

Requirements Survey Financial			Requirements Response Rules:							
<p>The following functional, technical, workflow and reporting needs provide the minimum requirements of the City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.</p>			<p>Column #1. Mandatory: Proposers are required to input one response per requirement using the drop down list provided. Response Types: F=Fully provided out of the box, or fully provided out of the box through basic configuration Mod= Provided through a technical modification of the software (i.e. a customization) TP = Provided through a proposed third party application or capability RT = Provided through a built in or proposed reporting tool NA = Not Available</p> <p>Column #2. Proposers are requested to itemize estimated costs for all modification requirements. Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements. Column #4. Mandatory: Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal. Column #5. Mandatory: Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal. Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality. Column #7. Mandatory: Proposers are required to list the version number for all functionality proposed to the City.</p>							
Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included In Implementation Costs	5. Included In training costs	6. Subcontractor	7. Version Number	Comments/Narrative
						Yes/No	Yes/No			
General Ledger										
Critical & Unique Requirements										
M1	Ability to prevent posting to specific accounts prior to a specified date or fiscal period	6								
M2	Ability to accommodate financial statement reporting in multiple formats (e.g. GAAP format and PSC regulatory format as required for Water Utility)	6								
GL Set Up and Design										
1.00	Ability to set up a flexible General Ledger structure.	5								
2.00	Ability to set up a chart of accounts (COA) coding structure including, but not limited to: Fund, Center, Account, Department, Division, Program, Service, Object, Project, Line of Business and other criteria.	5								
3.00	Ability to set up controls within every module in the system around every element within the General Ledger (e.g., limit charges to active funds, accounts or centers). Code Control/Code Master	5								
4.00	Ability to validate the chart of accounts (i.e., department, cost center) by field.	5								
5.00	Ability to allow/disallow combinations of elements of the code structure (e.g. disallow Payroll vs. Interdepartmental Charges/Accounts-disallow Public Health accounts within the Parking Utility Fund).	5								
6.00	Ability to set up reporting requirements for the City of Madison's Chart of Accounts structure.	5								
7.00	Ability to comply with SAS standards and CAFR financial reporting.	3								
8.00	Ability to make organizational structure changes to be used for future transactions. Ability to close series of account strings & open others easily when designated funds are modified	4								
9.00	Ability to provide compliance with GAAS.	3								
10.00	Ability to provide compliance with OMB.	3								
11.00	Ability to provide compliance with GASB.	3								
12.00	Ability to provide compliance with GAAP.	3								
13.00	Ability to set up user defined segment lengths.	5								
14.00	Ability to set up multiple ranges of accounts for segments of the code.	5								
15.00	Ability to set up multiple roll up levels.	5								
16.00	Ability to have multiple organizational structures roll up by period or year.	5								
17.00	Ability to set up multiple account hierarchies	4								
18.00	Ability to set up and define funds, accounts, centers or projects as active.	5								
19.00	Ability to set up and define funds, accounts, centers or projects as inactive.	5								
20.00	Ability to prevent inactive funds, accounts, centers, or projects from being used, and to trigger a workflow for re-activation.	3								
21.00	Ability to set up multiple companies and funds.	5								
22.00	Ability to define the roll up structure for the City's COA/cost centers.	5								
23.00	Ability to define multiple levels of structure for the COA/cost centers.	5								
24.00	Ability to provide real time activation of funds, accounts, cost centers, and valid coding combinations. Account Master	5								
25.00	Ability to perform online creation, editing and control of the chart of accounts and descriptions by authorized staff. Security	5								

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General Ledger										
26.00	Ability to provide real time input of COA changes and requests with workflow and approval.	3								
27.00	Ability to look up chart of account number, title, and description information online, in all modules, while performing any transaction.	5								
28.00	Ability to specify the number of fields in the code structure and the number of characters within each field.	5								
29.00	Ability to manage a flexible account structure, customizable to City requirements with ability to record and maintain data at the City defined segment lengths and details.	5								
30.00	Ability to specify consolidation hierarchy and level for each department, cost center, fund, account, project and other criteria at time of set up and modify based upon user security.	5								
31.00	Ability to generate new segment combinations based on user defined rules.	5								
32.00	Ability to designate core balance sheet accounts which must be used in all funds, and other balance sheet accounts which can be used in specified funds.	4								
33.00	Ability to have all transactions involving balance sheet accounts to allow program cost centers in the coding so that balance sheet transactions can be tracked back to their program of origination and program level balance sheets can be constructed.	5								
34.00	Ability to confirm that all chart of account transaction information used is valid at the time each transaction is entered.	5								
35.00	Ability to deactivate chart of account codes to restrict future transaction postings based on user defined rules and effective dating.	5								
36.00	Ability to carry a user identifier number, date and time stamp on all created, modified or deleted transactions.	5								
37.00	Ability to establish a chart of accounts that allows the definition of hierarchical structures that provide reporting capability of individual accounts and major account series as well as aggregating revenues and expenditures.	5								
38.00	Ability to define and administer external report codes to the chart of accounts for reporting to external agencies.	5								
39.00	Ability to maintain a file of archived items containing archived date which is available for online inquiry through the fiscal year end.	2								
40.00	Ability to track organization structure changes over multiple years.	3								
41.00	Ability to move prior years' history (including detail of transactions) with organization structure changes.	3								
42.00	Ability to retain the history of a cost center, including historical names, previous roll-up or tree structure, financial data and other data.	3								
43.00	Ability to put effective date in cost center name changes.	3								
44.00	Ability to automatically back out and reapply transactions affected by midyear organization structure changes.	4								
45.00	Ability to designate a chart of accounts and program structure that are specific to a fiscal year.	4								
46.00	Ability to define the following segments and accounts:									
47.00	Multiple legal entities (e.g., City, Ball Park, Regional Rail Authority and others)	5								
48.00	City	5								
49.00	Multiple funds	5								
50.00	Multiple Departments	5								
51.00	Multiple Divisions	5								
52.00	Multiple Locations	5								
53.00	Multiple Units	5								
54.00	Multiple budget groups	5								
55.00	Multiple Cost Centers	5								
56.00	Multiple Projects	5								
57.00	Multiple grants	5								
58.00	Ability to set up and define periods, including:									
59.00	Fiscal Calendar	5								
60.00	Calendar Year	5								
61.00	Multiple Calendars	5								
62.00	Monthly Calendars	5								
63.00	Pay period calendars	5								
64.00	Other									
65.00	Ability to require transactions to be two sided and balanced.	5								

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General Ledger										
66.00	Ability to mark fields as optional or required.	5								
67.00	Ability to make optional fields required for certain funds or cost centers (e.g., require project coding in capital improvement funds, or for certain cost centers).	5								
68.00	Ability to set up and notify users of hard and soft stops.	5								
69.00	Ability to set up and control security for user's charges (e.g. limit the ability to charge to certain cost centers based on position, department, cost centers, dollar limit thresholds and other criteria).	5								
70.00	Ability to notify other departments when transactions will be charged to department specific cost centers.	5								
71.00	Ability to set up assets as current (Cash) and non current assets (Capital).	5								
72.00	Ability to set up liability accounts and define current and non current liabilities.	5								
73.00	Ability to set up account types, including:									
74.00	Asset account	5								
75.00	Liability account	5								
76.00	Fund equity account	5								
77.00	Revenue account	5								
78.00	Expense or expenditure account	5								
79.00	Appropriations/estimated revenue	5								
80.00	Transfers In/Out	5								
81.00	Allocation accounts?	5								
82.00	Encumbrances?	5								
83.00	Other-Statistical Accounts	5								
84.00	Ability to set up a long description and short description for chart of account elements.	3								
GL Processing										
85.00	Ability to set up electronic journal entry posting and approvals.	5								
86.00	Ability to attach documents, comments, and notes to journal entries.	5								
87.00	Ability to automate regular and recurring journal entries at user defined flexible periods (quarterly, monthly, pay period) and user defined flexible amounts.	5								
88.00	Ability to set up and administer workflow notifications of upcoming regular and recurring and one-time journal entries based on line of business, fund, cost center, or other user defined criteria.	5								
89.00	Ability to automate internal transfers (system generates transfer with user approval and posting).	4								
90.00	Ability to ensure that interfund loans, transfers and advances between funds should balance to zero.	5								
91.00	Ability to track incorrect transfers or errors (e.g. track errors needing correction for reconciliation).	3								
92.00	Ability to track real time information with the option for batch updates and processing.	5								
93.00	Ability to view pending transactions after they are entered.	5								
94.00	Ability to post journal entries either immediately (real time) or in batch.	5								
95.00	Ability to have effective dating of transactions.	5								
96.00	Ability to have multiple accounting periods open.	5								
97.00	Allow for concurrent period processing of financial transactions.	5								
98.00	Ability to reverse journal entries, with security; and audit trail for user id, time, and date.	5								
99.00	Ability to utilize different accounting bases for different fund types as required by generally accepted accounting principles:									
100.00	Cash basis	5								
101.00	Modified accrual basis	5								
102.00	Accrual basis	5								
103.00	Ability to perform online creation, control, and maintenance of balanced journal vouchers with unique numbers and description fields by authorized staff.	5								
104.00	Ability to maintain the following information for journal entries and batch interface transactions:									
105.00	Description	5								
106.00	Account code	5								
107.00	Debit amount	5								
108.00	Credit amount	5								

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General Ledger										
109.00	Document reference number (system generated)	5								
110.00	Transaction creation date (system generated)	5								
111.00	Accounting period date	5								
112.00	Posting date	5								
113.00	Effective dates (e.g., reversal date)	5								
114.00	Transaction source (user, system)	5								
115.00	Authorization	5								
116.00	Preparer ID	5								
117.00	Comments field	5								
118.00	User name	5								
119.00	User phone number	2								
120.00	Approver ID	5								
121.00	Reviewed by ID	5								
122.00	Recurring or non recurring J/E	5								
123.00	Document Attachment to Journal Entry	5								
124.00	Ability to accept and post balanced journal entry transactions by authorized staff.	5								
125.00	Ability to allow for journal entries to be created for open and future periods.	5								
126.00	Ability to maintain all journal entry information at a detail level for all years.	5								
127.00	Ability to import and post journal entries from financial information subsystems as well as other systems external to the financial information system (e.g., the subsystem for IT charges).	5								
128.00	Ability to create recurring journal entries where dollar amount and account coding are fixed but user can specify number of periods to post entry by identifying starting and ending dates.	5								
129.00	Ability to define the accounts and descriptions that a journal entry will be posted to for specific types of transactions. (i.e., restrict transactions to only authorized and approved accounts on interdepartmental journal entries).	3								
130.00	Ability to process intra City (interdepartmental) journal entry payment transactions, and track activity totals for year end financial reporting.	3								
131.00	Ability to create automatic accrual with an automatic reversal on specified dates.	5								
132.00	Ability to add or edit chart of account coding during transaction entry with appropriate security authorization.	5								
133.00	Ability to create and save template journal entries for subsequent editing to expedite entry.	5								
134.00	Ability to automatically void journal entries within an open period with an audit trail available at a detail transaction line.	5								
135.00	Ability to submit entered journal vouchers (interdepartmental) for approval electronically, prior to acceptance for posting to the general ledger.	5								
136.00	Ability to generate journal voucher numbering with a minimum of length of ten characters including:									
137.00	Origination, department designation	5								
138.00	Period	5								
139.00	Reason code (type) of entry	3								
140.00	Ability to automatically or batch processing post the board approved budget from the budget module.	5								
141.00	Ability to input and track the following:									
142.00	Account code	5								
143.00	Accounts payable	5								
144.00	Accounts receivable	5								
145.00	Accruals	5								
146.00	Accrual descriptions	5								
147.00	Balance sheet classifications	5								
148.00	Budgets, both revenue and expenditure	5								
149.00	Budget variances	5								
150.00	Cash disbursements	5								
151.00	Cash receipts	5								
152.00	Opening and closing balances monthly and annually	5								
153.00	Document numbers	5								
154.00	Pre-encumbrances-Commitments	5								
155.00	Encumbrances	5								

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General Ledger										
156.00	Monthly credits and debits	5								
157.00	Statistical data	5								
158.00	Memo data	5								
159.00	User Defined Data Fields	5								
160.00	Ability to set up and input pre-encumbrances/commitments and encumbrances in transaction format (similar to journal entry); including cancellation dates.	5								
161.00	Ability to impose budget controls for pre-encumbrance/commitments and encumbrance transactions.	5								
162.00	Ability to link pre-encumbrance/commitments and encumbrance transactions (e.g. posting the encumbrance lifts the pre-encumbrance).	5								
163.00	Ability to link encumbrance transactions to actuals (e.g. posting an actual lifts the encumbrance).	5								
164.00	Ability to define pre-encumbrances/commitments and encumbrance balances as carry forward or not.	5								
165.00	Ability to inquire about pre-encumbrance/commitments, encumbrance and actual transactions and balances.	5								
166.00	Ability to drill down from a pre-encumbrance/commitments balance and drill up from transactions to the pre-encumbrance/commitments activity.	5								
167.00	Ability to drill down from an encumbrance balance and drill up from the transactions to the encumbrance activity.	5								
168.00	Ability to track, report and rollup revenues, liabilities, expenditures, and other criteria on a Fund & Company Basis by various and multiple roll ups of cost centers.	5								
169.00	Ability to track and separate restricted and non restricted assets.	3								
170.00	Ability to have more than 12 months open in fiscal year.	5								
171.00	Ability to have drill down capability from report to transaction and during transaction inquiry.	5								
172.00	Ability to allocate a portion of actual overhead expenses to departments at different levels (including the service level) based on predetermined drivers.	5								
173.00	Ability to set up and have multiple financial statement formats.	5								
174.00	Ability to have budget maintenance and audit trail at user defined levels (e.g. by GL account, by period, operating, capital & grant).	5								
175.00	Ability to set up a workflow checklist for financial closures.	3								
176.00	Ability to track, report, and rollup assets by:									
177.00	Current Assets	5								
178.00	Cash & Investments	5								
179.00	Receivables, net	5								
180.00	Internal balances	5								
181.00	Prepaid items	5								
182.00	Inventories	5								
183.00	Restricted assets	5								
184.00	Non current Assets	5								
185.00	Deferred issuance costs	5								
186.00	Advances to (from) other funds	5								
187.00	Capital Assets	5								
188.00	Land	5								
189.00	Land improvements	5								
190.00	Buildings	5								
191.00	Construction in process buildings	5								
192.00	Furnishings and equipment	5								
193.00	Library books and other media	5								
194.00	Leasehold improvements	5								
195.00	Infrastructure	5								
196.00	Construction in process infrastructure	5								
197.00	Less accumulated depreciation and amortization	5								
198.00	Ability to track, report and rollup liabilities by:	5								
199.00	Current Liabilities	5								
200.00	Non current Liabilities	5								
201.00	Ability to track, report and rollup Governmental Activities on a Fund Basis by:									
202.00	General Government	5								
203.00	Human Services	5								

