

APPENDIX A

Req. No.	Functional Area	Requirement
2	Accounts Payable	The system is equipped with AP automated inboxes.
3	Accounts Payable	The system provides an accounts payable inbox for vendors to email invoices.
4	Accounts Payable	The system provides the ability to assign inbox ownership (e.g. designate an employee in AP with access to the inbox).
5	Accounts Payable	The system provides document attachment for the inbox including PDF, JPG, and other document formats.
6	Accounts Payable	The system provides automatic notification to the vendor submitting an invoice that the email was received, or failed to be received.
7	Accounts Payable	The system provides malware scanning of incoming emails or can integrate with VCTC's malware emails service.
8	Accounts Payable	The system provides a process to generate 1099's.
9	Accounts Payable	The system provides the ability to designate vendors as 1099 eligible.
10	Accounts Payable	The system provides the ability to classify 1099 vendors by IRS 1099 types (e.g., NEC, Misc., other).
11	Accounts Payable	The system provides vendor management fields to record information from W9's.
12	Accounts Payable	The system provides the ability to issues and prints checks.
13	Accounts Payable	The system provides a 3-way matching process.
14	Accounts Payable	The system provides multiple vendor payment options (e.g., ACH, checks, wire, and others).
15	Accounts Payable	The system provides invoice classification options (e.g., utility, grant, reimbursement, other).
16	Accounts Payable	The system provides the ability for AP/designated employee(s) to tracks invoice status (e.g., returned, error, other) while in the workflow approval process.
17	Accounts Payable	The system provides an AP invoice aging report (i.e., a report that provide a list of invoices entered but not fully approved).
18	Accounts Payable	The system provides the ability to calculate and apply sales tax based on one or more jurisdictions.
19	Accounts Payable	The system provides the ability for AP payments to be applied to contract and PO balances.
20	Accounts Payable	The system provides the ability for invoice payments to be divided between multiple funds, departments, grants, accounts, other.
21	Accounts Payable	The system provides the ability to record and track invoice retainage.
22	Accounts Payable	The system provides the ability to automatically spread expenses across multiple fiscal periods for prepaid or annual invoices.
23	Accounts Receivable & Billing	The system provides the ability to create recurring bills.
24	Accounts Receivable & Billing	The system provides the ability for billing codes to be effective dated.

APPENDIX A

25	Accounts Receivable & Billing	The system provides billing codes.
26	Accounts Receivable & Billing	The system provides multiple email fields per customer.
27	Accounts Receivable & Billing	The system provides a process to revise open invoices.
28	Accounts Receivable & Billing	The system provides a notification when attempting to make changes to a closed invoice.
29	Accounts Receivable & Billing	The system provides the ability to designate a specific revenue account for a customer.
30	Accounts Receivable & Billing	The system provides the ability to use multiple billing codes per invoice.
31	Accounts Receivable & Billing	The system provides an aging report for open invoices.
32	Accounts Receivable & Billing	The system integrates with the grants module for grant reimbursement billing.
33	Budgeting & Forecasting	The system includes budgeting features and/or can integrate with external budgeting tools.
34	Budgeting & Forecasting	The system provides budget creation and tracking.
35	Budgeting & Forecasting	The system provides the ability to use payroll data for personnel budget projections.
36	Budgeting & Forecasting	The system provides the ability to "lock" submitted budgets.
37	Budgeting & Forecasting	The system provides the ability to report balances for each level of the chart of accounts (e.g., fund, department, grant, object, other).
38	Budgeting & Forecasting	The system provides fields for performance measurement (e.g., key performance indicators).
39	Budgeting & Forecasting	The system provides the options to create and manage operating budgets within the ERP or download and upload without Excel.
40	Budgeting & Forecasting	The system provides the ability to support program based budgeting structures.
41	Budgeting & Forecasting	The system provides the ability to create multiple budget versions and stages (e.g., department, finance, executive, board).
42	Budgeting & Forecasting	The system provides the ability to associate notes, justifications, and attachments with budget line items.
43	Budgeting & Forecasting	The system provides the ability to support detailed sub line budgeting that rolls up to summary accounts.
44	Budgeting & Forecasting	The system provides the ability to allocate personnel budgets to one or more accounts.
45	Budgeting & Forecasting	The system provides the ability to incorporate payroll and position data into budget calculations.
46	Budgeting & Forecasting	The system provides the ability to produce multi year budget and forecast projections.
47	Budgeting & Forecasting	The system provides the ability to report budget to actual results by fund, department, program, project, and grant.
48	Chart of Accounts (COA)	The system provides the chart of accounts to be organized by segment (e.g., fund, department, division, object, other).

