Town of Exeter, NH

Request for Proposal

Integrated Municipal Financial Software System

Responses due by
August 31, 2016

TOWN OF EXETER
REQUEST FOR PROPOSAL
INTEGRATED MUNICIPAL FINANCIAL SOFTWARE SYSTEM

Notice is hereby given that the Town of Exeter is accepting proposals for a Town Integrated Municipal Financial Software System. Proposals must be submitted to the Finance Director, Town of Exeter, 10 Front Street, Exeter, NH 03833 no later than **August 31, 2016.**

A detailed Request for Proposal for the Integrated Municipal Financial Software System is available to all online at: http://exeternh.gov/finance

The Town reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. The Town reserves the right to change the RFP schedule, issue amendments to the RFP, cancel or reissue the RFP.

The Town also reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in responses.

The Town of Exeter
Request for Proposal
Integrated Municipal Financial Software System

This Request for Proposal (RFP) from vendors for an integrated municipal financial software system will be a competitive negotiation process. The Town of Exeter (Town) reserves the right to reject any or all bids and issue another RFP. This RFP does not commit the Town to reimburse vendors for proposal submission costs. Price is an important consideration in this process, but not the only consideration. Other factors include software quality and features, vendor's experience, qualifications of key personnel, technical training and support system, upgrade frequency, replacement and obsolescence policy and vendor references. Software must be compliant with IRS compensation and benefit reporting, State of New Hampshire Municipal Budget Law and New Hampshire Retirement System reporting.

QUESTIONS FROM VENDORS DURING PROPOSAL PERIOD:
Answers to any RFP clarification question posed by bidders during the response period will be sent to all vendors using the address and contact information designated in the letter of interest. Vendors should address questions in writing via e-mail to the RFP coordinator: Doreen Ravell, e-mail: dravell@exeternh.gov. No phone calls please.

TIMELINES:
Proposals must be received by the Town no later than August 31, 2016. While it is anticipated that notification of acceptance of proposal will be announced no later than October 31, 2016, the Town reserves the right to reject all proposals and make no award.

BACKROUND INFORMATION:
The Town of Exeter is situated 50 miles north of Boston, MA and is located in the Seacoast Region of Southeastern New Hampshire, with a year round population of nearly 15,000 residents. The Town provides water and sewer utilities, street maintenance, building maintenance, capital improvements, solid waste disposal, police and fire services, parks and recreation, planning, building, town clerk, assessing, general administrative, financial and library services. The accounting policies of the Town conform to Generally Accepted Accounting Principles, Government Accounting Standards Board and the State of NH Budget Law. The Town has a current annual General Fund Budget of $17.6 million, a Water fund budget of $ 2.9M and a Sewer fund budget of $ 2.4M.

Current Software:	Munismart (Harris Computer)
Current Modules:	Cash Receipting, Bank Reconciliation, Budget, Utility Billing, Payroll, Property Taxes, Fixed Assets, General Ledger, Accounts Payable, Purchase Order and Human Resources.
Current Users:	30 Concurrent

SOFTWARE SYSTEM GENERAL REQUIREMENTS:

Server and software must be compatible with Microsoft Windows 7 and 10. In addition to a finance staff of three, the financial software system must allow additional users (30) concurrent access to generate reports at any given time. The system must produce year-end financial reports compliant with the State of New Hampshire Reporting Systems and produce standard on-demand, monthly and annual managerial reports.

The system should provide solutions for the following functions. (Please note: highlighted functions below would be new for the Town)

1. **Cash Receipting** (integrates with collections and general ledger modules)
2. **General Ledger** (currently 25 different funds)
3. **Budgeting**
4. Cash Flow Analysis Capabilities
5. **Utility Billing & Collection** (3,400 ratepayers, 3 billing districts, each billed quarterly)
6. **Property Tax Billing & Collection** (6,800 bills produced semi-annually)
7. **Accounts Payable** (4,200 checks a year, approximately 350 per month)
8. **Payroll** (300 employees at peak times includes full-time, part-time, seasonal and elected)
9. **Fixed Assets**
10. **Purchase Order** (approximately 450 PO's per year)
11. **Bank Reconciliation** (currently 15 bank accounts)
12. **Human Resources**
13. Time and Attendance with Integrated Time Clocking and Reporting System
14. Employee Self-Service
15. **Interface for Neptune** Hand-held Auto Read Software
16. **Interface with Vermont Systems** software for Parks & Recreation Revenue capture
17. **Interface with Interware** software for Motor Vehicle and other Town Clerk Revenues capture

PROPOSAL FORMAT:

To help support the evaluation process, proposals should adhere to the following format.

I. Title Page:

The title page shall be the first section to include the company name, address, contact name, e-mail address and telephone number to call for information regarding the proposal.

II. Cost Summary:

The second section shall provide a cost summary of all expenses. Please provide

one price quote for the entire system and a separate quote for each separate module. The cost summary should include any costs for installation, training and migrating current data from Munismart. Also include the annual maintenance and license fee along with standard indexing associated with the fee. Indicate the length of time over which your price quote applies. If enhancements are required to accommodate a specific task identified in the vendor qualification questions, please identify the cost of such enhancement. All anticipated costs to the Town, need to be identified and itemized.

III. Executive Summary:

The third section shall provide an overview of the proposal. It should include any points the vendor wishes to highlight, as well as any relevant conditions or restrictions.

IV. Company Profile including References:

The fourth section shall provide a profile of the company, including the number of employees and their locations and a list of key personnel with their years of experience, a list of municipalities or public utilities that use your system, along with names and phone numbers of at least 10 individuals who can be contacted as references.

V. Software Qualifications:

The fifth section shall provide responses to the software functional requirements included as an addendum to this request for proposals.

VI. System Security:

The sixth section should provide in-depth coverage of all of the security features within the software package for each module including administrative and operator permissions.

VII. Additional Information:

Subsequent sections may be used to present any additional information pertinent to the proposal process.

TERMS AND CONDITIONS:

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Installation: The system shall be installed in a timely manner according to a mutually agreeable schedule.

Business License: The successful vendor must hold valid business and professional licenses and registrations that may be required by the State of New Hampshire.

Insurance Requirements: The vendor awarded the contract will be subject to the Town's requirements for insurance reflecting the minimum amounts and conditions as defined by the Town.

Proposals – Public Information: The Town will attempt to protect legitimate trade secrets of the vendor. Any proprietary information contained in the vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will be neither accepted nor honored.

The vendor should be aware that the Town is required by law to make certain records available for public inspection with certain exceptions. The vendor, by submission of materials marked proprietary, acknowledges and agrees that the Town will have no obligation or liability to the vendor in the event that the Town must disclose these materials.

Copyright and Confidentiality: Selected vendor shall maintain strict privacy of all Town records, data and files (regardless of media), including any copyrighted material received from the Town.

Litigation/Jurisdiction/Venue: Any and all such court action shall take place and be vested solely in Rockingham County, State of New Hampshire unless agreed to otherwise in a separate agreement.

Payment: The Town will pay invoices submitted by the selected vendor as agreed upon in the final contract.

Choice of Laws: The contact/agreement shall be subject to and interpreted pursuant to the laws of the State of New Hampshire.

Warranties: All warranties must be clear, concise and in writing. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary products that are purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the Town that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a proposal will represent your agreement to these conditions.

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - GENERAL SOFTWARE CAPABILITIES		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
	GENERAL SYSTEM CAPABILITIES:		
1	The staff must be able to adjust common variables, such as codes, tables, report parameters, etc., without the services of a professional programmer.		
2	The software must have a one-time, single-point of data entry to reduce errors and redundant work.		
3	Software modules should integrate to maximize operator and system efficiency where applicable.		
4	The software must have an easy to use system for preparing various statistical and analytical reports.		
5	Integrated search capabilities on applicable fields without the use of a secondary application.		
6	The software must provide a look-up capability for frequently entered information; and, once selected the information will automatically populate the corresponding data record.		
7	The software shall provide the ability to input, access, and store a user-defined level of historical data "on-line".		
8	The software must verify the validity of the data being entered into the database by performing immediate error checking and duplicate data warning in applicable modules such as Accounts Payable and Purchase Order.		
9	The software must provide the ability for the system manager to identify an individual who last entered or changed any transaction and the date of that change.		
10	The software should allow corrections to be done in the originating module when applicable.		
11	The software must provide the ability for multiple users to be on the system at the same time and multiple users to be in the same programs at the same time.		
12	The software must be written using a relational database.		
13	The software must provide the ability to direct output of a data search to a printer upon user demand.		
14	The system must provide the ability for the user to create Excel and PDF format for all reports.		
15	Applicable modules must provide for user defined fields for the master files and input screens.		
16	System should provide capability to integrate with an applicable Document Management system if available.		
17	System provides the ability to export to Excel and PDF format for all modules.		
18	Software should provide a auto schedule capability to run reports at designated times in the future for applicable modules.		
19	System should utilize "checklist" within applicable modules so that the system guides user through a process.		
20	System should provide a Dashboard view of critical system statuses and key performance indicators for the organization. The organization should be able to both personalize the dashboard for each of their users, as well as customize it for their organization's specific metrics of performance.		
21	System should provide end users when applicable the ability to personalize their own Dashboards by selecting from a list of components.		
	VENDOR SERVICES		
22	All applications must provide for future updates and enhancements on a regular basis. Vendor will note such provisions and identify associated costs.		
24	The vendor should provide well defined all inclusive migration processes for software releases.		
25	The vendor should support all modifications made to the system during the installation process in all future software upgrades.		
26	Software enhancements provided to other customers should be made available to the clients at no charge.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - TECHNICAL CAPABILITIES		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
	TECHNICAL CAPABILITIES:		
1	The system should have a user-friendly, read-only data dictionary (for non-technical users).		
2	The system should provide the ability to support purging, with appropriate archival and audit trails for specific data and years for all modules.		
3	The system should provide field level edit checks for transactions during data entry and provide immediate user feedback, including error messages and possible corrective actions (i.e., warnings when entering existing SSN, address, etc.)		
4	The system should provide online documentation and training materials such as context-specific help, search capability, Organization-specific business process documentation and process maps.		
5	The system should allow authorized users to obtain/update information through self service applications when applicable.		
6	The system should support importing and exporting standard desktop office application files to Microsoft Office suite where applicable.		
7	The system should provide scheduling capabilities directly with Google applications, where applicable.		
8	The system should provide all date fields with a century indicator.		
9	The system should provide the ability to maintain and update test environments		
	APPLICATION ARCHITECTURE		
10	The system should provide easy deployment to desktops, either through web-based technologies or provide deployment tools to push or pull software to the desktop.		
11	The system should provide customizable user interfaces, where applicable.		
12	The system should support real time bi-directional XML web services, where applicable.		
13	The system should accommodate background (batch) jobs concurrently with online updates, where applicable.		
14	The system should provide data and transaction logic validation through the use of centralized or distributed business rules, where applicable.		
15	The system should provide support for interprocess communication including, but not limited to, the following:		
	a) Attachment of standard object types in an object library		
	b) Cut and paste capability from data fields and screens to other applications		
	c) The system should provide the ability to attach imaged documents.		
	d)The system should provide the ability to attach scanned documents to database objects.		
16	The system should support mass changes to definable groupings of transactions, where applicable.		
17	The system should support effective dating for transactions and table updates, including both future and retroactive changes, where applicable.		
18	The system should provide the user with the ability to drill down from a transaction view to the respective and supporting source record view irrespective of the module containing information.		
	SYSTEM ADMINISTRATION & CUSTOMIZATIONS		
19	**The system should provide user-defined:**		
20	Tables		
21	Fields		
22	Reports		
23	Forms		
24	Business rules and workflows		
25	All application customizations should be retained following any system update.		