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General Ledger										
204.00	Health	5								
205.00	Public Safety	5								
206.00	Public Works	5								
207.00	Libraries	5								
208.00	Community Development & Housing Authority	5								
209.00	Other Funds (BID, Unified Health, Madison Library Foundation etc.)	5								
210.00	Ability to track, report and rollup business type activities by:									
211.00	Water	5								
212.00	Sewer	5								
213.00	Storm	5								
214.00	Parking	5								
215.00	Transit	5								
216.00	Convention Center	5								
217.00	Golf Courses	5								
218.00	Overture-MCAD	5								
219.00	Other	5								
GL and Project Accounting										
220.00	Ability to provide project accounting module/functionality.	5								
221.00	Ability to have grant funding tie to grant project expenses.	5								
222.00	Ability to have multiple grants charged to one project.	5								
223.00	Ability to have multiple projects charged to one grant.	5								
224.00	Ability to have project inception to date reporting.	5								
225.00	Ability to track start, end and other critical grant dates required and effective in a period.	5								
226.00	Ability to record transactions against a contracted amount.	5								
227.00	Ability to track and charge against upfront grant funding.	5								
GL and Asset Accounting										
228.00	Ability to track and inquire about asset accounting data in real time.	5								
229.00	Ability to input, track and generate depreciation by any segment of the account code/string.	5								
230.00	Ability to dispose of assets.	5								
231.00	Ability to transfer assets between asset classes.	5								
232.00	Ability to transfer assets between account code/strings.	5								
233.00	Ability to process new assets and asset changes.	5								
234.00	Ability to post asset financial data to the General Ledger-Conversion Entries.	5								
235.00	Ability to post audit adjustments to assets.	5								
236.00	Ability to mass change or update multiple assets	3								
237.00	Ability to flag assets purchased with grant funding.	5								
GL Period and Year End Closing										
238.00	Ability to create, configure, and customize workflow for complete period and year end closing processes.	2								
239.00	Ability to automate period and year end closing.	3								
240.00	Ability to set up and change period and year end closing dates.	3								
241.00	Ability to initiate period and year end closing prior to end of period or year.	5								
242.00	Ability to build required steps/checklists and inputs to period and year end closing.	2								
243.00	Ability to roll information forward for period and year end closing.	5								
244.00	Ability to select the information to roll forward and restrict items that cannot roll forward.	5								
245.00	Ability for hard and soft closes for period and year end closing.	5								
246.00	Ability to input and track new period/year information and transactions prior to final closing of prior period/year.	5								
247.00	Ability to reopen a closed period/year with appropriate security.	5								
Reports, Analysis and Inquiries										
248.00	Ability to utilize multiple reporting periods, including:									
249.00	Pay period	5								
250.00	Monthly	5								
251.00	Quarterly	5								
252.00	Annual	5								
253.00	Multiyear	5								
254.00	User defined start and end dates	5								
255.00	Other User Defined	5								

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General Ledger										
256.00	Ability to run interim financial reports.	5								
257.00	Ability to report only on specific line items.	5								
258.00	Ability to provide exception reports for out of balance postings, with search capabilities and audit trails.	3								
259.00	Ability to perform online inquiry and reporting of financial information by the following transaction type:									
260.00	Board approved budget, amended budget, budget carryovers, remaining budget, and future budget	5								
261.00	Expenditure/revenue projections compared to budget at flexible user defined time periods	5								
262.00	Pre-encumbrances/Commitments, encumbrances, expenditures and disbursement account balances	5								
263.00	Unencumbered appropriations	5								
264.00	Changes to appropriation and estimated revenue	5								
265.00	Revenue and receipts account balances	5								
266.00	Balance sheet account balances	5								
267.00	Ability to report on Board approved budget amendments:									
268.00	By Resolution Number	3								
269.00	By category: Supplemental appropriation, contingency transfer, or budget transfer between departments	2								
270.00	Ability to provide standard reports at any level of transaction detail, for any period stored, online with user defined consolidation of the data:									
271.00	Trial Balance of Accounts	5								
272.00	General Ledger Detail Report-Transaction Register	5								
273.00	Journal Entry Listing	5								
274.00	Departmental Charge Reports	5								
275.00	Statement of Revenue, Expense and Budget	5								
276.00	Budget Variance Reports	5								
277.00	Financial Statement Information	5								
278.00	Statistical Accounts	5								
279.00	FTE Accounts	5								
280.00	Ability to report on a cash, modified and an accrual basis at all levels of reporting.	3								
281.00	Ability to produce financial statements by user defined levels of the account string and multiple periods/years.	5								
282.00	Ability to track the original budget vs. the amended budget.	5								
283.00	Ability to track budget carryover amounts separate from current budgeted amounts.	5								
284.00	Ability to report a Statement of Net Assets.	5								
285.00	Ability to report a Statement of Activities based on Functions/Programs (government activities and business type activities).	5								
286.00	Ability to report a Balance Sheet for Governmental Funds.	5								
287.00	Ability to report a Statement of Revenue, Expenditures, and Changes in Fund Balances for Governmental Funds.	5								
288.00	Ability to report a Reconciliation of the Statement of Revenues, Expenditures, and Changes.	5								
289.00	Ability to report a Comparative Schedule of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual.	5								
290.00	Ability to report a statement of Cash Flows for Proprietary Funds.	5								
291.00	Ability to report a Statement of Fiduciary Net Assets for the Agency Fund.	5								
292.00	Ability to report financial statements by Special Revenue Funds.	5								
293.00	Ability to report financial statements by Internal Service Funds.	5								
294.00	Ability to produce combined or stand-alone financial statements for Component Units.	5								
295.00	Ability to report a Comparative Balance Sheet (comparing current and previous year).	5								
296.00	Ability to report a Statement of Changes in Assets and Liabilities (comparing current year beginning balance and current year ending balance) based on: Assets, Liabilities for the Agency Fund.	5								
297.00	Ability to store statistical information for the CAFR (up to ten years), e.g., property tax information, principal taxpayers, debt capacity ratios, demographic and economic information, various operating ratios.	3								

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	Critical & Unique Requirements									
M1	Ability to set Budget controls to automate notification of exhausted funds within set date parameters with the ability to set budget controls at various levels (account, department, etc.)	6								
M2	Ability to produce Proformance and "what if" budget scenarios enterprise-wide. Upon performing a scenario, system would provide ability to load as a new budget iteration/phase.	6								
M3	Ability to incorporate fund beginning and ending balances into budget reporting. Applies to General Fund and various other funds across all accounts.	6								
M4	Ability to enter notes/comments in the system why budget changes were made through budget iterations	6								
M5	Ability to design layout and print one comprehensive budget document using a desktop publishing like tool. Budget document would need to include narratives, financial budgeting data (tables/charts), etc.	6								
M6	Ability to track audit trail of changes to budget iterations and identify the data changed, change author, and date	6								
M7	Ability to load external budget data into the system from Excel	6								
M8	Ability to identify and report on capital and operating expense projects that can/will be funded fully or partially (percentage) with Federal or State grants.	6								
M9	Ability to produce a separate budget for each fund with separate time periods specified.	6								
M10	Ability to track projections of City revenues for budgeting process: investment income, loan repayment, TIF, 5-year fund condition, Lease payments received, Impact Fees, etc.	6								
M11	Ability to provide a Budget module in ERP which supports collaborative budget development and review from many users	6								
M12	Ability for the HR module to integrate with Position Tracking for budgeting purposes	6								
M13	Ability to support multiple budget types (or ID's) in the system for analysis and projections	6								
M14	Ability to support multiple budget iterations/phases in the system, with the ability to "lock" in an iteration/phase at a specific point in time to prevent changes.	6								
M15	Ability to manage Budget Amendment Process - Ability to record a proposed budget amendment in ERP, print a formatted report/summary, utilize Workflow approval/deny. Once a Budget Amendment is approved, the system would automatically update the budget.	6								
M16	Ability to process a Mass change or update within the system - related to budget changes or funding changes.	6								
M17	Ability for the system to perform financial projections to analyze reserves and impact on utility rates. Projections would need to include: - Depreciation - Equipment/Plant replacement assumptions - Fixed Costs - Variable Costs (based on budget/assumptions)	6								

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						Yes/No	Yes/No			
Budget										
M18	Ability for Projection/Forecasting of future employee compensation/benefits costs by employee for setting budgets Ability to perform projections based upon: All units, by department, by Union, by classification, by pay group, etc.	6								
Budget Set Up and Controls										
1.00	Ability to set up multiple budget creation, review and approval processes.	5								
2.00	Ability to set controls and approvals for each stage of the budget process including budget transfers and adjustments.	5								
3.00	Ability to integrate with chart of accounts data.	5								
4.00	Ability to rollup chart of account cost centers and to report against budget and actuals.	5								
5.00	Ability to track audit trail of changes during the budgeting maintenance and approval processes.	5								
6.00	Ability to set up security for editing budgets based on account or cost center (chart of account).	5								
7.00	Ability to set up restrictions by view only, and edit.	5								
8.00	Ability to set up various roll up structures for budgeting.	5								
9.00	Ability to recast prior year budget and actuals in current year rollup structure.	5								
10.00	Ability to tie budgeting to financial and non-financial performance indicators.	4								
11.00	Ability to budget by major revenue category (Federal, State, Local, Fees and Services, and other user defined revenues).	5								
12.00	Ability to budget by expenditure chart of accounts.	5								
13.00	Ability to tie budgeting process to major perspectives, such as customer service, employees, community, and other perspectives.	3								
14.00	Ability to budget over multiple years.	5								
15.00	Ability to define different requirements for an operating budget and a capital budget.	5								
16.00	Ability to require matching revenues and expenses at the cost center level	5								
17.00	Ability to set up and classify City and Non City funds.	5								
18.00	Ability to set up personnel services budgeting.	5								
19.00	Ability to identify personnel services costs by categories, including but not limited to:									
20.00	Recruitment and selection	3								
21.00	Salary, Compensation, and Pay Types	5								
22.00	Benefit Plan Costs	5								
23.00	PTO, Sick Leave, Vacation Leave and Other Leave	5								
24.00	Employee Services	3								
25.00	Training	5								
26.00	Health, safety, welfare and occupational health	5								
27.00	Other user defined costs	5								
28.00	Ability to set up capital budgeting by Project, Program and Revenue Source.	5								
29.00	Ability to set up project budgets spanning multiple years.	5								
30.00	Ability to set up grant budgets.	5								
31.00	Ability to track project and grant controls that verify available project and/or grant funds.	5								
32.00	Ability to carry forward unspent funds from grants.	5								
33.00	Ability to set up and enforce hard or soft controls.	5								
34.00	Ability to set up budgeting deadlines based upon budget phase, version, and other criteria.	5								
35.00	Ability to set up budgeting deadlines by user defined criteria.	5								
36.00	Ability to secure (lock down) various budget versions on specified dates.	5								
37.00	Ability to edit and change budget controls, with security and workflow approvals.	5								
Budget Preparation and Templates										
38.00	Ability to create budget preparation templates.	5								
39.00	Ability for departments to create their initial budget template using any of the following:									
40.00	Zero balance in all accounts	5								
41.00	Current year's original budget	5								

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Budget										
42.00	Current year's amended budget	5								
43.00	Current year's budget or actual plus or minus a percentage or fixed amount	5								
44.00	Multiple prior years of both budget and actual	5								
45.00	Ability to use multiple methods of budget development by department.	5								
46.00	Ability to upload budget detail (accounts) from other sources (e.g., Excel).	5								
47.00	Ability to set up and track budget preparation checklists.	3								
48.00	Ability to set up online budget resources, such as online budget instructions, online request forms, online budget books, and other financial information.	5								
49.00	Ability to set up budgeted personal services rates for reference and use during the budget preparation process.	5								
50.00	Ability to set up information technology and central services rates and usage projections for reference and use during the budget preparation process.	5								
51.00	Ability for the budget template to include the following information:									
52.00	Project information	5								
53.00	FTE information	5								
54.00	Position information (full time, part time, temp, seasonal, and other information)	5								
55.00	Overtime information	5								
56.00	Seasonal patterns of expenditures	5								
57.00	Detailed listing of Equipment and rates (fleet management)	3								
58.00	Detailed listing of various expenditure/revenue object accounts budgeted within one account	5								
59.00	Other user defined data	5								
60.00	Ability to capture multiple levels of review.	5								
61.00	Ability to capture multiple versions of the budget.	5								
62.00	Ability to incorporate Long Term and Short Term City plans in the initial planning.	3								
63.00	Ability to set department and division financial targets.	5								
64.00	Ability to set up and calculate not-to-exceed guidelines.	5								
65.00	Ability to set up and track the development stage of budget preparation (e.g. initial budget drafts between departments & divisions).	5								
66.00	Ability to approve, deny, edit or change any budget element at any time in the budget process, with audit trail.	5								
67.00	Ability to communicate budget templates/form changes, edits, approvals, denials online.	5								
68.00	Ability to input project and grant non-financial information in the budgeting process.	4								
69.00	Ability to identify positions supported by grants and note the date the grant is scheduled to expire.	4								
70.00	Ability to identify limited term positions with expiration dates.	4								
71.00	Ability to request new positions or request conversion of existing grant or limited term positions to permanent status, when a grant is not anticipated to continue beyond a budget year.	5								
72.00	Ability to allocate a portion of budgeted overhead expenses to departments at different levels (including the service level) based on predetermined drivers such as # of units or percentage.	5								
73.00	Ability to budget for vacancies and factor in turnover.	5								
74.00	Ability to attach Excel, Word, PowerPoint, Visio or PDF files to any budget element throughout the budget preparation cycle.	5								
75.00	Ability to input free text justification or comments or summary information to any budget element.	5								
76.00	Ability to collaborate with other departments if more than one department needs to agree on revenue and expenditure estimates.	5								
77.00	Ability to define formulas by data element (e.g., cost).	5								
78.00	Ability to perform calculations at the data element.	5								
79.00	Ability to maintain various budgets and multiple versions of the following budgets:									
80.00	Agency/Cost Centers	5								
81.00	Division	5								
82.00	Department working budget	5								

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Budget										
83.00	Department requested budget (submitted to budget office)	5								
84.00	City Comptroller proposed capital budget	5								
85.00	Executive approved budget	5								
86.00	Board of Estimates Approved Budget as amended	5								
87.00	Council Final Adopted Budget	5								
88.00	Other user defined versions	5								
89.00	Ability to track changes in FTE's, expenditures, revenues, non-property tax revenue, property tax, and other information.	5								
90.00	Ability to budget negative (contra) amounts (e.g., salary savings).	5								
91.00	Ability to produce itemized budget supplements list (revenues and expenditures not in requested budget because they're above budget guidelines, but may be added back to the proposed budget at various stages by decision makers).	5								
92.00	Ability to produce itemized add-back list for revenues and expenditures at the account level.	5								
93.00	Ability to provide status of add-back and amount (approved, not approved or partially approved).	5								
94.00	Ability to track add-back approvers and results at each budget process phase.	5								
95.00	Ability to indicate 'one-time' expenditures by line item.	4								
96.00	Ability to apply a percentage, fixed amount or other formula driven increase or decrease to a budgeted figure on a line-by-line basis, at City, department, division and line of business levels.	5								
97.00	Ability to set up predefined formulas based upon an account (e.g., sick leave payout).	5								
98.00	Ability to enter budgeted amounts by month, by quarter, or by pay period.	3								
99.00	Ability to incorporate sunset/expired information into budgeting grant funded or limited term positions.	5								
Personal Services Budgeting and Tracking										
100.00	Ability to import time and attendance in the budgeting process.	1								
101.00	Ability to budget by position.	5								
102.00	Ability to distribute a % of wages and fringe benefits to multiple cost centers/services.	5								
103.00	Ability to set up and import budgeted personal services rates (e.g. FICA, WRS, and other salary, deduction and benefit rates).	5								
104.00	Ability to set up and import budgeted information technology and central services rates (e.g. general communications, phone lines, printing and other rates), and budget according to number of positions.	3								
105.00	Ability to set up and import other miscellaneous rates, such as workers compensation or mileage reimbursement.	5								
106.00	Ability to import from general ledger prior year actual expenditures for mileage, transportation, and other user identified expenditures at an individual employee level.	3								
107.00	Ability to project staffing budget based on key assumptions such as COLA increase and benefit changes per union status.	5								
108.00	Ability to incorporate supplemental, special pay, and longevity information into the budget preparation.	5								
109.00	Ability to capture promotion and merit increase assumptions including cash merit in budget preparation, including scheduled performance review/merit increase date and job class specific step schedules.	5								
110.00	Ability to incorporate bargaining unions assumptions in the budget template.	5								
111.00	Ability to incorporate training, education, and certification requirements in the budget template.	3								
112.00	Ability to incorporate pay codes and special pay code assumptions into the budgeting preparation.	5								
113.00	Ability to budget for WRS and post-employment benefit costs by employee or in aggregate.	5								
114.00	Ability to budget for premiums (e.g., short term disability, long term disability, and health insurance).	5								
115.00	Ability to budget for miscellaneous benefit expenses (e.g., bus passes).	5								
116.00	Ability to budget for paid time off.	4								

