



Appendix A-1 – Core Phase Requirements, Revised
RFP-ERP-2020

Requirements Matrix | Instructions

This requirements matrix is comprised of multiple tabs, and together they contain the full set of requirements for which SOH requires vendor responses.

Please respond to each and every requirement (even ones that appear redundant) as follows:

1. Indicate your response to each line item with an "X" in the appropriate "One Response per Requirement" column, according to the following labels and definitions:

Y = Yes, we meet this requirement out-of-the-box or with configuration capabilities provided within the software.

C = We can meet this requirement via customization/extension-- i.e., for a SaaS solution, the functionality would be provided by building an extension using platform as a service (PaaS) capabilities provided either by the vendor or a third party. (If this column is indicated, please provide an indication of High, Medium, or Low development complexity in the "Customization Complexity" column. Costs of all extensions/customizations by process/functional area should also be noted separately in your Pricing Response.)

3 = We can meet this requirement by partnering with another third party solution. (If this column is indicated, please provide the name of the third party product in the "Comments" column.)

F = We can meet this requirement with a future release of our software. (If this column is indicated, please provide the version and timing of the release in the "Comments" column.)

N = No, we cannot meet this requirement.

2. For each line item, note the name of the module that will handle the required functionality in the "Module/Solution" column, so that SOH can align your module pricing to the requirements.

| Core Requirements | |
|---------------------|---------------------------------------|
| Tab | Topic |
| General Ledger | Allocations |
| General Ledger | Budget Control |
| General Ledger | Budget Control Reporting |
| General Ledger | Chart of Accounts |
| General Ledger | Commitment Accounting |
| General Ledger | Funds Control |
| General Ledger | General |
| General Ledger | GL Calendar |
| General Ledger | GL Consolidation |
| General Ledger | GL Data Types |
| General Ledger | GL Reporting |
| General Ledger | GL Reporting: Year End Reports |
| General Ledger | GL Reporting: Year End Reports - CAFR |
| General Ledger | GL Structure |
| General Ledger | GL: Period End/ Year End |
| General Ledger | Inquiries |
| General Ledger | Inter/Intracompany |
| General Ledger | Journal Entry |
| General Ledger | Journal Entry/ Other GL Transactions |
| General Ledger | Multiple Ledger Structure |
| General Ledger | Other |
| General Ledger | Period End |
| General Ledger | Reconciliation |
| General Ledger | Trust and Agency Reporting |
| Encumbrances | Encumbrance Accounting |
| Accounts Payable | AP Inquiries |
| Accounts Payable | AP Reports |
| Accounts Payable | Checks |
| Accounts Payable | Interface |
| Accounts Payable | Invoice Matching |
| Accounts Payable | Invoice Processing |
| Accounts Payable | Legal Compliance |
| Accounts Payable | Payments |
| Accounts Payable | Taxes |
| Accounts Payable | Vendor Portal |
| Accounts Payable | Vendor Processing |
| Accounts Receivable | Customer Data |
| Accounts Receivable | AR Inquiries |
| Accounts Receivable | AR Reports |
| Accounts Receivable | Cash Processing and Remittances |
| Accounts Receivable | Collections |
| Accounts Receivable | Customer Portal |
| Accounts Receivable | Customer Processing |
| Accounts Receivable | Disputes |
| Accounts Receivable | General |
| Accounts Receivable | Interface |
| Accounts Receivable | Invoice Generation |
| Accounts Receivable | Invoice/Journal Processing |
| Accounts Receivable | Management of AR |
| Accounts Receivable | Reporting |
| Cash Management | Bank Reconciliation |
| Cash Management | Cash Book |
| Cash Management | Cash Deposits/ Receipts |
| Cash Management | Cash Forecasting |
| Cash Management | Cash Management |
| Cash Management | Cash Projections |
| Cash Management | Compliance |
| Cash Management | Debt and Investment Management |
| Cash Management | Donations |
| Cash Management | Forecasting |
| Cash Management | General |
| Cash Management | Interest Earnings Allocation |
| Cash Management | Interface |
| Cash Management | Loans - Internal |
| Cash Management | Reporting |
| Cash Management | Reporting - Donations |
| Purchasing | Inquiries |
| Purchasing | Policy & Compliance |
| Purchasing | Purchase Order Processing |
| Purchasing | Purchasing Card (pCard) |
| Purchasing | Reports |
| Purchasing | Requisition Processing |
| Purchasing | Vendor Master |

| General Ledger | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution |
|----------------|---|----------------|---|---|---|---|---|-------------------|
| ID# | Requirements | Topic | Y | C | 3 | F | N | |
| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 2 | Allocation of GL account balances based on balances in other accounts or account groups | Allocations | | | | | | |
| 3 | Allocations may include weighting factors/driver data (for example, units sold) held as statistical data | Allocations | | | | | | |
| 4 | Allocations may be chained together into linked routines | Allocations | | | | | | |
| 5 | Allocations may be run in "what if" mode to view results before creating postings | Allocations | | | | | | |
| 6 | Allocations create journals and audit trail | Allocations | | | | | | |
| 7 | Allocation functionality that supports activity-based costing principles by creating cost pools that can be allocated to other cost objects or revenue sources based on cost drivers | Allocations | | | | | | |
| 8 | Ability to store allocation results as a different data type | Allocations | | | | | | |
| 9 | The system shall provide the ability to control budgets (e.g., allotments) or spending plans at the lowest organizational level, based on user-defined criteria. | Budget Control | | | | | | |
| 10 | The system shall provide the ability to establish multiple levels of budget expenditure and allotment control, based on user-defined criteria (e.g., at any level of the organization structure, at any level of the program structure, setup to sequentially check multiple criteria), with the ability to override based on user-defined authorization. | Budget Control | | | | | | |
| 11 | The system shall provide the ability to submit, track, and process allocation adjustments, by adjustment type, with required supporting documentation, based on user-defined authority and other user-defined criteria. | Budget Control | | | | | | |
| 12 | The system shall provide the ability to develop, modify, and reconcile allocations, by any level of the accounting code structures (e.g., organization, program, object, fund/appropriation), with annotations/comments, at any point in time. | Budget Control | | | | | | |
| 13 | The system shall provide the ability to track allocations, actual versus budgeted, for any point in time (e.g., month, quarter, year-to-date), based on user-defined criteria. | Budget Control | | | | | | |

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| ID# | Requirements | Topic | Y | C | 3 | F | N | |
| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 14 | The system shall provide the ability to identify types of allocations based on user-defined criteria (e.g., one-time, limited term, on-going). | Budget Control | | | | | | |
| 15 | The system shall provide the ability to perform budget adjustments and transfers to an approved budget, affecting multiple fiscal year budgets, and to distinguish the amounts from the original budget/revised budget iterations. | Budget Control | | | | | | |
| 16 | The system shall provide the ability to identify pending budget revisions, based on user-defined criteria. | Budget Control | | | | | | |
| 17 | The system shall provide the ability for real-time comparison of | Budget Control | | | | | | |
| 18 | The system shall provide the ability for online budgetary controls of expenditures and revenues, based on funds availability, appropriation availability and cash balances, based on user-defined criteria (e.g., multi-year appropriations). | Budget Control | | | | | | |
| 19 | The system shall provide the ability for automated warnings or blocks when users approach budget thresholds, based on user-defined criteria. | Budget Control | | | | | | |
| 20 | The system shall provide the ability to prepare a budget analysis based on any user-defined period (e.g., calendar year, accounting fiscal year, budget fiscal year, grant/project year). | Budget Control | | | | | | |
| 21 | The system shall provide the ability to establish user-defined budgetary and cash controls based on user-defined criteria. | Budget Control | | | | | | |
| 22 | The system shall provide the ability to track appropriation balances, based on user-defined criteria including, but not limited to: fund, organization structure, program structure, object, project, sub-project, grant, accounting fiscal year, budget fiscal year, and calendar year. | Budget Control | | | | | | |
| 23 | The system shall provide the ability to track appropriation details including, but not limited to, fund, fiscal year, and encumbrance availability. | Budget Control | | | | | | |
| 24 | The system shall provide the ability to automatically update fund and cash balances, based on revenues and expenditures and other user-defined criteria. | Budget Control | | | | | | |

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| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 25 | The system shall provide the ability to track, maintain and report on expenditure, pre-encumbrance/encumbrance, receipt/revenue transactions, and fund balances, based on user-defined criteria. | Budget Control | | | | | | |
| 26 | The system shall provide the ability to identify cash balances, based on user-defined criteria (e.g., monthly time period). | Budget Control | | | | | | |
| 27 | The system shall provide the ability to prevent negative cash balances at the fund level unless negative cash balances are properly authorized. | Budget Control | | | | | | |
| 28 | The system shall provide the ability to prevent negative appropriation balances at any user-defined appropriation level, unless negative appropriation balances are properly authorized. | Budget Control | | | | | | |
| 29 | The system shall provide the ability to track budgetary transactions, by budget iteration, based on user-defined criteria. | Budget Control | | | | | | |
| 30 | The system shall provide the ability to track multi-year appropriations during the fiscal year, and at year-end to roll the appropriation balances forward. | Budget Control | | | | | | |
| 31 | The system shall provide the ability to override budget controls during processing, based on user-defined criteria. | Budget Control | | | | | | |
| 32 | The system shall provide the ability to access/view the current available balance for appropriations and unrealized receipts/revenues. | Budget Control | | | | | | |
| 33 | The system shall provide the ability to classify and track budgets based on user-defined criteria. | Budget Control | | | | | | |
| 34 | The system shall provide the ability to select multiple alternative approaches to the disposition of encumbrances outstanding at the end of the budget period, based on user-defined criteria, including but not limited to: | Budget Control | | | | | | |
| 35 | Reestablish prior-period encumbrances | Budget Control | | | | | | |
| 36 | Extend budget for encumbrance | Budget Control | | | | | | |
| 37 | Maintain open encumbrance for liquidation (in accordance with legal provisions) | Budget Control | | | | | | |
| 38 | The system shall provide the ability to select a specific account or range of accounts/segments (contiguous and noncontiguous) and report account activity by user-defined categories and parameters. | Budget Control Reporting | | | | | | |

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| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 39 | The system shall provide the ability to generate the following reports, based on user-defined time period (e.g., point in time, monthly, quarterly, fiscal year end, inception to date), by user-defined criteria, by user-defined formats, including but not limited to: | Budget Control Reporting | | | | | | |
| 40 | Expenditure/Expense Summary - by fund, by appropriation, by any level in organization structure (e.g. department, office, district), by any level in the program structure, activity, function, object (including original budget, revised budget, percentage of revised budget used and actual expenses for MTD and YTD), inception to date, budget category, and other user-defined parameters. | Budget Control Reporting | | | | | | |
| 41 | Revenue Recap Summary by fund, by source, by any level in the organization structure (e.g. department, office, district), by any level in the program structure, function and object (including totals), MTD and YTD, original budget, revised budget and percent of annual budget realized and other user-defined criteria, including time frames. | Budget Control Reporting | | | | | | |
| 42 | Revenue Accounts Transaction Report (including revenue budget and receipts for MTD and YTD) and other user-defined criteria, including time frames. | Budget Control Reporting | | | | | | |
| 43 | The system shall provide the ability to generate reports on revenue and expenditure (actuals and budgeted), encumbrances and pre-encumbrances, for all appropriations and funds, based on user-defined criteria (e.g., organization structure, program structure, project structure). | Budget Control Reporting | | | | | | |
| 44 | The system shall provide the ability to generate detail budget reports, by individual budget adjustments (iterations), by total budget adjustments, by any level within the organizational structure (e.g. department, office, district) or program structure, based on user-defined criteria. | Budget Control Reporting | | | | | | |
| 45 | The system shall provide the ability to generate reports on revenue and expenditures/expenses, by fund, by appropriation, by any level in the organizational structure, by any level in the program structure, by account, and by any other user-defined criteria. | Budget Control Reporting | | | | | | |

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| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 46 | The system shall provide the ability to generate a report on outstanding pre-encumbrances and encumbrances, based on user-defined criteria (e.g., by Appropriation). | Budget Control Reporting | | | | | | |
| 47 | The system shall provide the ability to meet the requirements of the State Uniform Accounting Code and the State departments/agencies. | Chart of Accounts | | | | | | |
| 48 | The system shall provide the ability to accumulate budgets, revenues or expenditures at any attribute associated with the organizational structure or program structure, project structure, GL account, or other classification structure. | Chart of Accounts | | | | | | |
| 49 | The system shall provide the ability to define a GL account number structure and rules (segments), which includes user-defined hierarchies (e.g., summary, statistical, and suspense accounts) and a roll-up feature that allows multiple levels of hierarchy, based on user-defined criteria. | Chart of Accounts | | | | | | |
| 50 | The system shall provide the ability to capture user-defined attributes for chart of account codes. | Chart of Accounts | | | | | | |
| 51 | The system shall provide the ability for accounts to roll up into subtotals in sub-account levels. | Chart of Accounts | | | | | | |
| 52 | The system shall provide the ability to block any entries into user-defined sub-accounts (e.g., object of expenditure) that have been defined as inactive. | Chart of Accounts | | | | | | |
| 53 | The system shall provide the ability to validate the account code combinations at the time of data entry. | Chart of Accounts | | | | | | |
| 54 | The system shall provide the ability to define alphanumeric account segments and codes. | Chart of Accounts | | | | | | |
| 55 | The system shall provide the ability to define account summarization across non-standard hierarchy (e.g., multiple attributes on codes, such as object of expenditure, so that detail can be summarized with multiple groupings). | Chart of Accounts | | | | | | |
| 56 | The system shall provide the ability to make Chart of Account codes active or inactive, as of specified/effective dates (including future years), with the ability to reopen closed accounts based on user-defined security and parameters. | Chart of Accounts | | | | | | |

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| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 57 | The system shall provide the ability to reserve blocks of coding fields for specified uses. | Chart of Accounts | | | | | | |
| 58 | The system shall provide the ability to report consolidated organizational or functional values based on user specifications (e.g., summarize values for multiple agencies in one report, drill on originating journal entry and subledger transactions). | Chart of Accounts | | | | | | |
| 59 | The system shall provide the ability to allow for configuration of organization segments with the flexibility that allows for other user defined configurations | Chart of Accounts | | | | | | |
| 60 | The system shall provide the ability to make Chart of Account codes active, as of specified dates (including future years) for budgetary purposes, while leaving the codes inactive for accounting and financial reporting purposes. | Chart of Accounts | | | | | | |
| 61 | The system shall provide the ability to group or consolidate account activity by fund, appropriation, revenues, expense and expenditure type for GAAP reporting, budget reporting, or ad hoc reporting. | Chart of Accounts | | | | | | |
| 62 | The system shall provide the ability to re-open an inactive account with appropriate security. | Chart of Accounts | | | | | | |
| 63 | The system shall provide ability to copy or re-create accounts (e.g., rollover accounts from old to new year) including the ability to exclude specific accounts. | Chart of Accounts | | | | | | |
| 64 | The system shall provide the ability to flag closed accounts for identification. | Chart of Accounts | | | | | | |
| 65 | The system shall provide the ability to restrict posting to certain active accounts. | Chart of Accounts | | | | | | |
| 66 | The system shall provide the ability to add, delete (e.g., with no transactions; no pending transactions) or deactivate accounts including accounts by fund and/or organization, based on user-defined criteria. | Chart of Accounts | | | | | | |
| 67 | The system shall provide the ability to view the account balance at the time of transaction entry. | Chart of Accounts | | | | | | |

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| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 68 | The system shall provide online help that includes but is not limited to: displays data field definitions for user-entered fields, including chart of accounts; and provides ability to view coding previously used for similar transactions. | Chart of Accounts | | | | | | |
| 69 | System identifies approved accounts payable (AP) invoices as commitments | Commitment Accounting | | | | | | |
| 70 | System identifies approved purchase orders (POs; if purchasing module is provided) as separate commitments from AP invoices | Commitment Accounting | | | | | | |
| 71 | System identifies approved requisitions (if purchasing module is provided) as separate commitments from AP invoices and approved POs | Commitment Accounting | | | | | | |
| 72 | Ability to generate accrual journals from committed items | Commitment Accounting | | | | | | |
| 73 | Allow multiple general ledger account distributions throughout all transaction processing | Commitment Accounting | | | | | | |
| 74 | Ability to hold approved budget amounts against hierarchy node values | Funds Control | | | | | | |
| 75 | Ability to hold approved budget amounts against GL accounts | Funds Control | | | | | | |
| 76 | Ability to hold approved budget amounts against user-defined groups of GL accounts | Funds Control | | | | | | |
| 77 | Budget funds may be transferred between accounts/account groups/summary values with appropriate audit trail (for example, budget transfer journals) | Funds Control | | | | | | |
| 78 | Online available funds checking for GL journal entry and AP invoice entry | Funds Control | | | | | | |
| 79 | User-defined journal/invoice warning/rejection tolerances | Funds Control | | | | | | |
| 80 | Available funds checking performed against remaining annual budget | Funds Control | | | | | | |
| 81 | Available funds checking at multiple levels (check at account level first, then at user-defined summary level) | Funds Control | | | | | | |
| 82 | Ability to roll forward unused budgets into next budget year | Funds Control | | | | | | |
| 83 | The system shall provide the ability for fund, appropriation and encumbrance accounting. | General | | | | | | |

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|----------------|---|-------------|---|---|---|---|---|-------------------|
| ID# | Requirements | Topic | Y | C | 3 | F | N | |
| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 84 | The system shall provide the ability to concurrently support multiple accounting bases including cash, budgetary accounting, modified accrual, and full accrual, based on user-defined parameters and instantaneously upon demand by the end user | General | | | | | | |
| 85 | The system shall provide the ability to configure the fund structure and the ability to categorize funds by classification, type and fund source, as required to meet Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB), State of Hawaii departments/ agencies, and other user-defined criteria. | General | | | | | | |
| 86 | The system shall provide the ability to classify transactions and events based on user-defined criteria, including but not limited to: | General | | | | | | |
| 87 | Basis of accounting (cash vs. modified accrual vs. full accrual) | General | | | | | | |
| 88 | Financial reporting entity (primary government vs. component unit) | General | | | | | | |
| 89 | Fund Basis vs. Government-wide | General | | | | | | |
| 90 | GAAP/GASB | General | | | | | | |
| 91 | Other user-defined criteria | General | | | | | | |
| 92 | The system shall provide the ability to flexibly reorganize organizational structure (e.g. department, office, district, location), program structure, project structure, object of expenditure, and other structures. | General | | | | | | |
| 93 | The system shall provide the ability to classify account type based on user-defined criteria (e.g., asset, liability, fund balance, revenue, expenditure, reimbursement). | General | | | | | | |
| 94 | The system shall provide the ability to update and maintain the accounting classification structure (e.g., organizational structure, program structure, project structure, object of expenditure, or any other user-defined classification structure) based on effective date. | General | | | | | | |
| 95 | The system shall provide the flexibility to add/modify fields to the existing accounting classification structure without programming (e.g., organizational structure, program structure, project structure, object of expenditure, or any other user-defined classification structure). | General | | | | | | |

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| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 96 | The system shall provide the ability to establish system validation rules, which will provide validation of accounting classification structures (e.g., organizational structure, program structure, project structure, object of expenditure, or any other user-defined classification structure). | General | | | | | | |
| 97 | The system shall provide the ability to drill up or down on-line, on any transaction, account or batch within the system, to view various levels of detail, based on user-defined criteria (e.g., any level of the program or organization structure; from GL to source document in originating module). | General | | | | | | |
| 98 | The system shall provide the ability to query accounts, history and related transactions, and other pertinent information (e.g., source documents, such as journal and payment vouchers), based on user defined criteria. | General | | | | | | |
| 99 | The system shall provide the ability to export the results of all queries, drill downs/ups and reports to MS Excel and to save in user-defined formats (e.g., pdf). | General | | | | | | |
| 100 | The system shall provide the ability to track transactions, based on user-defined criteria (e.g., accounting period, accounting fiscal year, calendar year, grant/fund year, fund, appropriation, program structure, organization structure, project/project period, receipt date, posting date, multiple calendars). | General | | | | | | |
| 101 | The system shall provide the ability to identify transactions by originator, by unique grant identifier, by unique project identifier, and by other unique user defined identifiers. | General | | | | | | |
| 102 | The system shall provide the ability to track type and source of revenues based on user-defined criteria (e.g., by program structure, by organization structure, by receipt code). | General | | | | | | |
| 103 | The system shall provide the ability to access and display the account and appropriation balances on-line for all open expenditure years (e.g., current year; prior year) in summary and all detail. | General | | | | | | |