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26	The system should allow administration tasks to be decentralized		
	DATABASE MANAGEMENT SYSTEM		
27	The system should be optimized for Microsoft SQL Server RDBMS.		
28	The system should include application and system configuration tables accessible by all modules.		
29	The system should provide for simultaneous access to data by concurrent users.		
30	The system should provide the ability to lock database records at a row and field level.		
31	The system should provide data modeling, data definition and data dictionary components.		
32	The system should provide a database that is integrated with all tools supplied for application development ad hoc database access and ad-hoc reporting.		
33	The system should provide standard structured query language (SQL) capabilities for database queries.		
34	The system should provide the ability for the administrator to track user behavior as well as database utilization.		
35	The system should allow for data replication including but not limited to SQL Server Database Mirroring and Microsoft Distributed File System (DFS).		
36	The system should provide documented best practices including but not limited to optimum database configuration and client maintenance.		
	NETWORK AND OPERATING ENVIRONMENT		
37	System should be supported on Microsoft Windows operating systems.		
38	The system should support industry standard virtualization platforms.		
39	The system should provide the ability to copy and/or archive data to external digital storage media based on user-defined selection criteria and times.		
40	The system should provide the ability to maintain multiple operating environments for development, test, training and production.		
	SECURITY		
41	The system should display the last date and time the user logged onto the system at the time of logon.		
42	The system should use single sign-on (SSO).		
43	The system should allow an administrator to suspend or inactivate a user ID from further use.		
44	The system should allow an administrator to suspend all user access when a user is terminated.		
45	The system should time out or suspend users after a period of time of being idle.		
46	The system should restrict access to the file containing security parameters.		
47	The system should allow an administrator to add and modify user security information using screens with immediate profile update.		
48	The system should record in the system who changes security profiles and when changes are made (user name, date and time stamp).		
49	The system should assign application access rights across entire suite of applications at a single point of entry.		
50	The system should support a decentralized security administration function by component and business unit		
51	The system should provide summarized and detailed reports on user access, usage and audit logs, etc.		
52	The system should utilize a role-based security system allowing an unlimited number of roles to be assigned to each user.		
	BACKUP AND RESTORE CAPABILITIES:		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - TECHNICAL CAPABILITIES		
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53	The system should provide full recovery and backup capabilities for all online and batch transactions.		
54	The system should provide the ability to restore applicable transactions from the database transaction log.		
	REPORTING		
55	The system should generate charts and graphs based on report data within the system.		
56	The system should generate reports directly to Excel and PDF formats.		
57	The system should provide the ability to view previously generated reports by all users or by specific users.		
58	The system should schedule applicable reports to run automatically.		
59	The system should allow for reporting by exception.		
60	The system should allow print preview of all reports before printing and have print screen functionality.		
61	The system should utilize electronic spreadsheets (Excel) to download information from the application.		
62	The system should provide for the following types of custom report writing tools that will use the application established security at the database level:		
	a) User-friendly end-user report-writer		
63	The system should support integration with industry leading third-party reporting tools such as Crystal Reports and IMC.		
	WORKFLOW		
64	The system should provide best practice workflow templates.		
65	The system should provide multiple approval paths based on item to be routed, where applicable.		
66	The system should provide automated approval notification where applicable.		
67	The system should provide the ability for a designated user to override particular workflow step.		
68	The system should provide the ability to create custom workflows based on rules based tools.		
69	The system should provide the ability to track documents submitted for approval and review with a time/date stamp.		
70	The system should allow for workflow management and approval hierarchies.		

