

City of Biggs RFP Financial Accounting Software Services, May 31, 2018 - Appendix C

LEVEL OF CONFIGURATION QUESTIONNAIRE

Subject Area	Description of General Business Function	Level of Configuration or Programming Needed					
		Response					Notes
		5_Available	4_Minimum	3_Moderate	2_Significant	0_Can't Provide	
General Ledger	Ability to enter transactions for a future period.						
General Ledger	Ability to distribute payments across cost centers according to project distribution definition.						
General Ledger	Accommodate an account code structure of 3 segments, 10+ numbers.						
General Ledger	Provides option to operate both with and without monthly closes.						
General Ledger	Supports reopening of closed periods and entry of transactions to the closed periods.						
General Ledger	Ability to post financial transactions to multiple open accounting periods (current and future).						
General Ledger	Provides multiple methods for allocating overhead costs, (e.g., predefined percentage; calculated percentage based upon estimate, budget, actual cost or statistical measure.)						
General Ledger	Ability to report on budget variance by account by resource (Personnel, Materials & Supplies, etc.).						
General Ledger	Ability to have formal user-defined journal entry review before postings.						
General Ledger	Drill down integration to Payroll module for supporting detail of general ledger transaction(s) created.						
General Ledger	Drill down integration to Accounts Payable module for supporting detail of general ledger transaction(s) created.						
General Ledger	Drill down integration to Accounts Receivable module for supporting detail of general ledger transaction(s) created.						
General Ledger	Drill down integration to Cash Receipts module for supporting detail of general ledger transaction(s) created. (including all incoming cash)						
General Ledger	Ability to print General Ledger reports with drill down detail from other modules.						
General Ledger	Ability to differentiate between system generated batches and manually created correcting journals						
General Ledger	Ability to create manual journal entries						
General Ledger	Ability to copy reoccurring manual batches						
General Ledger	Ability to reverse a batch posted in error.						
General Ledger	Allocate monthly interest by fund						
General Ledger	Ability to create user defined custom reports.						
	Budgeting/ Forecasting						

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Subject Area	Description of General Business Function	Response					Notes
		5_Available	4_Minimum	3_Moderate	2_Significant	0_Can't Provide	
Budgeting/ Forecasting	Ability to create budgets by department.						
Budgeting/ Forecasting	Ability to maintain multiple years (at least 3) of actual and budget data for the purpose of developing cost/budget trends.						
Budgeting/ Forecasting	Ability to extract multiple years of actual and current budget to excel for analysis.						
Budgeting/ Forecasting	Ability to upload budget projections from Excel into budget module.						
Budgeting/ Forecasting	Ability to view & print current budget for use in preparing future budget.						
Budgeting/ Forecasting	Ability to view & print current and prior year actuals when preparing budget.						
Budgeting/ Forecasting	Provide rolling forecast for user defined time periods.						
Budgeting/ Forecasting	Ability to create trend reports (to include 5 years of history).						
Budgeting/ Forecasting	Ability to roll final budget numbers from budget module to General Ledger actual budget.						
Budgeting/ Forecasting	Ability to enter miscellaneous budget notes that will copy into General Ledger.						
Budgeting/ Forecasting	Provides drill down capability for operating and special projects to view actuals, budget and remaining budget (down to vendor, check, date cut).						
Budgeting/ Forecasting	Ability to run budget reports by fund						
Budgeting/ Forecasting	Ability to run budget reports by department						
Budgeting/ Forecasting	Ability to run budget reports with subtotals for an activity (i.e. materials and services, personnel,)						
Budgeting/ Forecasting	Ability to pull revenues only or expenses only						
Budgeting/ Forecasting	Ability to print misc. notes if desired						
Budgeting/ Forecasting	Ability to print a subset of accounts only (i.e. just Personnel numbers)						
Accounts Payable							
Accounts Payable	Ability to validate vendor name input (through use of drop-downs or other edits).						
Accounts Payable	Ability to conduct review of expense by account number, date, project, or vendor and by specified combinations						
Accounts Payable	Ability to pull reports by vendor, vendor and account range/selection and/or date range, by project and/or grant number, check reconciliation status.						
Accounts Payable	Ability to search by invoice number for A/P records.						
Accounts Payable	Ability to search A/P records by check number.						
Accounts Payable	Provides search for vendor A/P record by dollar amount.						
Accounts Payable	Ability to consolidate AP transactions by Vendor.						