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| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 104 | The system shall provide the ability to maintain expenditure clearing account(s) and distribute the detailed transactions to applicable funds, appropriations and programs on a user-defined basis (e.g., daily, weekly, monthly). | General | | | | | | |
| 105 | The system shall provide the ability to automatically distribute expenditures from clearing account to multiple accounts based on predefined criteria, with ability to override, subject to required approvals. | General | | | | | | |
| 106 | The system shall provide the ability to display and report GL data at various levels of detail in support of mandated reports (e.g., fund, appropriation, organization levels, revenue, expenditure, grant source, project, program, and GL codes). | General | | | | | | |
| 107 | The system shall provide the ability to display the variance between actual and budgeted expenditures (e.g., salaries). | General | | | | | | |
| 108 | The system shall provide the ability to track actuals versus accruals, based on user-defined criteria. | General | | | | | | |
| 109 | The system shall provide the ability to process sub-system transactions with automatic postings to the GL detail and control accounts. | General | | | | | | |
| 110 | The system shall provide the ability to identify all subsystem entries posted to the GL. | General | | | | | | |
| 111 | The system shall provide the ability to track and report on the costs associated with programs or projects based on user-defined activities (i.e., Activity-Based-Costing) and other user-defined criteria (e.g., goals). | General | | | | | | |
| 112 | The system shall provide the ability to accumulate budgets, revenues/receipts, transfers, bonds, federal funds, or expenditures at any attribute (or combination of attributes) associated with the account or organizational structure over multiple years (a minimum of ten years in production, indefinite archive) | General | | | | | | |

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| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 113 | For capital outlay projects and other user-defined, long-term projects, the system shall provide the ability to accumulate budgets, revenues/receipts, transfers, bonds, federal funds, or expenditures at any attribute associated with the account or organizational structure, by project structure, by phase, over multiple years (a minimum of fifteen years in production). | General | | | | | | |
| 114 | The system shall provide the ability to maintain and present budget expenditure data by organizational unit (e.g., by department, by office, by district, based on user-defined format, based on user-defined criteria. | General | | | | | | |
| 115 | The system shall provide the ability to maintain detailed or summary budget and expenditure information for salaries and benefits, including but not limited to: position, bargaining unit, employee, earnings, fund, program, project, or and organizational structure. | General | | | | | | |
| 116 | The system shall provide the ability to establish funds and track all activity associated with that fund (revenues, expenditures, adjustments, proposals) across organizational unit based on user-defined criteria. | General | | | | | | |
| 117 | The system shall provide the ability to import data from legacy and feeder systems (e.g., tax administration) based on user-defined criteria. | General | | | | | | |
| 118 | Supports 13-period calendar | GL Calendar | | | | | | |
| 119 | Supports financial consolidation across legal entities/business units with revaluation/translation processing | GL Consolidation | | | | | | |
| 120 | Supports consolidation of legal entities with different accounting calendars | GL Consolidation | | | | | | |
| 121 | Supports consolidations across legal entities with dissimilar charts of accounts | GL Consolidation | | | | | | |
| 122 | Inter/intracompany account balancing with automatic generation of balancing entries | GL Consolidation | | | | | | |
| 123 | Support for multiple data types (for example, actual, budget and statistical) | GL Data Types | | | | | | |

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| ID# | Requirements | Topic | Y | C | 3 | F | N | |
| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 124 | Double-entry controls may not be required on certain data types (for example, statistical or budget data) | GL Data Types | | | | | | |
| 125 | The system shall provide the ability to generate fund and appropriation reports at the summary and detail level, based on user-defined parameters (e.g., FIFO, non-FIFO). | GL Reporting | | | | | | |
| 126 | The system shall provide the ability to generate allotment reports, including transaction activity and balances, based on user-defined criteria. | GL Reporting | | | | | | |
| 127 | The system shall provide the ability to generate a report of financial transactions for external audit purposes, by user-defined time period, based on user-defined criteria (e.g., generation of random sample of transactions). | GL Reporting | | | | | | |
| 128 | The system shall provide the ability to generate an archive of all financial transactions in a detail transaction file for financial reporting based on user-defined criteria (e.g., transaction type). | GL Reporting | | | | | | |
| 129 | The system shall provide the ability to report account balances/ fund balances, based on user-defined criteria. | GL Reporting | | | | | | |
| 130 | The system shall provide the ability to generate a report of revenue and expenditure (summary or detailed) transactions, by any level | GL Reporting | | | | | | |
| 131 | The system shall provide the ability to report by fund, appropriation, organization structure (e.g. department, office, district), program structure, object, project, activity, revenue or by any user-defined data field and parameters. | GL Reporting | | | | | | |
| 132 | The system shall provide the ability to run system integrity/exception reports (e.g., batches out of balance, batches with no headers, intradepartmental accounts out of balance, override transactions), based on user-defined criteria (e.g., on daily, weekly, or monthly basis). | GL Reporting | | | | | | |
| 133 | The system shall provide the ability to generate the following reports, based on user-defined criteria, including but not limited to the following: | GL Reporting | | | | | | |
| 134 | Chart of Accounts and Definitions by Fund, by Appropriation, by Organization Structure (any level), by Object Code or Account Ranges | GL Reporting | | | | | | |

| General Ledger | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution |
|----------------|--|--------------|---|---|---|---|---|-------------------|
| ID# | Requirements | Topic | Y | C | 3 | F | N | |
| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 135 | Listing of Closed Accounts | GL Reporting | | | | | | |
| 136 | Detail Expenditure/Expense Transaction List (including beginning balance and expenditures/expenses for each expenditure/expense account for MTD and YTD) and inception to date. | GL Reporting | | | | | | |
| 137 | GL transaction detail report including beginning balance, debit amount by date, date of credits and amount, relevant references, and ending balance as of a specified date | GL Reporting | | | | | | |
| 138 | GL, which includes summary of transactions, by user-defined criteria (e.g., batch type, activity, fund), for user-defined time period (e.g., monthly, month to month with YTD totals). | GL Reporting | | | | | | |
| 139 | The system shall provide the ability to generate a report of financial transactions listed by user-defined parameters (e.g., date, organization structure, accounting period, program, project, source, account). | GL Reporting | | | | | | |
| 140 | The system shall provide the ability to generate reconciliation reports of transactions posted to the General Ledger, based on user-defined criteria. | GL Reporting | | | | | | |
| 141 | The system shall provide the ability to generate a reconciliation report of transactions posted in enterprise-wide ERP and to external financial systems including transactions recorded for financial reporting purposes only | GL Reporting | | | | | | |
| 142 | The system shall provide the ability to generate edit reports for all batch entries, including but not limited to, journal entries, receipts, payroll, payables, checks and budget entries. | GL Reporting | | | | | | |
| 143 | The system shall provide the ability to generate reports of daily transactions entered, based on user-defined criteria (e.g., by organization structure, by program structure, by project structure). | GL Reporting | | | | | | |
| 144 | The system shall provide the ability to generate audit trail reports, with the ability to drill down to the individual transactions or print activity totals by user-defined criteria (e.g., date, transaction type). | GL Reporting | | | | | | |

| General Ledger | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution |
|----------------|--|--------------|---|---|---|---|---|-------------------|
| ID# | Requirements | Topic | Y | C | 3 | F | N | |
| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 145 | The system shall provide the ability to print comparative revenue and expenditure/expense statements using different periods (e.g., current year nine month period to entire prior year, or to same or different nine month period in the prior year). | GL Reporting | | | | | | |
| 146 | The system shall provide the ability to generate reports, based on user-defined criteria, including but not limited to: | GL Reporting | | | | | | |
| 147 | The ability to produce reports that include columns with individual funds/sub-funds combining totals of the individual funds/sub-funds for the current period and combining totals of the individual funds/sub-funds for prior periods based on user-defined parameters. | GL Reporting | | | | | | |
| 148 | The ability to produce individual lines that equal individual accounts, combined accounts (contiguous or non-contiguous), etc. | GL Reporting | | | | | | |
| 149 | The ability to produce various subtotal and total lines throughout the reports, as needed. | GL Reporting | | | | | | |
| 150 | The ability to have an option for organizational structures, which have been reorganized, to link data for current organization structure with that from structure prior to reorganization, for financial reporting purposes. | GL Reporting | | | | | | |
| 151 | The ability to link specific accounts, totals of accounts, and other information on the general ledger to notes to financial statements. | GL Reporting | | | | | | |
| 152 | The system shall provide the ability to copy and modify existing financial statements, based on user-defined criteria (e.g., for use with new funds) and authorization. | GL Reporting | | | | | | |
| 153 | The system shall provide the ability to set up an unlimited number of customized report profiles, based on user-defined criteria (e.g., all of the reports, statements, and charts that the department runs for a specific fund and for the CAFR). | GL Reporting | | | | | | |
| 154 | The system shall provide the ability to choose collation sequences and quantities for standard reports, financial statements and transmittal letters. | GL Reporting | | | | | | |
| 155 | The system shall provide the ability to design financial statements and reports with an easy to use row and column matrix similar to Windows-based spreadsheet tools. | GL Reporting | | | | | | |

| General Ledger | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution |
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| ID# | Requirements | Topic | Y | C | 3 | F | N | |
| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 156 | The system shall provide the ability to select from a variety of printing options to customize documents for each of the funds and financial statements. | GL Reporting | | | | | | |
| 157 | The system shall provide the ability to produce comparative reports, including comparing a wide variety of current periods and prior periods. | GL Reporting | | | | | | |
| 158 | The system shall provide the ability to do multi-level comparative reporting, with the option to print each key organization, division, program, fund and other levels side-by-side on the same report. | GL Reporting | | | | | | |
| 159 | The system shall provide the ability to format transmittal letters, cover sheets and tables of contents that can be copied and modified, from one fund to another fund and to add financial notes and comments. | GL Reporting | | | | | | |
| 160 | The system shall provide the ability to communicate financial/budget information by illustrating trends and fluctuations through the use of graphs and other visual information. | GL Reporting | | | | | | |
| 161 | The system shall provide the ability to produce monthly appropriation reports which identify appropriations, allocation, reallocations, expenditures, reimbursements, encumbrances and unallocated available balances. | GL Reporting | | | | | | |
| 162 | The system shall provide the ability to produce monthly cash and appropriated and unappropriated receipts/revenue reports in order to effect complete reconciliation based on user-defined criteria and workflow (e.g., reconciliation between department reports with DAGS financial statements). | GL Reporting | | | | | | |
| 163 | The system shall provide the ability to report on indirect costs and related distribution to direct programs and/or organizational units at any level of the organizational and program hierarchy. | GL Reporting | | | | | | |
| 164 | The system shall provide the ability to generate balance sheet and operating statements at any point in time, based on user-defined criteria. | GL Reporting | | | | | | |
| 165 | The system shall provide the ability to generate a report of organizational structure and codes. | GL Reporting | | | | | | |

| General Ledger | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution |
|----------------|---|---------------------|---|---|---|---|---|-------------------|
| ID# | Requirements | Topic | Y | C | 3 | F | N | |
| 1 | Allocation of GL account balances by fixed/flexible percentages | Allocations | | | | | | |
| 166 | The system shall provide the ability to generate a prior year appropriation report, which displays a summary of transaction activity, from inception of appropriation to the end of the prior year. | GL Reporting | | | | | | |

| Encumbrances | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
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| ID# | Requirements | Topic | Y | C | 3 | F | N | | H / M / L | |
| 1 | The system shall provide the ability to automatically pre-encumber funds via purchase requisition/contract request document based on user-defined criteria/thresholds. | Encumbrance Accounting | | | | | | | | |
| 2 | The system shall provide the ability to automatically encumber funds via purchase order (including blanket orders)/contract transaction, for multiple line items, based on user-defined criteria/thresholds and approvals. | Encumbrance Accounting | | | | | | | | |
| 3 | The system shall provide the ability to check available funds for transactions, based on user-defined criteria (e.g., fund, allocation, allotment). | Encumbrance Accounting | | | | | | | | |
| 4 | The system shall provide the ability to validate account classification values (i.e., organization, program, object, fund, appropriation). | Encumbrance Accounting | | | | | | | | |
| 5 | The system shall provide the ability to display a warning message and/or stop the transaction if appropriations/budget authority are unavailable/insufficient, based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 6 | The system shall provide the ability to pre-encumber and encumber funds for the future fiscal year before the current fiscal year closes or before enactment of the new fiscal year budget, based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 7 | The system shall provide the ability to liquidate a pre-encumbrance and encumber funds automatically when a purchase document is generated from a purchase requisition. | Encumbrance Accounting | | | | | | | | |
| 8 | The system shall provide the ability to liquidate a future fiscal year pre-encumbrance/encumbrance when the future fiscal year becomes the current fiscal year, and to establish a current year encumbrance. | Encumbrance Accounting | | | | | | | | |
| 9 | The system shall provide the ability to automatically modify encumbrances at the purchase order/contract line item level, based on purchase order/contract document changes (e.g., decreases/increases in item quantity and/or dollar amount, cancellations/back orders, returns). | Encumbrance Accounting | | | | | | | | |
| 10 | The system shall provide the ability to cancel an entire or partial purchase document (e.g., PO) and to automatically liquidate the encumbrance. | Encumbrance Accounting | | | | | | | | |
| 11 | The system shall provide the ability to roll outstanding encumbrances (e.g., PO, contract) to any fiscal year and liquidate old encumbrance in prior years, based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 12 | The system shall provide the ability to track encumbrance liquidation, by user-defined payment type (e.g., procurement card, direct transfer, claim schedule, expense advance, cancellation). | Encumbrance Accounting | | | | | | | | |
| 13 | The system shall have the ability to automatically encumber for taxes, based on multiple shipping destinations and different tax rates. | Encumbrance Accounting | | | | | | | | |
| 14 | The system shall provide the ability to automatically encumber for shipping & freight charges, based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 15 | The system shall provide the ability to validate the coding of manually entered, adjusted and liquidated encumbrances based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 16 | The system shall provide the ability to set a percentage threshold for the payment of encumbrances overages, with approvals to override, based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |

| Encumbrances | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
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| ID# | Requirements | Topic | Y | C | 3 | F | N | | H / M / L | |
| 17 | The system shall provide the ability to track encumbrances and encumbrance history, based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 18 | The system shall provide the ability to track encumbrances by multi-year contracts, based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 19 | The system shall provide the ability to generate encumbrance reports, based on user-defined criteria (e.g., vendor, any level within accounting classification, purchase document number). | Encumbrance Accounting | | | | | | | | |
| 20 | The system shall provide the ability to manually enter, adjust, correct, and liquidate an encumbrance, based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 21 | The system shall provide the ability to track the total amount of encumbrance liquidations by user-defined code, organizational unit, by program, by fund, by appropriation, by object of expenditure code, by fiscal year, and by other user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 22 | The system shall provide the ability to identify and calculate amount available for disencumbrance, based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 23 | The system shall provide the ability to identify all or partial encumbrances as obligations for year end reporting. | Encumbrance Accounting | | | | | | | | |
| 24 | The system shall provide the ability to roll over the balance of encumbrance for continuous appropriations in the new fiscal year, based on user-defined criteria. | Encumbrance Accounting | | | | | | | | |
| 25 | The system shall provide the ability for "mass closing"/full liquidation of purchase orders/contracts based on user-defined criteria (e.g., allow for authorized exceptions, such as contracts greater than 5 years old approved by Comptroller). | Encumbrance Accounting | | | | | | | | |
| 26 | The system shall provide the ability to encumber payroll based on user-defined criteria (e.g., casual pay for July 5th payroll). | Encumbrance Accounting | | | | | | | | |

| Accounts Payable | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
|------------------|--|--------------------|---|---|---|---|---|-------------------|--------------------------|------------------|
| ID# | Requirements | Topic | Y | C | 3 | F | N | | H / M / L | |
| 1 | Vendor search by any part of the name | AP Inquiries | | | | | | | | |
| 2 | Vendor search by address | AP Inquiries | | | | | | | | |
| 3 | Vendor-aged balance inquiry, showing balances broken down by user-defined aging periods with drill down into invoice detail from balances | AP Inquiries | | | | | | | | |
| 4 | All online inquiries allow drill down to invoice image | AP Inquiries | | | | | | | | |
| 5 | Online drill-down to purchase order details | AP Inquiries | | | | | | | | |
| 6 | Invoice search by part of invoice number | AP Inquiries | | | | | | | | |
| 7 | Invoice search by amount | AP Inquiries | | | | | | | | |
| 8 | Invoice search by date | AP Inquiries | | | | | | | | |
| 9 | Check search by check number | AP Inquiries | | | | | | | | |
| 10 | Check search by amount | AP Inquiries | | | | | | | | |
| 11 | Monthly Invoice register | AP Reports | | | | | | | | |
| 12 | Account details by vendor | AP Reports | | | | | | | | |
| 13 | Monthly check register by account | AP Reports | | | | | | | | |
| 14 | Overdue invoices | AP Reports | | | | | | | | |
| 15 | Invoice batch report | AP Reports | | | | | | | | |
| 16 | Prints checks from multiple bank accounts | Checks | | | | | | | | |
| 17 | On-demand check register for bank replenishment | Checks | | | | | | | | |
| 18 | Interface with a central processing agency to produce checks | Interface | | | | | | | | |
| 19 | Ability to download transactions on a daily basis from other processing systems for direct payment | Interface | | | | | | | | |
| 20 | Ability to import purchase order (PO) data from external purchasing systems | Invoice Matching | | | | | | | | |
| 21 | Two-way matching (invoice to PO) against PO data (if vendor has its own purchasing functionality) or imported PO data | Invoice Matching | | | | | | | | |
| 22 | Ability to match AP invoices with POs imported from external purchasing system | Invoice Matching | | | | | | | | |
| 23 | Mismatch conditions with user-defined tolerances with automatic warning/hold | Invoice Matching | | | | | | | | |
| 24 | Automatic release of mismatched invoices for payment when updated PO details are entered or imported into the system | Invoice Matching | | | | | | | | |
| 25 | Ability to process approved invoices for payment before the due date | Invoice Processing | | | | | | | | |
| 26 | Ability to configure flexible workflows for delegation of authority for invoice approvals | Invoice Processing | | | | | | | | |
| 27 | Online entry of invoices | Invoice Processing | | | | | | | | |
| 28 | Invoices can be imported electronically based on specified import formats (e.g., PDF, XML etc.) | Invoice Processing | | | | | | | | |
| 29 | System supports debit/credit memos | Invoice Processing | | | | | | | | |
| 30 | Invoices may be entered in batches | Invoice Processing | | | | | | | | |
| 31 | System defaults line item details automatically from purchase order (PO), where vendor provides procurement functionality | Invoice Processing | | | | | | | | |
| 32 | System highlights duplicate invoice numbers from the same vendor | Invoice Processing | | | | | | | | |
| 33 | Supports freight charge processing | Invoice Processing | | | | | | | | |
| 34 | System allows multiple GL distributions per invoice line item | Invoice Processing | | | | | | | | |
| 35 | GL distributions may be split by percentage | Invoice Processing | | | | | | | | |
| 36 | GL distributions may be split by amount | Invoice Processing | | | | | | | | |
| 37 | GL distributions may be split by quantity | Invoice Processing | | | | | | | | |
| 38 | The system permits a user to establish and maintain recurring invoices and includes these items in cash requirements reporting (for example, rent) | Invoice Processing | | | | | | | | |

