



**Tertiary Scholarship and Loans Board**  
“Building a Smarter Fiji”

**SPECIFICATIONS FOR A TSLB-WIDE  
ACCOUNTING AND FINANCIAL SOLUTION**

## **KEY FACTS ABOUT TSLB**

1. Government Statutory body formed by TSLB Act 2004
2. Reporting Ministry – Ministry of Education
3. Financial Accountability to – Ministry of Economy via Quarterly Acquittals
4. Funds disbursed to TSLB on Quarterly basis only after signing of Annual Service Agreements and submission of acquittals
5. Two separate funds – operating and Schemes
6. Part(s) of Operating fund is/are available on request only
7. 16,000 active students
8. 5000+ students have already benefitted have graduated since inception
9. 3 operational centers, Central (HQ), Western and Northern
10. Approx. 25 full time staff
11. \$198million Budget
12. Final Accounts to be prepared for Operational Funds only and to be audited by an independent external auditor
13. Schemes Funds are seen as Government funds and TSLB is the administration-only body for disbursements to students and HEIs
14. Any recovery, and subsequent impairments, are to be recorded in the books of the Government, not TSLB
15. All recovery functions to be carried out by Fiji Revenue and Customs Services.

## **General Financial System Requirements**

### **A. General**

1. Ability to provide separate accounting functions for:
  - Operating Grant
  - Development Grant
  - Graduate Student Allowance Grant
  - Schemes Fund
2. Ability to generate separate and consolidated reports

### **B. General Ledger – Security**

1. Provide file backup and recovery capabilities to restore damaged files.
2. Provide on-line password security at multiple levels (e.g., user, operation, menu, file, field, screen, etc.).
3. Suppress passwords so that they do not appear on the terminal as they are being entered.
4. Log all update transactions in a secure audit trail file. Provide clear trails of all transactions from source data entry through summarization at higher levels or integration with other application systems.
5. Report attempts of unauthorized system access of use.
6. Provide the ability to define an access category relating to groups of users (e.g., members of a department or management class).
7. Provide ability to lock entry screen after a user-specified number of incorrect password attempts.
8. Provide transaction logs to assist in recovery of data or files.
9. Provide for required changes to user passwords based on a user-specified period of time.
10. Automatic time-out after the user has not had any activity.

### **C. General Ledger – Functionality**

1. Allow tracking and reporting capabilities for operating grant and scheme based grants/funds.
2. Allow sufficient dimensions to allow grouping or rollup levels for GL reporting or on-line inquiry to meet all users' needs.
3. Provide for automated monthly and year end closing entries.
4. Provide automated journal entries for the allocation of all costs.
5. Provide user friendly drop-down menus for all codes currently available in the system, such as Cost Center, Department Codes, Account Codes, and so on.
6. Provide for the differentiation between a "soft-close" and a "hard close" based on cost center
7. Provide real time on-line inquiry to GL detail transaction information.
8. Provide reconciliation capabilities for Accounts Payable, Accounts Receivable, Human Resources, and so on.
9. Access any data elements and files (permanent or temporary) within the system

10. Allow the capability to associate new cost center numbers with historic cost center numbers.
11. Provide multiple-user operations down to the program level so that many people may access the same files and programs at the same time.
12. Allow data exchange with other subsystems and automatic posting to the GL from other sub-systems
13. Perform screen prints on request
14. Provide user-defined on-line HELP screen for field description, policies or procedures related to specific screens
15. Process complex selection criteria utilizing operators, Boolean connectors and/or multiple data files across system boundaries
16. Allow easy creation and deletion of cost centers
17. Copy standard reports over to user libraries and make specified changes to them without altering the original report.
18. Ability to activate or inactivate accounts for specified date range periods
19. Allow the user to move from screen to screen without moving through menu hierarchies and/or without signing off one application to sign on to another
20. Ability to run other applications alongside the GL system software
21. Have the ability to assign a responsible person to each cost center
22. Create and post transactions for subsequent accounting periods (i.e. Month or year) before the current account period is closed
23. Automatic reversing entries

#### **D. General Ledger - Controls**

1. Automatically identify and warn the user of errors on-line before posting (account code, budget allowance, duplicate entry, dr/cr balance.)
2. Allow users to print a proof report to verify entries before posting
3. Provide system restart procedures
4. Have built-in software safeguards to ensure general ledger accounts are always in balance and subsidiary ledgers totals to control accounts, even during computer crashes.
5. Maintain a history of all changes made to accounts and cost centers (not only the latest change)
6. Provide on-line access to audit trail information including terminal operator ID, time, date, revised amount, and before and after update results
7. Allow the association of each transaction with a user name/user number, job number, entry date and time
8. Restrict the user from duplicate entry using real-time
9. Provide procedures queue for "after-hours" tasks, including daily backup procedures
10. Allow easy correction of data entry errors within a batch before posting
11. Provide the ability to selectively assign access rights to accounts. (Activate cost centers for Accounting while they are deactivated for programs/operations)
12. Allow the correction of errors after the posting process has been completed
13. The ability to flag elimination accounts.

14. Ability to set up logic in the system so it will provide a warning if the user has entered an account that may be wrong. For example, if someone enters a cash account on a purchase order

## **E. Financial Reporting – General**

1. Ability to report true fund and encumbrance accounting
2. Ability to provide real time reporting and inquiry.
3. Provide Standard Financial Statements for TSLB Operations, Cost Center Expense Reports, Schemes grant reports, Revenue Reports, Account Detail Report, Trial Balance etc.
4. Ability to report to screen, to printer or to file.
5. Ability to report for any selected time period (monthly, quarterly, multi-year, prior year, etc.)
6. Ability to create reports that allow
  - i. Set-up the format of the report
  - ii. Specify subtotal and total lines
  - iii. Custom headings, columns and rows
  - iv. Set-up prompts to request report parameters from use
  - v. Roll up by cost center, division, group, etc.
  - vi. Set-up analysis/variance reporting
  - vii. Unit or statistical information
  - viii. Use of data from the budget, actual, encumbrance, commitment summary files or actual transaction detail
  - ix. Comparative balance sheets, extract balances for multiple years
  - x. Calculations on columns such as adding or subtracting columns and print account descriptions
7. View financial reports electronically outside of the Finance Department
8. Modify standard reports easily through drag and drop down window
9. Captures detailed statistical data
10. Automated systems interfaces
11. Variable, flexible reporting capabilities
12. User-defined output formats like Lotus, Excel, dBase, text or print image
13. Comprehensive Ad-Hoc Report Writer

## **F. Financial Reporting – General**

1. Ability to create comprehensive financial reports by management and funding sources at grant and contract, activity and entity-wide levels
2. Multiple grants and contracts with different grant years are accounted for within the overall system. Is this more a functional rather than reporting requirement?
3. Integrated cost allocation alternatives automate direct and indirect charging of leave, fringe benefits, common costs, and management and general costs. Is this more a functional rather than reporting requirement?
4. Ability to queue/schedule multiple reports in a cue for automatic printing with user-defined folders to help organize reports by typical generation time (weekly, monthly, yearly)

5. Provide capability for interactive file interface for downloading and uploading of data while maintaining security controls and data integrity. Download information and reports to standard personal computer formats.
6. Sort data in user-specified orders Process complex selection criteria utilizing operators, Boolean connectors and/or multiple data files across system boundaries
7. Ability to move reports to a standard word format and/or Excel.
8. Copy standard reports over to user libraries and make specified changes to them without altering the original report.
9. Design a report based on user-defined criteria (e.g., sort sequenced data elements, calculations, print formats, etc.)
10. Extract data and move it to personal computer software applications for further analysis and reporting (Word, Excel, etc.).
11. Provide for user determined reports and processing of batch update jobs as part of an automatic job schedule
12. Provide report accuracy such that all reports provide summary totals and cross-foot regardless of rounding factors
13. Define data extraction routines that create separate data files that can later be used by other report writer programs to create reports
14. Create report writer programs using “English” descriptions for data elements rather than specifying the exact file data element name
15. Keep detailed transaction history for at least 25 years.
16. Ability to monitor cost centers and accounts that are overspent (Frequency – Daily alert)
17. A customized report writer that incorporates logic/statistical functions within the application, such as “if” and “then” functions.

## **G. Financial Reporting – IFRS Standards**

Meet IFRS Requirements

**Produce reports, including:**

### **FINANCIAL SECTION:**

Management Discussion and Analysis – all charts, graphs, and schedules that depict quantitative data that is maintained in the financial system’s General Ledger.

