

Instructions

The expectation of APHL is for the vendor to provide a response to all requirements in all tabs included in this workbook.

Column G is to be completed whenever possible for all functional requirements, Column G is blank and there is no explanation in Column H, we assume the functional requirement is not available in the proposed solution

Tab Index	Worksheet Description
A1.0	Overall
A8.0	Contracts and Projects
A17.0	Accounts Receivable
A21.0	General Ledger
A23.0	Accounts Payable and Purchasing
A24.0	Cash Management
A25.0	Fixed Assets

KEY(s) For Responses

S	Standard – This feature is included as part of the “base” or “standard” package
AM	Another Module – This feature is available through the use of another module
API	Associated Package/Integrated with Base System – This feature is available by implementing an associated package and is accessible “seamlessly” by the end user from the “base” package
APS	Associated Package/Standalone - This feature is available by implementing an associated package and is accessible separate from the “base” package.
RW	Report Writer – This output requirement is satisfied through the use of the report writer since it is not part of the standard reporting package.
CE	Custom Enhancement – The requested feature would require the software to be modified. Please indicate in the COMMENT column issues related to cost for custom programming.
NP	Not Available/Process-Procedure Implemented – This feature is not currently available. However, implementing a work-around procedure can satisfy the end result.
NA	Not Available - This feature is not currently available. This response would indicate there are no current plans to provide this feature. If the feature is anticipated to be part of a future release, please indicate FUTURE in the COMMENTS column.

ID #	Category	Sub-Category	Functional Requirement(s)	Vendor Response	System Module	Vendor Comments
A1.1	Vendor Record	Vendor ID	Capability to establish and maintain a unique vendor ID number for each vendor			
A8.14						
A8.15						
A8.16						
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A8.29						
A8.30						

- C - Current
- A - Anticipated
- N - Not Needed
- S - Show Stopper
- R - Required
- D - Desired
- O - Optional
- S - Standard
- AM - Another Module
- API - Integrated App
- APS - Standalone App
- RW - Report Writer
- CE - Custom Enhancement
- NP - Need Procedure
- NA - Not Available

Appendix A
APHL - Functional Requirements - A1.0 Overall

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A1.1	Multiple Companies	C - Current	Capability to support multiple companies within a single database	S - Show Stopper		
A1.2	Multiple Companies	C - Current	Capability to access multiple companies simultaneously without logging off of the current company and logging into another company.	S - Show Stopper		
A1.3	Navigation	A - Anticipated	Capability to have more than one company open concurrently at one workstation	R - Required		
A1.4	Navigation	A - Anticipated	Foreign user can only see their subsidiary's information.	R - Required		
A1.5	Navigation	C - Current	Capability to identify which fields are required or optional as part of the data collection process.	S - Show Stopper		
A1.6	Currency	A - Anticipated	Capability to support multiple currencies	S - Show Stopper		
A1.7	SAAS	A - Anticipated	Capability to utilize the system in a subscription mode (Software As A Service)	O - Optional		
A1.8	Web Delivery	A - Anticipated	Capability to access the system via the Internet with valid credentials	R - Required		
A1.9	User Profiles	C - Current	Capability to establish user profiles for new employees outlining access authorizations and restrictions.	S - Show Stopper		
A1.10	User Profiles	C - Current	Establish User Profiles that outlines access rights including: update, read only, etc.	S - Show Stopper		
A1.11	User ID	A - Anticipated	Capability to require a user to enter a User ID that is used to track all activity throughout the system performed by that user.	S - Show Stopper		
A1.12	Passwords	A - Anticipated	Password best practices are in place: Change password every # of days, use upper and lower case, use numbers, use special characters. Also have Single Sign on capability.	R - Required		
A1.13	Reports	C - Current	Capability to generate security & access reports.	R - Required		
A1.14	Administration	A - Anticipated	Capability to protect application security administrator functions from general user access?	S - Show Stopper		
A1.15	Notes	A - Anticipated	Capability to attach notes to various transactions throughout the system.	D - Desired		
A1.16	Notes	A - Anticipated	Capability to attach documents and files to transactions.	R - Required		
A1.17	Alerts	C - Current	Critical alerts tool	S - Show Stopper		
A1.18	Dashboards	A - Anticipated	Capability to establish dashboard views specific to each user ID that include data from multiple functional areas.	R - Required		
A1.19	Reporting	A - Anticipated	Capability to generate consolidated reports with the option of consolidation determined by the user(s).	S - Show Stopper		
A1.20	Remotely	C - Current	Capability to allow users to print remotely	S - Show Stopper		
A1.21	Remotely	A - Anticipated	Ability to access system via mobile capabilities	D - Desired		
A1.24	Inquiry	A - Anticipated	Capability to drill down to source documents across entities	S - Show Stopper		
A1.25	Integration	A - Anticipated	Ability have employee and non-employee users enter expenses directly to the expense reporting module, or as a secondary solution, the ability to upload from a third party solution.	R - Required		
A1.26	Notifications and Workflow	A - Anticipated	Approval workflow for expense reporting	R - Required		
A1.27	Notifications and Workflow	A - Anticipated	Ability to have automatic notifications for approvals and workflows	R - Required		