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	GENERAL SYSTEM CAPABILITIES:		
1	The staff must be able to adjust common variables, such as codes, tables, report parameters, etc., without the services of a professional programmer.		
2	The software must have a one-time, single-point of data entry to reduce errors and redundant work.		
3	Software modules should integrate to maximize operator and system efficiency where applicable.		
4	The software must have an easy to use system for preparing various statistical and analytical reports.		
5	Integrated search capabilities on applicable fields without the use of a secondary application.		
6	The software must provide a look-up capability for frequently entered information; and, once selected the information will automatically populate the corresponding data record.		
7	The software shall provide the ability to input, access, and store a user-defined level of historical data.		
8	The software must verify the validity of the data being entered into the database by performing immediate error checking.		
9	Software must have drill down capabilities from GL to subsystem modules.		
10	The software must provide the ability for the system manager to identify an individual who last entered or changed any transaction and the date of that change.		
11	The software should allow corrections to be done in the originating module when applicable.		
12	The software must provide the ability for multiple users to be on the system at the same time and multiple users to be in the same programs at the same time.		
13	The software must be written using a relational database.		
14	The software must provide the ability to direct output of a data search to a printer upon user demand.		
15	The system must provide the ability for the user to create Excel and PDF format for all reports.		
16	Applicable modules must provide for user defined fields for the master files and input screens.		
17	System should provide capability to integrate with an applicable Document Management system if available.		
18	System provides the ability to design site specific output forms for applicable modules.		
19	Software should provide a auto schedule capability to run reports at designated times in the future for applicable modules.		
20	System should utilize "checklist" within applicable modules so that the system guides user through a process.		
21	System should provide a Dashboard view of critical system statuses and key performance indicators for the organization. The organization should be able to both personalize the dashboard for each of their users, as well as customize it for their organization's specific metrics of performance.		
22	System should provide end users when applicable the ability to personalize their own Dashboards by selecting from a list of components.		
	VENDOR SERVICES		
23	All applications must provide for future updates and enhancements on a regular basis. Vendor will note such provisions and identify associated costs.		
24	The vendor should provide well defined all inclusive migration processes for software releases.		
25	The vendor should support all modifications made to the system during the installation process in all future software upgrades.		
26	Software enhancements provided to other customers should be made available to the clients at no charge.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - GENERAL SOFTWARE CAPABILITIES		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
	GENERAL SYSTEM CAPABILITIES:		
1	The System must use "rule based" configuration options that allows the site to design how the software will be deployed.		
2	The staff must be able to adjust common variables, such as codes, tables, report parameters, etc., without the services of a professional programmer.		
3	The software must have a one-time, single-point of data entry to reduce errors and redundant work.		
4	Software modules should integrate to maximize operator and system efficiency where applicable.		
5	The software must have an easy to use system for preparing various statistical and analytical reports.		
6	Integrated search capabilities on applicable fields without the use of a secondary application.		
7	The software must provide a look-up capability for frequently entered information; and, once selected the information will automatically populate the corresponding data record.		
8	The software shall provide the ability to input, access, and store a user-defined level of historical data "on-line".		
9	The software must verify the validity of the data being entered into the database by performing immediate error checking.		
10	The software must provide the ability for the system manager to identify an individual who last entered or changed any transaction and the date of that change.		
11	The software should allow corrections to be done in the originating module when applicable.		
12	The software must provide the ability for multiple users to be on the system at the same time and multiple users to be in the same programs at the same time.		
13	The software must be written using a relational database.		
14	The software must provide the ability to direct output of a data search to a printer upon user demand.		
15	The system must provide the ability for the user to create Excel and PDF format for all reports.		
16	Applicable modules must provide for user defined fields for the master files and input screens.		
17	System should provide capability to integrate with an applicable Document Management system if available.		
18	System provides the ability to design site specific output forms for applicable modules.		
19	Software should provide a auto schedule capability to run reports at designated times in the future for applicable modules.		
20	System should utilize "checklist" within applicable modules so that the system guides user through a process.		
21	System should provide a Dashboard view of critical system statuses and key performance indicators for the organization. The organization should be able to both personalize the dashboard for each of their users, as well as customize it for their organization's specific metrics of performance.		
22	System should provide end users when applicable the ability to personalize their own Dashboards by selecting from a list of components.		
	VENDOR SERVICES		
23	All applications must provide for future updates and enhancements on a regular basis. Vendor will note such provisions and identify associated costs.		
24	The vendor should provide well defined all inclusive migration processes for software releases.		
25	The vendor should support all modifications made to the system during the installation process in all future software upgrades.		
26	Software enhancements provided to other customers should be made available to the clients at no charge.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - BUDGET		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
	GENERAL PROGRAM CAPABILITIES:	-	
1	The software must bring current year's budget forward to develop a base date for preparing the new year's budget.		
2	The software must prepare performance budget with quantification of departmental services.		
3	The software must increase or decrease line item budgets by either a fixed or variable percentage globally or by department for both revenue and expenditure items.		
4	The software must maintain an annual budget.		
5	The software must support requested, recommended, and approved budget amounts.		
6	The software must accommodate budget requests at reduced, current, and expanded levels.		
7	The software must modify planned budget for an account and automatically update department and fund totals with appropriate amendment or approval.		
8	The software must retain initial and amended budget data in file.		
9	The software must generate an ad hoc basis budget worksheet to distribute to departments for use as computer turnaround documents, to provide input budget information remotely or to allow online budget worksheets.		
10	The software must report actual revenue and expenditures against approved annual and allotted budget during the year.		
11	The software must record and track budget amendments during the year with resolution references.		
12	The software must allow online status inquiry for department to retrieve up-to-date detail account status, including revenues, expenditures and encumbrances.		
13	The software must allow organizations to define budget levels needed.		
14	The software must support budgeting for current or next fiscal year.		
15	The software must provide access to GL inquiry from the online budget worksheets.		
16	The software must provide multiple methods for projecting the starting budget, from detail transactions, zero budget or working with last years adopted, amended and actual x a percent.		
17	The software must provide "estimated" and "locked" projections for department heads to enter actual figures.		
18	The software must support distributing annual budgets to monthly figures by multiple methods including evenly or by defined percent.		
19	The software must allow users to enter or attach narrative justifications at the account or department level.		
20	The software must allow users to define their budget reports by choosing information from the last three years adopted, amended and actual figures; the software must support user-defined budget levels or projections for up to five years in the future.		
21	The ability to provide 5 year budgeting to comply with GASB 34		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - BUDGET		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
22	The ability to export and import budget to desktop tools (Excel/Word). The software must have seamless integration with Excel/Word for the Budgeting process.		
23	Ability to control budget by all elements in the chart of accounts.		
24	Ability to accommodate multi-year budget control.		
25	Ability to specify the appropriate category level and/or function for each account.		
26	Ability to accommodate encumbrance control.		
27	Ability to validate encumbrances, and expenditures against the appropriation budget.		
28	Ability to support budgetary allotments by month, quarter, year.		
29	Ability to set up tracking for budget versus actual (i.e., salary).		
30	Ability to notify specified users when uncontrolled factors are being used		
31	Ability to validate field values within the budget entry screen.		
32	Departments site wide can access budget information on an inquiry basis for their unit, with authorized users only being able to make changes.		
33	Security features are robust to control the "views", "changes" and "approvals" by different organizational units and by operator.		
34	Reports are capable of including data for the prior year actual, current budget, current year-to-date actual, current year projections, and future year proposed. Reports should be able to include up to 3 years in the past and 3 years in the future.		
35	Ability to accept entry of budget requests at all organizational levels based on user authorization.		
36	Ability to restrict access to confidential data by user.		
37	Ability to prohibit multiple users from updating the same record simultaneously.		
38	Ability to provide department budgets (separate from the appropriation budget), used to control budgets at a lower or different level of detail than the appropriation budget		
39	Ability to ensure that all transactions using or affecting budget authority (appropriation, grant, project, department) are validated online, real-time against up-to-date budget totals based on established budgetary controls.		
40	Ability to provide multiple levels of controls for department budgets.		
41	Ability to provide different workflow and approval rules by department.		
42	Ability to provide separate data entry for appropriation and department budgets and budget transactions.		
43	Ability to track original budget, budget adjustment, and budget transfer line items for each line item and appropriation.		
44	Ability to prevent department level users from updating budget information after it has been submitted or as of a specific cut-off date.		
45	Ability to receive data from and export data to spreadsheet (Excel).		
46	Ability to budget by quantity and unit cost or total amount.		
47	Ability to route proposed budget through Purchasing for unit costing.		
48	Ability to track, through an audit trail, every movement of the departmental worksheets.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - BUDGET		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
49	Ability to easily identify when viewing a department budget whether or not it has been submitted/ approved by the Board of Selectmen.		
50	Ability to summarize or roll up department/division worksheets into department budgets.		
51	Ability to roll up department worksheets into site-wide master budget at various user-defined levels.		
52	Ability for the Budget Office to view progress by departments in budget preparation.		
53	Departments have access to view progress by sub-units as defined by the user.		
54	Ability to "lock" (prevent other changes to that budget version) budgets at any phase of the budget, including after submission by departments.		
55	Ability to unlock a frozen budget with the appropriate security control at the department level unless it has already been submitted to the Budget Office.		
56	Ability to develop both detail budgets, at any level of the chart of accounts, and summary budgets in a distributed environment.		
57	Ability to provide for data entry into multiple budget versions during budget preparation.		
58	Ability to allow entering, storing, and reporting performance data linked to programs and program budgets, including performance measures and results, and associate these with financial data.		
59	Ability to record budget credits (negative numbers).		
60	Ability to indicate, by line item, one time expenditures in the budget "issues."		
61	Ability to allow users the option of including multi-line text in budget issues for justification purposes (e.g., contractual costs increased because of bargaining agreements).		
62	Ability for user to list budget issues at any level in the hierarchical structure.		
63	Ability to process and maintain all budget iterations, from Department request to Budget Office Proposed to final Adopted Budget.		
64	Ability to record various "review" dates (e.g., departmental review, Budget Office review, Finance Committee review, etc.)		
65	Ability to compare budget versions to demonstrate cost changes that have been made between versions.		
66	Ability to provide an "approved" or "not approved" flag to mark budget issues within a decision package by line item or by total.		
67	Ability to provide for approval of budget issues within a decision package at an amount greater than, less than, or equal to the amount requested.		
68	Ability to forecast real account balances, revenues and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters and allows for adjustments to the forecast.		
69	Ability to provide reports/inquiries, including graphs, to accommodate analysis of historical trends.		
70	Ability to drill down to compare budgets to actuals from highest level to lowest level of detail.		
71	Ability to generate budget documents in standard approved government format.		
72	Ability to import standard templates and style sheets.		
	Ability to provide document publishing features including:		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - BUDGET		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
73	Ability during budget formulation to access all expenditure and revenue line items currently in use by the financial system.		
74	Ability through security to control access to the budgeting system.		
	BUDGET ENTRY		
75	Three or more years historical budget and actual data		
76	Prior Year Budget		
	Year-to-date Actual		
77	Original Current Year Budget		
78	Modified Current Year Budget		
79	Current Year Projected		
80	Next Year's Budget		
81	Program		
82	Project		
83	Ability to provide worksheet information by month, quarter, or user-defined period.		
84	Ability to apply a percentage, fixed amount or other formula driven increase or decrease to a budgeted figure on a line-by-line basis, at both the department and site level.		
	Ability to create an initial version of the budget using the following:		
85	Zero balances in all accounts		
86	Current year's original budget		
87	Current year's modified budget		
88	Last year's budget		
89	Last year's actual		
90	Current year's budget or actual plus/minus a percentage		
91	Previous year's budget or actual plus/minus a percentage		
	Ability to forecast current year budget and actual (either on a line-by-line basis or on an entire budget) based on:		
92	Straight line projection		
93	Percentage based on last year actual		
94	Ability to utilize more than one method (straight line projection and percentage based on last year actual, for example) within the same budget.		
95	Ability to perform what-if scenarios.		
96	Ability to save scenarios.		
97	Ability to create budget relationships (e.g., salary changes automatically adjust benefits and vice versa).		
98	Ability to budget by fund.		
99	Ability to budget for multi-year projects under one project name.		
100	Ability to control spending by revenue source.		
101	Ability to enter budget adjustments in a pending status for final approval through electronic workflow.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - BUDGET		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
102	Ability, through workflow, to notify appropriate personnel of adjustments for approval and update to GL.		
103	Ability to override budget control within user-defined security profiles.		
104	Ability to drill down to all aspects of a budget amendment (moved to/moved from).		
	Ability to stamp all budget adjustment activity by:		
105	User		
106	Date		
107	Transaction Code (minimum of 18 numeric characters)		
108	Version Number		
109	Final Approval Date		
	SALARY AND BENEFIT PROJECTIONS		
110	Add or delete positions		
111	Reclassify positions		
112	Modify positions		
113	Transfer positions		
114	Freeze or unfreeze positions		
115	Split positions		
116	Change the number of authorized full time equivalents per position		
117	Control the number of employees filling a position based on the authorized full time equivalents online in real time		
118	Ability to override controls for specific position types.		
119	Ability to perform online edit checking and validation to prevent more than one employee from being assigned to the same position number, if so desired.		
120	Ability to route position change requests online to various staff members for approval.		
121	Ability to notify requestor when position has been approved and initiate other related events, such as recruitment file, etc.		
122	Ability to maintain position history.		
	QUERY/REPORTS		
123	Ability to produce ad-hoc reports using a report writer (i.e., SQL Server Reporting Services)		
124	Ability to produce charts, highlight figures, create tables using the ad-hoc report writer.		
125	Ability to provide security for ad-hoc report writer to ensure only users with permissions can access appropriate information.		
126	Ability to copy existing reports to new report titles for modification to a new report.		
127	Ability to create PDF files or HTML links.		
128	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
129	Ability for scheduled reports to be emailed to a user.		
130	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
131	Ability to run various types of budget reporting (accrual vs. cash, etc.)		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - BUDGET		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
	Ability to query or report the following online information by year, date, fund, budget, department, program, line item and/or by period:		
132	Beginning Balance		
133	Beginning Budget		
134	Amended Budgets- Multiple same year budget capabilities and variance analysis for Dept. Budget, Budget Committee and Final Budget		
135	Default Budget		
136	Department Summary to Department Detail		
137	Encumbrances		
138	Actuals		
139	Transfers (In and Out)		
140	Balance		
141	Revenues by Funding Source		
142	Expenditure Report by Funding Source		
143	Performance-based reports (measures and financials)		
144	Ability to generate a budget variance report for current and prior years.		
145	Ability to review multiple versions of budget online with proper security access.		
146	Ability to group account numbers for internal and external reporting purposes, including category levels.		
147	Ability to develop a standard and save a set of reports and inquiries for end-users.		
148	Ability to merge other module data into budget reports (e.g., budgeted and actual positions).		
	Ability to provide the following online queries by year and by period:		
149	Actual Fund Balances for user-defined periods		
150	Beginning Expenditure Balance		
151	Beginning Expenditure Budget		
152	Amended Expenditure Budget		
153	Encumbrances		
154	Actual Expenditures		
155	Actual Revenues		
156	Amended Revenue Budget		
157	Budget Transfers (In and Out)		
158	Available Expenditure Budget Balance		
159	Balance Sheet Account		
160	Revenue Budget		
161	Amended Revenue Budget		
162	Accrued Revenue		
163	Collected Revenue		
164	Revenue Surplus/Deficit		
165	Negative Expenditure Balances		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - ACCOUNTS PAYABLE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
	GENERAL PROGRAM CAPABILITIES:	-	
1	The software must maintain an A/P open-item (unpaid invoice) file that contains detailed records of vendor invoices.		
2	The software must allow for a user to place a hold payment on any specific open item or for all invoices of a particular vendor.		
3	The software must control payments by due date,bank account, vendor and selected hold.		
4	The software must accommodate processing of debit/credit memos and manual checks.		
5	The software must provide detailed audit trail reports to support payable items and liabilities reflected in the GL.		
6	The software must reconcile bank accounts (outstanding check reconciliation).		
7	The software must distribute invoice payments by item or total into multiple GL funds, accounts, organization or program.		
8	The software must consolidate vendor payments onto one check, detailing invoice numbers and dates or selectively produce individual checks.		
9	The software must support online maintenance of vendor information from the invoice entry screen.		
10	The software must automatically liquidate encumbrances for invoiced, encumbered purchase orders.		
11	The software must provide the ability to input invoice due date and hold invoice payment until the due date occurs.		
12	Ability to provide two-way and three-way matching capabilities.		
13	Ability to track vendor W9 & 1099 information.		
14	Ability to maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.		
15	Ability to have numeric vendor numbers that are system generated.		
16	Ability to search vendor files from within purchasing processes (i.e., requisition and purchase order).		
17	Ability to create vendor groupings for specific commodities, locations, etc.		
18	Ability to create a vendor file to print envelopes or labels for mailings.		
18	Ability to maintain an accumulated purchase history for each vendor in system.		
19	Ability to maintain an audit trail for changes to the vendor master file.		
20	Ability to change or merge vendor name without losing the history.		
21	Ability to maintain a history of payments made to vendor.		
22	The software must support one-time vendors.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - ACCOUNTS PAYABLE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