Basic Financial Statements – all schedules to support the final statements:

#### **1. Government-wide Financial Statements:**

Statement of Net Assets

Statement of Activities

#### **2. Financial Statements:**

1. Balance Sheet - Operating Funds

2. Reconciliation of the Governmental Funds – Schemes, Development and Graduate Student Allowance Grant
3. Balance Sheet to the Statement of Net Assets
4. Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds
5. Reconciliation of the Statement of Revenues,
6. Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
7. Budgetary Comparison Statement – General Fund
8. Statement of Net Assets - Proprietary Funds
9. Statement of Revenues, Expenses, and Changes in Fund Net Assets - Proprietary Funds
10. Statement of Cash Flows - Proprietary Funds
11. Statement of Fiduciary Net Assets – Fiduciary Funds
12. Statement of Changes in Fiduciary Net Assets - Fiduciary Funds
13. Notes to the Basic Financial Statements – all charts and schedules based on quantitative data that is maintained in the financial system’s General Ledger.
14. Combining Financial statements and supplemental information - all schedules to support the final statements:

**i. Schemes Funds:**

- ✓ Capital Assets Used in the Operations of Governmental Funds:
  - Schedule by Source
  - Schedule by Function
  - Schedule of Changes by Function
- ✓ Combining Statement of Scheme Funds Received, Scheme Disbursements, and Changes in Fund Balances - Schemes Funds
- ✓ Combining Balance Sheet - Schemes Funds (for management reporting only)
- ✓ Actual - Budget Basis - Schemes Funds
- ✓ Schedule of Disbursements by Department - Budget and Actual - Budget Basis

**ii. Operations Funds/Grants:**

- ✓ Combining Statement of Net Assets – Operations Funds/Grants
- ✓ Combining Statement of Revenues, Expenses, and Changes in Fund Net Assets - Operations Funds/Grants
- ✓ Combining Statement of Cash Flows – Operations Funds/Grants

**STATISTICAL SECTION**

Charts, graphs, and schedules that depict quantitative data that is required by TSLB and is normally recorded in a General Ledger. Provide the ability to input other non-financial information, which is not normally recorded in a General Ledger, via spreadsheets.

1. All reports should be self-supporting and justifying – the underlying schedules and transactions should be accessible or derived from the face of the finished report.
2. All reports should have the option to drill back to the lowest level of original data entry.
3. Reports automatically integrate program performance data with budget, activity based cost, and other financial data for OLAP (On-line Analytic Processing) supported analysis
4. Reports provide extensions for Government compliance reporting
5. All reports support multiple reporting charts of accounts to allow for different titles and rollups to conform to different reporting needs Reports allow the user to dynamically select the reporting basis of an analysis, query, or report from cash basis, to modified accrual, to full accrual, to budgetary, and/or other comprehensive basis.
6. Accepts reporting adjustments to Government requirements and any other reports through either the source system or via spreadsheets and track all adjustments in an audit trail regardless of system of original entry.
7. Allows connections to Digital Dashboards, Predictive Analytics, and other Business Intelligence tools.
8. On any report, separates the cumulative affect of reporting adjustments from source system balances with a one or two step drag and drop.
9. Allow user defined measures for non-financial information relating to virtually any business metric in the data warehouse or info mart.
10. Supports data roll-ups and hierarchies that are inherent in source transaction systems as well as provide for an unlimited number of different types of roll-ups and hierarchies for different user needs.
11. Accepts and consolidates financial and nonfinancial business metrics from multiple systems.
12. Consolidates non-standard, disparate data, and present it in a uniform manner, yet be able to display the data using its original non-standard values.
13. Provides auto reconciliation or proof of balancing across reports.
14. Delivers OLAP (On-line Application Processing) capability. The OLAP “cubes” must be pre-built and ready to run based on data entered into the proposed transaction processing system(s).
15. Provides a pre-built data warehouse or info mart that enables IFRS compliant reporting as well as best practice public sector reporting and analysis.
16. Renovates the accounting chart of accounts string of one or more source systems into one or more reporting chart of accounts structures.

## Grants Administration – General

1. Ability to electronically transmit quarterly grant progress reports
2. Ability to electronically generate grant requisitions
3. Ability to distribute grant requisitions electronically to review board/personnel.
4. Ability to establish and adjust budgets for each grant.
5. Ability to set budget by phase or other sublevel to enable tracking by participating departments, divisions or any other user defined organization units.
6. Ability to apply budgetary restraints (revenue and/or expenditures) which have been either established by the legislature or administrative directive.
7. Ability to compare current costs to budgeted costs.
8. Ability to track and report current performance against past year's performance and/or established goals.
9. Ability to re-open previously closed grants.
10. Ability to inactivate accounts upon closure of grant.
11. Ability to properly handle general ledger carryovers.
12. Ability to modify grant data prior to carryover.
13. Ability to allow authorized managers to access, inquire report and reconcile status of grants and all other funding sources the following information:
  - Obligations
  - Encumbrances
  - Expenditures
14. Ability to make retroactive disallowance adjustments to the grant records.
15. Ability to flag expenditures, encumbrances, and commitments based on user-defined criteria (e.g., match exhausted, 90% expended, etc).
16. Ability to track post-closing project costs.
17. Ability to transfer expenditures amount between phases.
18. Ability to record expenditure by phase.
19. Ability to identify each phase by a unique user-defined ID number.
20. Ability to transfer excess grants between schemes
21. Ability to capture eligible and ineligible cost by:
  - Task
  - Activity
  - Program
  - Other user-defined tracking
22. Ability to establish user-defined data retention time frames which may be in excess of general system requirements.
23. Ability to retain Vendor/Contractor history by grant.
24. Ability to track grants from starting date to completion of audit and/or user-defined completion.
25. Ability to perform the following to the grant data with an audit trail of all changes:
  - Add
  - Modify
  - Delete
26. Ability to track the following information for each grant related activity:

- Grant number
  - Account code
  - Grantor category code
27. Ability to support the classification of grants by
- Agency
  - Funding category
  - Function
28. Ability to provide user defined fields in grant database for:
- Grant expenditures
  - Schemes Fund Disbursements
  - Schemes Fund Receipts
  - Revenues
29. Ability to track:
- Grants in progress
  - Report due dates
  - Continuation proposal due dates
  - Grant eligibility
  - Grant proposal
  - Multiple grant approval phases
  - Reimbursements
  - Grant beginning and ending date
  - In-kind transactions
  - Application date
  - Percent match
  - Monetary versus in-kind contributions
  - Specific accounts of matching funds
  - Status of matched funds
30. Ability to apply correct indirect salaries and fringe benefits allocated to the applicable grants.
31. Ability to use more than one indirect cost allocation per grant.
32. Ability to identify direct and indirect costs for each grant.
33. Ability for analyses and forecasting of (operations) expenditures/revenues based on most recent fiscal activities, or user-defined time periods.
34. Ability for analyses and forecasting of Schemes disbursements/Funds received based on most recent fiscal activities, or user-defined time periods.
35. Ability to maintain grants which will affect multiple departments and/or funds.
36. Ability to manage multiple grants for a single project.
37. Ability to allow multiple departments/divisions to enter information on a single grant with security constraints.
38. Ability to account for grant revenues and expenditures and Schemes disbursements/Funds received at the transactional level for:
- Fiscal year
  - Grant year
  - Perpetual life of the grant

- Breakdowns by period
  - In total (inception to date) for all prior years
  - Accrual
39. Ability to assign grant dollars to projects/locations.
- User defined option
40. Ability to input costs for all projects/Schemes

### **Grants Administration – Reporting**

1. Ability to roll-up grants to higher levels such as grantor agency for internal and external reporting.
2. Ability to review online summary of all financial information by grant.
3. Ability to report across organizational boundaries.
4. Ability to produce grant reports showing:
  - Status of expenditures/Disbursements
  - Revenues/Funds Received
  - Encumbrances for the current period
  - Encumbrances - inception to date
  - Billings
  - Payments
5. Ability to report over several different reporting periods (Calendar year, government, grant fiscal year, inception to date)
6. Ability to report matching fund requirements.
7. Ability to generate Grant audit reports.
8. Ability to generate request for reimbursement.
9. Ability to generate reports reflecting grantor status and updates.
10. Ability to generate a Grant transaction history report (reflecting ALL activity for each grant).
11. Ability to generate cross fund reports (e.g., show each revenue sources participation in regard to a specified project/grant).
12. Ability to generate program history report or inquiry showing funds budgeted and expended by a date range.
13. Ability to generate listings of remaining grant monies.
14. Ability to generate for individual grants or all grants the following:
  - Trial balance
  - Year end and interim financial statements
15. Ability to include grant titles in all reports.

