to all documentation manuals.

### **USER GUIDE**

RATING \_\_\_ 1. Provide examples of each user on-line screen.

RATING \_\_\_ 2. Provide examples of all suggested batch input forms.

RATING \_\_\_ 3. Provide a complete list of error messages and suggested courses of action to either correct error or get help.

RATING \_\_\_ 4. Provide overall user conceptual view so that users gain an understanding of the interaction between functional processes.

### **TECHNICAL GUIDE**

RATING \_\_\_ 1. Provide complete system flowcharts of all coding modules.

RATING \_\_\_ 2. Provide data flow diagrams showing flow of data throughout system in both on-line and batch modes.

RATING \_\_\_ 3. Provide file layouts of ALL files, including master files and suspense files.

RATING \_\_\_ 4. Provide a detailed description of the system's security features including any encryption methods and remote security features.

RATING \_\_\_ 5. Provide data elements characteristics:

Data Element Name

Data Element Usage (by functional procedure)

RATING \_\_\_ 6. Provide a detail description of which modules/programs update which files and data elements.

RATING \_\_\_ 7. Provide a cross reference of data elements that are updated by which modules/programs.

RATING \_\_\_ 8. Provide technical documentation for general system products:

- Report Writer
- Data Dictionaries
- Help Maintenance Utilities

RATING \_\_\_ 9. Provide detailed, step-by-step explanations for system restore and recovery procedures.

RATING \_\_\_ 10. Provide all source code for all system and utility modules.

RATING \_\_\_ 11. Provide detailed, step-by-step explanation for initial system installation and update procedures.

RATING \_\_\_ 12. Upon execution of a contract, proponent grants the City the right to quote, cite, extract, copy, and/or reproduce any such manuals, guides, and/or documentation in any form by photostat microfilm, xerography, or any other means, or by incorporation into any information retrieval system, electronic, mechanical, or other, for use within the City; provided that this right shall not extend to items for resale.

RATING \_\_\_ 13. The systems proposed do not contain, provide, or support any undocumented means for accessing or updating the proposed systems, their data, or any systems or data connected by networks to the hardware on which the systems reside.

**SECURITY**

RATING \_\_\_ 1. Provide the following types of security:

- User password
- Process, Module password
- Function within Module Password

RATING \_\_\_ 2. Provide the following restriction capabilities by user:

- Application Level
- Function (Inquiry, Modify, Add, Delete) Level.
- Screen Level
- Data Element Level

Terminal Level (Assigned Terminal)

- RATING \_\_\_ 3. Provide the following restriction capabilities by terminal:
- Application Level
  - Function (Inquiry, Modify, Add, Delete) Level
  - Screen Level
  - Data Element Level
- RATING \_\_\_ 4. Provide the ability to "group" users together by user-defined groups such as department, administration, etc. and specify security on group level by:
- Application Level
  - Function (Inquiry, Modify, Add, Delete) Level
  - Screen Level
  - Data Element Level
  - Terminal Level (Assigned Terminals)
- RATING \_\_\_ 5. Provide that the data element level can be secured by user group restriction (e.g., users assigned to department A cannot access data elements restricted to department B).
- RATING \_\_\_ 6. Provide a listing of all sign-on attempts, successful and unsuccessful, including remote sign-on attempts.
- RATING \_\_\_ 7. Suspend immediately system access to a user who has unsuccessfully tried to sign on a user-defined limit of times and notify system operator with console message.
- RATING \_\_\_ 8. Provide the ability to produce a complete list the exact nature of every transaction and trace each transaction to a User ID.
- RATING \_\_\_ 9. Provide the following audit trails for each type of application:
- Batch Listings
  - Pre-Posting Reports
  - Master File Reports
  - Exception and Validation Reports
  - User Transaction Listings (by user & date/time)
- RATING \_\_\_ 10. Provide the ability to force various user's approval before a transaction is completed.

**CUSTOMER SUPPORT GROUPS**

- RATING \_\_\_ 1. Sponsor a customer group for the exchange of ideas and methods with other users.
- RATING \_\_\_ 2. Sponsor an industry segmentation for local government within general user group.
- RATING \_\_\_ 3. Sponsor regular group meetings:  
Annually - National Meetings  
Annually - Regional Meetings  
More than Annually - National Meetings  
More than Annually - Regional Meetings
- RATING \_\_\_ 4. Provide or support regular produced newsletter for users group.
- RATING \_\_\_ 5. Provide on-line hotline support of technical personnel available on a 24-hour basis.
- RATING \_\_\_ 6. Provide BBS (Bulletin Board System) or Web Page for exchange of information between users and users' company. (e.g. user to user and user to company)
- RATING \_\_\_ 7. Update your software on a regular basis.
- RATING \_\_\_ 8. Have yearly seminars on software updates.
- RATING \_\_\_ 9. What percent of requests for software changes by the customer are implemented each year?

**OTHER MISCELLANEOUS REQUIREMENTS**

- RATING \_\_\_ 1. CAPACITY REQUIREMENTS: Proponent's proposal must include all capacity requirements for all applications proposed (e.g., disk capacity, printing capacity, processing capacity, network capacity, etc.). All capacity figures must be verifiable using existing installation and reference sites similar to the City's installation. All processor speed conversion ratios must be provided.
- RATING \_\_\_ 2. CONVERSION (DATA AND PROCEDURES): Proponent must be willing to undertake data conversion for all systems proposed at a fixed cost. This must be quoted as a separate line item on the Bid Cost Section.
- RATING \_\_\_ 3. Proponent must identify and suggest changes in procedures that will be required in order to implement their systems. This function must be included in the proposed cost as a separate line item on the Bid Cost Section.

- RATING \_\_\_ 4. Proponent should state the conversion approach recommended for the City (e.g. partial parallel, full parallel, phased cut over, overnight cut over, etc.) and the order in which the individual applications should be converted in order to minimize problems.

**APPENDIX 4  
EXPLANATION OF FUNCTIONS**

Use this sheet to explain how the Financial Accounting System being proposed will provide specific functions, if an explanation is needed. Specify the function number and name. Make copies of this page if more room is needed.

**APPENDIX 5  
REFERENCES**

Vendor Name: \_\_\_\_\_

1. Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

2. Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

3. Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_