23	The software must support standard invoice entry or quick entry.		
24	The software must support recurring invoices.		
25	The software must allow an invoice to be re-established when a check is voided.		
26	The software must support voiding an invoice.		
27	The software must allow checks to be reconciled manually or via electronic file.		
28	Ability to automatically hold retainage on an invoice and pay in mass when approved.		
29	Ability to track contractor retainage		
30	Ability to support Procurement Cards and automatically update A/P and detailed G/L.		
31	The software must provide the ability to put vendor and all invoices on hold.		
32	Ability to inquire on the status of a check (e.g., outstanding, voided, cancelled, stale-dated, etc.).		
33	Ability to identify all "stale" checks that are outstanding after a user-specified period of time.		
34	Ability to capture transaction counts and other statistical data by department and/or fund.		
35	Purchases by vendor (i.e., by invoice, purchase order/contract number, purchase item, budget unit).		
36	Payments to vendor, including the ability to view the actual check image from the Vendor's Document Management system.		
37	Ability to product an aged accounts payable report.		
38	Ability to deactivate vendor from vendor listing by date with reason. Historical data would be retained.		
39	The software must share a single Vendor number between AP and Purchasing Order modules.		
	Ability to match items by the following:		
40	Invoice		
41	Purchase order		
42	Receiving Report		
43	Ability to default information from the purchase order to the invoice entry screen to simplify data entry.		
44	Ability to automatically balance encumbrances in expenditure accounts to control accounts and reserve for encumbrance accounts.		
45	Ability to manually or automatically relieve an encumbrance, either partially or completely, when an invoice is entered against an available purchase order.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - ACCOUNTS PAYABLE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
46	Ability to maintain and release recurring payments (e.g., rental or lease payments) based upon user defined amounts and payment dates using an automatic batch process or real time transaction processing with the appropriate workflow approvals.		
47	Ability to reject transactions for insufficient appropriation and cash / fund balances (with override feature based upon security).		
48	Ability to set up soft and hard stops for processing transactions with insufficient funds or appropriations.		
49	Ability to establish soft and hard stops for insufficient funds by line item (e.g., electric bills must be paid).		
50	Ability to compare accounts receivable data to accounts payable to identify payees who owe money, suspend the payment processor and notify vendor of the amount owed.		
51	Ability to drill across from a purchase order to and from the invoice.		
52	Ability to alert user of potential duplicate payments based on vendor number, invoice number, dollar amount and date, with the ability to override with the appropriate user security.		
53	Ability to accommodate electronic payments (e.g., EFT, ACH, etc.).		
54	Ability to maintain multiple line items within one vendor and maintain separate history for each (for example, multiple departmental accounts under an electric company).		
55	Ability to retain prior year(s) data for comparative reporting.		
56	Ability to accommodate one time vendors and identify them as such.		
57	Ability to automatically re-encumber a PO with a credit memo invoice.		
	1099 CAPABILITIES		
58	The software must separate different types of 1099's within system, and print year-end 1099's.		
59	Ability to flag vendor, or certain invoices for a vendor, as 1099 reportable.		
60	Ability to collect necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).		
61	Ability to correct 1099 information in the system, reprint the 1099 form(s), and produce a correction file for the IRS.		
62	Ability to change a vendor's 1099 status at any time during the year, and all existing activity will be automatically updated.		
63	Ability for individual invoices to be included or excluded from 1099 income for a vendor as appropriate.		
64	Ability for 1099 status for individual invoices to be changed after invoice has been posted.		
65	Ability to change the 1099 status for all invoices for a selected vendor.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - ACCOUNTS PAYABLE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
66	Ability to flag invoice line item by GL object code to be 1099 reportable		
	AP INVOICE POSTING		
67	Ability to default vendor's remittance address from the vendor record when processing invoices, with override ability to another remittance address established on the vendor record.		
68	Ability to override default vendor discount terms.		
69	Ability to have an unlimited number of detail and description lines per individual invoice transaction.		
70	Ability to allow multiple invoices to be entered against the same purchase order reference, with validation of the total quantity and amount to be paid.		
71	Ability to accommodate account distributions by line item.		
72	Ability to change chart of account number distribution charges at the line item level on either requisition or PO, with appropriate user security restrictions.		
73	Ability to cancel a payment voucher.		
74	Ability to process debit and credit memos by purchase order and/or line item.		
75	Ability for credit memos to be applied against an open invoice.		
76	Ability to record the credit memo on the vendor record and automatically apply it with the next invoice to be paid.		
77	Ability for changes or deletions to invoice information before generation of checks.		
78	Ability to schedule invoices for payment.		
79	Ability to process invoices for which no purchase order exists, with the appropriate security.		
80	Ability to allocate an invoice amount to various accounts according to a percentage of the invoice amount or by dollar amount.		
81	Ability to enter one-time comments on the check stub to a single vendor.		
82	Ability to generate accounts payable checks daily, weekly, monthly or on demand.		
83	Ability to generate checks based on pay dates established when invoices are entered and the range of dates selected for payment.		
84	Ability to create an invoice list and preliminary check register prior to check generation.		
85	Ability to generate individual checks that include payments from multiple funds.		
86	Ability to add user defined fields to the invoice entry screen.		
87	Ability to compare control totals of invoices entered (amount) to total check run (amount) and permit correction before check production.		
88	**Ability to provide audit trails with the following information:**		
89	Invoice number		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - ACCOUNTS PAYABLE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
90	Disbursements		
91	Purchase order number		
92	Check number		
93	Date(s) (e.g., payment date, etc.)		
94	Payee		
95	Payee Address		
96	Approver and User ID		
97	Account number		
98	Ability to pay invoices by discount date		
99	**CHECK INFORMATION**		
100	Ability to automatically update the budget with changes when a check is voided.		
101	Ability to automatically update the vendor file with changes/cancellations when a check is cancelled.		
102	Ability to automatically generate check numbers based on user-entered starting numbers.		
103	Ability to compute the number of checks written per check run.		
104	Ability to produce, through secure printers, checks with electronic signatures.		
105	Ability to ensure security on check writing signatures.		
106	Ability to support the use of multiple bank accounts within the same fund.		
107	Ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check, and itemize the invoices on the check stub.		
108	Ability to prevent the printing of blank, negative, or zero amount checks.		
109	Ability to void checks by check number or group of check numbers.		
110	Ability to post voided checks to system in exact same manner as original entry with reversing entry to GL having date of void, not original check date.		
111	Ability to provide for restart procedures for the check printing routine.		
112	Ability to produce a daily report showing all activity in the system.		
113	Ability to add comments or notes to a payment/entry that has already been processed, having no impact on financial information.		
114	Ability to accommodate automatic reconciliation of bank information (i.e., by uploading data from a file).		
115	Ability to produce a file containing all rejected check reconciliation transactions which could be available for online corrections (i.e., exception file).		
116	Ability to cancel checks online and automatically generate General Ledger transactions to reverse all accounting distributions associated with that check.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - ACCOUNTS PAYABLE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
117	Ability to retain cleared checks in a check reconciliation database for inquiry and/or reporting purposes.		
118	Ability to place a "stop payment" on checks and generate the appropriate General Ledger transaction.		
119	Ability to suppress the printing of checks that are below a certain dollar threshold		
120	**QUERY/REPORT**		
121	Ability to produce ad-hoc reports using a report writer.		
122	Ability to produce charts, highlight figures, create tables using the ad-hoc report writer.		
123	Ability to provide security for ad-hoc report writer to ensure only users with permissions can access appropriate information.		
124	Ability to copy existing reports to new report titles for modification to a new report.		
125	Ability to create PDF files or HTML links.		
126	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
127	Ability for scheduled reports to be emailed to a user.		
128	Ability to export queries to popular desktop applications (i.e., Word, Excel).		
129	Ability to produce trend reports along with key performance indicators using pre-built Excel Data Cubes.		
130	Vendor Inquiry (by vendor name, department, general ledger account code)		
131	Inquiry by Purchase Order Number, Invoice Number or any other associated document		
132	**Ability to produce the following reports:**		
133	Vendor Master Listing (by any element in the file)		
134	Vendor Multiple Address listing		
135	Summary Payment Report by Vendor (for a user determined time period)		
136	Open A/P Invoices as of date report		
137	Vendor Invoice List		
138	1099 MISC Reporting		
139	Check register		
140	Bank report		
141	Cash Requirements Report		
142	General Ledger Interface Report		
143	Invoice Ageing Report		
144	Expenditure Report		
145	Ability to query for invoice information on any data element (e.g., invoice amount, invoice number, date, voucher number, etc.).		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - ACCOUNTS PAYABLE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
146	Ability to generate federal and state reporting requirements, such as W-9, Tax IDs, IRS Form 941, IRS Form 940, W-2, IRS Form 1099, backup withholding, Notice B.		
147	Ability to generate 1099 paper forms as well as on electronic media.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - FIXED ASSETS		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
	GENERAL PROGRAM CAPABILITIES:		
1	Fixed asset module has the ability to export / import information to/from common spreadsheet applications such as Excel.		
2	System can be used to track "non-capitalized" asset / equipment items (i.e.: computer equipment, non-licensed vehicles) per department / division for risk management purposes.		
3	System has the ability to track non-depreciable technology inventory items (desktops, laptops, etc.) including detailed information such as component detail, serial numbers, technical specifications, etc.		
	Systems has the ability to identify grant funded assets:		
4	Fixed Asset system has robust query ability		
5	Asset numbers do not necessarily need to correlate to asset tag numbers - Allow the system to generate tag numbers, have external tag numbers assigned, or not have tag numbers		
6	System depreciates capital assets and allocates depreciation to those programs that use the assets		
7	The Fixed Asset module interfaces with the Accounts Payable modules. Information on newly obtained fixed assets is reported for verification, then automatically transferred from the A/P module into the Fixed Assets master file system.		
8	Can track multiple "user defined" fields on the asset master record		
9	Provides a classification scheme to code fixed assets according to type (i.e., desks, cars, etc.).		
10	Accommodates free-form descriptive text to further describe any asset. The text is electronically associated with the master file.		
11	Security access to edit assets is assigned to each asset		
12	Ability to idle assets (suspend depreciation)		
13	Ability to link to all related ERP modules (Fleet, etc.)		
14	Ability to access a master file by entering any asset field		
15	Ability to capitalized items in aggregate (as a group)		
16	**Project Based Assets:**		
17	Interfaces with the Work Order system to capture project costs for aggregate / project assets		
18	Allows a project to be associated with multiple assets		
19	Allows an asset to be associated with multiple funds such as general, water and sewer.		
20	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each		
21	Allows for tracking of Construction in Process (CIP) assets		
22	Allows for process to transfer CIP asset to an active assets and perform		
23	Allows for transfer of assets between departments, locations and funds, accommodating interfund and inter-dept. transfers, duplicating all identifying data from original record.		
	Maintains on-line history of asset transactions, including:		
24	ID Number Changes		
25	Location Changes		
26	Account Number Changes		
27	Status change		
28	Change to key field in auxiliary system		
29	Partial disposals		
30	Valuation change		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - FIXED ASSETS		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
31	Date of Last Depreciation Adjustment		
32	Retention of fully depreciated assets in fixed asset master file for inventory control purposes prior to disposition.		
	ASSET MASTERFILE		
33	Fund/Account Group		
34	Fund Type		
****	Property Type		
40	Building		
41	Location		
42	Responsibility		
43	Department		
44	Acquisition Date		
45	Original Cost		
46	Current Value		
47	Status (active, disposed, idle, etc.)		
48	Previous asset number		
49	Estimated salvage value		
50	Estimated useful life		
51	Capitalize flag		
52	Depreciation flag		
53	Depreciation method		
54	Depreciation, Life-to-Date		
55	Depreciation, Year-to-Date		
56	Purchase Order Number		
57	ID or Tag Number		
58	Vendor Name and ID Number		
59	Multiple Description lines (brand, model, and manufacturer of asset)		
60	Check Number and Date		
61	Serial Number		
62	Manufacturer		
63	Model		
64	Model year		
65	Group / Assets Classification Number		
66	Fund and Department Numbers		
67	Quantity		
68	Unit of Measure		
69	Unit Cost		
70	Acres		
71	Square Footage		
72	GIS layer ID		
73	Disposal Restriction indicator		
74	Disposal price		
75	Disposal Date		
76	Transfer Date		
77	Responsibility Code		
78	Funding Source		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - FIXED ASSETS		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
79	Sale Price		
80	User Defined fields		
	REPORTS		
81	Ability to produce ad-hoc reports using a report writer		
82	Ability to produce charts, highlight figures, create tables using the ad-hoc report writer.		
83	Ability to provide security for ad-hoc report writer to ensure only users with permissions can access appropriate information.		
84	Ability to copy existing reports to new report titles for modification to a new report.		
85	Ability to create Excel and PDF files.		
86	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
87	Ability for scheduled reports to be emailed to a user.		
88	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
89	Schedule of Assets, grouped by GAAFR function and/or departments. The report can also be produced down to the division and/or cost center level.		
90	Transaction Register audit trail of all acquisitions, transfers, changes, and retirements during a user-defined time period by asset type, department, or purchase amount.		
91	New Acquisition Report showing all newly acquired fixed assets which have not been entered into the Fixed Assets master file system. (Requires Purchasing, A/P module interface).		
92	Fixed Assets Detail and Summary maintained by department, fund/ account, responsible person, property type, location, and their associated cost or replacement value, and accumulated depreciation.		
93	Physical Inventory Worksheet, sorted by department, location, and/or person responsible to assist in conducting physical inventory. Report provides the maximum amount of asset details that would assist in identifying asset locations.		
94	Vehicle/Equipment Listing of master file information, including property tax number, item name, description, location, class number, charge account number, equipment ID number, motor number, model and manufacturer. Acquisition and disposition information		
95	Schedule of Current Year's Depreciation associated with each asset.		
96	Valuation (orig. cost, acc. depreciation., book value)		
97	Net changes (additions, deletions, financial adjustments)		
98	Schedule of assets (original cost or book value)		
99	Asset Listing - Short Form		
100	Asset Listing - Detail		
101	Asset Transaction History		
102	Depreciation Register (YTD & Total Accumulated)		
103	Depreciation Estimator (annual depreciation on existing assets for future years)		
104	Schedule of Additions		
105	Schedule of Disposals		
106	Assets Transferred		
107	Assets Id		
108	Financial Adjustments		
109	Related Assets (Parent/Child or Split Funded)		
110	Table Listings		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - CAFR		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
	GENERAL PROGRAM CAPABILITIES:	-	
1	Allows internet access to system		
2	Provides a hosted solution		
3	Ability to create and maintain multiple reporting agencies statement and schedules		
4	Maintains multiple reporting years for comparative reporting		
5	Interface to import trail balance and budgetary data from the ERP general ledger		
6	Ability to enter or modify budgetary data		
7	Ability to create, import and report on component units not maintained in ERP		
8	Ability to create psuedo accounts from imported accounts and allocate beginning and ending balances		
9	Ability to consolidate and unconsolidate funds		
10	Ability to change fund type of imported funds		
11	Provides 5/10 testing to determine major and nonmajor funds		
12	Ability to create adjusting entries for government-wide statements. System provides guidance base on GFOA Blue Book recommendations		
13	Ability to classify equity balances to fund balance and net position classifications		
14	Provides year-end process that updates adjustments and beginning balance for the next reporting year		
15	Ability to purge prior reporting years		
16	Support for audit trails		
	Reporting Groups:		
17	Supports classification of accounts to reporting groups used when compiling financial statements and schedules		
18	System rules insure correct classification of accounts to reporting groups		
19	Support for user-defined reporting groups		
20	Reporting groups are retained each year		
	Templates:		
21	Pre-defined GASB compliant templates of financial statements and schedules		
22	Ability to modify, format and save templates		
23	Ability to preview statements and schedules from the template		
24	Ability to drilldown to accounts that rollup to the reporting amount		
	Microsoft Excel Interface:		
25	Ability to export statements and schedules to Microsoft Excel		
26	Export retains row and column total formulas		
27	Export retains formatting		
28	Ability to incorporate exported statements and schedules into existing audit/CAFR reports or display online		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - CAFR		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
	Includes the following CAFR Statement and Schedules:		
29	**Management's Discussion and Analysis:**		
30	Comparative Statement of Net Position		
31	Comparative Statement of Changes in Net Position		
32	Comparative Statement of Capital Assets		
	Expenses and Program Revenues - Governmental Activities:		
33	Displays Tabular Data		
34	Displays Graphical Data		
	Revenues by Source - Governmental Activities:		
35	Displays Tabular Data		
36	Displays Graphical Data		
	Expenses and Program Revenues - Business Type Activities:		
37	Displays Tabular Data		
38	Displays Graphical Data		
	Revenues by Source - Business Type Activities:		
39	Displays Tabular Data		
40	Displays Graphical Data		
	Basic Financial Statements:		
41	**Government-wide Financial Statements:**		
42	Statement of Net Position		
43	Statement of Activities		
	Governmental Funds:		
44	Balance Sheet - Governmental Funds		
45	Reconciliation of the Balance Sheet to the Statement of Net Assets		
46	Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds		
47	Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities		
48	Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General Fund		
	Proprietary Funds:		
49	Statement of Net Position		
50	Statement of Revenues, Expenses and Changes in Fund Net Position		
51	Statement of Cash Flows		
	Fiduciary Reports:		
52	Statement of Fiduciary Net Position		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - CAFR		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
53	Statement of Changes in Fiduciary Net Position		
	Combining and Individual Fund Statements and Schedules:		
54	Combining Balance Sheet - Nonmajor Governmental Funds		
55	Combining Balance Sheet Summarized -Nonmajor Governmental Funds		
56	Comparative Balance Sheet - Major Governmental Funds		
57	Combining Statement of Revenues, Expenditures and Changes in Fund Balance - Nonmajor Governmental Funds		
58	Combining Statement of Revenues, Expenditures and Changes in Fund Balance Summarized - Nonmajor Governmental Funds		
59	Comparative Statement of Revenues, Expenditures and Changes in Fund Balance - Major Governmental Funds		
60	Combining Statement of Net Position - Nonmajor Enterprise Funds		
61	Comparative Statement of Net Position - Major Enterprise Funds		
62	Combining Statement of Revenues, Expenses and Changes in Fund Net Position - Nonmajor Enterprise Funds		
63	Comparative Statement of Revenues, Expenses and Changes in Fund Net Position - Major Enterprise Funds		
64	Combining Statement of Cash Flows - Nonmajor Enterprise Funds		
65	Comparative Statement of Cash Flows - Major Enterprise Funds		
66	Combining Statement of Net Position - Internal Service Funds		
67	Combining Statement of Revenues, Expenses and Changes in Fund Net Position - Internal Service Funds		
68	Combining Statement of Cash Flows - Internal Service Funds		
69	Comparative Statement of Cash Flows -Internal Service Funds		
70	Combining Statement of Net Position - Fiduciary Funds		
71	Combining Statement of Changes in Net Position - Fiduciary Funds		
72	Combining Statement of Net Position - Component Units		
73	Combining Statement of Activities - Component Units		
74	Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - Nonmajor Governmental Funds		
	Statistical Section Reports - Adheres to Statement 45 Requirements:		
75	Net Position by Component		
76	Changes in Net Position		
77	Fund Balances of Governmental Funds		
78	Changes in Fund Balances of Governmental Funds		
	Miscellaneous and Setup Reports:		
79	Budget by Fund Report (shows original and final budget by fund account)		