## **Grants Administration – Interfaces**

1. Ability to provide online inquiry capabilities for project control information.
2. Ability to record payment of accounts/grants receivable invoice into corresponding revenue account.
3. Ability to produce accounts payable voucher for payment to recipients.
4. Ability to interface with the cash receipts/cash to determine program revenue/interest income dollars for cash management purposes.
5. Ability to integrate with the Accounts Receivable module including edits to prevent double billing transactions.

## **Project/Cost Accounting - General**

1. Ability to look up and modify grant funding information.
2. Ability to maintain payment history and fund line status through project life-cycle.
3. Ability to incorporate an audit trail of all project transactions.
4. Ability to allocate expenses by fund number, account number, cost center, project number, etc.
5. Ability to view transactions and their dates over life of project.
6. Ability to enable tracking of multiple funding sources per project.
7. Ability to calculate and report financial status of the project including all direct costs and provide for indirect cost allocations.
8. Ability to accommodate the transfer of funds between projects.
9. Ability to prevent deletion of a project account for which funds are encumbered until the project is closed out.
10. Ability to allow for encumbrance before a contract or purchase order is awarded.
11. Ability to set-up project start and operational close date (project unavailable for accepting new costs) at line item, contractor, and project levels by authorized individual.
12. Ability to provide approval and status fields (e.g., responsible parties, approval and pending dates, etc.).

## **Cost Accounting - Reporting**

1. Ability to enable user to view expenses incurred but not billed.
2. Ability to enable user to view bills in progress of being paid.
3. Ability to enable user to view bills not paid.

## **Fixed Assets - Depreciation**

1. Have the ability to provide for automatic calculation of depreciation and posting of entries to the General Ledger
2. Have the ability to selectively post depreciation based on asset category, account, status, or other field.
3. Have the ability to allow depreciation to be calculated on either a monthly, quarterly, or annual basis.
1. Have the option to depreciate on a variety of methods (straight line, sum of years digits, double declining balance, etc.)

2. Compute depreciation expense on one basis for financial statement purposes and another basis for internal accounting purposes
3. Provide for depreciation comparisons, such as Last Year Amount, Year to Date Amount, Last
4. Depreciation Amount, etc.)
5. Have the ability to provide the option of having depreciation data updating the General
6. Ledger or being stored in Fixed Assets for information purposes only.
7. Have the ability to allocate depreciation expense to the functions/programs/activities on the Statement of Activities consistent with relevant accounting standards.

### **Fixed Assets - Functionality**

1. Allow the assignment of primary classes to assets. (for reporting and inquiry)
2. Allow the assignment of secondary or tertiary classes to assets. (for sorting and inquiry)
3. Allow both automatic and manual entry creation of an asset into the system
4. Allow for maintenance/improvement adjustments to an asset to increase the value and/or extend the useful life.
5. Track the history of maintenance/improvement on an asset
6. Automatically recognize accounts that are related to capital expenditures. These purchases should automatically roll over purchasing/accounts payable information into the fixed asset system. (Interface from AP & PO to FA)
7. Allow the creation of detailed retirement records in relation to an asset, including sales price, disposal date, method of sale, vendor, address, etc.
8. Allow for tracking multiple funding sources related to one asset
9. Allow for tracking multiple/split expense accounts related to the purchase of one asset
10. Have the ability to allow for the definition of user-defined categories/codes of fixed assets (for location codes, primary class, etc)
11. Have the ability to track the transfer of assets and all associated history
12. Have the ability to maintain detailed property or vehicle records for insurance purposes.
13. Have the ability to maintain cost, insurance, and replacement values.
14. Have the ability to maintain detailed warranty records
15. Allow the interface/integration of the system with other, independent asset management systems.
16. Have the ability to automatically post the appropriate entries for all capital expenditure purchases to fixed asset accounts (with appropriate entries based on whether they are a governmental or proprietary purchase)
17. Have the ability to perform ad-hoc reporting on any field or feature within the fixed asset screens to produce depreciation reports, inventory reports and such
18. Allow for assets to accrue costs while the asset is still under construction, but exclude it from depreciation
19. Allow the association of an asset with an old asset number (in relation to a trade-in, retirement, theft, etc)
20. Allow the ability to link related assets together
21. Provide miscellaneous fields for user defined information
22. Provide sufficient location information fields, such as building, department, room, room description, address, and phone.

23. Track information related to the purchase, such as contract number, purchase order number, bid number, check number, invoice info, vendor, GL account
24. Allow the association of an asset with a responsible person, such as a custodian
25. Provide a notes section to allow free form text entry
26. Allow the attachment of an image to each asset.
27. Allow the user to copy asset information from another, pre-existing asset

#### **Fixed Assets - Controls**

1. Allow the assignment of fixed asset numbers based on a 'seed' number so that numbers will not be skipped or duplicated
2. Interface with receiving so that Finance Department will know when an asset has been received and is ready for tagging.
3. Have the ability to compare actual fixed asset expenditures versus budgeted amount comparisons
4. Restrict the automatic creation of assets based on a minimum dollar amount threshold
5. Generate physical inventory reports by location, cost center, employee name or number, asset type, etc.
6. Provide history of assets by custodian or location
7. Barcode capability with Physical Inventory Input
8. Adequate asset description
9. Separate field for Serial Number, Manufacturer, other identifying marks
10. Ability to export information to Excel
11. Inventory reports that indicate additions and deletions
12. Ability to extract reports by asset class/category

#### **Purchasing – General**

1. Ability to allow departments to view a complete audit trail for requisitions, open purchase orders, invoice payments and other related information.
2. Ability to generate bid tabulations and store bid price and quantify bid data for historic comparison purpose.
3. Ability to track items that are currently out for bid.
4. Ability to provide savings breakdown on bids and quotes.
5. Ability to provide a tracking system that can target bidders' performance, including vendors who consistently do not bid.
6. Ability to use integrated commodity database that can sort by class or description.
7. Ability to provide commodity selection by commodity number or by name.
8. Ability to track and manage contracts from initiation to completion (e.g., update progress of bids/RFPs, bid process, track start date and completion date of projects, 1st and 2nd year of a maintenance contract, contractor compliance, etc.)
9. Ability for the system to perform budget checking during requisition
10. System should provide checks for duplicate orders/payments/invoices
11. Prevent AP the ability to pay on an invoice if receiving has not taken place.
12. Utilize electronic workflow to process, track, edit, review, or approve invoices/vouchers. If disapproved, provide reason code why.

13. Prevent the ability to assign a purchase order number until the purchase requisition has been approved.
14. Ability to establish a tolerance level for overspending on blanket orders.
15. System should display an error message when an inactive or erroneously cost center, account number, vendor ID or any other required field is entered.
16. Ability to reconcile purchase order totals to encumbrance totals
17. Ability to automatically encumber funds during the requisition process.
18. Ability to design customized "Request for Quote", purchase request and purchase order forms
19. Inquiry/view only screens for requisitions/purchase orders
20. Be able to shows status of which items have been received and/or paid for on partials
21. Support "wild card" searches on all data fields.
22. Multiple data retrieval ability by vendor name, invoice number, amount, month, year, purchase order number, commodity and account code with a user friendly search feature.
23. Ability to provide on-line access to open bids, preferred vendors, contract terms, etc. so the user knows what options are available.
24. Ability to enable departments to perform online inquiry to check the status of quotes, requisitions and purchase orders Ability to extract information on the PO to the AP screen.
25. Ability to automatically flag a fixed asset request when the purchase request is created.
26. Ability to interface with bar coding inventory systems.
27. The purchasing module should interface with general ledger, accounts payable, encumbrance, inventory, project ledger, fixed assets, and grant administration.
28. Ability to maintain a stores inventory for office and other supplies on-line and allow departments to view the inventory prior to requisitioning.
29. System should provide multiple addresses for each vendor (billing, remittance, etc.)
30. Present user with all addresses associated with a vendor and allow the user to select desired the address or make corrections.
31. Ability to identify vendors who have won bids and the activity for those bids.
32. Ability to track vendor performance, quality of product delivered and timeliness of delivery.
33. Provide on-line lookup feature for list of potential vendors.
34. Ability to maintain master vendor files, including vendor information and types of commodity/service they can bid on.
35. Ability to create a "to be determined" vendor for purchase requests where the initiator does not know the vendor to be selected.
36. Allow Purchasing staff to change or update addresses on the purchase order when necessary.
37. Ability to print the DBA name on the purchase order, not just the name of the individual.
38. Ability to allow for electronic approval of requisitions with different workflow requirements for each department.
39. Ability to sort requisitions by:
  - date
  - vendor name and ID
  - cost center/department
  - commodity