Appendix A
APHL - Functional Requirements - A21.0 General Ledger

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A21.1	Account Number	C - Current	Allow adding, changing, or inactivate/deleting (if no records in the account) general ledger accounts at any time, and generate an audit trail of all changes	R - Required		
A21.2	Account Number	C - Current	Be able to support an account number structure that allows for tracking departments, divisions, locations, projects, etc.	S - Show Stopper		
A21.3	Allocations	A - Anticipated	Establish and maintain an allocation table to allocate income and expenses.	R - Required		
A21.4	Allocations	A - Anticipated	Capability to handle advanced allocation functionality	R - Required		
A21.5	Allocations	A - Anticipated	Ability to allocate charges to multiple GL accounts per transaction	R - Required		
A21.6	Allocations	A - Anticipated	Ability to allocate employee benefit costs across all programs worked on during the period.	R - Required		
A21.7	Allocations	A - Anticipated	Ability to allocate employee/employer expenses across programs based on employee hours worked.	R - Required		
A21.8	Allocations	A - Anticipated	Ability to allocate wire fees across all programs being paid by the wire transaction.	D - Desired		
A21.9	Allocations	A - Anticipated	Ability to have an advanced allocation that would allow for a specific percentage of salaries and benefits to be applied to programs for overhead.	R - Required		
A21.10	Allocations	A - Anticipated	Ability to automate the JE for Revenue and Grants Receivable by using the total program expenses.	R - Required		
A21.12	Budget	C - Current	Capability to upload edited budget information from excel spreadsheet to the budget module without manual entry.	R - Required		
A21.13	Budget	C - Current	Capability to have multiple budgets	S - Show Stopper		
A21.14	Budget	A - Anticipated	Budgeting system that encompasses all of the fields needed for reporting (e.g. account number, project, subaccount, and company). Can summarize the budget for a grant across companies. Can summarize all unrestricted budgets.	R - Required		
A21.15	Budget	A - Anticipated	Budget template that would allow us to enter multiple budgets for multiple programs for import.	R - Required		
A21.16	Budget	C - Current	System would allow the option for entering annual and monthly budgets for applicable program numbers.	S - Show Stopper		

Appendix A
APHL - Functional Requirements - A21.0 General Ledger

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A21.17	Budget	A - Anticipated	Fully integrated budgeting system with general ledger, projects, project management, revenue contracts (or cost accounting), time allocation.	R - Required		
A21.18	Budget	A - Anticipated	A budget to actual dashboard will be available with options to view monthly and year-to-date.	R - Required		
A21.19	Budget	A - Anticipated	Can select option to allocate the yearly budget to each month equally.	D - Desired		
A21.20	Budget	A - Anticipated	Ability to budget at multiple levels with roll-up capabilities (i.e. Roll-up to country , project and sub projects)	R - Required		
A21.21	Consolidations	A - Anticipated	Ability to consolidate even if using a different chart of accounts.	S - Show Stopper		
A21.28	Financial Statements	A - Anticipated	Allow APHL to define custom financial reports.	R - Required		
A21.29	Financial Statements	C - Current	Generate financial statements with MTD and YTD balances compared to previous periods.	R - Required		
A21.30	Financial Statements	A - Anticipated	Generate financial statements with the Capability to do a 12-month comparison.	R - Required		
A21.31	Financial Statements	A - Anticipated	Generate financial statements for current period or prior year end even if prior period is not closed.	R - Required		
A21.32	Financial Statements	C - Current	Generate combined financial statements	S - Show Stopper		
A21.33	Financial Statements	C - Current	Generate reports by individual company based on company number or profit center/program number that is maintained within the software	S - Show Stopper		
A21.34	Financial Statements	C - Current	Generate financial statements identifying the variance amount of MTD and YTD balances to budget.	S - Show Stopper		
A21.35	Financial Statements	C - Current	Generate financial statement identifying the variance amount of MTD and YTD amount comparing current year to previous year.	S - Show Stopper		
A21.36	Financial Statements	C - Current	Generate a comparative income statement and balance sheet at profit center, company, sub and consolidated level.	S - Show Stopper		
A21.37	Financial Statements	C - Current	· Including: Month-to Date actual (current yr. vs. previous yr.).	S - Show Stopper		
A21.38	Financial Statements	C - Current	· Including: Year-to-Date actual (current year vs. previous year).	S - Show Stopper		
A21.39	Financial Statements	C - Current	· Including Month-to-Date actual vs. budget amounts.	S - Show Stopper		
A21.40	Financial Statements	C - Current	· Including Year-to-Date actual vs. budget amounts	S - Show Stopper		