	TOWN OF EXETER - REQUEST FOR PROPOSAL **FUNCTIONAL REQUIREMENTS - CAFR**		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
80	Adjustment Reconciliation (reconciliation of governmental funds balance sheet to the government wide Statement of Net Assets)		
81	Fund Totals Report (shows difference in the funds assets and liabilities to the change in net assets)		
82	5/10 Report (Analysis of Funds - Major vs. Non-major)		
83	Drilldown Reports (shows detail behind each figure in the statements and schedules)		
84	Setup Reports (shows the setup of system)		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PURCHASING		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
	VENDOR MASTERFILE		
1	Ability to produce labels (or a label file for export) for vendors requiring IRS Forms W-9 and 1099		
2	Ability to maintain multiple location addresses for each vendor. Please utilize the Comments column to notate the maximum number of addresses for each vendor.		
3	Ability to provide a vendor comment file that may contain a user-defined amount of information, viewable by any user but updateable only by users with authorized security.		
4	Ability to maintain and print out an audit trail for changes to the vendor master file.		
5	Ability for users with authorized security to add or change vendor master file records.		
6	Ability to inactivate vendors after a user-specified period of time without activity, with appropriate workflow approval.		
7	Ability to add user defined fields to the vendor file.		
8	**Ability to track the following fields on the Vendor file:**		
9	Name		
10	DBA Name		
11	Contact person(s)		
12	Phone, mobile phone, and fax number(s)		
13	Multiple addresses (i.e., bid, orders, multiple remit to, etc.) (Please list in the Comments column the number of addresses allowed per vendor.)		
14	Vendor e-mail & web site information		
15	Federal Tax Identification Number (TIN)		
16	Last date vendor utilized		
17	Default chart of account information		
18	Payment methods		
19	Type of company (e.g., corporation, partnership, etc.)		
20	Standard payment terms		
21	Problem vendor flag		
22	Preferred vendor flag		
23	Vendor-on-hold flag (e.g. litigation, payment dispute, etc.)		
24	Other user-defined information		
25	Ability to classify one-time vendors.		
26	Ability to track vendor performance		
27	Ability to track the following by vendor but limited to: POs, Invoices, Contracts, Awarded Bids, Issues checks		
	Requisitions		
28	Ability to electronically process multi-delivery, direct ship, blanket and non-blanket requisitions.		
29	Ability to display multiple account numbers on any line item on requisitions.		
30	Ability to requisition with or without commodity description.		
31	Ability to perform the following requisition functions, with the appropriate security:		
32	Inquiry		
33	Add		
34	Change		
35	Void		
36	Cancel		
37	Delete		
38	Ability to provide for multiple lines of input per individual requisition.		
39	Ability to provide reports to users and management on requisition status.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PURCHASING		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
40	Ability to create and track all requisitions by date, by requester, by budget, by item, by action item, etc.		
41	Ability to check against the budget and pre-encumber requisition per line item.		
42	Ability to modify items ordered through change order (add or delete) including part, class, quantity, unit of measure, vendor, cost, project, fund, with the appropriate security.		
43	Ability to track requisitions and automatically date and time stamp (received, accepted, returned, re-received) with notes and comments.		
44	Ability to convert lines of requisitions to multiple purchase orders and different vendors.		
45	Ability to carry forward approval and user contact information from the requisition to the purchase order.		
46	Ability to limit G/L distribution accounts to only those valid for that department/user.		
47	Ability to have multiple line items per purchase order with capability for one/multiple delivery schedules per line printed on purchase order.		
48	Ability to create purchase orders from requisitions.		
49	Ability to allow for unlimited standard and free form messages at the header and line item level.		
50	Ability to generate bill to and ship to information automatically with secondary or internal delivery to location.		
51	Ability for requisition to specify multiple delivery dates and locations by line item.		
52	Ability to request a budget transfer as part of the requisition process		
53	Ability to notify originator when requisitions have been rejected.		
54	Ability to assign a requisition to a project		
55	Ability to create unique workflow rules by department, dollar amount, G/L account or user.		
56	Ability for user to check on status of workflow approval		
57	Ability to interface to a contract file for contract items		
58	Ability to create requisition for a particular work order and task		
59	Ability to change terms and discounts with proper security.		
60	Ability to set and track the # and dollar amount of requisitions to a certain vendor and require a justification note if usage exceeds either limit in a set # of days.		
61	Ability to notify originator when requisitions has been converted to a PO or rejected.		
	REPORTS		
62	Ability to produce ad-hoc reports using a report writer such as Crystal reports		
63	Ability to produce charts, highlight figures, create tables using the ad-hoc report writer.		
64	Ability to provide security for ad-hoc report writer to ensure only users with permissions can access appropriate information.		
65	Ability to copy existing reports to new report titles for modification to a new report.		
66	Ability to create Excel and PDF files.		
67	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
68	Ability for scheduled reports to be emailed to a user.		
69	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
70	Requisition Report, which can be sorted by buyer		
71	Ability to display and/or print any / all reports and screens.		
72	Ability to generate vendor reports based upon user defined criteria.		
73	Ability to track and report on requisition, purchase order and receiving information.		
74	Ability to merge requisitions into single PO to be sent to vendor		
75	Ability to create an unlimited number of user defined fields on a requisition		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PURCHASING		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
76	Ability to attach documents to a requisition and have those flow onto PO		
77	Ability to create both current and next year requisitions with proper permissions		
78	Ability to create a requisition with a vendor on the fly		
79	Ability to indicate on requisition if three-way match is required		
80	Ability to customize requisition screens so user only sees fields that are pertinent to them		
81	Ability to copy line items within a requisition or copy the entire requisition to a new one		
82	Ability to establish shipping locations per line item		
	Purchase Orders		
82	Ability to support encumbrance control for budgeted funds.		
83	Ability to support "soft" pre-encumbrance control, whereby a warning is given if sufficient funds are not available.		
84	Ability to copy information from one process to another without rekeying (i.e., requisition to purchase order).		
85	Ability to copy, paste all information.		
86	Ability for the PO to be submitted back to the vendor via the cXML interface if noted to do so on the vendor profile.		
87	Ability to drill down to supporting documents within the purchasing system.		
88	**Ability to establish and maintain information concerning:**		
89	Vendors		
90	Commodities and a commodity coding structure (NIGP codes)		
91	Standards or specifications for items acquired		
92	Standard text for terms and conditions of purchases		
93	Ability to record and maintain history of purchases, commodities, and volumes.		
94	Ability to support workflow for procurement approval process, including multiple approvals at the departmental and central purchasing levels.		
95	Ability to support two-way and three-way matching of documents.		
96	Ability to support automatic entry into other modules, such as inventory, work orders and fixed assets from purchasing.		
97	Ability to maintain history of all purchasing processes including requisitions and multiple types of purchases.		
98	Ability for end-users to check expenditures to date against encumbrances and budgets and see results on-line in real time prior to processing an expenditure request.		
99	Ability to support updating general ledger accounts for all procurement transactions.		
100	Ability to look up real-time status of purchasing processes.		
101	Ability to track last purchase date and amount for any item.		
102	Ability to track expenditures against credit cards issued to employees.		
103	Ability to utilize imaged or scanned documents such as vendor invoices and other source documents.		
104	Ability to accommodate partial receipts.		
105	Ability to maintain discrepancy file by vendor, stock number, item, dates, control number, purchase order number (receiving exception file).		
106	Ability to manually flag purchases for fixed asset tables upon receipt of good, with the appropriate security.		
107	Ability to audit receiving data by logon ID, date, time, etc.		
108	Ability to support electronic (on-line) or fax capabilities for purchase orders and other vendor/procurement functions.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PURCHASING		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
109	Ability to create PO user defined fields that are available during PO entry process.		
110	Ability to support purchasing thresholds by vendor (e.g., $25,000 bid limit).		
111	Ability to support one master vendor file for all modules in the system, with security on the ability to change and/or update vendor records.		
112	Ability to detect duplicate vendor information upon entry of vendor information.		
113	Ability for PO's to specify multiple delivery dates and locations by line item.		
114	Ability to allow transactions with valid vendors only.		
115	Ability to allow the selective inactivation or purging of vendor records by user-defined criteria.		
116	Ability to search for a vendor by item code, number, or description (in other words, attach vendor to an item(s)).		
117	**Ability to maintain statistics in dollar amounts for each vendor for user-specified periods for the following criteria:**		
118	Payment history		
119	Discounts taken		
120	Purchase price variances		
121	Ability to effective date transactions, either before or after the current date.		
122	Ability to enter a percentage discount on the purchase order.		
123	Ability to enter future dates beyond the end of the fiscal year		
124	Ability to summarize charges on an account and project level at the end of a purchase order.		
125	Ability to create PO Change Orders to the original PO document and update G/L accordingly.		
126	Ability to have an integrated Document Management System where you can view all related documents within the Purchasing module (Requisition, PO, Invoice and A/P check)		
127	**Provide for the following carry forward methods for PO's at year end:**		
128	GAAP		
129	Budgetary		
130	GAAP/Budgetary		
131	Transfer		
132	Ability to disencumber the PO from the prior year; re-encumber and charge the expense to the current year		
	PO REPORTS		
133	Ability to produce ad-hoc reports using a report writer		
134	Ability to produce charts, highlight figures, create tables using the ad-hoc report writer.		
135	Ability to provide security for ad-hoc report writer to ensure only users with permissions can access appropriate information.		
136	Ability to copy existing reports to new report titles for modification to a new report.		
137	Ability to create Excel and PDF files		
138	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
139	Ability for scheduled reports to be emailed to a user.		
140	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
141	Open Purchase Orders Report by Expense Account		
142	Open Purchase Orders Report by Due Date		
143	Open Purchase Orders Report by Vendor		
144	Open Purchase Orders Audit Report		
145	Items Not Received Listing		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PURCHASING		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
146	Ability to generate reports of all purchase orders based on calculated user-defined criteria (e.g., >$2500 or between 5/1/ and 6/1).		
147	Ability to workflow enable PO change orders		
148	Ability to mass cancel selected POs prior to year end processing		
149	Ability to carry forward open encumbrances to the new year		
150	Ability to indicate on the PO if three-way is required		
151	Ability to match open PO encumbrances to associated GL accounts		
152	Ability to have up to 199 line items on a PO		
153	Ability to have multiple general ledger accounts on a PO line		
154	Ability to have up to a 210 character description on PO line items		
155	Ability to define ship-to locations per PO line item		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - CASH MANAGEMENT		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
	GENERAL PROGRAM CAPABILITIES:		
1	Ability to integrate with accounting system transactions to provide a “budget vs. actual” cash flow analysis		
2	**Ability to reconcile cash accounts (book balance) with their corresponding bank accounts (bank balance), including:**		
3	Ability to create multiple bank account numbers for each bank code		
4	Define which GL cash accounts correspond to each bank account		
5	Automatically provide “bank items” reconciliation file of adjustments, deposits, and AP and Payroll reconciliations		
6	Ability to search bank items by bank code/account, date range, item type (adjustments, deposits or both), and status (cleared/not cleared/all)		
7	Support for reconciliation of both open and closed months		
8	Support for manual or automatic transaction clearing		
9	Ability to drill-down into transaction details for cleared and outstanding totals within date range		
10	Ability to create recurring cash flow records to simplify entry of many redundant records, such as payroll expenditures		
	REPORTS		
11	Ability to produce ad-hoc reports using a report writer		
12	Ability to produce charts, highlight figures, create tables using the ad-hoc report writer.		
13	Ability to provide security for ad-hoc report writer to ensure only users with permissions can access appropriate information.		
14	Ability to copy existing reports to new report titles for modification to a new report.		
15	Ability to create PDF files or HTML links.		
16	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
17	Ability for scheduled reports to be emailed to a user.		
18	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
19	Daily treasurer’s totals		
20	Cash flow summary and detail		
21	Receipts, disbursements, and balances each day		
22	Ability to forecast cash account cash flows for any date range; integrating with actual transaction provides a “budget vs. actual” cash flow file		
23	**Support for check/warrant reconciliation, including:**		
24	Auto-processing of files to/from the bank		
25	Payables/Payroll check writing history files		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - CASH MANAGEMENT		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
26	Can manually indicate that checks have cleared		
27	Reports for cleared, outstanding, and voided checks		
28	Support for miscellaneous cash receipts, including walk-in payments from the public, mailed-in payments, turnovers from other departments, payments against any outstanding invoices, including delinquent accounts		
29	Daily Payments Journal that includes a detailed list of payments received, as well as a summary by receipt and tender type		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PAYROLL		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
	GENERAL PROGRAM CAPABILITIES:	-	
1	Ability to process weekly, bi-weekly salaried, monthly salaried and multi-departmental payroll.		
2	Provide a "checklist" of process to complete a payroll, and indicate what process have been completed		
3	Support specific deduction withdrawn automatically until amount is expended (Rent, voluntary deductions, etc.).		
4	Generate special pays, such as merit, longevity which are void of any deductions other than statutory taxes and pension.		
5	Distribute payroll expense automatically to GL		
6	Update the GL accounts at the time of each payroll run or special pay		
7	Display current period, month, quarter, and year-to-date hours, earnings, net, taxes and deductions		
8	Ability to interface hours worked to or from the Vendor's Work Order module		
9	Perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction		
10	Support online data entry of employee and payroll data		
11	Maintain the salary and wage structure by position including grade and step range		
12	Print pertinent information about an employee's current pay on the payroll check and check stub, including all pay types and deductions		
13	Support retirement for tax sheltered annuities		
14	**Provide current and year-to-date information on payroll check stubs, including:**		
15	Personal leave (accrued, balance, used)		
16	Vacation (accrued, balance, used)		
17	Comp time (accrued, balance, used)		
18	Sick time (accrued, balance, used)		
19	Pension earnings		
	PAYROLL PROCESSING		
20	Automatic processing for user-defined frequency by employee		
21	Automatic start or stop based upon a specified date		
22	Automatic stop when a specified limit is reached		
	Comprehensive labor distribution capabilities:		
23	Multiple cost centers per employee		
24	Calculation of fringe benefit costs		
25	Support an automatic payroll check reversal for voided checks		
26	Payroll check reconciliation capabilities		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PAYROLL		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	**RESPONSE**	**COMMENTS**
27	Calculate wages subject to worker's compensation		
28	Be able to automatically calculate retroactive pay for unlimited # of pay periods & update G/L correctly		
29	Calculate all employer-paid benefits		
30	Integrate the payroll data with the Vendor's Human Resources module to eliminate redundant data entry.		
31	Automatically generate time-sheets by department or cost center		
32	Provide a mechanism for balancing hours input to hours accepted and to be processed		
	Provide ongoing attendance analysis per employee to include the following for each pay period and year-to-date:		
33	Paid absences - hours		
34	Unpaid absences - hours		
35	Automatically update longevity pay based upon length of service from longevity start date		
36	Provide key inquiry by employee number and partial or full name		
37	Create workman's compensation information		
38	Support one-time payments either taxable or non-taxable		
39	**Ability of system to accommodate various attributes such as:**		
40	Effective and end dates		
41	User-defined calculation rules		
42	Pay increases based upon earnings factor (formulas)		
43	Pay increases based upon fixed percentage rate(s)		
44	Pay increases based upon fixed dollar amount(s)		
45	Short and long descriptions		
46	Leave accruals/subtractions (remaining, carryover by calendar and fiscal year)		
47	Base pay as defined by the user (base salary plus shift differential plus longevity pay, etc.)		
48	Exception reporting		
49	Earnings type (regular, overtime, etc.)		
50	Hours/units		
51	Dollar/hour/unit/percentage limits		
52	Ability to accommodate multiple pay schedules/tables. Please state in the Comments column any limitations on the number of pay types.		
53	Ability to support electronic workflow of the payroll process.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PAYROLL		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
54	Ability to setup new payroll codes and deduction types as needed, with the appropriate security.		
55	Ability to compute complex overtime calculations that may differ by department.		
56	**Ability to accommodate payroll for the following types of employees:**		
57	Full-time		
58	Regular		
59	Temporary		
60	Part-time		
61	Exempt		
62	Non-exempt		
63	Any combination of the above designations		
64	Various user-defined designations		
65	Ability to accommodate automatic movement between steps/increments and/or merit steps		
66	Ability to define and enforce user-defined rules for holiday, vacation, personal, and sick time usage		
67	Ability to tie back payroll to the appropriated budget		
68	Ability to calculate taxes for election workers (upon reaching max over a user-defined period of time)		
69	Ability to adjust pay calculations based on mid-pay period hire or termination date		
70	**Ability to accommodate the following deductions:**		
71	Union dues		
72	Medical, Dental and Life (multiple)		
73	Garnishments (multiple)		
74	Deferred compensation plans (multiple)		
75	Retirement plans (multiple)		
76	Other user defined deductions		
77	Ability to add additional new deductions by HR as necessary. Please include any limitations on the number of deductions in the Comments column.		
78	Ability to accumulate earnings and deductions on a weekly, bi-weekly, monthly, quarterly, annually.		
79	**Ability to calculate deductions based upon the following:**		
80	Flat amount		
81	Percent of gross		
82	Percentage of any combination of pay		
83	Pay after combination of deductions		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PAYROLL		
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84	**Ability to handle the following deduction controls:**		
85	One time only		
86	Every pay period		
87	Bi-monthly		
88	Start and stop dates		
89	Annual dollar limits		
90	Pay period dollar limits		
91	Maximum deductions per year or pay period based upon dollar amount or percentage of salary (i.e., minimum net pay requirements)		
92	Ability to "turn off" benefits accumulation for an employee or group of employees, but maintain a record of the accumulations		
	Ability to handle the following types of garnishments:		
93	Multiple garnishments on the same check		
94	Flat amount or percentage		
95	Calculation of total after all deductions		
96	Ability to print third-party checks for garnishments and miscellaneous deductions		
97	Ability to send garnishment payments via direct deposit		
98	Ability to maintain garnishment information including date of order, case/court number, collection agency, name, total collection amount. The ability to attach documentation.		
99	Ability to compute, on a before or after tax basis, employer and employee portions of deductions for items such as:		
100	Taxes (Federal, State and Local, etc.)		
101	Life Insurance		
102	Medical Insurance		
103	Deferred Compensation plan		
104	Long-term disability		
105	Social Security and Medicare		
106	Retirement		
107	Other user-defined deductions		
108	Ability to print special deduction checks		
109	**Ability to accommodate various pay codes such as the following:**		
110	Regular (Full-Time, Part-Time, Temporary, etc.)		
111	User-defined premium pay		
112	Overtime		
113	Holiday		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PAYROLL		
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114	Personal Days		
