Requirement	Module	SubModule	Group	Text
Finance	Global	Workflow	General	Ability to provide an event driven approval process using workflow rules.
Finance	Global	Workflow	General	Ability to interface workflow and event triggers with email system.
Finance	Global	Workflow	General	Ability to collect approval date and approval name.
Finance	Global	Workflow	General	Ability for authorized user to define a workflow for approval of interdepartmental transactions.
Finance	Global	Workflow	General	Provide approval of journal entry.
Finance	Global	Workflow	General	Provide workflow processing for purchase requisitions.
Finance	Global	Workflow	General	Provide workflow processing for purchase orders.
Finance	Global	Workflow	General	Provide workflow processing for accounts payable invoices.
Finance	Global	Workflow	General	Provide workflow processing for accounts payable payment requests.
Finance	Global	Workflow	General	Provide workflow processing for fixed asset transfer requests.
Finance	Global	Workflow	General	Provide workflow processing for travel requests and travel reimbursements.
Finance	Global	Workflow	General	Provide workflow process for workflow creation and maintenance.
Finance	Global	Workflow	General	Ability to record approval by date, status and name(s) of approver.
Finance	Global	Workflow	General	Ability to send FYI notifications on workflow actions.
Finance	Global	Workflow	General	Ability to route transactions to multiple approvers using workflow
Finance	Global	Workflow	General	Ability for originator to be notified when document or transaction processed.
Finance	Global	Workflow	General	Ability to attach notes and comments to any form or transaction.
Finance	Global	Workflow	Routing to Proxies	Ability to designate a proxy to act on approver's behalf for a designated period of time
Finance	Global	Workflow	Routing to Proxies	Proxy assignments routed through workflow to inform other parties on person, proxy, and term
Finance	Global	Workflow	Routing to Proxies	Proxy assignments routed through workflow at end of term to inform other parties
Finance	Global	Scanning		Ability to interface scanned or related documents to any form or transaction.
Finance	Global	Rules		Provides for institution controlled rule-based transaction processing and editing.
Finance	Global	Rules		Ability to define and enforce Institution rules in the database.
Finance	Global	Security		Authorized users are identified to the system by a Authorized user ID and password that is uniform across applications.
Finance	Global	Security		Users are authorized to perform selected functions by role.
Finance	Global	Security		Users are authorized to perform selected functions by role within area of responsibility (department).
Finance	Global	Security		Data extracts for ad hoc reporting will contain the same security features as the central data base to facilitate security on selected data items.
Finance	Global	Security		Ability to view a source transaction that is "connected" to other transactions.
Finance	Global	Security		Ability to provide department-level security, where authorized users are restricted to interacting with only their department codes within transactions and reports.
Finance	Global	Report Writer		Ability for the report generator to access data within and external to the financial system.
Finance	Global	Report Writer		Ability to construct queries within queries.
Finance	Global	Report Writer		Ability to save a report layout as the default layout.

Requirement	Module	SubModule	Group	Text
Finance	Global	Report Writer		Ability to save report layout to a catalog of layouts for use within the system.
Finance	Global	Report Writer		Ability to dynamically total and sub-total based on any field within the report.
Finance	Global	Report Writer		Ability to dynamically sort ascending or descending based on any field within the report.
Finance	Global	Report Writer		Ability to dynamically select new fields to add to the report.
Finance	Global	Report Writer		Supports native reporting tools, allowing the authorized user to create new and ad hoc reports based upon their security profile.
Finance	Global	Report Writer		Supports native reporting tools, allowing the authorized user to create new and ad hoc reports based upon their security profile.
Finance	Global	Report Writer		Ability to extract reports to desktop software applications.
Finance	Global	Report Writer		Ability to personalize reports/query screens
Finance	Global	Report Writer		Provides extensive online query from account summary to source document.
Finance	Global	Report Writer		Ability to construct ad hoc agency reports.
Finance	Global	Report Writer		Ability to display numeric information in a variety of graphic formats such as pie-charts, histograms, etc.
Finance	Global	User Interface		Ability to allow authorized users to access and input to the database using locally customizable forms and views.
Finance	Global	User Interface		Ability to "warn" user message if exiting screen without saving.
Finance	Global	User Interface		Ability to use standard windows commands to copy and paste.
Finance	Global	User Interface		Ability for users to do "Print Screen."
Finance	Global	User Interface		Authorized users can personalize transaction entry screens
Finance	Global	Data Warehouse		Ability to deploy multiple data warehouse activities to support reporting functions.
Finance	Internal Control			Ability to view all transaction audit trail data
Finance	Internal Control			Provides standard and pre-configured audit trail capability.
Finance	Internal Control			Audit trail provides the authorized user who made the change, the before/after value and the date/time of change.
Finance	Internal Control			Ability to manage all system and business audit tasks.
Finance	Internal Control			Allows authorized users to view models of business processes for audit and documentation purposes.
Finance	Internal Control			Allows authorized users to view and update a hierarchy of business processes.
Finance	Internal Control			Allows authorized users to import process hierarchy from a spreadsheet.
Finance	Internal Control			Allows authorized users to create organization-specific process hierarchy.
Finance	Internal Control			Allows authorized users to attach risks and controls to any business process.
Finance	Internal Control			Allows authorized users to associate procedure documents with processes.
Finance	Internal Control			Allows authorized users to link financial accounts to business processes.
Finance	Internal Control			Allows authorized users to define risks and controls into a risk library.
Finance	Internal Control			Allows authorized users to associate risks with multiple processes and categorize risks using risk types.
Finance	Internal Control			Allows authorized users to define the likelihood and impact of risks.
Finance	Internal Control			Allows authorized users to associate controls with multiple risks.

Requirement	Module	SubModule	Group	Text
Finance	Internal Control			Allows authorized users to categorize controls by types and identify the control automation type.
Finance	Internal Control			Allows authorized users to capture physical evidence for controls.
Finance	Internal Control			Allows authorized users to create risk assessments and associated surveys.
Finance	Internal Control			Allows authorized users to create, deploy and review survey results with threaded discussion.
Finance	Internal Control			Allows authorized users to evaluate the survey responses and complete assessments
Finance	General Ledger	Chart of Accounts	General	Provide unlimited levels of hierarchy for all key chart of account elements.
Finance	General Ledger	Chart of Accounts	General	Institution defined attributes should be supported through delivered configuration methods, require no changes to source code, and survive upgrades.
Finance	General Ledger	Chart of Accounts	General	When chart of account element is created, it is immediately available to all other modules for editing of respective transactions.
Finance	General Ledger	Chart of Accounts	General	Provide authorized user defined attributes to classify chart of account elements based on system-wide or department-specific needs.
Finance	General Ledger	Chart of Accounts	General	Chart of Accounts is common for all finance modules.
Finance	General Ledger	Chart of Accounts	General	Ability to identify and maintain a hierarchical structure for organizational units.
Finance	General Ledger	Chart of Accounts	General	Ability to set up the chart of accounts for multiple fiscal years.
Finance	General Ledger	Chart of Accounts	General	Ability to log changes to chart of accounts by effective date and authorized user.
Finance	General Ledger	Chart of Accounts	General	Ability to set up control accounts and subsidiary accounts for multiple fiscal years.
Finance	General Ledger	Chart of Accounts	General	Ability to check expiration dates and roll flags when rolling subsidiary accounts.
Finance	General Ledger	Chart of Accounts	General	Ability to prohibit entries to revenue and expenditure accounts after fund has been closed.
Finance	General Ledger	Chart of Accounts	General	Ability to display fiscal year as "FY CCYY-CCYY" where CCYY is the 4 digit year.
Finance	General Ledger	Chart of Accounts	General	Ability to set default status to budget development in the new year - check budget phase.
Finance	General Ledger	Chart of Accounts	General	Ability to make year end adjustments in the following year.
Finance	General Ledger	Chart of Accounts	General	Ability to define year end encumbrance accounting based on budget policies during year-end processing.
Finance	General Ledger	Chart of Accounts	General	Allows for budget roll forward to next fiscal year.
Finance	General Ledger	Chart of Accounts	General	Ability to create consecutive fiscal periods for project life (grant, contract, construction) based on institution defined fiscal year start and end dates.
Finance	General Ledger	Chart of Accounts	General	Allows for the definition of hierarchical structures for reporting of aggregate revenues and expenditures.
Finance	General Ledger	Chart of Accounts	General	Provides for the chart of accounts to be defined in a hierarchical structure with flexible coding configurations.
Finance	General Ledger	Chart of Accounts	General	Allows for due-to/due-from accounting entries.
Finance	General Ledger	Chart of Accounts	General	Ability to change begin and end dates on account at any time.
Finance	General Ledger	Chart of Accounts	General	The system should be able to electronically notify a authorized user of any additions or modifications to existing accounts/organizations/funding sources.

Requirement	Module	SubModule	Group	Text
Finance	General Ledger	Chart of Accounts	General	Ability for funds to be self-balancing sets of accounts for recording assets, liabilities, fund balances and changes in the fund balances.
Finance	General Ledger	Chart of Accounts	General	Maintains separate accounts for each fund to ensure observance of restrictions placed on the use of resources.
Finance	General Ledger	Chart of Accounts	General	Ability to link control accounts to detail accounts.
Finance	General Ledger	Chart of Accounts	General	Ability to establish each control account with a valid and active fund and object code.
Finance	General Ledger	Chart of Accounts	General	Ability to set control account numbers as unique within the fiscal year.
Finance	General Ledger	Chart of Accounts	General	Ability to develop rules to handle allowable data elements in control accounts.
Finance	General Ledger	Chart of Accounts	General	Ability to delete a control account with zero credits and zero debits.
Finance	General Ledger	Chart of Accounts	General	Ability to populate account listing with control accounts associated with responsibility code.
Finance	General Ledger	Chart of Accounts	General	Ability to assign control account links automatically.
Finance	General Ledger	Chart of Accounts	General	Provides authorized users with the ability to add, delete, or modify validation rules.
Finance	General Ledger	Chart of Accounts	General	Provides online control and maintenance of tables for definition of the chart of accounts.
Finance	General Ledger	Chart of Accounts	General	Provides a translation table for account level and object level report codes to the institution's chart of accounts for reporting to external agencies.
Finance	General Ledger	Chart of Accounts	General	Provides table-driven chart of accounts.
Finance	General Ledger	Chart of Accounts	General	Provides for online account creation and maintenance.
Finance	General Ledger	Chart of Accounts	General	Ability to accommodate future changes in accounting methodology and reporting.
Finance	General Ledger	Chart of Accounts	General	Provides for account reconciliation.
Finance	General Ledger	Chart of Accounts	General	Ability to submit account for approval.
Finance	General Ledger	Chart of Accounts	General	Ability to approve or reject account.
Finance	General Ledger	Chart of Accounts	General	Ability to deactivate an account.
Finance	General Ledger	Chart of Accounts	General	Ability to reactivate an account.
Finance	General Ledger	Chart of Accounts	General	Ability to delete an account.
Finance	General Ledger	Chart of Accounts	General	Ability to update an account.
Finance	General Ledger	Chart of Accounts	General	Ability to create an audit log of account changes.
Finance	General Ledger	Chart of Accounts	General	Ability to enter account number without using drop down boxes.
Finance	General Ledger	Chart of Accounts	General	Ability to freeze activity for an account without deactivating the account.
Finance	General Ledger	Chart of Accounts	General	Ability to designate the Fund Balance account to which an Operating Ledger Account will balance.
Finance	General Ledger	Chart of Accounts	General	Ability to review and approve the addition of new accounts to the general ledger prior to input to the ledger.
Finance	General Ledger	Chart of Accounts	General	Ability to identify grant accounts.
Finance	General Ledger	Chart of Accounts	General	Provides multiple alternate hierarchies/groups for grants.
Finance	General Ledger	Chart of Accounts	General	Ability to prevent status from being closed if there are outstanding encumbrances.
Finance	General Ledger	Chart of Accounts	General	Ability to include project reference number in account coding on entries to general ledger.
Finance	General Ledger	Chart of Accounts	Elements	Ability to define unlimited custom attributes for Account.
Finance	General Ledger	Chart of Accounts	Elements	Ability to define separate accounting entities and provide separate and consolidated reporting.

Requirement	Module	SubModule	Group	Text
Finance	General Ledger	Chart of Accounts	Elements	Ability to maintain self balancing funds to identify who has provided the resources (unrestricted/restricted/etc.)
Finance	General Ledger	Chart of Accounts	Elements	Ability to assign fiscal responsibility for an account to a department/unit/division within the university
Finance	General Ledger	Chart of Accounts	Elements	Ability to uniquely identify how resources are being used.
Finance	General Ledger	Chart of Accounts	Elements	Ability to identify the purpose of the activity (NACUBO class, F&A, Budget summaries, etc)
Finance	General Ledger	Chart of Accounts	Elements	Ability to classify account revenues, expenses, transfers, assets, liabilities and fund balances.
Finance	General Ledger	Chart of Accounts	Elements	Provides sub-account to enable finer accounting within account than budget
Finance	General Ledger	Chart of Accounts	Elements	Provides sub-objects to enable finer accounting withing object than budget
Finance	General Ledger	Chart of Accounts	Elements	Ability to identify either cash, fund balance, or budget at lowest budget level (fund-responsibility-account-expense object).
Finance	General Ledger	Chart of Accounts	Elements	Ability to identify either cash, fund balance, or budget at higher budget level (fund-responsibility-activity)
Finance	General Ledger	Chart of Accounts	Elements	Ability to identify either cash, fund balance, or budget at higher budget level (fund-responsibility)
Finance	General Ledger	Chart of Accounts	Elements	Ability to identify either cash, fund balance, or budget at higher budget level (fund)
Finance	General Ledger	Chart of Accounts	Elements	Ability to identify either cash, fund balance, or budget at higher budget level (all unrestricted funds)
Finance	General Ledger	Chart of Accounts	Elements	Ability for multi fiscal year accounts to appear closed for financial statement purposes at fiscal year end and continuous over the fiscal year end for any alternate reporting period that overlaps fiscal year end. This includes maintaining the ability to report, summarize and display detailed transactions over 1 or more fiscal years.
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least one level of entities
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least five levels of funds
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least five levels of responsibility
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least five levels of accounts
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least three levels of functions
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least three levels of revenues
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least three levels of natural expenses
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least three levels of expense budget objects
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least three levels of balance sheet objects
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least three levels of sub-accounts
Finance	General Ledger	Chart of Accounts	Rollup of Elements	Ability to summarize at least three levels of sub-objects
Finance	General Ledger	General		All transactions are immediately posted to the general ledger, in real-time.
Finance	General Ledger	General		Provides full accrual basis of accounting in real-time on every transaction.
Finance	General Ledger	General		Supports "real time" data entry with automatic feed to the general ledger.
Finance	General Ledger	General		Supports batch data entry with automatic feed to the general ledger.
Finance	General Ledger	General		Maintains audit trail of all data entry activity, with date/time/entry source
Finance	General Ledger	General		Ability to import or export data from other applications.
Finance	General Ledger	General		Maintains common data files (such as Chart of Accounts) and file structures which must be incorporated in the financial systems.

Requirement	Module	SubModule	Group	Text
Finance	General Ledger	General		Ability to reconcile financial data with similar data maintained in other modules
Finance	General Ledger	General		Ability to maintain a fund balance that is always current to facilitate any fiscal period method.
Finance	General Ledger	General		Ability to support multiple preliminary closing processes before the final closing.
Finance	General Ledger	General		Provides for online review of all supporting tables during transaction processing.
Finance	General Ledger	General		Ability to generate consecutive document and transaction reference ID numbers.
Finance	General Ledger	General		Ability to support account number inquiries.
Finance	General Ledger	General		Ability to create transactions in an effective transaction date method that allows processing in multiple fiscal periods.
Finance	General Ledger	General		Ability to ensure validity of all general ledger transactions by developing system rules.
Finance	General Ledger	General		Ability to process general ledger transactions from systems via an API.
Finance	General Ledger	General		Ability to reference GL transactions with a reference number to allow tracking to other systems.
Finance	General Ledger	General		Ability to identify multiple transactions types (sources) in the general ledger.
Finance	General Ledger	General		Ability to collect transaction controls by fiscal year.
Finance	General Ledger	General		Ability to post summary transactions to the general ledger.
Finance	General Ledger	General		Ability to post detail transactions to the general ledger.
Finance	General Ledger	General		Performs pre-posting verification of transactions prior to posting to the general ledger.
Finance	General Ledger	General		Ability to require that oldest open period be the default for closing out a period.
Finance	General Ledger	General		Maintains account detail online for current and prior fiscal year(s).
Finance	General Ledger	General		Allows each general ledger account to maintain the cash ownership associated with that particular fund without requiring separate bank accounts for each fund.
Finance	General Ledger	General		Allows for concurrent month processing.
Finance	General Ledger	General		Provides automated year-end processing on demand.
Finance	General Ledger	General		Provides automated month-end processing on demand.
Finance	General Ledger	General		Ability to allow a negative account balance or budget balance with override.
Finance	General Ledger	General		Ability to create an audit log showing overrides.
Finance	General Ledger	General		Provides for audit trails.
Finance	General Ledger	General		Ability to account for separately maintained bank balances and automatically update them as the result of cash receipt and disbursement transactions in the system.
Finance	General Ledger	General		Ability to begin processing (online) new month and/or new year information before closing prior one (concurrent month/year processing).
Finance	General Ledger	General		Provides for an error suspense file, allowing batch transaction containing errors to be subsequently corrected and processed rather than completely re-entered.
Finance	General Ledger	General		Ability to process interfund transfers.

Requirement	Module	SubModule	Group	Text
Finance	General Ledger	General		Ability to cut-off general department authorized users from entering journal entries at an earlier date than central accounting offices.
Finance	General Ledger	General		Ability to set-up an institution defined accounting calendar containing multiple adjusting periods for year-end journal entry processing.
Finance	General Ledger	General		Ability to determine the specific user who created and last updated a journal entry.
Finance	General Ledger	General		Ability to generate standard interface reports detailing the transactions submitted by other subsystems.
Finance	General Ledger	General		Ability to integrate with vendor's own HR/Payroll system and with other vendor's HR/Payroll systems and be able to share Chart of Accounts information.
Finance	General Ledger	General		Ability to allow online real-time integration of all systems (i.e., instantaneous posting).
Finance	General Ledger	General		The system must allow the end-user to schedule interface jobs.
Finance	General Ledger	General		The system must notify key users when interface jobs fail.
Finance	General Ledger	General		The system must provide detailed error messages when any transaction or process fails.
Finance	General Ledger	General		The system must prevent loads of duplicate batches from subsystems.
Finance	General Ledger	General		The system must provide error and control reports that allow reconciliation between the subsystem and GL.
Finance	General Ledger	General		Ability to support encumbrance accounting.
Finance	General Ledger	General		Ability to map files from other transaction sources (i.e. internal recharge centers) to journal entry format.
Finance	General Ledger	General		Ability to upload journal entry files from spreadsheets or other external sources.
Finance	General Ledger	General		Ability to enter start and end dates on accounts, allowing end dates to be optional for ongoing accounts. Entries are not allowed to account before start date or after end date, if entered.
Finance	General Ledger	General		Ability to maintain access to multiple fiscal years information within the financial system
Finance	General Ledger	General		Ability to prevent transaction affecting prior year cash balances after closing.
Finance	General Ledger	General		Ability to reopen prior year accounts with properly defined authorizations.
Finance	General Ledger	General		Ability to accept encumbrance transactions from other systems (Payroll)
Finance	General Ledger	Journal Entries	General	Ability to process compound journal entries.
Finance	General Ledger	Journal Entries	General	Ability to identify a journal entry uniquely within the fiscal year.
Finance	General Ledger	Journal Entries	General	Ability to restrict journal update authority to the originator and approver of an existing journal.
Finance	General Ledger	Journal Entries	General	Ability to prohibit changes to a journal that has been submitted for approval or posted.
Finance	General Ledger	Journal Entries	General	Ability to collect a cross reference number and a description of the journal.
Finance	General Ledger	Journal Entries	General	Ability to restrict journal types to those allowed by the authorized user.
Finance	General Ledger	Journal Entries	General	Ability to allow multiple line items per journal.
Finance	General Ledger	Journal Entries	General	Ability to provide for multiple transaction codes for audit tracking.
Finance	General Ledger	Journal Entries	General	Ability to record cross-reference numbers and descriptions per journal and line item.

Requirement	Module	SubModule	Group	Text
Finance	General Ledger	Journal Entries	General	Ability to create audit log of updates and changes to journals entries by person initiating the change.
Finance	General Ledger	Journal Entries	General	Ability to collect journal entry account number, amount, description and transaction type.
Finance	General Ledger	Journal Entries	General	Ability to validate that accounts exist, have not expired and are approved and active.
Finance	General Ledger	Journal Entries	General	Ability to save work for later update providing all line items with data containing valid accounts.
Finance	General Ledger	Journal Entries	General	Ability to copy and reverse entries from prior journal entries.
Finance	General Ledger	Journal Entries	General	Ability to validate that the journal totals balance within fund.
Finance	General Ledger	Journal Entries	General	Ability to require override authorization for any journal updates that force a negative balance.
Finance	General Ledger	Journal Entries	General	Ability to save unbalanced journal entries.
Finance	General Ledger	Journal Entries	General	Ability to automatically notify subsystem owners that batch submissions have been received, especially if a batch is out of balance or contains erroneous journal entries.
Finance	General Ledger	Journal Entries	General	Ability to make entries to open periods other than current.
Finance	General Ledger	Journal Entries	General	Ability to delete unposted journal entry.
Finance	General Ledger	Journal Entries	Type	Ability to code and enter a single event with a required descriptive code
Finance	General Ledger	Journal Entries	Type	Ability to code and enter multiple event vouchers with current and/or future periods with pre-scheduled accounting dates with a required descriptive code (recurring journal vouchers)
Finance	General Ledger	Journal Entries	Type	Ability to code and enter a single or multiple event to reverse at pre-scheduled accounting dates with a required descriptive code (reversing journal vouchers)
Finance	General Ledger	Journal Entries	Type	Ability to code and enter a voucher that derives the debit and/or credit values from either balances or transactions to designated accounts (automated journal vouchers)
Finance	General Ledger	Journal Entries	Type	Ability to post a single event non-reversing voucher to a closed accounting month with a required descriptive code and with proper authorization.
Finance	General Ledger	Journal Entries	Type	Ability to post a single event non-reversing voucher to a closed accounting fiscal year with a required descriptive code and with proper authorization.
Finance	General Ledger	GL Reporting		Provides annual reporting of activity.
Finance	General Ledger	GL Reporting		Provides monthly reporting of activity.
Finance	General Ledger	GL Reporting		Provides weekly reporting of activity.
Finance	General Ledger	GL Reporting		Provides daily reporting of activity.
Finance	General Ledger	GL Reporting		Ability to run reports at least daily.
Finance	General Ledger	GL Reporting		Provides multi-year processing and reporting.
Finance	General Ledger	GL Reporting		Ability to filter general ledger control account reports by ranges and by specific selections.
Finance	General Ledger	GL Reporting		Ability to summarize and sort general ledger control account reports in a variety of ways under user control.
Finance	General Ledger	GL Reporting		Ability to include start and end dates in the parameters form.
Finance	General Ledger	GL Reporting		Maintains multiple years of reportable data online for comparison reporting, including ratio analysis.

Requirement	Module	SubModule	Group	Text
Finance	General Ledger	GL Reporting		Ability to handle both fiscal year and inception-to-date accounting and reporting with carryover of encumbrances for all accounts and budgets for project accounts.
Finance	General Ledger	GL Reporting		Provides standard financial reports for trial balance.
Finance	General Ledger	GL Reporting		Provides standard financial reports for cash flow.
Finance	General Ledger	GL Reporting		Provides standard financial reports for encumbrance statement.
Finance	General Ledger	GL Reporting		Provides standard financial reports for statement of revenues, expenditures and changes in net assets.
Finance	General Ledger	GL Reporting		Provides standard financial reports for net assets.
Finance	General Ledger	GL Reporting		Ability to filter general ledger subsidiary account reports by ranges and by specific selections.
Finance	General Ledger	GL Reporting		Ability to summarize and sort general ledger reports in a variety of ways under control of the user.
Finance	General Ledger	GL Reporting		Ability to inquire against a general ledger account in a variety of ways as specified by the authorized user.
Finance	General Ledger	GL Reporting		Ability to create custom reports that allow authorized user control of format, paging criteria, sorting, subtotals, totals, etc.
Finance	General Ledger	GL Reporting		Ability to define and develop centrally-defined exception or audit reports to review and monitor certain types of transactions, such as those exceeding pre-defined limits, thresholds, or certain types of account activity of interest to financial analysts.
Finance	General Ledger	GL Reporting		Ability for a central or departmental manager to view online at any time any journal entries effecting their accounts, date processed, date posted, and the transaction originator, regardless of the actual journal entry originator.
Finance	General Ledger	GL Reporting		Ability to extract and transfer information from the GL to an external reporting facility (Data Warehouse or other subsystem needs).
Finance	General Ledger	GL Reporting		Ability to generate general ledger revenue and expenditure ledgers.
Finance	General Ledger	GL Reporting		Supports detailed and summary inquiry/reporting.
Finance	General Ledger	GL Reporting		Provides for roll-up reporting.
Finance	General Ledger	GL Reporting		Supports project reporting by fund.
Finance	General Ledger	GL Reporting		Supports project reporting by grant.
Finance	General Ledger	GL Reporting		Supports fiscal reporting by projects by all attributes.
Finance	General Ledger	GL Reporting		Ability to generate listings of Chart of Accounts element codes and account numbers.
Finance	General Ledger	GL Reporting		Ability to inquire against and review information before printing.
Finance	General Ledger	GL Reporting		Ability to cross reference historical data to reflect and report account code changes.
Finance	General Ledger	GL Reporting		Ability to extract and report selected accounts to compare account balances.
Finance	General Ledger	GL Reporting		Ability to inquire against the Chart of Accounts setup.
Finance	General Ledger	GL Reporting		Ability to drill-down on account number elements.
Finance	General Ledger	GL Reporting		Provides online summary queries by account.
Finance	General Ledger	Encumbrances		Ability to record encumbrances against specific line items within a budget account.