| Accounts Payable | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
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| ID# | Requirements | Topic | Y | C | 3 | F | N | | H / M / L | |
| 39 | Integrated invoice scanning capability with optical character recognition (OCR) | Invoice Processing | | | | | | | | |
| 40 | Invoices are routed to multiple approvers using workflow capabilities in the system | Invoice Processing | | | | | | | | |
| 41 | Users can attach comments to the invoice | Invoice Processing | | | | | | | | |
| 42 | Invoice electronic record (e.g., PDF, XML file) may be attached to and viewed from transaction record | Invoice Processing | | | | | | | | |
| 43 | Invoices may be entered to future accounting periods while current period is open | Invoice Processing | | | | | | | | |
| 44 | Ability to put approved invoices on hold; query to determine invoices on hold | Invoice Processing | | | | | | | | |
| 45 | Invoice due date and payment discount terms determine when an item is selected for payment and user overrides are allowed | Invoice Processing | | | | | | | | |
| 46 | System allows the calculation of interest rates (predetermined by user) on overdue invoices | Invoice Processing | | | | | | | | |
| 47 | Can process late payment charges if accepted | Invoice Processing | | | | | | | | |
| 48 | Capability to support vendor rebate accounting; payment discounts are calculated automatically once vendor invoice terms and conditions input | Invoice Processing | | | | | | | | |
| 49 | Provide a tool to receive goods and track them against POs already in the system (without requiring implementation of an inventory management module) | Invoice Processing | | | | | | | | |
| 50 | Three-way matching (invoice to PO and goods received) against PO data (if vendor has its own purchasing functionality) or imported PO data | Invoice Processing | | | | | | | | |
| 51 | E-signature workflow integration to enable invoices to be routed to the appropriate SOH staff members for review and signoff approval | Invoice Processing | | | | | | | | |
| 52 | Mobile app approval of a payable, with configurable workflow to enable centralized approval of payment/ future payment date based on terms | Invoice Processing | | | | | | | | |
| 53 | Ability to select 1099 payments based on Vendor Master profile and electronically submit to the IRS | Legal Compliance | | | | | | | | |
| 54 | Ability to accept an inbound 1099 payment transaction file from another application and merge with the current file for submission | Legal Compliance | | | | | | | | |
| 55 | Ability to make changes after the initial submission and electronically submit to the IRS | Legal Compliance | | | | | | | | |
| 56 | Positive Pay - provide an outbound file of payment transactions to a financial institution prior to issuance of payment checks and direct deposits | Legal Compliance | | | | | | | | |
| 57 | System supports direct payment of invoices (i.e., without a purchase order record) | Payments | | | | | | | | |
| 58 | System provides ability to require specific attachments (e.g., receipt, HCE compliance, etc.) before releasing payments | Payments | | | | | | | | |
| 59 | Supports the ability for field processors to send invoices direct to check payment without central processing approval | Payments | | | | | | | | |
| 60 | System supports ACH payments | Payments | | | | | | | | |
| 61 | System supports open item processing | Payments | | | | | | | | |
| 62 | User may choose to take the payment discount even though the due date has expired | Payments | | | | | | | | |
| 63 | Individual invoices may be flagged to prohibit payment on the next check run | Payments | | | | | | | | |
| 64 | Individual invoices may be selected for early payment | Payments | | | | | | | | |

| Accounts Payable | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
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| ID# | Requirements | Topic | Y | C | 3 | F | N | | H / M / L | |
| 65 | User may select to pay invoices based on due date | Payments | | | | | | | | |
| 66 | User may select to pay invoices based on vendor | Payments | | | | | | | | |
| 67 | User may select to pay invoices based on invoice number ranges | Payments | | | | | | | | |
| 68 | User may choose multiple invoices for payment on one check and/or one invoice per check | Payments | | | | | | | | |
| 69 | Capability to stop payment on checks (for example, checks outstanding longer than six months) and initiate escheat process based on check void date | Payments | | | | | | | | |
| 70 | System supports manual payments | Payments | | | | | | | | |
| 71 | Online payment run preview that allows users to deselect items from the payment run before producing checks | Payments | | | | | | | | |
| 72 | Payment runs may be restarted with appropriate check number sequence controls (including voiding damaged checks) | Payments | | | | | | | | |
| 73 | Payments may be made by one legal entity/business unit on behalf of other legal entities/business units (centralized payment processing 'DAGS') | Payments | | | | | | | | |
| 74 | Ability to pay without an invoice (evaluated receipts settlement) | Payments | | | | | | | | |
| 75 | System supports electronic funds transfer (EFT) based on vendor preference with email communication to vendor | Payments | | | | | | | | |
| 76 | Automated notifications/alerts may be generated and routed to the appropriate staff member(s) when payments due dates are approaching on open invoices | Payments | | | | | | | | |
| 77 | Payment timing for approved invoices may be automated based on contract terms (i.e., funds would be encumbered upon invoice approval, and the system would automatically disburse funds based on preconfigured business rules and payment due date calculations) | Payments | | | | | | | | |
| 78 | System supports State of Hawaii General Excise Tax (GET), including different rates between Oahu and Neighbor Islands | Taxes | | | | | | | | |
| 79 | System supports GET exemptions | Taxes | | | | | | | | |
| 80 | Taxes calculated at invoice line level and compared to net/tax/gross at header level | Taxes | | | | | | | | |
| 81 | Tax rate changes may be entered in advance of actual date of change | Taxes | | | | | | | | |
| 82 | System has a portal for vendors to update their account details online; details to include payments (i.e. payment date, payment amount, check number, invoice number, etc.) and outstanding invoices | Vendor Portal | | | | | | | | |
| 83 | System has a portal for vendors to access their own account details | Vendor Portal | | | | | | | | |
| 84 | System has a portal for vendors to interact with AP staff and correct/update invoice data | Vendor Portal | | | | | | | | |
| 85 | Multiple remits to address are available for a vendor | Vendor Processing | | | | | | | | |
| 86 | Vendor records may be grouped into buy from/pay to relationships | Vendor Processing | | | | | | | | |
| 87 | Vendors may be grouped into multilevel hierarchical structures to represent parent/subsidiary relationships | Vendor Processing | | | | | | | | |
| 88 | Vendor hierarchy data may be imported from external source (for example, Dun & Bradstreet) | Vendor Processing | | | | | | | | |
| 89 | Vendors may be assigned a payment priority | Vendor Processing | | | | | | | | |
| 90 | Vendors may be put on hold | Vendor Processing | | | | | | | | |

| Accounts Payable | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
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| ID# | Requirements | Topic | Y | C | 3 | F | N | | H / M / L | |
| 91 | System maintains a vendor monetary amount for individual transactions and overall balance (with warning/hold processing if invoices exceed these limits) | Vendor Processing | | | | | | | | |
| 92 | Support for one-time vendors | Vendor Processing | | | | | | | | |
| 93 | Invoice entry defaults defined at vendor level (for example, terms code) | Vendor Processing | | | | | | | | |
| 94 | System support accounts payable (AP)/accounts receivable (AR) netting to calculate net vendor balance (can optionally be used in payment processing) | Vendor Processing | | | | | | | | |
| 95 | Supports specific vendor processing, such as minority vendor tracking | Vendor Processing | | | | | | | | |
| 96 | Ability to share vendor file between legal entities/business units (a vendor record does not have to be defined multiple times for each legal entity/business unit) | Vendor Processing | | | | | | | | |
| 97 | Vendors may be grouped/analyzed using coding elements that are separate from general ledger (GL) code segment values | Vendor Processing | | | | | | | | |

| Accounts Receivable | | Topic | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
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| ID# | Requirements | | Y | C | 3 | F | N | | | |
| 1 | Ability to share customer file between legal entities/business units (a customer record does not have to be defined multiple times for each legal entity/business unit) | Customer Data | | | | | | | | |
| 2 | System has a portal for customers to interact with collection agents and correct/update disputed and open items | AR Inquiries | | | | | | | | |
| 3 | Customer search by any part of the name | AR Inquiries | | | | | | | | |
| 4 | Customer search by address | AR Inquiries | | | | | | | | |
| 5 | Customer aged balance inquiry, showing balances broken down by user-defined aging periods with drill-down into invoice detail from balances | AR Inquiries | | | | | | | | |
| 6 | Customer aged balance inquiry as above, but showing base currency balance analyzed by transaction currencies | AR Inquiries | | | | | | | | |
| 7 | Customer aged balances can be viewed by customer groups hierarchically online, with ability to drill through levels of detail online | AR Inquiries | | | | | | | | |
| 8 | Customer aged balance inquiry may be run at any level of the customer hierarchy | AR Reports | | | | | | | | |
| 9 | AR trial balance (receivable GL account balances analyzed by customers) | AR Reports | | | | | | | | |
| 10 | Aging analysis analyzed by customer | AR Reports | | | | | | | | |
| 11 | Overdue accounts report (all customers with items overdue by a user specified period) | AR Reports | | | | | | | | |
| 12 | Cash receipts register | AR Reports | | | | | | | | |
| 13 | Ability to track AR in a standard manner across all, giving centralized visibility into system-wide AR, both in aggregate and in detail | AR Reports | | | | | | | | |
| 14 | Cash receipts and applications may be entered online | Cash Processing and Remittances | | | | | | | | |
| 15 | Cash receipts may be entered in batches | Cash Processing and Remittances | | | | | | | | |
| 16 | Cash receipts may be applied to open items directly from online entry screen | Cash Processing and Remittances | | | | | | | | |
| 17 | Supports credit card refunds | Cash Processing and Remittances | | | | | | | | |
| 18 | Automated electronic funds transfer (EFT) lock box processing | Cash Processing and Remittances | | | | | | | | |
| 19 | Supports automated clearing house (ACH) transfers | Cash Processing and Remittances | | | | | | | | |
| 20 | Supports credit card payments | Cash Processing and Remittances | | | | | | | | |
| 21 | Supports ACH debit/credit payments | Cash Processing and Remittances | | | | | | | | |
| 22 | Supports bills of exchange | Cash Processing and Remittances | | | | | | | | |
| 23 | Cash application may be performed online with ability to select/deselect items and see remaining unallocated cash balance | Cash Processing and Remittances | | | | | | | | |
| 24 | Cash receipts may be applied to invoices in multiple currencies with automatic write-off of exchange differences within user-defined limits | Cash Processing and Remittances | | | | | | | | |
| 25 | Automated cash matching by customer/invoice ID | Cash Processing and Remittances | | | | | | | | |
| 26 | Automated cash matching by user-defined rules (for example, match by most overdue first) | Cash Processing and Remittances | | | | | | | | |
| 27 | Users can create new financial measures and key performance indicators (KPIs), which are then available for inclusion in existing dashboards | Cash Processing and Remittances | | | | | | | | |
| 28 | Automated cash application based on period balance | Cash Processing and Remittances | | | | | | | | |
| 29 | Results of automated cash matching process may be viewed and amended online | Cash Processing and Remittances | | | | | | | | |
| 30 | System supports partial payments | Collections | | | | | | | | |
| 31 | User-defined statement formats | Collections | | | | | | | | |
| 32 | What you see is what you get (WYSIWYG) statement designer | Collections | | | | | | | | |
| 33 | Statements may be produced in batch or on-demand by users | Collections | | | | | | | | |
| 34 | Consolidated statements may be produced for any level of the customer hierarchy | Collections | | | | | | | | |

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| 35 | Statement formats may be different by customer class | Collections | | | | | | | | |
| 36 | System provides user-defined rules for creation of reminder letters | Collections | | | | | | | | |
| 37 | WYSIWYG reminder letter designer | Collections | | | | | | | | |
| 38 | Reminder letters/statements may be grouped into collection cycles | Collections | | | | | | | | |
| 39 | Collection cycles must allow for at least n stages | Collections | | | | | | | | |
| 40 | Online preview of reminder letters | Collections | | | | | | | | |
| 41 | Individual open items may be flagged for exclusion from reminder letters | Collections | | | | | | | | |
| 42 | Ability for collection agents to document interactions with customers | Collections | | | | | | | | |
| 43 | Customer interaction record supports attachments (for example, Word documents) | Collections | | | | | | | | |
| 44 | Online collection agent task lists | Collections | | | | | | | | |
| 45 | Ability to prioritize tasks in accordance with user-defined rules | Collections | | | | | | | | |
| 46 | Ability to define collection strategies and identify appropriate customers/open items for action (for example, most collectible items or maximize cash inflow) | Collections | | | | | | | | |
| 47 | Ability to define scripts for collection agents | Collections | | | | | | | | |
| 48 | Ability for collection agents to reprint invoices, statements and reminder letters on demand | Collections | | | | | | | | |
| 49 | Automatic write-offs when short payments are accepted | Collections | | | | | | | | |
| 50 | Shared service support (ability to manage customer invoices, remittances and collection processes across multiple entities/business units from one sign on) | Customer Portal | | | | | | | | |
| 51 | System has a portal for customers to access their own account details online | Customer Portal | | | | | | | | |
| 52 | System has a portal for customers to update their account details online | Customer Portal | | | | | | | | |
| 53 | Comprehensive customer master to enable online payment acceptance from parents, with online payments automatically posting to the GL or appropriate subledger | Customer Processing | | | | | | | | |
| 54 | Customers may be grouped/analyzed using coding elements that are separate from general ledger (GL) code segment values | Customer Processing | | | | | | | | |
| 55 | Customer records may be grouped into bill to/pay from relationships | Customer Processing | | | | | | | | |
| 56 | Customers may be grouped into multilevel hierarchical structures to represent parent/subsidiary relationships | Customer Processing | | | | | | | | |
| 57 | Customer hierarchy data may be imported from external source (for example, Dun & Bradstreet) | Customer Processing | | | | | | | | |
| 58 | Credit limit specified by customer | Customer Processing | | | | | | | | |
| 59 | Customers automatically placed on hold when credit limit exceeded | Customer Processing | | | | | | | | |
| 60 | Credit limit checking can be applied to a parent-company level (balance exceeded at a summary level in the customer hierarchy places all subsidiaries on hold) | Customer Processing | | | | | | | | |
| 61 | Integrated customer credit checking with external source (for example, Dun & Bradstreet) | Customer Processing | | | | | | | | |
| 62 | Customers may be assigned to user-defined classes for processing (for example, national accounts) | Customer Processing | | | | | | | | |
| 63 | Customers may be put on hold | Customer Processing | | | | | | | | |
| 64 | System maintains a customer monetary amount limit for individual transactions and overall balance (with warning/hold processing if invoices exceed these limits) | Customer Processing | | | | | | | | |
| 65 | Support for one-time customers | Customer Processing | | | | | | | | |
| 66 | One-time customers are deleted when their accounts receivable (AR) balance is zero | Customer Processing | | | | | | | | |
| 67 | System support accounts payable (AP)/AR netting to calculate net customer balance | Customer Processing | | | | | | | | |
| 68 | Ability to create late payment/finance charges | Disputes | | | | | | | | |
| 69 | Ability to flag items as "in dispute" | Disputes | | | | | | | | |
| 70 | Disputed items can be excluded from collection processes | Disputes | | | | | | | | |
| 71 | The system shall provide the ability to identify originator and each modifier of an AR document(s), based on user-defined criteria (e.g., by user ID, date/time). | General | | | | | | | | |
| 72 | The system shall provide the ability to track AR based on user-defined criteria (e.g., organization/ department, program, object, fund, appropriation, source, project, invoice number, vendor name/number, check number, type of AR, receipt number, contract number). | General | | | | | | | | |

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| 73 | The system shall provide the ability to receive full or partial payments based on user-defined criteria. | General | | | | | | | | | |
| 74 | The system shall provide the ability to capture miscellaneous information in free-form fields attached to AR/customer accounts and invoices. | General | | | | | | | | | |
| 75 | The system shall provide the ability to reclassify AR from one account to another account, based on user-defined authorization and criteria. | General | | | | | | | | | |
| 76 | The system shall provide the ability for both manual and/or auto generation of AR account/customer numbers. | General | | | | | | | | | |
| 77 | The system shall provide ability to categorize types and sub-types of AR accounts/customers based on, but not limited to, the following: business, individual, interdepartmental billing, government, non-profit organization, employees. | General | | | | | | | | | |
| 78 | The system shall provide the ability to track and maintain customers based on user-defined parameters (e.g., customer name/number, bill to address, location, customer contact, user-defined customer type, penalty eligibility status). | General | | | | | | | | | |
| 79 | The system shall provide the ability to include account history on AR account/customer statements based on user-defined criteria (e.g., aging buckets). | General | | | | | | | | | |
| 80 | The system shall provide the ability to establish multiple, user-defined dates on AR account/customer records (e.g., credit card transaction date; credit card expiration date). | General | | | | | | | | | |
| 81 | The system shall provide integration between payables and receivables. | General | | | | | | | | | |
| 82 | The system shall provide the ability to interface and report data from external departmental revenue systems based on user-defined criteria (e.g., department, appropriation, source). | Interface | | | | | | | | | |
| 83 | The system shall provide the ability to interface data from external systems, for use in generation of receivables, including but not limited to: vehicle identification number. | Interface | | | | | | | | | |
| 84 | The system shall provide the ability to manually and/or automatically assign unique invoice numbers, based on user-defined criteria (e.g., sequentially). | Invoice Generation | | | | | | | | | |
| 85 | The system shall provide the ability to identify and track invoices based on user-defined parameters. | Invoice Generation | | | | | | | | | |
| 86 | The system shall provide the ability to track AR account/customer records based on user-defined criteria (e.g., payment terms, late fee rates). | Invoice Generation | | | | | | | | | |
| 87 | The system shall provide the ability for decentralized entry of AR invoices. | Invoice Generation | | | | | | | | | |
| 88 | The system shall provide the ability to generate invoices, based on user-defined invoice templates (e.g., aging buckets). | Invoice Generation | | | | | | | | | |
| 89 | The system shall provide the ability to create different types of user-defined invoices, based on user-defined criteria. | Invoice Generation | | | | | | | | | |
| 90 | The system shall provide the ability to produce invoices based on user-defined parameters (e.g., AR Type; billing cycles). | Invoice Generation | | | | | | | | | |
| 91 | The system shall provide the ability to automatically prorate billings based on user-defined criteria. | Invoice Generation | | | | | | | | | |
| 92 | The system shall provide the ability to determine an appropriate rate based on specific field information (e.g. rate based on date/time). | Invoice Generation | | | | | | | | | |
| 93 | The system shall provide the ability to post AR invoices to the G/L, based on user-defined criteria (e.g., automatically, manually). | Invoice Generation | | | | | | | | | |
| 94 | The system shall provide the ability to defer or place on hold billings/invoices, based on user-defined criteria (e.g., continue or place on-hold accumulation of interest charges). | Invoice Generation | | | | | | | | | |
| 95 | The system shall provide the ability to automatically generate recurring invoices/billings, with an end date or end amount, and with the ability to adjust an invoice based on user-defined parameters. | Invoice Generation | | | | | | | | | |
| 96 | The system shall provide the ability to combine multiple charges for the same AR account/customer on a single invoice, with separate itemization of each charge. | Invoice Generation | | | | | | | | | |