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Budget										
117.00	Ability to budget for backfilling positions.	4								
118.00	Ability to budget for shift factors (e.g., 24/7 departments).	5								
119.00	Ability to project salary & benefits based on the following:									
120.00	Budgeted position	5								
121.00	Filled position	5								
122.00	Vacant position	5								
123.00	New position	5								
124.00	Transfer position	5								
125.00	Reallocated position	5								
126.00	Deleted position	5								
127.00	Temporary appointments	5								
128.00	Acting positions	5								
129.00	Other user defined position types	5								
130.00	Ability to tie budgeting to position control to run "what if" scenarios for budget forecast.	5								
131.00	Ability to track and budget positions by the following:									
132.00	Budgeted	5								
133.00	Authorized	5								
134.00	Filled	5								
135.00	Vacant	5								
136.00	Under filled	5								
137.00	Overfilled	5								
138.00	Over Hires-Fire (filled but not authorized)	5								
139.00	Limited term	5								
140.00	Job class	5								
141.00	Position	5								
142.00	FTE	5								
143.00	Employee	5								
144.00	Current year annual salary	5								
145.00	Next year projected step	5								
146.00	Next year annual salary	5								
147.00	LTD	5								
148.00	STD	5								
149.00	Life Insurance	5								
150.00	Health	5								
151.00	Dental	5								
152.00	FICA	5								
153.00	WRS	5								
154.00	Retiree Sick/Vac/Comp Payout Accruals	5								
155.00	Retiree Health Accrual	5								
156.00	Longevity	5								
157.00	Other User Defined	5								
Capital Budgeting										
158.00	Ability for departments to budget at an asset and asset category level with five year view for capital budgeting.	5								
159.00	Ability to track asset costs by multiple user defined categories	5								
160.00	Ability to track asset costs by multiple sub-categories	5								
161.00	Ability to roll up asset sub-categories to a major category.	5								
162.00	Ability to budget revenue by multiple user defined categories	5								
163.00	Ability to track year to date and inception to date actuals for capital projects against project year to date and inception to date budgets.	5								
164.00	Ability to track funded budget and total project budgets by capital project.	3								
165.00	Ability to generate capital project level or task level reports	3								
166.00	Ability to generate Project P&L reporting	3								
167.00	Ability to track remaining capital project budgets over multiple years.	5								
168.00	Ability to project future bonding requirements and property tax revenue requirements.	4								
169.00	Ability to track capital line item expenses.	5								
170.00	Ability to have a recurring item in the budget based on replacement schedule of capital item.	5								
Revenue & Expenditure Budget Tracking										
171.00	Ability to track budget elements against actuals and/or estimates.	5								
172.00	Ability to track summary and detailed budget information by City, department, division, line of business, location, unit, and other criteria.	5								

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	Budget									
173.00	Ability to prepare automatic and manual year end budget projections by any of the following methods:									
174.00	Straight line projection	5								
175.00	Percentage change from last year's actual	5								
176.00	User defined formula	5								
177.00	Ability to provide year end budget projections by Fund, Account, Department, Division.	5								
178.00	Ability to track multiple years of history of budget vs. actual by percentage and by number variance.	5								
179.00	Ability to track quarterly or other period end budget projections.	5								
180.00	Ability to track year to date variance of actuals to budget.	5								
181.00	Ability to track quarterly variance of actuals to budget.	5								
182.00	Ability to track monthly variance of actuals to budget.	5								
183.00	Ability to integrate and automate the monitoring of contract expenditures against budget.	5								
184.00	Ability to complete service based budgeting.	5								
185.00	Ability to track grant budgeting and budget to actual by grant.	5								
186.00	Ability to track grant information, budget, current year, and future years.	5								
187.00	Ability to track multiple fiscal years for various grantors.	5								
188.00	Ability to incorporate fringe benefits into grant budgets.	5								
189.00	Ability to incorporate overhead into grant budgets.	4								
190.00	Ability to incorporate payroll and related benefits into project, grant and general budgeting activities.	5								
191.00	Ability to analyze cash flow and A/R during the year.	3								
192.00	Ability to analyze property tax information.	4								
193.00	Ability to analyze customer information and trends.	4								
194.00	Ability to create and modify revenue models.	3								
195.00	Ability to analyze revenue for budget based upon various operating revenues by department	4								
196.00	Ability to analyze revenue by multiple revenue sources.	4								
197.00	Ability to analyze revenues by project or by grant	5								
198.00	Ability to include interest on earnings and investment gains/losses in budgeted revenues.	4								
199.00	Ability to include interfund revenues in budgeted revenues.	5								
200.00	Ability to track donated and contributed revenue.	5								
201.00	Ability to analyze current payables and A/P information.	5								
202.00	Ability to analyze capital projects data including prior year data, project information, and multiple year data.	5								
203.00	Ability to analyze capital project budget information including land, construction, furnishings and equipment, buildings, transportation, contingencies, and other.	5								
204.00	Ability to track property tax revenue vs. non property tax revenue in the budget.	5								
205.00	Ability to transfer budgets by partial or full amounts between divisions, departments, and funds.	3								
206.00	Ability to transfer budgets by a user defined period.	3								
207.00	Ability to carry forward budget.	5								
208.00	Ability to carry over the following:									
209.00	Outstanding encumbrances	5								
210.00	Budget balances	5								
211.00	Grant balances	5								
212.00	Project balances	5								
213.00	Other information	5								
214.00	Ability to roll over year end balances in mass or individually, with workflow and approvals.	5								
215.00	Ability to roll up expenditures by major budget groups as defined by City	5								
216.00	Ability to roll up revenues by major budget groups as defined by City	5								
217.00	Ability to input supplemental appropriations (revenue and expense budgets both increase).	5								
218.00	Ability to control spending by revenue source.	3								
219.00	Ability to track positions by the following:									
220.00	Approved and vacant	5								
221.00	Approved and filled	5								

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Budget										
222.00	Ability to track positions by FTE and/or by dollar level (i.e. budget by FTE or budget by a maximum dollar level).	5								
223.00	Ability to track temporary positions (positions with or without benefits).	5								
224.00	Ability to track limited term positions (positions with or without benefits) .	5								
225.00	Ability to track overtime by position and/or job classification.	5								
226.00	Ability to track authorized permanent FTE's City wide and by department, division and unit by user defined periods.	4								
227.00	Ability to track actual permanent FTE's City wide and by department, division and unit by user defined periods.	4								
228.00	Ability to track total hours worked (in FTEs) City wide and by department, division and unit by user defined periods.	4								
229.00	Ability to track dollar impact of salaries, fringes and other benefits.	4								
230.00	Ability to track Vacant FTE's City wide, and by department, division and unit by user defined periods.	4								
231.00	Ability to break down total hours worked (in FTE's) into Permanent FTE's, Temporary/Intermittent FTE's, and Overtime/Comp Time Earned FTE's City wide and by department, division and unit by user defined periods.	4								
232.00	Ability to track total headcount City wide and by department, division and unit by user defined periods.	4								
Budget Work Flow										
233.00	Ability to set up and administer workflows for the budgeting phase, including but not limited to:									
234.00	Review & Approve Budgets	5								
235.00	Budget changes	5								
236.00	Budget allocations	5								
237.00	Budget transfers and amendments	5								
238.00	Ability to flag amendments that require Council approval.	5								
239.00	Ability to complete a template for Council amendments during the budget process, including changes in FTE's, expenditures, non-property tax revenues and property tax.	5								
240.00	Ability to track Council budget amendments (prior to final approval).	5								
241.00	Ability to automate the budget request stage (e.g. the department request to the office of budget and finance).	5								
Reports, Analysis and Inquiries										
242.00	Ability to set up various report requirements for budgeting.	5								
243.00	Ability to see and compare prior year actuals for user defined periods (e.g., last five years).	5								
244.00	Ability to view all budgeted cost centers for a unit/department/division/line of business /City and perform what if scenarios.	5								
245.00	Ability to report on budget to actual variances on a monthly basis, or other user defined period, including real time.	5								
246.00	Ability to provide budget publishing tools.	5								
247.00	Ability to set up grant format reporting.	3								
248.00	Ability to utilize trend analysis by department.	5								
249.00	Capability for what if scenarios for developing baseline budgets for monthly and seasonal variation.	5								
250.00	Capability for graphical format for budgeting (such as graphs/charts).	5								
251.00	Ability to highlight actuals over or under budget by department, division, and line of business.	4								
252.00	Ability to adjust the trend for future projections.	5								
253.00	Capability to audit division and department level budget requests against division, department, and targets.	5								
254.00	Ability to report financial data by department (e.g. % increase in revenue).	5								
255.00	Ability to report on program results and measures based on financial data.	4								

Requirements Survey Financial			Requirements Response Rules:							
<p>The following functional, technical, workflow and reporting needs provide the minimum requirements of the City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.</p>			<p>Column #1. Mandatory: Proposers are required to input one response per requirement using the drop down list provided. Response Types: F=Fully provided out of the box, or fully provided out of the box through basic configuration Mod= Provided through a technical modification of the software (i.e. a customization) TP = Provided through a proposed third party application or capability RT = Provided through a built in or proposed reporting tool NA = Not Available</p> <p>Column #2. Proposers are requested to itemize estimated costs for all modification requirements. Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements. Column #4. Mandatory: Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal. Column #5. Mandatory: Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal. Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality. Column #7. Mandatory: Proposers are required to list the version number for all functionality proposed to the City.</p>							
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						Yes/No	Yes/No			
Capital Assets										
Critical & Unique Requirements										
M1	Ability to track asset location in Capital Assets module	6								
M2	Ability to track agency which services asset in Capital Assets module	6								
M3	Ability to enter an asset with a purchase value less than the true replacement value (e.g. donated asset where purchase price is \$0 or \$1)	6								
M4	Ability to link multiple funding sources to assets	6								
M5	Ability to define Parent-child relationship management for fixed assets (e.g. plow truck = chassis, body, plow)	6								
M6	Ability for multiple agencies to view records regarding assets when multiple agencies have a relationship with the asset	6								
M7	Ability to track replacement value for individual assets	6								
M8	Ability to make adjustments for assets at Year End	6								
M9	Ability to link and populate procurement transaction detail in asset records for fixed assets	6								
M10	Filters to report on assets by appropriate project, grant, etc.	6								
M11	Ability to identify individual funding sources for grant-related purchases that are fixed assets	6								
M12	Ability to provide multiple methods of calculating depreciation: by asset class, by individual asset (using different depreciation methods)	6								
Capital Assets Set Up										
1.00	Ability to meet GASB requirements.	5								
2.00	Ability to set up and track fixed assets classifications.	5								
3.00	Ability to set up and track multiple fixed asset types.	5								
4.00	Ability to set up and track asset records.	5								
5.00	Ability to set up and link assets to GL agency string.	5								
6.00	Ability to set up and track expense accounts to an asset.	5								
7.00	Ability to have multiple transactions for an asset.	5								
8.00	Ability to set up and track budget controls by user defined segments of the account string for an asset.	5								
9.00	Ability to provide allocation tables which can be user-defined to allocate asset cost and depreciation expense.	3								
10.00	Ability to set up multiple dates for tracking, such as depreciation start date, depreciation end date, and other important dates.	5								
11.00	Ability to set up and track multiple depreciation schedules for different asset types.	5								
12.00	Ability to set up multiple asset capitalization rules by asset type, with accounting entries.	5								
13.00	Ability to set up and track disposal, with disposal reasons and justification information.	5								
14.00	Ability to set up and track location information.	5								
15.00	Ability to set up and track department information.	3								
16.00	Ability to set up more than one owner of an asset. CDA & City	3								
17.00	Ability to set up workflow processes for asset disposition notification.	5								
18.00	Ability to set up different workflows for existing assets vs. new assets.	3								
Processing										
19.00	Ability to identify an asset during purchasing process for capital assets.	5								
20.00	Ability to set up maintenance schedules for an asset.	2								
21.00	Ability to input and track insurance information.	2								

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Capital Assets										
22.00	Ability to update files, documents, pictures, and other data and elements to an asset.	2								
23.00	Ability to set up and track the following asset categories by:									
24.00	Land	5								
25.00	Land Improvements	5								
26.00	Buildings	5								
27.00	Leasehold improvements	5								
28.00	Equipment	5								
29.00	Furniture	5								
30.00	Vehicles	5								
31.00	Capitalized leases	5								
32.00	Construction in progress	5								
33.00	Infrastructure:									
34.00	Category (Bridge, Street, Sewer Lateral)	5								
35.00	Network	5								
36.00	Description	5								
37.00	Multiple locations	5								
38.00	Type	5								
39.00	GIS mslink	5								
40.00	Unique identified (pond, Greenway #s)	5								
41.00	Project number	5								
42.00	Size	5								
43.00	Quantity	5								
44.00	Accepted year	5								
45.00	Status	5								
46.00	Infrastructure in progress (CIP)	5								
47.00	Intangible assets	5								
48.00	Other user-defined categories-Business Activities	5								
49.00	Ability to input and track the following asset information:									
50.00	Asset Number	5								
51.00	Description	5								
52.00	Tag/Unit #	5								
53.00	Class	5								
54.00	Unique Number	5								
55.00	Location/Department	5								
56.00	Address	2								
57.00	Multiple owners	3								
58.00	Parent/child relationships	5								
59.00	Vendor Information	5								
60.00	Vendor Number	5								
61.00	Serial Number	3								
62.00	Building	3								
63.00	Asset Account #	5								
64.00	CFDA (multiple)	3								
65.00	Acquisition Date	5								
66.00	Asset condition	3								
67.00	Asset type	5								
68.00	Asset status (e.g., not in service CIP)	5								
69.00	Cost data	5								
70.00	Insurance information	2								
71.00	Manufacturer	5								
72.00	Serial number	3								
73.00	Warranty/maintenance information	2								
74.00	Disposal information	5								
75.00	Lease asset information (if applicable)	5								
76.00	Depreciation schedule	5								
77.00	Funding source	5								
78.00	Grant information	5								
79.00	Estimated Useful Life	5								
80.00	Estimated Residual value/trade in value	5								
81.00	Service Dates	2								
82.00	Depreciable or Not	5								
83.00	Amortization Intangible	5								
84.00	Ability to track asset transactions including:									
85.00	Multiple PO	3								
86.00	Multiple invoices	3								