Appendix A
APHL - Functional Requirements - A21.0 General Ledger

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A21.41	Financial Statements	C - Current	Generate financial statements based on various levels of detail with the option to include roll up items.	S - Show Stopper		
A21.42	G/L Architecture	C - Current	Capability to establish more than one company within the software allowing separate companies to be within a single database.	R - Required		
A21.43	G/L Architecture	C - Current	Capability to set-up multiple companies with independent G/L structures	S - Show Stopper		
A21.44	G/L Architecture	C - Current	Establish and maintain user defined fields in general ledger master file.	R - Required		
A21.45	History	C - Current	Maintain general ledger transaction history for a user-defined period of time.	S - Show Stopper		
A21.70	Inquiry	A - Anticipated	Capability to view multiple fiscal years of G/L data without the system requiring the previous year to be closed out	R - Required		
A21.46	Integration	C - Current	Allow downloading of financial statement information to spreadsheets for further analysis.	S - Show Stopper		
A21.47	Integration	A - Anticipated	Ability to upload coded credit card transactions from a third party provided file.	D - Desired		
A21.48	Integration	C - Current	Ability to upload daily transaction batches into journal entry.	R - Required		
A21.49	Interfaces	C - Current	Capability to upload Excel	R - Required		
A21.50	Journal Entries	A - Anticipated	Capability to support an automated workflow for review and approval of journal entries prior to posting	R - Required		
A21.51	Journal Entries	A - Anticipated	Capability to drill down to the specific source transaction that is generating the journal entry	S - Show Stopper		
A21.52	Journal Entries	A - Anticipated	Capability to automatically create journal entries from an Excel spreadsheet without manual re-keying the data	R - Required		
A21.53	Multi-currency	A - Anticipated	Multi-Currency capability	S - Show Stopper		
A21.54	Multi-currency	A - Anticipated	Ability to link with currency translation service (Oanda or other)	R - Required		
A21.55	Multi-currency	A - Anticipated	Ability to automatically record the gain/loss of the currency transactions.	R - Required		
A21.56	Notifications	A - Anticipated	Automated alerts based on account activity (i.e. AP transaction posted to a certain account)	R - Required		
A21.57	Recurring Entries	C - Current	Establish recurring entries to be posted each month.	R - Required		
A21.58	Reports	C - Current	Capability to view reports on-line prior to generating a hard-copy report	R - Required		

Appendix A
APHL - Functional Requirements - A21.0 General Ledger

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A21.22	Reports	A - Anticipated	Capability to automatically distribute reports to specific individuals based on a distribution table or profile	D - Desired		
A21.23	Reports	A - Anticipated	Report that would provide beginning balance, ending balance and debits and credits for specified accounts.	R - Required		
A21.25	Reports	A - Anticipated	Ability to build custom reports.	R - Required		
A21.26	Reports	A - Anticipated	Ability to include pending transactions in reports (i.e. purchase req's or AP transactions not posted).	D - Desired		
A21.27	Reports	A - Anticipated	Capability to generate reports that use non-financial information.	R - Required		
A21.59	Reports	C - Current	Perform consolidation reporting for multiple companies or profit centers.	S - Show Stopper		
A21.60	Reports	C - Current	Generate the general ledger report in detail or summary by company	S - Show Stopper		
A21.61	Reports	C - Current	Generate a monthly general ledger transaction report for all account numbers with the option to select by individual account number.	R - Required		
A21.62	Reports	A - Anticipated	Capability to create comparative analysis reports using financial data	R - Required		
A21.63	Reports	A - Anticipated	Generate reports based on trends over a user-defined period of time	R - Required		
A21.64	Security Architecture	C - Current	Capability to limit who is authorized to establish new general ledger records	S - Show Stopper		
A21.65	Security Architecture	A - Anticipated	Capability to restrict departments/users ability to view G/L by account number	R - Required		
A21.66	Security Architecture	C - Current	Capability to limit who is authorized to update/change an established general ledger record	S - Show Stopper		
A21.67	System Architecture	C - Current	Capability for system to operate based on Generally Accepted Accounting Principles (GAAP)	S - Show Stopper		
A21.68	Workflow	A - Anticipated	Automated approval process for Credit Card transactions	D - Desired		
A21.69	Multi Company	C - Current	Automation the due to / due from entries between companies	R - Required		
A21.71	Reports	C - Current	Departmental reports to show obligations.	R - Required		
A21.72	Reports	A - Anticipated	Ability to have reports span fiscal years. Need a trial balance by project over multiple years for the period selected.	S - Show Stopper		
A21.73	Audit	C - Current	Generate an transactional audit trail of all general ledger entries including operator originating the entry.	S - Show Stopper		
A21.74	Audit	A - Anticipated	Generate an activity/user audit trail of all general ledger entries including operator originating the entry.	R - Required		