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| 97 | The system shall provide the ability to select an invoice(s) to be suppressed from printing, based on user-defined criteria (e.g., invoice type). | Invoice Generation | | | | | | | | |
| 98 | The system shall provide the ability to print multiple copies of invoices and reprint invoices/replacement invoices, based on user-defined criteria (e.g., duplicate invoices/statements marked as "duplicate"; replacement invoices not marked as "duplicate"). | Invoice Generation | | | | | | | | |
| 99 | The system shall provide the ability to electronically distribute invoices to selected AR accounts/customers with user-defined control and notification. | Invoice Generation | | | | | | | | |
| 100 | The system shall provide the ability to calculate, bill, and/or waive late charges, interest (e.g., one-time or compounded), penalty fees and other user-defined fees (e.g., collection fee), based on user-defined criteria (e.g., State policy; Department policy, program policy). | Invoice Generation | | | | | | | | |
| 101 | The system shall provide the ability to track and report on late fees, interest, and other user-defined fees. | Invoice Generation | | | | | | | | |
| 102 | The system shall provide the ability to print fee detail on invoices, based on user-defined criteria. | Invoice Generation | | | | | | | | |
| 103 | The system shall provide the ability to correct, modify or reverse invoices, based on user-defined security, workflow, audit history and thresholds. | Invoice Generation | | | | | | | | |
| 104 | The system shall provide the ability to make changes (e.g., corrections, modifications, or reversals) to posted transactions through correcting entries. | Invoice Generation | | | | | | | | |
| 105 | The system shall provide the ability to link the original invoice number to subsequent invoice adjustments and modifications. | Invoice Generation | | | | | | | | |
| 106 | The system shall provide the ability to create a custom-designed invoice based on user-defined criteria (e.g., AR Type). | Invoice Generation | | | | | | | | |
| 107 | The system shall provide the ability to process internal billing, including journal entries to transfer funds. | Invoice Generation | | | | | | | | |
| 108 | Supports aging calculations that are based on user-defined time periods | Invoice/Journal Processing | | | | | | | | |
| 109 | Ability to import approved invoices from external billing systems | Invoice/Journal Processing | | | | | | | | |
| 110 | Integration with order processing module (if vendor provides it) | Invoice/Journal Processing | | | | | | | | |
| 111 | Online entry capability for low-volume invoices | Invoice/Journal Processing | | | | | | | | |
| 112 | Recurring invoice entry capability | Invoice/Journal Processing | | | | | | | | |
| 113 | Write-off journals with user-defined reason codes and automated GL | Invoice/Journal Processing | | | | | | | | |
| 114 | Adjustment journals (for example, transfer payments between accounts) with automated GL postings if required | Invoice/Journal Processing | | | | | | | | |
| 115 | Capability to systematically adjust for generally accepted accounting principles related to revenue recognition | Invoice/Journal Processing | | | | | | | | |
| 116 | Ability to create credit memos/refunds | Invoice/Journal Processing | | | | | | | | |
| 117 | Refund creates disbursement request and raises payment if required | Invoice/Journal Processing | | | | | | | | |
| 118 | The system shall provide the ability to establish and to track employee payroll accounts receivable (e.g., overpayments), based on user-defined criteria (e.g., employee ID, pay period, A/R Date). | Management of AR | | | | | | | | |
| 119 | The system shall provide the ability to obtain payroll amounts withheld for the purpose of salary overpayment recovery via interface from payroll. | Management of AR | | | | | | | | |
| 120 | The system shall provide the ability to automate application of employee's salary overpayment recovery to related employee receivable based on user-defined criteria. | Management of AR | | | | | | | | |
| 121 | The system shall provide the ability to generate a report which tracks receivables for salary overpayments based on user-defined criteria (e.g., reconciles overpayment recovery against related employee receivables). | Management of AR | | | | | | | | |
| 122 | The system shall provide the ability to generate a report which tracks employee advances against related employee receivables. | Management of AR | | | | | | | | |
| 123 | The system shall provide the ability to identify employee expense claims to be billed as an accounts receivable (e.g., employee travel costs being reimbursed by outside entity). | Management of AR | | | | | | | | |
| 124 | The system shall provide the ability to generate a collection letter to employees with any amounts owed for advances, based on user-defined criteria. | Management of AR | | | | | | | | |

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| 125 | The system shall provide the ability to automatically generate customer notifications and correspondence based on user-defined criteria (e.g. notification that payment has been received and account is now current; notification of terminations for delinquent documentation). | Management of AR | | | | | | | | |
| 126 | The system shall provide the ability to generate and record AR refund request (e.g., for overpayments), based on user-defined workflow and approvals, based on user-defined criteria. | Management of AR | | | | | | | | |
| 127 | The system shall provide the ability to generate credit memos automatically for approved requests based on user-defined criteria and business rules. | Management of AR | | | | | | | | |
| 128 | The system shall provide the ability to write off payment amounts based on user-defined criteria (e.g., discrepancy between payment received and invoice amount). | Management of AR | | | | | | | | |
| 129 | The system shall provide the ability to adjust and set late fees, penalties, and interest fees, based on user-defined criteria. | Management of AR | | | | | | | | |
| 130 | The system shall provide the ability to create automatic notifications to collection agencies based on user-defined criteria. | Management of AR | | | | | | | | |
| 131 | The system shall provide the ability to track the delinquency history of customers based on user-defined criteria (e.g., number of instances of delayed payment). | Management of AR | | | | | | | | |
| 132 | The system shall provide the ability to post AR collections based on user-defined parameters (e.g., multiple years, multiple funds, program, project). | Management of AR | | | | | | | | |
| 133 | The system shall provide the ability to inquire against and to age pending (e.g., uncleared collections) transactions, with ability to generate notification for required action, based on user-defined criteria. | Management of AR | | | | | | | | |
| 134 | The system shall provide the ability to process and track all aspects of a "bad check" or NSF check payment, based on user-defined criteria (e.g., generation of AR; penalty/ bounced check fee). | Management of AR | | | | | | | | |
| 135 | The system shall provide the ability to track dishonored checks by user-defined parameters (e.g., receipt type, user-defined deposit number). | Management of AR | | | | | | | | |
| 136 | The system shall provide the ability to generate notification letter and a new invoice resulting from a dishonored check (include additional fees), based on user-defined criteria and audit trail (e.g., retaining original entry). | Management of AR | | | | | | | | |
| 137 | The system shall provide the ability to generate a report on open items (e.g., current and past due invoices, debit memos, uncleared collections) and closed items. | Reporting | | | | | | | | |
| 138 | The system shall provide the ability to generate a detailed report on AR invoices which have been closed for reasons other than final payment, based on user-defined criteria (e.g., detailed history of steps taken that led to write-off). | Reporting | | | | | | | | |
| 139 | The system shall provide the ability to query on and generate a detailed AR aging report, based on user-defined criteria (e.g., sorting by age range of invoices, by organization structure). | Reporting | | | | | | | | |

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| 1 | Ability to electronically upload bank statements | Bank Reconciliation | | | | | | | | |
| 2 | Ability to automate cash receipts and cash allocation/reconciliation without IT involvement in preparing the data exports for upload | Bank Reconciliation | | | | | | | | |
| 3 | Reconciliation of transactions in user-designated bank accounts | Bank Reconciliation | | | | | | | | |
| 4 | User entry of cash items on bank statement | Bank Reconciliation | | | | | | | | |
| 5 | The system shall provide the ability to interface daily deposit information from financial institutions based on user-defined criteria (e.g., org code, bank/treasury account #, check date, check number, report of deposit number and amount, location code, monthly deposit and other disbursement information). | Bank Reconciliation | | | | | | | | |
| 6 | The system shall enable bank statement upload for reconciliation of cash transactions. | Bank Reconciliation | | | | | | | | |
| 7 | The system shall support all standard electronic bank statement formats (e.g., BAI2; SWIFT940) based on pre-defined mapping templates and create custom mapping templates for loading user-defined bank statement formats. | Bank Reconciliation | | | | | | | | |
| 8 | The system shall provide the ability to reconcile bank account statements to the GL. | Bank Reconciliation | | | | | | | | |
| 9 | The system shall provide the ability to perform online bank reconciliation for manual checks, automated checks, and direct transfers based on user-defined criteria. | Bank Reconciliation | | | | | | | | |
| 10 | The system shall provide the ability to identify outstanding checks, deposits and adjustments which did not clear during bank reconciliation. | Bank Reconciliation | | | | | | | | |
| 11 | The system shall provide the ability to validate, review and correct any data or reconciliation errors online, based on user-defined criteria and business rules. | Bank Reconciliation | | | | | | | | |
| 12 | The system shall provide the ability to change the status of a check online without affecting the original receipt/ disbursement transaction, based on user-defined approvals and criteria. | Bank Reconciliation | | | | | | | | |
| 13 | The system shall provide the ability to access or produce financial institution statements and book balance for each account, based on user-defined time period (e.g., calendar month; fiscal period). | Bank Reconciliation | | | | | | | | |
| 14 | The system shall provide the ability to account for and reconcile bank accounts and provide monthly bank account statements, with deposit and disbursement information, based on user-defined criteria, business rules, and defined tolerance levels. | Bank Reconciliation | | | | | | | | |
| 15 | The system shall provide the ability to correct check/deposit amounts without affecting the original receipt/disbursement transaction, and to make online adjustments (e.g., reestablishment of check), based on user-defined authorization. | Bank Reconciliation | | | | | | | | |
| 16 | The system shall provide the ability to post checks, deposits, and adjustments to bank reconciliation system, based on user-defined parameters. | Bank Reconciliation | | | | | | | | |
| 17 | The system shall provide the ability to retrieve and archive paid checks. Images for 10 years/per state statutory retention. | Bank Reconciliation | | | | | | | | |
| 18 | The system shall provide the ability to identify outstanding checks based on user-defined criteria, including but not limited to: by check number, account number, amount, date, payee/vendor, fund, organization, appropriation, user-defined ranges (e.g., date range, dollar range; age range). | Bank Reconciliation | | | | | | | | |
| 19 | The system shall provide the ability to archive prior period paid and voided check information, and cleared adjustments, based on user-defined parameters (e.g., calendar year, fiscal year). | Bank Reconciliation | | | | | | | | |
| 20 | The system shall provide the ability to process and identify returned items (e.g., dishonored checks) and bank adjustments. | Bank Reconciliation | | | | | | | | |
| 21 | The system shall provide the ability to link adjustments to related AR and/or AP transaction, based on user-defined criteria. | Bank Reconciliation | | | | | | | | |
| 22 | The system shall provide the ability to automate the reversal of NSF or rejected receipts | Bank Reconciliation | | | | | | | | |
| 23 | The system shall provide the ability to track and manage stale-dated checks, based on user-defined criteria. | Bank Reconciliation | | | | | | | | |
| 24 | The system shall provide the ability to generate "bank statements", by fund, by organization, by appropriation, by account, by user-defined time period (e.g., daily, weekly, monthly), based on user-defined parameters. | Bank Reconciliation | | | | | | | | |
| 25 | The system shall provide "Bank-to-Book" reporting. | Bank Reconciliation | | | | | | | | |

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| 26 | The system shall provide the ability to generate an outstanding check register selected by check range, date, and payee/vendor, etc., and other information, based on user-defined criteria. | Bank Reconciliation | | | | | | | | |
| 27 | The system shall provide the ability to generate bank reconciliation reports at both the detail and summary level, including, but not limited to the following: | Bank Reconciliation | | | | | | | | |
| 28 | Combination Issues/Paid Report | Bank Reconciliation | | | | | | | | |
| 29 | Balancing Reports | Bank Reconciliation | | | | | | | | |
| 30 | Memos Report | Bank Reconciliation | | | | | | | | |
| 31 | Deposit Report | Bank Reconciliation | | | | | | | | |
| 32 | Daily Activity Report | Bank Reconciliation | | | | | | | | |
| 33 | Check Register | Bank Reconciliation | | | | | | | | |
| 34 | Check History | Bank Reconciliation | | | | | | | | |
| 35 | Daily Check Sheet | Bank Reconciliation | | | | | | | | |
| 36 | Cancel and Voids | Bank Reconciliation | | | | | | | | |
| 37 | Monthly Totals (e.g., issued; redeemed; outstanding) | Bank Reconciliation | | | | | | | | |
| 38 | Deposits In Transit | Bank Reconciliation | | | | | | | | |
| 39 | Cash in Transit | Bank Reconciliation | | | | | | | | |
| 40 | Reconciliation to GL/Trial Balance | Bank Reconciliation | | | | | | | | |
| 41 | Outstanding Checks | Bank Reconciliation | | | | | | | | |
| 42 | The system shall provide the ability to generate notifications based on user-defined criteria (e.g., when the "bank statement" has not been reconciled to GL; significant reconciling items have not been cleared). | Bank Reconciliation | | | | | | | | |
| 43 | Integration with Society for Worldwide Interbank Financial Telecommunication (SWIFT) | Bank Reconciliation | | | | | | | | |
| 44 | System maintains daily cash book of all cash transactions | Cash Book | | | | | | | | |
| 45 | The system shall provide the ability to generate a unique document identifier for each receipt, based on user-defined numbering convention. | Cash Deposits/ Receipts | | | | | | | | |
| 46 | The system shall provide the ability to track receipt and deposit processing, based on user-defined criteria and user-defined business rules. | Cash Deposits/ Receipts | | | | | | | | |
| 47 | The system shall provide the ability to record receipts, based on user-defined receipt categories. | Cash Deposits/ Receipts | | | | | | | | |
| 48 | The system shall enable the receipt of funds through multiple payment types and methods, including but not limited to check, wire transfer, EFT, direct debit and credit card, ACH, pre-authorized checking, electronic payments, etc., based on user-defined criteria. | Cash Deposits/ Receipts | | | | | | | | |
| 49 | The system shall provide the ability to enter and record cash deposits based on user-defined criteria and business rules (e.g., by subaccount; by default account, such as program ID, based on org ID of depositor; centralized release of postings to GL). | Cash Deposits/ Receipts | | | | | | | | |
| 50 | The system shall provide automated cash receipt capabilities (e.g., interfaced cash receipts are processed against open invoices). | Cash Deposits/ Receipts | | | | | | | | |
| 51 | The system shall provide the ability to reprint any receipt. | Cash Deposits/ Receipts | | | | | | | | |
| 52 | The system shall provide the ability to correct or reverse the application of cash receipts (e.g., wrong invoice number, date, amount, NSF), based on user-defined criteria and approvals. | Cash Deposits/ Receipts | | | | | | | | |
| 53 | The system shall provide the ability to track and apply advance collections, pre-pays and overpayments, based on user-defined approvals. | Cash Deposits/ Receipts | | | | | | | | |
| 54 | The system shall provide the ability to receive and process miscellaneous receipts. | Cash Deposits/ Receipts | | | | | | | | |
| 55 | The system shall provide ability to receive cash without billing or invoicing involved, based on user-defined criteria (e.g., inclusion of cash receipt in cash management report for bank reconciliation). | Cash Deposits/ Receipts | | | | | | | | |
| 56 | The system shall provide the ability to apply/split a receipt/ deposit across multiple funds, multiple years, and other user-defined parameters (e.g., by percentage). | Cash Deposits/ Receipts | | | | | | | | |
| 57 | The system shall provide the ability to spread a single or partial receipt over multiple invoices, by user-defined allocation (e.g., specified percentage per invoice; by age of invoice), and by other user-defined criteria (e.g., invoice number, date). | Cash Deposits/ Receipts | | | | | | | | |
| 58 | The system shall provide the ability to apply payments to select invoices and to track and view remaining balances. | Cash Deposits/ Receipts | | | | | | | | |

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| 59 | The system shall provide the ability to capture user-defined receipt descriptions and/or comments. | Cash Deposits/ Receipts | | | | | | | | |
| 60 | The system shall provide the ability to automatically apply receipts based on user-defined criteria (e.g., by customer, by location; by type of revenue) and user-defined percentages. | Cash Deposits/ Receipts | | | | | | | | |
| 61 | The system shall provide the ability to apply receipt to closed invoices, via re-establishment/re-opening of invoice, based on user-defined authorization. | Cash Deposits/ Receipts | | | | | | | | |
| 62 | The system shall provide the ability to split receipt into principal, additional fees (if any), interest, tax, penalty and other types of fees including, but not limited to, any combination of user-defined parameters. | Cash Deposits/ Receipts | | | | | | | | |
| 63 | The system shall provide the ability to generate notification of receipt of funds, which is linked to pending expenditures that are on-hold (e.g., payment vouchers which have been held pending receipt of federal funds), based on user-defined criteria and approvals. | Cash Deposits/ Receipts | | | | | | | | |
| 64 | The system shall provide the ability to manually process dishonored checks in the system or to accept and load an electronic bank file with dishonored check information. | Cash Deposits/ Receipts | | | | | | | | |
| 65 | The system shall provide the ability to automatically post the A/R entry resulting from the dishonored check. | Cash Deposits/ Receipts | | | | | | | | |
| 66 | Cash-flow forecast generated based on items in accounts payable (AP) and accounts receivable (AR) modules | Cash Forecasting | | | | | | | | |
| 67 | Daily cash position forecasting | Cash Forecasting | | | | | | | | |
| 68 | User-defined cash-flow forecast periods | Cash Forecasting | | | | | | | | |
| 69 | User entry of cash items not in AP and AR systems | Cash Forecasting | | | | | | | | |
| 70 | "What-if" analysis based on moving due dates or receipt dates | Cash Forecasting | | | | | | | | |
| 71 | Forecast cash flow based on pending payments/ encumbered funds and account balances, detect when additional funds are needed in a particular account, and leverage automated workflows to alert the appropriate parties to move additional funds into an account as necessary | Cash Forecasting | | | | | | | | |
| 72 | The system shall provide the ability to maintain a set of accounts of all monies received and paid, based on user-defined criteria. | Cash Management | | | | | | | | |
| 73 | The system shall provide the ability to record the segregation of money in the State Treasury from money outside the State Treasury (e.g., agency checking accounts.) | Cash Management | | | | | | | | |
| 74 | The system shall provide the ability to identify receipts and disbursements and to prepare monthly and point in time cash basis reporting, based on user defined criteria. | Cash Management | | | | | | | | |
| 75 | The system shall provide the ability to enter and record deposits based on user-defined criteria (e.g., by subaccount; by default account, such as program ID, based on the org ID of the depositor). | Cash Management | | | | | | | | |
| 76 | The system shall provide the data required to maintain cash projections, based on user-defined criteria. | Cash Management | | | | | | | | |
| 77 | The system shall provide the ability to rollup departmental projections to State-level projections, based on user-defined criteria. | Cash Management | | | | | | | | |
| 78 | The system shall provide the ability to maintain and report data on cash held within department checking accounts, which are outside of the State Treasury, based on user-defined criteria. | Cash Management | | | | | | | | |
| 79 | The system shall provide the ability to process all items currently presented to the State Treasury, and to reconcile items with external departmental systems. | Cash Management | | | | | | | | |
| 80 | The system shall provide the ability to ensure that all disbursements have sufficient cash based on user-defined criteria. | Cash Management | | | | | | | | |
| 81 | The system shall provide the ability to record and identify deposits, based on user-defined criteria. | Cash Management | | | | | | | | |
| 82 | The system shall provide the ability to process EFT transactions based on user-defined criteria (e.g., location). | Cash Management | | | | | | | | |
| 83 | The system shall provide the ability to process ACH - Credit Cards and debit card, and electronic payment transactions. | Cash Management | | | | | | | | |
| 84 | The system shall provide the ability to download and process bank files. | Cash Management | | | | | | | | |