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						Yes/No	Yes/No			
Capital Assets										
87.00	Other transactions-JVs	3								
88.00	Ability to create a unique asset number.	5								
89.00	Ability to assign an asset number manually as needed.	3								
90.00	Ability to enter a short narrative description of each asset item.	3								
91.00	Ability to enter a long narrative description of each asset item.	3								
92.00	Ability to purge disposed assets at the end of the year from the master file.	3								
93.00	Ability to transfer assets or groups of assets by:									
94.00	Class Type	5								
95.00	Location	5								
96.00	Cost Center	5								
97.00	Account Number	5								
98.00	Grant Number	5								
99.00	Other User Defined	5								
100.00	Ability to group assets by any segment of the account string for:									
101.00	Historical Cost	5								
102.00	Book value	5								
103.00	YTD depreciation	5								
104.00	Accumulated depreciation	5								
105.00	Ability to report and track assets by:									
106.00	Financial statement category (major asset type code)	5								
107.00	Minor asset type code	5								
108.00	Fund	5								
109.00	Line of business-Buses, Rail, Paratransit?	5								
110.00	Department	5								
111.00	Division	3								
112.00	Program	5								
113.00	Location	5								
114.00	Project	5								
115.00	Expenditure object	3								
116.00	Source of revenue (donations, contributions)	5								
117.00	Grant	5								
118.00	Manufacturer	3								
119.00	Cost center	3								
120.00	Ability to perform asset changes including:									
121.00	Additions	5								
122.00	Changes	5								
123.00	Disposals in full and partial	5								
124.00	Donation/Contributions	5								
125.00	Retirement	5								
126.00	Transfers	5								
127.00	Annexations	5								
128.00	Other user defined-Adjustments (Audit)	5								
129.00	Ability to generate mass asset transactions including:									
130.00	Mass additions	5								
131.00	Mass disposals	5								
132.00	Mass transfers	5								
133.00	Mass changes	5								
134.00	Other user defined									
135.00	Ability to adjust asset record and provide appropriate accounting entries.	5								
136.00	Ability to reverse transactions including depreciation.	5								
137.00	Ability to maintain the following for capital leases:									
138.00	Period (sequential number of payment)	2								
139.00	Number of periods	2								
140.00	Interest rate	2								
141.00	Periodic payment	2								
142.00	Ability to record and accumulate maintenance information for individual assets.	2								
143.00	Ability to maintain maintenance information by asset.	2								
144.00	Ability to maintain warranty/service agreement information by asset.	2								
145.00	Ability to set up a preventative maintenance schedule by asset or asset type.	2								
146.00	Ability to record and track regular/preventative maintenance performed on an asset.	2								

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Capital Assets										
147.00	Ability to track assets less than a user defined amount without capitalizing in the general ledger.	2								
148.00	Ability to prevent duplicate asset numbers.	5								
149.00	Ability to support bar-coding technology (hand held device) for asset tagging.	2								
150.00	Ability to flag assets based on department, location and tag number for inventory.	5								
151.00	Ability to adjust an asset for partial asset replacement information and automatically record financially to the general ledger.	5								
152.00	Ability to transfer items to another department.	5								
153.00	Ability to maintain financial transaction detail for large capital projects.	5								
154.00	Ability to maintain the following transaction detail for multiyear capital projects: purchase order, labor charges, work authorizations, change orders and journal entries.	3								
Depreciation										
155.00	Ability to set up assets as depreciable or not depreciable.	5								
156.00	Ability to set up and track multiple depreciation schedules such as monthly, annually and other time periods.	5								
157.00	Ability to adjust depreciation schedule retroactively for changes in useful life, additions, deletions or other adjustments to the cost.	5								
158.00	Ability to maintain depreciation life criteria by class type.	5								
159.00	Ability to charge depreciation across multiple account segments.	5								
160.00	Ability to automate monthly journal entries of depreciation.	3								
161.00	Ability to identify asset depreciation as either an expense or eligible for reimbursement.	3								
162.00	Ability to flag depreciation as reimbursable by any segment of the account string.	3								
163.00	Ability to calculate depreciation using the following methods:									
164.00	Straight line with or without half year convention	5								
165.00	No depreciation	5								
166.00	Other/User defined (Group)	3								
167.00	Ability to switch depreciation methods by asset or asset types, with retroactive dating or effective dating.	5								
168.00	Ability to change depreciation schedule (current and future) of undepreciated balance when a useful life or cost is adjusted.	5								
169.00	Ability to calculate depreciation for an item (as a whole or partially) at the time of its transfer, sale or retirement.	5								
170.00	Ability to forecast depreciation calculations for individual assets or group of assets.	2								
Asset Disposition, Retirement, and Theft										
171.00	Ability to forecast the impact of asset dispositions.	2								
172.00	Ability to compute the gain/loss associated with an asset.	5								
173.00	Ability to record the following information with asset changes:									
174.00	Date reported	3								
175.00	Narrative text	3								
176.00	Disposal date	5								
177.00	Disposal amount	5								
178.00	Disposal percentage	5								
179.00	Disposal method	5								
180.00	Disposal type	5								
181.00	Police report information	2								
182.00	Electronic documents (including images and photos)	3								
183.00	Ability to track replacement information for assets.	3								
184.00	Ability to record grant asset dispositions and proceeds of sales.	5								
185.00	Ability to attach grant expiration date to assets and notify users of upcoming expiration dates.	5								
186.00	Ability to flag assets with disposal restrictions.	5								
187.00	Ability to create accounting entries for gain or loss on disposal of assets.	5								
188.00	Ability to prevent assets from being retired twice.	5								
189.00	Ability to reverse/void a retirement, transfer, and disposal	5								
Reports, Analysis and Inquiries										
190.00	Ability to track and report on a dollar total of capital asset purchases by their funding source and department.	5								
191.00	Ability to report an asset by location, department, cost center and other information.	5								

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Capital Assets										
192.00	Ability to perform online inquiry for details of each asset or a group of assets.	5								
193.00	Ability to report by asset the following:									
194.00	Additions	5								
195.00	Dispositions (retirements)	5								
196.00	Transfers (to and from)	5								
197.00	Adjustments	5								
198.00	Donation	5								
199.00	YTD balances (depreciation)	5								
200.00	Transaction audit trail report	5								
201.00	Asset registers (all assets)	5								
202.00	Reconciling items (differences between capital asset file and General Ledger by account).	5								
203.00	Construction in Progress	5								
204.00	Gains/Losses	5								
205.00	Comprehensive Annual Financial Report (CAFR) (fixed asset balances in CAFR format)	5								
206.00	Insurance Valuation (assets with associated replacement cost)	2								
207.00	User-defined fields	5								
208.00	Ability to report on current year's vs. prior year's changes, additions, dispositions, transfers and other asset changes.	5								
209.00	Ability to generate standard governmental capital assets reports and user-defined capital assets reports in compliance with GASB 34.	5								
210.00	Ability to display or print subsidiary ledgers of capital asset balances.	3								
211.00	Ability to produce a transaction register audit trail of all acquisitions, transfers, changes and retirements during a user-defined time period by:									
212.00	Asset type	5								
213.00	Department	5								
214.00	Transaction date	5								
215.00	Purchase amount	3								
216.00	Ability to provide a disposition report.	5								
217.00	Ability to report a forecast replacement schedule, based on user-specified criteria, such as useful life or scheduled disposition date.	1								
218.00	Ability to produce depreciation reports by division, department, line of business, City.	5								
219.00	Ability to report insurance schedules and information.	2								
220.00	Ability to report all fixed asset balances in the standard CAFR format.	5								
221.00	Ability to report Statement of Fixed Assets in standard CAFR format.	5								
222.00	Ability to report on the following:									
223.00	A summary of fixed asset addition, deletion and transfer transactions including capital projects	5								
224.00	View financial transaction history in the accounts restricted to capital purchases including the amount budgeted, actual and encumbrance	5								
225.00	Interest expense and income by capital project	5								

Requirements Survey Financial			Requirements Response Rules:							
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Cost Allocations										
Critical & Unique Requirements										
M1	Ability to support multiple allocation methods of calculation driven by financial and other data within the system (e.g. assets, number of employees, etc.)	6								
M2	Ability to enter preliminary / what if cost allocations and review results prior to GL posting	6								
Cost Allocations Set Up and Processing										
1.00	Ability to set up, distribute and track multiple direct costs to multiple cost centers.	5								
2.00	Ability to set up, distribute and track multiple indirect costs to multiple cost centers.	5								
3.00	Ability to set up a project as billable.	3								
4.00	Ability to set up cost allocation plans.	5								
5.00	Ability to manage allocations by:									
6.00	Fund	5								
7.00	Object	5								
8.00	Agency	5								
9.00	Goal	5								
10.00	User Defined	5								
11.00	Project	5								
12.00	Grant	5								
13.00	User-defined level	5								
14.00	Ability to set up and track fixed and variable costs.	5								
15.00	Ability to distribute direct costs.	5								
16.00	Ability to distribute overhead or indirect costs based on multiple user defined criteria.	5								
17.00	Ability to set up and track frequency of allocation processing by type of cost or other user defined factor.	5								
18.00	Ability to setup and track start and end dates of indirect costs to be allocated.	5								
19.00	Ability to perform "what if" analysis related to allocation processing.	3								
20.00	Ability to track and reconcile general ledger, budget, project and grant information.	5								
21.00	Ability to set up and track fixed amount and percentages allocated.	5								
22.00	Ability to track non-financial data.	5								
23.00	Ability to reverse allocations with security and workflows.	5								
24.00	Ability to produce standard cost allocation reports.	5								
25.00	Ability to manage the following costing methodologies:									
26.00	Actual Fixed Percentage	3								
27.00	Actual Calculated Percentage	3								
28.00	Standard Rate	3								
29.00	Standard Cost per Unit	3								
30.00	Standard Amount	3								
31.00	Activity-Based	3								
32.00	Process	3								
33.00	Job Order	3								
34.00	User defined fields	3								
35.00	Ability to set up and track multiple cost allocation rules and scenarios, including user defined criteria.	5								

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Cost Allocations										
36.00	Ability to set up and calculate multiple rates for cost allocations by user defined criteria.	5								
37.00	Ability to set up units of service and allocate costs to customers (internal and external to the City).	5								
38.00	Ability to set up indirect costs and track indirect cost allocations.	3								
39.00	Ability to set up and allocate percentage based allocations.	5								
40.00	Ability to set up and allocate flat fee amount allocations.	5								
41.00	Ability to set up and allocate allocation schedules, by user defined periods.	5								
42.00	Ability to set up one time and recurring cost allocation entries.	5								
43.00	Ability to allocate costs to projects, grants, programs or other user defined criteria.	5								
44.00	Ability to allocate total compensation to various funds, accounts and programs, based upon user defined criteria.	3								
45.00	Ability to allocate various compensation types to funds, accounts and programs, based upon user defined criteria.	3								
46.00	Ability to allocate fringe benefits to funds, accounts and programs, based upon user defined criteria.	3								
47.00	Ability to import costs and rates into the budget development and analysis process.	5								
48.00	Ability to track budgeted to actual cost allocations by user defined criteria.	4								
49.00	Ability to override cost allocations amounts and schedules, with security.	5								
Cost Accounting Design										
50.00	Ability to track the following resource costs:									
51.00	Salary and wages	3								
52.00	Employee benefits	3								
53.00	Overtime	3								
54.00	Special pays	3								
55.00	Additional labor costs	3								
56.00	Supplies	3								
57.00	Materials	3								
58.00	Equipment	3								
59.00	Utilities	3								
60.00	Furniture and Fixtures	3								
61.00	Information Technology	3								
62.00	Communication	3								
63.00	Contracted Services	3								
64.00	Indirect Costs	3								
65.00	Other Expenditures (Cost Payment Vouchers, Journal Entries) done separately	3								
66.00	Ability to classify costs as direct expense or asset related.	5								
67.00	Ability to classify costs as indirect expense.	3								
68.00	Ability to classify costs as direct and allowable by grant, project, program, location, department or other user defined.	3								
69.00	Ability to classify costs as direct and not allowable by grant, project, program, location, department or other user defined.	3								
70.00	Ability to classify costs as indirect and allowable by grant, project, program, location, department or other user defined.	3								
71.00	Ability to classify costs as indirect and not allowable by grant, project, program, location, department or other user defined.	3								
72.00	Ability to classify costs as federal agency allowable or not allowable.	3								
73.00	Ability to track total allowable charges by user defined periods.	3								
74.00	Ability to roll up by cost center and/or direct/indirect and/or allowable/not allowable.	4								
75.00	Ability to classify costs as reimbursable or non-reimbursable.	3								
76.00	Ability to transfer cost information to accounts receivable for billing.	3								
77.00	Ability to calculate user defined rates for an activity, service, project or other task or job.	3								
78.00	Ability to set up internal and external rates.	5								
79.00	Ability to allow overhead rates to be redistributed and amended at user-defined periods.	5								
80.00	Ability to track the source of costs.	3								
81.00	Ability to manage jobs that collect costs (pools) and jobs where costs are distributed (bases).	3								
82.00	Ability to distribute payroll expenses and benefits.	5								

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Cost Allocations										
83.00	Ability to calculate new allocation rates.	5								
84.00	Ability to apply usage rates to following various types of activities:									
85.00	Multiple fixed rates	3								
86.00	Multiple fixed percentage	3								
87.00	Labor	3								
88.00	Non-labor	3								
89.00	Actual cost	3								
90.00	Average cost	3								
91.00	Average cost over a user-defined time period	3								
92.00	Actual cost for user-defined time period	3								
93.00	Other costs	3								
94.00	Ability to perform what if scenario rates using prior year average qualities per year and other scenarios.	3								
95.00	Ability to input future year rates with effective dating.	3								
96.00	Ability to workflow rates into budget worksheet.	3								
97.00	Ability to manage a user-entered adjusted rate to recalculate costs with security and approval.	3								
98.00	Ability to retroactively post rates or costs, with security and approval to one or multiple accounts.	3								
99.00	Ability to drill down up and down from cost allocation to grant, project, payroll and other transactions.	5								
Cost Accounting Billing										
100.00	Ability to create interdepartmental billings.	5								
101.00	Ability to transmit online interdepartmental billings with line-item detailed charges.	5								
102.00	Ability to allocate across the City or by department.	5								
103.00	Ability to allocate cost pools, by percentage or weighting.	5								
104.00	Ability to prioritize the sequence of cost allocations (e.g. highest priority to lowest priority).	5								
105.00	Ability to collect units of service and bill at pre-determined rates.	3								
106.00	Ability to accumulate charges over multiple fiscal years.	3								
107.00	Ability to charge billable and non-billable to a project (e.g., time).	3								
108.00	Ability to bill the chargeable parts of a project and create the receivable (e.g. HCMC is billed at a changing hourly rate).	3								
Cost Accounting Reporting										
109.00	Ability to manage multiple user defined cost reports.	3								
110.00	Ability to forecast/project future year's allocable costs.	5								
111.00	Ability to report expenses, statistics, revenue by cost center.	5								
112.00	Ability to reconcile actual allocated costs to estimated costs.	5								
113.00	Ability to provide external reporting based on COA.	3								
114.00	Ability to report by revenue stream information.	3								
115.00	Ability to report by cost pool.	5								
116.00	Ability to report by expenses.	5								
117.00	Ability to report internally on overall Citywide indirect or direct costs.	5								
118.00	Ability to report on various services across the City.	5								
119.00	Ability to report on total cost of service.	3								