Requirement	Module	SubModule	Group	Text
Finance	General Ledger	Encumbrances		Ability to create multiple types of manual encumbrance documents can be created (e.g. Funds Reservation, Funds Pre-Commitment, Funds Commitment, and Funds Blocking) to denote increasing levels of the encumbrance.
Finance	General Ledger	Encumbrances		Ability to maintain both encumbrance methods, i.e. (1) recalculation & reversal for classes of transactions such as hourly/student employees, and (2) calculation and transaction adjustments for payments and pay changes for permanent employees, and purchase orders with transaction adjustments for payments and change orders.
Finance	General Ledger	Encumbrances		Ability to encumber annual salary and fringe benefit data at account number level detail.
Finance	General Ledger	Encumbrances		Ability to as monthly salary and fringe benefits are charged to an account number, adjust encumbrances accordingly.
Finance	General Ledger	Encumbrances		Ability to receive salary and fringe benefit encumbrance data as new positions are approved throughout the year.
Finance	General Ledger	Funds Availability		Ability to support institution defined budgetary control options.
Finance	General Ledger	Funds Availability		Ability to provide online funds availability for all transactions.
Finance	General Ledger	Funds Availability		Ability to provide authorized user overrides to bypass funds availability checking.
Finance	General Ledger	Funds Availability		Ability to provide override capability for those account numbers whose balances are insufficient to cover encumbrances and expenditures.
Finance	General Ledger	Interfaces		Vendor has interfaced with Oracle HRS
Finance	General Ledger	Interfaces		Vendor has interfaced with SCT Student
Finance	General Ledger	Interfaces		Vendor has interfaced with Library Innovative Interfaces, Inc. System
Finance	General Ledger	Interfaces		Vendor has interfaced with MBS Bookstore System
Finance	General Ledger	Interfaces		Vendor has interfaced with Facilities XXXXX
Finance	General Ledger	Interfaces		Vendor has interfaced with CashNet
Finance	General Ledger	Interfaces		Vendor has interfaced with CRIS
Finance	Accounts Receivable	General		Accounts Receivable account transactions are immediately posted to the general ledger, in real-time.
Finance	Accounts Receivable	General		Ability to support accrual accounting for accounts receivable function.
Finance	Accounts Receivable	General		Allows for the definition of customers as internal or external to the institution.
Finance	Accounts Receivable	General		Supports the billing of customers and the recording of appropriate accounting entries.
Finance	Accounts Receivable	General		Ability to automatically update the Accounts Receivable account in the General Ledger for external customers.
Finance	Accounts Receivable	General		Provides for institution defined charge, credit, and payment codes.
Finance	Accounts Receivable	General		Provides for user-defined deferred payment plans with automatic notice generation.
Finance	Accounts Receivable	General		Provides optional archive to retain a record as active if a charge does not have payments fully allocated against it.
Finance	Accounts Receivable	General		Ability to allow the definition of various payment allocation methods by account or charge type.
Finance	Accounts Receivable	General		Ability to indicate Accounts Receivable items in dispute.
Finance	Accounts Receivable	General		Ability to edit invoices and credit memos for valid and active GL accounts.
Finance	Accounts Receivable	General		Ability to approve accounts receivable adjustments before the general ledger transactions are created.

Requirement	Module	SubModule	Group	Text
Finance	Accounts Receivable	General		Ability to create necessary general ledger transactions resulting from changes to invoices and credit memos.
Finance	Accounts Receivable	General		Ability to interface to the General Ledger.
Finance	Accounts Receivable	Apply Payments		Ability to apply and post payments online.
Finance	Accounts Receivable	Apply Payments		Allows for allocation of payments against charges at payment entry time if the payment is for a particular purpose.
Finance	Accounts Receivable	Apply Payments		Allows for automatic allocation of payment to oldest outstanding charges.
Finance	Accounts Receivable	Apply Payments		Ability to enter the payment against an active receivable.
Finance	Accounts Receivable	Apply Payments		Ability to generate necessary general ledger transactions for payment against a receivable.
Finance	Accounts Receivable	Apply Payments		Ability to handle split payments by entering multiple payment transactions.
Finance	Accounts Receivable	Apply Payments		Ability to match returned checks to accounts receivable records.
Finance	Accounts Receivable	Apply Payments		Ability to enter the return check information, reinstate receivable and assess service charges.
Finance	Accounts Receivable	Apply Payments		Ability to generate necessary general ledger transactions for a returned check, e.g. accounts receivable and service charges.
Finance	Accounts Receivable	Apply Payments		Ability to override full item amount with partial payment, leaving balance open.
Finance	Accounts Receivable	Apply Payments		Ability to force cash amounts applied to multiple open items to equal the check amount, or to post under-applied amount to the account as unapplied.
Finance	Accounts Receivable	Apply Payments		Ability to apply payments received "on-account" if the invoice number is not known at the time of cash application.
Finance	Accounts Receivable	Apply Payments		Ability to allow manual application of cash to open invoices if the invoice number is not provided by the customer.
Finance	Accounts Receivable	Apply Payments		Ability to manage advance payment and allow the association of payments to future periods or charges.
Finance	Accounts Receivable	Apply Payments		Ability to accommodate simultaneous application of cash and open credits to a specific open invoice.
Finance	Accounts Receivable	Billing		Provides for invoice creation.
Finance	Accounts Receivable	Billing		Provides for credit memo creation.
Finance	Accounts Receivable	Billing		Ability to process deferred (not yet due) invoices at the customer level.
Finance	Accounts Receivable	Billing		Ability to enter receivables invoice data and change the status to "invoiced".
Finance	Accounts Receivable	Billing		Ability to specify a format for invoices which requires a specific form.
Finance	Accounts Receivable	Billing		Ability to indicate a deferral by payment due date for invoices at the customer level.
Finance	Accounts Receivable	Billing		Ability to determine which address prints on invoices.
Finance	Accounts Receivable	Billing		Ability to indicate due dates and payment dates on the invoice
Finance	Accounts Receivable	Collection		Ability to integrate with desktop word processing software for generating customer correspondence.
Finance	Accounts Receivable	Collection		Ability to indicate that receivable was sent to collections or is uncollectible.
Finance	Accounts Receivable	Collection		Provides analysis of collection/write-off accounts.
Finance	Accounts Receivable	Collection		Ability to track accounts turned over to collection.
Finance	Accounts Receivable	Collection		Ability to identify accounts sent to collection agencies.

Requirement	Module	SubModule	Group	Text
Finance	Accounts Receivable	Collection		Ability to assign past due/uncollectible accounts to collection agencies and automatically send the data to a designated office (in-house collection staff, state collections, etc.)
Finance	Accounts Receivable	Collection		Ability to define aging increment "buckets."
Finance	Accounts Receivable	Collection		Ability to calculate AR aging based on invoice date and customer payment terms.
Finance	Accounts Receivable	Collection		Ability to provide detail online for past due invoices.
Finance	Accounts Receivable	Collection		Ability to maintain an account past due profile (no. of months past due) and display it in summary form.
Finance	Accounts Receivable	Collection		Ability to have an authorized user secured option to write-off open receivables as bad debts.
Finance	Accounts Receivable	Collection		Ability to generate contact reminders based on next schedule contact date.
Finance	Accounts Receivable	Collection		Ability to have authorized user defined rules for dunning letters and finance charge application.
Finance	Accounts Receivable	Collection		Ability to generate dunning letters based on user defined criteria, including account aging status, collection status and/or account number.
Finance	Accounts Receivable	Collection		Ability to track dunning letters.
Finance	Accounts Receivable	Collection		Ability to calculate bad debt allowance by a prorated revenue basis formula.
Finance	Accounts Receivable	Collection		Ability to have several adjustment types and GL processing: customer allowances separate from bad debt writeoff
Finance	Accounts Receivable	Sales Tax billing, collection, and payment to ta		Ability to code a bill-to customer as sales tax exempt with a reason code or a valid tax exemption code
Finance	Accounts Receivable	Sales Tax billing, collection, and payment to ta		Ability to code a ship-to customer with the current state and local tax jurisdictions if the bill-to is not exempt
Finance	Accounts Receivable	Sales Tax billing, collection, and payment to ta		Ability to load and maintain a current state and local jurisdiction tax table for commodity types and service types
Finance	Accounts Receivable	Sales Tax billing, collection, and payment to ta		Ability to maintain commodity and service types for sales tax purposes
Finance	Accounts Receivable	Sales Tax billing, collection, and payment to ta		Ability to calcluate applicable state and local sales tax, add to invoice and post to designated liability accounts
Finance	Accounts Receivable	Sales Tax billing, collection, and payment to ta		Ability to credit sales-tax only with reason codes; post to sales tax tables and liability accounts
Finance	Accounts Receivable	Sales Tax billing, collection, and payment to ta		Ability to identify sales tax paid by customer and remit taxes on cash basis versus accrual basis
Finance	Accounts Receivable	Sales Tax billing, collection, and payment to ta		Ability to update sales tax tables for payments processed through accounts payable
Finance	Accounts Receivable	Refunds		Ability to integrate with Accounts Payable for refunds of credit balances.
Finance	Accounts Receivable	Refunds		Ability to indicate the amount to be paid by Accounts Payable by account number.
Finance	Accounts Receivable	Past Due/Late Charges		Provides for the automatic application of institution defined late fees to accounts.
Finance	Accounts Receivable	Past Due/Late Charges		Provides for the automatic application of institution defined interest charges to accounts.
Finance	Accounts Receivable	Past Due/Late Charges		Ability to automatically generate notices for delinquent receivables.
Finance	Accounts Receivable	Past Due/Late Charges		Ability to determine which address prints on late charge/penalty charge notifications.

Requirement	Module	SubModule	Group	Text
Finance	Accounts Receivable	Employee Accounts		Ability to interface with payroll system to identify employees having NSF checks.
Finance	Accounts Receivable	Employee Accounts		Ability to interface with payroll system to identify employees having receivables.
Finance	Accounts Receivable	Statements		Provides for statement generation.
Finance	Accounts Receivable	Statements		Ability to determine which address prints on statements.
Finance	Accounts Receivable	AR Reporting		Provides online query of account status on payments.
Finance	Accounts Receivable	AR Reporting		Provides online query of account status on detail charges.
Finance	Accounts Receivable	AR Reporting		Ability to display detail of charges, payments, invoices, credit history, cash receipts, debit memos, adjustments and credit memos online.
Finance	Accounts Receivable	AR Reporting		Provides standard financial reports for AR Aging.
Finance	Accounts Receivable	AR Reporting		Ability to produce report of all credit balances as part of interface to Accounts Payable.
Finance	Accounts Receivable	AR Reporting		Ability to report year-end data by dates and accounts with various selections and sequences.
Finance	Accounts Receivable	AR Reporting		Ability to view/print past due accounts receivable using various selections and sequences.
Finance	Accounts Receivable	AR Reporting		Ability to view/print summaries of revenue using various selections and sequences.
Finance	Purchasing	eProcurement		Ability to interface to external providers of eProcurement systems
Finance	Purchasing	eProcurement	Self Service	Provides an online item catalog and search capability.
Finance	Purchasing	eProcurement	Self Service	Allows authorized users to browse product catalogs and ordering templates.
Finance	Purchasing	eProcurement	Self Service	Allows authorized users to search catalogs quickly using keywords.
Finance	Purchasing	eProcurement	Self Service	Allows authorized users to group and display category hierarchies.
Finance	Purchasing	eProcurement	Self Service	Ability to purchase directly from the web site of the vendor
Finance	Purchasing	Procurement Card		Ability to interface to Procurement Card providers.
Finance	Purchasing	Procurement Card		Ability to record purchases made using procurement cards
Finance	Purchasing	Procurement Card		Allows card holder to view procurement card transactions.
Finance	Purchasing	Procurement Card		Allows card holder to approve payment of procurement card transactions.
Finance	Purchasing	Procurement Card		Ability to track status of electronically purchased items not carrying purchase order numbers.
Finance	Purchasing	Requisitions	Self Service	Allows authorized users to create a purchase requisition on line.
Finance	Purchasing	Requisitions	Self Service	Allows purchase requisition to be routed for approvals through workflow.
Finance	Purchasing	Requisitions	Self Service	Allows authorized users to place special orders for non-catalog items.
Finance	Purchasing	Requisitions	Self Service	Allows authorized users to place special orders for services.
Finance	Purchasing	Requisitions	Self Service	Allows authorized users to use templates to capture additional information for non-catalog and services requests.
Finance	Purchasing	Requisitions	Self Service	Allows authorized users to enter cost center or account numbers.
Finance	Purchasing	Requisitions	Self Service	Allows authorized users to enter multiple account distribution for requisition lines.
Finance	Purchasing	Requisitions	Self Service	Allows funds available edit to budget in the account before continuing with transaction.
Finance	Purchasing	Requisitions	Self Service	Allows authorized users to obtain purchase order number immediately under an emergency requisition process.
Finance	Purchasing	Requisitions	Self Service	Allows authorized users to copy an existing requisition to a new requisition.

Requirement	Module	SubModule	Group	Text
Finance	Purchasing	Requisitions	Self Service	Allows authorized users to attach documents to the transaction (Files, images, spreadsheets, etc.)
Finance	Purchasing	Requisitions	Self Service	Provides automatic generation of charge account defaults based on institution defined account generation rules.
Finance	Purchasing	Requisitions	Self Service	Ability to approve or reject requisitions using workflow.
Finance	Purchasing	Requisitions	Self Service	Allows approvers to make changes or request further information from initiator.
Finance	Purchasing	Requisitions	Self Service	Notifies requesters of overdue orders and confirm receipts using workflow.
Finance	Purchasing	Requisitions	Self Service	Allows authorized users to view open requisitions and requisition history, and drill down to requisition details, approval status, purchase orders, invoices, and receipts.
Finance	Purchasing	Requisitions	General	Ability to set up and maintain the attributes of a goods/service requisition.
Finance	Purchasing	Requisitions	General	Ability to use prior requisitions to create a new one.
Finance	Purchasing	Requisitions	General	Ability to modify an existing requisition.
Finance	Purchasing	Requisitions	General	Ability to delete an existing requisition prior to routing.
Finance	Purchasing	Requisitions	General	Ability to collect basic requisition data necessary to create a purchase order.
Finance	Purchasing	Requisitions	General	Ability to enter account numbers by line item.
Finance	Purchasing	Requisitions	General	Ability to validate account numbers associated with a requisition line item.
Finance	Purchasing	Requisitions	General	Ability to verify that funds are available.
Finance	Purchasing	Requisitions	General	Provides a comment capability to allow recording of unique specifications, conditions, and other items during the requisition process.
Finance	Purchasing	Requisitions	General	Ability to provide drop down list on standard unit types.
Finance	Purchasing	Requisitions	General	Ability to use multiple criteria to evaluate requisition work flow (approvals and insufficient funds).
Finance	Purchasing	Requisitions	General	Provides document history retrieval online, linking requisitions to purchase orders.
Finance	Purchasing	Requisitions	General	Ability to enter account numbers by requisition.
Finance	Purchasing	Requisitions	General	Allows online requisition approval at multiple (sequential and/or hierarchical) levels with capacity to "trace" current location.
Finance	Purchasing	Requisitions	General	Ability to obtain electronic approval of a goods/service request and the expenditure of funds.
Finance	Purchasing	Requisitions	General	Ability to trigger email for override approval when there are insufficient funds.
Finance	Purchasing	Requisitions	General	Ability for the system to generate automatic requisition numbers.
Finance	Purchasing	Requisitions	General	Ability to buyers to see historic log of requisitions turned to Purchase orders, or returned to departments and any notes why.
Finance	Purchasing	Requisitions	General	Provide for an electronic requisition log feature that can show outstanding requisitions.
Finance	Purchasing	Requisitions	General	Ability for end authorized user to place a requisition on hold and later modify it on line prior to submitting for approval.
Finance	Purchasing	Requisitions	General	Ability to sort requisition line items based on goods and services requested.
Finance	Purchasing	Requisitions	General	Ability to review open requisition line items providing for various sort options.
Finance	Purchasing	Requisitions	General	Ability to group requisition line items by commodity.

Requirement	Module	SubModule	Group	Text
Finance	Purchasing	Requisitions	General	Ability to organize requisition line items not yet assigned to a purchase order.
Finance	Purchasing	Requisitions	General	Ability to verify and update all requisition line item data.
Finance	Purchasing	Requisitions	General	Ability to identify requisition line items requiring a bid process.
Finance	Purchasing	Requisitions	General	Ability to select vendor from the vendor file and add vendor data to requisition while in the requisition form.
Finance	Purchasing	Requisitions	General	Ability to copy a previous requisition/purchase order to a new requisition.
Finance	Purchasing	Requisitions	General	Allows for requisition entry with edit checks for valid account numbers, budget availability, and authorized user access with ability to override budget.
Finance	Purchasing	Requisitions	General	Ability to set requisition status to "approved", "cancelled" or "rejected for corrections".
Finance	Purchasing	Requisitions	General	Ability to automatically calculate quantity, price per unit, and extensions.
Finance	Purchasing	Requisitions	General	Ability to place any amount over a default amount on hold and send out an email for approval, include available balance on account.
Finance	Purchasing	Requisitions	General	Allows authorized users to recommend a price.
Finance	Purchasing	Requisitions	General	Allows authorized users to recommend a vendor.
Finance	Purchasing	Requisitions	General	Allows authorized users to enter their requests for goods and services online in a decentralized mode.
Finance	Purchasing	Requisitions	Assign to Buyer	Provides for automatic assignment of requisitions to buyers based on commodity.
Finance	Purchasing	Requisitions	Assign to Buyer	Ability to assign a buyer to each requisition line item or a specific group of line items.
Finance	Purchasing	Requisitions	Assign to Buyer	Ability to assign single or multiple requisition line items to a specific buyer.
Finance	Purchasing	Requisitions	Assign to Buyer	Ability to reassign previously assigned requisition line items.
Finance	Purchasing	Requisitions	Assign to Buyer	Ability to prioritize handling of requisitions by date issued.
Finance	Purchasing	Purchase Orders		Ability to pass the approved goods/service requisition to the purchasing function.
Finance	Purchasing	Purchase Orders		Ability to convert requisitions to purchase orders without reentry of data.
Finance	Purchasing	Purchase Orders		Ability to create purchase order from pre-approved requisition line items.
Finance	Purchasing	Purchase Orders		Ability to build a general commodity purchase order from various requisitions.
Finance	Purchasing	Purchase Orders		Ability to separate a single requisition into multiple purchase orders.
Finance	Purchasing	Purchase Orders		Ability to process an approved goods/service request as a formal purchase order.
Finance	Purchasing	Purchase Orders		Allows for consolidation of several requests in a single purchase order.
Finance	Purchasing	Purchase Orders		Ability to attach comments to purchase order.
Finance	Purchasing	Purchase Orders		Ability to attach reference documents to a purchase order.
Finance	Purchasing	Purchase Orders		Ability to use free form boilerplate text when filling out purchase order description.
Finance	Purchasing	Purchase Orders		Ability to print the official purchase order.
Finance	Purchasing	Purchase Orders		Supports multiple purchase order types.
Finance	Purchasing	Purchase Orders		Ability to use standard text codes on purchase orders.
Finance	Purchasing	Purchase Orders		Ability for purchases of non-restricted items less than $3000 to be automatically turned into purchase orders so that the authorized user may place the order without any approval from Purchasing.

Requirement	Module	SubModule	Group	Text
Finance	Purchasing	Purchase Orders		Ability for purchases of non-restricted items less than $3000 to be electronically and automatically routed to any departmental approver that the end authorized user may specify (i.e. their supervisor, business manager, principal investigator).
Finance	Purchasing	Purchase Orders		Ability for requests to purchase all other items greater than $3000 to be automatically routed to any approver and to the buyer in Purchasing based on expenditure type.
Finance	Purchasing	Purchase Orders		Ability to charge requisitions and purchase orders to multiple accounts, using a different amount for each line item.
Finance	Purchasing	Purchase Orders		Ability to allow for standing order to be established for goods or services to be purchased over time, by specifying each item, unit price, and estimated quantity to be purchased during the term of the purchase order (typically one year).
Finance	Purchasing	Purchase Orders		Ability to allow for standing order to be established for goods or services to be purchased over time, by specifying only a dollar amount to represent the dollar volume of anticipated purchases during the term of the purchase order.
Finance	Purchasing	Purchase Orders		Ability to accept multiple year purchase orders and encumber the appropriate amount in each fiscal year.
Finance	Purchasing	Purchase Orders		Ability to have "Confirmation Only - Do Not Duplicate" printed on the purchase order if vendor requires a hard copy purchase order, but initially accepted order via telephone.
Finance	Purchasing	Purchase Orders		Ability to select a commodity name and get a list of available on-line vendor catalogs, item master entries, and available inventory items for that commodity.
Finance	Purchasing	Purchase Orders		Allows for multiple accounts to be applied to each purchase order line item.
Finance	Purchasing	Purchase Orders		Allows for unlimited text to be applied to purchase orders at the header and line item level.
Finance	Purchasing	Purchase Orders		Ability to cancel individual purchase order line items.
Finance	Purchasing	Purchase Orders		Ability to reorder individual purchase order line items.
Finance	Purchasing	Purchase Orders		Ability to modify existing purchase order line items.
Finance	Purchasing	Purchase Orders		Ability to add a requisition line item to an existing purchase order.
Finance	Purchasing	Purchase Orders		Ability to record and track changes made to issued purchase order line items.
Finance	Purchasing	Purchase Orders		Ability to select a different account number distribution for each line item on the purchase order.
Finance	Purchasing	Purchase Orders		Ability to modify the purchase order line items with the new accounts/fiscal years.
Finance	Purchasing	Purchase Orders		Ability to update outstanding purchase order line items with account numbers in the new fiscal year.
Finance	Purchasing	Purchase Orders		Ability to derive price from vendor master agreements.
Finance	Purchasing	Purchase Orders		Ability to edit/update a purchase order.
Finance	Purchasing	Purchase Orders		Ability to cancel a purchase order in its entirety.
Finance	Purchasing	Purchase Orders		Ability to cancel and reorder entire purchase order.
Finance	Purchasing	Purchase Orders		Ability to provide an audit trail of changes made to an issued purchase order.

Requirement	Module	SubModule	Group	Text
Finance	Purchasing	Purchase Orders		Ability to route purchase order to another office to review and approve the purchase order for special purchase conditions.
Finance	Purchasing	Purchase Orders		Ability to set purchase order status: "issued", "canceled" or "rejected for corrections".
Finance	Purchasing	Purchase Orders		Ability to enforce editing and updating restrictions based on purchase order status.
Finance	Purchasing	Purchase Orders		Ability to use global approval process guidelines for purchase orders.
Finance	Purchasing	Purchase Orders		Ability to prevent changes to a purchase order that has been issued or is out for approval.
Finance	Purchasing	Purchase Orders		Ability to process changes to purchase orders without having to reenter purchasing information.
Finance	Purchasing	Purchase Orders		Ability to process change orders against an existing purchase order.
Finance	Purchasing	Purchase Orders		Ability for the requestor to be notified that the purchase order has been issued when the purchase order has been created.
Finance	Purchasing	Purchase Orders		Ability for the purchase order to indicate whether or not positive notification of receipt is required for the purchase.
Finance	Purchasing	Purchase Orders		Ability to track purchase orders from initiator to fulfillment.
Finance	Purchasing	Purchase Orders		Ability to track purchases by type regardless of vendor.
Finance	Purchasing	Purchase Orders		Ability to track payments on purchase orders.
Finance	Purchasing	Purchase Orders		Provide an audit trail on purchase orders.
Finance	Purchasing	Purchase Orders		Ability to inquire on a purchase order status by purchase order number, requisition number or invoice number.
Finance	Purchasing	Purchase Orders		Provides ability to identify items ordered, cancelled, received.
Finance	Purchasing	Purchase Orders		Provides identify of items paid for.
Finance	Purchasing	Purchase Orders		Ability to track assignment of and usage of "small order" purchase orders.
Finance	Purchasing	Purchase Orders		Ability to automatically track and categorize line items on purchase orders to an established commodity list numbering system.
Finance	Purchasing	Purchase Orders		Ability to track carpet, furniture, etc. purchases by building, by style/color, and by year of purchase.
Finance	Purchasing	Purchase Orders		Ability to track the status of a goods/services order.
Finance	Purchasing	Purchase Orders		Ability to track purchase orders and payments issued against blanket purchase orders.
Finance	Purchasing	Purchase Orders		Provides online inquiry of all open purchase orders by vendor.
Finance	Purchasing	Purchase Orders		Provides online inquiry of all open purchase orders by buyer.
Finance	Purchasing	Purchase Orders		Provides online inquiry of all open purchase orders by fund.
Finance	Purchasing	Purchase Orders		Provides online inquiry of all open purchase orders by organization.
Finance	Purchasing	Purchase Orders		Provides online inquiry of all open purchase orders by account.
Finance	Purchasing	Purchase Orders		Allows buyers to override institution specified or system-generated prices.
Finance	Purchasing	Purchase Orders		Allows buyers to override institution specified or system-generated vendors.
Finance	Purchasing	Purchase Orders		Supports institution defined types such as multiple vendor purchase orders.
Finance	Purchasing	Purchase Orders		Ability to allow institutional rules to control access to purchase order changes.
Finance	Purchasing	Purchase Orders		Ability to enter fields from institution defined data tables.
Finance	Purchasing	Purchase Orders		Ability to route and approve documents electronically.
Finance	Purchasing	Purchase Orders		Provides full sufficient funds checking.