| Cash Management | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
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| ID# | Requirements | Topic | Y | C | 3 | F | N | | H / M / L | |
| 85 | The system shall provide the ability to generate notifications, when departments submit requests to "draw down" federal funds or to send cash directly to the State Treasury, and to provide data on the amount to be received, expected receipt date, department, contact person, and other user defined information, based on user-defined criteria. | Cash Management | | | | | | | | |
| 86 | The system shall provide the ability to automatically generate notifications when departments request a wire transfer payment to be received and issued the same day, and to provide data on the amount to be received, expected receipt date, department contact person, and other user defined information, based on user-defined criteria. | Cash Management | | | | | | | | |
| 87 | The system shall provide the ability to maintain and report data on the cash within the State Investment Pool and Bond Investment Pool Programs based on user-defined criteria. | Cash Management | | | | | | | | |
| 88 | The system shall provide the ability to record, calculate, and maintain data required by the Cash Management Improvement Act (CMIA), including but not limited to: | Cash Management | | | | | | | | |
| 89 | Identification of Transactions Funded By Major Federal Programs | Cash Management | | | | | | | | |
| 90 | Tracking of Federal Funds Deposits, By Cash/ Redemption Date | Cash Management | | | | | | | | |
| 91 | Tracking of Federal Funds Expenditures (e.g., payroll, vendor payments) | Cash Management | | | | | | | | |
| 92 | Determination of Clearance Patterns | Cash Management | | | | | | | | |
| 93 | Calculation of Federal Portion of Payment (FPP) | Cash Management | | | | | | | | |
| 94 | Calculation of Interest pursuant to user/Federal CMIA guidelines | Cash Management | | | | | | | | |
| 95 | The system shall provide the ability to generate a report on compliance with the requirements of the Cash Management Improvement Act (CMIA), based on user-defined criteria. | Cash Management | | | | | | | | |
| 96 | The system shall provide the ability to interface data required for generation of CMIA report from external systems (e.g., DOT-FAST). | Cash Management | | | | | | | | |
| 97 | The system shall provide the ability to track and generate a report on direct costs associated with implementing the requirements of the Cash Management Improvement Act (CMIA), based on user-defined criteria. | Cash Management | | | | | | | | |
| 98 | The system shall have the ability to maintain and report data on the fund, amount, date and number of checks issued and released, based on user-defined criteria. | Cash Management | | | | | | | | |
| 99 | The system shall provide the ability to project interest earned, by classification structure (e.g., GL account), and incorporate projections into cash flow estimates. | Cash Projections | | | | | | | | |
| 100 | The system shall provide the ability to incorporate commitments (e.g., purchase orders, contracts, payment vouchers) into cash flow projections, based on user-defined criteria. | Cash Projections | | | | | | | | |
| 101 | The system shall provide the ability to interface payroll data for purposes of projections for cash flow, based on user-defined criteria. | Cash Projections | | | | | | | | |
| 102 | The system shall provide the ability to project cash flows from external and feeder systems based on user-defined criteria. | Cash Projections | | | | | | | | |
| 103 | The system shall provide the ability to analyze projected cash flows based on user-defined criteria. | Cash Projections | | | | | | | | |
| 104 | The system shall provide the ability to export cash forecasts to MS-Excel and other user-defined formats | Cash Projections | | | | | | | | |
| 105 | System provides an unclaimed property process | Compliance | | | | | | | | |
| 106 | System can maintain investment and loan information | Debt and Investment Management | | | | | | | | |
| 107 | Automatic journal entries for periodic interest income and expense | Debt and Investment Management | | | | | | | | |
| 108 | The system shall provide the ability to record and track donations based on user-defined criteria and user-defined time period. | Donations | | | | | | | | |
| 109 | The system shall provide the ability to prevent duplicate entry of donor record based on user-defined criteria. | Donations | | | | | | | | |
| 110 | The system shall provide the ability to track and report on donations based on user defined criteria (e.g., in compliance with State requirements). | Donations | | | | | | | | |

| Cash Management | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
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| ID# | Requirements | Topic | Y | C | 3 | F | N | | H / M / L | |
| 111 | The system shall provide the ability to track and generate multiple versions of acknowledgement (e.g. thank you) letters to donors based on user-defined criteria (e.g., in cases of multiple donations by a single donor, donor shall receive different versions of letter for each donation). | Donations | | | | | | | | |
| 112 | The system shall provide forecasting capabilities for cash inflows including but not limited to: | Forecasting | | | | | | | | |
| 113 | Tax revenues (with at least 12 types of taxes) | Forecasting | | | | | | | | |
| 114 | Non-tax revenues (at least 10 types) | Forecasting | | | | | | | | |
| 115 | Maturing investments | Forecasting | | | | | | | | |
| 116 | Federal funds | Forecasting | | | | | | | | |
| 117 | DCCA (Dept of Commerce & Consumer Affairs) | Forecasting | | | | | | | | |
| 118 | Bond Sales | Forecasting | | | | | | | | |
| 119 | Miscellaneous inflows (user-defined categories) | Forecasting | | | | | | | | |
| 120 | The system shall provide forecasting capabilities for cash outflows including but not limited to: | Forecasting | | | | | | | | |
| 121 | Payroll | Forecasting | | | | | | | | |
| 122 | Debt Service | Forecasting | | | | | | | | |
| 123 | Welfare | Forecasting | | | | | | | | |
| 124 | Capital Improvement Programs | Forecasting | | | | | | | | |
| 125 | Employee Benefits | Forecasting | | | | | | | | |
| 126 | Tax distribution to counties | Forecasting | | | | | | | | |
| 127 | Miscellaneous Outflows (user-defined categories) | Forecasting | | | | | | | | |
| 128 | The system shall have the ability to provide the extensive revenue forecasting functionality required by large revenue collecting departments and the B&F. | Forecasting | | | | | | | | |
| 129 | The system shall provide the ability to calculate cash flow (e.g., receipts and disbursements, General Obligation bond cash balance), and to forecast cash position and requirements, based on any level in the organization structure, by user-defined criteria. | General | | | | | | | | |
| 130 | The system shall provide the ability to maintain receipts information, based on user-defined approvals, user-defined time period (e.g., weekly), and user-defined criteria. | General | | | | | | | | |
| 131 | The system shall provide the ability to extract and compile accruals for receipts, reimbursements, expenditures, and other user-defined criteria. | General | | | | | | | | |
| 132 | The system shall provide the ability to sort and organize funds into different classifications, based on user-defined criteria for reporting purposes. | General | | | | | | | | |
| 133 | The system shall provide the ability to calculate average daily, monthly and quarterly, fiscal year cash balance by fund, appropriation, category, group and organizational unit, in order to adjust these average cash balances as needed, based on user-defined criteria. | General | | | | | | | | |
| 134 | The system shall provide the ability to track/monitor and comply with the requirements of the Cash Management Improvement Act (CMIA) based on user-defined criteria and user-defined workflow (e.g., workflow between B&F and departments for generation and verification of CMIA reporting). | General | | | | | | | | |
| 135 | The system shall provide the ability to post reversing entries. | General | | | | | | | | |
| 136 | The system shall provide the ability to track daily cash position, based on user-defined criteria (e.g., GL account, subsidiary ledger). | General | | | | | | | | |
| 137 | The system shall provide the ability to identify/flag pending transactions (e.g., payment vouchers), which can be put on hold, based on user-defined parameters (e.g., cash forecast is negative; Federal cash is available for drawing down, but there is no appropriation authority). | General | | | | | | | | |
| 138 | The system shall provide the ability to flag funds to be utilized first, based on user-defined criteria (e.g., cash on-hand, federal funds). | General | | | | | | | | |
| 139 | The system shall provide the ability to report fund transfers between bank accounts based on user-defined criteria. | General | | | | | | | | |
| 140 | The system shall provide the ability to reconcile unremitted cash by user-defined parameters (e.g., fiscal year, fund, type, source, and appropriation to GL). | General | | | | | | | | |
| 141 | The system shall provide the ability to reconcile notices of deposits, based on user-defined criteria. | General | | | | | | | | |

| Cash Management | | Topic | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity H / M / L | Offeror Comments |
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| ID# | Requirements | | Y | C | 3 | F | N | | | |
| 142 | The system shall provide the ability to interface with third-party providers for on-line receipts/payments and deposits based on user-defined criteria. | General | | | | | | | | |
| 143 | The system shall support the use of lockbox functionality. | General | | | | | | | | |
| 144 | The system shall provide the ability to maintain, track, and query data on securities held to secure deposit balances (HRS Chap.38) based on user-defined criteria, including but not limited to: | General | | | | | | | | |
| 145 | Control Number | General | | | | | | | | |
| 146 | Security Type | General | | | | | | | | |
| 147 | Depositor (i.e., for whom the collateral and securities are being held) | General | | | | | | | | |
| 148 | Depository (i.e., financial institution who has pledged the security) | General | | | | | | | | |
| 149 | Holder (i.e., financial institution who is holding the collateral security) | General | | | | | | | | |
| 150 | Entry Date (official pledge date) | General | | | | | | | | |
| 151 | Category (i.e., what security is being used for) | General | | | | | | | | |
| 152 | Confirmation Date (i.e., the settlement or receipt date of the safekeeping deposit) | General | | | | | | | | |
| 153 | Receipt Number | General | | | | | | | | |
| 154 | Receipt Date | General | | | | | | | | |
| 155 | Description | General | | | | | | | | |
| 156 | Interest Rate of Security | General | | | | | | | | |
| 157 | Due Date | General | | | | | | | | |
| 158 | Par Value | General | | | | | | | | |
| 159 | Rating | General | | | | | | | | |
| 160 | Market Value | General | | | | | | | | |
| 161 | The system shall provide the ability to maintain, track, and query data on collateral securities based on user-defined criteria, including but not limited to: | General | | | | | | | | |
| 162 | Financial Institution | General | | | | | | | | |
| 163 | Deposit - State Amount | General | | | | | | | | |
| 164 | Deposit - Employee Retirement System (ERS) Amount | General | | | | | | | | |
| 165 | Federal Insurance | General | | | | | | | | |
| 166 | Dollar Value of Non-Pass-Through Securities | General | | | | | | | | |
| 167 | Dollar Value of Pass-Through Securities | General | | | | | | | | |
| 168 | The system shall provide the ability to distribute interest earnings to the participants in the State Investment Pool and Bond Investment Programs based on program requirements. | Interest Earnings Allocation | | | | | | | | |
| 169 | The system shall provide the ability to maintain data on State Investment Pool Program and Bond Investment Pool Program investments with premiums and discounts, and to amortize the premium and discount on those investments for use in the interest distribution based on user-defined criteria. | Interest Earnings Allocation | | | | | | | | |
| 170 | The system shall provide the ability to calculate interest on specified | Interest Earnings Allocation | | | | | | | | |
| 171 | The system shall provide the ability to interface detailed and summary level data from financial institutions based on user-defined frequency (e.g., daily, weekly, monthly, quarterly) and user-defined criteria (e.g., receipts, expenditures, cash balance by bank account, program ID, organization unit). | Interface | | | | | | | | |
| 172 | The system shall provide the ability to interface data on cash flows, both actual and projected, from external systems (including an Investment portfolio management system) based on user-defined criteria. | Interface | | | | | | | | |
| 173 | The system shall provide the ability to process internal loans (e.g., cash flow loans), including processing entries for borrowing and repayment of specified funds, based on user-defined criteria (e.g., specific funds are designated as available to borrow from). | Loans - Internal | | | | | | | | |
| 174 | The system shall provide the ability to establish, track and repay interim financing loans for bonds based on user defined criteria. | Loans - Internal | | | | | | | | |
| 175 | The system shall provide the ability to generate a daily cash deposit entry report, based on user-defined criteria. | Reporting | | | | | | | | |
| 176 | The system shall provide the ability to generate a daily bank deposit listing, by location and bank account number, based on user-defined criteria (e.g., allocation information). | Reporting | | | | | | | | |
| 177 | The system shall provide the ability to generate a daily cash receipt report by batch receipt code, or by other user-defined criteria. | Reporting | | | | | | | | |

| Cash Management | | Topic | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
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| ID# | Requirements | | Y | C | 3 | F | N | | | |
| 178 | The system shall provide a cash receipts report based on user-defined criteria. | Reporting | | | | | | | | |
| 179 | The system shall provide the ability to generate a cash receipts and disbursements report, by fund, appropriation, G/L account, source code, object, program structure, project (including work phase), any level of the organization structure (e.g., statewide, department, group), fiscal year, date, and by revenue/expenditure account or classification. | Reporting | | | | | | | | |
| 180 | The system shall provide the ability to generate a cash receipt reconciliation report, by user-defined time period (e.g., weekly, monthly), based on user-defined criteria. | Reporting | | | | | | | | |
| 181 | The system shall provide the ability to generate daily cash position statement (Statement of Cash by Fund per HRS) and management reports, based on user-defined criteria (e.g., GL account, subsidiary ledger). | Reporting | | | | | | | | |
| 182 | The system shall provide the ability to generate a report on available cash balance and total cash advanced to Subsidiary Account, based on user-defined criteria. | Reporting | | | | | | | | |
| 183 | The system shall provide the ability to generate a report on average daily, monthly, and quarterly cash balances, by user-defined criteria. | Reporting | | | | | | | | |
| 184 | The system shall provide the ability for cash basis reporting which details and summarizes receipts and disbursements (e.g., accounts receivable, accounts payable), based on user-defined criteria. | Reporting | | | | | | | | |
| 185 | The system shall provide the ability to generate cash forecast reports reflecting beginning cash, inflows, outflows, and ending balance, by user-defined parameter (e.g., by fund, by appropriation, by month). | Reporting | | | | | | | | |
| 186 | The system shall provide the ability to generate a report of interest earned on investments by month and year to date, or other user defined criteria. | Reporting | | | | | | | | |
| 187 | The system shall provide the ability to generate a cash management report, which monitors the timeliness of check deposits (e.g., date of check, date check received, date check was deposited, date check was remitted, date check was posted), based on user-defined criteria. | Reporting | | | | | | | | |
| 188 | The system shall have the ability to generate error reports, based on user-defined criteria. | Reporting | | | | | | | | |
| 189 | The system shall have the ability to generate cash status report, at summary and detail level, by user-defined parameter (e.g., bank account), based on user-defined frequency (e.g., daily, weekly, monthly, quarterly) and user-defined criteria (e.g., transaction detail by document number; receipts; expenditures; cash balance by bank account, program ID, organization unit). | Reporting | | | | | | | | |
| 190 | The system shall have the ability to generate cash control register, including deposits, expenditures and encumbrances, based on user-defined criteria (e.g., by Org ID, By SubOrgID, by document number) and user-defined time period. | Reporting | | | | | | | | |
| 191 | The system shall provide the ability to generate cash reports, at summary and detail level, by user-defined parameter (e.g., fund), based on user-defined time period (e.g., weekly, monthly, quarterly, annually), and user-defined criteria (e.g., receipts, expenditures, cash balance by bank account, program ID, organization unit). | Reporting | | | | | | | | |
| 192 | The system shall provide the ability to generate reports on securities pledged for collateral based on user-defined criteria, including but not limited to: | Reporting | | | | | | | | |
| 193 | Summary of Par and Market Value of Securities Pledged | Reporting | | | | | | | | |
| 194 | Collateral Securities Pledged By Banks: enable user-defined valuation as a % of par value. | Reporting | | | | | | | | |

| Purchasing | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
|------------|---|---------------------------|---|--|-----------|---|---|-------------------|--------------------------|------------------|
| ID# | Requirements | Topic | Y | C | 3 | F | N | | H / M / L | |
| | | | 1 | Unapproved requisitions by requisitioner | Inquiries | | | | | |
| 2 | Unapproved requisitions by approver | Inquiries | | | | | | | | |
| 3 | Unapproved purchase orders by approver | Inquiries | | | | | | | | |
| 4 | Open purchase orders by supplier | Inquiries | | | | | | | | |
| 5 | Open purchase orders by approver | Inquiries | | | | | | | | |
| 6 | Requisition history (shows requisitioner status of any requisition including related purchase orders, receipts and invoices) | Inquiries | | | | | | | | |
| 7 | Ability to configure business rules for hard approvals (i.e., preventing an approver from going over a certain limit) and soft approvals (i.e., warning an approver that they are going over their approval limit, while still permitting the approval) | Policy & Compliance | | | | | | | | |
| 8 | Ability to configure automatic flagging/ routing of vendor information that does not match across the PO, receipt, and invoice to the appropriate party for review/updates | Policy & Compliance | | | | | | | | |
| 9 | Ability to configure business rules for establishing purchasing and approval restrictions (e.g., maximum dollar amounts allowed by role for any single purchase; maximum dollar amounts allowed by role for purchases in aggregate; restricted items by role, etc.) | Policy & Compliance | | | | | | | | |
| 10 | Ability to print approved purchase order at the source (ability to override Vendor Master delivery method) | Purchase Order Processing | | | | | | | | |
| 11 | Approval routing of PO transactions by configured business rules (e.g., PO transactions <\$XXX and PO transactions >\$X,XXX) | Purchase Order Processing | | | | | | | | |
| 12 | Create purchase orders by selecting and grouping requisition lines | Purchase Order Processing | | | | | | | | |
| 13 | Supports blanket orders | Purchase Order Processing | | | | | | | | |
| 14 | Purchase order approval subject to available funds checking | Purchase Order Processing | | | | | | | | |
| 15 | Ability to close out purchase orders either individually or a mass change | Purchase Order Processing | | | | | | | | |
| 16 | Online entry of purchase orders | Purchase Order Processing | | | | | | | | |
| 17 | Create purchase orders directly from master vendor contract | Purchase Order Processing | | | | | | | | |
| 18 | Change order capability, with audit trail documenting the change (subject to availability of funds if applicable) | Purchase Order Processing | | | | | | | | |
| 19 | Ability to document a receiver report associated with a PO | Purchase Order Processing | | | | | | | | |
| 20 | Dock receiving at the purchase order line level | Purchase Order Processing | | | | | | | | |
| 21 | Desktop receiving for services and consumables | Purchase Order Processing | | | | | | | | |
| 22 | The system shall support the use of purchasing cards (pCard) | Purchasing Card (pCard) | | | | | | | | |
| 23 | The system shall record pCard expenses in the appropriate accounts | Purchasing Card (pCard) | | | | | | | | |
| 24 | The system shall support pCard reconciliation between accounts and bank records | Purchasing Card (pCard) | | | | | | | | |
| 25 | The system shall support import of pCard bank records | Purchasing Card (pCard) | | | | | | | | |
| 26 | Purchase orders by vendor | Reports | | | | | | | | |
| 27 | Purchase order audit (history of any purchase order, showing related requisitions, receipts and invoices along with any change order activity) | Reports | | | | | | | | |
| 28 | Unfulfilled purchase orders by date (shows purchase order lines that are not yet fully received by user-defined date ranges) | Reports | | | | | | | | |
| 29 | Online requisition entry at various levels of the organization | Requisition Processing | | | | | | | | |
| 30 | Rule-based requisition review and approval workflow and electronic approval | Requisition Processing | | | | | | | | |
| 31 | Requisition approval subject to availability of funds checking | Requisition Processing | | | | | | | | |
| 32 | Create requisitions from online catalog | Requisition Processing | | | | | | | | |
| 33 | Mobile app for requisition approval | Requisition Processing | | | | | | | | |

| Purchasing | | | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution | Customization Complexity | Offeror Comments |
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| ID# | Requirements | Topic | Y | C | 3 | F | N | | H / M / L | |
| 34 | Ability to create supplier master data without a vendor being established in the accounts payable (AP) module | Vendor Master | | | | | | | | |
| 35 | Ability to mask private information such as bank account numbers unless the user has appropriate access rights | Vendor Master | | | | | | | | |
| 36 | Ability to maintain preferred vendor lists | Vendor Master | | | | | | | | |
| 37 | E-signature workflow integration to facilitate requisition approval tracking, as well as the automated posting of entries to the journal ledger when purchases are later received | Workflow | | | | | | | | |

| Projects | |
|----------|--|
| ID# | Requirements |
| 1 | The system shall provide the ability to submit and process budget request for capital projects, based on project-level budget data and other user-defined criteria. |
| 2 | The system shall provide the ability to integrate capital budgeting |
| 3 | The system shall provide the ability to integrate capital expenditure data with the capital budgeting, by user defined criteria (e.g., project, appropriation, year of funding). |
| 4 | The system shall provide the ability to allow for authorized budget adjustments to capital projects during the year, based on authorization and other user-defined criteria. |
| 5 | The system shall provide the ability to budget for multiple years (i.e., a minimum of five years), on an appropriation basis within a project, based on user-defined criteria (e.g., availability of current appropriations). |
| 6 | The system shall provide the ability to produce CIP Plan with narrative overviews, project summaries and project details, including scope, cost and schedules, with chart, tables, exhibits, etc., based on user-defined time period. |
| 7 | The system shall provide the ability to generate, route, identify dependencies, and track status of CIP-related documents through automated workflow, based on user-defined criteria. |
| 8 | The system shall provide the ability to track and consolidate capital budgets, actual and budgeted activity, based on user-defined criteria and user-defined workflow. |
| 9 | The system shall provide the ability to track and report on historical budget information on capital projects for a minimum of 20 years, in compliance with State's data retention policy, based on user-defined criteria. |
| 10 | The system shall provide the ability to both automatically generate and manually assign project numbers based on user-defined criteria (e.g., assign project number generated from external systems; separate numbering sequencing for capital versus non-capital projects). |
| 11 | The system shall provide the ability to maintain project detail information (e.g., start and end date of projects; project classification - capital versus non-capital; project title/ description), based on user-defined time periods (inception-to-date basis). |
| 12 | The system shall provide the ability to identify and structure a project in multiple phases/ cost elements over multiple years with associated budgets. |

| | |
|----|--|
| 13 | The system shall provide the ability to maintain and track projects by user-defined criteria (e.g., project title/ description, project phase/ cost element, master project and sub-projects). |
| 14 | The system shall provide the ability to establish and define unlimited work breakdown structures. |
| 15 | The system shall provide the ability to maintain multiple versions of project (e.g. proposed project; approved project). |
| 16 | The system shall provide the ability to update the master project budget file with additional allocations and track each separately by amount, date, name of project manager, source of funds, and other user-defined criteria. |
| 17 | The system shall provide the ability to retain original budget, augmentations, reallocate, and budget change detail through the project life. |
| 18 | The system shall provide the ability to immediately provide revised budget status upon the revision of project estimates. |
| 19 | The system shall provide the ability to set budget controls for various categories (e.g., administrative overhead, matching funds), |
| 20 | The system shall provide the ability to track budget details, based on user-defined criteria. |
| 21 | The system shall provide the ability to perform budgetary control edits prior to posting project transactions. |
| 22 | At a minimum, the solution enables tracking of projects via the GL |
| 23 | The system shall provide the ability to capture effective start and end dates for capital projects, by user defined parameters (e.g., project ID, appropriation, phase/ cost element). |
| 24 | The system shall provide the ability to develop and track budgets, encumbrances/ commitments, and expenditures for capital projects at the summary and detail level, by user-defined time period (e.g., across fiscal years, from project inception to completion, term of bond), based on user-defined criteria (e.g., phase / cost element, multiple funding sources). |
| 25 | The system shall provide the ability to calculate debt and finance charges for capital projects, by user defined criteria (e.g., type of financing option). |
| 26 | The system shall provide the ability to track capital project funding, by source (e.g., bonds, loans), for user-defined criteria. |
| 27 | The system shall provide the ability to establish and track encumbrance dates as well as periods of liquidation, based on user-defined criteria. |
| 28 | The system shall provide the ability to generate forecasts for capital projects (including concept projects), by user-defined criteria (e.g., fund, project category), for user-defined time period (e.g., current, five-year, duration of entire project). |
| 29 | The system shall provide the ability to develop and reconcile cash flow projections based on user-defined criteria (e.g., cash flow required to meet contract payment schedule). |