Requirements Survey Financial		Requirements Response Rules:								
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Accounts Receivable										
Critical & Unique Requirements										
M1	Ability to support recurring invoice processing (related to contracts) within the system	6								
M2	Ability to differentiate through an AR code or transaction type different types of AR (by billing type, etc.)	6								
M3	Ability to track inventory (by type of ticket and ticket #) of Metro Pass Cards	6								
M4	Ability for an external user (Sales Outlet) to track and update inventory of Metro Pass Cards "at their location" online through a web-based self service tool.	6								
M5	Ability to setup a recurring AR Invoice template for periodic billing	6								
M6	Ability to track sales of Metro Cards by Outlet (Customer) and Type of Pass	6								
Accounts Receivable Set Up, Tracking and Billing										
1.00	Ability to set up and track master customer files, including the following:									
2.00	Customer name	5								
3.00	Multiple names	5								
4.00	Previous names	3								
5.00	Entity/Organization	5								
6.00	Unique Customer number	5								
7.00	Multiple user defined numbers	5								
8.00	Social Security/tax ID number	5								
9.00	Multiple addresses (main address, secondary address, and other addresses)	5								
10.00	Multiple previous addresses	3								
11.00	Contact name	5								
12.00	Telephone number, fax or email address	5								
13.00	Third-party payor information	5								
14.00	Billing address	5								
15.00	Billed to date	5								
16.00	Dollars received to date	5								
17.00	Penalties and Late Fees	5								
18.00	Aged outstanding balance	5								
19.00	Outstanding billings	5								
20.00	Previous balance	5								
21.00	Carry forward balance	5								
22.00	Pending billing-workflow process	5								
23.00	Date of last payment	5								
24.00	Amount of last payment	5								
25.00	Average elapsed time for payment of billings	3								
26.00	Adjustments	5								
27.00	Write-offs	5								
28.00	Cancellations	5								
29.00	Parent child relationships	5								
30.00	Confidentiality flag (e.g., juvenile flag)	5								
31.00	Other user defined fields	5								
32.00	Ability to set up references to customers in other modules (e.g. AP vendors).	4								

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Accounts Receivable										
33.00	Ability to set up references to employees who are customers (e.g. HR or Payroll modules).	3								
34.00	Ability to set up multiple invoice templates.	5								
35.00	Ability to set up multiple workflows and approvals based upon invoice type, invoice amounts, commodity codes, service types, project information, grant information, cost centers, program area and other criteria.	5								
36.00	Ability to establish links with non property tax revenue metrics to City goals and track progress and status.	2								
37.00	Ability to set up flexible and user defined billing rules, including:									
38.00	Type of receivable	5								
39.00	Rates	5								
40.00	Multiple dates (e.g. service date)	5								
41.00	Multiple types of services	5								
42.00	Multiple expense types	5								
43.00	Terms	5								
44.00	Other user defined fields	5								
45.00	Ability to setup electronic, mail or fax invoices.	4								
46.00	Ability to identify invoice delivery method based on the service type.	4								
47.00	Ability to flag invoices that contain confidential information, by type of service, provider and other user defined criteria.	5								
48.00	Ability to override standard invoice delivery method by invoice (e.g., change from e-mail to mail for a single invoice).	4								
49.00	Ability to consolidate multiple line items into one invoice.	5								
50.00	Ability to consolidate receivables from multiple departments into one invoice per customer number or miscellaneous numbers.	5								
51.00	Ability to split out revenue to cost centers based on percentage allocation or flat dollar allocation.	5								
52.00	Ability to automatically generate periodic or recurring invoices, statements, collection notices and replacement bills on a user defined basis.	5								
53.00	Ability to setup invoices as recurring or nonrecurring.	5								
54.00	Ability to set up charges as interdepartmental electronic transfers instead of invoicing.	4								
55.00	Ability to set up A/R aging rules based on service date, due date, type of receivable, and other dates.	5								
56.00	Ability to set up A/R escalation rules and penalties at the account level, program level, receivable type, and other user defined.	5								
57.00	Ability to set up A/R aging templates for billing.	3								
58.00	Ability to set up collection rules and tracking of collections efforts.	5								
59.00	Ability to update accounts receivable records as cash is received and recorded (single entry) in real-time.	5								
60.00	Ability to set up and receive electronic payments.	3								
61.00	Ability to set up and receive payments via lockbox.	3								
62.00	Ability to set up and receive payments via ACH.	3								
63.00	Ability to accept remittance advices through various systems (e.g., point of sale system).	4								
64.00	Ability to generate remittance notices with OCR lines.	5								
65.00	Ability to receive online payments via web based systems.	5								
66.00	Ability to set up interfaces with various point of sale systems and allow for input from cash registers, scanners and bar-coded items.	5								
67.00	Ability to set up and input the following invoice information:									
68.00	Accounting distribution	5								
69.00	Department reference number	5								
70.00	Customer purchase order number	4								
71.00	Invoice/credit memo number	5								
72.00	Invoice/credit memo processing date	5								
73.00	Invoice due date	5								
74.00	Invoice/credit memo amount	5								
75.00	Type of service rendered	5								
76.00	Payment terms	5								
77.00	Late charge information	5								
78.00	Good faith deposit	3								
79.00	Flag for collections vs. department invoice	3								
80.00	Flag for referral to collections division	3								
81.00	Flag to determine whether or not invoice should be printed	3								

Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included In Implementation Costs	5. included In training costs	6. Subcontractor	7. Version Number	Comments/Narrative
						Yes/No	Yes/No			
Accounts Receivable										
82.00	Flag for revenue recapture	3								
83.00	Flag for <i>payment plans</i>	3								
84.00	Flag for project numbers	3								
85.00	Flag for judgments	3								
86.00	Comments / Narrative Information	5								
87.00	Other user defined fields	4								
88.00	Ability to attach scanned documents to a customer record. (e.g. Public Works invoices customers for "damage to City property")	3								
89.00	Ability to set up and input the following cash receipt information:									
90.00	Amount received	5								
91.00	Partial Amount received	5								
92.00	Check number	5								
93.00	Receipt number	5								
94.00	Date of receipt	5								
95.00	Payment type (e.g., check, cash, ACH)	5								
96.00	Comments / Narrative Information	5								
97.00	Other user defined fields	5								
98.00	Ability to attach scanned images of checks to a payment or invoice.	4								
99.00	Ability to allocate accounts receivables to multiple account codes, cost centers, project and fund.	5								
100.00	Ability to assign specific adjustments and credit memos to specific billings and billing line items.	5								
101.00	Ability to perform alpha numeric searches and searches on embedded character strings within a field for:									
102.00	Multiple customer names	3								
103.00	Multiple customer address	3								
104.00	Social security/ tax ID number	3								
105.00	Birth date	3								
106.00	Invoice number	3								
107.00	Other user defined fields	3								
108.00	Ability to suppress invoices and statements for any account/customer with:									
109.00	Zero Balance	5								
110.00	Credit Balance	5								
111.00	User Defined Minimum Balance	5								
112.00	Ability to set up and input multiple dunning messages or letters.	5								
113.00	Ability to set up and input user defined dunning messages.	5								
114.00	Ability to set up dunning standards for different customer types.	5								
115.00	Ability to override dunning for customers, with security and approval.	5								
116.00	Ability to flag a bad address.	5								
117.00	Ability to suppress invoices with bad addresses.	3								
118.00	Ability to generate or reissue a duplicate bill on request.	5								
119.00	Ability to generate account/customer statements on demand for:									
120.00	Specific account/customer	5								
121.00	All accounts in a department or specific groups	5								
122.00	A range of account/customer numbers	5								
123.00	All delinquent accounts	5								
124.00	Billing date	5								
125.00	One or multiple cost centers (e.g. range of cost centers)	5								
126.00	Social security/Tax ID number	5								
127.00	Fund	5								
128.00	Project	5								
129.00	Program	5								
130.00	User Defined Fields	5								
131.00	Ability to produce reconciliation billing statements showing:									
132.00	Beginning balance	5								
133.00	Charges	5								
134.00	Credits	5								
135.00	Multiple payment types	5								
136.00	New balance	5								
137.00	Comment lines	5								
138.00	Write-offs	5								
139.00	Adjustments	5								
140.00	Ability to track invoice history.	5								
Internal Transactions										
141.00	Ability to handle automated internal transactions, including:									

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Accounts Receivable										
142.00	Interdepartmental transfers	3								
143.00	Interfund transfers	3								
144.00	Cost Center transfers	3								
145.00	Other user defined transfers	3								
146.00	Line of business	3								
State Revenue Recapture										
147.00	Ability to create a batch file of selected customer amounts owed, for upload to the State Revenue Recapture System.	3								
148.00	Ability to categorize the amounts owed by the categories spelled out in State Law: Taxes, Child Support, Restitution, and General Revenue Liability.	2								
149.00	Ability to create a batch file of any increases or decreases in amounts owed by selected customers for upload to the State Revenue Recapture System.	2								
150.00	Ability to apply revenue recapture payments from the State to customer amounts owed, in the order of priority spelled out in State law.	2								
151.00	Ability to notify clients by letter that the City is filing a revenue recapture claim on their account.	2								
152.00	Ability to track when revenue recapture payments are applied to client accounts, so that the City does not upload those particular adjustments to the State Department of Revenue (since DOR would have already adjusted the record when they made the payment to the City).	2								
153.00	Ability to monitor claims rejected by the DOR and resubmit until accepted, or adjust the amount being submitted if payments or adjustments are made.	2								
154.00	Ability to track letters generated and sent to clients, to limit clients receiving letters each time an adjustment is made.	2								
155.00	Ability to track and monitor adjustments made.	2								
156.00	Ability to recognize that the intercept could be applied to a different claim than it was taken for and make an adjustment on the both claims (the City submits an agency control number on each claim and intercepts are receipted with that number so when the disbursement is made the system recognizes if it is going to the claim it was intended for).	2								
Cash Receipts / Remittance										
157.00	Ability to process receipts in batch or real-time.	5								
158.00	Ability to adjust cash receipt batch totals, based upon security.	5								
159.00	Ability to have multiple cash receipt entry templates (e.g. templates by department).	5								
160.00	Ability to define approval or status of cash receipt batch.	5								
161.00	Ability to reconcile cash receipts by user/day/batch.	5								
162.00	Ability to accept cash and apply directly to revenue where no receivable exists (e.g., a point of sale transaction from the driving range).	5								
163.00	Ability to match cash receipt payment to outstanding AR.	5								
164.00	Ability to match cash receipt payment to services rendered.	2								
165.00	Ability to post to a clearing account, if an outstanding receivable cannot be identified at the time the cash is received.	5								
166.00	Ability to reconcile cash receipt transactions to the deposit data provided to the banks and identify any discrepancies.	3								
167.00	Ability to track partial payments.	5								
168.00	Ability to apply or allocate partial payments, which are not identified to a specific invoice, on a predetermined basis, such as:									
169.00	Age	3								
170.00	Principal	3								
171.00	Interest	3								
172.00	Penalty	3								
173.00	Other user defined fields	3								
174.00	Ability to store partial payments and overpayments as separate open items against the original billed amount until the bill is fully cleared.	5								
175.00	Ability to reverse a receipt.	5								
176.00	Ability to process miscellaneous cash receipts.	5								

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Accounts Receivable										
177.00	Ability to process and allocate one payment for multiple charges.	5								
178.00	Ability to prioritize the order of which one payment is applied to multiple charges by user defined levy type.	5								
179.00	Ability to apply one payment to multiple funds, accounts or centers.	5								
180.00	Ability to automate journal entries for cash receipts and validate against funds.	5								
Check Reconciliation										
181.00	Ability to produce a check reconciliation report showing all cash, checks and direct deposits that have cleared.	5								
182.00	Ability to produce a period end or month end outstanding check report by:									
182.01	Check number	5								
182.02	Check type	5								
182.03	Other user defined fields	5								
183.00	Ability to generate tracer letters to payee(s) of stale checks for a user specified dollar range.	5								
184.00	Ability to produce a period end or month end outdated checks report by:									
184.01	Check number	5								
184.02	Fund	5								
184.03	Check type	5								
184.04	Other-payee	5								
185.00	Ability to provide electronic imaging of transactions for reference, lookup and audit purposes.	3								
186.00	Ability to perform online queries of cash transactions posted and pending on a period to date and year-to-date basis for all revenue categories utilized by individual departments.	5								
Adjustments										
187.00	Ability to process adjustments and credit memos with a complete audit trail which retains the amount of the original billing as well as the adjustment.	5								
188.00	Ability to automatically write-off small discrepancies between the amount due and the amount received, at user defined level.	5								
189.00	Ability to reverse write-offs and automatically post the applicable financial transactions when the write-off was made in the current year and when payments are made against those accounts receivable items that were written off.	5								
190.00	Ability to generate a partial or full refund of a payment received by check or electronically.	5								
Accounts Receivable Monitoring										
191.00	Ability to allow for concurrent closing of an accounting period while processing information to a new period.	5								
192.00	Ability to input and track non sufficient funds and provide the following functions:									
193.00	Reverse the record of collection	5								
194.00	Reestablish the receivable	5								
195.00	Note the use of a bad check in the customer's record	5								
196.00	Apply non sufficient fund charges	5								
197.00	Generate notification letter to payor	5								
198.00	Automatically calculate different penalty amounts as the non sufficient funds check ages	5								
199.00	Post the financial transactions	5								
200.00	Ability to override non sufficient funds or other charges, with security.	5								
201.00	Ability to automatically transfer partial or full accounts based on user defined criteria to the collections division and transfer the supporting documentation.	3								
202.00	Ability to calculate and record interest and late charges to delinquent accounts receivable based on user defined parameters.	5								
203.00	Ability to track detail of accounts written off as uncollectible.	5								
204.00	Ability to establish unique installment repayment schedules for an account type/customer.	5								
Manage Electronic Banking										
205.00	Ability to generate or facilitate depositing per ACH back-office conversion standards.	5								
206.00	Ability to generate or facilitate electronic receivable transactions with customer coding.	3								

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Accounts Receivable										
207.00	Ability to generate or facilitate electronic deposit transactions with general ledger coding.	3								
Reports, Analysis and Inquiries										
208.00	Ability to provide the following reports with sorts by customer, service type, department, cost center, account, fund, activity, project and other criteria:									
209.00	Accounts Receivable Detail Aging	5								
210.00	Accounts Receivable Summary Aging	5								
211.00	Accounts Receivable Delinquent Aging Analysis Report	5								
212.00	Cash Receipts Journal	5								
213.00	Detailed Account History	5								
214.00	Write-off Report	5								
215.00	Collection Status Report	5								
216.00	Finance Charge Report	5								
217.00	Revenue recapture status	5								
218.00	Collection activity efforts productivity	5								
219.00	Accounts Receivable Internal Customer (i.e., inter-department receivables)	5								
220.00	Accounts Receivable from City Employee	5								
221.00	Ability to track revenue capture, revenue accruals and revenue actuals by revenue account.	5								
222.00	Ability to import and export information to other non City information (e.g., export City receivables information to the state).	5								
223.00	Ability to provide payor on-line access to their detailed account information so they can see charges incurred, payments posted and other information.	3								
224.00	Ability to produce an accounts receivable subsidiary ledger and balance it to the general ledger control account monthly.	5								