Requirement	Module	SubModule	Group	Text
Finance	Purchasing	Purchase Orders		Ability to charge budgeting accounts at the purchase order document level.
Finance	Purchasing	Purchase Orders		Provides tables to store descriptive organizational information that is automatically included.
Finance	Purchasing	Purchase Orders		Ability to set a default for ship-to address.
Finance	Purchasing	Purchase Orders		Allows for multiple types of orders, e.g. outside, warehouse, et cetera.
Finance	Purchasing	Purchase Orders		Ability to provide drop down box of delivery terms.
Finance	Purchasing	Purchase Orders		Ability to print an official change order.
Finance	Purchasing	Purchase Orders		Ability to include blanket, emergency and regular purchase orders.
Finance	Purchasing	Purchase Orders		Ability to establish and maintain master contracts.
Finance	Purchasing	Purchase Orders		Allows the authorized user to define specific search criteria while performing an online compound search (e.g., by vendor AND account code).
Finance	Purchasing	Purchase Orders		Ability to create blanket orders with limits on specific amounts or dates.
Finance	Purchasing	Purchase Orders		Maintains "bill to" address for inclusion on purchase orders.
Finance	Purchasing	Purchase Orders		Supports the limiting of activity by specified type of goods/services.
Finance	Purchasing	Purchase Orders		Ability to handle multiple freight/shipping charges for the same purchase order.
Finance	Purchasing	Purchase Orders		Supports purchase order review and approval before issuance/printing.
Finance	Purchasing	Purchase Orders		Supports purchase order entry with security checks for valid account numbers, budget availability, and authorized user access.
Finance	Purchasing	Purchase Orders		Ability to match requested goods/services to qualified vendors.
Finance	Purchasing	Purchase Orders		Ability to select the best matched vendor.
Finance	Purchasing	Purchase Orders		Ability to catalog items purchased by vendor.
Finance	Purchasing	Purchase Orders		Ability to release the unpaid-for quantities on a purchase order in the old year.
Finance	Purchasing	Purchase Orders		Ability to"roll" each account on the purchase order to the new fiscal year.
Finance	Purchasing	Purchase Orders		Ability to validate that the accounts exist, are approved and are active in the new fiscal year.
Finance	Purchasing	Purchase Orders		Ability to include line items with negative amounts allowing for documentation of credits against the purchase.
Finance	Purchasing	Encumbrance		Allows for the immediate encumbrance of funds at the requisition level.
Finance	Purchasing	Encumbrances		Allows for the immediate encumbrance of funds at the purchase order level.
Finance	Purchasing	Encumbrances		Allows partial or complete encumbrance changes.
Finance	Purchasing	Encumbrances		Provides automatic online posting of the encumbrance transaction to the general ledger.
Finance	Purchasing	Encumbrances		Ability to identify when increases to encumbrances on purchase orders exceed the amount available in the budget.
Finance	Purchasing	Encumbrances		Ability to encumber funds for the purchase order in the new fiscal year.
Finance	Purchasing	Encumbrances		Ability to create the necessary encumbrance accounting adjustments automatically from changes to purchase order.
Finance	Purchasing	Purchasing Reporting		Provides a report of open purchase orders sorted by vendor.
Finance	Purchasing	Purchasing Reporting		Allows for the reporting of items by commodity.
Finance	Purchasing	Purchasing Reporting		Ability to print management reports relative to procurement card purchasing.
Finance	Purchasing	Purchasing Reporting		Provides online reporting of purchase orders issued and goods received.
Finance	Purchasing	Purchasing Reporting		Provides for on-demand printing of the purchase order.

Requirement	Module	SubModule	Group	Text
Finance	Purchasing	Purchasing Reporting		Ability to print a duplicate purchase order.
Finance	Purchasing	Purchasing Reporting		Allows for the authorized user to define specific search criteria while performing an online inquiry.
Finance	Purchasing	Purchasing Reporting		Provides for online faxing of bids in support of the RFP and bidding process.
Finance	Purchasing	Purchasing Reporting		Provides online inquiry of all open purchase orders by due date.
Finance	Purchasing	Purchasing Reporting		Provides standard reports and inquiry screens for search capability with user-defined parameters.
Finance	Purchasing	Purchasing Reporting		Provides standard reports and inquiry screens for requisitions in process/approval.
Finance	Purchasing	Purchasing Reporting		Provides standard reports and inquiry screens for requisitions transferred to purchase orders.
Finance	Purchasing	Purchasing Reporting		Provides standard reports and inquiry screens for purchase orders in process.
Finance	Purchasing	Purchasing Reporting		Provides standard reports and inquiry screens for purchase order's out/goods not received.
Finance	Purchasing	Purchasing Reporting		Provides standard reports and inquiry screens for purchase order's out/goods received/invoice not received.
Finance	Purchasing	Purchasing Reporting		Provides standard reports and inquiry screens for total dollars ordered by vendor.
Finance	Purchasing	Purchasing Reporting		Provides online inquiry of all open purchase orders by program.
Finance	Purchasing	Purchasing Reporting		Ability to display the print status of a purchase order/change order.
Finance	Purchasing	Purchasing Reporting		Provides reports that identify purchase order activity on minority vendors.
Finance	Purchasing	Purchasing Reporting		Ability to track the vendor's average price for routinely ordered items.
Finance	Purchasing	Bidding		Maintains a prospective bidder's list.
Finance	Purchasing	Bidding		Supports the RFP and bidding process.
Finance	Purchasing	Bidding		Ability to record evaluation results of proposals.
Finance	Purchasing	Bidding		Ability to support and solicit bid requests from vendors.
Finance	Purchasing	Bidding		Ability to maintain bidder qualification data.
Finance	Purchasing	Bidding		Ability to initiate requests for bids, record bids sent out, record bids received, and maintain all information necessary for bid processing.
Finance	Purchasing	Bidding		Ability to maintain bidders' lists, product and service categories by vendor.
Finance	Purchasing	Bidding		Ability to maintain a record of each quote.
Finance	Purchasing	Bidding		Ability to maintain historical record of quotes by PO and vendor
Finance	Purchasing	Bidding		Ability to record Information For Bidding (IFB) specifications for use in the IFB document and later for bid tabulation.
Finance	Purchasing	Bidding		Ability to have buyer create purchase order by copying desired information from the IFB or the vendor's bid.
Finance	Purchasing	Bidding		Ability to have buyer add or delete vendors from prospective bidders list as appropriate.
Finance	Purchasing	Bidding		Ability to e-mail IFB's from system directly to vendors to provide necessary specifications and reference a web site at which more detailed information may be located (i.e. photographs, other University websites).
Finance	Purchasing	Bidding		Ability to fax the IFB to vendors.

Requirement	Module	SubModule	Group	Text
Finance	Purchasing	Bidding		Ability to have vendors who wish to respond to the IFB e-mail responses to the University by the closing date and time, as long as the vendor has the ability to provide an electronic signature on the IFB.
Finance	Purchasing	Bidding		Ability to tabulate bids using the tabulation sheet which was automatically created using the IFB specifications.
Finance	Purchasing	Bidding		Ability to electronically forward bid tabulation sheet and electronic bids received to end user department for review.
Finance	Purchasing	Bidding		Ability to scan bids received in paper format to allow end user department to review on-line.
Finance	Purchasing	Bidding		Ability to add or delete vendors from prospective bidders list as appropriate.
Finance	Purchasing	Bidding		Ability to create purchase order by copying desired information from the RFP or the vendor's proposal.
Finance	Purchasing	Bidding		Ability to complete the "Request to Use Competitive Negotiation Form" on-line (including obtaining all signatures) and forwards to the Director for on-line approval.
Finance	Purchasing	Bidding		Ability to record selection committee members and send Statements of Understanding via e-mail for each selection committee member to sign.
Finance	Purchasing	Bidding		Ability to initiate search by commodity in order to identify vendors that provide the required good or service. Ability to have the search result in an electronic list of vendors, contact names, and e-mail addresses.
Finance	Purchasing	Bidding		Ability to e-mail RFP's from system directly to vendors to provide necessary specifications and reference a web site to which more detailed information may be located (i.e. photographs, other University websites).
Finance	Purchasing	Bidding		Ability for vendors who wish to respond to the RFP to e-mail responses to the University by the closing date and time, as long as the vendor has the ability to provide an electronic signature on the RFP.
Finance	Purchasing	Bidding		Ability to issues the "Notice of Award" letter via e-mail to all responding vendors and update web site to announce which vendor received the award.
Finance	Purchasing	Receiving	General	Ability to vary the receiving process by PO type.
Finance	Purchasing	Receiving	General	Ability to include a "receive all" process at the PO level.
Finance	Purchasing	Receiving	General	Ability to support two or three way matching methodology.
Finance	Purchasing	Receiving	General	Ability to record inspection results of goods received.
Finance	Purchasing	Receiving	General	Ability to track items received.
Finance	Purchasing	Receiving	General	Ability for the receipt of goods and services process to be centralized and/or decentralized.
Finance	Purchasing	Receiving	General	Ability to automatically update Accounts Payable with the receipt of goods, including the associated purchase order number.
Finance	Purchasing	Receiving	General	Ability to allow only the receiver to open a general commodity purchase order.
Finance	Purchasing	Receiving	General	Ability to record receiver's user id on each receipt for a general commodity order.
Finance	Purchasing	Receiving	General	Ability to control the information that the receiver can enter for a general commodity order.
Finance	Purchasing	Receiving	General	Ability to populate grid in ascending order by line number. Receiving document is a mirror image of the purchase order.

Requirement	Module	SubModule	Group	Text
Finance	Purchasing	Receiving	General	Provides for the receipt of goods and services to be recorded online by purchase order number.
Finance	Purchasing	Receiving	General	Ability to specify a tolerance for receipt of goods against a purchase order.
Finance	Purchasing	Receiving	General	Provides a three-way match of the receipt of goods, the purchase order and the invoice.
Finance	Purchasing	Receiving	General	Ability to display warning message when quantity received is greater than the quantity ordered.
Finance	Purchasing	Receiving	General	Ability to validate three way match when the invoice is received.
Finance	Purchasing	Receiving	General	Ability to support the 3 way match with tolerance as well as the 3 way match without tolerance.
Finance	Purchasing	Receiving	General	Ability to require that the invoice and purchase order amounts must match on a quote.
Finance	Purchasing	Receiving	General	Ability to search for an issued purchase order by number, requisition number, cost center, name of orderer, vendor name or number.
Finance	Purchasing	Receiving	General	Ability to allow operating department to look up their own purchase order items based on account number security.
Finance	Purchasing	Receiving	General	Ability to set rule to send email to check on late or overdue item.
Finance	Purchasing	Receiving	General	Ability to send an email to the requestor when the item is received.
Finance	Purchasing	Receiving	General	Ability to set rule to send email to approver when overdue.
Finance	Purchasing	Receiving	General	Provides a bar coded tracking system from incoming delivery point to end user.
Finance	Purchasing	Receiving	General	Ability to create rule to select purchase order items that need inventory.
Finance	Purchasing	Receiving	General	Ability to export inventory information to Fixed Asset System.
Finance	Purchasing	Receiving	General	Ability to attach free form comments for late/overdue shipments.
Finance	Purchasing	Receiving	General	Ability to attach receiving notes to the purchase order.
Finance	Purchasing	Receiving	General	Ability to designate items to be capitalized with an immediate update to Fixed Assets.
Finance	Purchasing	Receiving	General	Allows prepaid goods to be recorded as "received" until the purchase order status is "closed".
Finance	Purchasing	Receiving	General	Ability to add recipient name to receiving line and purchase order line.
Finance	Purchasing	Receiving	General	Ability to note purchase order status of "issued", "partially received" or "received" (not paid).
Finance	Purchasing	Receiving	General	Ability to select received but not paid purchase order line items and indicate which line items to pay and which to ignore.
Finance	Purchasing	Receiving	General	Ability to initiate payment of received purchase order line items.
Finance	Purchasing	Receiving	Returns	Ability to track the recording of goods returned to the vendor.
Finance	Purchasing	Receiving	Returns	Ability to allow receiver to receive/return only if payment has not been made.
Finance	Purchasing	Receiving	Returns	Ability to establish processing rules for receipts and returns of a general commodity order.
Finance	Purchasing	Receiving	Returns	Ability to establish rules for updating receipts and returns for a general commodity order.
Finance	Purchasing	Receiving	Reporting	Ability to generate receiving reports from department.
Finance	Purchasing	Receiving	Reporting	Ability to generate receiving reports from central office.
Finance	Purchasing	Receiving	Reporting	Ability to print a copy of the purchase order, receiving report/ticket, manifest and an aging report.

Requirement	Module	SubModule	Group	Text
Finance	Accounts Payable	General		Accounts payable account transactions are immediately posted to the general ledger, in real-time.
Finance	Accounts Payable	General		Ability to support accrual accounting for accounts payable function.
Finance	Accounts Payable	General		Ability to identify capitalized items as invoices are processed.
Finance	Accounts Payable	General		Ability to prevent duplicate entry of invoices.
Finance	Accounts Payable	General		Ability to attach notes to invoice.
Finance	Accounts Payable	General		Ability to match online invoice with a variance or tolerance level verification for sales tax and shipping.
Finance	Accounts Payable	General		Ability to manage the payment of invoices.
Finance	Accounts Payable	General		Ability to automatically pay due invoices by specified date with exceptions.
Finance	Accounts Payable	General		Ability to automatically liquidate associated encumbrances as invoices are processed.
Finance	Accounts Payable	General		Ability to hold payment on invoices for dispute resolution.
Finance	Accounts Payable	General		Provides online and batched entry of invoices.
Finance	Accounts Payable	General		Ability to hold or cancel invoices.
Finance	Accounts Payable	General		Ability to add payment information to invoice record when paid.
Finance	Accounts Payable	General		Ability for PO to close automatically after all items have been received and paid.
Finance	Accounts Payable	General		Ability to scan Invoices from the Vendors.
Finance	Accounts Payable	General		Ability to set up recurring payables by entering a total amount, start and end dates and cycle.
Finance	Accounts Payable	General		Ability to create the recurring payable schedule automatically.
Finance	Accounts Payable	General		Ability to optionally override each recurring payment.
Finance	Accounts Payable	General		Ability to manually enter authorized user's own payable schedule as an option.
Finance	Accounts Payable	General		Ability to enter each component of the payment and automatically calculate the total.
Finance	Accounts Payable	General		Ability to spread payment over the line items as appropriate e.g. discount, sales tax, freight.
Finance	Accounts Payable	General		Ability to restrict payment to employees for consulting and contracting services.
Finance	Accounts Payable	General		Ability to automatically calculate discounts and due dates based on vendor terms.
Finance	Accounts Payable	General		Ability to deduct and report the institution defined withholding tax percentage when tax identification (SSN or FIN) is not provided.
Finance	Accounts Payable	General		Ability to restrict the limit on user defined payment levels where the payment is greater than the encumbrance amount.
Finance	Accounts Payable	General		Ability to calculate multiple taxes, as appropriate, by item based on institution defined rules.
Finance	Accounts Payable	General		Allows for the addition of miscellaneous charges or credits.
Finance	Accounts Payable	General		Ability to handle currency conversion for foreign purchases.
Finance	Accounts Payable	General		Ability to handle partial payments.
Finance	Accounts Payable	General		Ability to update line item status as either partially or fully paid for approved payment amounts.
Finance	Accounts Payable	General		Ability to automatically display discount amounts based upon vendor terms.
Finance	Accounts Payable	General		Ability to cross reference a requisition, a purchase order and a payment.

Requirement	Module	SubModule	Group	Text
Finance	Accounts Payable	General		Ability to store credit memos for each vendor.
Finance	Accounts Payable	General		Ability to prevent duplicate entry of credit memos (paid, unpaid and in open batches.)
Finance	Accounts Payable	General		Ability to apply credit memos against Invoices.
Finance	Accounts Payable	General		Ability to create general ledger transactions automatically for approved payables.
Finance	Accounts Payable	General		Supports voucher creation/modification without purchase orders.
Finance	Accounts Payable	General		Ability to process mass input in the form of a batch update routine.
Finance	Accounts Payable	General		Ability to record the details of a request for payment.
Finance	Accounts Payable	General		Ability to allow entry to a non-current open period.
Finance	Accounts Payable	General		Ability to auto calculate invoice due date based on default.
Finance	Accounts Payable	General		Ability to check purchase order status and automatically update with payable data.
Finance	Accounts Payable	General		Ability to delete an unapproved payable.
Finance	Accounts Payable	General		Ability to receive vendor invoices electronically including EDI and XML.
Finance	Accounts Payable	General		Ability to enter the date invoice received information.
Finance	Accounts Payable	General		Ability to interactively validate account number and available budget.
Finance	Accounts Payable	General		Provides document history online from source document through general ledger.
Finance	Accounts Payable	General		Ability to automatically check individuals requiring payment (non-refund) against employee files for 1099 tracking.
Finance	Accounts Payable	General		Provides an analysis of cash requirements by due date.
Finance	Accounts Payable	General		Ability to account for advances.
Finance	Accounts Payable	General		Supports voucher creation/modification from purchase orders.
Finance	Accounts Payable	General		Ability to access taxpayer name or vendor ID.
Finance	Accounts Payable	General		Ability to assign unique reference number to each transaction.
Finance	Accounts Payable	General		Ability for system to allow checks to be sorted by various types and pay groups (hold for pick up, attachment required,..).
Finance	Accounts Payable	General		Ability to assign same purchase order number to multiple checks and invoices for split shipments with partial payments.
Finance	Accounts Payable	General		Ability to enter an AP debit memo prior to vendor issuing a credit memo for event.
Finance	Accounts Payable	General		Provide a table of matched debit and credit memos and reports to follow up with vendor
Finance	Accounts Payable	Check Writing		Ability to interface Accounts Payable to Certex Certichex 32 module for check writing.
Finance	Accounts Payable	Check Writing		Ability to generate payable checks even if the due date is passed or is a future date.
Finance	Accounts Payable	Check Writing		Ability to process payments from multiple funds on a single check.
Finance	Accounts Payable	Check Writing		Ability to reduce the cash balance only when the check is printed.
Finance	Accounts Payable	Check Writing		Ability to hold printing of checks and generate correspondence to vendors to obtain FIN or SSN.
Finance	Accounts Payable	Check Writing		Ability to suppress printing zero or negative amounts on checks.
Finance	Accounts Payable	Check Writing		Ability to print designated checks at the front of a check run.
Finance	Accounts Payable	Check Writing		Ability to consolidate all transactions in a single check with payment itemization in the remittance advice.
Finance	Accounts Payable	Check Writing		Ability to reprint a range of checks.
Finance	Accounts Payable	Check Writing		Ability to automatically generate checks based on due date.

Requirement	Module	SubModule	Group	Text
Finance	Accounts Payable	Check Writing		Ability to automatically generate checks based on voucher type.
Finance	Accounts Payable	Check Writing		Ability to automatically generate checks based on discount date.
Finance	Accounts Payable	Check Writing		Ability to automatically generate checks based on vendor.
Finance	Accounts Payable	Check Writing		Ability to automatically generate checks based on vendor classification or type.
Finance	Accounts Payable	Check Writing		Ability to reprint a check in the event of printer malfunction.
Finance	Accounts Payable	Check Writing		Ability to restart a check run at any point in the process.
Finance	Accounts Payable	Check Writing		Provides for the definition of grouping rules by vendor to produce one check per invoice.
Finance	Accounts Payable	Check Writing		Provides for the definition of grouping rules by vendor to produce one check per vendor.
Finance	Accounts Payable	Check Writing		Provides for the issuance of "on-demand" checks.
Finance	Accounts Payable	Check Writing		Provides an "on-demand" check process that automatically updates the general ledger.
Finance	Accounts Payable	Check Writing		Provides an "on-demand" check process that automatically liquidates associated encumbrances.
Finance	Accounts Payable	Check Writing		Ability to automatically produce remittance advices and electronic transfer remittance advices.
Finance	Accounts Payable	Check Writing		Ability to distribute payment advices electronically.
Finance	Accounts Payable	Check Writing		Ability to update the invoice status to "paid" once the check number has been assigned.
Finance	Accounts Payable	Check Writing		Ability to trigger a general ledger transaction when the check number is entered.
Finance	Accounts Payable	Check Writing		Ability to pay vendor invoices by EDI, ACH, EFT.
Finance	Accounts Payable	Check Writing		Ability to append remittance advice information to the ACH file.
Finance	Accounts Payable	Check Writing		Ability to enter messages on check stubs (for example explanations of under payment due to non receipt of goods invoiced).
Finance	Accounts Payable	Void Checks		Ability to record void checks online with automatic generation of the appropriate accounting entries..
Finance	Accounts Payable	Void Checks		Ability to void a check with automatic reversal of expense entries and option to restore encumbrance.
Finance	Accounts Payable	Void Checks		Ability to reverse the general ledger transaction if a stop payment or cancelled check is entered.
Finance	Accounts Payable	Void Checks		Ability to reinstate a payable to "approved" if a stop payment or cancelled check is entered.
Finance	Accounts Payable	Bank Reconciliation		Supports check reconciliation by producing outstanding checklist with ability to look up check online for status.
Finance	Accounts Payable	Bank Reconciliation		Supports check reconciliation by producing reconciled and exception reports.
Finance	Accounts Payable	Bank Reconciliation		Supports check reconciliation by marking as reconciled.
Finance	Accounts Payable	Bank Reconciliation		Supports check reconciliation by comparing check number and dollars.
Finance	Accounts Payable	Bank Reconciliation		Supports check reconciliation by electronic file exchange.
Finance	Accounts Payable	Bank Reconciliation		Provides for bank reconciliation for multiple bank accounts .
Finance	Accounts Payable	AP Reporting		Ability to print payment voucher.
Finance	Accounts Payable	AP Reporting		Ability to access payment data by entering a document ID such as a purchase order or requisition.
Finance	Accounts Payable	AP Reporting		Ability to provide history detail by user defined criteria including account, department and division.

Requirement	Module	SubModule	Group	Text
Finance	Accounts Payable	AP Reporting		Ability to see balance remaining on purchase orders.
Finance	Accounts Payable	AP Reporting		Ability to report all payments made for a specific time or type of payable.
Finance	Accounts Payable	AP Reporting		Ability to report accounts payable activity on-line.
Finance	Accounts Payable	AP Reporting		Ability to report year-to-date and pending payments for all vendors: online and hard copy.
Finance	Accounts Payable	AP Reporting		Ability to report the amount of business conducted with MBEs and WBEs.
Finance	Accounts Payable	AP Reporting		Ability to report taxes withheld from vendors to be paid to the government.
Finance	Accounts Payable	AP Reporting		Ability to report taxes due to be paid to federal, state, county and local agencies.
Finance	Accounts Payable	AP Reporting		Provides reports for outstanding invoices by user defined criteria.
Finance	Accounts Payable	AP Reporting		Provides reports for total dollars paid to a vendor with option to select by specific account and/or time period.
Finance	Accounts Payable	AP Reporting		Ability to report discount amounts based upon vendor selection.
Finance	Accounts Payable	1099 Reporting		Ability to print 1099 data on 1099 forms.
Finance	Accounts Payable	1099 Reporting		Ability to electronically file 1099 forms.
Finance	Accounts Payable	1099 Reporting		Ability to provide a 1099 report of year-to-date payment totals made to specified vendors.
Finance	Accounts Payable	1099 Reporting		Ability to track and report 1099.
Finance	Budgeting	General		Provides Excel formats for budget analysis, download, and upload.
Finance	Budgeting	General		Allows budget periods to be defined as monthly for specified organizational units.
Finance	Budgeting	General		Allows budget periods to be defined as monthly within begin/end dates of grant.
Finance	Budgeting	General		Allows budget periods to be defined as calendar year begin/end dates of grant.
Finance	Budgeting	General		Ability to set budget limits at various levels, e.g. department, campus, site, district.
Finance	Budgeting	General		Ability to copy from prior year(s) budget phases.
Finance	Budgeting	General		Ability to copy from prior year(s) actual budget.
Finance	Budgeting	General		Ability to increase/decrease budget by a given percentage.
Finance	Budgeting	General		Ability to setup budget control accounts from prior fiscal year.
Finance	Budgeting	General		Ability to roll budget accounts from prior fiscal year.
Finance	Budgeting	General		Ability to compare prior and current year-to-date actual amounts.
Finance	Budgeting	General		Ability to budget each individual account to its lowest level of detail.
Finance	Budgeting	General		Ability to roll over selected budget accounts from prior fiscal year.
Finance	Budgeting	General		Allows monthly, quarterly and annual budgeting at various levels within an organization.
Finance	Budgeting	General		Ability to handle and report both fiscal year and inception-to-date budgeting.
Finance	Budgeting	General		Ability to carryover unused budgets for responsibility centers.
Finance	Budgeting	General		Ability to automatically roll prior year encumbrances to current budget year.
Finance	Budgeting	General		Ability to automatically calculate fringe benefits budget amounts using fringe benefit rates by employee classification.
Finance	Budgeting	General		Ability to allow budget worksheets to be saved even though incomplete.
Finance	Budgeting	General		Ability to create budget summary levels for grants and special programs.

Requirement	Module	SubModule	Group	Text
Finance	Budgeting	General		Ability to include supplemental budget information such as Fte or other units of measure.
Finance	Budgeting	General		Ability to assign budget authority to individuals by role.
Finance	Budgeting	General		Supports program budgeting that matches the same hierarchical program structure established in the chart of accounts.
Finance	Budgeting	General		Ability to budget and encumber fringe benefits separately from salary amounts.
Finance	Budgeting	General		Supports the definition of a line item budget for selected items such as equipment expenditures.
Finance	Budgeting	General		Provides for a pool budget for a class of expenditures.
Finance	Budgeting	General		Ability to decentralize budget development based on percentage adjustments to prior year budgets provided by the Budget office for approval.
Finance	Budgeting	General		Ability to assign an unlimited number of institution defined category codes to budget line items.
Finance	Budgeting	General		Ability to support budgeting that matches the same hierarchical program structure as established in Chart of Accounts.
Finance	Budgeting	General		Ability to provide budget development functions via integrated workflow tool.
Finance	Budgeting	General		Ability to distribute budget information including workbooks and instructions via e-mail or Web.
Finance	Budgeting	General		Ability to provide a process to apply inflation factors to a budget model.
Finance	Budgeting	General		Ability to develop capital budget with multiple funding sources and have ability to summarize on single screen.
Finance	Budgeting	General		Ability to consolidate revenue, operating and capital budget versions.
Finance	Budgeting	General		Ability to support multiple budget types including revenue budgets, organization budgets, appropriations, allotment, grants etc.
Finance	Budgeting	General		Ability to allot funds for each budget period and throughout the budget/fiscal year.
Finance	Budgeting	General		Ability to budget non-financial data as defined by the institution.
Finance	Budgeting	General		Ability to identify revenue sources.
Finance	Budgeting	General		Ability to develop operating budgets.
Finance	Budgeting	General		Ability to maintain separate budget and fiscal years.
Finance	Budgeting	General		Allows for preparation of tentative (proposed) budget.
Finance	Budgeting	General		Ability to collect budget proposals from departments on line.
Finance	Budgeting	General		Ability to update the working budget.
Finance	Budgeting	General		Ability to display a running total of dollars remaining in the budget.
Finance	Budgeting	General		Maintains proposed budget online.
Finance	Budgeting	General		Ability to attach notes to the budget during the budget development cycle at any level down to account.
Finance	Budgeting	General		Allows for partial rolls of the budget prior to final approval of a complete fiscal year budget.
Finance	Budgeting	General		Ability to define formulas for calculating budgets and feeding other formulas.
Finance	Budgeting	General		Ability to electronically attach documents justifying budget submissions.
Finance	Budgeting	General		Ability to provide an approval hierarchy for initiating and changing budgets.