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		5_Available	4_Minimum	3_Moderate	2_Significant	0_Can't Provide	
Accounts Payable	Ability to designate certain vendor transactions to be paid separately (vs. consolidated or batched together).						
Accounts Payable	Ability to associate subsidiary companies with parent company and search by parent company.						
Accounts Payable	Accommodates account code corrections to previously issued (and reconciled) payments.						
Accounts Payable	Provides audit trail when adjustments are made to payables.						
Accounts Payable	Supports pre-set (match pre-numbered stock) or system-generated check numbers.						
Accounts Payable	Ability to enforce review and approval of a purchase accounting distribution prior to payment.						
Accounts Payable	Accommodates Automated Clearinghouse (ACH).						
Accounts Payable	Supports A/P check printing for one or more selected payments (manual, short run).						
Accounts Payable	Ability to group accounts paid by department.						
Accounts Payable	Ability to present list of all invoices to be paid, for the user-defined date range in user-defined order (include invoice #, invoice date, vendor #, vendor name, and invoice amount).						
Accounts Payable	Ability to identify possible duplicate invoice numbers for a given vendor.						
Accounts Payable	Ability to identify potential duplicates when entering a new vendor.						
Accounts Payable	Ability to identify potential duplicate payments through the use of a configurable prompt (e.g., must match on date and invoice number) or similar.						
Accounts Payable	Separate fields for invoice date, date of service/acquisition and payment date.						
Accounts Payable	Allows for reoccurring items to be copied to a new batch.						
Accounts Payable	Ability to place a transaction on hold.						
Accounts Payable	1099 processing including ability to flag vendors as Yes or No for subject to 1099.						
Accounts Payable	Ability to integrate with project/grant management modules for automatic tracking of expenses.						
Accounts Payable	Automatically creates General Ledger batch with detail drill down from General Ledger						
Accounts Payable	Ability to void a payment						
Accounts Payable	Ability to reissue a payment						
Accounts Payable	Drop down list of common account numbers for easy access while entering						
Accounts Payable	Ability to search on vendor address field						

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Accounts Payable	Warning when a transaction date of one year or more into the future is entered						
Accounts Payable	Posting invoices: Date of service field and warning if not filled in						
Accounts Payable	Ability to add comments or extended descriptions to transactions when posting.						
Accounts Payable	Ability to restrict setting up New Vendor without authority						
Accounts Payable	Ability to add additional comments after transactions are updated.						
Accounts Payable	Hand cut checks auto post into an AP batch						
Accounts Receivable							
Accounts Receivable	Ability to search by Invoice Number and user defined reference number for miscellaneous A/R.						
Accounts Receivable	Ability to report customer account aging by definable increments (30, 60, 90, or other custom duration).						
Accounts Receivable	Ability to report customer account aging by definable increments (30, 60, 90 other) and general ledger receivable account						
Accounts Receivable	Ability to make manual adjustments to billings						
Accounts Receivable	Ability to enter detailed billing description with unlimited characters						
Accounts Receivable	Ability to bill by varying cycles (monthly, quarterly, semi-annually, on demand) and set up auto billing.						
Accounts Receivable	Ability to reprint invoices						
Accounts Receivable	Ability to interface with, process and post payments from on-line payment services.						
Payroll							
Payroll	Allow for multiple pay rates assigned to an employee						
Payroll	Allow for multiple salary schedules						
Payroll	Allow for pay rates to be associated to a schedule						
Payroll	Allow for assignment differential(s)						
Payroll	Provides for tracking of accrual and use of various leave types with different accrual rates based on contract and length of service						
Payroll	Allows for taxable benefits						
Payroll	Allows for benefits based on global amount or percentage as well as employee level override						
Payroll	Hours type codes can be exempted from certain benefits for calculations (i.e. sick leave conversion not subject to PERS benefit)						