115	Shift differential (multiple types)		
116	Vacation		
117	Sick leave payout		
118	Straight pay		
119	Jury duty		
120	Military		
121	Witness		
122	FLSA		
123	FMLA leave		
124	Recall		
125	Severance/termination pay		
126	Health and dependent care reimbursement		
127	Sick leave/vacation		
128	Training		
129	Leave without pay		
130	Leave of absence		
131	Administrative leave		
132	Merit		
133	Longevity		
134	Other user-defined pay codes		
135	Ability to cap compensation time at a user-defined level, which can be different by department		
136	Ability to track all days that any accruals were used by dates		
137	Ability to track compensation time and generate reports listing lowest number of hours in a user-defined period		
138	Ability to send alert or notification to employee and supervisor when vacation or compensation time accrual maximum is approaching		
139	Ability to prioritize deductions		
140	Ability to override deductions on paycheck		
141	Ability to track pay types and generate reports on any of the pay types		
142	Ability for all fields in the database to be printed on the pay stub as desired (detailed pay, deductions, leave balance accumulators) with the associated "through" date.		
143	**Ability to print multiple messages on the pay stubs based upon:**		
144	Town-wide		
145	Department		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PAYROLL		
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146	Job classification		
147	Benefit status		
148	Health plan		
149	Bargaining unit		
150	By any deduction category		
151	Ability to process negative pre- and post- tax deductions		
152	Ability to manually adjust taxable earning fields on an annual, quarterly, and pay period basis		
153	Capable of providing ACH through electronic means. Outputs payroll file in ACH format and follows all ACH requirements for processing interfaces.		
154	**Ability to accommodate automatic direct deposit of paychecks through electronic funds transfer to:**		
155	Multiple accounts within a bank		
156	Multiple banks		
157	No limit to number of automatic direct deposit accounts		
158	Deposits remaining net amount of check (avoids generation of another check for a couple of pennies)		
159	**Ability to provide totals for reconciliation of:**		
160	Benefit information for cost to organization		
161	Changes to employer deductions and taxes		
162	ACA reporting for each employee		
163	Annual wages in taxes from payroll to 941's and W-2s		
164	Ability to provide historical records for every financial transaction as a complete audit trail		
165	Ability to generate and index audit trails based on user-defined criteria		
166	**Ability to provide a payroll proof list of all payroll calculations, gross-to-net, before checks are produced, including:**		
167	Hours by type		
168	Earnings by type		
169	Employee tax liabilities		
170	Employee deduction amount		
171	Employer contribution amount		
172	Deductions not taken and set-up in arrears		
173	Employer portion of all taxes		
174	Ability to print checks on laser printers with digital signatures		
175	Ability to process more than one payroll simultaneously		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PAYROLL		
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176	Ability to specify percentage of employee's pay to be distributed to different departments		
177	Ability to automatically clear personal time when unused by end of year, with the option to override with appropriate security		
178	Ability to generate off-cycle payroll runs		
179	Ability to handle off-cycle direct deposit (longevity pay, holiday pay)		
180	Ability to run payroll calculation multiple times for checks and balances before actually printing checks		
181	Ability for users to utilize the system when payroll is running		
182	Ability to specify taxability on each of the pay codes		
183	Ability to access and update effective dated tax tables		
184	Ability to replace a check all in one step (void original, assign new number, etc.) even in prior year		
185	Ability to allow payroll adjustments to final paychecks for vacation and sick accruals		
186	Ability to charge time to a department other than an employee's "home" department		
187	Ability to collect time input by multiple methods		
188	Ability to support the concurrent use of different types of devices for data collection		
189	Ability to view, edit, and/or enter hours on an individual or group basis		
190	Ability to verify hours worked based on work schedule and pay codes and present exceptions to a specified user		
191	Ability to deliver client specified timesheets to various groups and/or types of employees, based on workflow		
192	Ability to edit time prior to payroll processing, with an audit trail of all changes		
193	Ability to display current leave accrual rates, codes and maximum balances for each employee while time is being entered or reviewed		
194	Ability to handle mid-period work schedule/shift changes		
195	Ability to view employee's schedule with shift and off day information at any time		
196	Ability to record attendance history by day		
197	Ability to prevent the use of accruals over earned amount, with the ability to override with the appropriate security		
198	Ability to receive notification when an employee has not been paid for pay period and is not on established leave		
199	Ability to provide edit reports after time input that will capture user defined deviations such as excessive overtime or zero hours for active employees		
200	Ability for managers to approve advanced scheduled leave		
201	Ability to future date transactions for processing during the appropriate pay period		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PAYROLL		
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202	Ability to accommodate multi-level approvals and movement of electronic timesheets between remote locations		
203	Ability to automatically post pre-approved leave during effective pay period		
204	Ability to prorate accruals based on time worked		
205	Ability to provide exception time only reporting for user specified groups		
206	Ability to produce default hours for exception-based employees based on user profile		
207	Ability to interface with decentralized timekeeping systems		
208	Ability to do year-end accruals of salaries and benefits		
209	Ability to automatically produce direct deposit files for banks		
	W-2		
210	Ability to produce all W-2 information for employees and reporting agencies (i.e., IRS and State, etc.) on laser and standard printer		
211	Ability to sort W-2 information in a user-defined format		
212	Ability to reprint a single W-2 from current or prior year or do mass reprints		
213	Ability to transmit W-2 and payroll taxes electronically		
214	Ability to test W-2 information before making available to the employee		
	STANDARD REPORTS		
215	Ability to produce ad-hoc reports using a report writer (i.e., SQL Server Reporting Services)		
216	Ability to produce charts, highlight figures, create tables using the ad-hoc report writer.		
217	Ability to provide security for ad-hoc report writer to ensure only users with permissions can access appropriate information.		
218	Ability to copy existing reports to new report titles for modification to a new report.		
219	Ability to create PDF files or HTML links.		
220	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
221	Ability for scheduled reports to be emailed to a user.		
222	Ability to export queries to popular desktop applications (i.e., Word, Excel).		
223	Ability to produce trend reports along with key performance indicators using pre-built Excel Data Cubes.		
224	Employee Detail Report		
225	Detail Check History Report		
226	Payroll Register both Summary and Detail		
227	Electronic Deduction Report (i.e., Insurance Companies, Unions, etc.)		
228	A report of deductions that were not taken and reason why		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - PAYROLL		
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229	Detail G/L Distribution Report		
230	Outstanding Checks Distribution		
231	Manual and Void Check Report		
232	Ability to generate standard reports that reconcile earnings to 941's		
233	Ability to report if an employee has both a W-2 and a 1099		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - EMPLOYEE SELF-SERVICE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
1	**GENERAL PROGRAM CAPABILITIES:**	-	
2	**Ability for employees to monitor and maintain personal and employment information such as:**	-	
3	General Information	-	
4	Employee can view and request updates to their personal information such as address, personal email, phone numbers, emergency contacts, dependents, and demographic information		
5	Employee can view their certifications and the status of each one		
6	Ability to upload documentation such as policy manuals or employee forms		
7	Ability to view archived documents such as Forms W-2 and 1095-C		
8	Provide department and overall HR contact information		
9	Ability to view HR announcements and department information		
10	**Support for online Leave Accrual Processing:**		
11	Employee can submit leave requests online		
12	Employee can cancel requests that have not been taken yet		
13	Employee can view past accrual history in list and calendar views		
14	Employee can view accrual balances and projections of earned time		
15	Software can be customized to support leave rules (earn before use, etc.)		
16	Employee can choose reason for leave request and add custom comments		
17	Ability to export requests to preferred calendar program, such as Google		
18	**Supervisor specific functionality:**		
19	Ability to customize the number of levels of reports a supervisor can view		
20	Ability to view subordinate personal and pay information		
22	Ability to view subordinate accrual information		
23	Ability to review and approve/decline subordinate leave requests		
24	Ability to view team leave coverage calendar		
25	**Support for online Time Sheet Processing:**		
26	Supervisors can enter time for multiple time sheets, jobs, and pay types		
27	Supervisors can designate the account to charge time to		
28	Supervisor/employee can allocate time to specific departments		
29	**Support for online Employee Expense Reports:**		
30	Ability for an employee to view and potentially cancel/update pending requests		
31	Employee can enter expense requests online including detailed expense accounting		
32	Supports unlimited number of forms which can be customized by the employer		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - EMPLOYEE SELF-SERVICE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
33	Forms and amounts allow for custom rules and requirements		
34	**Support for online Pay Information:**		
35	Listing of all employee advices including detailed pay and deduction information		
36	Ability for employees to run "What If" simulations to determine net effect of W4 or other changes		
37	Ability to submit W-4 changes online		
38	Ability to view W2 and 1095-C information		
39	Link to archived image of paycheck advice.		
40	Summary information including current W4 selections and YTD pay and deduction information		
41	Support for online Salary Change Notifications with the ability for employees to acknowledge receipt of change		
42	**Support for online job posting & tracking:**		
43	Applicants may attach résumé, copy of transcripts, cover letters, references, etc.		
44	Limitless customization of database fields by HR—State certifications, retirement system participation, language, etc.		
45	Fully customizable forms with unlimited sections and fields		
46	Support for publishing job postings via RSS feeds		
47	Allow for applicant reference checks to be completed via the Self Service application		
48	Customizable postings including links to additional information or documentation		
49	**Support for online benefits tracking:**		
50	Ability to view current benefits		
51	Support for online open enrollment including customizable sections, opt-outs, dependent/beneficiaries, and pre/post tax		
52	Ability to apply for a benefits change by entering a qualifying event		
53	Ability to have a custom individual enrollment for qualifying events		
54	Ability to view per-pay periods employee cost of benefits		
55	**Support for online performance management:**		
56	Employee is allowed to view their personal performance review		
57	Ability to enter employee comments/feedback of their review		
58	Ability to acknowledge receipt of performance review		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - HUMAN RESOURCES		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
	GENERAL PROGRAM CAPABILITIES:	-	
1	Ability to accommodate workflow approvals of human resources related processes and documents		
2	Ability to provide that security is definable at multiple levels to allow employees read access to their own data within the Self Service module with limited editing access at field level		
3	Ability to provide that security is definable at multiple levels to allow supervisor read access to department data		
4	Ability for system administrator to set security and passwords by field and user or user group		
5	Ability to attach in date order by subject matter any electronic data (such as scanned or imaged forms) to an employee's record (such as separation of service, change-to-payroll form, exit evaluation, COBRA letter, etc.)		
6	Ability for the definition of business rules that allow logic, processes, or calculations to be user defined		
7	Ability to comply with all State and Federal laws related to government entities		
8	Ability to future date transactions		
9	Ability to correct history based on appropriate security, with an audit trail		
10	Ability for employee's leave accruals to adjust as necessary with an employee type change (i.e., part time to full time)		
11	Ability to automatically assign a numeric employee number		
12	Ability to define Ethnicity categories		
13	Ability to track length of time an employee has filled a position		
14	Ability to track and report on driver's license expirations and provide notice to employee and supervisor of need for updated information		
15	Ability to track and report on driver's license suspensions with associated reason		
16	Ability to record and track the items that have been assigned to an employee (i.e., keys, cell phones, pagers, ID cards, parking passes, key cards, etc.)		
17	Ability to keep history on property assigned to the employee		
18	Ability to provide online inquiry to the personnel master file by employee number, by employee name, or by social security number and display in list format with security options to limit access.		
19	Ability to allow limited access to personnel information using a password security system		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - HUMAN RESOURCES		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
20	Ability to track employee movement between positions within the organization and keep a permanent record of this information within the system		
21	Ability to generate employee groups for tracking purposes		
22	Ability to provide a field for holding miscellaneous textual data of any length on any personnel-related screen		
23	Provide for a separate file for terminated employees		
24	Ability to record table-driven reasons for termination		
25	Ability to track and record volunteers with a unique identifier		
26	Ability to move from volunteer status to regular employee		
27	Ability to maintain record of employee plan history		
28	Ability to validate that the employee is eligible for the plan selected		
29	Ability to determine the coverage and deduction amounts for the employee using the parameters stored in the benefit plan structure tables		
30	Ability to support pre and post tax payroll deductions		
31	Ability for group life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed salary coverage and/or plan cost parameters		
32	Ability to support cafeteria benefits		
33	Ability to track imputed income for life insurance for amounts over $50,000		
34	Ability to have benefit premiums formula driven, established from salary, set amount, with or without coverage limits and based on client defined eligibility		
	Other H/R Modules: (Indicate if available)		
35	Employee Evaluation Module to schedule and record evaluations		
36	Training Module to schedule and track all required training for an employee		
37	Grievance Tracking Module		
38	Online Benefits Enrollment		
39	Professional Development		
	EMPLOYEE DATA		
40	Name		
41	Prefixes (i.e., Mr., Ms., Dr.)		
42	Suffixes (i.e., Jr., III)		
43	Hyphenated names		
44	Multiple home addresses		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - HUMAN RESOURCES		
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45	Home address confidentiality flag		
46	Marital status		
47	Spouse and multiple dependent data		
48	Dependent SSN's		
49	Social Security Number		
50	SSN confidentiality flag		
51	Employee number (automatically assigned)		
52	Birth date		
53	Gender		
54	Ethnicity		
55	Home phone		
56	Phone number confidentiality flag		
57	Cell phone		
58	Pager		
59	Multiple e-mail addresses		
60	Multiple emergency contact name(s)		
61	Emergency contact phone (multiple)		
62	Labor group code (for EEO4 purposes) - defaults from Position Control		
63	Veteran status		
64	Reserves status		
65	Work visa information including type, number, and expiration date		
66	Original date of hire		
67	FICA class		
68	Benefit Date (multiple)		
69	Retirement date and plan		
70	Date of death		
71	Driver's license information including expiration date and state		
72	Education (type of degree, college, # of years attended, year earned)		
73	Multiple certifications and licenses and their expiration dates		
74	Multiple memberships in professional organizations or associations		
75	Digitized photograph		
76	Employment type (user-defined)		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - HUMAN RESOURCES		
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77	FLSA designation, exempt/non-exempt designation and category - defaults from Position Control		
78	ADA accommodation		
79	Grade and step plans and open range plans with a min, mid, and max		
80	Current assigned division/department/function and temporary assignment(s)		
81	Employee status (FLMA, active, suspended, etc.)		
82	Employee group (defaults from benefit info on position control)		
83	Base Salary		
84	Scheduled Hours (default from scheduling system)		
85	Shift and Shift Differential		
86	I-9 information (user-defined)		
87	Multiple user-defined fields		
	POSITION CONTROL FILE		
88	Ability to report on an encumbered position and easily identify when a position is eliminated		
89	Ability to ensure that only budgeted positions can be filled		
	Ability to maintain the following position data:		
90	Position created date		
91	Position status (open or closed)		
92	Job title		
93	Job specification code		
94	Supervisor or Manager indicator		
95	EEO code		
96	Union code		
97	Physical work location		
98	Department/Program/Project		
99	Percent of full time		
100	Salary grade and step		
101	Full-time/part-time flag		
102	Regular/temporary flag		
103	Division/Department/Program start date		
104	Workers Compensation Code		
105	Function Code (denotes sub-organizations within a department)		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - HUMAN RESOURCES		
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106	Employee Group (to denote benefit entitlement)		
107	Cost Distribution Code		
108	Functional Labor Code (mandatory for EEO4)		
109	Skills Test Requirements		
110	Other user-defined fields		
111	Ability to automatically calculate new annual salary for budgeting and pay calculations based upon changes to pay tables, etc.		
112	Ability to accommodate split funded positions		
113	Ability to automatically figure salary calculations (step driven, flat dollar or percentage) and budget impact statements (i.e., "what if" scenarios including benefit information, trend analysis)		
114	Ability to play with different scenarios without impacting budget until finalizing		
115	Ability to maintain the following current salary information and display on line in a list format:		
116	Effective date (including future dates)		
117	Union code		
118	Salary grade and step		
119	Wage grade		
120	Pay change reason code (table driven)		
121	Pay change reason notes/memo field		
122	Previous salary		
123	Other user-defined fields (i.e., appointed, rank, sworn, etc.)		
124	Ability to capture history on status changes, position changes, name changes, salary changes, location changes, payroll changes, benefit changes, supervisor changes and organizational changes		
125	Ability to indefinitely view terminated employee information for reference check information		
126	Ability to provide for multiple salary schedules		
127	Ability to accommodate salary table linked to job/position class		
128	Ability to maintain job descriptions on-line		
129	Ability to support condition based position changes (i.e., positions marked for attrition or title change)		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - HUMAN RESOURCES		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
130	Ability to accommodate positions assigned in hierarchical structure and relationships		
131	Ability to provide that position can be budgeted for partial year (3, 6, 9 months)		
132	Ability to set default for budgeting vacant position at user specified grade & step		
	Ability to generate a specific EEO analysis, incorporating:		
133	History of appointments by race & gender		
134	Current number of positions in class		
135	Number of positions to be filled		
136	Ability to track internal promotions		
137	Ability to track reclassification of positions		
138	Ability to track deleted positions		
139	Ability to do analysis ("what if scenarios") with positions, individually by department and across the Site as a whole		
140	Ability to provide position control tracking of filled and vacant positions		
141	Ability to follow organization history of the position (list of employees who filled a position over a user-specified period of time)		
142	Ability to have one employee be in multiple positions		
143	Ability to track funding source to the position		
144	Ability to accommodate sets of benefit options linked to employee group		
145	Ability to provide tracking of death for employees, retirees, or dependents		
146	Ability to provide for mass updates of employee plan designation		
147	Ability to update benefits individually and as a group online		
148	Ability to track current benefit elections for retirees and spouses		
	FMLA TRACKING		
149	Ability to send notices to employees using Microsoft Word		
150	Identify multiple start dates with capability to handle intermittent time		
151	Identify multiple ending dates		
152	Ability to track different leave types which accumulate concurrently as defined by user for each employee (i.e., STD, Workman's Comp., FMLA, leave of absence)		
153	Ability to view FMLA time off in the current rolling 12 month period		
154	Ability to stop accruing leave when contracted maximums are reached		
155	Ability to have multiple accrual maximums for different classes of employees		
	YEAR END ACCRUAL PROCESSING		
156	Eligibility for Sick Leave Buyout		