Appendix A
APHL - Functional Requirements - A23.0 Accounts Payable and Purchasing

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A23.1	Purchase Orders	A - Anticipated	Capability to support an integrated purchase order system with the accounts payable system to eliminate the need for redundant data entry	R - Required		
A23.2	Invoice Processing	C - Current	Capability to flag invoices as hold for payment	R - Required		
A23.3	Security Architecture	C - Current	Capability to limit who is authorized to establish new vendor records	S - Show Stopper		
A23.4	Security Architecture	C - Current	Capability to limit who is authorized to update/change an established vendor record.	S - Show Stopper		
A23.5	Vendor ID	C - Current	Capability to establish the status of a particular vendor including: Active, Inactive, Temporary, Hold, etc.	R - Required		
A23.6	Invoice Processing	C - Current	Maintain "default" general ledger account number distribution	R - Required		
A23.7	Invoice Processing	A - Anticipated	Capability to require approval on the system prior to invoices being submitted for payment.	R - Required		
A23.8	Invoice Processing	A - Anticipated	Capability to scan the actual invoice and distribute to the appropriate individuals by email for review and approval.	R - Required		
A23.9	Invoice Processing	A - Anticipated	Capability to scan documents and email the document to one or multiple individuals based on predefined criteria.	R - Required		
A23.10	Payment Processing	C - Current	Capability to support multiple payment methods including: • Check • ACH • Wire payments	S - Show Stopper		
A23.11	Payment Processing	A - Anticipated	Capability to require approval of payments within the system prior to processing payments	R - Required		
A23.12	Payment Processing	C - Current	Capability to support the processing of AP checks from multiple checking accounts.	R - Required		
A23.13	Payment Processing	C - Current	Capability to instantly print individual checks	R - Required		
A23.14	Payment Processing	C - Current	Capability to pay vendors electronically via ACH and track the payment within the A/P history.	R - Required		
A23.15	Payment Processing	C - Current	Capability to pay a vendor "manually", through wire, or loan draw and track the payment through the system.	R - Required		
A23.16	Reconciliation	C - Current	Capability to support "positive pay" with the bank designated by APHL	R - Required		
A23.17	Payment Processing	C - Current	Ability to utilize blank check stock	R - Required		
A23.18	Employee Expense(s)	A - Anticipated	Capability to support employee expense reimbursement through an automated process including the support of ACH payments	R - Required		
A23.19	Search Options	A - Anticipated	Allow remote locations to search the status of an invoice without the ability to update or change information.	R - Required		
A23.20	Reports	C - Current	Generate an "aged" accounts payable report.	S - Show Stopper		
A23.21	Reports	C - Current	Generate a report of transaction activity by vendor, including any outstanding invoices and or payments that were processed including general ledger numbers and company number.	R - Required		
A23.22	Reports	C - Current	Generate a monthly cash disbursements journal	S - Show Stopper		
A23.23	Reports	C - Current	Generate a report of outstanding transactions for a period of time defined by the user.	R - Required		
A23.24	Reports	C - Current	Generate an accounts payable report by general ledger account number, program, funder, etc.	R - Required		

Appendix A
APHL - Functional Requirements - A23.0 Accounts Payable and Purchasing