Requirement	Module	SubModule	Group	Text
Finance	Budgeting	General		Allows authorized users to electronically route the transfer to approval levels and to the budget office for electronic approval.
Finance	Budgeting	General		Ability to approve a transfer, augmentation or decrease to the working budget.
Finance	Budgeting	General		Ability to approve budgets electronically using workflow.
Finance	Budgeting	General		Ability to submit the budget proposal for approval using workflow.
Finance	Budgeting	General		Ability to provide automated work lists of notifications to reviewers and approvers.
Finance	Budgeting	General		Ability to resubmit budget proposal for approval using workflow.
Finance	Budgeting	General		Ability to approve/reject budget proposal using workflow.
Finance	Budgeting	General		Allows for preparation of final (adopted) budget.
Finance	Budgeting	General		Ability to automatically record budgets to the General Ledger as original budgets once approved.
Finance	Budgeting	General		Ability to "freeze" budget information and access by role.
Finance	Budgeting	General		Ability to route budgets electronically.
Finance	Budgeting	General		Ability to integrate budget data with the general ledger module.
Finance	Budgeting	General		Supports budgets (a federal grant, for example) that have fiscal year different than the institution's fiscal year.
Finance	Budgeting	General		Supports the establishment of multi-year budgets.
Finance	Budgeting	General		Allows budgets to be established and maintained for future periods.
Finance	Budgeting	General		Ability to perform project budgeting from inception to completion across fiscal years.
Finance	Budgeting	General		Maintains current budget online.
Finance	Budgeting	General		Maintains budget transfers online with appropriate approval.
Finance	Budgeting	General		Maintains adopted budget online.
Finance	Budgeting	General		Ability to store an unlimited number of annual historical budgets with actual revenue and expenditure data.
Finance	Budgeting	General		Ability to collect budget transfer, augmentation or decrease.
Finance	Budgeting	General		Ability to submit transfer, augmentation or decrease for approval.
Finance	Budgeting	General		Ability to update the working budget, including multiple accounts, at one time.
Finance	Budgeting	General		Ability to transfer budgets within institution defined rules.
Finance	Budgeting	General		Ability to initiate budget transfers at account level for subsequent review and approval.
Finance	Budgeting	General		Ability to track modifications of budgets.
Finance	Budgeting	General		Allows authorized users to transfer funds between budget accounts.
Finance	Budgeting	General		Allows budget transfers of multiple account funds to one or more other budget accounts in a single transaction.
Finance	Budgeting	General		Ability to restrict budget transfers within a budget account (i.e., capital budget funds to salary line items).
Finance	Budgeting	General		Ability to insert new budget items.
Finance	Budgeting	General		Ability to forecast multi-year budgets for a period of 5 or more years.
Finance	Budgeting	General		Ability to automatically record the current budget for use in planning next year's budget.
Finance	Budgeting	General		Allows authorized users to develop budget forecasts using base-year-budgets.
Finance	Budgeting	General		Ability to include or exclude the budget update from the next fiscal year.
Finance	Budgeting	General		Ability to apply inflation factors to a budget model.

Requirement	Module	SubModule	Group	Text
Finance	Budgeting	General		Allows forecasts to be expressed in terms of percentage increases.
Finance	Budgeting	General		Ability to interface with Human Resources system to create budgets for Position Control function.
Finance	Budgeting	Funds Availability		System supports real-time funds availability control.
Finance	Budgeting	Funds Availability		System supports tolerances (by percentage) for budget availability control.
Finance	Budgeting	Funds Availability		System supports automatic hard stops (i.e. error messages), soft stops (i.e. warning messages), automated workflow messaging to managers, and FYI messaging to users when budget tolerances are exceeded.
Finance	Budgeting	Funds Availability		Provides budget availability tolerances by Fund, Department/Division/School, Account, or Grant.
Finance	Budgeting	Funds Availability		Provides for budget availability based on annual amounts or project, grant, contract life period amounts.
Finance	Budgeting	Funds Availability		Provides budget availability based on any institution defined periods.
Finance	Budgeting	Funds Availability		Provides multi-level budget availability where a single expenditure transaction could check multiple budget locations before allowing/disallowing the expenditure to be posted, in real-time.
Finance	Budgeting	Funds Availability		Provides that transactions within the approval/workflow processes automatically hold budget or encumber against the budget until they are either rejected or approved.
Finance	Budgeting	Funds Availability		Budget transactions are identified as either Original Budget, Budget Transfer, Budget Increase, Budget Decrease, or Budget Carry forwards.
Finance	Budgeting	Funds Availability		Budgets can be further subdivided into institution definable sub-categories to differentiate between further budget categories for reporting purposes
Finance	Budgeting	Funds Availability		All encumbrance, expenditure and budget transactions perform a real-time budget check during the creation of the transactions.
Finance	Budgeting	Funds Availability		Allows institution defined budgetary control options.
Finance	Budgeting	Funds Availability		Provides authorized user overrides to bypass funds availability checking.
Finance	Budgeting	Funds Availability		Ability to selectively override budget limits.
Finance	Budgeting	Budget Reporting		Ability to produce an over budget report by account number detailed by individual items.
Finance	Budgeting	Budget Reporting		Provides online access to budget information with option to print monthly financial statements.
Finance	Budgeting	Budget Reporting		Ability to identify non-budget accounts for reporting purposes.
Finance	Budgeting	Budget Reporting		Ability to identify operating budget accounts for reporting purposes.
Finance	Budgeting	Budget Reporting		Provides online budget query for prior year with capability to dynamically change the sort and display keys.
Finance	Budgeting	Budget Reporting		Ability to generate reports: transactions, proposals and comparisons across fiscal years.
Finance	Budgeting	Budget Reporting		Ability to compare budgets, receipts or actual expenditures and display remaining balances.
Finance	Budgeting	Budget Reporting		Ability to produce standard annual operating budget reports from data in various budget accounts.
Finance	Budgeting	Budget Reporting		Ability to provide summary and detail levels of different levels of budget information.
Finance	Budgeting	Budget Reporting		Provides online budget query for current year with capability to dynamically change the sort and display keys.

Requirement	Module	SubModule	Group	Text
Finance	Budgeting	Budget Reporting		Ability to identify specific phases of a budget for reporting.
Finance	Budgeting	Budget Reporting		Ability to provide an over budget report by account number detailed to individual line items.
Finance	Budgeting	Budget Reporting		Ability to support budgetary analysis (i.e. by expenditure type, funds, appropriation etc.)
Finance	Budgeting	Budget Reporting		Provide reports for a user defined period, with multiple columns for user selected funds and consolidated totals.
Finance	Budgeting	Budget Reporting		Allow output to reported data to external files in a standard format so that information can be processed by a PC based spreadsheet package.
Finance	Budgeting	Budget Reporting		Support flexible roll-up reporting or detailed management reporting with sorting and totaling based on any level or value.
Finance	Budgeting	Budget Reporting		Ability to display/report account numbers whose balances are insufficient to cover salary and fringe benefit encumbrances.
Finance	Budgeting	Budget Reporting		Provides standard financial reports for budget variance.
Finance	Budgeting	Budget Reporting		Provides standard financial reports for budget YTD.
Finance	Fixed Assets	General		Ability to support a reconciliation of physical inventory against what is shown on the system, automatically generating transactions subject to approval processing.
Finance	Fixed Assets	General		Ability to have a physical inventory module that includes bar code scanning and printing technology.
Finance	Fixed Assets	General		Ability to record receipt of accountable fixed asset fund source.
Finance	Fixed Assets	General		Ability to record receipt of accountable fixed asset property control number.
Finance	Fixed Assets	General		Ability to record receipt of accountable fixed asset disposal, sale or trade-in.
Finance	Fixed Assets	General		Ability to record receipt of accountable fixed asset modifications or alterations.
Finance	Fixed Assets	General		Ability to record receipt of accountable fixed asset location.
Finance	Fixed Assets	General		Ability to record receipt of accountable fixed asset depreciation schedule or life.
Finance	Fixed Assets	General		Ability to record receipt of accountable fixed asset acquisition date.
Finance	Fixed Assets	General		Ability to record receipt of accountable fixed asset vendor.
Finance	Fixed Assets	General		Ability to record receipt of accountable fixed asset cost.
Finance	Fixed Assets	General		Ability to record receipt of accountable fixed asset description.
Finance	Fixed Assets	General		Ability to send journal entries to the General Ledger.
Finance	Fixed Assets	General		Ability to delete assets if entered incorrectly (with audit trail).
Finance	Fixed Assets	General		Ability for the system to support reinstatements of deleted assets.
Finance	Fixed Assets	General		Ability for the system to perform transaction in the future or past and post it to a different accounting period than the transaction date.
Finance	Fixed Assets	General		Ability to maintain detail property records for all fixed assets including identification codes, commodity classification, acquisition data, supplier information, maintenance data, make, model, and serial number, disposition data, and asset useful life.
Finance	Fixed Assets	General		Maintains replacement values.
Finance	Fixed Assets	General		Maintains detail property records for insurance purposes.
Finance	Fixed Assets	General		Ability to track transfer of assets.
Finance	Fixed Assets	General		Provides for the definition of institution defined categories of fixed assets.
Finance	Fixed Assets	General		Provides for the definition of funding sources for accounting entries.

Requirement	Module	SubModule	Group	Text
Finance	Fixed Assets	General		Ability to accept bar coding for property control and inventory purposes.
Finance	Fixed Assets	General		Provides for the definition of asset accounts for accounting entries.
Finance	Fixed Assets	General		Maintains identification codes for all fixed assets.
Finance	Fixed Assets	General		Maintains funding source for all fixed assets.
Finance	Fixed Assets	General		Maintains federal government ownership for fixed assets.
Finance	Fixed Assets	General		Maintains asset useful life for all fixed assets.
Finance	Fixed Assets	General		Maintains disposition data for all fixed assets.
Finance	Fixed Assets	General		Maintains model for all fixed assets.
Finance	Fixed Assets	General		Maintains maintenance data for all fixed assets.
Finance	Fixed Assets	General		Maintains supplier information for all fixed assets.
Finance	Fixed Assets	General		Maintains acquisition data for all fixed assets.
Finance	Fixed Assets	General		Maintains commodity classification for all fixed assets.
Finance	Fixed Assets	General		Ability to separately capture real property assets by disposal.
Finance	Fixed Assets	General		Ability to separately capture real property assets alterations.
Finance	Fixed Assets	General		Ability to separately capture real property assets repairs.
Finance	Fixed Assets	General		Ability to separately capture real property assets modifications.
Finance	Fixed Assets	General		Ability to track non capitalized assets (e.g. portable assets)
Finance	Fixed Assets	General		Ability to keep historical changes in an audit trail.
Finance	Fixed Assets	General		Ability to define asset groups to be used in componentized asset accounting.
Finance	Fixed Assets	General		Ability define minimum capitalization limit so that only assets above the threshold can be capitalized.
Finance	Fixed Assets	General		Ability for the system to generate mass transactions such as: Mass transfers (by department, by location, or by user)
Finance	Fixed Assets	General		Ability for the system to generate mass transactions such as: Mass retirements (by department, by location, or by user)
Finance	Fixed Assets	General		Ability to change any piece of information be changed in a mass transaction.
Finance	Fixed Assets	General		Ability to track an unlimited number of physical attributes of an asset.
Finance	Fixed Assets	General		Ability to tag number maintained separately from asset ID as tracked by the system.
Finance	Fixed Assets	General		Ability to maintain physical location separately from accounting location.
Finance	Fixed Assets	General		Ability to store and display an image (picture) of an asset.
Finance	Fixed Assets	General		Ability to represent complex assets in a parent/child relationship.
Finance	Fixed Assets	General		Ability to change links between assets.
Finance	Fixed Assets	General		Ability to enable individual components of assets to be separately identified.
Finance	Fixed Assets	General		Ability to support capital lease amortization.
Finance	Fixed Assets	General		Ability to support the same transactions for leased assets as it does for non-leased assets.
Finance	Fixed Assets	General		Ability to perform replacement value indexing.
Finance	Fixed Assets	General		Ability to track and report on assets that are on loan.
Finance	Fixed Assets	General		Ability to track and report on assets that are available for others' use.
Finance	Fixed Assets	General		Ability to track warranties for assets.
Finance	Fixed Assets	General		Ability to update replacement value via indexing for inflation.
Finance	Fixed Assets	General		Ability to generate several GL accounts or cost centers for fixed asset posting.
Finance	Fixed Assets	General		Ability to split assets over multiple cost centers.

Requirement	Module	SubModule	Group	Text
Finance	Fixed Assets	General		Ability to book one asset or a group of assets to the general ledger independently of the rest.
Finance	Fixed Assets	General		Ability to allow splitting of assets and associated transaction history.
Finance	Fixed Assets	General		Ability to mark cost adjustments either as adjustments or additions.
Finance	Fixed Assets	General		Ability to enter assets as far into the future or past as the authorized user wants.
Finance	Fixed Assets	General		Ability to transfer assets internally.
Finance	Fixed Assets	General		Ability to flag assets for disposal based on: Date of purchase
Finance	Fixed Assets	General		Ability to flag assets for disposal based on: Model type
Finance	Fixed Assets	General		Ability to flag assets for disposal based on: Asset category
Finance	Fixed Assets	General		Ability to flag assets for disposal based on: Asset number
Finance	Fixed Assets	General		Ability to flag assets for disposal based on: Institution defined criteria
Finance	Fixed Assets	General		Ability to provide an audit trail of all transactions, including: Additions
Finance	Fixed Assets	General		Ability to provide an audit trail of all transactions, including: Adjustments
Finance	Fixed Assets	General		Ability to provide an audit trail of all transactions, including: Transfers
Finance	Fixed Assets	General		Ability to provide an audit trail of all transactions, including: Retirements
Finance	Fixed Assets	General		Ability to provide an audit trail of all transactions, including: Recategorizations
Finance	Fixed Assets	General		Ability to provide an audit trail of all transactions, including: Reinstatements
Finance	Fixed Assets	General		Ability to provide an audit trail of all transactions, including: Lease payments
Finance	Fixed Assets	General		Ability to provide an audit trail of all transactions, including: Depreciation rule changes
Finance	Fixed Assets	General		Ability to accept asset location information.
Finance	Fixed Assets	General		Ability to automatically assign a temporary tag number in Fixed Assets for capitalized items.
Finance	Fixed Assets	General		Ability to interface with Fixed Assets System when items are received within predefined capitalization limits.
Finance	Fixed Assets	General		Maintains property records for all fixed assets.
Finance	Fixed Assets	General		Provides for the definition of funds for accounting entries originating from fixed assets.
Finance	Fixed Assets	General		Ability for assets to be created with detailed information directly from AP to the asset system without re-keying data.
Finance	Fixed Assets	General		Ability for assets to be created with detailed information directly from the PO receiving function to the asset system without re-keying data.
Finance	Fixed Assets	General		Ability to interface/integrate with other systems to provide inception-to-date cost information relating to self-constructed or purchased assets.
Finance	Fixed Assets	Depreciation		Ability to separately capture real property assets accumulated depreciation.
Finance	Fixed Assets	Depreciation		Ability to separately capture real property assets current depreciation.
Finance	Fixed Assets	Depreciation		Ability to record receipt of accountable fixed asset current depreciation.
Finance	Fixed Assets	Depreciation		Ability to record receipt of accountable fixed asset accumulated depreciation.
Finance	Fixed Assets	Depreciation		Allows depreciation to be calculated on a monthly, quarterly or annual basis.
Finance	Fixed Assets	Depreciation		Provides for institutional definition of various types of depreciation.
Finance	Fixed Assets	Depreciation		Provides for the definition of depreciation for accounting entries.

Requirement	Module	SubModule	Group	Text
Finance	Fixed Assets	Depreciation		Provides for automatic calculation of depreciation and link it to general ledger.
Finance	Fixed Assets	Depreciation		Ability to provide the following depreciation start date conventions: Half-year
Finance	Fixed Assets	Depreciation		Ability to provide the following depreciation start date conventions: Institution defined conventions
Finance	Fixed Assets	Depreciation		Ability to support calculation of backdated depreciation.
Finance	Fixed Assets	Depreciation		Ability for different books (e.g., financial, tax, and other) to be recorded either separately or concurrently.
Finance	Fixed Assets	Depreciation		Ability for different books to be processed separately (i.e., financial every month, tax once/year).
Finance	Fixed Assets	Depreciation		Ability for books to be added to existing assets on a mass-transaction basis.
Finance	Fixed Assets	Depreciation		Ability for a minimum write-off amount be specified, so that when the net book value of an asset hits this amount, the remaining value is immediately depreciated.
Finance	Fixed Assets	Depreciation		Ability to share depreciation across grouped assets.
Finance	Fixed Assets	Depreciation		Ability to specify depreciation start and end date in lieu of a life.
Finance	Fixed Assets	Depreciation		Ability to support depreciation projections integrated with the budget system.
Finance	Fixed Assets	Depreciation		Ability to separate tax depreciation expense methods and accumulation and separate tax net book value.
Finance	Fixed Assets	Depreciation		Ability to make mass depreciation definition changes.
Finance	Fixed Assets	Depreciation		Ability to generate balanced journal entries.
Finance	Fixed Assets	Depreciation		Ability to post real-time to the general ledger.
Finance	Fixed Assets	Depreciation		Ability to rerun depreciation posting to the general ledger an unlimited number of times until the final run.
Finance	Fixed Assets	Self Service		Allows authorized users to search for asset records using various criteria or combination of fields.
Finance	Fixed Assets	Self Service		Allows authorized users to drill into asset detail such as cost, net book value and other financial information.
Finance	Fixed Assets	Self Service		Allows authorized users to drill into asset detail such as assignment, location and other descriptive information.
Finance	Fixed Assets	Self Service		Allows authorized users to drill into payables, purchasing and maintenance detail for the asset.
Finance	Fixed Assets	Self Service		Allows authorized users to view construction-in-progress assets to manage project costs.
Finance	Fixed Assets	Self Service		Allows authorized users to view supporting attachment documents.
Finance	Fixed Assets	Self Service		Allows authorized users to save query results as asset lists for future reference.
Finance	Fixed Assets	Self Service		Allows authorized users to update a group of data with the 'update as group' option to minimize time-consuming data entry.
Finance	Fixed Assets	Self Service		Allows authorized users to transfer assets with a step-by-step wizard.
Finance	Fixed Assets	Self Service		Allows authorized users to transfer assets between locations, employees and expense accounts.
Finance	Fixed Assets	Fixed Asset Reporting		Ability for the system to produce the following annual reports: Depreciation report

Requirement	Module	SubModule	Group	Text
Finance	Fixed Assets	Fixed Asset Reporting		Ability for the system to produce the following annual reports: Asset movement summary (transfers, additions, retirements, etc.)
Finance	Fixed Assets	Fixed Asset Reporting		Ability for the system to produce the following annual reports: Net book value reports
Finance	Fixed Assets	Fixed Asset Reporting		Ability for the system to produce the following annual reports: Physical inventory reports
Finance	Fixed Assets	Fixed Asset Reporting		Ability for the system to produce the following annual reports: Leasing reports
Finance	Fixed Assets	Fixed Asset Reporting		Ability for the system to produce the following annual reports: User defined reports
Finance	Fixed Assets	Fixed Asset Reporting		Ability to provide a report of fixed assets by user defined attributes.
Finance	Fixed Assets	Fixed Asset Reporting		Ability to provide self service to view, transfer locations, add comments or otherwise update assets easily under their control, pending necessary authorizations.
Finance	Fixed Assets	Fixed Asset Reporting		Ability to generate inventory lists by physical location.
Finance	Fixed Assets	Fixed Asset Reporting		Ability to generate inventory lists by depreciation schedule.
Finance	Fixed Assets	Fixed Asset Reporting		Ability to generate inventory lists by accumulated depreciation.
Finance	Fixed Assets	Fixed Asset Reporting		Ability to generate inventory lists by current depreciation.
Finance	Fixed Assets	Fixed Asset Reporting		Ability to generate inventory lists by unit of assignment.
Finance	Fixed Assets	Fixed Asset Reporting		Ability to generate inventory lists by acquisition date.
Finance	Fixed Assets	Fixed Asset Reporting		Ability to link a capital expenditiure with an entry to record the asset and eliminate the expense
Finance	Facilities Profile			Ability to define the organization's facilities in a central definition table that supports other systems.
Finance	Facilities Profile			Ability to define external facilities such as athletic fields.
Finance	Facilities Profile			Ability to define physical addresses.
Finance	Facilities Profile			Ability to define land plots.
Finance	Facilities Profile			Ability to define Rooms within buildings.
Finance	Facilities Profile			Ability to use the facilities profile data to support Human Resources and Payroll functions.
Finance	Facilities Profile			Ability to support Procurement functions i.e. Delivery with facilities profile data.
Finance	Facilities Profile			Ability to support mail delivery functions with facilities profile data.
Finance	Physical Plant	Key Control		The product can track individual name, campus address, telephone number, and/or other contact information for keys issued and returned.
Finance	Physical Plant	Key Control		The product can maintain a database of information on keys and locks, including such items as lock location, on-hand and total key quantities, key type (master, sub-master, etc.), key cut codes, and date of last re keying.
Finance	Physical Plant	Key Control		The product can store multiple key levels (master, sub master, etc.) for the same door.
Finance	Physical Plant	Key Control		The product can track individual name, campus address, telephone number, and/or other contact information for keys issued and returned.
Finance	Physical Plant	Key Control		The product has the ability to store information on issue, return, lost, payment, and refund transactions as well as transaction dates, with whom transactions take place, and notes about transactions.
Finance	Physical Plant	Key Control		The product can generate various reports, including reports of key schedules, key transactions, and key holders (such as a list of all those having access to given areas).

Requirement	Module	SubModule	Group	Text
Finance	Physical Plant	Key Control		The product can generate charge records that may be used to bill departments for key transactions through an interface to the General Ledger.
Finance	Physical Plant	Key Control		The product provide keys security hierarchy on multi level (master, sub-master, departmental, day key, entry level, entrances)
Finance	Physical Plant	Key Control		The product supports query by multi level (master, sub-master, departmental, day key, entry level, entrances)(key number, key type, building, location, room).
Finance	Physical Plant	Key Control		The product provides key catalog of pin settings per lock.
Finance	Physical Plant	Key Control		The product provides on-line ability of request for keys, authorization of request, and automatic email notification to employee and authorizing personnel of approval, issuance, and receipt of keys.
Finance	Physical Plant	Key Control		The product prints receipts for key issues and returns in real time.
Finance	Physical Plant	Tool Control		The product can maintain a database of tools and equipment available for checkout, including information such as on-hand and total quantities, charge-out rates, warranty information, and serial numbers of serialized equipment.
Finance	Physical Plant	Tool Control		The product can record the checkout and check in of tools and equipment.
Finance	Physical Plant	Tool Control		Checkouts can be designated as permanent or temporary with default and institution defined due dates.
Finance	Physical Plant	Tool Control		The product can create charge records for billing purposes.
Finance	Physical Plant	Tool Control		Asset records can include quantity information to handle the occurrence of multiple identical non-serialized items in the tool inventory.
Finance	Physical Plant	Tool Control		Asset records can include or reference such information as PM histories, maintenance costs, and revenue totals for individual serialized tools.
Finance	Physical Plant	Tool Control		The product can print real time receipts upon check in of tools and equipment.
Finance	Physical Plant	Tool Control		The product can generate commonly needed reports, such as past due lists, lists of tools checked out by employee or shop, and lists of permanent issues by shop.
Finance	Physical Plant	Tool Control		The product can display on-hand quantities of tools and equipment.
Finance	Physical Plant	Self-Service Maintenance Requests		Allows authorized users to enter work requests and work orders on-line.
Finance	Physical Plant	Self-Service Maintenance Requests		Allows authorized users to search for assets to relate to work requests.
Finance	Physical Plant	Self-Service Maintenance Requests		Allows authorized users to enter details on preventative, routine, and emergency work orders.
Finance	Physical Plant	Work Order Tracking		Work order charges may be charged to multiple accounts based on fixed cost amounts.
Finance	Physical Plant	Work Order Tracking		Ability to characterize work order/project by type (e.g. responsive or stewardship maintenance)
Finance	Physical Plant	Work Order Tracking		Ability to select from pre-defined values, such as building room, when requesting a work order.
Finance	Physical Plant	Work Order Tracking		Ability to charge work orders to valid account codes with descriptive data.
Finance	Physical Plant	Work Order Tracking		The product can be configured such that completion of certain fields of the customer work request form is mandatory.
Finance	Physical Plant	Work Order Tracking		The product can automatically generate email notifications of receipt and status of work requests to customers.

Requirement	Module	SubModule	Group	Text
Finance	Physical Plant	Work Order Tracking		Authorized customers can view cost details such as labor, material, rental, and outside services and can determine whether work is billed on actual costs or a flat fee.
Finance	Physical Plant	Work Order Tracking		Work requests entered via the web should automatically update the product's database tables real-time.
Finance	Physical Plant	Work Order Tracking		Work requests entered through web should be grouped with other requests available for review and scheduling.
Finance	Physical Plant	Work Order Tracking		The product provides graphical access to work requests via floor plans through an interface with AutoCAD drawings.
Finance	Physical Plant	Work Order Tracking		Ability to fill out and store work order information for non-emergency work.
Finance	Physical Plant	Work Order Tracking		Ability to record and assign emergency, call-in work immediately.
Finance	Physical Plant	Work Order Tracking		Ability to record and forward non-emergency requests to maintenance supervisor for approval and coordinate approval with requisition.
Finance	Physical Plant	Work Order Tracking		Ability to track account number, facility, shop, employee and group for each requisition.
Finance	Physical Plant	Work Order Tracking		Ability to assign a work order number to requisitions.
Finance	Physical Plant	Work Order Tracking		Ability to store time and material usage information by work order.
Finance	Physical Plant	Work Order Tracking		Ability to generate monthly report showing time and material usage.
Finance	Physical Plant	Work Order Tracking		Ability to generate report of completed work orders.
Finance	Physical Plant	Work Order Tracking		Ability to print work order requests on laser printers.
Finance	Physical Plant	Work Order Tracking		Ability to track and process facility and equipment preventive maintenance (e.g. inspection of facilities, job descriptions and frequency, contractors, work order numbers.)
Finance	Physical Plant	Work Order Tracking		Ability to store historical records of preventive maintenance jobs completed.
Finance	Physical Plant	Work Order Tracking		Ability to charge labor, fringe and material costs automatically to accounts in finance system.
Finance	Physical Plant	Work Order Tracking		Ability to generate reports on finance charges for work orders.
Finance	Physical Plant	Work Order Tracking		Ability to track expenditures for project feasibility, budget containment, contract expenses, future budgeting, confirming accounts charged.
Finance	Physical Plant	Work Order Tracking		Ability to enforce approvals for use of departmental accounts and enforce denial of over-budgeted accounts.
Finance	Physical Plant	Work Order Tracking		Work order entry software can be configured to generate quality assurance questionnaires, customized messages, surveys, etc., every x number of work orders, and automatically report the results.
Finance	Physical Plant	Work Order Tracking		Work orders can be routed for review and approval.
Finance	Physical Plant	Work Order Tracking		Ability to provide a field-level audit trail for all changes made to work orders, including but not limited to the following: date of change, user making change, original value, new value, and comments associated with change.
Finance	Physical Plant	Work Order Tracking		Detailed location, equipment, and asset descriptions and work procedures can be included on work orders to provide detailed query and reporting capabilities.
Finance	Physical Plant	Work Order Tracking		Authorized users should be able to query work orders real-time using wireless hand held devices
Finance	Physical Plant	Work Order Tracking		Authorized users should be able to enter labor against work orders, real-time on hand held devices.