	TOWN OF EXETER REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - HUMAN RESOURCES		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
157	Carry Forward of Vacation and Sick Time		
158	Donate to Sick Leave Bank		
159	Zero Balance		
	REPORTS		
160	Ability to produce ad-hoc reports using a report writer.		
161	Ability to produce charts, highlight figures, create tables using the ad-hoc report writer.		
162	Ability to provide security for ad-hoc report writer to ensure only users with permissions can access appropriate information.		
163	Ability to copy existing reports to new report titles for modification to a new report.		
164	Ability to create Excel and PDF files.		
165	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
166	Ability for scheduled reports to be emailed to a user.		
167	Ability to export queries to popular desktop applications (i.e., Excel, Word).		
168	Personnel Action Reports		
169	The software must generate a listing of benefits by employee		
170	Salary Analysis Report		
171	Pension Reports		
172	Life Insurance Reports		
173	Vacancy reports		
174	The software must generate vacation, sick pay and comp time reports by department, of each employee's vacation, sick and comp time including beginning balance, days taken, and remaining balance		
175	The software must provide a listing of seniority information, including continuous service dates, review dates, birth dates, departments and job classifications		
176	Ability to always retain history even if software is not being supported by vendor.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL **FUNCTIONAL REQUIREMENTS - UTILITY BILLING**		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	**COMMENTS**
	FUNCTIONAL REQUIREMENTS - UTILITY BILLING CIS		
1	**GENERAL PROGRAM CAPABILITIES:**	-	
2	Ability to search for custom information by Account number, customer name, customer address or bill number.		
3	Ability for customers to search and pay for utility bills online through a citizen portal.		
4	Ability for customers to see volume of water used and provide leak detection warning through web portal		
	System provides ability to inquire on all important information about a customer including:		
5	Account Overview (i.e., Payments, Bills, Charges, Events, Status)		
6	Account Information (i.e., Account Number, Lot, Parcel ID, Account Type)		
7	Customer Billing Information (i.e., Customer Name, Billing Address, Alternate Address, Bill Delivery method)		
8	Contacts/Notes		
9	Charges/Payments with ability to drill down to actual bill image using Vendor's Document Management system		
10	Alerts		
11	Charges Explanation (i.e., Bill #, Rate Code, Previous Read, Current Read, Current Usage, Read Date, Read Days)		
12	Active Services (i.e., Sewer, Water) with Start Date and Deposit Amount		
13	Consumption History with graph		
14	Charges Summary by Charge type (i.e., Sewer, Water)		
15	Prior Service Orders with Type of Service Order and Reason		
16	Backflow including Serial Number, Inspection Date, Inspection Status, Inspection Frequency		
17	Deposits by Service including Deposit Amount, Deposit Date, and Deposit Status		
18	Ability to have owner and tenant tabs		
19	Ability to send duplicate bills to tenants.		
20	Add new individuals and services		
21	Establish account structure—define field labels, special charges/credits, and messages on bills		
22	Unlimited user defined fields at various levels—Account Location Master; Account Customer; Services; Assessments; Installments; Meter Inventory; Flat Inventory (Equipment)		
23	Standalone programs allows distinct information set up—Services, Assessments, Installments, Miscellaneous Charges, and Deposits		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - UTILITY BILLING		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
24	Supports Basic (standard, non- standard, and direct) and Tier (standard only) rate tables		
25	Rate tables—user-defined unit of measure types, minimum and maximum rates, and up to 99 steps		
26	Rate Code setup allows one service code with multiple rates for GL consolidation		
27	Model and Copy Account—create new accounts using a template or existing account		
28	Automatically or Manually schedule a billing process; output Service Orders on a recurring basis; schedule (with or without repeat occurrences) the Cutoff, Apply Late Fee, Apply Credits/Deposits, Delinquent Notice and Transfer Delinquent To Tax programs, along with other various reports		
29	The ability to add comments or notes to accounts for any reason which will be viewable and accessible to staff through inquiry access. Separate note available for each write-up. Notes can be programmed to flash on screen. Notes may be deleted once not needed. Notes can be given a note type and reports can be printed by note type.		
	Account Setup		
30	**Ability to maintain the following utility account master information:**		
31	Account Number		
32	Account Start Date		
33	Account Stop Date		
34	Account Shut-Off Date		
35	Relation (Owner or Tenant)		
36	Customer Start Date		
37	Customer Stop Date		
38	Customer ID and Name		
39	Phone #		
40	Customer Address		
41	Tenant Address		
42	Bill Delivery Method (Print or Email)		
43	Group Billing indicator		
44	Annual billing status (i.e., Eligible, Not eligible, Paid)		
45	Hold bill indicator		
46	Internal bill indicator		
47	Eligible for daily base usage indicator		
48	Primary Account		
49	User Defined fields with ability to lock fields		
	Meters		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - UTILITY BILLING		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
50	**Ability to track the following for installed meters:**		
51	Manufacturer		
52	Serial #		
53	Status		
54	Service Category (i.e., Water, Sewer)		
55	Purchase price		
56	Purchase date		
57	Service date		
58	Return date		
59	Condition		
60	Stock #		
61	Asset #		
62	Install date		
63	Next calibration date		
64	Retire date		
65	Meter type, size, model, etc.		
66	User Defined fields		
	Collections/Billing		
67	options—run independently to accommodate exceptions or warnings for action prior to billing—supports most major handheld vendor import and export files		
68	Generate single bill runs (based on AR Category), or include multiple AR categories in a single bill run; option to combine multiple bill runs into a single bill print		
69	Accommodates Consumption, Flat-Rate, Based on Other, Assessment, Installment Agreement, Final, and Miscellaneous billings		
70	Name & address look-up file to send to lockbox after each warrant is generated. File has to be in a specific format.		
71	Ability to bar code bills.		
72	Ability to send bill file to printers so they can create the bills.		
	Supports Water & Sewer billing requirements:		
73	Accounting for Billed Usages, Water & Sewer Actuals and Billed Reads for Demand, and Gallons		
74	Track usage, demand, and gallons on one metered service		
75	Cumulative flats: accumulates multiple Flat-Rate charges into one charge on bill		
76	Define rate adjustments with ability to apply prior to generating bills		