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A23.25	Reports	C - Current	Generate an outstanding activity report by vendor and be able to select, by a specific date range, the transactions to be displayed or printed.	S - Show Stopper		
A23.26	Reports	C - Current	Generate a report of all open accounts payable items, by vendor based on user-defined frequency.	R - Required		
A23.27	Reports	C - Current	Generate a report of all checks issued by check number for a user-defined period of time.	S - Show Stopper		
A23.29	1099s	C - Current	Capability to designate vendor as 1099 handling at the time of setup.	S - Show Stopper		
A23.30	1099	A - Anticipated	Capability to prompt what type of 1099 the vendor is, Capability to set-up at vendor set-up level	R - Required		
A23.31	1099s	A - Anticipated	Capability to designate vendor as 1099 handling during the middle of a year and have any previous entries automatically reset the 1099 amount.	R - Required		
A23.32	1099s	C - Current	Generate 1099's at the end year for all applicable payees.	S - Show Stopper		
A23.34	Payment Processing	C - Current	System maintained sequential check numbers	S - Show Stopper		
A23.35	Payment Processing	A - Anticipated	Before the check batch is posted to the system a pop up box should appear asking for confirmation of the period the AP Processor is posting to. Need to maintain the approval/review process prior to posting.	R - Required		
A23.36	Payment Processing	C - Current	Auto signatures should generate for payments less than 1,000 (up to 999.99), and blank signature lines for payments equal to or more than 1000.	R - Required		
A23.37	Workflow	C - Current	Approval workflow allowing for proper segregation of duties	R - Required		
A23.38	Payment Processing	A - Anticipated	Ability to enter invoices, report and process payments in multiple currencies	S - Show Stopper		
A23.39	Workflow	A - Anticipated	Ability to have automated approvals with a minimum of 4 levels available	R - Required		
A23.41	1099s	A - Anticipated	A date field for W-9 signed dates, a system warning/reminder for 5 year expiration.	D - Desired		
A23.42	Vendor File	C - Current	Ability to have a shared vendor file between the companies	R - Required		
A23.43	Expense Reimburseme	A - Anticipated	Ability to have automated expense reporting to include approval workflow	R - Required		
A23.44	Integration	A - Anticipated	Ability to have staff upload/enter invoices and wire requests into the accounting system.	R - Required		
A23.45	Reports	A - Anticipated	Ability to run aging report with various options, including by bank account, by company, by location, by payment type.	R - Required		
A23.46	Payment Processing	C - Current	The AP Processor prints the checks by bank account.	R - Required		
A23.47	Expense Reimburseme	A - Anticipated	AP could download a file for processed employee expense reimbursement to include ACH capabilities, or uploaded to ADP and processes through payroll Direct Deposit.	D - Desired		
A23.48	Payment Processing	A - Anticipated	Ability to change currency prior to the check printing process	S - Show Stopper		
A23.49	1099's	A - Anticipated	The vendor's W-9s that were uploaded to the system when the vendor ID was created should be accessible in the 1099 module. Include a date field for when the 1099 was signed.	R - Required		

Appendix A
APHL - Functional Requirements - A23.0 Accounts Payable and Purchasing

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A23.50	1099's	A - Anticipated	Ability to set up account codes as "1099 Accounts". So that the system can point to them for possible 1099 vendors, and have them show in the 1099 screen as such. Set up an alert to notify to check for 1099 <i>info</i> .	R - Required		
A23.51	1099's	C - Current	Ability to have more than one 1099 year open	R - Required		
A23.52	1099's	C - Current	Ability to correct 1099 information prior to printing 1099's.	S - Show Stopper		
A23.53	1099's	C - Current	Be able to run the 1099 preview	S - Show Stopper		
A23.54	1099's	A - Anticipated	Can email a copy of the 1099 from the system if vendor did not receive the original copy.	D - Desired		
A23.55	1099's	A - Anticipated	Can generate an electronic file for Filing Information Returns Electronically (FIRE) submission.	R - Required		
A23.56	Purchase Orders	A - Anticipated	Program staff will be able to enter purchase requisitions.	R - Required		
A23.57	Purchase Orders	A - Anticipated	Notification should be sent to grants team upon entry of new PO requisition.	R - Required		
A23.58	Purchase Orders	A - Anticipated	Automated workflow for approvals.	R - Required		
A23.59	Purchase Orders	A - Anticipated	Staff can have a PO dashboard to track outstanding purchase orders, or be able to run a purchase order report under their assigned program numbers.	R - Required		
A23.60	E-banking	A - Anticipated	Have a Pre-note function for ACHs, but can be overwritten/edited for rush payments	R - Required		
A23.61	E-banking	A - Anticipated	Ability to pay a single vendor through wire or ACH to multiple back accounts	D - Desired		
A23.62	E-banking	C - Current	Have a specified required field for ACH and wire: routing and account numbers for ACH; and SWIFT code and account number for wire.	R - Required		
A23.63	E-banking	A - Anticipated	Create the upload files to upload electronically to the bank. Be able to configure for the different wire/ACH formats according to each bank's specifications.	R - Required		
A23.64	E-banking	C - Current	Have the system link to the bank website for uploading.	R - Required		
A23.65	E-banking	C - Current	Have the ability to run test files to the bank if any changes occur with any information.	R - Required		
A23.66	E-banking	A - Anticipated	When wire information for a vendor is entered a notification will be sent to the Senior Specialist for review and approval.	R - Required		
A23.67	Integration	A - Anticipated	Ability to link to a service that verifies routing numbers and SWIFT codes.	D - Desired		
A23.68	Multi-currency	A - Anticipated	Ability to identify a default currency for vendors	R - Required		
A23.69	Reports	A - Anticipated	Vendor payment detail report that provides information regarding account number, program, and etc. across companies	R - Required		
A23.70	Invoice Processing	A - Anticipated	Duplicate transaction checking and alerts to include contracts payments. See contracts section	R - Required		