APPENDIX A

49	Chart of Accounts (COA)	The system provides the ability for users to define chart of accounts names and numbers.
50	Chart of Accounts (COA)	The system provides options for program, project, and/or grant chart of accounts (i.e., program, project and/or grant can be segments of the chart of accounts or a subledger).
51	Chart of Accounts (COA)	The system provides the ability to define and maintain a multi segment chart of accounts with configurable segment length, format, and purpose.
52	Chart of Accounts (COA)	The system provides the ability to retain historical transaction integrity when chart of accounts values or segment structures change.
53	Chart of Accounts (COA)	The system provides options to use numeric, or alphanumeric values within chart of accounts segments.
54	Chart of Accounts (COA)	The system supports project accounting.
55	Chart of Accounts (COA)	The system supports fund accounting.
56	Chart of Accounts (COA)	The system support grants accounting.
57	Contract Management	The system includes a contracts module and/or can integrate with external contract modules.
58	Contract Management	The system provides the ability to monitor both the current spending and the remaining balance of a contract.
59	Contract Management	The system provides the ability track retainage.
60	Contract Management	The system provides the ability to track and monitor contract support documents (e.g., insurance forms, certificates, other).
61	Contract Management	The system provides fields for monitoring date sensitive items (e.g., insurance, certificates, other).
62	Contract Management	The system provides alerts for date sensitive items (i.e., insurance document is expiring in 60 days).
63	Contract Management	The system alerts staff when contracts near expiration.
64	Contract Management	The system provides the ability to track contract balances, including original amounts, amendments, expenditures, and remaining balances.
65	Contract Management	The system provides the ability to support zero dollar contracts and agreements.
66	Contract Management	The system provides the ability to associate contracts with purchase orders, invoices, and payments.
67	Document Management	The system provides the ability to attach multiple file types (e.g., audio, video, images, Excel, Word, PDF) to transactions across all modules.
68	Document Management	The system provides the ability to define, apply, and enforce document retention policies for all documents managed by the system.
69	Document Management	The system provides the ability to drill down and across to view documents associated with financial, payroll, and personnel transactions.
70	Document Management	The system provides the ability to create, store, retrieve, and link electronic images to the appropriate transaction records across all modules.
71	Document Management	The system provides the ability to associate electronic files with transactions using drag-and-drop, file upload, and document scanning functionality.
72	Document Management	The system provides the ability to retain invoice attachments throughout approval, posting, and transaction completion.

APPENDIX A

73	Fixed Assets	The system provides multiple options to determine and apply depreciation calculations (e.g., straight-line, declining, other).
74	Fixed Assets	The system provide multiple fields needed to calculate depreciation (e.g., cost, useful life, service date, other).
75	Fixed Assets	The system provides multiple asset categories (e.g., land, building, vehicle, assigned to, use by, other).
76	Fixed Assets	The system provides the ability to designate assets as capitalized or non-capitalized.
77	Fixed Assets	The system provides the ability to identify the source of funding for the asset.
78	Fixed Assets	The system provides the ability to calculate depreciation automatically using configurable depreciation methods.
79	Fixed Assets	The system provides the ability to post depreciation expense entries to the general ledger.
80	Fixed Assets	The system provides the ability to track asset lifecycle events, as an example acquisition, installation, service start, enhancement/extended useful life, and disposal.
81	Fixed Assets	The system provides the ability to record asset location, serial numbers, and other identifying attributes.
82	Fixed Assets	The system provides the ability to support GASB related asset tracking requirements, including leases and subscription based IT assets.
83	General Ledger	The system provides an automated record of due-to and due-from for cross funded transactions.
84	General Ledger	The system supports a monthly, and annual "Soft" close and "Hard" close option.
85	General Ledger	The system provides the ability to create recurring journal entries.
86	General Ledger	The system provides the ability to create reversing journal entries.
87	General Ledger	The system provides 12 accounting periods, and additional accounting periods for year-end, audit, and other fiscal year end entries.
88	General Ledger	The system generates the trial balance by fund account.
89	General Ledger	The system provides allocation functionality (e.g., interest allocation).
90	General Ledger	The system provides pooled cash accounting, including tracking of one or more cash pools and each funds share of the cash pool.
91	General Ledger	The system provides an automated process for bank reconciliation.
92	General Ledger	The system provides effective dating (i.e., the processed date and the intended posting date for transactions).
93	General Ledger	The system provides the ability to record journal entries that impact assets, liabilities, expenses and revenue accounts within a single transaction.
94	General Ledger	The system provides the ability to define recurring journal entries with configurable frequency, start date, end date, and fiscal periods.
95	Grant Management	The system provides a grant management module.
96	Grant Management	The system provides the ability to attach documents to the grant.