40. Ability to split requisition into multiple purchase order
41. Ability to combine several requisitions into one purchase order
42. Automatic extension of quantity times price to come up with a total
43. Ability to split requisitions between buyers
44. Ability to track the name and telephone number of the initiator
45. Ability to automatically assign requisitions to buyers.
46. Ability to track buyer workload and be able to display outstanding requisitions by buyer.
47. Ability to automatically notify the Purchasing Department/Purchasing Officer that there are open requisitions ready to be processed.
48. The "entered by" or "requestor" field should be automatically populated when the data entry staff logs on to the system.
49. Provide on-screen display of a running total of line items to avoid errors during data entry of requisitions.
50. Provide a "comments" field that has the option to either print or not print on the purchase
51. Order Ability to store descriptive information on the purchase order document, including vendor name and address, shipping instructions, special instructions, and a menu of Terms & Conditions.
52. Provide a separate screen for notes to document any pertinent conversations between the buyer and the vendor. This note section should be time stamped and should have security features.
53. The description field of a purchase order should have word-wrap capabilities.
54. Ability to generate single or multi-page purchase orders
55. Allow numerous line items to be charged to a single account and a single line item to be charged to multiple accounts.
56. Automatic assignment of purchase order number (with override ability)
57. Ability to revise and cancel purchase orders
58. Need to include "ship to" address on purchase order
59. Ability to create term contracts
60. Ability to automatically generate a purchase order from on-line requisitions.
61. Ability to track purchase orders and payments issued against blanket orders.
62. Ability to track discounts offered by vendor with automatic notification as items are requisitioned from each department.
63. Ability to allow buyers to override either user specified or system generated vendors and prices.
64. Allow for either centralized or decentralized processing of receipt of goods and services.
65. Ability to process changes to purchase orders without having to re-enter purchasing information.
66. Ability to track a purchase order, particularly when a change is made, so that all users of the purchase order are alerted to the change.
67. Ability to provide for immediate printing of the purchase order.
68. Ability to electronically transmit purchase orders to Vendors.
69. Provide a field for the delivery location on a purchase order.
70. System should maintain historical information for change orders.

71. The ability to perform on-line receiving. (Must have the ability to accommodate different business rules.)
72. Ability to allow for the tracking of items received and the recording of goods returned to the vendor.
73. Provide an automated back order system that informs the requisitioning department of all open back orders and shipping dates.
74. Ability to input the anticipated ship date and the actual receiving date
75. Prevent receipt of goods or services until purchase orders have been completed and printed by the Purchasing Department
76. Reports on number of outstanding requisitions and purchase orders
77. Be able to report on vendor history and activity analysis
78. Ability to run year to date reports for vendors
79. Ability to provide real time purchasing reports showing goods requested versus goods ordered and available balances.
80. Ability to provide complete on-line and hard copy reporting of purchase orders issued and goods received.
81. Ability to create customized reports with report name and description
82. Online help for report generation.
83. For all reports, encumbrances should decrease as purchases are made.
84. Provide a report whereby the users can select the number of purchase orders created during a specific date range.
85. Provide payment history and status report by vendor
86. Provide receiving reports
87. Be able to report and inquire purchasing activities by:
  - vendor name and ID
  - funding source
  - by date
  - ordering site/department
  - commodity
88. At a minimum, detailed transaction report should include the following:
  - Cost center number and description
  - vendor number and name
  - account number and description
  - check number
  - purchase order/contract number
  - requisition number
  - paid status
  - check release date
  - check pickup/mail date
  - invoice number
  - invoice date
  - paid amount
  - optional parameters

- report header (run date, business date, name of report, parameters selected, user name, page number, etc.)
89. Retain our current expense/revenue report format. At a minimum, the fields should include:
- cost center
  - account number
  - account description
  - carryover (prior year revenue and expenditure)
  - ending date (default = fiscal year end date)
  - beginning date (default = fiscal year begin date)
90. Provide an encumbrance report with flexible selection criteria. At a minimum, the users should be able to select by:
- date range (not just end date)
  - vendor name
  - vendor ID
  - requisition number
  - purchase order/contract/blanket number
  - dollar amount
  - status (purchasing stage)
  - buyer name with phone extension.

## **Cash Management - General**

1. Seamlessly integrate all cash, check and credit card transactions.
2. Allow sorting of transactions by either type or date
3. Allow the ability of pooling cash for all participating funds and maintain "claim on cash" balances either at the fund level or a user designated organizational level. The sum of "claim on cash" for all the participants should equal to "pooled cash".
4. Allow quick marking of transactions that have cleared the bank by allowing the selection of either single transactions or entire ranges of transactions
5. Automatically post reconciliation adjustments to the General Ledger
6. Provide on-screen reconciliation summary information, such as adjusted bank balance, adjusted book balance, difference, number of cleared payments, cleared payments total, number of cleared deposits and cleared deposits total.
7. Allow the reconciliation of multiple accounts at the same time
8. Allow the users to selectively view transactions by status, check date, or other field data.
9. Allow the posting of interest income and service charges to the GL during reconciliation
10. Automatically match cancelled checks from the bank statement to the system by check amounts, check number, and bank ID.
11. Allow automatic upload of bank statements into the system
12. Allow controlled direct update of check or deposit information
13. Allow the users to query a group of records from the system and update them all simultaneously with a chosen event date (cancelled date).

14. Have the ability to stale date checks automatically based upon the difference in the amount of days between check issuance and the current date
15. Allow the user to selectively purge transactions from the system
16. Receive automatic updates for each check printed, reprinted, handwritten, void or reversed from the Payroll or Accounts Payable subsystems.
17. Receive automatic updates for each deposit made from the Cash Receipts subsystem.
18. Log all transactions related to any given document, such as Issue Date, Review Date, Stop Date, Cancel Date, Reverse Date, etc.
19. Allow association of a replacement check number with the original check
20. Provide for the creation of an unlimited number of bank accounts and cash accounts
21. Distinguish between the different types of checks issued
22. Ability to automatically clear interfund transactions by increasing or decreasing the "claim on cash" account.
23. Ability to allocate interest income earned in the "pooled cash" account using a user-defined formula (erg: based on average daily cash balance)
24. Ability to allocate any bank service charges incurred by the "pooled cash" account using a user-defined formula.
25. Ability to pool investments for all participating funds to maximize interest earnings
26. System must offer password secured access
27. Provide audit trails

### **Cash Management - Reporting**

1. Provide a check listing by bank ID and check number
2. Allow drill down function to the originating transaction (deposit, check, or other bank transaction)
3. Provide a listing of deposits with detail information
4. Provide a summary listing of deposit information
5. Provide a list of cancelled checks
6. Provide a history report on any given document
7. Provide a list of outstanding checks
8. Provide a check history by Vendor
9. Provide a report of unclaimed funds

### **Accounts Payable – General**

1. System should allow new vendor set up during invoice positing
2. System should allow entering invoices into AP batches on-line with control totaling
3. System should automatically generate unique AP batch numbers
4. System should allow correction to the distribution of an invoice without reentering the invoice prior to general ledger distribution
5. System should allow processing debit and credit memos when it's received from vendors
6. System should allow posting debit/credit memos to the General Ledger automatically
7. System should allow to reference a debit/credit memo to multiple vendor invoices