Requirement	Module	SubModule	Group	Text
Finance	Physical Plant	Work Order Tracking		Authorized users should be able to issue materials related to work orders on hand held electronic devices real-time.
Finance	Physical Plant	Work Order Tracking		The product can automatically generate Work Orders for Locations, Equipment or both.
Finance	Physical Plant	Work Order Tracking		The product has the ability to store and view documents associated with work orders (CAD, Word, Excel, drawings, notes, etc.).
Finance	Physical Plant	Work Order Tracking		The product has the ability to store worker comments upon completion of work.
Finance	Physical Plant	Work Order Tracking		The product can record information about work requestors such as name, phone number, department, and email address and auto-populate this information for requests subsequently submitted by the same requestor.
Finance	Physical Plant	Work Order Tracking		The product can generate reports on actual versus estimated costs.
Finance	Physical Plant	Work Order Tracking		The product has the ability to estimate work at detail shop level (electric, plumbing, carpentry, and other FMD shops).
Finance	Physical Plant	Work Order Tracking		The product can post charges to work orders in real time (labor, material, service contracts, miscellaneous costs.)
Finance	Physical Plant	Work Order Tracking		Miscellaneous user defined costs can be charged to work orders.
Finance	Physical Plant	Work Order Tracking		Work order charges may be charged to multiple accounts in varying percentages.
Finance	Physical Plant	Work Order Tracking		The product can create accounting transactions to bill customers for actual labor, material, and rental costs on a work order by work order basis.
Finance	Physical Plant	Work Order Tracking		The product can alert designated Facilities Management personnel when actual costs are nearing estimated or budgeted costs.
Finance	Physical Plant	Work Order Tracking		The product can project manpower requirements, including type and number of personnel, for a specified future time period, such as a week, month, or year, based on information in property management plans.
Finance	Physical Plant	Work Order Reporting		Ability to report on work orders by campus, building, room, department, account code.
Finance	Physical Plant	Work Order Reporting		Reports can be generated by the customer, including cost summary reports and work order status reports.
Finance	Physical Plant	Construction Project Accounting		Ability to create multi-year budgets for construction projects
Finance	Physical Plant	Construction Project Accounting		Ability to develop and access the versions of the budget of the project through design and construction.
Finance	Physical Plant	Construction Project Accounting		Ability to track online amount used and available on each construction project.
Finance	Physical Plant	Construction Project Accounting		Ability to track inception to date obligation and expenses across fiscal years and fund sources, progress of payments in the University system and status of retainage held for each contract.
Finance	Physical Plant	Construction Project Accounting		Ability to monitor the architectural and construction manager fees by project phase. (Original contract, amendments, payments and balances will be monitored by phase.)
Finance	Physical Plant	Construction Project Accounting		Ability to monitor executed contract change orders.
Finance	Physical Plant	Construction Project Accounting		Ability to set alerts to proactively monitor the project based upon institution defined criteria.
Finance	Physical Plant	Construction Project Accounting		Ability to transfer expenses across project accounts.
Finance	Physical Plant	Construction Project Accounting		Ability to allow the vendor use self service.

Requirement	Module	SubModule	Group	Text
Finance	Physical Plant	Construction Project Accounting		Ability to restrict vendor access to their contract data only.
Finance	Physical Plant	Construction Project Accounting		Ability to provide performance monitoring and reporting at project level, campus level and university level. Project reports will range from a project level to budget line-item level for obligations, change order categories and amount.
Finance	Physical Plant	Construction Project Accounting		The product allows the user to define a variety of project types to include different, user defined fields, milestones and budget codes.
Finance	Physical Plant	Construction Project Accounting		The product allows the user to define different types of contracts to support the capital projects, such as architectural/engineering, construction, furniture/fixtures, telecommunications, etc.
Finance	Physical Plant	Construction Project Accounting		The product tracks major revisions to project that might affect the schedule, funding or budget.
Finance	Physical Plant	Construction Project Accounting		The product provides for comparisons between different versions in terms of funding, budgets, milestones and costs incurred.
Finance	Physical Plant	Construction Project Accounting		The product allows the user to define milestones, the weighting of the milestones and percent complete of each of the milestones in the overall capital project.
Finance	Physical Plant	Construction Project Accounting		The product allows the user to attach all project information such as drawings, engineering analysis, notes from telephone conversations, etc to the capital project.
Finance	Physical Plant	Construction Project Accounting		Ability to track Billable and Non-Billable Time for Professional Hourly Services for Specific Projects, allowing staff to input hours worked on projects.
Finance	Physical Plant	Construction Project Accounting		The product maintains project histories.
Finance	Physical Plant	Construction Project Accounting		The product tracks sources of funds for projects and allows the user to distinguish between revenue and expense accounts associated with a project.
Finance	Physical Plant	Construction Project Accounting		The product allows authorized users to enter and manage change requests and change orders.
Finance	Physical Plant	Construction Project Accounting		The product supports different revisions to project and changes between revisions.
Finance	Physical Plant	Construction Project Accounting		All costs related to projects can be obtained through an interface with the General Ledger.
Finance	Physical Plant	Construction Project Accounting		The authorized user is able to drill down to view source of costs and financial information, including PO's, invoices, work orders, for each of the budget codes of the project.
Finance	Physical Plant	Construction Project Accounting		Capital projects are fully integrated with the work order system to incorporate work performed by in-house crews.
Finance	Physical Plant	Preventive Maintenance		This product provides the ability to interface with environmental controls (temperature, security, alarms) and generate a work order.
Finance	Physical Plant	Preventive Maintenance		This product provides triggers (certain equipment conditions) that will generate e-mails or alerts.
Finance	Physical Plant	Preventive Maintenance		The product can generate PM Work Orders automatically based on fixed or sliding calendar intervals, usage such as hours or mileage, condition readings or alarms, or on demand.

Requirement	Module	SubModule	Group	Text
Finance	Physical Plant	Preventive Maintenance		Preventive maintenance activities can be scheduled on specified dates, days of the week, days of the month, 1st Monday or work day of the month, other user defined schedules, and may be restricted to specified seasons.
Finance	Physical Plant	Preventive Maintenance		Preventive maintenance (PM) orders should be scheduled as a part of a hierarchical arrangement and conflicts should be prevented. For example, quarterly or semi-annual PM orders should not be scheduled at the same time as an annual PM order.
Finance	Physical Plant	Preventive Maintenance		Sets of PM tasks can be defined for groups of similar equipment.
Finance	Physical Plant	Preventive Maintenance		Existing PM plans can be copied to create new PM plans.
Finance	Physical Plant	Preventive Maintenance		PM tasks and schedules can be assigned to Equipment or to Building Locations
Finance	Physical Plant	Preventive Maintenance		The product can maintain the preventive maintenance (PM) histories of assets and equipment
Finance	Physical Plant	Preventive Maintenance		The product can generate reports of overdue PM orders.
Finance	Physical Plant	Preventive Maintenance		Assets and PMs can be associated in Route, by reporting labor and closing the route costs will be distributed to all items in the route and the entire route closed in a single operation.
Finance	Physical Plant	Preventive Maintenance		Ability to track normal physical maintenance of assets, such as vehicle oil changes or tune-ups.
Finance	Physical Plant	Preventive Maintenance		Ability to schedule physical maintenance.
Finance	Physical Plant	Preventive Maintenance		Ability for calibration and maintenance costs be captured, distributed, and tracked.
Finance	Physical Plant	Maintenance Project Tracking		Ability to store and report project information including description, CAD prints, material quotes, time frame, contractor proposals, justification letter, maintenance involvement.
Finance	Physical Plant	Maintenance Project Tracking		Ability to incorporate multiple year planning for projects.
Finance	Physical Plant	Maintenance Project Tracking		Ability to manage and report brand, vendor, date of purchase and part number/description of material/equipment install during projects.
Finance	Physical Plant	Maintenance Project Tracking		Ability to track classroom/dorm schedules.
Finance	Physical Plant	Maintenance Project Tracking		Ability to track conference schedules.
Finance	Physical Plant	Maintenance Project Tracking		Ability to track custodial schedules.
Finance	Physical Plant	Maintenance Project Tracking		Ability to track other organization schedules.
Finance	Physical Plant	Maintenance Project Tracking		Ability to track athletic schedules.
Finance	Physical Plant	Maintenance Project Tracking		Ability to track and report room numbers, descriptions and structural layouts of all campus facilities.
Finance	Physical Plant	Maintenance Project Tracking		Ability to track major purchase expenses, equipment, list of building parts (paints) and inventories, warranty dates / installations / maintenance.
Finance	Physical Plant	Maintenance Project Tracking		Ability to calculate and report predictive maintenance.
Finance	Physical Plant	Maintenance Project Tracking		Ability to report expense and labor hours by building by equipment
Finance	Physical Plant	Maintenance Project Tracking		Ability to quickly and easily assign work requests/projects to multiple shops/zones
Finance	Physical Plant	Building Maintenance		The product provides storage and query of periodic/specific inspection results.
Finance	Physical Plant	Building Maintenance		The product generates corrective work orders (integrate with work order system) based on inspection results.
Finance	Physical Plant	Building Maintenance		The product provides reporting for inspecting agencies and users.
Finance	Physical Plant	Building Maintenance		The product provides input forms for inspections.

Requirement	Module	SubModule	Group	Text
Finance	Physical Plant	Building Maintenance		The product generates schedules for inspections.
Finance	Physical Plant	Space/Location Management		Ability to do and report on a facilities condition assessment.
Finance	Physical Plant	Space/Location Management		The product supports a relational space management database.
Finance	Physical Plant	Space/Location Management		This product supports bidirectional graphical - data search capabilities.
Finance	Physical Plant	Space/Location Management		This product interfaces with AutoCad drawings.
Finance	Physical Plant	Space/Location Management		this product contains a graphical reports service that is able to relate data to spatial entities.
Finance	Physical Plant	Space/Location Management		The product supports user defined structures/land entities that can be defined as adjacent to buildings.
Finance	Physical Plant	Space/Location Management		The product should provide a web-based function allowing users to update space usage. This facility should be real time and not require the involvement of clerical personnel.
Finance	Physical Plant	Space/Location Management		The product should maintain a database of buildings, rooms, and other spaces, as well as information about those spaces, their furnishings.
Finance	Physical Plant	Space/Location Management		The product should support space classification as outlined in US Dept of Education Postsecondary Education Facilities Inventory Classification Manual or FICM standard.
Finance	Physical Plant	Space/Location Management		The product should support multiple Space prorating by Space and Department usage.
Finance	Physical Plant	Space/Location Management		The product supports user defined fields for all space entities.
Finance	Physical Plant	Space/Location Management		The product supports aliases for both buildings and spaces.
Finance	Physical Plant	Space/Location Management		The system supports user definable audit trails on changes to buildings and spaces.
Finance	Physical Plant	Space/Location Management		The product supports user defined structures/land entities that can be defined as adjacent to buildings.
Finance	Physical Plant	Space/Location Management		The product supports security for locations at the user level
Finance	Physical Plant	Space/Location Management		The product supports security at the field level on rooms by authorized users.
Finance	Physical Plant	Space/Location Management		The product should allow the earmark space as being involved in Indirect Cost Recovery activities at the building and space level.
Finance	Physical Plant	Space/Location Management		The product should support the distinction between owning groups for space and occupying groups. They can be the same or different.
Finance	Physical Plant	Space/Location Management		The graphical representation provides links to database information, including asset, equipment, and inhabitant lists.
Finance	Physical Plant	Utilities Management		The product provides entry and inventory of utility bill information.
Finance	Physical Plant	Utilities Management		The product provides a unique identifier for each meter, to include master meters, submeters, and track-ing-only meters.
Finance	Physical Plant	Utilities Management		Ability to enter variable rate charges, updateable in real-time for future billing
Finance	Physical Plant	Utilities Management		Ability to import current meter readings from text file or from bar code reader as well as manual data entry.
Finance	Physical Plant	Utilities Management		Ability to enter an invoice from an outside vendor and calculate charges for billing (or import invoices from a vendor-provided text file).
Finance	Physical Plant	Utilities Management		Ability to assign percentages of a master meter to a submeter and have system calculate "left over" amount to bill.
Finance	Physical Plant	Utilities Management		Ability to track in-house utility production as well as outside utilities purchased.
Finance	Physical Plant	Utilities Management		Ability to track multiple rate schedules from various vendors.

Requirement	Module	SubModule	Group	Text
Finance	Physical Plant	Utilities Management		The product provides projections based on what if scenarios coupled with consumption for various historical periods.
Finance	Physical Plant	Utilities Management		The product provides for meter/sub-meter reading storage and history.
Finance	Physical Plant	Utilities Management		The product provides billing of utilities consumption with export of formatted transactions to Financial System.
Finance	Physical Plant	Utilities Management		The product provides reports for budget/consumption analyses.
Finance	Physical Plant	Utilities Management		This product provides utility reports for actual use including demand and cost information, as well as use cost and average unit cost.
Finance	Physical Plant	Utilities Management		This product provides an ability to export to Excel files and to link with Access databases.
Finance	Physical Plant	Utilities Management		This product provides the ability to tie meters/submeters or master meters to buildings and building gross square fee and allows for changes to building gross square feet.
Finance	Physical Plant	Utilities Management		This product provides the ability to link to daily weather data--automatically to weather station(s) or entered by hand.
Finance	Physical Plant	Utilities Management		This product provides the ability to analyze data on a KBTU/gsf basis--by utility type or all utilities together.
Finance	Physical Plant	Utilities Management		This product has the ability to handle these units of measurement: kwh/kw (electric), csf/therm/ctherm (natural gas), klbs (steam), gallons/kgallons (water/waste water), tons/hour (chilled water), gallons/ccf (propane).
Finance	Physical Plant	Resource Planning		Maintain PM demands by location, equipment, and time periods
Finance	Physical Plant	Resource Planning		Maintain PM available resources, technician/vendor, and time periods
Finance	Physical Plant	Resource Planning		Ability time phased matching of demands and resources and calculate over/short resources
Finance	Physical Plant	Transportation Services		Ability to track and schedule maintenance on vehicles.
Finance	Physical Plant	Transportation Services		This product provides a process for reserving vehicles on-line and for billing for use of those vehicles.
Finance	Physical Plant	Transportation Services		This product provides a process for billing leased vehicles on a monthly basis, for tracking mileage and fuel use; for tracking titles and license renewals; for billing customers for vehicle use.
Finance	Physical Plant	Lease Management		This product supports a University property management program for tracking leases and rents of University lands, buildings, and equipment to non-University customers.
Finance	Physical Plant	Events Planning & Scheduling		This product provides a process for planning and scheduling events, for tracking costs related to events, and for billing clients for those costs.
Finance	Cost Accounting			Provides for the recovery of direct labor costs.
Finance	Cost Accounting			Provides for the recovery of overhead costs.
Finance	Cost Accounting			Provides for the recovery of equipment usage costs.
Finance	Cost Accounting			Provides a mechanism for recovery of both direct and indirect costs for delivery of services.
Finance	Cost Accounting			Provides for the development of charge rates based on estimates of costs to be incurred during future billing periods.
Finance	Cost Accounting			Allows for the calculation and maintenance of internal rates.
Finance	Cost Accounting			Supports the automatic selection of the chargeback rate through the billing process.
Finance	Cost Accounting			Ability to automatically create interfund and interdepartmental transactions.

Requirement	Module	SubModule	Group	Text
Finance	Cost Accounting			Supports the collection of service/product delivery data by customer and cost accounts.
Finance	Cost Accounting			Performs the appropriate accounting as billing occurs.
Finance	Cost Accounting			Provides a mechanism to reconcile actual data to estimated data.
Finance	Cost Accounting			Ability to integrate with Human Resources for salary and benefits information.
Finance	Cost Accounting			Ability to automatically encumber the necessary funds when an internal customer order is received.
Finance	Cost Accounting			Provides online reports available for printing.
Finance	Cost Accounting			Provides summaries for individual units showing percent, salary histories, overruns, and revisions.
Finance	Investment Management			Ability to establish multiple fund balance accounts for tracking investment information across fiscal years.
Finance	Investment Management			Ability to track inception-to-date information for institution specified categories of information (e.g., current year income and prior year income).
Finance	Investment Management			Supports average daily balance methodologies for equitable distribution of earnings and unrealized/realized gains via an automated process.
Finance	Investment Management			Ability to track invested funds with the use of investments pools.
Finance	Investment Management			Allows funds participating in a pool to retain their identity and equity position for specific principal and earnings distribution restrictions.
Finance	Investment Management			Ability to report the net appreciation of an endowment fund per distribution frequency.
Finance	Investment Management			Ability to monitor invested funds online.
Finance	Investment Management			Ability to create/modify spending formulas online.
Finance	Investment Management			Ability to track inception-to-date information for current year income.
Finance	Investment Management			Ability to track inception-to-date information for prior year income.
Finance	Investment Management			Ability to track expenses related to investments.
Finance	Investment Management			Ability to designate multiple income and expense accounts per pool.
Finance	Investment Management			Ability to report the total return for an endowment.
Finance	Investment Management			Provides for automatic recognition of gain/loss for transfers of investments from one fund to another.
Finance	Investment Management			Ability to specify the spending formula hierarchy.
Finance	Investment Management			Ability to create transactions to distribute cash income and realized/unrealized gains and losses to the funds, which participate in a pool and monies to unrestricted funds based upon a predefined spending formula via an automated process.
Finance	Investment Management			Provides standard financial reports for investments.
Finance	Investment Management			Ability to track purchases, sales and income earned from securities by fund with integration into the general ledger.
Finance	Service Centers			Ability to track jobs by budget account number, department, and description.
Finance	Service Centers			Ability to calculate vehicle use charges based on mileage, to total such charges by account number, and to prepare appropriate journal entries to charge accounts.
Finance	Service Centers			Ability to track and assign cost to various inventories maintained for internal use.
Finance	Service Centers			Ability to charge appropriate accounts for inventory usage.

Requirement	Module	SubModule	Group	Text
Finance	Service Centers			Ability to compute charges based on services provided, quantities.
Finance	Service Centers			Ability to automatically generate appropriate journal entries to charge departments for service jobs.
Finance	Service Centers			Ability to generate bills for external work and monthly departmental total charges for internal work.
Finance	Service Centers			Ability to report totals by time period, by type of work,
Finance	Stores Inventory			Ability to attach inventory items to labor reports, work orders, and purchase tracking.
Finance	Stores Inventory			Ability to manage the receiving of orders.
Finance	Stores Inventory			Ability to notify other departments of inventory record for equipment (e.g. if hazardous chemical or radioactive compound is ordered the appropriate safety officer is notified.)
Finance	Stores Inventory			Ability to create an inventory record from the purchase order.
Finance	Stores Inventory			Ability to manage the receiving of orders.
Finance	Stores Inventory			Maintains on-hand levels and re-supply levels.
Finance	Stores Inventory			Ability to integrate with General Ledger.
Finance	Stores Inventory			Provides online information for reorder points.
Finance	Stores Inventory			Provides online information for on-hand quantities.
Finance	Stores Inventory			Supports materials management.
Finance	Stores Inventory			Supports the average unit cost method for valuing inventory.
Finance	Stores Inventory			Ability to optionally subject requisitions to electronic document routing and approvals.
Finance	Stores Inventory			Ability to initiate stores requisitions online.
Finance	Stores Inventory			Provides online information for safety stock.
Finance	Stores Inventory			Maintains multiple warehouse/stockroom locations.
Finance	Stores Inventory			Provides online catalog capability for store items.
Finance	Stores Inventory			Ability to integrate with Accounts Payable.
Finance	Stores Inventory			Ability to integrate with Receiving.
Finance	Stores Inventory			Ability to integrate with Purchasing.
Finance	Stores Inventory			Ability to service internal and external customers.
Finance	Stores Inventory			Ability to specify rack/shelf/bin locations within a warehouse/stockroom.
Finance	Stores Inventory			Ability to track shipped goods until they return.
Finance	Stores Inventory			Ability to immediately update inventory balances for the warehouse/stockroom accounting records in the General Ledger when processing stores documents (requisitions, receipts).
Finance	Stores Inventory			Provides hard copy catalog capability for store items.
Finance	Stores Inventory			Provides online stock transfer screens.
Finance	Stores Inventory			Provides up-to-the-minute purchasing reports showing goods requested versus goods ordered and available balance.
Finance	Stores Inventory			Ability to define the warehouse/stockroom as a profit center for recognition of Cost of Goods Sold and Warehouse Income.
Finance	Stores Inventory			Ability to automatically adjust the value of the inventory for price changes between receipt and invoicing.
Finance	Stores Inventory			Ability to update physical inventory of warehouse/stockroom items.
Finance	Stores Inventory			Ability to generate physical inventory worksheets.
Finance	Stores Inventory			Ability to record inventory adjustments online.
Finance	Stores Inventory			Ability to record inventory receipts online.
Finance	Stores Inventory			Ability to track receipts online.

Requirement	Module	SubModule	Group	Text
Finance	Stores Inventory			Ability to handle multiple units of measure.
Finance	Stores Inventory			Ability to process and fill store requisitions at the stockroom window.
Finance	Stores Inventory			Provides online linked access to Material Safety Data Sheets.
Finance	Stores Inventory			Provides ability to use barcodes to receive and issue stock items.
Finance	Vendor Management	General		Ability to track vendors individually and by subgroups.
Finance	Vendor Management	General		Ability to distinguish vendor types.
Finance	Vendor Management	General		Allows for voice mail number and extension in vendor files.
Finance	Vendor Management	General		Allows for phone number and extension in vendor files.
Finance	Vendor Management	General		Allows for pager numbers in vendor files.
Finance	Vendor Management	General		Allows for fax numbers in vendor files.
Finance	Vendor Management	General		Allows for web site addresses in vendor files.
Finance	Vendor Management	General		Allows for email addresses in vendor files.
Finance	Vendor Management	General		Allows for multiple addresses in vendor files.
Finance	Vendor Management	General		Provides a field in vendor file to capture either Employer Identification Number or Social Security Number.
Finance	Vendor Management	General		Ability to add a new vendor.
Finance	Vendor Management	General		Ability to update an existing vendor.
Finance	Vendor Management	General		Ability to access vendor information in multiple ways.
Finance	Vendor Management	General		Ability to record vendor reporting information.
Finance	Vendor Management	General		Ability to record vendor status.
Finance	Vendor Management	General		Ability to record other vendor data: contractor license, Title V, customer reps, EFT, insurance, vendor type.
Finance	Vendor Management	General		Ability to roll the old vendor ID into the new system.
Finance	Vendor Management	General		Ability to focus defaults to vendor name in the vendor search grid.
Finance	Vendor Management	General		Ability to archive inactive vendors.
Finance	Vendor Management	General		Ability to allow multiple vendor's addresses, phone numbers, contact persons, etc.
Finance	Vendor Management	General		Ability to support MBE/WBE/DVE vendor preference by tracking percent of awards to under-represented vendors.
Finance	Vendor Management	General		Ability to record purchasing or accounts payable comments about a vendor.
Finance	Vendor Management	General		Supports the limiting of activity by multiple vendor identities/vendor numbers.
Finance	Vendor Management	General		Ability to suspend vendors in the file.
Finance	Vendor Management	General		Allows for notes in vendor files for performance indicators and issues.
Finance	Vendor Management	General		Ability to establish payment terms for each vendor.
Finance	Vendor Management	General		Ability to establish discount terms for each vendor.
Finance	Vendor Management	General		Provides a minority designation code for each vendor.
Finance	Vendor Management	General		Provides a 1099 designation code for each vendor.
Finance	Vendor Management	General		Ability to share vendor file with Purchasing and Accounts Payable.
Finance	Vendor Management	General		Ability to remove vendor from hold.
Finance	Vendor Management	General		Ability to hold or delete vendor.
Finance	Vendor Management	General		Ability to access a common vendor file.
Finance	Vendor Management	General		Maintains historical data by vendor.
Finance	Vendor Management	General		Maintains a history of changes made to the vendor file.
Finance	Vendor Management	General		Provides an online list of candidate vendors based on commodity selection criteria.
Finance	Vendor Management	General		Provides online entry of maintenance for vendor data.