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Payroll	Allows for pre and post tax deductions						
Payroll	Ability to upgrade an employee's pay for x hours to a higher pay rate (EG: out of class work hours).						
Payroll	Ability to accommodate employee time-keeping electronically (electronic time sheets).						
Payroll	Accommodates payment of overtime as compensated time rather than dollar pay for selected employees.						
Payroll	Accommodates direct deposit to one or more specified accounts.						
Payroll	Allows for reprint of employee paystub.						
Payroll	Ability to track allowances for phones, cars, etc., as pay.						
Payroll	Ability to associate time worked/pay to a given project and to a designated department.						
Payroll	Ability to configure pay frequency on any basis: twice monthly, monthly, on demand.						
Payroll	Ability to set various pay rates (codes) used to pay employees (e.g., time and a half, defined rate, etc.).						
Payroll	Ability to support payment for multiple of labor conditions: i.e., 2 hours pay for "on call", etc.						
Payroll	Ability to record payroll withholding for garnished wages and issue checks to appropriate entity.						
Payroll	Supports miscellaneous recurring deductions from payroll (non-tax or post tax).						
Payroll	Supports the management of multiple retirement plans (pension, 401K, company matching, etc.) including calculations and deductions.						
Payroll	Ability to designate certain payroll items, such as meal or travel allowance, as non-taxable or taxable.						
Payroll	Ability to send W2 data to IRS electronically in proper format.						
Payroll	Ability to send W2 data to State of California electronically in proper format.						
Payroll	Ability to select employee payment and enter accounting reallocation information that will automatically create a correcting journal entry batch						
Payroll	Allows for multiple (hundreds) hours type codes (i.e. multiple overtime codes to track types of overtime)						
Payroll	Facilitates FLSA tracking in accordance with California State & Federal law.						
Payroll	Ability to reissue a lost payment						
Payroll	Ability to pay by check or ACH						

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Payroll	Ability to reprint registers for benefits, deductions and accruals as of a specific date.						
Payroll	Ability to run check listing for reconciled, voided, outstanding and issued for selected date range						
Payroll	Payroll budgeting module that provides what if projections that can be rolled into the general ledger budgeting module						
Utility Billing							
Utility Billing	Capable of providing a complete utility billing solution for metered electric usage, metered and flat rate water service, sewer services and garbage services. In different service combinations and each utility service with service level variants and options.						
Utility Billing	Ability to import meter usage data from AMR (Automatic Meter Read) and AMI (Advanced Metering Infrastructure) systems						
Utility Billing	Ability to import AMI meter data from Hometown Connections meter data management system.						
Utility Billing	Ability to provide batch application of late fees and penalties to delinquent utility accounts.						
Utility Billing	Ability to apply complex late fee scheme. Example: The City currently applies a monthly late fee of the greater of \$10 or 10% of the balance.						
Utility Billing	Ability to batch print late notices and summary reports						
Utility Billing	Ability to batch print shut off notices and summary reports						
Utility Billing	Ability to export monthly service invoices to vendor for billing.						
Utility Billing	Ability to provide electronic billing invoices, late and shut-off notices to customers via email and/or text messaging.						
Utility Billing	Ability to set up auto-debit payments to credit cards and checking accounts.						
Utility management	Ability to log customer account notes.						
Utility management	Ability to create and track customer field service requests/work orders related to utility services, and track status (EG: requested, completed)						
Utility management	Ability for field staff to access, annotate and close service requests/work orders via mobile device.						
Fixed Asset/Management							

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Subject Area	Description of General Business Function	Response					Notes
		5_Available	4_Minimum	3_Moderate	2_Significant	0_Can't Provide	
Fixed Asset/Management	Provides the following Fixed Asset Master information: Asset Number Asset Description Fund/Department Assigned Vendor Number and Name Invoice Number and Date A/P Check Number and Date Location Code G/L Account Number Original Cost Salvage Value Accumulated Depreciation Amount Useful Life Depreciable Life Insurance Appraised and Replacement values Manufacturer Name, Model, Serial Number						
Fixed Asset/Management	Provides for straight line depreciation of assets.						
Fixed Asset/Management	Allows automatic setup of a fixed asset item from Accounts Payable at time of Invoice entry. Automatically inserts all purchasing and Accounts payable information.						
Fixed Asset/Management	Provides ability to maintain improvements to a fixed asset, including the ability to depreciate improvements separately.						
Fixed Asset/Management	Shall track the disposal of assets						
Fixed Asset/Management	Shall track the complete history of an asset, from "cradle to grave"						
Fixed Asset/Management	Shall trace a fixed asset back to the transactions by which it was acquired, capital-project charges, etc.						
Fixed Asset/Management	Shall have a mode of planning for equipment replacement, including value at disposal and estimating replacement value at any time						
Fixed Asset/Management	Associating a new asset with an existing asset that the new item is replacing						
Fixed Asset/Management	Provides audit trail for transaction history and transfers of items from departments or locations.						
Fixed Asset/Management	Capture and store the value of the asset by year of installment.						