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| 30 | The system shall provide the ability to manage capital project closeout based on user-defined criteria and workflow (e.g., final inspection; asset placed in service; completion of punchlist/ final acceptance; release of retention upon completion of punchlist). |
| 31 | The system shall provide the ability to interface with departmental capital project-related systems (e.g. DOE FACTRAK, DOT-HWYS FAST, MS Project Server, SharePoint) based on user-defined criteria. |
| 32 | The system shall provide the ability to distribute cost within a project, based on user-defined criteria (e.g., by category). |
| 33 | The system shall provide the ability to compare actual expenditures to forecasts. |
| 34 | The system shall provide the ability to track hours expended for all projects by organizational unit, pay period, employee, account number, and other user-defined criteria. |
| 35 | The system shall provide the ability to track projects based on user-defined criteria (e.g., encumbrances; allocations by fiscal year). |
| 36 | The system shall provide the ability to generate and submit online project authorization forms and project numbers/identifier for opening and closing projects. |
| 37 | The system shall provide the ability to revise/update project cost estimates and schedules based on user-defined criteria (e.g., revise end dates for contracts tied to projects). |
| 38 | The system shall provide the ability to prevent costs from being charged to closed projects, closed project phases/sub phases/ cost elements, and/or closed project activities. |
| 39 | The system shall provide the ability to prevent costs from being charged to closed accounts or "inactive" accounts. |
| 40 | The system shall provide the ability to prevent charges from being allocated or expended to a lapsed appropriation on an inactive project. |
| 41 | The system shall provide the ability to reject transactions that would result in a project exceeding budget authority, based on user-defined criteria. |
| 42 | The system shall provide the ability to establish and manage multiple contracts and purchase orders for a single project based on user-defined criteria (e.g., contract beginning and end dates; alerts/ notifications that contract extensions are required; stop-payments for expired contracts). |
| 43 | The system shall provide the ability to support, via accounts payable and purchasing subsystems, change orders or amendments to contracts with changes reflected in project. |
| 44 | The system shall provide the ability to "drill back" to the originating documents within a project for the original purchase order or contracts. |

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| 45 | The system shall provide the ability to perform contract close-out and publish close-out data on public award website based on user-defined criteria (e.g. total expenditures, performance metrics, major accomplishments, etc.). |
| 46 | The system shall provide the ability to automatically roll-forward into new budget year all previous budget appropriations, including but not limited to: expenditures/encumbrances (separated out by contract and dollar amount), progress payments throughout multiple years for the life of a project, and balances, based on user defined criteria. |
| 47 | The system shall provide the ability to rollover or re-program unused project dollars into other projects and track the dollars based on the original and rollover/reprogram projects over multiple years, within user-defined criteria and parameters (e.g. specific proviso items). This includes the ability to manually perform or bypass the rollover process, based on authorization. |
| 48 | The system shall provide the ability to manage project closeout based on user-defined criteria (e.g., defined business process; closeout checklist). |
| 49 | The system shall provide the ability to display a warning message or prevent closure of a project with outstanding charges, open or outstanding purchase orders, or which has been over expended. |
| 50 | The system shall provide the ability to generate advance notifications of project end dates, by user-defined process (e.g., prompt at point of user transaction; report), based on user-defined criteria. |
| 51 | The system shall provide the ability to open a closed project and allow for costs/receipts to be applied to either a closed or inactive project, based on user-defined criteria and authorization. |
| 52 | The system shall provide the ability to close project codes at the project level, preventing user from having to close each budget line associated with the specified project. |
| 53 | The system shall provide the ability to close projects for specific associated budget lines while others remain active, without the user having to adjust individual lines. |
| 54 | The system shall provide the ability to identify and manage inactive or on-hold projects based on user-defined criteria (e.g. not allow time to be charged for inactive or on-hold projects). |
| 55 | The system shall provide the ability to retrieve data from closed projects. |
| 56 | The system shall provide the ability to retain all accounting transactions relating to projects throughout the project life, based on user-defined criteria. |
| 57 | Projects may be flagged as billable |
| 58 | Users can create new financial measures and key performance indicators (KPIs) that are then available for inclusion in existing dashboards |
| 59 | Billing of actual costs incurred |

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| 60 | Billing of actual costs incurred with percentage uplift |
| 61 | Milestone-based billing |
| 62 | Stage payment billing |
| 63 | Recurring billing amounts with percentage increments |
| 64 | Percentage of complete billing |
| 65 | User-specified billing schedule |
| 66 | Time- and rate-based billing (for example, hours worked) |
| 67 | User-defined billing methods |
| 68 | Other billing methods |
| 69 | Invoices may be previewed online before transmission |
| 70 | Billing process supports retentions |
| 71 | Revenue recognition capability |
| 72 | Projects accumulate employee costs based on actual costs (salary and employment costs) |
| 73 | Projects accumulate employee costs based on actual costs plus uplift |
| 74 | Projects accumulate employee costs based on role/employee grade rates |
| 75 | Projects accumulate employee costs based on standard costs |
| 76 | Project-related expenses automatically transferred from accounts payable (AP) |
| 77 | Purchase orders (POs) for projects automatically recorded as commitments in project module (if vendor has purchasing module) |
| 78 | Direct entry of project commitments |
| 79 | Equipment costs for assets under construction may be recorded in system prior to capitalization |
| 80 | Online project analysis with multilevel drill down through work breakdown structures |
| 81 | Online project analysis with multilevel drill down through work breakdown structures to compare actual to budget |
| 82 | Billable projects online revenue/expense analysis |
| 83 | Ability to display key project information for project managers on mobile devices |
| 84 | Integration with Microsoft Project |
| 85 | Integration with other project management tools |
| 86 | Project detail analysis report |
| 87 | Print project tasks in Gantt chart format |
| 88 | Employee utilization report |
| 89 | User-defined project types (for example, capital and maintenance) |

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| 90 | Work breakdown structure can be defined outside general ledger (GL) code structure |
| 91 | Work breakdown structure should support specific analysis elements: |
| 92 | Project |
| 93 | Task |
| 94 | Activity |
| 95 | etc. ... |
| 96 | Projects can be grouped into hierarchical structures for aggregate analysis |
| 97 | Ability to define project phases with different processing rules for each phase (for example, no billing to client during initial phase) |
| 98 | User-defined project expense/revenue classifications |
| 99 | Work breakdown structure and revenue/expense classifications can be mapped to GL accounts |
| 100 | Project accumulates data by period (QTD, YTD and inception to date) |
| 101 | Project accumulates totals in base currencies |
| 102 | Project budgets may be recorded against work breakdown structure |
| 103 | Project budgets may be recorded against summary levels of work breakdown structure |
| 104 | Ability to record latest estimate to complete in addition to budget |
| 105 | Ability to define project templates to speed setup |
| 106 | Ability to specify project dependencies |
| 107 | Ability to define roles associated with a project (for example, surveyor and consultant) |
| 108 | Organizational structure that can assign employees to specific roles (for example, surveyor and consultant) |
| 109 | Billing rates may be held by role, employee grade and employee |
| 110 | Ability to hold standard rates by role, employee grade and employee |
| 111 | Ability to assign roles to elements of work breakdown structure |
| 112 | Ability to assign employees to elements of work breakdown structure |
| 113 | Integration with HR system (if vendor provides one) for organization hierarchy, role and employee data |
| 114 | Ability to import organization hierarchy from external HR system |
| 115 | Integration with resourcing system to allocate employees to projects based on skills, availability and preferences |
| 116 | The system shall provide the ability to track and record transactions applicable to individual projects at all levels of the account classification (i.e., organization, program, object, fund, appropriation) by user-defined time period (e.g., month, YTD, inception to date), by organizational level for all projects, based on user-defined criteria. |

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| 117 | The system shall provide the ability to track project-related salaries, benefits, and other non-salary, labor-related costs, based on user-defined criteria. |
| 118 | The system shall provide the ability to record miscellaneous adjustments, reclassifications and interfund transfers associated with project (e.g., transfer of employee labor costs) based on user-defined criteria (e.g., labor cost adjustments tied to specific employee). |
| 119 | The system shall provide the ability to calculate burden costs by applying burden cost component(s) to project transactions based on user-defined criteria (e.g., expenditure type), and to track costs by individual cost components. |
| 120 | The system shall provide the ability to transfer transactions between projects and tasks based on user-defined criteria. |
| 121 | The system shall provide the ability to generate a master project listing, by any level in the organization (e.g., state-wide, department) based on user-defined criteria (e.g., status information). |
| 122 | The system shall provide the ability to generate a project listing, by any level in the organization (e.g. state-wide, department), by user-defined time period, based on user-defined criteria (e.g., project structure, project phase / cost element, contracts). |
| 123 | The system shall provide the ability to generate project detail transaction reports, based on user-defined time period (e.g., month, quarterly, YTD, inception-to-date), based on user-defined criteria (e.g., comparison of actual to budget, remaining balance). |
| 124 | The system shall provide the ability to generate a report, by project, by user-defined time period (e.g., month, year, inception to date, start date of project, expected end date), based on user-defined criteria. |
| 125 | The system shall provide the ability to generate a project status report (e.g. expenditures by cost element; percent completed; overdue). |
| 126 | The system shall provide the ability to generate a project distribution summary , by accounting period-to-date, with prior month comparison, actual to budget comparison, and inception-to-date. |
| 127 | The system shall provide the ability to separate prior years expenditures and prior years budget for generally accepted accounting principles (GAAP) and governmental accounting standards board (GASB) reporting, by user-defined period (e.g., Budget Fiscal Year, Accounting fiscal year, calendar year), by user-defined criteria (e.g., inception-to-date budget, remaining budget, multi-year budget). |
| 128 | The system shall provide the ability to report on actual expenditures versus budget, encumbrances, and contract commitments, at any level of the organization based on user-defined criteria (e.g., milestones). |

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| 129 | The system shall provide the ability to provide on-going capital project reporting, at any level of the organization based on user-defined criteria. |
| 130 | The system shall provide the ability to produce detail and summary-level capital project reports, based on user-defined criteria (e.g., include/exclude organizational unit). |
| 131 | The system shall provide the ability to generate and reconcile multiple project reports, based on user defined roll-ups and criteria. |
| 132 | The system shall provide the ability to generate capital outlay report, which compares budget to high-level plan, for user-defined time period (e.g., 10-year period), based on user-defined criteria (e.g., by funding source). |
| 133 | The system shall provide the ability to generate reports on private activity, by bond issuance, based on IRS requirements and bond-funded project timeframes (e.g., at proposal (budget request), allotment (approval to proceed with project), project completion stages (when the asset is put into service), and changes in activity related to asset). |
| 134 | The system shall provide the ability to generate reports on retainage and end of year accruals based on user-defined criteria (e.g., in compliance with requirements for year-end audited financial statements). |
| 135 | Ability for employees to enter timesheets online |
| 136 | Offline timesheet entry with automatic synchronization |
| 137 | Mobile timesheet entry capability |
| 138 | Ability to record billable and nonbillable time |
| 139 | Ability to log timesheet approval by client prior to processing |
| 140 | Ability to enter expenses to be billed to client |

| Topic | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution |
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| Record and Track Project Transactions | | | | | | |

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| Asset Inventory | |
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| ID# | Requirements |
| 1 | Provide subledger functionality for tracking various asset categories with additional granularity, and all subledgers roll up seamlessly into the GL |
| 2 | Ability to record maintenance information against an asset |
| 3 | Ability to define asset maintenance schedules with tracking of scheduled maintenance performed |
| 4 | The system shall provide the ability to track and maintain asset information as part of periodic inventory, using industry standard automated data collection technology (e.g., barcode, RFID), formats and conventions. |
| 5 | The system shall provide the ability to perform physical counts, based on user-defined criteria (e.g. by location, by specific item, by group of items) and user-defined time period (e.g., SPO requirement for annual "wall to wall" inventory). |
| 6 | The system shall provide the ability to perform cycle counts, based on user-defined criteria (e.g. by location, by specific item, by group of items). |
| 7 | The system shall provide the ability to make adjustments to assets, based on user-defined criteria (e.g., inventory count; impairments; audit findings; inactivation of record incorrectly entered, with required audit trail; write-off). |
| 8 | The system shall provide the ability to define the start date of depreciation and the useful life of the asset, based on user-defined criteria (e.g., fund type). |
| 9 | The system shall provide the ability to calculate depreciation and generate corresponding GL transaction, based on user defined time period (e.g., monthly, quarterly, and fiscal year basis) and based on user-defined criteria (e.g., asset type). |
| 10 | The system shall provide the ability to perform depreciation calculations, based on user-defined criteria, including but not limited to, straight-line, accelerated, pro rate, and accumulated. |
| 11 | The system shall provide the ability to perform what-if depreciation analysis to simulate various scenarios without changing the underlying asset data based on user-defined criteria. |
| 12 | The system shall provide the ability to roll back depreciation (e.g., to accommodate last minute accounting adjustments) and re-run depreciation based on user-defined business rules. |
| 13 | The system shall provide the ability to apply prior year depreciation in current fiscal year based on user-defined criteria. |

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| 14 | The system shall provide the ability to retain depreciation information for each asset, based on user defined criteria, including but not limited to the following: time period (e.g., fiscal year, life-to-date basis), depreciation method, accumulated depreciation, and fund source. |
| 15 | The system should provide the ability to depreciate infrastructure as defined by user-defined reporting requirements (e.g., State, Dept). |
| 16 | The system shall provide the ability to calculate amortization of intangible assets and generate corresponding GL transaction in compliance with GASB 51 and other user-defined criteria. |
| 17 | The system shall provide the ability to depreciate change increases that do not extend the asset's useful life over the asset's remaining useful life (e.g., if an asset has a five year life and a change increase is added in the second year, the change increase should be depreciated over the four remaining years in the asset's life). |
| 18 | The system shall provide the ability to track and dispose of assets, including the ability to generate required state forms (e.g., certification of disposal) and to allow for electronic workflow (e.g., approvals, routing), based on user-defined approvals and criteria (e.g., \$1K and above requires SPO approval). |
| 19 | The system shall provide the ability to track/maintain disposal information, based on user-defined criteria (e.g., disposal method, police report number for stolen items, hazardous materials). |
| 20 | The system shall provide the ability to calculate the proceeds, gain or loss on the sale or disposal of an asset. |
| 21 | The system shall provide the ability to track partial disposition of an asset. |
| 22 | The system shall support the process for requesting reimbursement for stolen items based on user-defined criteria (e.g., automatic generation of form). |
| 23 | The system shall provide the ability to print asset identification tags/chips based on user-defined criteria. |
| 24 | The system shall provide the ability to generate Asset ID Numbers manually and/or automatically, based on user-defined criteria. |
| 25 | The system shall provide the ability to create a master Asset ID Number with separate associated sub-assets (e.g., building, air conditioner) in a parent-child relationship. |
| 26 | The system shall provide the ability to record and maintain assets by user-defined groupings based on user-defined criteria. |
| 27 | The system shall have the ability to identify and track assets that have been received but for which invoice has not yet been paid. |
| 28 | The system shall provide the ability to identify an item as an asset from payables module and to automatically or manually post it to the asset accounting subsystem, based on user-defined criteria. |

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| 29 | The system shall provide the ability to track assets by user-defined criteria (e.g., owner organization; custodian organization; estimated life of asset) in compliance with State requirements (e.g., HRS 103D, Part XII; HAR, Title 3, Subtitle 11, Chp. 130; SPO Inventory Manual). |
| 30 | The system shall provide the ability to track and report on assets that are issued to employees and are maintained offsite (e.g., laptops at teachers' homes). |
| 31 | The system shall provide the ability to track and report on assets that are acquired through donations based on user-defined criteria (e.g., equipment). |
| 32 | The system shall provide the ability to track all assets based on Comprehensive Accounting Financial Report (CAFR) categories including, but not limited to land, buildings, improvements other than buildings, intangible assets, machinery and equipment, and construction in progress. |
| 33 | The system shall provide the ability to collect and maintain the asset data required to support the production of the Comprehensive Annual Financial Report (CAFR) and other user-defined report requirements (e.g., State reports, Department reports, granting agency reports). |
| 34 | The system shall provide the ability to define asset information (e.g., purchase amount, life of asset) within specified limits/values, based on user-defined categories (e.g., capital item; non-capital item). |
| 35 | The system shall provide the ability to flag and track assets that are greater or less than user-defined dollar value (e.g., software licenses). |
| 36 | The system shall provide the ability to track and maintain assets, based on user-defined categories (e.g., gifts; purchased using grant funds). |
| 37 | The system shall provide the ability to track the addition, transfer, deletion, or modification of an asset, based on user-defined criteria (e.g., dollar value). |
| 38 | The system shall provide the ability to track the transfer history of an asset, based on user-defined criteria (e.g., organizational unit transferred from/to; transfer report number, transfer date). |
| 39 | The system shall provide the ability to include all costs associated with the procurement of an asset (e.g. cost of the asset, installation cost of the asset, asset trade-in value). |
| 40 | The system shall provide the ability to re-value and adjust useful life of an asset due to enhancements, upgrades, additions, or partial disposals. |
| 41 | The system shall provide the ability to reclassify an asset and its related depreciation information. |
| 42 | The system shall provide the ability to track and process destroyed, lost and stolen assets, in compliance with user-defined requirements. |