Requirement	Module	SubModule	Group	Text
Finance	Vendor Management	General		Automatically notify requestor/buyer when requested vendor has been added.
Finance	Vendor Management	General		Ability for Accounts Payable to maintain vendor files with unique numbers to be used by all departments within the university system.
Finance	Vendor Management	General		Ability to maintain multiple separate addresses (pay to and order from) on one vendor file.
Finance	Vendor Management	General		Vendor File must contain Vender Phone Number.
Finance	Vendor Management	General		Vendor File must contain Vendor Fax Number.
Finance	Vendor Management	General		Vendor File must contain Vendor Email Number.
Finance	Vendor Management	General		Vendor File must contain Vendor Tax Reporting Name.
Finance	Vendor Management	General		Vendor File must contain Vendor American Banking Association Number.
Finance	Vendor Management	General		Vendor File must contain Vendor Bank Name and Address.
Finance	Vendor Management	General		Vendor File must contain Vendor Bank Account Number.
Finance	Vendor Management	General		Vendor file must contain Vendor Payment Terms and discounts.
Finance	Vendor Management	General		Vendor File must contain Vendor type of foreign.
Finance	Vendor Management	General		Vendor File must contain Vendor Classification of Organization (e.g., Corporation, Partnership, Sole Proprietor, Non Resident Alien, Contractors, etc.)
Finance	Vendor Management	General		Vendor File must contain Vendor 1099 Classification (e.g., Prizes, Awards, Royalty).
Finance	Vendor Management	General		Ability to update vendor information without creating a new vendor.
Finance	Vendor Management	General		Ability to input payment information (ACH,Check) into vendor file to facilitate payment processing.
Finance	Vendor Management	General		Ability to have multiple payment processes associated with one vendor (Hold, CDS, ACH, check, EDI).
Finance	Vendor Management	General		Ability to designate a vendor as a contract vendor.
Finance	Vendor Management	General		Ability to flag employees and students to restrict to payments only (cannot issue a requisition or purchase order to an employee or student).
Finance	Vendor Management	General		Ability to place vendor payments on hold until all required information is received.
Finance	Vendor Management	General		Provide for changes to vendor information updating any outstanding payments.
Finance	Vendor Management	General		Ability to identify and merge duplicate vendors.
Finance	Vendor Management	General		Ability to merge invoices and purchase orders to merged vendor.
Finance	Vendor Management	General		Ability to remove a vendor or prevent a vendor from participation in future activity.
Finance	Vendor Management	General		Provide for a field to include Tax Identification Number or Social Security Number (employees and students) of vendors.
Finance	Vendor Management	General		Ability to identify a "Foreign" vendor type.
Finance	Vendor Management	General		Ability for the Vendor Table to allow for historical audit trail of changes.
Finance	Vendor Management	General		Ability to prevent duplicate Vendor TIN's or Social Security numbers from being entered.
Finance	Vendor Management	General		Ability to search the vendor file to search for vendors which sell a specific commodity.
Finance	Vendor Management	General		Ability for AP to place a vendor on hold.
Finance	Vendor Management	Vendor Reporting		Ability for departments to view and search vendor files during requisition entry .

Requirement	Module	SubModule	Group	Text
Finance	Vendor Management	Vendor Reporting		Ability to view record of vendor performance, such as number of orders, dollars spent with vendor, late shipment record, etc.
Finance	Vendor Management	Vendor Reporting		Ability to allow vendors to view their own information, such as payment history and invoice status, via the web with secure sign on without Procurement Services needing to maintain passwords.
Finance	Vendor Management	Vendor Reporting		Ability to restrict query access to selected vendor information.
Finance	Vendor Management	Vendor Reporting		Provides standard reports and inquiry screens for vendor directory.
Finance	Vendor Management	Vendor Reporting		Ability to access vendor regarding purchase order and payments on invoices.
Finance	Labor Distribution			Ability to report an unlimited number of fund sources and earnings for each employee.
Finance	Labor Distribution			Ability to report time by account number (grant, fund, contract) and object code.
Finance	Labor Distribution			Ability to provide a labor distribution function with account distribution for both salary and fringe costs amounts..
Finance	Labor Distribution			Ability to utilize multiple fringe benefit rates based on employee type or salary classification.
Finance	Labor Distribution			Ability to charge salary and fringe costs to the same account.
Finance	Labor Distribution			Ability to charge salary and fringe costs to separate accounts.
Finance	Labor Distribution			Ability to reallocate previous payrolls to different account numbers (labor distribution.)
Finance	Labor Distribution			Ability to redistribute expended labor dollars online.
Finance	Labor Distribution			Ability to post labor distribution amounts and reallocation amounts to the general ledger.
Finance	Time and Effort Reporting			Ability to produce Time and Effort Reports for Grant reporting and tracking.
Finance	Time and Effort Reporting			Ability to establish Time and Effort transactions to comply with federal reporting grant and contract requirements.
Finance	Time and Effort Reporting			Ability to identify cost share accounts in the general ledger that are included in the Time and Effort reporting process.
Finance	Time and Effort Reporting			Ability to distribute and certify Time and Effort reports to Principal Investigators/employees online.
Finance	Time and Effort Reporting			Ability to distribute and certify Time and Effort reports to Principal Investigators/employees by paper report.
Finance	Time and Effort Reporting			Ability for Principal Investigators/employees to certify Time and Effort pay period entries on line.
Finance	Time and Effort Reporting			Ability to maintain and retain records of certified time and effort salary distribution amounts in the online certification environment.
Finance	Time and Effort Reporting			Ability to create reports from Time and Effort records.
Finance	Travel Management	Advances to travelers, including employees an		Interface with Accounts Payable to record advances to or on behalf of employees
Finance	Travel Management	Advances to travelers, including employees an		Interface with a Corporate Card system to record payments made as advances on behalf of employees
Finance	Travel Management	Advances to travelers, including employees an		Calculation of advances are made to reduce traveler reimbursement
Finance	Travel Management	Self Service		Provide the ability for an employee to complete a self service web form requesting approval for travel.
Finance	Travel Management	Self Service		Provide the ability for an employee to complete a self service web form requesting reimbursement of travel expenses.

Requirement	Module	SubModule	Group	Text
Finance	Travel Management	Self Service		Ability for employees to enter travel reimbursement expense reports for another employee (as an authorized delegate).
Finance	Travel Management	Self Service		Provides step by step assistance via an expense report wizard.
Finance	Travel Management	Self Service		Provide a link to a web source that incorporates policy information and self service instructions.
Finance	Travel Management	Self Service		Provide a link to a web source that allows administrators to communicate schedules and rates for mileage, per diems, meals and other expenditure types.
Finance	Travel Management	Pre-Approval		Provide the ability to use a common identification module for employee name and address functions.
Finance	Travel Management	Pre-Approval		Provide workflow routing from employee to multiple levels of approval.
Finance	Travel Management	Pre-Approval		Provide event notification to employee and supervisors in workflow chain upon approval/disapproval.
Finance	Travel Management	Pre-Approval		Provide ability to maintain an approved travel request transaction for further processing as an expense reimbursement.
Finance	Travel Management	Pre-Approval		Provide the ability to record an encumbrance transaction for the estimated budget amount of the travel request upon final approval.
Finance	Travel Management	Pre-Approval		Provide the ability to modify or cancel the travel request form throughout the process.
Finance	Travel Management	Pre-Approval		Provide the ability to modify or cancel the travel request encumbrance transaction after the transaction has been created and posted.
Finance	Travel Management	Pre-Approval		Provide the ability to update the general ledger encumbrance with the results of a modified or cancelled transaction.
Finance	Travel Management	Pre-Approval		Provide for funds available edits on the pre-approval travel request .
Finance	Travel Management	Reimbursement		Provide the ability to link to or further use the pre-approval transaction in the request for reimbursement.
Finance	Travel Management	Reimbursement		Provide workflow routing from employee to multiple levels of approval for reimbursement.
Finance	Travel Management	Reimbursement		Provide event notification to employee and supervisors in workflow chain upon approval/disapproval.
Finance	Travel Management	Reimbursement		Provide the ability to include reimbursement for other business expenses on the web form.
Finance	Travel Management	Reimbursement		Provide the ability to use a common identification module for employee name and address functions.
Finance	Travel Management	Reimbursement		Provide ability to modify the encumbrance created in the pre approval process when the actual reimbursement and actual encumbrance are approved.
Finance	Travel Management	Reimbursement		Provide the ability to create an accounts payable invoice upon approval of the request for reimbursement.
Finance	Travel Management	Reimbursement		Provide for continuous audit trail of transactions from pre-approval to reimbursement
Finance	Travel Management	Reimbursement		Provide the ability to use a scanning utility in a "paperless" environment where actual receipts are scanned and included in the audit trail.
Finance	Travel Management	Reimbursement		Provide the ability to update the general ledger encumbrance with the results of a modified or cancelled expense reimbursement transaction.
Finance	Travel Management	Reimbursement		Ability to audit expense reports for receipts and policy compliance.
Finance	Travel Management	Reimbursement		Allows entry of comments and view comments from authorized user, approver and auditor.

Requirement	Module	SubModule	Group	Text
Finance	Travel Management	Reimbursement		Ability to calculate travel expenses, such as mileage, from employee expense reports.
Finance	Travel Management	Reimbursement		Ability to provide a separate processing stream and reporting for employees travel expenses from other types of accounts payable.
Finance	Travel Management	Reimbursement		Ability to support multiple expense report formats (e.g. travel reimbursement, reimbursement-non-travel, travel advance and foreign travel approval).
Finance	Travel Management	Travel and Expense Reporting		Allows employees to view expense report summaries.
Finance	Travel Management	Travel and Expense Reporting		Allows employees to view approval and payment status.
Finance	Travel Management	Travel and Expense Reporting		Provides for annual changes to specific policies without major programming changes--see comment below. These embedded items will need to be changed as policies are changed.
Finance	Travel Management	Travel and Expense Reporting		Associates appropriate subcode (or control account) with specific type of expense.
Finance	Travel Management	Travel and Expense Reporting		Allows for tracking of employee advances.
Finance	Travel Management	Travel and Expense Reporting		Allows for tracking of prepaid expenses, not to be reimbursed.
Finance	Travel Management	Travel and Expense Reporting		Permits the splitting of trips between personal (non-reimburseable) and business.
Finance	Travel Management	Travel and Expense Reporting		Provide multiple workflows depending on trip type (instate, out of state, international) or audit risk.
Finance	Travel Management	Travel and Expense Reporting		Automatically pay low risk documents, with convenient way to sample and audit after the fact.
Finance	Travel Management	Travel and Expense Reporting		Allows for creation of traveler id in the same manner as vendor id from Oracle--no manual input.
Finance	Travel Management	Travel and Expense Reporting		Provides for automatic flow of document into payment process--no manual input.
Finance	Travel Management	Travel and Expense Reporting		Provides for interface between airline ghost card into payment process--no manual input.
Finance	Travel Management	Travel and Expense Reporting		Provides for easy split-funding, based on a % or by specific charge.
Finance	Travel Management	Travel and Expense Reporting		Provides for amendment of documents, or supplemental documents, where expenses are reimbursed a couple of times--first internet airfare or conference registration, the remainder of the trip after travel takes place.
Finance	Travel Management	Travel and Expense Reporting		Creates pre-trip authorization for travel requiring air, or out-of-state or international travel; allows for entry of estimated expenses, provides a trip id number or voucher number and routes for electronic signature authorization.
Finance	Travel Management	Travel and Expense Reporting		Maintains a file of traveler information with creation of traveler id in the same manner as vendor id from Oracle, not requiring manual input, but with the ability to maintain other information about that traveler.
Finance	Travel Management	Travel and Expense Reporting		Creates post-trip document with preparer or traveler input limited to entering only the actual amounts and/or items not anticipated on the pre-trip document and a place to indicate whether the item is supported by receipts or default amounts (like per diem items). Automatically matches the pre and post trip documents and provides feedback to user that document or item needs explanation or other information to expedite subsequent processing.