8. System should allow selecting invoices for payment by due date range, and payment date, AP batch numbers, etc.
9. System should allow generating Payment to multiple vendor invoices on one check
10. System should support multiple payment types (e.g., system check, wire transfer, etc.)
11. System should provide on-line warning if total payment amounts exceed invoice amount
12. System must Flag duplicate vendor invoices to preclude generating a check
13. System should provide automatic balancing control of the data entry
14. System should support on-line inquiries for invoice-by-invoice number, invoices by check number and invoices by vendor number
15. System should allow processing stop payments and voids
16. System should distribute expenses at the gross dollar total level
17. System should allow for Processing over shipments
18. System should provide on-line AP data entry validation as well error correction and reentry of information.
19. System should allow generating Cash Disbursements Journal, which lists each payment made and the general ledger accounts affected
20. System should allow creation of fixed or variable recurring payments with option of end date and separate payment cycle
21. System should be able to handle purchase orders with nominal (approximate) quantities specified
22. System should allow processing inter-fund payables entries
23. System should allow receiving file records created when an item is received should be matched to subsequent vendor invoices entered and a purchase price variance calculated and compared to user defined tolerance
24. System should allow tracking of all changes to invoice adjustments/cancellations
25. System should allow for Automatic calculation of an estimated payment date or estimated receipt date as part of the AP process
26. System should provide user-defined aging categories
27. System should age payable invoices based on the invoice date
28. System should apply prepayments to specific invoice line items with balance reflecting the total net amounts to be paid
29. System should allow checks drawn on multiple bank accounts or on a single bank account
30. System should prevent payment to vendors with debit balances
31. System should allow multiple partial payments against an invoice up to the total dollar value of the invoice.
32. System should allow processing installment and lease payments
33. System should allow users to override the invoice amount in the case of discrepancies, and identify the invoice as paid in full
34. System should allow only authorized users to accept invoice prices that differ from vendor contract price. Also, allow only authorized users to override contract pricing, and provide contract
35. System should allow A/P users to select invoices for payment based on invoice due date within specified date range.
36. System should allow for creation of multiple cash AP inter-fund accounts

37. System should allow A/P users to select bank accounts for disbursements, including reviewing multiple bank accounts to determine the proper account from which to issue checks
38. System should allow Scheduling of payments and printing checks
39. System should allow the Accounts Payable module to post to the general ledger in summary the entire accounts payable distribution, manual check distribution, and cash disbursements distribution.
40. Ability to electronically transmit user-defined purchase order information from Purchasing Department and receiving location to Accounts Payable Department.
41. System should allow users to perform electronic matching of purchase order and user-defined invoice information.
42. System should provide ability to sort checks by vendor number, by user-defined sequence within bank account number, or by vendor name
43. System should allow for voiding checks online and reverse the payment from the master file
44. System should allow for restarting of the check printing process with automatic restart option
45. Ability to print check stubs with user-defined information such as invoice number(s), invoice line item(s), invoice amount(s), discount taken, vendor name, number, purchase order number or any other AP data field.
46. Ability to print check stub detail on successive check stubs, if necessary, and void successive checks
47. Computer system should be printing the check numbers on the blank check stock.
48. System should print a report Identify all gaps in the check sequence
49. Ability to perform reconciliation of voided, canceled and returned checks on-line or in batch
50. Ability to perform automatic reversal of posted amounts and distributions, and generate accounting adjustments for voided checks.
51. System should automatically print a listing of printed checks after each check printing cycle.
52. This is a control list of checks printed.
53. Ability to print Manually Prepared Check Journal sequenced by check number to provide an audit trail to support the summary entry in the general ledger.
54. Ability to generate a "Check Register" – The check register should be printed after each check run and should be sequenced by check number. This report should provide information on paid invoices such as: invoice gross amount, discount amount, net amount, vendor name/ID number, showing totals for each check number.
55. Ability to print a report showing the outstanding checks
56. Ability to manually void or reconcile a series of checks
57. Ability to receive an electronic data on cleared checks from the bank to perform bank reconciliation.
58. System should provide ability to withhold checks to vendors even though the invoice is due
59. Ability to generate Check Reconciliation Report. This report is printed upon demand in check number sequence, showing detail on all outstanding checks.
60. Ability to generate paperless wire transfers and ACH transactions.
61. Ability to flag checks such as: negative checks and zero checks.

62. Ability to prevent printing blank checks, negative checks and zero checks.
63. System should allow for one-time or temporary vendors
64. System should maintain vendor payment records on-line for current, year-to-date and prior years.
65. System should accumulate year-to-date purchases by vendor
66. Ability to print the list of vendors upon request based on user specified format such as: vendor ID number, alphabetical, or year-to date purchase amount (dollars or quantity) sequenced by product line.
67. Ability to generate Vendor Analysis report.
68. This report is printed upon request and should show various breakdowns of activity by vendor (quantity, product line, type) for the current period and year-to-date, and provide a comparison to the previous year's figures.
69. Ability to generate Purchase Analysis report.
70. This report is generated by vendor (Names or ID numbers) showing budgeted items, quantities and dollars purchased, actual items, budget-to-actual purchasing variances, dates purchased, delivery performance, comparisons to prior periods/years.
71. Ability to generate Vendor Shipping Performance report. The report lists by vendor, due dates for delivery, actual dates of delivery, item short shipments, incorrect items shipped, etc.
72. The vendor master file should be shared between Purchasing and Accounts Payable only at the inquiry level. An authorized person in the accounts payable department must do any updates or changes to the vendor master file.
73. The following items are needed in setting up new vendors in the vendor master file:
  - Vendor Name
  - Vendor number (alpha or numeric) and address
  - Vendor remit-to-address/ ship to address
  - Vendor Multiple ship to addresses
  - Vendor Telephone
  - Vendor facsimile
  - Vendor contact person
  - Vendor email address
  - Vendor type (e.g., merchandise, non-merchandise, temporary)
  - Vendor bank account number for electronic funds transfers
  - Vendor bank terms/contract information
  - Internal customer number (e.g., number by which we are referenced in the vendor's customer file)
  - Vendor TIN Number
  - Last payment date
74. Automatically purge vendors after a user specified period of inactivity, only if the vendor balance and purchase commitments are both equal to zero
75. Ability to run reports on inactive vendors. It should list vendors with no activity for a user specified period of time
76. Track all changes to vendor master Identify selected vendors as "critical" for payment scheduling purposes

77. Deactivate discounts for specific vendors
78. Create system-controlled limits on vendor transactions, total dollar purchases, etc.
79. Search by buyer number and name
80. Definition and description of each stage in the purchasing process should be available within the system.
81. AP Voided Check Log
82. AP Stop Payment Check Log
83. Multiple people should be able to view the same vendor simultaneously, but restrict maintenance of vendor to authorized personnel.
84. Ability to run Vendor Payment Listing by fiscal year and quarter. Should be able to sort by vendor, check date and check date. In addition, the report should provide invoice number and amount.
85. AP system must use invoice date from which aging report is calculated.
86. Allow multiple users to post to the system without locking it up.
87. Ability to run various vendor reports
88. Ability to run cash requirement report
89. Ability to run vendor payment history report.
90. Ability to inquire on status of payment
91. Ability to schedule invoices for payment based on Vendor terms, future dated invoices, etc.
92. Ability to accommodate "one-time" vendors and identify them as such.
93. Ability to process invoice information, including invoice number, amount, payment date, and transaction number, if applicable.
94. Ability to generate checks on a daily, weekly, monthly or user defined basis.
95. Ability to produce a reconciliation activity report showing all the daily on-line update activity in the system.
96. Ability to provide invoice tracking for pending department/agency approvals.
97. Ability to produce a monthly report of all cleared checks by check type and by fund.
98. System should differentiate between payments that are due immediate vs. payments that are on hold.
99. System should allow split of several invoices on an obligation
100. System must allow generating outstanding accounts payable report.
101. The invoice date must be a required field so that it can be used as a search criteria for reporting
102. The aging report must be using the invoice date to give an accurate A/P aging report
103. The system must allow holding a credit memo on the vendor file for future off-set
104. The system must allow the invoice number to be used for inquiry purposes on imported transactions.
105. Ability to make changes to the vendor file once the payment has occurred. Example: flag inactive, delete A/P system should allow running reports by check date, fiscal year or any user-defined period. Regardless of when payments were processed.
106. Ability to verify existence of key documents to support the voucher prior to submittal – insurance certificates, performance bonds, etc.
107. Provide status of any submitted voucher or fund or project to review payments to date and committed funds.