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| 43 | The system shall provide the ability to calculate replacement value based upon user-defined criteria. |
| 44 | The system shall provide the ability to calculate and track replacement schedules based on user-defined criteria (e.g., expected life of asset). |
| 45 | The system shall provide the ability to transfer completed construction from "in progress" to fixed asset account, without losing the accompanying details based on user-defined criteria and workflow (e.g., identification of asset with open punchlist as "in service" by building engineer; asset capitalization based on value being placed in service; and completion of punchlist items and capitalization of remaining asset value). |
| 46 | The system shall provide the ability to track periodic increases to construction in progress (e.g., change orders). |
| 47 | The system shall provide the ability to track and report on changes in use of asset (e.g., private activity), by bond issuance, based on IRS requirements and other user-defined criteria. |
| 48 | The system shall provide the ability to reinstate an asset, based on user-defined criteria (e.g., if the wrong asset is retired). |
| 49 | The system shall provide the ability to interface excess inventory property data to SPO website based on user-defined criteria. |
| 50 | The system shall provide the ability to interface with external capital projects systems |
| 51 | The system shall provide the ability to track rented or leased assets based on user-defined criteria (e.g., organization unit; lease terms). |
| 52 | The system shall provide the ability to drill down to related purchase order for leased asset. |
| 53 | The system shall provide the ability to distinguish between capital and operating leases and to provide information on property inventory according to type of lease, based on user-defined criteria. |
| 54 | The system shall provide the ability to track the requisition for a capital lease, the approval of the capital lease and changes to the capital lease, based on user-defined criteria (e.g., rental rate, terms). |
| 55 | The system shall provide the ability to incorporate data on capital leases in the budget development and execution process. |
| 56 | The system shall provide the ability to calculate future minimum lease payments by organization (e.g., department/entity), by user-defined time period (e.g., fiscal year), based on user-defined criteria. |
| 57 | The system shall provide the ability to sub-total future minimum lease payments based on user-defined criteria. |
| 58 | The system shall provide the ability to generate an asset report based on user-defined criteria (e.g., asset location, physical inventory date; asset category). |

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| 59 | The system shall provide the ability to generate an Asset Inventory Report, by any level in the organizational structure, in compliance with State statute (HRS 103D-1206) and other user-defined criteria (e.g., prepared and signed by property guardian on annual basis). |
| 60 | The system shall provide the ability to generate asset reports, including but not limited to, the following: |
| 61 | Asset transaction report |
| 62 | Asset master list with the ability to sort by any asset identification fields (e.g., location, class, category, department, function, fund, amounts, dates). |
| 63 | By monthly, year to date (YTD), total to date (TDD) depreciation per asset |
| 64 | The system shall provide the ability to generate asset reports which reflect beginning balance, additions and deletions, partial dispositions, depreciation, accumulated depreciation, transfers, sales, adjustments, during the designated reporting period, by user-defined criteria (e.g., by inventory/asset category (such as equipment, vehicles, and land), at any level of the organizational structure, and by funds/appropriations). |
| 65 | The system shall provide the ability to generate an activity report by transfers, disposals, additions, deletions for all asset types. |
| 66 | The system shall provide the ability to generate a report of assets transferred, based on user-defined criteria (e.g., by issuing or receiving school, by fund source). |
| 67 | The system shall provide the ability to generate a report of lost/stolen/destroyed assets, based on user-defined criteria. |
| 68 | The system shall provide the ability to generate an asset disposal report, based on user-defined criteria. |
| 69 | The system shall provide the ability to generate a detailed and summary depreciation schedule at any level in the organizational structure, on an accounting period, monthly, quarterly and annual basis, based on user-defined criteria. |
| 70 | The system shall provide the ability to generate monthly reconciliation reports, based on user-defined criteria (e.g., monthly changes to equipment values, listing outstanding PO items). |
| 71 | The system shall provide the ability to record the current valuation of facilities and to revalue facilities based on user-defined criteria. |
| 72 | The system shall provide the ability to generate reports on the replacement value of assets, based on user-defined criteria (e.g., by fiscal year, for multiple years). |
| 73 | The system shall provide the ability to generate a five year cost projection report for all leased property, based on user-defined criteria (e.g., 5 year increments for CAFR for capital leases). |
| 74 | The system shall provide the ability to generate a project status report of all capital improvement projects (CIP). |
| 75 | The system shall provide the ability to generate lease report(s), by lease type, based on user-defined criteria. |

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| 76 | The system shall provide the ability to generate CAFR-required schedules and reports (e.g., in compliance with GASB 34 and 42), in user-defined format (e.g., format required for published; with notes). |
| 77 | The system shall provide the ability to allocate asset costs for purposes of financial statements based on user-defined criteria (e.g. allocate building assets based on square footage, etc.) . |
| 78 | The system shall provide the ability to generate the following user-defined reports, with the capability to include user-defined notes: |
| 79 | Asset Replacement Report (based on user-defined criteria, such as by estimated useful life) |
| 80 | Asset Tracking Report (based on user-defined criteria, such as by source of funds) |
| 81 | Land and Buildings Report (based on user-defined criteria such as location, legislative district, value, improvements) |
| 82 | The system shall provide the ability to process asset transactions based on user-defined criteria (e.g., set controls based on dollar thresholds). |
| 83 | The system shall provide the ability to process multiple asset and GL transactions in a single entry for identical assets based on user-defined criteria (e.g., deletions/ disposals/ sales, transfers). |
| 84 | The system shall provide the ability to annotate transactions with unlimited comments, by line item. |
| 85 | The system shall provide the ability to automatically and manually transfer asset transactions (e.g., journal posting of depreciation) to the GL. |
| 86 | The system shall provide the ability to automate transfers between organizational units, funds, custodians, and agencies with multi-tier location coding, based on user-defined criteria (e.g., in groups) and business rules. |
| 87 | The system shall provide the ability to process mass transfers between organizational units (e.g., interagency) based on user-defined criteria and business rules. |

| | One Response per Requirement (Offeror Use Only) | | | | | Module / Solution |
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| Topic | Y | C | 3 | F | N | |
| Asset Data | | | | | | |
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| Bonds | |
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| ID# | Requirements |
| 1 | The system shall provide the ability to comply with all provisions of federal law and regulations pertaining to retaining the tax-exempt status or other tax-advantaged status (e.g., federal tax credit to investors or refundable tax credit to the State) in regard to interest paid on state bonds. |
| 2 | The system shall provide the ability to transfer Cash between Sub- |
| 3 | The system shall provide the ability to account for bond escrow investments and to provide user-defined notification of maturity and interest earnings for debt service payments. |
| 4 | The system shall provide the ability to calculate debt service requirements for all outstanding bonds, by payment types (e.g., principal, interest, total), by time period (e.g., fiscal year, fiscal quarter), by category (e.g., GO, GOR, revenue) and by department/entity (e.g., DHHL, Highways, Airports, Harbors, etc.) . |
| 5 | The system shall have the ability to sub-total debt service requirements based on user-defined criteria. |
| 6 | The system shall provide the ability to compute accrued interest payable. |
| 7 | The system shall provide the ability to amortize bond issuance cost, deferred gain/loss on bond refunding, bond premiums and discounts and easily adjust, if applicable, for defeasements. |
| 8 | The system shall have the ability to provide bond administration system functionality, by bond type (e.g., General Obligation, General Obligation Reimbursable, and Revenue), including but not limited to: |
| 9 | Set up Bond Issuance schedule |
| 10 | Prepare Closing Instructions |
| 11 | Calculate and Service Debt |
| 12 | Reconcile Bonds Outstanding |
| 13 | Manage Fee Contract (e.g., set up contract; fee payments) |
| 14 | Manage IRS requirements related to non-purpose investments (e.g., rebate calculations and payments and investment yield restriction). |
| 15 | Manage Swaps (e.g., set up swap; swap payments; swap accruals) |
| 16 | Set up and Calculate Amortization Schedule (e.g., by fiscal year, by fiscal quarter) |
| 17 | Maintain (e.g., modify) Amortization Schedule |
| 18 | The system shall provide the ability to maintain and report bond information including but not limited to: bond balances, series, date of issuance, investment rates, maturity dates, original amount, and callable/noncallable. |

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| 19 | The system shall provide the ability to track bonds based on user-defined criteria (e.g., callable vs. non-callable; type of bond). |
| 20 | The system shall provide the ability to track the type of bond issuance during the budget request process. |
| 21 | The system shall provide the ability to track expenditures and cash balance by bond issuance based on user-defined criteria. |
| 22 | The system shall provide the ability to track bond reserves (e.g., opening and ending balances, additions and deletions) based on user-defined criteria (e.g., by project). |
| 23 | The system shall provide the ability to record defeasements and track defeased bonds based on user-defined criteria. |
| 24 | The system shall have the ability to provide debt management system functionality, including but not limited to: |
| 25 | Set Up and Maintain Financing Calendar |
| 26 | Set up Bonds |
| 27 | Calculate Basis Mismatch and Bond Yield |
| 28 | Payment of Debt Service |
| 29 | Transfer Agent Services for State Issued Bonds |
| 30 | Fiscal Agent Services for State Issued Bonds |
| 31 | Ad Hoc and Trend Analysis (e.g., interest rates in bond market; financial and economic trends that impact bonds) |
| 32 | Required Reporting (e.g., disclosure) |
| 33 | The system shall provide the ability to generate forecasts for debt ratio based on forecasting debt requirements to projected General Fund revenues over a user-defined time period, based on user-defined criteria. |
| 34 | The system shall provide the ability to accumulate loans at any attribute (or combination of attributes) associated with the account or organizational structure, by project structure, by phase/cost element, over multiple years, for a user-defined time period. |
| 35 | The system shall provide the ability to support loans (e.g., interfund loans, program loans, intrafund loans) tracking, by any level in the organizational hierarchy, by user-defined periods (e.g., over multiple years, over multiple fiscal years), based on user-defined parameters, including but not limited to: |
| 36 | Fund |
| 37 | Appropriation |
| 38 | Organization Structure |
| 39 | Project(s) |
| 40 | Loan Date |
| 41 | Interest Rate |
| 42 | Payments (principal and interest) |
| 43 | YTD Payments (inflow vs. outflow) |
| 44 | Payment Dates (inflow vs. outflow) |
| 45 | Penalties/Interest |
| 46 | User-defined Loan Category (e.g., leveraged; restricted) |
| 47 | Loan Terms |
| 48 | Legal/Federal Loan Requirements |

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| 49 | Authority (Citation and Amount) |
| 50 | Decisions To Forgive Debt (partial or full) |
| 51 | Fees/ NSF |
| 52 | Write-offs As Bad Debt |
| 53 | The system shall provide the ability to track loan activity, based on user-defined criteria, including but not limited to: |
| 54 | Source of Loan: (e.g., general fund, revenue bond, special revenue fund loan, federal fund, enterprise fund, pool loan) |
| 55 | Type of Loan (e.g., cash flow, statutory or budget act, revolving loan, program loan, reimbursement loan, guaranteed loan, loan converted from grant) |
| 56 | Other (e.g., Bond authority traded between organizations) |
| 57 | The system shall provide the ability to track various types of adjustments to authorized expenditures or revenues resulting from loan transactions, across multiple years, based on user-defined criteria. |
| 58 | The system shall provide the ability to create and maintain (e.g., modify) an amortization schedule for any type of loan, based on user-defined criteria (e.g., adjustments that would account for unscheduled principal reductions or any other change that would render the original schedule obsolete). |
| 59 | The system shall provide the ability to generate, track and modify multiple versions of loan projections, at any time during the fiscal year, based on user-defined criteria (e.g., amortization schedules), for user-defined parameters, including, but not limited to the following: |
| 60 | Loans, By Type (e.g. loans under repayment; loans not under repayment) |
| 61 | Loan Principal |
| 62 | Loan Interest |
| 63 | Loan Fees and Returned Check Fees |
| 64 | Deferred Revenue |
| 65 | Other |
| 66 | The system shall provide the ability to reconcile loans, showing disbursements and repayments at the fund level to overall GL account, based on user-defined criteria (e.g., by school district). |
| 67 | The system shall provide the ability to track repayment of loans which are funded through General Obligation Bonds and to refund the associated debt service costs based on user-defined criteria (e.g., by department; by project). |
| 68 | The system shall provide the ability to calculate amortization of construction interest, based on user-defined criteria. |
| 69 | The system shall provide the ability to calculate interest accrued in an user-defined time period (e.g., particular fiscal year) and to calculate cumulative interest expense, based on user-defined criteria. |

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| 70 | The system shall provide the ability to generate reports on private activity, by bond issuance, based on IRS requirements and bond-funded project timeframes (e.g., at proposal (budget request), allotment (approval to proceed with project), project completion stages (when the asset is put into service), and changes in activity related to asset). |
| 71 | The system shall have the ability to provide folder for each Series of GO Bonds, with the following information: |
| 72 | Year and Series Designation; |
| 73 | Whether Bonds are Tax-Exempt, Tax-Advantaged (BABs, QECBs or other Federal Tax Credit) or Taxable; |
| 74 | Purpose of Bonds: New Money or Refunding or Combination; |
| 75 | Date of Sale of Bonds; |
| 76 | Date of Issue of Bonds; |
| 77 | Principal Amount; |
| 78 | Whether Bond is fixed interest rate or variable rate; |
| 79 | Reoffering Price of Bonds; |
| 80 | Uses of Bond Proceeds; |
| 81 | Amount used for costs of issuance (including underwriter's discount; |
| 82 | Amount use for New Money- cap ex; |
| 83 | Amount used for working capital; |
| 84 | Amount used for Refunding of either tax-exempt or taxable bonds; |
| 85 | Amount used to reimburse expenditures made prior to the Date of Issue of the Bonds; and |
| 86 | Other Uses (e.g., amounts used for grants, to make loans, to pay credit enhancement) |
| 87 | Identification of Purposes Financed and/or Refinanced |
| 88 | For New Money: list each Project allocated to the Bonds, with the following information: |
| 89 | · Department Name, Act No., SLH No., |
| 90 | · Date of enactment of the Act, |
| 91 | · Title of Project, |
| 92 | · Amount of Expenditures Allocated to Bonds, |
| 93 | · Amount of Allocated Expenditures expended by date and amount, |
| 94 | · Amount of expenditures allocated to Governmental Purpose, |
| 95 | · Amount of expenditures allocated to Private Purpose, |
| 96 | · Type of Expenditure (i.e., acquisition, construction, renovation, repair), and |

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| 97 | Provide a link to the Capital Improvement Project folders (described below) for each Project to which proceeds of the Bonds are allocated, |
| 98 | For Refunding: for each series of refunded bonds provide a link to the folder for that refunded series; |
| 99 | Arbitrage Yield on the Bonds; |
| 100 | Bond Average Life based on Reoffering Price; and |
| 101 | Whether other bonds sold within 15 days of the Bonds, and if so, a link to the folder for such other bonds. |
| 102 | The system shall have the ability to provide folders for each Capital Improvement Project to be funded by State GOs or Other States Funds, with the following information: |
| 103 | (a) Department Name; |
| 104 | (b) Title of Project; |
| 105 | (c) Act No.; SLH Year; |
| 106 | (d) Aggregate Authorized cost amount for Project for all Fiscal Years; |
| 107 | (e) Expected economic life of Project; |
| 108 | (f) Amount of Project cost allocated to a particular Bond Series; |
| 109 | (g) Amount of Project expenditures allocated to a particular Bond Series and date of each such expenditure; |
| 110 | (h) Type of expenditure (acquisition of building or equipment, construction, renovation, repair); |
| 111 | (i) Whether Project is a Governmental Purpose Project or a Private Purpose Project. A Private Purpose Project is any Project other than a Governmental Purpose Project. To qualify as a Governmental Purpose Project, one of the following must be true with respect to the Project: |
| 112 | (i) There is no sale, installment sale, loan, financing lease or operating lease, license, management agreement, research agreement, or customized contract to sell output, to or with a person other than the State, a County, or a City or agency or instrumentality thereof. For example, the contracting person cannot be a 501(c)(3) organization or the federal government; |
| 113 | (ii) There is a transfer of ownership, use or output of the Project to a person other than the State, County or City or agency or instrumentality thereof who (x) is unrelated to a State, a County, a City, or instrumentality thereof and (ii) makes no payment for ownership or use of the Project (i.e., a grant of the Project) or makes payments that do not exceed the State's direct costs of operating and maintaining the Project; and (y) makes no payment for ownership or use of the Project (i.e., a grant of the Project) or makes payments that do not exceed the State's direct costs of operating and maintaining the Project; |

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| 114 | (iii) There is no transfer of ownership or use of the Project to a person who is other than the State, County or City or agency or instrumentality thereof, except for a management agreement or research agreement and either (x) the State has determined that the management agreement is a "qualified management agreement" under IRS Revenue Procedure 2017-13 or a "qualified research agreement" under Revenue Procedure 2007-47 or the Project being managed is not used to provide services third parties for a fee; or |
| 115 | (iv) The Project consists of a transfer of proceeds to a State agency or instrumentality but the proceeds are not ultimately used to make a loan to a person other than the State, County or City or agency or instrumentality thereof and any use of the Project by a person other than the State, County or City or agency or instrumentality thereof satisfies (i), (ii) or (iii) above; |
| 116 | (j) if the Project is a Private Purpose Project a description of the type of private use; and |
| 117 | (k) if the Project is a Governmental Purpose Project, whether there has been any change of use of the Project from the originally expected use and if so, a description of such change of use. |
| 118 | The system shall have the ability to input data on projects on a periodic basis, including projects not initially receiving an allotment of capital improvement funds and including any information regarding a change in use. |
| 119 | The system shall have the ability to input expenditure data on a periodic basis and allocation of such expenditures by Bond Series and by Project |
| 120 | The system shall provide the ability to generate loan reports and incorporate loan data in standard finance and budget reports, based on user-defined criteria (e.g., summary, detail), including but not limited to the following: |
| 121 | Actuals |
| 122 | Budgeted |
| 123 | Budgeted Versus Actuals |
| 124 | Projected Versus Actuals |
| 125 | Fund Balance |
| 126 | Budget Projections |
| 127 | Comparative Statement of Revenues |
| 128 | GAAP Reports |
| 129 | The system shall provide the ability to compute the current portion of bonds. |

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Investments

| ID# | Requirements |
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| 1 | The system shall provide ability to manage and track investment accounts and automatically reconcile with General Ledger and related user-defined functions within the EFS |
| 2 | The system shall provide ability to capture general investment account data based on user-defined configuration including, but not limited to: |
| 3 | Type of investment |
| 4 | Financial Institution/Issuer |
| 5 | Fund Type |
| 6 | Cost (e.g., face amount less discount plus premium plus accrued interest) |
| 7 | Agency Purchasing |
| 8 | Document/Certificate No. |
| 9 | Investment Purchase trade date, settlement date and Maturity Dates |
| 10 | Investment Pool - include or exclude |
| 11 | Term/Period/Number of Days |
| 12 | Yield (e.g., percentage) |
| 13 | Interest (e.g., purchased accrued interest) |
| 14 | Amounts (e.g., face amount, discount, premium, etc.) |
| 15 | Interest (including any purchased accrued interest) |
| 16 | Duration |
| 17 | The system shall have ability to compute rate of return based on user-defined cash or accrual bases. |
| 18 | The system shall provide the ability to track and report on investments based on user-defined categories including, but not limited to: |
| 19 | Type of Inflow/Outflow |
| 20 | Fund (e.g., general, special, trust, agency, bond, etc.) |
| 21 | Investment type and description/narrative |
| 22 | The system shall provide ability to track and manage the cash flows and project cash flows of securities in the portfolio. |
| 23 | The system shall provide ability to track maturing investments (e.g., net amount of cash in/outflows, investments and type of investments purchased to meet cash obligation or cash shortfalls for the day. |
| 24 | The system shall provide the ability to compute investments maturities, by investment type, by time period (e.g., fiscal year, fiscal quarter), and other user-defined criteria. |
| 25 | The system shall provide the ability to sub-total investment maturities based on user-defined criteria. |