Appendix A
APHL - Functional Requirements - A17.0 Accounts Receivable

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A17.1	Invoices	C - Current	Capability to generate and print physical invoices	S - Show Stopper		
A17.2	Invoices	A - Anticipated	Capability to email invoices	R - Required		
A17.3	Reports	C - Current	Capability to generate A/R aging report	S - Show Stopper		
A17.4	Security Architecture	C - Current	Capability to limit who is authorized to establish new accounts receivable record for each customer	R - Required		
A17.5	Security Architecture	A - Anticipated	Capability to limit who is authorized to update/change an established customer record.	R - Required		
A17.6	Integration	A - Anticipated	Capability to update accounts receivable system with information from other systems without manual re-entry of data (netForum, Sharepoint, etc.)	R - Required		
A17.7	File Maintenance	C - Current	Capability to track changes in a history log	S - Show Stopper		
A17.8	Invoices	C - Current	Capability to generate/send customer statements	S - Show Stopper		
A17.9	Payments	A - Anticipated	Capability to support the acceptance of credit card payments for invoice payment	D - Desired		
A17.10	Reports	C - Current	Capability to generate customer history reports based on multiple selection criteria	R - Required		
A17.11	Reports	A - Anticipated	Capability to preview invoices on the screen prior to printing.	R - Required		
A17.12	Reports	C - Current	Capability to generate transaction reports based on multiple selection criteria	R - Required		
A17.13	Invoices	A - Anticipated	Ability to submit invoice request with detail	R - Required		
A17.14	Invoices	A - Anticipated	Ability to attache backup to transaction in system (timesheets, etc)	R - Required		
A17.15	Invoices	A - Anticipated	Ability to void or write off transactions	R - Required		
A17.16	File Maintenance	A - Anticipated	Note section for the customer profile, and internal notes section for the AR documents regarding any special issues: payment history, email history, call back history, address changes, name changes, special terms, etc.	D - Desired		
A17.17	File Maintenance	C - Current	Ability to search for customers by multiple criteria (for example, can be able to search by outstanding balance, contact name, company name, zip code, or company ID)	R - Required		
A17.18	File Maintenance	A - Anticipated	Ability to merge duplicated customers with the history carrying over	R - Required		
A17.19	Dashboards	A - Anticipated	Ability to have program details show on program staff dash board.	R - Required		
A17.20	Invoices	A - Anticipated	Ability to adjust invoices while maintaining the original invoice transaction.	R - Required		
A17.21	Cash Receipts	A - Anticipated	Can change a cash account number in a batch before posting.	R - Required		
A17.22	Invoices	A - Anticipated	System allows for invoicing of an advance, and recording the transaction to deferred revenue.	D - Desired		
A17.23	Invoices	A - Anticipated	Ability to preview and make edits to the invoice descriptions after posting.	R - Required		
A17.24	Workflow/Approval	A - Anticipated	Ability to have AR/Project automated workflows and approvals.	R - Required		
A17.25	Cash Receipts	A - Anticipated	Ability to post non-AR cash receipts from the cash receipts entry screen	D - Desired		
A17.26	Cash Receipts	A - Anticipated	Ability to post non-AR cash receipt and AR cash receipts in the same batch	R - Required		