Requirements Survey Financial		Requirements Response Rules:									
<p>The following functional, technical, workflow and reporting needs provide the minimum requirements of the City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.</p>		<p>Column #1. Mandatory: Proposers are required to input one response per requirement using the drop down list provided. Response Types: F=Fully provided out of the box, or fully provided out of the box through basic configuration Mod= Provided through a technical modification of the software (i.e. a customization) TP = Provided through a proposed third party application or capability RT = Provided through a built in or proposed reporting tool NA = Not Available</p> <p>Column #2. Proposers are requested to itemize estimated costs for all modification requirements. Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements. Column #4. Mandatory: Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal. Column #5. Mandatory: Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal. Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality. Column #7. Mandatory: Proposers are required to list the version number for all functionality proposed to the City.</p>									
		Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included In Implementation Costs Yes/No	5. Included In training costs Yes/No	6. Subcontractor	7. Version Number
Cash Receipting and Cash Register Interface											
Critical & Unique Requirements											
M1	Ability for Cash Receipts entry to have "template" capability - including common account numbers to facilitate efficient data entry	6									
M2	Ability to integrate Cash receipts module with external City of Madison systems which may perform some cash receipting functions	6									
M3	Ability to provide online / web based citizen payment for various types of payments to City	6									
Cash Receipting and Cash Register Interface											
1.00	Ability to put more than one item on a receipt.	5									
2.00	Ability to process payments for unlimited services.	5									
3.00	Ability to accept payments that do not have an outstanding receivable.	5									
4.00	Ability to receipt tax billing information and perform daily exports of details (i.e. check number, parcel number, amount, etc.) from a tax system.	3									
5.00	Ability to receipt Special Assessment information and perform daily exports of paid Special Assessments bills for importing into a tax system.	3									
6.00	For tax bill payments, be able to create a user-defined order in which bill payments are applied based on the payment amount, interest, penalties, bill code and entity.	3									
7.00	System allows City to define order in which charges are applied (i.e. principal, interest, penalties, etc) per charge type	5									
8.00	Ability to reverse a single entry in a multiple entry receipt transaction.	5									
9.00	Ability to display an account number for each separate entry on a receipt.	5									
10.00	When receipting at the departmental level, be able to restrict cashiers to certain accounts and bill types they are authorized to access.	5									
11.00	Ability to close registers at the end of the day to a holding area until they are later approved and posted. Summary information is posted to the G/L with detail receipt information posted to the individual modules.	5									
12.00	Ability to designate whether a transaction was post-marked on-time to remove potential interest that may be applied to the bill associated with that payment.	5									
13.00	Ability to have multiple registers operating on the same or separate cash drawers.	5									
14.00	Ability to see the full account description when processing a receipt.	5									
15.00	Ability to create adjustments on an account with audit trails and narrative explanations.	5									
16.00	Ability to automatically display the GL account when receipting based on the receipt type with the ability to override with a valid GL account.	5									
17.00	Ability to specify the order in which receipts are processed against outstanding receivables with the option of overriding the order. This would include outstanding receivables across all modules.	5									
18.00	Ability to display the cashier on the receipt when having multiple registers open on the same or separate cash drawers.	5									
19.00	Ability to have multiple sessions operating on the same terminal at the same time.	5									

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Cash Receipting and Cash Register Interface										
20.00	Ability to optionally process overpayments with an interface to Accounts Payable to generate a check for the difference between what was due and what was paid.	5								
21.00	Ability to support lock-box processing.	5								
22.00	Ability to have the credit-card reader integrated with the cash register.	5								
23.00	Provide a minimum of four lines on the check validator /endorse.	5								
24.00	Ability to manage deposits to multiple banks and accounts.	5								
25.00	When receipting against a particular bill, automatically display the expected amount to receipt based on the receipt type with the ability to override.	5								
26.00	Ability to override who is making the payment versus the name on the account when processing a payment.	5								
27.00	Ability to maintain comments at a receipt level.	5								
28.00	When receiving payments from a customer provide the ability to display various status flags on the account (e.g., customer notes, NSF status, etc.).	5								
29.00	Ability to prepare online remittance advices for departments without a point of sale terminal.	5								
30.00	Online entry of remittance information by the department as payment is received, including account distribution.	5								
31.00	Account code information must be completed before a remittance advice can be forwarded to the Treasurer.	5								
32.00	Electronic workflow routing cash receipt information to the Treasurer.	5								
33.00	Online access for the Treasurer of banking information.	5								
34.00	Ability for the Treasurer's department to be able to view receipt information without having to enter or edit account distribution information.	5								
35.00	System generates an electronic notification to Treasurer of when department deposits are made.	5								
36.00	Workflow processing for approvals, review, and modification.	5								
37.00	Ability to set user security to allow only specific users to post cash receipts.	5								
38.00	Ability of the system to distinguish among cash, check or credit card payment and to provide separate totals at days end to assist in balancing the drawer.	5								
39.00	Ability to interface and import information from Excel or other standard file formats.	5								
40.00	Have the capability of imaging checks and associated attachments.	5								
41.00	Provide the ability to record cash receipts for each individual check received.	5								
42.00	Ability to establish unique personnel identification numbers with authority to perform specific functions.	5								
43.00	Provides user-friendly prompts or menus to guide cashier through transaction.	5								
44.00	Cash Receipting System/Module is fully integrated with the Accounts Receivable and General Ledger systems.	5								
45.00	System allows for next day receipting to be processed, while prior day has not yet been closed	5								
46.00	Ability to use Optical Character Recognition (OCR) or laser bar code readers for scanning receipted bills.	5								
47.00	Ability to use Optical Character Recognition font type A & B, and bar codes.	5								
48.00	Ability to balance cash drawers at any point in time.	5								
49.00	Supports multiple depository bank accounts and creates separate bank deposit slips.	5								
50.00	Accepts multiple payment types:									
51.00	a. Cash	5								
52.00	b. Checks	5								
53.00	c. Credit cards-Software must be PCI compliant	5								
54.00	d. Debit Card-Software must be PCI compliant	5								
55.00	e. e-checks	5								
56.00	f. Wire transfers (limited to certain accounts)	5								
57.00	Ability to:									
58.00	a. Endorse/validate multiple checks, bills, and documents within a single transaction.	5								

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Cash Receipting and Cash Register Interface										
59.00	b. Print account number and transaction number on checks received	5								
60.00	Ability to accept full or partial payments and payments without prior bill.	5								
61.00	Allows on-line editing and correction of transaction errors with proper authorization.	5								
62.00	Provides detail to support daily closing at the department/cash register level and monthly bank account reconciliation at the overall level.	5								
63.00	Ability to summarize and post daily cash receipts by validated General Ledger account.	5								
64.00	Must maintain a complete audit trail for all transactions.	5								
65.00	Ability to customize detailed customer receipts, including but not limited to amount owed and received, type of payment, check number, account number, and transaction number.	5								
66.00	Ability to automatically allocate receipts to several accounts.	5								
67.00	Ability to post receipts to multiple outstanding bills.	5								
68.00	Ability to track and search receipts by:									
69.00	a. Department	5								
70.00	b. Cash Receipt Type/Key Code	5								
71.00	c. Receipt Number/Document Number	5								
72.00	d. Terminal	5								
73.00	e. Terminal User Performing Receipt	5								
74.00	f. Time of Day	5								
75.00	g. Day of Week/Business Day	5								
76.00	h. Day of Month	5								
77.00	i. Account Receipted	5								
78.00	j. Type of Payment (cash, check, credit card)	5								
79.00	k. Type of Bill	5								
80.00	l. Customer/Type	5								
81.00	m. Customer (Number/Name)	5								
82.00	n. Bank Account	5								
83.00	o. Payee (i.e. Mortgage Company)	5								
84.00	p. Receipt Amount	5								
85.00	Allows entry of comments (to be used internally) at time of receipt.	5								
86.00	Ability to print customer name, customer address and operator on receipts as well as allow an official signature.	5								
87.00	User configurable comments and messages are able to be printed on the receipt.	5								
88.00	Calculates amount of change due back from amount tendered.	5								
89.00	Ability to receive and apply an ACH / EFT payment from any customer contact. The system also assists with tracking the customer authorization.	5								
90.00	Ability to define multiple payment types (i.e., EFT, money order) on the same transaction.	5								
91.00	Ability to search on historical cash receipts by any field captured within the receipt.	5								
92.00	Ability to reprint cash receipt.	5								
93.00	Receipt number ranges or receipt number format "masks" can be associated to a department or user.	5								
94.00	Provides bank reconciliation functionality.	5								
95.00	Accommodates cash receipt type codes with default account distributions for each. User can override default distributions, if necessary.	5								
96.00	Scanned bills automatically retrieve account information including amount owed. User only has to "key in" amount paid, if different from amount owed.	5								
97.00	Ability to track and maintain customer draw down accounts / retainers.	5								
98.00	Ability to bill for NSF or bad checks.	5								
99.00	Daily Cash Receipt Listing, by department and deposit number.	5								
100.00	Cash Balances Report, By fund lists account number, beginning balance, debit, credit, and ending balance.	5								

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Cash Receipting and Cash Register Interface										
101.00	Transaction Report, listing details on each payment collected by terminal, with options for specifying an output sequence, bill type, date range, and/or transaction type.	5								
102.00	Daily Register Receipt Report including distribution showing account number, account description and total dollars, categorized by payment method.	5								
103.00	Ability to generate a report showing all receipts associated with a customer name, parcel number, account number, address, etc.	5								
104.00	Ability to inquire on a specific check.	5								
105.00	Daily Close-Out Report summarizing daily receipt transactions by module (utility billing, etc.).	5								
106.00	Bank Reconciliation Report, listing amounts deposited into each account, and total deposits compared with cash receipts for that date.	5								
107.00	Bank Totals Report, Showing Bank Code, Bank Number, Bank Name and Address, and Deposit Amount	5								
108.00	Detailed Receipt Report, Showing Receipt number, entry date, user name, notes, receipt type, payment method. Within receipt type, the report shows the GL Note, GL number, bank code, and amount. Ability to run by department, name, account number, receipt number.	5								
109.00	Revenue Report, by source, bank, type, payment type, account, department, P.O.S. terminal, and operator for mail and counter receipts. Shows unreceipted balance by account, department, or type of bill over a user-specified time period.	5								
110.00	Audit Trail of all receipts and postings for a user-specified time period. Includes transaction number of each receipt and G/L transaction.	5								
111.00	Daily Station Report	5								
112.00	Station/Cashier Listing Report	5								
113.00	General Ledger Distribution Report	5								
114.00	Transaction Listing Report	5								
115.00	Daily Recap	5								
116.00	Station Recap	5								
117.00	Transaction/Tender Recap	5								
118.00	Duplicate Receipting Capabilities	5								

Requirements Survey Financial			Requirements Response Rules:							
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						Yes/No	Yes/No			
Grant										
Critical & Unique Requirements										
M1	Ability to track and report by different date ranges for grants	6								
M2	Ability to track Grant comments and narrative	6								
M3	Ability to track specific characteristics of a grant (e.g. 100% reimbursable, Requires City matching funds, Performance based criteria required)	6								
M4	Ability to amend grant information in the system (e.g. re-allocate a grant)	6								
M5	Ability to allocate interest income to grants (e.g. grant funding is provided up front)	6								
M6	Ability to track Grant related data within the new system: - Grant dollars - CFDA# - Awarding Agency - Secondary Agency - Award # - Contract # - Effective Dates (Beginning / Ending)	6								
M7	Ability to change the Ending Date on Grants	6								
Grant Set Up and Tracking										
1.00	Ability to set up, track and workflow grants by stages including:									
2.00	Application	5								
3.00	Award	5								
4.00	Implementation	5								
5.00	Closeout	5								
6.00	Other user defined stages-Extension	5								
7.00	Ability to set up a grant application.	5								
8.00	Ability to track the following information with the grant application:									
9.00	Multiple grant numbers	5								
10.00	Grant name	5								
11.00	Grant description	5								
12.00	Multiple addresses, phone numbers and fax numbers for a grant	5								
13.00	Grant Application Contact person	5								
14.00	Multiple important dates related to the grant	5								
15.00	City contact information, department, phone number, fax number	5								
16.00	Grantor	5								
17.00	Multiple dollar amounts (floor, ceiling)	5								
18.00	CFDA #	5								
19.00	Other User Defined	5								
20.00	Ability to set up and inquire on grantor profiles and track data by grantor to support Single Audit.	5								
21.00	Ability to track multiple departments applying for the same grant.	3								
22.00	Ability to track grant efforts (e.g. hours devoted to a grant application).	3								
23.00	Ability to input and track new grant opportunities that may be shared with other departments.	2								
24.00	Ability to track cross departmental grants.	5								
25.00	Ability to input and track the following grant data:									
26.00	Original Application Request	5								

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Grant										
27.00	Actual Approved Amount	5								
28.00	Modified Amount	5								
29.00	Other user defined fields	5								
30.00	Ability to mark and track rejected grant applications.	5								
31.00	Ability to mark and track accepted grant applications.	5								
32.00	Ability for all departments to view approved grant information.	3								
33.00	Ability to input and track Council approval for a grant at multiple stages in the workflow.	3								
34.00	Ability to notify users that department approval is required for a grant at multiple stages in the workflow (e.g. based upon a dollar amount).	3								
35.00	Ability to notify users that Council approval is required for a grant at multiple stages in the workflow (e.g. based upon a dollar amount).	3								
36.00	Ability to mark funds granted from one City department to another (e.g. environmental response grant).	3								
37.00	Ability to set up a project first and tie a grant to a project.	5								
38.00	Ability to set up a grant first and tie a project to a grant.	5								
39.00	Ability to categorize and track multiple types of grants, including:									
40.00	Block Grant	5								
41.00	Categorical Grant	5								
42.00	Reimbursement	5								
43.00	Advance payment	5								
44.00	Discretionary grant	5								
45.00	Ability to categorize and track grants by the following:									
46.00	Federal	5								
47.00	Foundation Contributions/Donations	5								
48.00	Local	5								
49.00	State	5								
50.00	Private	5								
51.00	Other user defined	5								
52.00	Ability to set up and track a grant budget based upon different levels, including:									
53.00	Citywide	5								
54.00	One department	5								
55.00	Multiple departments (e.g. housing, admin, transportation, and other criteria)	5								
56.00	Divisions within a department	5								
57.00	Other user defined	5								
58.00	Ability to set up a grant budget based upon the City's chart of accounts to the lowest level (e.g. down to cost center).	5								
59.00	Ability to set up and track a grant based upon type of fund, including:									
60.00	Other user defined	5								
61.00	Ability to set up and track in kind grants by the following information:									
62.00	Non monetary	5								
63.00	Monetary	5								
64.00	Other user defined	5								
65.00	Ability to set up and track multiple grants to multiple projects.	5								
66.00	Ability to set up and track multiple projects to multiple grants.	5								
67.00	Ability to set up and track grants based upon calendar year, City fiscal year, State fiscal year, or other user defined time frame.	5								
68.00	Ability to set up and track grants over multiple years.	5								
69.00	Ability to establish and track multiple important dates to a grant, such as:									
70.00	Start date	5								
71.00	End date	5								
72.00	Extended/Amended date	5								
73.00	Other user defined dates	5								
74.00	Ability to split a grant across periods by percentage or flat amount for budgets.	5								
75.00	Ability to assign direct and indirect limits to a grant (such as hourly rate cap, or dollar total caps) specific to each grant.	5								
76.00	Ability to assign zero or any amount of indirect or direct cost limits to a grant (e.g. \$0 of indirect costs can be charged).	5								
77.00	Ability for the City to act as a fiscal agent for grant funds and define and track rules related to fiscal agent status.	5								