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Fixed Asset/Management	Provides the capability to extend the life of a fixed asset when adding improvements.						
Fixed Asset/Management	Provides ability to classify and sub-classify assets.						
Fixed Asset/Management	Search for assets using data field on the Asset Master.						
Fixed Asset/Management	Provide ability to scan in pictures of asset items.						
Fixed Asset/Management	Provides for the exporting of report information to other applications such as an Excel spreadsheet.						
Fixed Asset/Management	Provides ability to maintain improvements to a fixed asset, including the ability to depreciate improvements separately.						
Fixed Asset/Management	Provides ability to extend the estimated and/or depreciable life of the fixed asset when adding an improvement.						
Fixed Asset/Management	Calculate depreciation through the disposal of the assets and interface depreciation accounting entries to General Ledger.						
Fixed Asset/Management	Maintains remaining book value to facilitate calculation of gain/loss on disposal of assets.						
Fixed Asset/Management	Provides for the following user defined Code files: Asset Location Asset Status Asset Condition Asset Type Asset Acquisition Method Asset Class						
Fixed Asset/Management	Provides the following reports and outputs: Reports by classification, department, and/or location Physical inventory forms Asset reports of acquisition by fund, department, and date Depreciation report Retired assets report Report of new and retired assets by fiscal accounting period Gain/Loss report on retired assets						
Grant and/or project management	Integrate with the subsidiary modules including Payroll, Accounts Payable, Cash Receipts & Budget module						
Grant and/or project management	Miscellaneous notes for grant description, reimbursement notes, etc.						
Grant and/or project management	Project budgeting to show prior year actuals, current budget, and future budget to equal total of project budget.						

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Grant and/or project management	Project Budget entries by Project number and account number will roll into the GL budget module.						
Grant and/or project management	Project entries by Project number, Grant number & GL number on same entry.						
Human Resources							
Human Resources	Ability To track property issued to a given employee (e.g., cell phone, keys, laptop, etc.)						
Human Resources	Ability to account for employees who are dual-rated.						
Human Resources	Ability to accrue comp based on hours worked or days employed (part-time v full-time).						
Human Resources	Ability to accrue leaves based on hours worked or months employed (part-time v full-time).						
Human Resources	Ability to calculate employee length of service according to full-time versus part-time status.						
Human Resources	Ability to calculate length of service by prorating hours worked per month.						
Human Resources	Ability to capture and report history of benefit changes.						
Human Resources	Ability to capture pay rate changes by dates.						
Human Resources	Ability to define accrual caps by group.						
Human Resources	Ability to define and enforce a comp time cap.						
Human Resources	Ability to define rollover caps by position and longevity.						
Human Resources	Ability to group update benefit changes						
Human Resources	Ability to pull salary and benefit data by group to calculate group changes (labor negotiations).						
Human Resources	Ability to schedule reminders for evaluations, increases, etc., per employee.						
Human Resources	Ability to track comp time.						
Human Resources	Ability to track multiple deferred compensation plans.						
Human Resources	Ability to track multiple insurance plans with different plan rates.						
Human Resources	Ability to track security levels and clearances provided to an employee.						
Human Resources	Allow sick to be donated to another employee.						
Human Resources	Assist in the administration and control of benefits by tracking unemployment claims, benefit payments, and worker's comp payments.						
Human Resources	Can capture and track individual employee certification and training, including prompting for required training, and notification of required renewal dates.						

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Human Resources	Can push and pull data between HR and Payroll with changes tracked by user.						
Human Resources	Can track time taken under FMLA						
Security							
Security	Ability to assign no access, full access, or read-only access to each menu item for each user.						
	### End ###						