Appendix A
APHL - Functional Requirements - A17.0 Accounts Receivable

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A17.27	Invoices	A - Anticipated	Ability to generate revised invoices by changing the original invoice, but still keeping the history of the old invoice (e.g. invoice# 123, adjusted to invoice# 123-1) after posting.	R - Required		
A17.28	File Maintenance	A - Anticipated	Ability to show average days to pay on customer record	R - Required		
A17.29	Credit Card	A - Anticipated	If the system accepts credit cards it needs to be PCI compliant.	S - Show Stopper		
A17.30	File Maintenance	A - Anticipated	Ability to designate billing frequency (monthly or quarterly) .	R - Required		
A17.31	Revenue Contracts	A - Anticipated	Revenue contract maintenance should be setup with contract ending date. Billing item after the date could generate an alarm, but the end date will be able to be overwritten.	R - Required		
A17.32	Revenue Contracts	A - Anticipated	Ability to alert if actual billing or time entry exceeds the project budget.	R - Required		
A17.33	Revenue Contracts	A - Anticipated	When costs are entered before the contract date, a warning message is received, and the transaction is routed for additional approvals.	R - Required		
A17.34	Revenue Contracts	A - Anticipated	Ability to have multiple invoice methods (i.e. percent complete, milestone, custom mark-ups, assigned rates, etc.). Project accounting/Joc Costing application.	O - Optional		
A17.35	Revenue Contracts	A - Anticipated	Ability to assign AP invoices/payments and AMEX transactions to a revenue contract project.	R - Required		
A17.36	Revenue Contracts	A - Anticipated	Ability to alert when coversheet/template is entered.	R - Required		
A17.37	Revenue Contracts	A - Anticipated	Ability to alert when the invoice generation dates are coming up.	R - Required		
A17.38	Revenue Contracts	A - Anticipated	Ability to have approval workflow. First review of the invoice will go to the program manager (showed on their dashboard), if they approve, notification will be sent to next approver, etc.	R - Required		
A17.39	Revenue Contracts	A - Anticipated	Ability to view transactional detail on program manager's dashboard. A budget comparison shows on the manager's dashboard.	R - Required		
	Revenue Contracts	A - Anticipated	Ability to have a reference number for each amendment related to an invoice. Also have the ability to manually assign amendment numbers.	R - Required		
A17.40	Revenue Contracts	A - Anticipated	Ability to note exceptions on the contract if over budget, etc. Note section in the budget screen for the invoice.	R - Required		
A17.41	Cash Receipts	A - Anticipated	Integration with check scanner	D - Desired		
A17.42	Projects	A - Anticipated	Ability to add project accounting solution	R - Required		
A17.43						
A17.44						

Appendix A
 APHL - Functional Requirements - A24.0 Cash Management

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A24.1	Integration	A - Anticipated	Capability to interface with bank	D - Desired		
A24.2	Integration	C - Current	Capability to import file of cleared checks from bank	R - Required		
A24.3	Bank Reconciliation	A - Anticipated	Capability to automate reconciliation of bank accounts	R - Required		
A24.4	Bank Reconciliation	C - Current	Capability to support receipt of cash from non-invoiced sources	R - Required		
A24.5	Bank Reconciliation	A - Anticipated	Ability to drill down to source documents from Cash Management module	D - Desired		
A24.6	Bank Reconciliation	A - Anticipated	Ability to make corrections to previous months reconciliation and have corrections roll forward.	R - Required		
A24.7	Cash Flow Reporting	A - Anticipated	Ability to create a cash flow report utilizing data from AR and AP	D - Desired		
A24.8	Bank Reconciliation	A - Anticipated	Ability to manage multiple bank accounts in various currencies	S - Show Stopper		
A24.9	Cash Flow Reporting	A - Anticipated	Cash forecasting capabilities	D - Desired		