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Grant										
78.00	Ability to define the City as both the grantee and grantor for a grant.	4								
79.00	Ability to mark certain grants as pass through grants only and define requirements for pass through grants.	3								
80.00	Ability to define grantee as partner, direct recipient or sub recipient.	3								
81.00	Ability to set up different rules for each type of grantee (e.g. different rules for partner vs. sub recipient).	3								
82.00	Ability to send notification to create an A/P voucher or invoice as soon as funds are posted/received for pass through grants.	3								
83.00	Ability to set up and track expense reporting and tracking for grantees.	3								
84.00	Ability to set up self service for partners and sub recipients to enter expenses and provide justification/narratives related to expenses.	3								
85.00	Ability to set up and track sub recipient payments paid by the City in advance and reimbursement payments (e.g. emergency preparedness).	5								
86.00	Ability to input other grant requirements when setting up a grant.	5								
87.00	Ability to define expense accounts for a grant.	5								
88.00	Ability to define activities for a grant.	5								
89.00	Ability to define revenue sources for a grant.	5								
90.00	Ability to enter projected revenue.	5								
91.00	Ability to define contracts for a grant.	5								
92.00	Ability to set up and track grant expense categories, including:									
93.00	Salary	5								
94.00	Supplies	5								
95.00	Fringe	5								
96.00	Other user defined	5								
97.00	Ability to define allowable expense types to a grant (e.g. wages, specific benefits, and other types).	5								
98.00	Ability to disallow certain expense types to a grant.	5								
99.00	Ability to set up and track an administrative costs category for a grant.	5								
100.00	Ability to set up and track not to exceed amounts for each grant category.	5								
101.00	Ability to set up and track required match amount to receive grant matches (e.g. a certain % or flat amount is needed to request local match).	5								
102.00	Ability to set up not to exceed and exceed amounts based upon user defined periods, such as fiscal year end, grant year end, calendar year end, and other information.	5								
103.00	Ability to set up grant draw down requirements.	3								
104.00	Ability to input and track narrative comments for a grant.	5								
105.00	Ability to report on narrative comments when reporting to a grantor (e.g. narrative to describe variances).	5								
106.00	Ability to attach documents to a grant, such as Word, Excel and/or contract documents.	5								
107.00	Ability to set up multiple numbers associated with a grant, including:									
108.00	Unique grant number	5								
109.00	State number	5								
110.00	Vendor number	5								
111.00	CFDA number	5								
112.00	Non profit number	5								
113.00	Agreement number	5								
114.00	Project number	5								
115.00	Amendment number	5								
116.00	Resolution number	5								
117.00	Center number	5								
118.00	Account number	5								
119.00	Other user defined	5								
120.00	Ability to set up end date for a grant, with hard and soft stop rules based upon security.	5								
121.00	Ability to mark a grant as renewable or nonrenewable.	5								
122.00	Ability to set up workflow between the grant functionality and other modules of the ERP system.	5								
123.00	Ability to set up approval, denial, edit levels of approvals.	5								

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Grant										
124.00	Ability to set up workflows based upon department, cost center, grant type, grant requirements and limits, Council approval requirements and other functions.	5								
125.00	Ability to notify internal City grant contact of upcoming important dates for a grant (expiration dates and other dates).	5								
126.00	Ability to notify internal City grant contact when expenditures are approaching the not to exceed limits for a grant.	5								
127.00	Ability to notify internal City grant contact when expenditures are approaching the budgeted amounts for a grant.	5								
128.00	Ability to set up user defined statistics to track for a grant (e.g. cost statistics).	3								
129.00	Ability to input a grant manager to each grant.	5								
130.00	Ability to set up and track grant milestones, program goals, grant objectives, and other criteria for each grant.	5								
131.00	Ability to set up and track grant personnel expenses by employee and/or position.	5								
132.00	Ability to retrieve attachments of a grant, such as original contract documents and grant award.	5								
Grant Budgeting										
133.00	Ability to define a grant budget based upon required grant categories (based upon grant specifications and reporting requirements).	5								
134.00	Ability to define a grant budget based upon City budget categories and relate it to grant categories.	5								
135.00	Ability to set up an original grant budget, a revised budget, and other budget versions.	5								
136.00	Ability to define an amount of a grant as carryover vs. non carryover.	5								
Grant Accounting										
137.00	Ability to accept wire transfers for grants.-See Bank	5								
138.00	Ability to direct ACH's received to a grant, department, cost center, and other ways.	5								
139.00	Ability to charge grant expenses, revenues, and other financial transactions to the City's chart of accounts to the lowest level (e.g. cost center).	5								
140.00	Ability to track pre encumbrances, encumbrances, revenues, and expenses to a grant.	5								
141.00	Ability to charge time in various increments (days, hours, minutes) to a grant budget at various levels.	3								
142.00	Ability to charge expenses to a grant budget at various levels.	5								
143.00	Ability to charge employee benefits to a grant budget at various levels.	5								
144.00	Ability to exclude certain benefits from a grant (e.g., overtime).	5								
145.00	Ability to allocate employee benefits to multiple grants based upon the time input.	5								
146.00	Ability to allocate and split employee benefits to grant and non grant charges.	5								
147.00	Ability to input and track direct and indirect costs against limits.	5								
148.00	Ability to notify grant staff when the direct or indirect cost limits are near.	5								
149.00	Ability to carry grant amounts, information, and rules forward to another fiscal/calendar year, based upon grant rules and important dates (e.g. end date).	5								
150.00	Ability to input and link an amended grant amount to new programs, expense types, new projects, and other types.	5								
151.00	Ability to set up grant rules and track grants with multiple charge back requirements (e.g. charge back to State).	5								
152.00	Ability to input and track invoices related to grants.	5								
153.00	Ability to track unpaid vs. paid reimbursable invoices.	5								
154.00	Ability to track interest earnings on grant advances before they are expended:	5								
155.00	Ability to define interest allocation requirements (e.g. Allocation Based on Average Balance of a certain fund).	5								
156.00	Ability to define the interest rate based upon user defined factors (e.g. average of prior month's balance and end month balance against the City total earned on overall portfolio).	5								
157.00	Ability to factor in the number of days in a month to define interest allocations for a grant.	5								

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Grant										
158.00	Ability set up automated journal entries for interest allocation (with debits and credits), with workflow and approval.	5								
159.00	Ability to input and track matching funds for a grant.	5								
160.00	Ability to input and track different types of matching funds (e.g. local match).	5								
161.00	Ability to handle transfer amounts between grants, departments, cost centers, and other criteria.	5								
162.00	Ability to track grant expenses against original grant or amended grant budget.	5								
163.00	Ability to upload grant information to federal sites.	4								
164.00	Ability to record unspent grant revenues to a reserved fund balance at year end.	4								
165.00	Ability to draw down the reserved fund balance as grant expenditures occur.	4								
166.00	Ability to track funding sources that are not current year revenues, i.e. use of reserved fund balance or use of forfeiture proceeds.	4								
167.00	Ability to process and track liens including when requested:									
168.00	Type of lien	5								
169.00	Requester of lien	3								
170.00	Vendor(s) invoiced	3								
171.00	Date cleared	5								
172.00	Lien amount	5								
173.00	Ability to set up and track a program, project or service name to a grant.	5								
174.00	Ability to identify if a grant has been discontinued by a grantor.	5								
175.00	Ability to identify how funding would be affected when a grant ends by City program, projects or service.	5								
176.00	Ability to track if programs, projects or services have been continued or discontinued once grant funding has ended.	5								
177.00	Ability to track current funding source after grant funding ends for programs, projects or services. (e.g., used City funds, funded by another grant or other funding type).	5								
Reports, Analysis and Inquiries										
178.00	Ability to report on a grant by the following:									
179.00	Fund	5								
180.00	Department	5								
181.00	Division	5								
182.00	Multiple divisions	5								
183.00	Cross divisional within a department	5								
184.00	Cost centers	5								
185.00	State service codes -CFDA	5								
186.00	Other user defined	5								
187.00	Ability to report by series of CFDA numbers.	5								
188.00	Ability to report on grant categories including federal, foundation, local and other categories.	5								
189.00	Ability to track and report on earned grant revenue (e.g. monthly or yearly accruals).	5								
190.00	Ability to track and report on what has been claimed and outstanding with a grantor.	5								
191.00	Ability to report on the Schedule of Federal Assistance by CFDA#.	5								
192.00	Ability to report grants by direct or sub recipient.	5								
193.00	Ability to report cash received/collected vs. cash pending/outstanding for a grant.	5								
194.00	Ability to track and report inception to date information by grant and/or project.	5								
195.00	Ability to track and report actual costs and make edits to costs with security.	5								
196.00	Ability to roll up grant information across multiple departments and cost centers or multiple projects for reporting.	5								
197.00	Ability to roll up grant information based upon a user defined date range for reporting.	5								
198.00	Ability to track and report on the history of a grant.	5								
199.00	Capability to provide the following types of reports and/or inquiries:									
200.00	Budget vs. actual costs	5								
201.00	Expenses and Revenues	5								

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Grant										
202.00	Expenses and Revenues by Grant	5								
203.00	Expenses and Revenues by Grantor	5								
204.00	Expenses and Revenues by Department and/or Grant	5								
205.00	Expenses and Revenues by Cost Center and/or Department and/or Grant	5								
206.00	Ability to report on grant personnel expenses by employee and/or position.	5								
207.00	Financial year end statements	5								
208.00	Other user defined	5								
209.00	Ability to generate project level or task level reports:									
210.00	Cross project reporting	5								
211.00	Ad hoc reporting	5								
212.00	Project status reporting	5								
213.00	Project performance reporting	5								
214.00	Reproduction (photos, drawings, and other)	3								
215.00	Real time project status reporting	3								
216.00	Summary reports for resource allocation and status	3								
217.00	Ability to provide real time reports on account information, project schedules, status and assignments, time and expenses, and others and performance against budget.	3								
218.00	Ability to provide statistical reports for management.	3								
219.00	Ability to generate financial reports in various formats according to specific requirements of grantors.	5								
220.00	Ability to generate amended financial reports for grantors.	5								

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Project											
Critical & Unique Requirements											
M1	Ability to interface with GIS to track costs by location	6									
Project Set Up and Tracking											
1.00	Ability to perform flexible budgeting for capital and operating projects while adhering to level of budgetary controls established in the General Ledger.	5									
2.00	Ability to conform to GAAP.	5									
3.00	Ability to integrate project accounting with the following modules:										
4.00	General Ledger	5									
5.00	Budget	5									
6.00	Asset Management	5									
7.00	Cost Accounting	3									
8.00	Human Resources	3									
9.00	Payroll	5									
10.00	Purchasing	5									
11.00	Accounts Payable	5									
12.00	Grant Accounting	5									
13.00	Accounts Receivable	5									
14.00	Ability to distinguish between the board approved project budget and the total project budget (including future years).	3									
15.00	Ability to control project budgets with user defined combinations of the following elements (note that controlling the project budget is separate from controlling the appropriation budget):										
16.00	Fund	5									
17.00	Agency/Department	5									
18.00	Organization	5									
19.00	Program	5									
20.00	Appropriation	5									
21.00	Project	5									
22.00	Expenditure object	5									
23.00	Source of Revenue	5									
24.00	General Ledger Account	5									
25.00	Grant	5									
26.00	Project Task	5									
27.00	Ability to control project budget at varying levels and combinations of the Chart of Accounts (i.e. 4th level of fund; 4th level of organization, 2nd level of object of expenditure).	5									
28.00	Ability to establish project hierarchies	4									
29.00	Ability to indicate if pre-encumbrances are included in the available project budget.	5									
30.00	Ability to indicate if encumbrances are included in the available project budget.	5									
31.00	Ability to edit pre-encumbrances, encumbrances and expenditures against the agency project budget.	5									
32.00	Ability to distribute and control the project budget by the following periods:										
33.00	Annual	5									
34.00	Semi-Annual	5									

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Project										
35.00	Quarter	5								
36.00	Month	5								
37.00	Allocation based on seasonal trend	5								
38.00	User defined period (manually input budget for each month)	5								
39.00	Ability to roll up project budget details to a user-defined summary level.	5								
40.00	Ability to distribute the adopted project budget (summary level) to detail Account and Organization levels.	5								
41.00	Ability to edit all transactions to ensure that appropriated budget is available before posting the transaction.	5								
42.00	Ability to prevent transactions which exceed the available appropriated budget from being transmitted to the next approval stage.	5								
43.00	Ability to include the following appropriated budget controls:									
44.00	Absolute control - prevents transaction from processing without override approval	5								
45.00	Warning - provides warning message but allows transaction to process	5								
46.00	No control - allows transaction to process without warning	5								
47.00	Ability to flag and set the default appropriated budget control option (absolute, warning, none).	5								
48.00	Ability to manage multiple levels of appropriated budget control (none, absolute, warning) within one agency.	5								
49.00	Ability to manage multiple levels of appropriated budget (level one and level 3 of the organization) within the same organizational branch.	5								
50.00	Ability to carry forward project budget and appropriated budget allotments to the next allotment period based on the funding source.	5								
51.00	Ability to drill down from the appropriated budget error message to the budget inquiry screen and automatically retrieve budget data.	5								
52.00	Ability to report an on-line inquiry screen that displays project budget, appropriated budget, adjustments, freezes, pre-encumbrances, encumbrances, expenditures, revenue, and available budget. The numbers displayed should be the same balances used by the budget edit program.	5								
53.00	Ability to provide on-line inquiry screens that display the project budget, appropriated budget, pre-encumbrances, encumbrances, expenditures, and available budget data at varying levels of the classification structure.	5								
54.00	Ability to set up projects, with unique project numbers.	5								
55.00	Ability to set up projects by fund, account and cost center.	5								
56.00	Ability to set up projects over multiple calendar and fiscal years, with start and end dates over multiple years.	5								
57.00	Ability to set up project budgets, estimated revenues, expenses, retainage and other financial information to a project.	5								
58.00	Ability to set up project budgets and control revenues and expenditures against the budget.	5								
59.00	Ability to set up sub-projects and sub-project budgets for each project.	3								
60.00	Ability to set up line item budget amounts by projects and sub projects (e.g. phase) that roll up into a total project budget.	3								
61.00	Ability to flag the reimbursable portions of the project budget and appropriated budget.	4								
62.00	Ability to set up and track non financial data to a project, including:									
63.00	Unique Project Number	5								
64.00	External or other Project Number	5								
65.00	Project Manager-Agency Contact	5								
66.00	Project Start and End Dates	5								
67.00	Multiple Project Phases	5								
68.00	Project Milestones	5								
69.00	Project Deliverables	5								
70.00	Fiscal Year	5								
71.00	Funding Fiscal Year	5								
72.00	Fund	5								
73.00	Account	5								
74.00	Cost Center/ Agency	5								
75.00	Program	5								