Requirement	Module	SubModule	Group	Text
Finance	Travel Management	Travel and Expense Reporting		In processing post-trip documents, automatic screening of attributes of the travel document to screen for things like mileage-only---immediately routed for payment; or international travel with multi-day, many different city per diems---routed for audit before payment.
Finance	Travel Management	Travel and Expense Reporting		A system that guides the traveler or preparer through each element of the document to reduce/eliminate upstream payment delays.
Finance	Travel Management	Travel and Expense Reporting		Calculations (like mileage times rate and per diem for portion of day) should be embedded and not require manual input to eliminate mathematical errors at input and for ease of audit.
Finance	Travel Management	Travel and Expense Reporting		System allows for reimbursement of expenses to be processed every business evening instead of on a weekly basis
Finance	Travel Management	Travel and Expense Reporting		System allows for a window of time to be set if the reimbursement has not taken place then the employee will be reimbursed and the checking of receipts, etc. is done after the fact and corrections done then. This way the employee does not have to wait weeks for a reimbursement and pay out of their own pocket for expenes.
Finance	Travel Management	Travel and Expense Reporting		Ability to pull foreign conversion rates easily within the program and not have to go out of the travel program. Somehow this needs to be easier for the travel preparer.
Finance	Travel Management	Travel and Expense Reporting		Interfaces with travel card software, allowing employees to select and include credit card transactions on expense reports
Grants and Contracts	General	Data Management		Ability for self-service applications to interface with existing portal. Must meet standards for visually impaired access
Grants and Contracts	General	Data Management		Ability to access proposal and award historical records online through ad-hoc reporting..
Grants and Contracts	General	Data Management		Ability to archive proposal and award historical records..
Grants and Contracts	General	Data Management		Ability to assign, track and give credit to multiple PIs on a specific project.
Grants and Contracts	General	Data Management		Ability to control / track / and report on amendments and sub awards.
Grants and Contracts	General	Data Management		Ability to define a default value for all fields on the system, particularly drop down lists and selections boxes.
Grants and Contracts	General	Data Management		Ability to designate account owner/manager hierarchy for each account
Grants and Contracts	General	Data Management		Ability to enter projects electronically into the RMS using a web/web interface.
Grants and Contracts	General	Data Management		Ability to generate automated notices to PI, dept, others of account updates
Grants and Contracts	General	Data Management		Ability to mark fields as required
Grants and Contracts	General	Data Management		Ability to query on data fields
Grants and Contracts	General	Data Management		Ability to support system-to-system application to Grants.gov.
Grants and Contracts	General	Data Management		Ability to support tracking of Material Transfer and Non-Disclosure agreements, Memo of Understanding.
Grants and Contracts	General	Data Management		Ability to tie existence of non-disclosure agreements, material transfer agreements, and confidentiality agreements to individual projects.
Grants and Contracts	General	Data Management		Accommodates an unlimited number of user-defined fields, all fields are reportable
Grants and Contracts	General	Data Management		All fields can be accessed using the <tab> or <enter> key
Grants and Contracts	General	Data Management		All persons are referenced using an institutionally genererated Person ID that is unique to each person.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	General	Data Management		All pre-defined default values are (i) able to be deemed not editable or (ii) able to be changed by the users at the time of entering project details.
Grants and Contracts	General	Data Management		Must have a field to enter and edit free form comments and unusual circumstances for each project
Grants and Contracts	General	Data Management		Must have an account information capability which allows recording and reviewing current and historical information for sponsor, financial and contractual elements on a one-screen view
Grants and Contracts	General	Data Management		One-time entry and interface to feed other modules
Grants and Contracts	General	Data Management		Provide interface between the RMS and FRS systems to exchange financial transactions and data elements.
Grants and Contracts	General	Data Management		Provide on line ability to create, record, and edit multiple attributes on accounts.
Grants and Contracts	General	Data Management		Provide searchable electronic log of changes to account attributes on a project by project basis.
Grants and Contracts	General	Data Management		Provides an interface between invoices and accounts receivable for grants billing
Grants and Contracts	General	Data Management		Set a default value for business unit, school, faculty or all users of the system.
Grants and Contracts	General	Data Management		When entering project data, the logged in user can have a unique defined role
Grants and Contracts	General	Help Tool		Help tool can be customized
Grants and Contracts	General	Help Tool		Help tool is context sensitive
Grants and Contracts	General	Help Tool		Help tool is easily accessible from all screens
Grants and Contracts	Post Award	Account Set Up		Ability to associate a project account with multiple funding sources or multiple projects with one or many funding sources.
Grants and Contracts	Post Award	Account Set Up		Ability to associate an unlimited number of personnel to a grant; storing personnel title, salutation and department.
Grants and Contracts	Post Award	Account Set Up		Ability to automatically transfer select proposal/award information to award account.
Grants and Contracts	Post Award	Account Set Up		Ability to capture award notice from agency, pass to cognizant university offices, Investigator.
Grants and Contracts	Post Award	Account Set Up		Ability to copy from one grant to another.
Grants and Contracts	Post Award	Account Set Up		Ability to create a read-only interface that displays user-defined information available online for campus-wide access and printing
Grants and Contracts	Post Award	Account Set Up		Ability to create new projects (accounts) based on an existing one. Either through a copy function from a similar type project or through the use of "Core" information.
Grants and Contracts	Post Award	Account Set Up		Ability to define, set-up and maintain funding source (sponsor / agency) basic information into a defined hierarchy.
Grants and Contracts	Post Award	Account Set Up		Ability to designate separate start and end dates for budget, fiscal, project and reporting periods
Grants and Contracts	Post Award	Account Set Up		Ability to enter all award / project related specifications and data elements covering a grant, contract or departmental account during its life-cycle including, but not limited to, billing requirements, frequency, type, amounts and dates.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Post Award	Account Set Up		Ability to enter all award / project related specifications and data elements covering a grant, contract or departmental account during its life-cycle including, but not limited to, indirect cost rates, bases, accessibility, allowability restrictions.
Grants and Contracts	Post Award	Account Set Up		Ability to enter all award / project related specifications and data elements covering a grant, contract or departmental account during its life-cycle including, but not limited to, sponsor category.
Grants and Contracts	Post Award	Account Set Up		Ability to enter all award / project related specifications and data elements covering a grant, contract or departmental account during its life-cycle including, but not limited to, sponsor type.
Grants and Contracts	Post Award	Account Set Up		Ability to enter all award / project related specifications and data elements covering a grant, contract or departmental account during its life-cycle including, but not limited to, terms and conditions imposed by the sponsor.
Grants and Contracts	Post Award	Account Set Up		Ability to enter all award/project related specifications and data elements covering a grant, contract or departmental account during its lifecycle including, but not limited to, ultimate funding source (for sub-contract or pass-through funding purposes).
Grants and Contracts	Post Award	Account Set Up		Ability to enter all award/project related specs and data elements covering a grant, contract or departmental account during its lifecycle including, but not limited to, reporting requirements, frequency, and report format, date filed, and by whom.
Grants and Contracts	Post Award	Account Set Up		Ability to enter all award/project related specs and data elements covering a grant, contract or departmental account during its lifecycle including, but not limited to, subcontractor activity, subcontractor number, date, amount, dollars spent, etc.
Grants and Contracts	Post Award	Account Set Up		Ability to enter all award/project related specs and data elements covering a grant, contract or departmental account during its lifecycle including, but not limited to, the award's financial and programmatic contacts and their contact information.
Grants and Contracts	Post Award	Account Set Up		Ability to establish Grant Accounts with project start and end dates and budget period start and end dates.
Grants and Contracts	Post Award	Account Set Up		Ability to flag an account when expenses exceed budget
Grants and Contracts	Post Award	Account Set Up		Ability to flag normally indirect cost items that are allowable as direct charges.
Grants and Contracts	Post Award	Account Set Up		Ability to have central users define and control institutional established attributes, terms and conditions and to prevent departmental users from making unauthorized or unapproved changes overriding the information.
Grants and Contracts	Post Award	Account Set Up		Ability to identify the existence of restricted funds as well as unallowable expenditures (ex. by object code).
Grants and Contracts	Post Award	Account Set Up		Ability to link a project to other related projects and toggle between linked projects.
Grants and Contracts	Post Award	Account Set Up		Ability to link multiple individuals to a specific project (PI, project administrator, assigned accountant)
Grants and Contracts	Post Award	Account Set Up		Ability to maintain multiple fiscal years of grant transactions to match the grant fiscal periods
Grants and Contracts	Post Award	Account Set Up		Ability to pass award data captured at award stage to General Ledger Chart of Accounts setup for account creation & management.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Post Award	Account Set Up		Ability to pass data captured at the proposal stage to the award stage upon receipt of award.
Grants and Contracts	Post Award	Account Set Up		Ability to query accounts based on flags or payment methods or sponsor etc
Grants and Contracts	Post Award	Account Set Up		Ability to query accounts based on hierarchy (for example: first college, then dept, then PI)
Grants and Contracts	Post Award	Account Set Up		Ability to record agency funding procedures such as cash advance, letter of credit, reimbursable terms.
Grants and Contracts	Post Award	Account Set Up		Ability to record agency letter of credit rules.
Grants and Contracts	Post Award	Account Set Up		Ability to record grant or contract budgets for total award.
Grants and Contracts	Post Award	Account Set Up		Ability to record grant or contract by funding type (grant vs contract vs co-op agreement; fixed price vs. cost reimbursable.; etc)
Grants and Contracts	Post Award	Account Set Up		Ability to record grant or contract funding, budgeting and expenditure parameters.
Grants and Contracts	Post Award	Account Set Up		Ability to record grant or contract identification number.
Grants and Contracts	Post Award	Account Set Up		Ability to record granting agency identification, award funding attributes, address.
Grants and Contracts	Post Award	Account Set Up		Ability to record multiple grants, cooperative agreements and/or contracts by funding agency.
Grants and Contracts	Post Award	Account Set Up		Ability to record reporting requirements by agency/grant.
Grants and Contracts	Post Award	Account Set Up		Ability to record separate grant budgets by project years that may span institutional fiscal years
Grants and Contracts	Post Award	Account Set Up		Ability to relate project accounts to one another (for program projects).
Grants and Contracts	Post Award	Account Set Up		Ability to set-up a business manager, principal investigator, and other roles with specific access and authorization privileges.
Grants and Contracts	Post Award	Account Set Up		Ability to store and add comments in a free-form space
Grants and Contracts	Post Award	Account Set Up		Ability to store award type, category, and sub-category.
Grants and Contracts	Post Award	Account Set Up		Ability to track negotiation notes for all contract negotiations related to a sponsored program activity.
Grants and Contracts	Post Award	Account Set Up		Provides for unlimited text on a grant.
Grants and Contracts	Post Award	Accounts Receivable		Ability to add freeform data to invoice number field
Grants and Contracts	Post Award	Accounts Receivable		Ability to adjust data/amounts included within standardized invoice.
Grants and Contracts	Post Award	Accounts Receivable		Ability to adjust standardized billing form information based upon Sponsor requirements.
Grants and Contracts	Post Award	Accounts Receivable		Ability to autofill an invoice based on transaction dates, and post to A/R
Grants and Contracts	Post Award	Accounts Receivable		Ability to automatically generate an invoice number based on user-defined parameters
Grants and Contracts	Post Award	Accounts Receivable		Ability to automatically insert creators' electronic signature to invoice and reporting forms
Grants and Contracts	Post Award	Accounts Receivable		Ability to bill multiple periods on one invoice
Grants and Contracts	Post Award	Accounts Receivable		Ability to click on invoice entry and pull up transaction detail
Grants and Contracts	Post Award	Accounts Receivable		Ability to create an agency billing for reimbursable grants/contracts at the account level that posts to Accounts Receivable.
Grants and Contracts	Post Award	Accounts Receivable		Ability to create an interface database comprised of user-defined fields to link A/R with award database to perform invoicing
Grants and Contracts	Post Award	Accounts Receivable		Ability to define aging reports at hierarchical levels
Grants and Contracts	Post Award	Accounts Receivable		Ability to generate an aging report that shows individual invoice balances due by age by account.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Post Award	Accounts Receivable		Ability to generate and record multiple invoices monthly on an account by account basis.
Grants and Contracts	Post Award	Accounts Receivable		Ability to generate individual receivable entries by project from consolidated billing
Grants and Contracts	Post Award	Accounts Receivable		Ability to have institutions' logo/address as standardized part of electronic invoice and reporting forms
Grants and Contracts	Post Award	Accounts Receivable		Ability to have standardized disclosure statements on invoice and reporting forms
Grants and Contracts	Post Award	Accounts Receivable		Ability to identify payments received on individual invoice amounts and/or cumulative total bill amounts
Grants and Contracts	Post Award	Accounts Receivable		Ability to include multiple funding source coding on invoices
Grants and Contracts	Post Award	Accounts Receivable		Ability to included free form remarks on invoices
Grants and Contracts	Post Award	Accounts Receivable		Ability to indicate multiple billing due dates over the life of the project
Grants and Contracts	Post Award	Accounts Receivable		Ability to interface with email to distribute copies via email attachment to designated recipients
Grants and Contracts	Post Award	Accounts Receivable		Ability to link to sponsor specific billing form, populate fields
Grants and Contracts	Post Award	Accounts Receivable		Ability to load multiple billing forms
Grants and Contracts	Post Award	Accounts Receivable		Ability to mark invoices as paid as to amount received on invoice basis
Grants and Contracts	Post Award	Accounts Receivable		Ability to modify or delete previously unposted billing forms
Grants and Contracts	Post Award	Accounts Receivable		Ability to produce a statement at the account and/or project level for outstanding invoice balances
Grants and Contracts	Post Award	Accounts Receivable		Ability to record multiple invoice recipient data and delivery instructions
Grants and Contracts	Post Award	Accounts Receivable		Ability to retrieve consolidated billing information for a group of designated projects
Grants and Contracts	Post Award	Accounts Receivable		Ability to save and retrieve and later complete incomplete billing documents
Grants and Contracts	Post Award	Accounts Receivable		Ability to save, retrieve and print a copy of any past invoices generated
Grants and Contracts	Post Award	Accounts Receivable		Ability to screen print
Grants and Contracts	Post Award	Accounts Receivable		Ability to see breakdown of total outstanding receivable balance at acct level
Grants and Contracts	Post Award	Accounts Receivable		Ability to see breakdown of total payments into individuals payment amounts received at the acct level
Grants and Contracts	Post Award	Accounts Receivable		Ability to show current period and cumulative expense amounts by category on same invoice
Grants and Contracts	Post Award	Accounts Receivable		Ability to specify billing form or forms on a project level
Grants and Contracts	Post Award	Accounts Receivable		Ability to track individual payments against specific invoices
Grants and Contracts	Post Award	Accounts Receivable		Ability to track individual receivable transactions from the GL
Grants and Contracts	Post Award	Accounts Receivable		Flexibility to search on a variety of parameters to match payments received to outstanding invoices
Grants and Contracts	Post Award	Accounts Receivable		Provide a procedure to accumulate project accounts by certain attributes to prepare electronic letter of credit draws.
Grants and Contracts	Post Award	Accounts Receivable		Provides for a standardized invoice based upon industry standards.
Grants and Contracts	Post Award	Budget		Ability to accommodate budget and expenditure tracking for multiple funding awards per project.
Grants and Contracts	Post Award	Budget		Ability to accommodate budget and expenditure tracking for multiple subcontracts per award.
Grants and Contracts	Post Award	Budget		Ability to allocate shared expenses (computer, copying, etc) on a standard, calculate basis.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Post Award	Budget		Ability to allow for expenditures beyond the current budget when department or PI has confirmation of additional, forthcoming funding.
Grants and Contracts	Post Award	Budget		Ability to allow only certain persons to input chargeable time or expenses to a project.
Grants and Contracts	Post Award	Budget		Ability to apply appropriate fringe benefit rates to each salary category and to change these rates with each fiscal year.
Grants and Contracts	Post Award	Budget		Ability to assign specific personnel charges to the project based on percentage of effort over the life of the project.
Grants and Contracts	Post Award	Budget		Ability to automatically recognize revenue upon the posting of expense calculations.
Grants and Contracts	Post Award	Budget		Ability to budget for multitask projects where each task is controlled by an individual department or by separate individuals within the same department.
Grants and Contracts	Post Award	Budget		Ability to budget for projects where individual tasks use different indirect cost rates.
Grants and Contracts	Post Award	Budget		Ability to control when users have the capability to add, change or delete project budgets.
Grants and Contracts	Post Award	Budget		Ability to copy another existing project budget (all or portions) to use as the basis for a new project budget.
Grants and Contracts	Post Award	Budget		Ability to create budgets by project year or entire project.
Grants and Contracts	Post Award	Budget		Ability to define multiple budget periods and associate all project information for each of those periods without re-keying project information.
Grants and Contracts	Post Award	Budget		Ability to differentiate equipment purchases based on whether or not CSU retains ownership
Grants and Contracts	Post Award	Budget		Ability to easily revise budgets including amounts and/or effective dates.
Grants and Contracts	Post Award	Budget		Ability to immediately reject requested cost transfers if the request does not meet allowable or allocable conditions established in project and budget set-up, including a validation test on original expenditure date.
Grants and Contracts	Post Award	Budget		Ability to implement budgets at different levels of expenditure detail (travel versus airfare and lodging; supplier versus paper).
Grants and Contracts	Post Award	Budget		Ability to integrate with Human Resources for salary and earning information.
Grants and Contracts	Post Award	Budget		Ability to limit an expense to a dollar limit (e.g., hotel is limited to $100 per night to be charged as a billable amount to a project) and to post the amount that exceeds that limit to a non-billable account or another project.
Grants and Contracts	Post Award	Budget		Ability to link with asset management module and allow search and select of equipment
Grants and Contracts	Post Award	Budget		Ability to maintain a history of the original award amount as well as the approved funding at the time of each modification.
Grants and Contracts	Post Award	Budget		Ability to maintain future year budgets and funding allocations.
Grants and Contracts	Post Award	Budget		Ability to modify budget breakdown structures throughout the life-cycle of the project, view the changes to structure and maintain an audit trail of the modifications.
Grants and Contracts	Post Award	Budget		Ability to modify existing project set-ups and budget structures as a result of the receipt of a modification or amendment from the funding source or sponsor.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Post Award	Budget		Ability to place controls on what unused budgets can be used for (i.e., unused indirect budget to support direct costs or vice versa).
Grants and Contracts	Post Award	Budget		Ability to process "budget to date" reporting
Grants and Contracts	Post Award	Budget		Ability to produce Agency Budget Reports.
Grants and Contracts	Post Award	Budget		Ability to recognize salary caps and prevent cost accumulation beyond the cap on awards.
Grants and Contracts	Post Award	Budget		Ability to record details of equipment purchased during research activity
Grants and Contracts	Post Award	Budget		Ability to record details of equipment used during research activity
Grants and Contracts	Post Award	Budget		Ability to restrict charging expenditures to a project if special approvals are required. Need to ensure that approvals have been obtained prior to charging. (i.e., protocols bio-hazard, human experimentation, controlled substances etc.).
Grants and Contracts	Post Award	Budget		Ability to roll-up lower-level tasks budgets to project. This includes the ability to establish program project budgets. The funding source provides one grant, one CFDA number but the project is managed by five distinct principal investigators or differ.
Grants and Contracts	Post Award	Budget		Ability to support federal requirements for time & effort reporting over life of multi year project.
Grants and Contracts	Post Award	Budget		Ability to transfer expenditures on closed projects to continuation year or other pre-defined cost center.
Grants and Contracts	Post Award	Budget		Allows for multiple iterations of grant budgets.
Grants and Contracts	Post Award	Budget		Provide the ability to allow departmental overrides on funding unavailability in those instances where the department knows a project will overdraft but is manageable, i.e. commitment entered as a "plan" not actual commitment.
Grants and Contracts	Post Award	Budget		Re-budget requests must automatically calculate or adjust any associated indirect or fringe benefit costs. If salary cost is rebudgeted to supplies - the associated fringe benefits and indirect costs must also be adjusted.
Grants and Contracts	Post Award	Budget		System allows internal distribution of indirect cost recovery via unlimited number of user-defined formulas.
Grants and Contracts	Post Award	Closeout		Ability to define and generate close-out documents specifically related to specific project.
Grants and Contracts	Post Award	Closeout		Ability to identify related projects when implementing closeout procedures.
Grants and Contracts	Post Award	Closeout		Ability to link to the accounting system to automatically generate required equipment report.
Grants and Contracts	Post Award	Closeout		Ability to link to the intellectual property (IP) system to automatically generate the required technology report
Grants and Contracts	Post Award	Closeout		Ability to provide automated notification to responsible parties at specified intervals regarding close-out status and needed actions.
Grants and Contracts	Post Award	Closeout		Ability to track record retention requirments by project.
Grants and Contracts	Post Award	Cost Sharing		Ability to automatically calculate indirect costs and cost share from user definable variables.
Grants and Contracts	Post Award	Cost Sharing		Ability to calculate cost share by percentage.
Grants and Contracts	Post Award	Cost Sharing		Ability to calculate cost share lump sum amount.
Grants and Contracts	Post Award	Cost Sharing		Ability to calculate cost share on a transaction at an institution-defined interval.
Grants and Contracts	Post Award	Cost Sharing		Ability to calculate cost share on a transaction by transaction basis.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Post Award	Cost Sharing		Ability to track matching funds (both cash and in-kind).
Grants and Contracts	Post Award	Cost Sharing		Allows for posting of cost share in the grant fund or in a separate cost share fund.
Grants and Contracts	Post Award	Cost Sharing		Provide for the recording of cost sharing and matching requirements.
Grants and Contracts	Post Award	Cost Sharing		Provides system-generated matching funds transfer entries.
Grants and Contracts	Post Award	F&A		Ability to calculate F&A (indirect) based upon applicable negotiate F&A rate taking into consideration specific exemptions and limitations
Grants and Contracts	Post Award	F&A		Ability to create indirect cost recovery transactions based on expenditure transactions and record those transactions in the general ledger.
Grants and Contracts	Post Award	F&A		Ability to support the calculation and recording of F&A (indirect) costs real-time
Grants and Contracts	Post Award	F&A		Ability to support tracking & allocating shares of F&A to colleges, departments, labs and investigators on an account by account basis
Grants and Contracts	Post Award	F&A Costs		Ability to automatically calculate facilities & administrative costs on cost share amounts.
Grants and Contracts	Post Award	F&A Costs		Ability to calculate indirect costs up to a threshold or maximum amount (i.e. subcontracts).
Grants and Contracts	Post Award	F&A Costs		Ability to capture the difference between institution actual rates and negotiated rates in a memo ledger.
Grants and Contracts	Post Award	F&A Costs		Ability to define limits on amount of indirect costs calculated. For example, only calculate and record indirect costs on first $25,000 of costs for each subcontractor on an agreement in a given budget period.
Grants and Contracts	Post Award	F&A Costs		Allows differing rates based on location (on-campus or off-campus).
Grants and Contracts	Post Award	F&A Costs		Allows for calculation of indirect costs on a transaction by transaction basis or on an institution-defined interval.
Grants and Contracts	Post Award	F&A Costs		Allows rate overrides by account type or code.
Grants and Contracts	Post Award	F&A Costs		Provides a mechanism for recovery of both direct and indirect costs for delivery of services.
Grants and Contracts	Post Award	F&A Costs		Provides for standard indirect cost rates.
Grants and Contracts	Post Award	F&A Costs		Supports multiple bases for calculating Facilities & Administrative Costs (i.e., indirect costs)
Grants and Contracts	Post Award	General		A system to record and report on subcontractor activity separately then other vendors. Record contacts, amounts spent, overhead recovered, and amount included/excluded from cost base.
Grants and Contracts	Post Award	General		Ability to allow or not allow costs to be charged to a project based upon status: i.e. open, late, pre-, closed, suspended, etc.
Grants and Contracts	Post Award	General		Ability to create agency account codes for cross-reference and query to Institution account codes.
Grants and Contracts	Post Award	General		Ability to create and track status of employee disclosures of financial conflict of interest; ability to track status of implementation of financial conflict of interest management plans.
Grants and Contracts	Post Award	General		Ability to define unallowable costs as prescribed by the funding source.
Grants and Contracts	Post Award	General		Ability to determine the specific user who created or modified the budget, invoices and receivables.
Grants and Contracts	Post Award	General		Ability to electronically distribute, at the discretion of the department, to the stockrooms and service centers, etc. the appropriate account number to be used in charging costs.
Grants and Contracts	Post Award	General		Ability to gather award extension request and approval date.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Post Award	General		Ability to have a status which only allows credit transaction to post to an account which would clear any overdraft or deficit.
Grants and Contracts	Post Award	General		Ability to identify projects to a parent or "superproject" (e.g., to roll-up 5 year projects into a 20 year project).
Grants and Contracts	Post Award	General		Ability to indicate in the system the date a report was submitted to the sponsor, i.e. technical, progress reports.
Grants and Contracts	Post Award	General		Ability to restrict categories of costs not subject to re-budgeting, i.e. not allow certain categories to be re-budgeted without approval.
Grants and Contracts	Post Award	General		Ability to send notification to the PI or administrator when tolerances (i.e., project budget, line item budget by dollar amount or percentage) will be or have been exceeded.
Grants and Contracts	Post Award	General		Ability to track events/reminders with automatic notification of when they are due.
Grants and Contracts	Post Award	General		Provide the ability for the PI or administrator to easily process requests for no-cost time extensions and re-budgeting requests. Provide electronic automated routing of the requests to the appropriate University offices.
Grants and Contracts	Post Award	General		Provides approval process for all account activity.
Grants and Contracts	Post Award	General		Provides fund and organization security throughout the grant process.
Grants and Contracts	Post Award	General		Provides memo ledger entries completely separate from finance ledgers.
Grants and Contracts	Post Award	General		Provides real-time processing for cost adjustments and payroll reallocations on awards.
Grants and Contracts	Post Award	General Ledger		Ability to routinely recognize revenue and record transaction in General Ledger.
Grants and Contracts	Post Award	Online Query/Reporting		Ability for user ad hoc reporting capability over the life of the grant/contract.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to access database on-line to ascertain status related to workflow, budget, compliance, etc.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to construct data cubes across all projects (e.g. allocations and expenditures on travel for all or defined set of projects).
Grants and Contracts	Post Award	Online Query/Reporting		Ability to copy and paste data from multiple sources
Grants and Contracts	Post Award	Online Query/Reporting		Ability to create a report that indicates the number of projects applied/approved and the % funded
Grants and Contracts	Post Award	Online Query/Reporting		Ability to create and save template reporting forms and edit as needed
Grants and Contracts	Post Award	Online Query/Reporting		Ability to create reporting views of grant or contract transactions that match the annual and project to date grant period.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to create reports to support federal requirements relating to the use of women and minority owned business enterprises (MBE/WBE).
Grants and Contracts	Post Award	Online Query/Reporting		Ability to define interdisciplinary projects across organizational units (academic and administrative) and construct reports down to lowest level of detail.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to define object code mapping for each report line or field from the General Ledger system to the reporting categories required by the funding source.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to download generated reporting data into excel spreadsheet
Grants and Contracts	Post Award	Online Query/Reporting		Ability to electronically store award and other non-confidential account documents for view and retrieval by authorized on-line users.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to generate completed standard reporting forms for Federal agencies and private organizations.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Post Award	Online Query/Reporting		Ability to generate standard reports to sponsoring agencies (SF269, SF269A, SF272).
Grants and Contracts	Post Award	Online Query/Reporting		Ability to include free form remarks on reporting
Grants and Contracts	Post Award	Online Query/Reporting		Ability to indicate multiple report due dates over the life of the project
Grants and Contracts	Post Award	Online Query/Reporting		Ability to limit users of reporting tools to access only that information corresponding to their department or awards.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to provide listing of accounts with upcoming "reports/event due" based upon user defined parameters.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to provide up to date access to project budget, encumbrance and expenditure data for current month, fiscal year to date, prior year and inception to date.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to provide user defined reports at the lowest level of detail.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to query by title.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to record multiple recipient data on reporting
Grants and Contracts	Post Award	Online Query/Reporting		Ability to specify and generate SF 269, 272 and other sponsor forms electronically based on user defined parameters and edit as necessary
Grants and Contracts	Post Award	Online Query/Reporting		Ability to support after-the-fact activity (effort) reporting as defined in OMB Circular A-21
Grants and Contracts	Post Award	Online Query/Reporting		Ability to support internal user financial reporting of grant and contract activities.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to track and report on program income resulting from the activity of the project.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to view all current awards by department.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to view and report on an award at the same level of detail as a project (i.e., include all projects funded by a given award).
Grants and Contracts	Post Award	Online Query/Reporting		Ability to view award encumbrance detail and the associated purchase by date established by P.I.
Grants and Contracts	Post Award	Online Query/Reporting		Ability to view information on many different time periods - project, fiscal year, greater than twelve months, and government fiscal year.
Grants and Contracts	Post Award	Online Query/Reporting		All reports have the option of printing direct to a printer chosen by user.
Grants and Contracts	Post Award	Online Query/Reporting		All reports have the option of printing to a file in a format chosen by user
Grants and Contracts	Post Award	Online Query/Reporting		All reports should show the date the report was run, the title of the report, the user, and have some way of identifying the criteria used to generate the report.
Grants and Contracts	Post Award	Online Query/Reporting		Flexibility to generate user defined financial reporting fields.
Grants and Contracts	Post Award	Online Query/Reporting		Maintains grant ledger information for online query access and for reconciliation to the Finance ledgers.
Grants and Contracts	Post Award	Online Query/Reporting		Provide a shared database for all project information accessible to all interested parties with proper access authority. Provide a user-friendly query mechanism to find an award / project number if only a part of the information is known, i.e. PI name.
Grants and Contracts	Post Award	Online Query/Reporting		Provides inception to date, fiscal, project reporting and online access.
Grants and Contracts	Post Award	Online Query/Reporting		Provides summaries for individual units showing percent, salary histories, overruns, and revisions.
Grants and Contracts	Post Award	Online Query/Reporting		Reports are easy to print, are clearly readable and data entered into text box fields on screen are formatted appropriately on reports.
Grants and Contracts	Post Award	Online Query/Reporting		Search negotiations under several differing criteria (or fields) rather than only one criteria or field.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Post Award	Online Query/Reporting		System provides audit trail for all actions.
Grants and Contracts	Post Award	Online Query/Reporting		Technical reports are linked to respective projects.
Grants and Contracts	Post Award	Online Query/Reporting		User has a choice of report output types
Grants and Contracts	Post Award	Project Close Out		Ability to archive and/or purge projects that have not had project activity for a pre-defined period of time.
Grants and Contracts	Post Award	Project Close Out		Ability to control transactions on awards after the end date of the award has been reached.
Grants and Contracts	Post Award	Project Close Out		Ability to limit the authorization to purge projects.
Grants and Contracts	Post Award	Project Close Out		Ability to maintain an audit trail of purged (deleted) projects.
Grants and Contracts	Post Award	Project Close Out		Ability to reject transactions from the payroll interface that occur after the award end date.
Grants and Contracts	Post Award	Project Close Out		Ability to reopen closed award.
Grants and Contracts	Post Award	Project Close Out		Allows restricted access for expenditure close out entries.
Grants and Contracts	Post Award	Related Accounts	Cost Sharing	Ability to create accounts to accumulate cost share data and link the account to the respective project account attributes and project accounts.
Grants and Contracts	Post Award	Related Accounts	Cost Sharing	Ability to extract costs within cost share accounts based upon user defined parameters (including specified dates).
Grants and Contracts	Post Award	Related Accounts	Fabrication Accounts	Ability to create accounts to accumulate costs related to equipment fabrication.
Grants and Contracts	Post Award	Related Accounts	Fabrication Accounts	Ability to extract costs within equipment fabrication accounts and link to primary account.
Grants and Contracts	Post Award	Space Considerations		Ability to support resolution of space issues, new, renovations, locations, responsible party, cost recovery, etc.
Grants and Contracts	Post Award	Space Considerations		Provide details of accommodation requirements to support research activity or a project
Grants and Contracts	Post Award	Subawards		Ability to create reports or sort data based upon utilization of any and all data elements recorded with respect to subawards.
Grants and Contracts	Post Award	Subawards		Ability to define and generate close-out documents specifically related to subawards
Grants and Contracts	Post Award	Subawards		Ability to electronically ink subaward to prime agreement/project.
Grants and Contracts	Post Award	Subawards		Ability to electronically record data elements relative to subawards, such as project period, award amount, subarwdee, primary project, both primary and subawardee PI, etc.
Grants and Contracts	Post Award	Subawards		Ability to generate electronic communication to responsible parties including selected data elements.
Grants and Contracts	Post Award	Subawards		Ability to have on-line viewing access to subaward status by users.
Grants and Contracts	Post Award	Subawards		Ability to identify subawardee status as to A-133 requirements and monitoring procedures.
Grants and Contracts	Post Award	Subawards		Ability to retain historical data relating to subawards.
Grants and Contracts	Post Award	Subawards		Ability to track electronically subaward billings & amounts invoiced against budget within subaward program.
Grants and Contracts	Post Award	Subawards		Ability to track electronically subawardee cost share commitments and compliance therewith.
Grants and Contracts	Post Award	Subawards		Ability to track specific compliance requirements, such as IRB approval, for subawards.
Grants and Contracts	Post Award	T&C		Ability to identify and track existence of non-standard publication terms and conditions.
Grants and Contracts	Pre Award	Budget		Ability to capture CSU cost share budget.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Pre Award	Budget		Ability to capture/document 3rd party cost sharing budget commitments (flow this to post-award to track commitments.)
Grants and Contracts	Pre Award	Budget		Ability to create new proposal budgets from scratch or copied from existing budgets and then edited on a line item basis. Ability to inflate additional budget periods globally or by budget category, while retaining line item editing control. Capability for unlimited number of line items. Ability to create "fully-burdened" budgets.
Grants and Contracts	Pre Award	Budget		Ability to establish date parameters for pre-award spending period (90 days prior to project period inception).
Grants and Contracts	Pre Award	Budget		Ability to establish early cost centers and allow for expenditures prior to formal receipt of award (i.e., pre-award and "at-risk" spending).
Grants and Contracts	Pre Award	Budget		Ability to provide "help pop-up boxes" to define budget fields in spreadsheet tool.
Grants and Contracts	Pre Award	Budget		Ability to provide a budget preparation tool that contains centrally defined rules and rates with flexibility to change as needed, and sub-level worksheets to calculate tuition, salary, materials & supplies, etc, feeding the main spreadsheet.
Grants and Contracts	Pre Award	Budget		Ability to provide an unlimited number of subprojects and subcontracts to a proposal; each with its own detailed budget that rolls up into the main budget. Project collaborators can be given access to create and edit their own subproject budgets.
Grants and Contracts	Pre Award	Budget		Ability to provide most recent sponsor-specific budget rules (NIH Modular, etc), including sponsor requirements for budget categories, cost sharing, DC and IDC caps, MEDCO categories, F&A rates, fringe benefits, etc. If a sponsor is not specified, default rules can be applied
Grants and Contracts	Pre Award	Budget		Ability to pull salary rates from payroll system into budget spreadsheet.
Grants and Contracts	Pre Award	Budget		Ability to set tolerances or limits on amount of pre-award spending allowed on an award / project.
Grants and Contracts	Pre Award	Budget		Budget tool should populate sponsor and institutional forms.
Grants and Contracts	Pre Award	Functionality		Ability to auto populate throughout the system when data is changed
Grants and Contracts	Pre Award	Functionality		Ability to define terminology, policy and restrictions throughout the system using pop-up bubble or similar help mechanism
Grants and Contracts	Pre Award	Online Query/Reporting		Provide global access to database of current status, workflow and history of proposal.
Grants and Contracts	Pre Award	Proposal Development		Ability for automatic and authorized signature approval
Grants and Contracts	Pre Award	Proposal Development		Ability for PI to notify SP when they obtain guidelines from other sources
Grants and Contracts	Pre Award	Proposal Development		Ability to "copy" comments to other contract negotiations (other accounts) rather than each one individually (one at a time). Ability to "cut & paste".
Grants and Contracts	Pre Award	Proposal Development		Ability to accommodate unlimited text on a proposal.
Grants and Contracts	Pre Award	Proposal Development		Ability to associate an unlimited number of personnel to a proposal; storing personnel title, salutation and department.
Grants and Contracts	Pre Award	Proposal Development		Ability to auto notify changes and expiration in regulatory approval status
Grants and Contracts	Pre Award	Proposal Development		Ability to auto notify parties "linked" (PI, accountant, administrator, etc) to a specific project when an amendment to a solicitation and guidelines is posted
Grants and Contracts	Pre Award	Proposal Development		Ability to auto populate both CSU and sponsor information including contact
Grants and Contracts	Pre Award	Proposal Development		Ability to auto query sponsor sites for proposal/award status

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Pre Award	Proposal Development		Ability to automatically contact PI if there no activity one week prior to submit day
Grants and Contracts	Pre Award	Proposal Development		Ability to automatically tell signatories that action is required
Grants and Contracts	Pre Award	Proposal Development		Ability to auto-scan guidelines and extract recognized criteria
Grants and Contracts	Pre Award	Proposal Development		Ability to auto-update authorized signatories
Grants and Contracts	Pre Award	Proposal Development		Ability to configure multiple budget scenarios for a proposal and perform "what if" analysis.
Grants and Contracts	Pre Award	Proposal Development		Ability to copy from one proposal to another.
Grants and Contracts	Pre Award	Proposal Development		Ability to enter direct costs by account code or title.
Grants and Contracts	Pre Award	Proposal Development		Ability to flag those individuals who aren't eligible to be PI's and an automatic method for approval
Grants and Contracts	Pre Award	Proposal Development		Ability to have new faculty and staff registered as potential PI's
Grants and Contracts	Pre Award	Proposal Development		Ability to interface to Grants.gov Find process.
Grants and Contracts	Pre Award	Proposal Development		Ability to interface with the budget module.
Grants and Contracts	Pre Award	Proposal Development		Ability to match current proposals and awards to regulatory approval status
Grants and Contracts	Pre Award	Proposal Development		Ability to notify SP if there are a limited number of submissions allowed
Grants and Contracts	Pre Award	Proposal Development		Ability to notify SP when PI requests guidelines from the system and provide a copy or link to such guidelines to SP.
Grants and Contracts	Pre Award	Proposal Development		Ability to obtain signatures concurrently
Grants and Contracts	Pre Award	Proposal Development		Ability to provide a repository for vitae, publications, previous support, etc.
Grants and Contracts	Pre Award	Proposal Development		Ability to provide automated record of current information and new records daily
Grants and Contracts	Pre Award	Proposal Development		Ability to provide Investigator with request for proposal-type announcements/solicitations (RFP, RFQ, IFB, etc.) based upon pre-determined areas of interest.
Grants and Contracts	Pre Award	Proposal Development		Ability to provide managed sponsored criteria
Grants and Contracts	Pre Award	Proposal Development		Ability to provide program guidelines electronically.
Grants and Contracts	Pre Award	Proposal Development		Ability to recognize those PI's who have dual or more appointments and involve cooperative extension
Grants and Contracts	Pre Award	Proposal Development		Ability to search for funding sources.
Grants and Contracts	Pre Award	Proposal Development		Ability to self-generate reports and queries
Grants and Contracts	Pre Award	Proposal Development		Ability to serve as database for proposal preparation.
Grants and Contracts	Pre Award	Proposal Development		Ability to stop process when required fields are not completed
Grants and Contracts	Pre Award	Proposal Development		Ability to store proposal type, category and sub-category.
Grants and Contracts	Pre Award	Proposal Development		Ability to support and maintain Grants.gov required form sets
Grants and Contracts	Pre Award	Proposal Development		Ability to support and maintain NIGH required form sets.
Grants and Contracts	Pre Award	Proposal Development		Allow personnel to belong to multiple business entities (by way of a split %), or a business unit other than that allocated in the HR System.
Grants and Contracts	Pre Award	Proposal Development		Allows an unlimited number of client definable fields to capture essential information on a proposal.
Grants and Contracts	Pre Award	Proposal Development		Allows for multiple iterations of proposal budgets.
Grants and Contracts	Pre Award	Proposal Development		Applicants are not permitted to make any modifications after the proposal has been submitted into the approval process.
Grants and Contracts	Pre Award	Proposal Development		Automatically calculate fringe benefits, indirect costs and cost share within the budget process.

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Pre Award	Proposal Development		Capacity for all named investigators on applications to have read only access to applications once submitted.
Grants and Contracts	Pre Award	Proposal Development		Capacity for applicants to save and return to partly completed (non-submitted) proposals.
Grants and Contracts	Pre Award	Proposal Development		Capacity for checking for duplicate awards.
Grants and Contracts	Pre Award	Proposal Development		Capacity to generate and send email correspondence to PI on status of their projects
Grants and Contracts	Pre Award	Proposal Development		During project data entry process, the project can be saved periodically to prevent data loss.
Grants and Contracts	Pre Award	Proposal Development		Provides a tool to add, develop and/or maintain other Sponsor forms as required/needed.
Grants and Contracts	Pre Award	Proposal Development		Provides interface with Payroll.
Grants and Contracts	Pre Award	Proposal Development		Provides interface with Purchasing.
Grants and Contracts	Pre Award	Proposal Development		Provides interface with Student system.
Grants and Contracts	Pre Award	Proposal Development		Provides organizational security with the proposal process.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		Ability to electronically submit reports.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		Ability to enter and maintain proposal and budget information for submission to an agency.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		Ability to maintain an applicant's primary mailing address and phone information.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		Ability to monitor grant applications.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		Ability to track events/reminders with automatic notification of when they are due.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		Ability to track statistical data including number of proposals sent by Principal Investigator, Laboratory, Sponsoring Agency etc.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		Allows for an unlimited number of client definable fields to capture essential information on a grant.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		Proposal database must support unlimited number of user-defined fields plus unlimited user-created notes/comments
Grants and Contracts	Pre Award	Proposal Submission and Tracking		Proposal database should populate award account fields to reduce re-keying of information.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		Provide for projects and project template set-up steps to be easy to define and maintain.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		System allows routing/review/approval of human subject protocols by user-defined approvers.
Grants and Contracts	Pre Award	Proposal Submission and Tracking		System allows routing/review/approval of proposals by an unlimited number of approvers based on institutional hierarchy of responsibility.
Grants and Contracts	Regulatory Compliance	Animal Lab		Ability to track animal acquisition by species, project and source.
Grants and Contracts	Regulatory Compliance	IACUC Protocol Reporting		Ability to report animal usage by USDA pain category
Grants and Contracts	Regulatory Compliance	IACUC Protocol Reporting		Ability to report animal usage by USDA species
Grants and Contracts	Regulatory Compliance	IACUC Protocol Reporting		Ability to report by procedures
Grants and Contracts	Regulatory Compliance	IACUC Protocol Reporting		Ability to report protocols by drug use (anesthetics, pain meds, antibiotics, etc.)
Grants and Contracts	Regulatory Compliance	IACUC Protocol Reporting		Ability to report protocols with special conditions (physical restraint, food restriction, fluid restriction, major mutliple survival surgeries, paralytics, hazards, unrelieved pain, noise levels, reduced space, temperature, humidity, individual housing, etc.)