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| 26 | The system shall provide ability to provide automatic investment updates based on user-defined parameters (e.g., dynamic/real-time, scheduled/batched, etc.) |
| 27 | The system shall provide ability to query and report on investment purchases based on user-defined maturity date/period. |
| 28 | The system shall provide capability to generate standard and adhoc investment tracking reports based on user-defined parameters (e.g., date or period driven) including, but not limited to, financial statements, trial balance, transaction register, etc. |
| 29 | The system shall have ability to generate the following reports using State-defined formats including, but not limited to: |
| 30 | Allocation of investment pool earnings to participating agencies |
| 31 | Daily Investment Maturities |
| 32 | General Fund Earnings |
| 33 | Interest on Investments Maturing |
| 34 | Investment Pool Earnings - realized interest, gain on sale |
| 35 | Investment Register - Detail |
| 36 | Investment register - details of holdings, summary by fund |
| 37 | Investment Register - Summary |
| 38 | Statement of Cash |
| 39 | Status of Outstanding investment register - detail holdings, summary by fund |
| 40 | Performance measurements, bechmark designation |
| 41 | Compliance monitoring - Investment Policy criteria, HRS |
| 42 | Interface with custodial bank, external managers- automatically post transactions to GL daily |
| 43 | Capability to receive daily transaction files from Custodial Bank and generate entries for general ledger recording |

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Grant Management

| ID# | Requirements |
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| 1 | For new grants, the system shall provide the ability to integrate with the budget execution process including but not limited to: |
| 2 | Submission to Governor (and/or other authorizing department) |
| 3 | Request to DAGS for appropriation symbol |
| 4 | Request to B&F for allotment for funds (A19) |
| 5 | Requests to B&F for increase in budget ceiling (for new grants, which are on-going versus one-time) |
| 6 | For increased awards to existing grants, the system shall provide the ability to integrate with the budget execution process including but not limited to: |
| 7 | Submission to Governor (and/or other authorizing department) for approval to increase appropriation ceiling and expend |
| 8 | Request to DAGS for increased appropriation ceiling |
| 9 | Request to B&F for allotment for funds (A19) |
| 10 | Requests to B&F for increase in budget ceiling |
| 11 | The system shall provide the ability to set budget controls for various categories (e.g., funding source, cost category, administrative overhead, matching funds), based on user-defined criteria (e.g., as a percentage or a flat amount). |
| 12 | The system shall provide the ability to track budget controls, based on user-defined criteria. |
| 13 | The system shall provide the ability to perform budgetary control edits prior to posting grant transactions. |
| 14 | The system shall provide the ability to both automatically and manually generate grant numbers based on user-defined criteria (e.g., many departments use Federal grant number to track grants). |
| 15 | The system shall provide the ability to maintain grant detail information, based on user-defined time periods (e.g., grant inception-to-date). |
| 16 | The system shall provide the ability to maintain and track grants by user-defined criteria (e.g., grantor information; grantee information; funds, CFDA number, formula vs. discretionary grants; investment). |
| 17 | The system shall provide the ability to establish grant and sub-grant(s) structure (e.g., program ID), and to manage the relationship within this structure. |
| 18 | The system shall provide the ability to manage grants with sub-grantee(s) who are responsible for awarding and managing grant dollars to other entities (e.g., counties who are sub-grantees for Homeland Security grants that award dollars to other entities in their county). |

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| 19 | The system shall provide the ability to identify user-defined cost categories for reporting purposes (e.g., Title II; federal budget cost categories; state budget cost categories). |
| 20 | The system shall provide the ability to automate alignment of state budget cost categories with federal budget cost categories based on user-defined criteria. |
| 21 | The system shall provide the ability to track and maintain awards for multiple grant years based on user-defined criteria. |
| 22 | The system shall provide the ability to copy award information based on user-defined criteria (e.g., copy award from current FY to next FY). |
| 23 | Ability to both automatically and manually generate grant numbers based on configurable criteria |
| 24 | Ability to maintain grant detail information, including but not limited to award date, lapse date, liquidation date, etc. |
| 25 | Ability to maintain and track grants by user-defined criteria (e.g., grant number, grantor information, funds, CFDA number, formula vs. discretionary grants, etc.) |
| 26 | Ability to establish grant and sub-grant(s) structure, and to manage the relationship within this structure |
| 27 | Ability to identify user-defined budget / cost categories for reporting purposes |
| 28 | Ability to track and maintain awards for multiple grant years based on configurable criteria |
| 29 | At a minimum, the solution enables tracking of grants via the GL |
| 30 | Accommodate multiple fiscal calendars (i.e., Hawaii vs. federal) and provide the ability to generate grants reporting using either calendar as the basis. |
| 31 | The system shall provide support for grant proposal development process based on user-defined criteria , including but not limited to the following related processes: |
| 32 | Develop new, continuation and revised proposals |
| 33 | Enter all related program/proposal Information(e.g., organization, persons, special items, resources, keywords, etc.) |
| 34 | Respond to compliance questions/queries |
| 35 | Review and customize biographical info and other supporting data |
| 36 | Send status notification to related parties |
| 37 | The system shall provide the ability to protect sensitive information as required throughout the grant development and award process. |
| 38 | The system shall maintain data, manage the process, and provide workflow across the entire grant cycle, from development through award to closure, based on user-defined criteria and approvals (e.g., grant name/ description; date application submitted; date application approved by grantor; grant beginning/ close-out date). |

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| 39 | The system shall provide the ability to insert narratives and to include attachments to the grant record, including but not limited to: Federal award letters, special conditions, grantor correspondence, etc. |
| 40 | Maintain data, manage the process, and provide workflow across the entire grant cycle, from the beginning to close-out date |
| 41 | Ability to insert narratives and to include attachments to the grant record, including but not limited to: Federal award letters, special conditions, grantor correspondence, etc. |
| 42 | The system shall provide the ability to interface with grant-related Federal Government databases included but not limited to: SAM.gov and Grants.gov. |
| 43 | The system shall provide the ability to generate grant award letters and contract awards, based on user-defined templates and user-defined criteria (e.g., incorporate grant requirements into sub-grantee award letters and documentation). |
| 44 | The system shall provide the ability to establish and manage multiple contracts tied to a specific grant based on user-defined criteria (e.g., contracts to multiple sub-grantees). |
| 45 | The system shall provide the ability to develop and maintain budgets for sub-grantees based on user-defined criteria (e.g., freeze initial detailed budget worksheet; maintain budget throughout the life of the grant). |
| 46 | The system shall provide the ability to confirm contractor compliance, including cross-reference with vendor exclusion lists (e.g., SAM, HCE). |
| 47 | The system shall provide the ability to distribute costs within a grant, based on user-defined criteria (e.g., by category). |
| 48 | The system shall provide the ability to calculate, track, control, and report on indirect costs (e.g., capital depreciation expenses) based on user-defined criteria and user-defined time period. |
| 49 | The system shall provide the ability to compare actual expenditures to forecasts. |
| 50 | The system shall provide the ability to calculate available grant balances from user-defined criteria (e.g., expenditures; encumbrances). |
| 51 | The system shall provide the ability to manually enter on-line and to automate recording of grant encumbrances for labor, usages and miscellaneous related transactions based on user-defined criteria. |
| 52 | The system shall provide the ability to generate grant billings based on user-defined criteria (e.g., grantor requirements; itemize by sub-grantee) and reconcile receipts based on grant invoices. |
| 53 | The system shall provide the ability to process request for draw-down of Federal funds based on user-defined criteria (e.g., flag transaction errors to prevent drawing down on these transactions). |

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| 54 | The system shall provide the ability to process internal billings to other state agencies (e.g., sub-grantees) based on user-defined criteria (e.g., incorporating specific grant forms within the electronic workflow). |
| 55 | The system shall provide the ability to manage billings by sub-grantee, based on user-defined criteria (e.g., place holds on payments to sub-grantees for non-performance; in compliance with Transparency Act, confirm that sub-grantee check is cashed). |
| 56 | The system shall provide the ability to monitor the status of grant related receivables/receipts, refunds (e.g., for funds overdrawn), and deferrals/retention based on user-defined criteria.. |
| 57 | The system shall provide the ability to prevent transactions posting against an expired, inactive, or otherwise "closed" grant, with ability to override based on user-defined authorization. |
| 58 | The system shall provide the ability to track hours expended for all grants/programs by organizational unit, pay period, employee, account number and other user-defined criteria. |
| 59 | The system shall provide the ability to generate advance notifications of grant end dates or other user-specified events and alerts (e.g., expenses due, draw-down of funds, expenditure balances), by user-defined process (e.g., prompt at point of user transaction; report), based on user-defined criteria. |
| 60 | The system shall provide the ability to support processing of carryovers, grant extensions and amendments based on user-defined criteria. |
| 61 | The system shall provide the ability to close a grant for purposes of incurring new obligations, and to leave a grant open for purposes of expenditures tied to existing obligations. |
| 62 | The system shall provide the ability to close and reopen grant codes at the grant/program level, preventing users from having to close each budget line associated with the specified grant/program. |
| 63 | The system shall provide the ability to close and reopen grants for specific associated budget lines while others remain active, without the user having to adjust individual lines. |
| 64 | The system shall provide the ability to integrate with SPO website for contract close-out reporting based on user-defined criteria (e.g. total expenditures, major accomplishments, etc.). |
| 65 | The system shall have the ability to track and reconcile federal funds, including those awarded for a special purpose or a grant, based on user-defined criteria (e.g., budget adjustments at the fund/office level). |
| 66 | The system shall provide the ability to track compliance with federal funding requirements based on user-defined criteria (e.g., track A133 audits across departments). |
| 67 | The system shall provide the ability to reconcile grant data with external funding agency data based on user-defined criteria. |

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| 68 | The system shall provide the ability to identify and maintain detail for State/ other non-federal funds, and in-kind contribution used as a match for federal fund grants and to prevent the counting of these same funds as a match more than once based on user-defined criteria (e.g. match requirements set forth in an award letter; maintenance of effort requirement; match for sub-grantees). |
| 69 | The system shall provide the ability to calculate costs to State programs receiving Federal funds, which can be allocated in accordance with the State of Hawaii's Cost Allocation Plan and/or department cost-allocation plans (e.g., DHS Cost Allocation Plan). |
| 70 | The system shall provide the ability to monitor/calculate the total interest earned by grants which have an appropriation account included in the investment pool. |
| 71 | The system shall provide self-service capabilities for sub-grantees, including but not limited to: view contract information; submission of forms, such as change request and reimbursement request. |
| 72 | The system shall provide the ability to establish monitoring requirements, by grant, by organization (e.g., sub-grantee), based on user-defined criteria (e.g., 20% of service providers required to be audited by specific date, etc.) |
| 73 | The system shall provide the ability to trigger or initiate monitoring activities based on user-defined criteria (e.g., audit results). |
| 74 | The system shall provide the ability to create and perform adhoc and pre-defined analytical calculations based on user-defined criteria (e.g., sub-grantee actual expenditures versus budgeted; sub-grantee actual units of services versus budgeted). |
| 75 | The system shall provide the ability to enter and associate individual and/or organization contact information in relation to specific monitoring cases. |
| 76 | The system shall provide the ability to track monitoring recommendations, corrective actions and responses. |
| 77 | The system shall provide the ability to assign monitoring codes to each case and maintain recommendations. |
| 78 | The system shall provide the ability to display and report summary and detailed monitoring case information. |
| 79 | The system shall provide the ability to track complaint information and sources of complaints. |
| 80 | The system shall provide the ability to electronically enter and associate monitoring reports with contractors, including but not limited to: cleared/resolved findings, corrective actions. |
| 81 | The system shall provide the ability to issue, print and track notices of non-compliance. |

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| 82 | The system shall maintain an archive of contractor (e.g., sub-grantee) reports and performance information, by grant, based on user-defined criteria. |
| 83 | The system shall provide the ability to electronically generate and transmit notices of non-compliance based on user-defined criteria including but not limited to: date of non-compliance. |
| 84 | Alignment/linking of grant outcomes to funded academic plans |
| 85 | Support multiple separate projects to track specific expenditures toward specific promises/outcomes at the individual grantee level |
| 86 | Tracking enablement for specific grants and outside funding which SOH tracks, including IDEA, various Titles, e-Rate, etc. |
| 87 | Ability to track grant requirements and outcomes throughout the lifecycle of the grant and monitor progress |
| 88 | The system shall provide the ability to track and record transactions applicable to individual grants at all levels of the account classification (i.e., organization, program, object, fund, appropriation) by user-defined time period (e.g., month, YTD, inception to date), by organization level for all grants, based on user-defined criteria (e.g., expenditures vs. budgeted; expenditures vs. revenues; grant budget; grant amount per participant). |
| 89 | The system shall provide the ability to track and record grant-related salaries, benefits, and other non-salary, labor-related costs, based on user-defined criteria (e.g., in compliance with payroll certification requirements set forth in OMB Circular A-87, Attachment B, Paragraph 8.h.(3)). |
| 90 | The system shall provide the ability to record miscellaneous adjustments, reclassifications and interfund transfers associated with grants. |
| 91 | The system shall provide the ability to track fixed assets purchased with grant funding based on user-defined criteria. |
| 92 | Ability to track and record transactions applicable to individual grants at all levels of the account classification (i.e., organization, program, object, fund, appropriation) by user-defined time period (e.g., month, YTD, inception to date), by organization level for all grants, based on user-defined criteria (e.g., expenditures vs. budgeted, expenditures vs. revenues, grant budget, grant amount per participant, etc.) |
| 93 | Ability to record miscellaneous adjustments, reclassifications and interfund transfers associated with grants (e.g., FIFO adjustments to |
| 94 | Ability to track fixed assets purchased with grant funding based on configurable criteria |
| 95 | The system shall provide a grant dashboard based on user-defined criteria (e.g., dashboard view for grants managers of assigned grants). |
| 96 | The system shall provide the ability to generate a grant/sub-grant listing, by user-defined time period (e.g., Accounting Fiscal Year, Budget Fiscal Year), based on user-defined criteria. |

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| 97 | The system shall provide the ability to generate grant/sub-grant detail transaction reports, based on user-defined time period (e.g., month, quarterly, YTD, inception-to-date), based on user-defined criteria. |
| 98 | The system shall provide the ability to generate a query and/or report (with drill-down capability) by grant/sub-grant, by user-defined time period (e.g., month, year, inception to date), by other user-defined parameters (e.g., Federal Catalog Number, Legislative District), based on user-defined criteria (e.g., budgeted vs. actuals). |
| 99 | The system shall provide the ability to generate a query and/or report on grants at all levels of the account classification (e.g., organization, program, object, fund, appropriation), with the ability to summarize across departments, based on user-defined criteria (e.g., expenditures vs. budgeted; expenditures vs. revenues). |
| 100 | The system shall provide the ability to separate prior years expenditures and prior years budget for generally accepted accounting principles (GAAP) and governmental accounting standards board (GASB) reporting, by user-defined period (e.g., Accounting fiscal year, Budget fiscal year, calendar year), by user-defined criteria (e.g., inception-to-date budget, remaining budget, multi-year budget). |
| 101 | The system shall provide the ability to customize the "roll up" of individual account line items into various personnel, operating or other categories to comply with grant reporting requirements. |
| 102 | The system shall provide the ability to generate expenditure and exception reports for compliance with funding agency reporting requirements and compliance, based on user-defined criteria (e.g., by sub grantee). |
| 103 | The system shall provide the ability to transmit and receive reports/information electronically to/from all grantee/grantor agencies, based on user-defined criteria. |
| 104 | The system shall provide the ability to generate reports, based on specific grant requirements (e.g., only specific line items are eligible expenditures) and other user-defined requirements. |
| 105 | The system shall provide the ability to generate federal financial reporting and payment requisition forms by any level within the organization structure, by project number, by federal/state grant number, by program structure, and by any other user-defined identifier. |
| 106 | The system shall provide the ability to generate payroll certification reports required by Federal grant requirements, in compliance with OMB Circular A-87, Attachment B, Paragraph 8.h.(3). |
| 107 | The system shall provide the ability to generate report on State/ other non-federal funds, and in-kind contribution used as a match for federal fund grants based on user-defined criteria (e.g. match requirements set forth in an award letter; maintenance of effort requirement). |

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| 108 | The system shall provide the ability to generate Federal grant reports in compliance with Federal Cost Principles and Allowable Costs set forth in OMB circulars (e.g., A-122) |
| 109 | The system shall provide the ability to generate single and program-specific audits in compliance with Federal grant requirements set forth in OMB Circular A-133, including but not limited to: |
| 110 | Financial Statements |
| 111 | OMB Circular A-133 Compliance Report |
| 112 | Schedule of Expenditures of Federal Awards (SEFA) |
| 113 | The system shall provide the ability to generate reports in compliance with MWBE (Minority and Women Owned Business Enterprise) reporting requirements, EPA green initiatives, and other Federal reporting requirements |
| 114 | The system shall provide the ability to generate audit reports based on user-defined criteria (e.g., report with assumptions and related criteria used to develop billing rates). |
| 115 | The system shall provide the ability to automatically upload and incorporate the approved/valid Indirect Cost Rate and Fringe Benefit Rate to be used in the Federal Financial Report. |
| 116 | The system shall provide the ability to generate the Indirect Cost Rate Proposal based on federal grant requirements set forth in OMB Circular A-133. |
| 117 | The system shall provide the ability to automatically update the USDA contact information on Indirect Cost Rate Proposal Submission (e.g., name, mailing address, e-mail address, contact number). |
| 118 | The system shall support online submission of the Indirect Cost Rate Proposal based on user-defined criteria. |
| 119 | Provide a grant dashboard based on user-defined criteria (e.g., dashboard view for grants managers/accountants of assigned grants) |
| 120 | Ability to generate a grant/sub-grant listing by user-defined time period (e.g., Accounting Fiscal Year, Budget Fiscal Year) based on configurable criteria |
| 121 | Ability to generate grant/sub-grant detail transaction reports, and to generate a query and/or report (with drill-down capability), based on user-defined time period (e.g., month, quarter, YTD, inception-to-date), based on configurable criteria |
| 122 | Ability to generate a query and/or report on grants at all levels of the account classification (e.g., organization, program, object, fund, appropriation) |
| 123 | Ability to report budget and expenditures based on user-defined budget / cost categories; by user-defined period and user-defined criteria |
| 124 | Ability to customize the "roll up" of individual account line items into various personnel, operating or other categories to comply with grant reporting requirements |

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| 125 | Ability to generate expenditure and exception reports for compliance with funding agency reporting requirements and compliance, based on user-defined criteria (e.g., by sub grantee) |
| 126 | Ability to transmit and receive reports/information electronically, to and from all grantee and grantor agencies, based on user-defined criteria |
| 127 | Ability to generate reports based on specific grant requirements (e.g., only specific line items are eligible expenditures) and other user-defined requirements |
| 128 | Ability to generate payroll certification reports required by Federal grant requirements, in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). |
| 129 | Ability to generate report on State/other non-federal funds, such as cost sharing, matching, or in-kind contribution used as a match for federal fund grants |
| 130 | Ability to generate Federal grant reports in compliance with the Uniform Guidance, including but not limited to: |
| 131 | (1) Financial Reports (e.g., SF-425) |
| 132 | (2) Schedule of Expenditures of Federal Awards (SEFA) |
| 133 | Ability to automate recurring searches/reports |
| 134 | Ability to internally track grant proposal status, and accommodate the upload of associated documentation in multiple file formats |
| 135 | Ability to manage online grant applications, monitor for completion, and automate compliance checks and communication |
| 136 | Ability to create and design grant forms in a flexible way that is adaptable to multiple grant types, lengths, etc. |
| 137 | Ability to track grantee interactions and manage grantee relationships. |

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