TOWN OF EXETER - REQUEST FOR PROPOSAL

FUNCTIONAL REQUIREMENTS - UTILITY BILLING

	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
77	Tiered billing for water and sewer; possibly have billing accumulate water consumption charges into one charge on bill and accumulate sewer consumption charges into one charge on bill.		
78	Ability to record and track payment plans.		
79	Ability to create delinquency and shut-off notices		
80	Ability to enter manual adjustments to reverse payments, reapply payments, interest accrual adjustments, refunds, abatements, credit adjustments. Also be able to add only a note and/or check number after batch posted.		
81	Ability to reprint exact bills sent by printer.		
82	Ability to manually transfer utility bills to property tax for purposes of liening.		
83	Event History—track the number of times a delinquent notice has been sent to a customer, etc.		
84	Internet Bill Inquiry and Payment Processing		
85	Store and allow inquiry for information tied to past individuals		
86	Change and prorate rates with a billing cycle		
87	Supports active multiple active billing cycles		
88	Calculate and posts late fees and interest automatically		
89	Credit transfer/apply prepay/reversal functionality within or outside of bill run		
90	See what steps of the bill run process have been performed and what’s left to do		
91	Prints Delinquent Notices and Shut-off Notices with user-defined text		
92	Supports billing adjustments such as read errors; automatically adjusts billing amounts and history		
93	Report & Export files for electronic fund transfers and lock box files are available in standard format; EFT process can be run inside or outside a bill run		
94	Postal certification		
95	Post a reading after completing a Service Order and hold to process the final bill at a later date		
96	Backflow Tracking maintains a history (including violations) of customers, and types backflow devices at service location		
97	Integrated data and transaction system: one customer file with related data centralized for all applications needing information access		
	Service Order Tracking		
98	Define daily limits on individual or groups of Service Order types		
99	Calendar: View service orders for a day, week, or month—define calendar views using specific criteria—drill into specific Service Orders for inquiry or maintenance		
100	Track routine account maintenance, such as replacing, connecting, or performing tests on a meter		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - UTILITY BILLING		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
101	Generate cut-off lists, automatically create service orders, assign on/off fees		
102	Process construction work orders		
	REPORTS		
103	Ability to produce ad-hoc reports using a report writer		
104	Ability to produce charts, highlight figures, create tables using the ad-hoc report writer.		
105	Ability to provide security for ad-hoc report writer to ensure only users with permissions can access appropriate information.		
106	Ability to copy existing reports to new report titles for modification to a new report.		
107	Ability to create Excel and PDF files		
108	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		
109	Ability to export queries to popular desktop applications (i.e., Word, Excel).		
110	Ability to produce trend reports along with key performance indicators using pre-built Excel Data Cubes.		
111	Ability to produce account history by year reports to include all accounts.		
112	Ability to print an audit report that shows before and after of fields changed, when changed and who changed.		
113	Ability to run A/R Ageing Report		
114	Ability to run report that shows an account with a credit balance on one bill but also has unpaid bills.		
115	Ability to run credit balance reports.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL **FUNCTIONAL REQUIREMENTS - TIME AND ATTENDANCE**		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
	GENERAL PROGRAM CAPABILITIES:		
1	The Time and Attendance System must provide multiple levels of supervisory approval with a workflow based oversight of groups and sub-groups within our organization.		
2	The Time and Attendance System must have the capability to be both web, computer and time/proxy card based.		
3	The Time and Attendance System must provide user based security to control access to specific departments, groups, and levels of specific employee and departmental information		
4	The Automated Time and Attendance System must have a built-in import / export function specifically		
5	The Time and Attendance System must allow employees and supervision to enter multiple pay and/or department codes during the work day.		
6	The Time and Attendance System must provide for scheduling employees on multiple shifts with pay differentials or premiums.		
7	The Time and Attendance system must be configurable to: collect time clock data hourly; perform nightly database backups; check/update terminal time daily (if necessary) and discard/archive time clock data on a bi-weekly basis.		
8	Clock terminals must be able to continue to collect employee time punches in the event where clock terminals can no longer communicate with the database server and retain this information until communication is restored between the clock terminals and the database server		
9	The system must comply with the Department of Labor Fair Standards Act and Town of Exeter payroll policies and procedures.		
	System Capabilities		
10	Multiple user access (the Town can have over 300 employees during peak seasons)		
11	Customizable to specific union contracts and types of pay status and shift schedules.		
12	System must be operable 24 hours a day, 7 days a week, and 365 days a year.		
13	Support various methods of time card entry (i.e. online, time clock, proxy cards, workstation, etc.).		
14	Use electronic workflow for review and approval of timecards.		
15	Alert employees and supervisors of errors in timesheet entries such as charging to an incorrect account code, overages in leave balances, etc.		
16	Integrate with payroll and general ledger modules.		
17	Allow requests for time-off to be submitted electronically subject to workflow rules.		
18	Allow employees to enter comments/notes for each entry.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - TIME AND ATTENDANCE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
19	Customizable user-interface (screens) to simplify time entry and reduce possible data entry errors.		
20	Support multiple pay codes regular, overtime, holiday pay, training, vacation/sick replacement, unpaid hours, military leave, etc. as needed.		
21	Scheduling capabilities; plan and setup normal work shifts and only require employees to change with unanticipated overtime, shift change, callout, relief status, leave, and other customizable time changes.		
22	Ability to mass populate holidays and roll-out organization-wide by employee groups.		
23	Support multiple schedules (i.e. 4/10, 9/80, 96/120, etc.).		
24	Track vacation, sick, holiday, bereavement leave, jury duty, FML leave, holiday, worker's compensation, administrative time and other special pay codes.		
25	Enable next-tier manager to approve time sheets for a supervisor.		
26	Timekeeping that can produce Daily, Weekly/ Bi-Weekly Hours worked Report.		
27	Has a calendar to configure all holidays, shifts, leave, and other needed scheduling activities and allow supervisors/department managers to see all employees in a department on one calendar		
28	Alert employee and supervisor when timesheet being approved is under scheduled hours total (because employee would then need to enter leave without pay or other hours to equal schedule).		
29	Allows Payroll Administrator to post informational news, banner for each end user to view as a reminder, upcoming event, and misc. information.		
30	Able to use scheduling of multi shifts of staff. Work and leave schedules. Attendance tracking.		
31	Workflow process that includes: multiple layers of approval: ability to group employees by location/approver and ability to assign an approver if the direct supervisor is out of the office.		
32	Able to insert rules for the following: overtime vs. FLSA,recall, sick/vacation leave coverage, special detail, etc.		
33	Ability to keep employee from overdrawing leave balance, change timesheet notification, unsigned timesheet notification, set maximum leave accruals.		
	Reporting Requirements		
34	Full data model and detailed database table descriptions shall be provided to aid in customized report generation.		
35	Individual employee timesheet.		
36	Daily hours, weekly, bi-weekly, monthly, and annually the time by employee, supervisor, division and department.		

	TOWN OF EXETER - REQUEST FOR PROPOSAL FUNCTIONAL REQUIREMENTS - TIME AND ATTENDANCE		
	Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement. (Y = Yes, Out of Box, N = Not Planned, C = Customization, TP = Third Party Product, please indicate name of Third Party Product the appropriate field in the comments column.)	RESPONSE	COMMENTS
37	Exception report by employee, supervisor, division and department.		
38	Leave report (vacation, sick, personal, etc. leave) by employee, division and department		
39	Overtime tracking and monitoring reports.		
40	Ability to schedule reports for employee, supervisor, division and department.		
41	Ability to provide history and archival reports		
42	Reports by period and/or specified date range for all hours or specified hour types.		
43	Must have the ability to track time to run reports that comply with New Hampshire Retirement System (i.e.: full-time, part-time, seasonal and elected)		
	Security		
44	The system must have levels of security for administrators, supervisors and employees.		
45	An employee shall only see data defined by their supervisor.		
46	Individual functions shall be selectively turned off/on for specific supervisors/employees.		
47	System shall maintain an audit trail that tracks data changed, on hold, original data and user name of person modifying the data.		