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Regulatory Compliance	IACUC Protocol Reporting		Ability to report use locations by procedure (housing, necropsy, cage wash)
Grants and Contracts	Regulatory Compliance	Lab Animal Resources		Ability to automate laboratory animal resource billing system.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability for reviewers to annotate protocols with public or private comments
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to amend/modify protocols on-line.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to copy all or portions of an exiting protocol to create a new protocol.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to cut and paste from other programs, such as Word, into protocal document as well as attach documents.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to identify protocols used as a teaching resource
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to identify protocols with exemptions to regulations or policies
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to search protocols by funding source
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to search protocols by investigator, co-investigator, and other key persons identified
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to search protocols by title, investigator, location, department, expiration date, renewal date, and review date
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to send automated renewal notices to responsible parties.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to send notices to responsbile party reagrding protocol status and action(s) needed, if any.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to submit protocals on-line.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to support federal compliance requirements relating to animal care and use.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to support federal compliance requirements relating to animal facilities.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to support federal compliance requirements relating to biohazard materials.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to support federal compliance requirements relating to human subjects.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to support federal compliance requirements relating to radiation safety.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to support federal compliance requirements relating to select agents.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to supports paperless reviews
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to track each protocol to the specific proposal/award.
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to track users/participants (investigators) in the projects: animal subjects, human subjects, biohazards, controlled drugs, select agents, radioactive materials
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to track users/participants (investigators) in the projects: animals
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to track users/participants (investigators) in the projects: biohazards
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to track users/participants (investigators) in the projects: controlled drugs
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to track users/participants (investigators) in the projects: human subjects
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to track users/participants (investigators) in the projects: radioactive materials

Requirement	Module	SubModule	Group	Text
Grants and Contracts	Regulatory Compliance	Protocol Management		Ability to track users/participants (investigators) in the projects: select agents
Grants and Contracts	Regulatory Compliance	Protocol Management		Allows for complex routing schemes
Grants and Contracts	Regulatory Compliance	Protocol Management		Online calendars enable simple navigation from meetings to agendas to protocols
Grants and Contracts	Regulatory Compliance	Protocol Management		Simplifies production of agendas and minutes
Grants and Contracts	Regulatory Compliance	Workflow		Ability to identify records requiring Federal compliance for proposal submission (IRB, Biohazard, IACUC).
Grants and Contracts	Tech Transfer			Ability to identify and track existence of non-standard intellectual property terms and conditions.
Grants and Contracts	Tech Transfer			Ability to support invention disclosure, patents, and intellectual property..
Grants and Contracts	Tech Transfer			Complete financial management - charge accounts, invoice agreements, age invoices, post receivables and distribute income
Grants and Contracts	Tech Transfer			Includes email and document management systems for associating all communications
Grants and Contracts	Tech Transfer			Manages in-licensing for research
Grants and Contracts	Tech Transfer			Supports multiple national and international patent applications per disclosure
Grants and Contracts	Tech Transfer			Tracks expenses and royalties globally or by inventor, disclosure, patent, agreement, etc
Grants and Contracts	Tech Transfer			Tracks multiple agreements per disclosure and multiple disclosures per agreement
Grants and Contracts	Training			Ability to track required research-related training through web interface including training development and history of course completion for individuals.
Grants and Contracts	Work Flow			Ability to support mentor review, budget development, F&A functions, Reps & Carts, Cost Share identification
Grants and Contracts	Work Flow			Provide ability to approve transactions to grant and contract funds via workflow system and institutional rules.
Grants and Contracts	Work Flow			Upon login, user can easily identify pending transactions/actions.
Grants and Contracts	Workflow			Identifies university defined routing paths and signatures (compliance, special resources, cost-sharing etc.)
Grants and Contracts	Workflow			Specialized, Web-based modules streamline communications with researchers
Grants and Contracts	Workflow			Supports paperless approval process with electronic signatures.
Tech Reqs	Application Software and	System Access and Usability		Provides clear, comprehensive and user-friendly error messages at the screen field levels the fully describe the situation that caused the error and the action necessary to correct it.
Tech Reqs	Application Software and	System Access and Usability		Provides online help for all applications "out of the box".
Tech Reqs	Application Software and	System Access and Usability		Provides customizable online help for all applications.
Tech Reqs	Application Software and	System Access and Usability		Ability to add/delete users for particular functions.
Tech Reqs	Application Software and	System Access and Usability		Ability for each user to create and customize their own menu that is comprised of the processes that they perform.
Tech Reqs	Application Software and	System Access and Usability		Ability to copy a personal menu from one user to another.
Tech Reqs	Application Software and	System Access and Usability		Ability to load the rules for city, state, county, and national defauts based on a ZIP/Postal code.

Requirement	Module	SubModule	Group	Text
Tech Reqs	Application Software and	System Access and Usability		Ability to establish security profiles for a user or group of users. Each user profile can distinguish between what a user can see, update, delete, and/or add. Security profiles can be copied from one user (or group of users) to another user (or group).
Tech Reqs	Application Software and	Key Operational Features		Allows for the use something other than an SSN as a unique person identifier.
Tech Reqs	Application Software and	Key Operational Features		Updates all related modules with a single entry (e.g. account number change).
Tech Reqs	Application Software and	Key Operational Features		Provides the ability to track date-effective changes through out all the applications.
Tech Reqs	Application Software and	Key Operational Features		Provides the ability to drill down to lowest level source entry across application modules.
Tech Reqs	Application Software and	Key Operational Features		Provides the ability to drill down to access third party and legacy data.
Tech Reqs	Application Software and	Key Operational Features		Provides alternate field lookup e.g., vendor name to locate vendor number.
Tech Reqs	Application Software and	Key Operational Features		Supports multiple concurrent application sessions for each user.
Tech Reqs	Application Software and	Key Operational Features		Incorporates business rules into the system such that the rules are applied at the time information is entered.
Tech Reqs	Application Software and	Key Operational Features		Warnings are triggered when future dated transactions being entered could disrupt a related transaction.
Tech Reqs	Application Software and	Key Operational Features		Differentiates between data corrections (global change/fix) versus date-driven changes based on policy. School of Engineering changing to the College of Engineering is an example of the later.
Tech Reqs	Application Software and	Key Operational Features		Provides the ability to maintain several internal calendars to use in processing. FY, AY, FED FY, Pay Calendars, Holiday, etc.
Tech Reqs	Application Software and	Key Operational Features		Implements relational integrity constraints into the database.
Tech Reqs	Application Software and	Key Operational Features		Must provide process for maintenance/correction of unique person identifiers (eg: one person assigned more than one unique id or two people assigned the same unique id)
Tech Reqs	Application Software and	Key Operational Features		Provides the ability to uniquely identify an idividual. If an employee becomes a vendor, the system should find the employee already in the data base.
Tech Reqs	Application Software and	Key Operational Features		Warnings are triggered when future dated transactions being entered could disrupt a related transaction.
Tech Reqs	Application Software and	Key Operational Features		System should allow identity established in ERP to be shared with third party applications that must also use same identity (PUID).
Tech Reqs	Application Software and	Transaction Processing		Supports the needs of infrequent or low volume users as well as those who use the system several hours each day.
Tech Reqs	Application Software and	Transaction Processing		Ability to make changes to data or the status of processes immediately available in the system.
Tech Reqs	Application Software and	Transaction Processing		Supports effective dating for transactions, including both future and retroactive changes.
Tech Reqs	Application Software and	Transaction Processing		Supports mass changes to definable groupings of transactions, e.g., process a reduction in all excess leave balances on January 1.
Tech Reqs	Application Software and	Transaction Processing		Identifies errors, inconsistencies or additional requirements at the time data is entered.
Tech Reqs	Application Software and	Transaction Processing		Suspends processing of an erroneous transaction until the problem is resolved in real time.

Requirement	Module	SubModule	Group	Text
Tech Reqs	Application Software and	Transaction Processing		Provides an option for coding reduction techniques or tools to significantly reduce the amount of data entry required on a transaction and the likelihood of data entry errors.
Tech Reqs	Application Software and	Transaction Processing		Ability to enable validation rules that are highly configurable depending on the transaction, location, or funding source.
Tech Reqs	Security			Provides the ability to restrict access by job function.
Tech Reqs	Security			Provides the ability to restrict access by application program.
Tech Reqs	Security			Provides the ability to restrict access by function (read, add, delete, modify).
Tech Reqs	Security			Provides the ability to suppress menu options for functions for which a user does not have access.
Tech Reqs	Security			Protects certain fields, e.g., social security number, from unauthorized access.
Tech Reqs	Security			Restricts access to certain functions and protects the data until they are approved by policy makers, e.g. budget scenarios that are created for analysis prior to publishing a formal recommendation.
Tech Reqs	Security			Triggers an automatic review of an employee's security privileges upon changes in assignment or termination.
Tech Reqs	Security			Maintains comprehensive logs of transactions and security incidents for auditing purposes.
Tech Reqs	Security			Systems should be capable of operating in a secure firewall network with private IP addresses.
Tech Reqs	Workflow	Key Operational Features		Provides robust inbox capabilities for each workflow recipient to organize and prioritize the items in the work queue while providing status on each work item.
Tech Reqs	Workflow	Key Operational Features		Replaces paper-based processes like expense reports and automate communication processes such as error or deadline notifications and approvals.
Tech Reqs	Workflow	Key Operational Features		Provides standard approval timeframes and alternative approval paths along with reminders for overdue tasks.
Tech Reqs	Workflow	Key Operational Features		Supports the automated distribution of electronic documents to individuals in an efficient manner.
Tech Reqs	Workflow	Key Operational Features		Accommodates both enterprise business rules to define the flow of work as well as department- or college-specific policies.
Tech Reqs	Workflow	Key Operational Features		Provides information about the status of workflow transactions so participants can determine where information or actions may be delayed.
Tech Reqs	Workflow	Key Operational Features		Provides user-definition and maintenance of business rules without requiring programmer intervention or recompilation of programs.
Tech Reqs	Workflow	Key Operational Features		Provides support for digital signatures as part of workflow request, review, and approval processes.
Tech Reqs	Workflow	Key Operational Features		Provides the ability to capture non-textual information where necessary to support the business process, e.g., for example, a scanned image of a vendor invoice.
Tech Reqs	Workflow	Key Operational Features		Provides the ability to attach notes to content items within the workflow, and for these notes to remain until final submission.
Tech Reqs	Workflow	Key Operational Features		Provides the ability for employees and authorized external entities to be part of a workflow.
Tech Reqs	Workflow	Key Operational Features		Provides integrated workflow error handling.

Requirement	Module	SubModule	Group	Text
Tech Reqs	Workflow	Key Operational Features		Supports multiple workflows based on content type.
Tech Reqs	Workflow	Key Operational Features		Supports standard APIs for integrating with workflow.
Tech Reqs	Workflow	Key Operational Features		Provides access to workflows through standard web browser clients.
Tech Reqs	Workflow	Key Operational Features		Provides the ability for users to authenticate themselves to participate in workflows.
Tech Reqs	Workflow	Key Operational Features		Requires that users be authorized to add workflows to the production environment.
Tech Reqs	Workflow	Key Operational Features		Provides access security to control what workflows and workflow steps authenticated users can participate in.
Tech Reqs	Workflow	Key Operational Features		Provides access security to control workflow check-in/check-out for authorized workflow developers.
Tech Reqs	Workflow	Key Operational Features		Ability to add departmentally specific approvers to workflow that can differ by department and/or campus.
Tech Reqs	Workflow	Key Operational Features		Ability to add participants to a workflow as either approvers or viewers on an ad hoc basis.
Tech Reqs	Workflow	Key Operational Features		Allows for additional approver steps to be added into a workflow by authorized individuals.
Tech Reqs	Workflow	Key Operational Features		Allows work flow to be extended to third party applications.
Tech Reqs	Workflow	Workflow Administration		Provides tools to monitor workflow processing.
Tech Reqs	Workflow	Workflow Administration		Provides tools to set the priority of workflows and the amount of system resources allocated to them.
Tech Reqs	Workflow	Workflow Administration		Provides tools to specify that workflow task notifications be delivered to specific named persons.
Tech Reqs	Workflow	Workflow Administration		Provides tools to assign individual users to workflow processing roles.
Tech Reqs	Workflow	Workflow Administration		Provides tools to specify that workflow task notifications be delivered to a workflow processing role.
Tech Reqs	Workflow	Workflow Administration		Provides tools to specify that workflow task notifications be delivered to users through a workflow notifications web-page.
Tech Reqs	Workflow	Workflow Administration		Provides tools to specify that workflow task notifications be delivered to users through standard e-mail.
Tech Reqs	Workflow	Workflow Administration		Provides tools to enable workflow participants to forward their incoming workflow task notifications to others, e.g., while a person is on vacation.
Tech Reqs	Workflow	Workflow Administration		Provides tools to support workflow analysis for workflow process improvement.
Tech Reqs	Workflow	Workflow Administration		Provides an integrated workflow administration console, accessible through standard web browser clients, for the operational administration of applications.
Tech Reqs	Workflow	Workflow Administration		Provides administrative functions for adding new roles and users to the workflow.
Tech Reqs	Workflow	Workflow Administration		Supports users with multiple roles.
Tech Reqs	Workflow	Workflow Administration		Provides a workflow administration function that allows marking resources on a workflow as unavailable, for example, "on vacation".
Tech Reqs	Workflow	Workflow Administration		Allows for the assignment of other resources to an unavailable role for a determined period.
Tech Reqs	Workflow	Workflow Administration		Ability for supervisors to access employee's inboxes to support performance monitoring and/or emergency access to work in process if an employee is absent unexpectedly.

Requirement	Module	SubModule	Group	Text
Tech Reqs	Workflow	Workflow Administration		Ability to immediately suspend an employee's access in real time in the event of a termination.
Tech Reqs	Workflow	Workflow Administration		Ability to support training roles to enable supervisors to observe a new employee's work.
Tech Reqs	Workflow	Workflow Administration		Allows for assignment of workflow privileges to roles based on position instead of to individuals.
Tech Reqs	Workflow	Workflow Administration		Allows for the assignment of individuals to roles.
Tech Reqs	Workflow	Workflow Administration		Definition of organizational structure information to support workflows (users, user relationships to organizational units, roles, etc.) is fully integrated with an overall role-based security model and does not require maintenance in separate facility dedicated solely to workflow.
Tech Reqs	Workflow	Workflow Administration		Ability to integrate with the HR position information so that a job change triggers an update of role assignment.
Tech Reqs	Workflow	Workflow Administration		Provides administrative tools for changing the state of a "running" instance of a workflow.
Tech Reqs	Workflow	Workflow Administration		Provides an audit trail of steps performed in a workflow.
Tech Reqs	Workflow	Workflow Administration		Start and stop timestamps of each workstep or function are captured by the workflow services.
Tech Reqs	Workflow	Workflow Administration		Steps, or tasks within an instance of a workflow record start and stop timestamps.
Tech Reqs	Workflow	Workflow Administration		Workflow services must be open so that processes involving external applications (either developed or purchase or some combination) can be workflow enabled using these services.
Tech Reqs	Workflow	Workflow Design and Development		Provides an integrated development environment for the design and development of workflows.
Tech Reqs	Workflow	Workflow Design and Development		Provides access to the workflow integrated development environment through standard web browsers.
Tech Reqs	Workflow	Workflow Design and Development		Provides for the extension and/or customization of workflow applications developed with the workflow integrated development environment.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to develop workflows that insert, view, update, and delete data in the proposed backend DBMS.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to develop workflows that insert, view, update, and delete data in foreign databases using ODBC.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to design and develop workflows graphically.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to develop sub-workflows graphically and to use/reuse sub-workflows as parts of larger more complex workflows.
Tech Reqs	Workflow	Workflow Design and Development		Provides a "drill-down" capability from high level graphical views of workflows to more detailed graphical views of sub-workflows.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to develop workflows that branch into parallel activities and then rendezvous to a single activity.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to develop workflows that use a voting scheme as a mechanism for conditionally determining what subsequent processing activities are to take place in workflows.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to develop workflows that respond to workflow activity timeout parameters, e.g., send exception activity to service staff.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to develop workflows that conditionally branch to alternate workflow activities.

Requirement	Module	SubModule	Group	Text
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to develop workflow applications that request and consume XML documents thus effecting a database independent data access layer between forms application processing and access to the backend databases.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to develop workflows that insert, view, update, and delete data in foreign databases using vendor developed gateways such that the foreign databases look like the proposed backend DBMS.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to manage versions of workflows.
Tech Reqs	Workflow	Workflow Design and Development		Provides tools to support check-out/check-in processing for workflow maintenance.
Tech Reqs	Workflow	Event Processing		Provides tools to develop workflows that publish events.
Tech Reqs	Workflow	Event Processing		Provides tools to develop workflows that subscribe to published events.
Tech Reqs	Workflow	Event Processing		Provides tools to develop workflows that respond to subscribed events by initiating the execution of custom code.
Tech Reqs	Workflow	Event Processing		Provides tools to develop workflows that respond to subscribed events by initiating the execution of other workflows.
Tech Reqs	Workflow	Event Processing		Provides automatic notification when a specified event occurs such as when a department's line item expenditures have reached a trigger level specified by the district.
Tech Reqs	Workflow	Event Processing		Can send and receive business events via EJB interface.
Tech Reqs	Workflow	Event Processing		Can send and receive business events via SOAP (XML over HTTP/HTTPS).
Tech Reqs	Workflow	Event Processing		Can send and receive business events via standard message oriented middleware (MQ Series, MessageOne, etc.)
Tech Reqs	Workflow	Event Processing		Can send and receive business events via structured e-mail.
Tech Reqs	Workflow	Event Processing		Provides a robust programming langauge that can access and transform business event data
Tech Reqs	Report Generator	Key Operational Features		Provides an integrated reporting capability.
Tech Reqs	Report Generator	Key Operational Features		Report applications are accessed through standard web browser clients.
Tech Reqs	Report Generator	Key Operational Features		Requires users to authenticate themselves to access report applications.
Tech Reqs	Report Generator	Key Operational Features		Provides access security to control what reports authenticated users can execute.
Tech Reqs	Report Generator	Key Operational Features		Provides access security to control application check-in/check-out for authorized report application developers.
Tech Reqs	Report Generator	Key Operational Features		Provides the ability to do run time selection criteria, sort order, report format and variation, etc.
Tech Reqs	Report Generator	Key Operational Features		Provides comprehensive reporting tools that allow for easy access to authorized data.
Tech Reqs	Report Generator	Key Operational Features		Provides executive interfaces to the data with "drill down" capability to examine details.
Tech Reqs	Report Generator	Key Operational Features		Creates reports that reflect status as of a specified point in time.
Tech Reqs	Report Generator	Key Operational Features		Includes standard reports that will serve as models for customized reporting as well as provide for basic functional reports.
Tech Reqs	Report Generator	Key Operational Features		Provides report wizards or similar techniques to guide users through report creation.
Tech Reqs	Report Generator	Key Operational Features		Ensures that reporting activities do not compromise the responsiveness of the interactive system.
Tech Reqs	Report Generator	Key Operational Features		Provides the ability to run reports online or in the background.

Requirement	Module	SubModule	Group	Text
Tech Reqs	Report Generator	Key Operational Features		Provides the ability to send reports via email to other users.
Tech Reqs	Report Generator	Key Operational Features		Provides the ability to deliver fixed reports to users on a pre-determined schedule to be reviewed online, to be retained online or to be printed at the user's discretion.
Tech Reqs	Report Generator	Key Operational Features		Ability to add new reports to a report library and to a common report menu.
Tech Reqs	Report Generator	Key Operational Features		Ability to use third party query and reporting tools to access application tables.
Tech Reqs	Report Generator	Key Operational Features		Ability to trigger reports (e.g., tracking) based on events such as date, time or comparison between data items.
Tech Reqs	Report Generator	Key Operational Features		Provides the ability to print reports on local PC and LAN attached printers as well as on centralized high-speed printers.
Tech Reqs	Report Generator	Key Operational Features		Provides a method for managing the print environment for report distribution so that reports are directed to the appropriate print facility.
Tech Reqs	Report Generator	Analytic Tools and Search Engines		Supports the easy movement of data to specialized analysis tools such as SAS and Microsoft Office.
Tech Reqs	Report Generator	Analytic Tools and Search Engines		Produces "what if" scenarios to support decision-making.
Tech Reqs	Report Generator	Analytic Tools and Search Engines		Provides the ability to locate information or text through a search capability.
Tech Reqs	Report Generator	Analytic Tools and Search Engines		Provides the ability to Include or exclude content for search capability by various criteria, e.g., to tag content as available, or not available, to each search function on the site.
Tech Reqs	Data Warehouse			Provides a robust logical data model to serve as the foundation for a physical data warehouse for each enterprise application.
Tech Reqs	Data Warehouse			Ability to provide a data source to support the institution's reporting requirements and management decisions that is separate from its operational systems and that is subject oriented, integrated, consistent, time-variant, and non-volatile.
Tech Reqs	Data Warehouse			Ability to cleanse and otherwise transform data for incorporation into a common and consistent data warehouse environment.
Tech Reqs	Data Warehouse			Ability to accurately load data to the data warehouse environment.
Tech Reqs	Data Warehouse			Ability to develop and effectively maintain a central metadata repository.
Tech Reqs	Data Warehouse			Ability to develop a single data warehouse and if desired conformed data-marts or operational data store components managed by and conforming to elements contained in a central metadata repository.
Tech Reqs	Data Warehouse			Ability to build the data warehouse incrementally.
Tech Reqs	Data Warehouse			Ability to store and make data available at the atomic level or in various aggregate forms.
Tech Reqs	Data Warehouse			Ability to access, combine, and use data across organizational lines and structures.
Tech Reqs	Data Warehouse			Ability to expand, shape, and otherwise grow the data warehouse in response to evolving user needs.
Tech Reqs	Data Warehouse			Ability to add various components and tools—including customized components and tools—that were not included in as part of the original data warehouse package.
Tech Reqs	Data Warehouse			Ability to provide users with access to data and analytic tools on a distributive basis via portal technology.

Requirement	Module	SubModule	Group	Text
Tech Reqs	Data Warehouse			Ability to secure the data warehouse and allow user access to the data and analytical tools on an approved only basis.
Tech Reqs	Data Warehouse			Ability to provide users with on-line resources to understand data definitions, values, business rules, and to otherwise receive help in using the data warehouse and analytic tools.
Tech Reqs	Data Warehouse			Ability to provide end-user access via user friendly, high speed query tools to produce ad hoc reports and routine/standard reports as well as provide users with access to more sophisticated business intelligence tools such as data mining, trend analysis and data visualization tools.
Tech Reqs	Data Warehouse			Ability to provide users with analytic applications such as web-based dashboards and scorecards to monitor key performance indicators on a regular basis.
Tech Reqs	Data Warehouse			Ability to secure data warehouse technology that supports sufficient flexibility to enable definition of the data warehouse on the basis of actual business requirements and not heavily driven by technology limitations.
Tech Reqs	Data Warehouse			Ability to identify and report on possible/probable person identity conflicts and/or probable duplicate records based upon evaluation of a key set of parameters.
Tech Reqs	Data Warehouse			Ability to provide predictive feedback (number of rows, processing time estimates) to users as they build reports that will help them understand whether they're defining the report they're expecting to get.
Tech Reqs	Accessibility Support			Provides the ability to prepare a text equivalent for every non-text element, e.g., via "alt", "longdesc", or in element content.
Tech Reqs	Accessibility Support			Provides the ability to design web pages so that all information conveyed with color is also available without color, for example from context or markup.
Tech Reqs	Accessibility Support			Provides the ability to organize documents so they are readable without requiring an associated style sheet.
Tech Reqs	Accessibility Support			Provides the ability to offer redundant text links for each active region of a server-side image map.
Tech Reqs	Accessibility Support			Provides the ability to offer client-side image maps instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
Tech Reqs	Accessibility Support			Provides the ability to identify row and column headers for data tables.
Tech Reqs	Accessibility Support			Provides the ability to use markup to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
Tech Reqs	Accessibility Support			Provides the ability to title frames with text that facilitates frame identification and navigation.
Tech Reqs	Accessibility Support			Provides the ability to design pages to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
Tech Reqs	Accessibility Support			Provides the ability to prepare a text-only page, with equivalent information or functionality, to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.
Tech Reqs	Accessibility Support			Provides the ability to utilize scripting languages to display content, or to create interface elements.

Requirement	Module	SubModule	Group	Text
Tech Reqs	Accessibility Support			Provides the ability to identify the information prepared by a scripting language with functional text that can be read by assistive technology.
Tech Reqs	Accessibility Support			Provides the ability to develop a link to a plug-in or applet that complies with §1194.21(a) through (l) when a web page requires that an applet, plug-in or other application be present on the client system to interpret page content.
Tech Reqs	Accessibility Support			Provides the ability to allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of an electronic form, including all directions and cues.
Tech Reqs	Accessibility Support			Provides a method that permits users to skip repetitive navigation links.
Tech Reqs	Accessibility Support			Provides the ability to alert a user when a timed response is required and gives sufficient time to indicate more time is required.