108. Ability to place vouchers on hold and to enter reasons for hold.
109. Retain history of voucher numbers after payment and/or period end to avoid duplicate voucher numbers. Ideally, system generates voucher numbers and does not allow duplicate numbers to be used for A/P vouchering.
110. Ability to remove entered voucher if it has not been properly submitted for payment with corresponding audit trail, and to record reason for change.
111. Ability to consolidate multiple invoices from one vendor and pay with one voucher.
112. Ability to maintain open invoice records until paid in full (for unpaid and partially paid vouchers).
113. Ability to develop vouchers to partially pay invoices.
114. Ability to link owner invoice with subcontractor invoices to correlate the payment received from the owner to the payments made to the subcontractors.
115. Ability to warn possible duplicate vendor entries even if entry is not an exact match (e.g. Ace Plumbing vs. Ace Plumbing Inc).
116. Ability to delete vendors as required with option of retaining or deleting history.
117. Retain vendor history including current period, year to date and all prior history.
118. Ability to suspend and restart payment for specified vendors, parent vendor groups, contracts or work orders for user defined duration.
119. Ability to record estimates and maintaining a history of changes by contractor and project.
120. Ability to track invoices to vouchers and vice versa, and flag if amount paid is different than original voucher submitted.
121. Ability to process one-time vouchers for noncontract and non-project invoices.
122. The ability to accumulate multiple invoices on a single voucher and/or group payments for remittance based on selected criteria (i.e., payment due date).
123. The ability to automatically calculate payment due date from receipt of goods/services or invoice, and allow for user override.
124. The ability to identify the organizational unit or agency originating a voucher.
125. The ability to flag and report duplicate purchase orders and invoices.
126. The ability to generate multiple vouchers from a single invoice or request for payment.
127. The system must include provisions to allow multiple invoices processing on a single contract or purchase order without the potential for overpayment (paying twice for the same item).
128. Ability to generate voucher for progress payment indicating: item number, description of material or services, quantities, unit price, line item total for the voucher and total-to-date for the given contractor or project.
129. Ability to verify existence of all required documents for preparing a progress payment voucher.
130. Ability to generate a receiving request.
131. Ability to inhibit specified users from modifying invoice data once the invoice has reached approval status through project manager release.
132. Ability to record an invoice for partially received material or for over shipments of material.
133. Ability to enable user to view bills in progress of being paid.

134. Ability to enable user to view bills not paid.
135. The ability to pay a vendor automatically on one warrant for multiple invoices with different pay dates.
136. Ability to select or not to select vendors for payment by due date.
137. Ability to input an invoice in the system without a receiver in the system.
138. Ability to sort report by vendor, by dollar amount, or provide year-to-date vendor information.
139. Ability to perform electronic matching of purchase orders, receiving reports, and vendor invoices three (3) ways.
140. Ability to quickly select line items on purchase orders for receiving.
141. Ability to force a decision to keep a purchase order open or close it out.
142. Ability to process travel vouchers automatically with electronic approval.
143. Ability to allow for virtually unlimited multiple addresses for each vendor.
144. Ability to provide for the establishment of discount and payment terms for each vendor.
145. Ability to allow for invoice data to be processed on-line.
146. Ability to automatically retrieve vendor name and address, goods ordered and received, and unit prices based on purchase order number.
147. Ability to automatically calculate applicable discounts and payment date.
148. Ability to allow on-line changes to the retrieval data.
149. Ability to allow for the addition of freight and bulk charges.
150. Ability to calculate multiple taxes, as appropriate, by item.
151. Ability to calculate tax rebates at the time of invoice entry.
152. Ability to provide automatic on-line budget account validation, as well as funds availability.
153. Ability to automatically liquidate associated encumbrances as invoices are processed.
154. Ability to automatically calculate payment due date to take advantage of available discounts.
155. Ability to provide for the issuance of “on demand” checks that automatically update the General Ledger and liquidate associated encumbrances.
156. Ability to automatically handle recurring payments.
157. Ability to establish “one-time” vendors.
158. Ability to provide a complete bank reconciliation process including the matching of outstanding and cleared checks with issued checks.
159. Ability to provide document history retrieval on-line, linking requisitions, bids, purchase orders, packing slips, stores issues, invoices, checks, returned goods, and received goods.
160. Ability to prevent the entry of an invoice that would cause the cumulative invoiced amount to exceed the contract or purchase order value.

#### **Accounts Payable – Reports**

1. Ability to generate a report of open and closed vouchers based on user-criteria, such as daily or weekly time period, fund number or project code.
2. Ability to generate a complete on-line reports and hard copy reporting of Accounts Payable activity.

3. Ability to allow for on-line inquiry of all Accounts Payable by fund, organization, account and program.
4. Ability to make adjustments to posted transactions in the system, so that the transaction is affected in both AP and GL.

### **Budgeting (Operations and Schemes) - General**

1. Hierarchical structures can be defined that allow for reporting of individual as well as aggregate revenues and expenditures.
2. An audit trail (including time and user identification) is maintained automatically reflecting all budget entries, including Schemes Funding receipts and payents.
3. Ability to perform budget modifications and maintain an audit trail of modifications.
4. Budget request data can be entered easily and/or copied forward from a user defined period.
5. Ability to compute “what if” scenarios using actual budget data or adjusted budget data compared to actual expenditure data or adjusted expenditure data in any combination.
6. Capabilities allow users to develop budget forecasts using base-year budgets.
7. Ability to accommodate various budget recording methods such as increasing, decreasing, or replacing existing budgets (e.g., versions, revisions, or changes in a grant agreement).
8. Ability to perform a variety of revenue, expenditure, and fund balance forecasting including the ability to perform fee analysis.
9. Ability to create, modify, and establish a budget for a specific project/ scheme and component of a project/scheme.
10. Ability to develop budget for grants and funds with different fiscal years
11. Capabilities allow forecasts to be expressed in terms of percentage increases or decreases.
12. Capabilities provide a process to apply inflation factors to a budget model.
13. Subsequent proposals and changes to budgets can be analyzed without affecting current budgets.
14. System has the capability of posting to either of two fiscal years during the lapse period.
15. Provides the ability to enter budget requests on-line.
16. System should provide online worksheet to facilitate preparation of budgets. Information from a user defined period should flow into this worksheet.
17. Allows budgets or budget items to be frozen at a certain level of approval to prevent further change by the projection percentage during the revision process.
18. Provided the ability to make mass adjustments to budget line items throughout the comprehensive budget.
19. Ability to budget at account and sub object level.
20. Ability to budget by position based on interactivity with HR and Payroll
21. Ability to approve budgets through on-line approval.
22. Ability to provide dollar and percentage change techniques by budget line item or line item group to simplify budget preparation.
23. Ability to specify the basis for computing the budget based on user defined criteria (e.g., salary, total labor cost, billing rates, etc.)
24. Ability to allocate budgets across departments for the same line item as well as roll up to one total cost.

25. Ability to perform reallocation and tracking of budgets by funding source
26. Ability to perform reallocation and tracking of budgets by individual projects and schemes.
27. Ability to perform reallocation and tracking of budgets by fund number.
28. Ability to track actual project/scheme costs and compare with budgeted project costs (adjust if reallocations are made).
29. Ability to track expenses by categories and allocate cost to project cost accounts as required.
30. Ability to perform user-defined allocations for payments (reimbursements) to various funding categories for government reimbursements.
31. Ability to accommodate contingency line items in budgets.
32. Allows budgets or budget items to be frozen at a certain level of approval to prevent further change by the projection percentage during the revision process.
33. Provided the ability to make mass adjustments to budget line items throughout the comprehensive budget.
34. Ability to budget at account and sub object level.
35. Ability to budget by position based on interactivity with HR and Payroll
36. Ability to approve budgets through on-line approval.
37. Ability to provide dollar and percentage change techniques by budget line item or line item group to simplify budget preparation.
38. Ability to specify the basis for computing the budget based on user defined criteria (e.g., salary, tuition, allowance, accommodation rates, etc.)
39. Ability to allocate budgets across departments for the same line item as well as roll up to one total cost.
40. Ability to perform reallocation and tracking of budgets by funding source
41. Ability to perform reallocation and tracking of budgets by individual projects
42. Ability to perform reallocation and tracking of budgets by fund number.
43. Ability to track actual project costs and compare with budgeted project costs (adjust if reallocations are made).
44. Ability to track expenses by categories and allocate cost to project cost accounts as required.
45. Ability to perform user-defined allocations for payments (reimbursements) to various funding categories for state and federal reimbursements.
46. Ability to accommodate project contingency line items in budgets.
47. Ability to establish a tolerance level for budget warning
48. Ability to display a warning notice when transactions are proposed for accounts whose budgets have been exceeded.
49. Ability to set spending controls at various levels relating to funds available for expenditures.
50. Ability to check for unauthorized charges against budgeted line items on a timely basis.
51. Ability to provide on-line approval of proposed budgetary transactions.
52. Ability to deny financial transaction if budgetary amount is not adequate to cover the transaction being posted.
53. Ability to determine sufficiency of funds prior to processing change orders.
54. Ability to monitor (through rules and/or procedures) for erroneous charges.