Appendix A
APHL - Functional Requirements - A8.0 Contracts and Projects

ID #	Category	Functional Requirement(s)		Vendor Response	System Module	Vendor Comments
A8.1	Contracts	A - Anticipated	Ability to have fields that are retained for Original Contract and Revised Contract amounts and audit trail of changes	R - Required		
A8.2	Contracts	A - Anticipated	Duplicate transaction checking and alerts	R - Required		
A8.3	Contracts	A - Anticipated	Ability to have customizable dashboards by user	R - Required		
A8.5	Contracts	C - Current	Payment history report or inquiry includes the agreement number, the date, the invoice number, and the amount.	R - Required		
A8.6	Contracts	A - Anticipated	Ability to run the reports for previous reporting periods and not include transactions posted after the end of the period.	R - Required		
A8.7	Contracts	A - Anticipated	Automated workflow for contract process.	R - Required		
A8.8	Projects	C - Current	Ability to assign projects to specific entities	R - Required		
A8.9	Projects	A - Anticipated	Require validation of company/program	R - Required		
A8.10	Projects	A - Anticipated	Ability to have approval workflow within projects	R - Required		
A8.11	Projects	A - Anticipated	Ability to report the budget in multiple currencies.	R - Required		
A8.13	Projects	A - Anticipated	Ability to notify staff when a new program is added either on a dashboard or via a notification. This notification should include a list of the tasks to be completed.	D - Desired		
A8.15	Projects	A - Anticipated	Ability to enter time to projects and allocate to multiple projects	O - Optional		
A8.16	Projects	A - Anticipated	Integrated timesheet module	O - Optional		
A8.17	Projects	A - Anticipated	Capability to upload edited budget information from excel spreadsheet to the budget module without manual entry.	D - Desired		
A8.18	Contracts	A - Anticipated	Ability to generate obligation report or inquiry by user defined criteria.	R - Required		
A8.19	Integration	A - Anticipated	Ability to have staff upload/enter payment requests.	R - Required		
A8.20	Reports	A - Anticipated	Need project reports to span fiscal years. Need trial balance by project numbers over multiple years for period selected.	S - Show Stopper		

Appendix A
 APHL - Functional Requirements - A25.0 Fixed Assets

ID #	Category	Functional Requirement(s)	Vendor Response	System Module	Vendor Comments
A25.1	Fixed Asset	A - Anticipated Capability to provide an integrated FA module	R - Required		
A25.2	Fixed Asset	A - Anticipated Capability to customize depreciation methods by asset	R - Required		
A25.3	Fixed Asset	A - Anticipated Capability to limit who is authorized to update/change attributes of individual FA items.	R - Required		
A25.4	Fixed Asset	A - Anticipated Capability to establish and maintain unique FA (alpha/numeric) ID number for each piece of FA.	R - Required		
A25.5	Fixed Asset	A - Anticipated Capability to establish and maintain specific information regarding each piece of FA based on FA ID number including:	R - Required		
A25.6	Fixed Asset	A - Anticipated . FA Description	R - Required		
A25.7	Fixed Asset	A - Anticipated . FA Classification	R - Required		
A25.8	Fixed Asset	A - Anticipated . FA Type	R - Required		
A25.9	Fixed Asset	A - Anticipated . Operational Status (A)ctive (I)inactive	R - Required		
A25.11	Fixed Asset	A - Anticipated . Asset Type (New/Used/Rental)	R - Required		
A25.12	Fixed Asset	A - Anticipated . Asset Status (Open/Closed)	R - Required		
A25.13	Fixed Asset	A - Anticipated . Acquired From (Company)	D - Desired		
A25.14	Fixed Asset	A - Anticipated . Acquisition Date	R - Required		
A25.15	Fixed Asset	A - Anticipated . Disposal Date	R - Required		
A25.16	Fixed Asset	A - Anticipated . Year	R - Required		
A25.17	Fixed Asset	A - Anticipated . Make	R - Required		
A25.18	Fixed Asset	A - Anticipated . Model	R - Required		
A25.19	Fixed Asset	A - Anticipated . Serial Number	R - Required		
A25.20	Fixed Asset	A - Anticipated Capability to deactivate FA including:	R - Required		
A25.21	Fixed Asset	A - Anticipated . Date Inactivated (Sold)	R - Required		
A25.22	Fixed Asset	A - Anticipated . Reason for Inactivation	R - Required		
A25.23	Fixed Asset	A - Anticipated Capability to track depreciation within this module rather than transferring to a fixed asset program including:	R - Required		
A25.24	Fixed Asset	A - Anticipated . Book Amount	R - Required		
A25.25	Fixed Asset	A - Anticipated . Tax Amount	O - Optional		
A25.26	Fixed Asset	A - Anticipated Capability to print all information for a particular FA	R - Required		
A25.28	Fixed Asset	A - Anticipated Capability to support bar coding of FA	O - Optional		
A25.30	Fixed Asset	A - Anticipated Ability to setup alerts if asset accounts are utilized in AP or GL	D - Desired		
A25.31	Fixed Asset	A - Anticipated Every fixed asset/leasehold should be editable if changes need to occur, and keep a record of the history from the changes.	R - Required		
A25.32	Fixed Asset	A - Anticipated Ability to run an automated fixed asset/leasehold process to create unposted and editable journal entry.	R - Required		
A25.33	Fixed Asset	A - Anticipated Ability to have manager approval on entires.	R - Required		