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Project										
76.00	Activity	5								
77.00	Task	5								
78.00	Contract	5								
79.00	Project Title	5								
80.00	Project Description	5								
81.00	Multiple Revenue Sources	5								
82.00	Long Description	5								
83.00	Short Description	5								
84.00	Other narrative	5								
85.00	Other user defined fields (project plans)	5								
86.00	Ability to upload and download various data from Excel, Word, Access or other document publishing.	5								
87.00	Ability to link multiple contracts to a project.	5								
88.00	Ability to link one contract to multiple projects.	5								
89.00	Ability to set up billing requirements for internal billing for a project.	3								
90.00	Ability to set up billing requirements for external billing for a project.	3								
91.00	Ability to track time against a project that can be turned into an invoice.	3								
92.00	Ability to set up multiple workflows, based upon project, amounts, cost center, program, activity, funding source, or other user defined criteria.	3								
Project Transactions										
93.00	Ability to track the application of funding to actual expenditure.	3								
94.00	Ability to associate multiple funding sources with projects.	5								
95.00	Ability to associate multiple funding sources to multiple phases within projects.	3								
96.00	Ability to perform multiple revisions and amendments to the budget line item detail.	3								
97.00	Ability to transfer funding with a project (e.g. from one phase to another phase), with security.	3								
98.00	Ability to transfer funding from one project to another project, with security.	3								
99.00	Ability to increase or decrease project funding, with security.	3								
100.00	Ability to carry forward fiscal year appropriation and cash balances for multi-year projects.	5								
101.00	Ability to accommodate resource scheduling on projects.	2								
102.00	Ability to assign resources (people) to a project.	2								
103.00	Ability to perform change orders for a project.	5								
104.00	Ability to input and track indirect and direct costs to a project.	3								
105.00	Ability to input and track invoices related to projects.	3								
106.00	Ability to track unpaid vs. paid reimbursable invoices.	3								
107.00	Ability to define interest allocation requirements (e.g. Allocation Based on Average Balance of a certain fund).	5								
108.00	Ability to define the interest rate based upon user defined factors (e.g. average of prior month's balance and end month balance against total earned on overall portfolio).	5								
109.00	Ability to factor in the number of days in a month to define interest allocations for a project.	5								
110.00	Ability set up automated journal entries for interest allocation (with debits and credits), with workflow and approval.	5								
111.00	Ability to charge time to a project, phase, sub project, or other element of a project.	5								
112.00	Ability to charge time in various increments (days, hours, minutes) to a project budget at various levels.	5								
113.00	Ability to charge expenses to a project budget at various levels.	5								
114.00	Ability to track joint funding agreements and partnerships	3								
115.00	Ability to charge employee salaries to a project budget at various levels.	5								
116.00	Ability to charge employee benefits to a project budget at various levels.	5								
117.00	Ability to exclude certain benefits from a project (e.g., overtime).	5								
118.00	Ability to allocate employee benefits to multiple projects based upon the time input.	5								
119.00	Ability to allocate and split employee benefits to project and non project charges.	5								

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						Yes/No	Yes/No			
Project										
120.00	Ability to attribute time to non-project activities (e.g. training, administration, CIP and other user defined).	5								
121.00	Ability for an employee's time sheet to be populated with projects specific to that individual over consecutive pay periods without having to re-enter each project.	3								
122.00	Ability to edit/override the pre-populated time sheet.	3								
123.00	Ability to have user defined lists by employees of projects the employee can charge to, as needed.	3								
124.00	Ability to track time on different phases or components of the same project.	3								
125.00	Ability to roll up and summarize employee time across projects, project managers, biddings, or other user defined criteria.	3								
126.00	Ability to perform staff allocations (projected hours).	3								
127.00	Ability to monitor project progress and milestone accomplishments against a project-specific schedule.	3								
128.00	Ability to project project expenses against original project budget or amended project budget.	5								
129.00	Ability to set up alerts or warnings when a project budget, phase, subproject, or other project component is within a certain amount or percentage.	3								
130.00	Ability to set up alerts or warnings when project important dates are near.	3								
131.00	Ability to set up alerts or warnings when project budget is overcharged.	3								
132.00	Ability to track project pre-encumbrances, encumbrances, revenues, and expenditures by project, sub project, date range, phase or other user defined criteria.	5								
133.00	Ability to input and track a project by open, closed, inactive, and other user defined status.	3								
134.00	Ability to monitor budget to actuals by project, phase, or other user defined project components.	5								
135.00	Ability to track retainage and release by user-defined percentages.	5								
136.00	Ability to automatically set aside retainage by multiple user-defined percentages and release formulas.	5								
137.00	Ability to generate on-line, user defined warning when project and phase expenditures approach or exceed the original project estimates.	3								
138.00	Ability to maintain multiple types of project completions/status. (i.e., project may be complete from a performance viewpoint but still open for accounting purposes.)	3								
139.00	Ability to carry project amounts, information, and rules forward to another fiscal/calendar year, based upon project rules and important dates (e.g. end date).	5								
140.00	Ability to track project historical data.	5								
141.00	Ability to effective date the project close date.	3								
142.00	Ability to close projects partially or completely.	5								
143.00	Ability to archive project data for closed projects.	3								
144.00	Ability to identify and flag inactive projects for possible close.	3								
145.00	Ability to close and capitalize or expense each project.	3								
146.00	Ability to prevent charges from being allocated to a closed project, sub-project, or phase.	5								
147.00	Ability to re-open a closed project, with security.	5								
Reports, Analysis and Inquiries										
148.00	Ability to provide the following reports, by user defined dates:									
149.00	Project expenditures by type of expenditure (i.e. fixed asset, component, other types of expenditures).	5								
150.00	Project expenditures by vendor and invoice number.	5								
151.00	Project Revenues	5								
152.00	Budget to Actuals	5								
153.00	Indirect and Direct Costs	3								
154.00	Ability to view summary amounts for actual cost, commitments, revenue and budgeted amounts summarized by the following:									
155.00	Project	5								
156.00	Task	3								
157.00	Resource	3								
158.00	Period-to Date	5								

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Project										
159.00	Prior Period	5								
160.00	Year-to-Date	5								
161.00	Inception-to-Date	5								
162.00	Ability to produce project status reports for current month, YTD and inception-to-date.	5								
163.00	Ability to report on federal and state fiscal year.	5								
164.00	Ability to report summary and detailed capital and operating project budgets by:									
165.00	Project	5								
166.00	Project Phase	3								
167.00	Agency (Department)	5								
168.00	Fund	5								
169.00	Organization (Allotment, Division, Cost Center)	5								
170.00	Geographical breakdown	5								
171.00	Program	5								
172.00	Expenditure Object	5								
173.00	Job Level	3								
174.00	Source of Revenue	5								
175.00	Ability to run a report on status of projects, e.g. active/inactive/closed.	3								

Requirements Survey Financial		Requirements Response Rules:								
<p>The following functional, technical, workflow and reporting needs provide the minimum requirements of the City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.</p>		<p>Column #1. Mandatory: Proposers are required to input one response per requirement using the drop down list provided. Response Types: F=Fully provided out of the box, or fully provided out of the box through basic configuration Mod= Provided through a technical modification of the software (i.e. a customization) TP = Provided through a proposed third party application or capability RT = Provided through a built in or proposed reporting tool NA = Not Available</p> <p>Column #2. Proposers are requested to itemize estimated costs for all modification requirements. Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements. Column #4. Mandatory: Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal. Column #5. Mandatory: Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal. Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality. Column #7. Mandatory: Proposers are required to list the version number for all functionality proposed to the City.</p>								
		Req#	PROCESS	Ranking	1. Response	2. Costs for Mod response	3. Third Party Application for TP response	4. Included In Implementation Costs Yes/No	5. Included In training costs Yes/No	6. Subcontractor
Banking										
Critical & Unique Requirements										
	Inclusion of a debt module – 1) ability to allocate debt to capital projects	6								
M1										
M2	Inclusion of a debt module – 2) Calculation of debt payment schedule	6								
M3	Inclusion of a debt module – 3) Integration to AP for debt payments	6								
Manage Electronic Banking										
1.00	Ability to provide treasury workstation functionality, such as forecasting cash balances by fund.	5								
2.00	Ability to manage cash flow and investments.	5								
3.00	Ability to input, track and report on cash and investments.	3								
4.00	Ability to generate, accept, transmit and receive data in current standard bank file formats such as XML, CSV, ACH.	5								
5.00	Ability to interface with banking systems to show intra-day bank balance changes.	3								
6.00	Ability to facilitate multiple bank accounts including demand depository accounts, zero-balance accounts, positive pay disbursement accounts, savings accounts.	5								
7.00	Ability to facilitate current banking remote deposit strategies such as imaged documents deposits, lockbox, and ACH conversion.	5								
8.00	Ability to support imaged checks.	5								
9.00	Ability to interface with current bank(s) to support positive pay.	5								
10.00	Ability to utilize and track multiple bank accounts per bank.	5								
11.00	Ability to utilize and track multiple banks.	5								
12.00	Ability to set up and link bank account transactions and balances for multiple banks.	5								
13.00	Ability to download transaction and balance information for multiple accounts.	5								
14.00	Ability to match transactions and reconcile, based upon user defined criteria.	5								
15.00	Ability to support electronic transfers, (wires and ACH).	5								
16.00	Ability to import bank transactions and electronic funds transfers.	5								
17.00	Ability to set up cash receipts and reconcile.	5								
18.00	Ability to set up cash disbursements and reconcile.	5								
19.00	Ability to set up transfers between cost centers, by fund, account, or program.	3								
20.00	Ability to set up interface with General Ledger module.	5								
Investment Setup and Tracking										
21.00	Ability to calculate and generate analytical and scenario-testing reports on portfolio.	3								
22.00	Ability to track various types of financial instruments including:									
23.00	U.S. Treasury Notes	3								
24.00	U.S. Treasury Bills	3								
25.00	U.S. Treasury Bonds, and other bonds issued by a federal City or a U.S. government-sponsored enterprise, (i.e. FHLB, FANNIE MAE, and other)	3								
26.00	Bonds, notes, warrants issued by local and state agencies	3								
27.00	Certificates of Deposits	3								
28.00	Commercial Paper	3								
29.00	Banker's Acceptances	3								

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Banking										
30.00	Investment Pools (such as LAIF)	3								
31.00	Negotiable Certificates of Deposit	3								
32.00	Money Market Funds	3								
33.00	Repurchase Agreements	3								
34.00	Passbook Savings Accounts	3								
35.00	Demand Deposits	3								
36.00	Other user defined options	3								
37.00	Ability to track the following elements for each investment:	3								
38.00	CUSIP Number	3								
39.00	Description	3								
40.00	Broker/Institution	3								
41.00	Date Issued	3								
42.00	Maturity Date	3								
43.00	Term: stated in number of days	3								
44.00	Rating	3								
45.00	Amount	3								
46.00	Interest Rate	3								
47.00	Step interest rates	3								
48.00	Interest purchased	3								
49.00	Interest accrued	3								
50.00	Interest paid	3								
51.00	Premium amount	3								
52.00	Discount amount	3								
53.00	Interest payment dates	3								
54.00	Call dates	3								
55.00	Effective Yield Rate	3								
56.00	Investment Type	3								
57.00	Investment Group	3								
58.00	Investment portfolio	3								
59.00	Libor Rate	3								
60.00	Interest Swaps	3								
61.00	State Codes	3								
62.00	Current Market Value	3								
63.00	And other user allowable investments governed by the Investment Policy.	3								
64.00	Ability to support multiple investment portfolios by fund, program, or organization.	3								
65.00	Ability to track investment interest earnings on a cash or accrual basis.	3								
66.00	Ability to track dividend earnings.	3								
67.00	Ability to input journal entries by type of activity for investment and debt transactions.	3								
68.00	Ability to distribute earnings by user defined criteria.	3								
69.00	Ability to set up distribution formulas or amounts, by user defined criteria.	3								
70.00	Ability to track call dates for callable securities.	3								
71.00	Ability to calculate the Weighted Average Life, Weighted Rate of Return, Average Weighted Yield, and Average Days to Maturity, and Duration.	3								
Debt Management										
72.00	Ability to manage the following payments:									
73.00	General fixed principal	5								
74.00	General fixed interest	5								
75.00	General variable rate interest	5								
76.00	Ability to calculate the cost of refunding the following:									
77.00	All prior bonds	3								
78.00	A portion of prior bonds	3								
79.00	Ability to calculate the cost of advance refunding the following:									
80.00	All prior bonds	3								
81.00	A portion of prior bonds	3								
82.00	Ability to generate amortization schedules for the following by fund, activity, and purpose:									
83.00	Principal	5								
84.00	Interest	5								
85.00	Discounts	5								
86.00	Premium issuance costs	5								

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						Yes/No	Yes/No			
Banking										
87.00	Loan origination costs	5								
88.00	Deferred gains in total	5								
89.00	Deferred gains by fund and job	5								
90.00	Deferred losses in total	5								
91.00	Ability to track each debt issue separately.	5								
92.00	Ability to track subsequent expenditure of bond proceeds.	4								
93.00	Ability to calculate arbitrage rebate: i.e., buy/sell rebate.	4								
94.00	Ability to monitor debt redemption requirements.	5								
95.00	Ability to calculate the following associated with debt at month and year-end:									
96.00	Accrued liabilities	5								
97.00	Interest	5								
98.00	Discount	5								
99.00	Premium	5								
100.00	Issuance costs	5								
101.00	Loan origination costs	5								
102.00	Deferred gains	5								
103.00	Deferred losses	5								
104.00	Ability to allocate the following to projects/funds:									
105.00	Costs	5								
106.00	Proceeds	5								
107.00	Ability to calculate distributions of the following to projects/funds:									
108.00	Investment income	5								
109.00	Repayments	5								
110.00	Ability to calculate the following interest rates of a debt issue:									
111.00	Weighted average interest	3								
112.00	Net interest	3								
113.00	True interest	3								
114.00	Ability to accept appropriation transfers on capital projects funded with bonds.	4								
115.00	Ability to generate a sources and uses summary for each debt issuance.	5								
116.00	Ability to provide an on demand debt service requirements schedule by the following:									
117.00	Payment date	5								
118.00	Reflecting latest debt issuance	5								
119.00	Redemption	5								
120.00	Defeasance (annulment of contract)	3								
121.00	Ability to generate a schedule for future debt requirements (principal and interest) to maturity by issue detailing the following:									
122.00	Date	5								
123.00	Project	5								
124.00	Fund	5								
125.00	Activity	5								
126.00	Purpose	5								
127.00	Ability to project, input, and report on cash inflows and outflows by effective date parameters (daily, weekly, monthly, annually).	5								
128.00	Ability to generate analytic and scenario-testing reports on debt issuance with respect to redemption and legal debt capacity.	5								