55. Ability to permit the modification of encumbrances (e.g., increase, decrease, or cancel) and produce an audit trail of the transaction.
56. Ability to track the original amount, current amount, payments made, and remaining balance for an encumbrance.
57. Ability to allow for pre-encumbrance and/or encumbrance before a contract or purchase order is awarded.
58. Ability to provide liquidation of encumbrance when final payment is made against an account when specified by project manager.
59. Ability to automatically close encumbrances with appropriate journal entries for year-end financial reporting.
60. Ability to encumber on-line against available appropriation balance to reduce the corresponding spending allocation.
61. Ability to flag a warning for Non-Sufficient Funds (NSF) condition when vouchers exceed encumbered funds.
62. Ability to perform standard encumbrance accounting activities.
63. Ability to track current year and inception-to-date allocation and authorization amounts in the budgetary accounts.
64. Budget data can be established and maintained on-line for any number of past, present, and future years.
65. Actual revenue and expenditure data can be stored and retrieved on-line for any number of past years.
66. Ability to have centralized viewing capabilities for entity-wide sorting and roll up of all budget information.
67. Ability to view the detail charges of actual spending or encumbrance amounts on-line.
68. Ability to have all prior history for actual spending and budgets available on-line for multiple years. Approved budget is automatically recorded for use by general ledger in new fiscal year.
69. Ability to use workflow for budget approval and calendaring
70. Ability to roll up department or grant budgets to the fund level.
71. Ability to accommodate the transfer of funds between budgeted line items.
72. Budget projections can be made for multiple years according to user-defined parameters.
73. Intermediate and final budget reports are available.
74. Allows monthly and quarterly budget figures to be established, if desired.
75. Ability to keep multiple budget years open at one time.
76. Ability to identify budgets by original budget, first revised budget, second revised budget, third revised budget etc.
77. Ability to maintain as many sub-budgets and program budgets for certain line items and projects as needed.
78. Ability to create and maintain multiple budget versions
79. Ability to create an on-line long-term capital budget that is integrated with purchasing, accounts payable, budgeting, and project management.
80. The ability to put budget processing for certain line items on hold. (flag budgets on hold)
81. Ability to create cost centers in the Budget module before they are created in the GL to accommodate non-approved budgets that should not carry forward to the GL

## **Budgeting - Reporting**

1. Ability to produce budget to actual reports online.
2. Ability to provide centralized monitoring of spending, budget preparation process, and available balances.
3. System has capability to produce comprehensive management and budget reporting.
4. System has capability to produce both standard and ad hoc reports as well as allow for the use of standard statistical and logically functional packages so that research and analysis can take place.
5. System has capability to produce internal reports of an organization unit as well as government-wide reporting
6. Ability to allow the comparison of budget (spending plan) to actual obligations and expenditures, including a variance and percentage variance.
7. Ability to provide variance reports illustrating budgets versus appropriations versus actual encumbered amounts to the respective budgets.
8. System must be able to report on cost centers by the date any budget modification is received
9. Reports should have a "to and from date", with the default being our fiscal year.
10. Need to be able to generate exception reports or criteria-driven reports (e.g. accounts that are 75% expended at mid-year)
11. The system should allow users to run reports at a high level and drill down to lower levels
12. Ability to create the final budget document online in its finished form.
13. Image of invoice, timesheets and other source documents attached to records and accessible on-line by drilldown Invoices and time sheets?
14. Are these usually in budget reporting?
15. Cost allocation rates can be assigned to specific range of dates for individual cost centers and/or other user-defined criteria.
16. Cut and paste features or easy export to Excel, Access, or other software programs.

## **Schemes Fund Cash Management - General**

1. Seamlessly integrate all types of transactions.
2. Allow sorting of transactions by either type or date
3. Allow the ability of pooling cash for all participating funds and maintain "claim on cash" balances either at the fund level or a user designated organizational level. The sum of "claim on cash" for all the participants should equal to "pooled cash".
4. Allow quick marking of transactions that have cleared the bank by allowing the selection of either single transactions or entire ranges of transactions
5. Automatically post reconciliation adjustments to the General Ledger
6. Provide on-screen reconciliation summary information, such as adjusted bank balance, adjusted book balance, difference, number of cleared payments, cleared payments total, number of cleared deposits and cleared deposits total.
7. Allow the reconciliation of multiple accounts at the same time
8. Allow the users to selectively view transactions by status, check date, or other field data.

9. Allow the posting of interest income and service charges to the GL during reconciliation
10. Automatically match cancelled checks from the bank statement to the system by check amounts, check number, and bank ID.
11. Allow automatic upload of bank statements into the system
12. Allow controlled direct update of check or deposit information
13. Allow the users to query a group of records from the system and update them all simultaneously with a chosen event date (cancelled date).
14. Have the ability to stale date checks automatically based upon the difference in the amount of days between check issuance and the current date
15. Allow the user to selectively purge transactions from the system
16. Receive automatic updates for each check printed, reprinted, handwritten, void or reversed
17. Receive automatic updates for each deposit made from the Cash Receipts subsystem.
18. Log all transactions related to any given document, such as Issue Date, Review Date, Stop Date, Cancel Date, Reverse Date, etc.
19. Allow association of a replacement check number with the original check
20. Provide for the creation of an unlimited number of bank accounts and cash accounts
21. Distinguish between the different types of checks issued
22. Ability to automatically clear interfund transactions by increasing or decreasing the "claim on cash" account.
23. Ability to allocate interest income earned in the "pooled cash" account using a user-defined formula (erg: based on average daily cash balance)
24. Ability to allocate any bank service charges incurred by the "pooled cash" account using a user-defined formula.
25. Ability to pool investments for all participating funds to maximize interest earnings
26. System must offer password secured access
27. Provide audit trails

### **Cash Management - Reporting**

1. Provide a check listing by bank ID and check number
2. Allow drill down function to the originating transaction (deposit, check, or other bank transaction)
3. Provide a listing of deposits with detail information
4. Provide a summary listing of deposit information
5. Provide a list of cancelled checks
6. Provide a history report on any given document
7. Provide a list of outstanding checks
8. Provide a check history by HEI
9. Provide a report of unclaimed funds

### **Schemes Funds – Allowance Payments**

1. Ability to import enrolment data uploaded by HEIs
2. Ability for TSLB staff to upload enrolment data from back end
3. Ability to determine study load, after removing repeated and bridging units

4. Ability to allow allowance payment for units repeated for the first time
5. Ability to automatically identify and remove second repeats for allowance payment.
6. Ability to determine the amount of allowance payable to students on Trimester, Semester, Penster and other modes of study
7. Ability to lock maximum amount of allowance payable to students
8. Ability to raise requisitions electronically
9. Ability to raise payment vouchers electronically only after requisitions has been approved by Manager Student Services and Manager Finance.
10. Ability to pay allowances in batches (of students)
11. Allow allowance payment in installments
12. Allow for adjustments in allowance when students drop units or enroll in more units
13. Ability to lock student's accounts for further allowance payment once maximum eligibility for a term has been paid
14. Allow changes to allowance eligibilities to be fixed and can only be changed by a senior officer.
15. Ability to keep a log of all changes done to allowance eligibilities

### **Schemes Funds – Methods of Disbursements**

1. Ability to facilitate allowance payments via cheese, online bank transfer and via Vodafone M-Paisa platforms.
2. Ability to capture data from unsuccessful transfers and payments
3. Ability to provide reports for unsuccessful transfers and payments
4. Ability to alert payments officers to check and correct transfer details for reattempting transfer
5. Ability to Debit Cash at Bank in case transfer details cannot be rectified
6. Ability to send notifications to students to provide correct transfer details such as valid account number and/or M-Paisa phone number registered under the student's name
7. Ability to carry out reconciliation procedures to reconcile the amount of requiring raised, funds successfully transferred and funds Debited to Cash at Bank.

### **Scheme Funds – Tuition Processing**

1. Ability to read data from invoices uploaded by HEIs
2. Ability to upload HEI invoices from back end
3. Ability to compare invoices against HEI tagging list and generate reports on anomalies identified
4. Ability to calculate total amount due for each student, by HEI and by Scheme
5. Ability to raise tuition payment requisition by HEI and by Scheme
6. Ability to record data by HEI, Student, Units paid for, Hostel, General Service fee etc.
7. Ability to tag repeat units and allow payment for units repeated for the first time.
8. Ability to lock units after first repeat and any subsequent repeats not to be paid for.
9. Ability to keep record of the following information for all students: all units done, all types of fees paid, change in programs, change in HEI
10. Ability to consolidate student information taking into account any and all changes after initial TSLB sponsorship

11. Ability to escalate requisition for Section Head, Manager, Finance and CEO approval
12. Ability to process cheques electronically
13. Ability to post payments to students account (and Cash at Bank) after tuition and other fees is paid to students

## **Scheme Funds – Overseas Payments**

### **Allowance - Donor Funded Scholarships, Existing Scholarships, TELS and NTS**

1. Ability to process payments automatically before it falls due
2. Ability to keep track of entry and exit time for each students to prevent any overpayments
3. Ability to set upper limits on amount of allowance payable to each student
4. Ability to send system generated e-mails to get foreign exchange quotations
5. Ability to enter FX rates
6. Ability to raise payment requisitions electronically and escalate to relevant levels for authorization
7. Ability to raise cheques electronically and print after approvals
8. Ability to automatically produce a system generated Telegraphic Transfer form for the selected service provider
9. Ability to enter and amend donor funded student details
10. Ability to post payments to student accounts and cash at bank after payments have been processed.
11. Ability to allow, set limits to and process other types of allowance such as research allowance, OHSC fees and establishment fees.

### **12. Tuition Payment - Existing Scholarships, TELS and NTS**

13. Ability to read from invoices received from overseas HEIs
14. Ability to allow for invoice entry from back end
15. Ability to keep record of HEI details for fee payment
16. Ability to keep track of entry and exit time for each students to prevent any overpayments
17. Ability to send system generated e-mails to get foreign exchange quotations
18. Ability to enter FX rates once received and deal confirmed
19. Ability to raise payment requisitions electronically and escalate to relevant levels for authorization
20. Ability to raise cheques electronically and print after approvals
21. Ability to automatically produce a system generated Telegraphic Transfer forms of the selected service provider
22. Ability to enter and amend HEI details
23. Ability to post payments to student accounts and cash at bank after payments have been processed.

## **Scheme Funds - Reporting**

1. Ability to produce budget to actual reports online; by Scheme or by HEI or by a combination of both

2. Ability to provide centralized monitoring of scheme funds disbursements, budget preparation process, and available balances.
3. System has capability to produce comprehensive management and budget reporting.
4. System has capability to produce both standard and ad hoc reports as well as allow for the use of standard statistical and logically functional packages so that research and analysis can take place.
5. System has capability to produce internal reports of an organization unit as well as government-wide reporting
6. Ability to allow the comparison of budget (spending plan) to actual obligations and expenditures, including a variance and percentage variance.
7. Ability to provide variance reports illustrating budgets versus appropriations versus actual encumbered amounts to the respective budgets.
8. System must be able to report on each Department by the date any budget modification is received
9. Reports should have a "to and from date", with the default being our fiscal year.
10. Need to be able to generate exception reports or criteria-driven reports (e.g. accounts that are 75% expended at mid-year)
11. The system should allow users to run reports at a high level and drill down to lower levels
12. Image of invoices and other source documents attached to records and accessible on-line by drilldown Invoices and other documents?
13. Are these usually in budget reporting?
14. Cost allocation rates can be assigned to specific range of dates for individual cost centers and/or other user-defined criteria.
15. Cut and paste features or easy export to Excel, Access, or other software programs.

### **Data Conversion – General**

1. Ability to convert detailed and/or transactions for at least 5 years
2. Ability to review and validate conversion data before and after conversion.
3. Ability to identify errors in the conversion file(s)
4. Ability to evaluate, review data and mapping information before actual conversion.

### **IT - General System**

1. Ability to interface with multiple systems internal and external to the individual departments.
2. Ability to provide the individual departments the necessary version control software and licenses to manage, merge, test, migrate, and integrate any version/release upgrades of application software. Departments must be able to easily merge their changes.
3. Ability to provide for separate and distinct environments supporting software design life cycle phases: Vision, configuration, development and testing, training, and production.
4. Deliver, prior to implementation, the necessary licenses and software of each commercially available third party software application used in conjunction with the proposed system, database system, system development support tools, and query tools.

5. Access any financial database from any network attached client platform by any user with the appropriate access authorization privileges.
6. Integrate financial database structures as a uniform and authoritative source of financial data to all interfacing applications and all authorized ad hoc query requests.
7. Provide for systems modules that are fully integrated with one another to avoid redundant data entry and which allow for drill down and hierarchical data summaries
8. Ability to support purging of individual, project-specific data from all relevant system modules.
9. Ability to incorporate workflow functionality.
10. Ability to integrate with word processing, spreadsheet, and database documents.
11. Ability to attach imaged documents.
12. Ability to accommodate narrative on selected screens.
13. Ability to track documents submitted for approval and review with a time/date stamp.
14. Ability to optically image voucher documentation for later verification.
15. Ability to provide automated records management and/or document management for logging, routing and electronic archiving of documents.
16. Ability to incorporate an audit trail of all transactions.
17. Ability to customize fields for proposed or unanticipated requirements.
18. Ability to record the status of workflow and approvals for documents.
19. Ability to customize fields and look-up tables.
20. The system must provide an on-line inquiry access to any transaction.
21. Ability to meet Year 2000 compliance for all software and hardware within deadline constraints including a Year 2000 warranty?
22. Ability to interface with current desktop OS: (#) PCs running (list OS)
23. What is the primary hardware platform for the software system?
24. How many people are dedicated to the help desk function?
25. How many people are dedicated to technical functions? (People who write applications, code, perform database conversions, etc.)

## **IT - Networking (LAN, WAN, Wireless)**

1. Ability to automatically handle arrears and retroactive processing based on a variety of options.
2. Ability to run on current network operating systems: (name it)
3. Ability to accommodate TCP/IP protocol
4. Ability to interface with current network topology, cabling and hardware: (list)
5. Ability to interface with current desktop protocols: (list)
6. Ability to interface with current desktop network hardware: (list)
7. Ability to interface with current WAN connectivity.
8. Ability to interface with current printing tools: (list)
9. How many people are dedicated to the function of security, setting up new users, restriction access, etc. (This includes hardware and software security).

## **IT - Security Control**

1. Ability for employees to charge time to a specific program or project and specify the type of work performed.
2. Support profile based privileges such that database access privileges may be assigned to a named individual and collection of users having the same functional role, class, or organizational assignment (bureau).
3. Inhibit display of passwords whenever a user is prompted to enter a password.
4. Ability to perform electronic approval and/or digital signatures for various documents.
5. Ability to apply security at field, record and document report levels.
6. Ability to generate alarms or alerts for security violations.
7. Ability to interface or integrated with Windows 2000 Active directory service security control
8. How many people are dedicated to the function of security, setting up new users, restriction access, etc. (This includes hardware and software security)

## **IT - Application Development**

1. Ability for all fields in the database to be printed on the pay stub as desired (e.g., detailed pay, deductions, and leave balance accumulators).
2. Ability to interface with current and future mail systems.
3. Ability to interface or create data warehouse Engine
4. Ability to provide report tools for application engineer for create customized report

## **IT - User Interface**

1. Ability to customize user menus and screens based on user access authority.
2. Ability to provide a graphical user interface
3. (GUI) for viewing information.
4. Ability to accommodate narrative on selected screens.

## **IT - Database Backup And Restore**

1. Ability to provide archiving of data.
2. Ability to interface with current backup:
3. Ability to provide database backup & restore, monitor tools for DBA

## **IT - Document & System, Application Log**

1. Ability to provide detail technical documents for system administrator, system engineer, application engineer
2. Ability to provide application system log for system administrator, application engineer
3. Ability to provide security log for network engineer, system administrator

## **Additional**

4. How are updates and patches disseminated and implemented? (Can they be removed if necessary?)

5. How is the application distributed? (Web-based, client/server, drive mapping, Terminal Server)
6. Server)
7. How are the date fields addressed? (text field or date)
8. Is technical support 24 X 7? What are the hours of operation and time zone?
9. What is the average response time for technical support questions?
10. How often are major revisions to the product released? What is the timeframe of planned improvements?
11. How does the product make use of Microsoft's .NET strategy?