APPENDIX A

97	Grant Management	The system provide a process to review grant expenses and select expenses that qualify for reimbursement.
98	Grant Management	The system provides the ability to designate grant expenses as "reimbursed" or a similar designation to avoid submitting reimburse more than once for an expense.
99	Grant Management	The system provides an integration from the grant module to the accounts receivable module for creation of reimbursement invoices.
100	Grant Management	The system provides grant calculated reimbursement functionality (i.e., a grant only allows certain percentages to be reimbursed, a grant only allows certain expenses to be reimbursed, other similar reimbursement conditions).
101	Grant Management	The system provides the ability for multiple grant information fields (e.g., grant name, description, begin date, end date, phase, other).
102	Grant Management	The system allows tracking of all grant related expense (e.g., labor, materials, inspection, other), and revenue(s).
103	Grant Management	The system provides financial reporting options (e.g., current year, inception to date, date range, other).
104	Grant Management	The system provides the ability designate grant type (e.g., state, federal, sales tax measure, other).
105	Grant Management	The system provides the ability to designate a grant manager.
106	Grant Management	The system provides options for fiscal year end balances (e.g., rollover, no rollover but project is open, re-budget, other).
107	Grant Management	The system provides the ability to notify designated staff of grant date deadlines (e.g., grant end, reimbursement date, other).
108	Grant Management	The system provides alerts of near budget overages.
109	Grant Management	The system provides the ability to store billable rates in the grant module.
110	Human Resources	The system provides required human resources modules necessary to provide time entry, and payroll functionality. (i.e., a complete human resources module is not required. The agency uses a 3rd party HR management system)
111	Information Technology	The system allows IT to monitor system performance.
112	Information Technology	The system provides the ability to store historical converted data, and current transacted data.
113	Information Technology	The system provides the ability to track changes, revisions and maintain an audit trail of changes.
114	Information Technology	The system provides the ability to support role based access control across all modules.
115	Information Technology	The system provides the ability to enforce object, row, and field level security.
116	Information Technology	The system provides the ability to retain audit logs in accordance with records retention requirements.
117	Information Technology	The system provides the ability to support configurable environments (e.g., test, training, production).
118	Information Technology	The system provides the ability to support configurable workflows.
119	Information Technology	The system provides the ability to integrate with external reporting and productivity tools (e.g., Microsoft, Adobe Acrobat, other).
120	Interface	The system interfaces with Wells Fargo Payment Management.

APPENDIX A

121	Interface	The system interfaces with Outlook.
122	Interface	The system interfaces with Microsoft Entra ID (SSO).
123	Interface	The system interfaces with Atrix (Quarterly tax submittal, Emploment Development Department submittal, W-2 submittal). If the vendors proposed software provides this functionality, please provide information in Vendor Comments column, and use the appropriate response code. If the vendor's proposed software cannot provide this functionality then an interface should be included in the proposal. The system interfaces with DocuSign (Contract and document signatures). If the vendors proposed software provides this functionality, please provide information in Vendor Comments column, and use the appropriate response code. If the vendor's proposed software cannot provide this functionality then an interface should be included in the proposal.
124	Interface	
125	Interface	The system provides the ability to support integration using APIs or flat file transfers.
126	Payroll	The system provides the ability to generate W2's.
127	Payroll	The system provides the ability to track employee data (e.g., start date, leave type, accrual rate, other).
128	Payroll	The system provides the ability to calculate all pays (e.g., regular, overtime, other).
129	Payroll	The system provides the ability to calculate deductions (e.g., federal taxes, state taxes, Medicare, other).
130	Payroll	The system calculates intern/part-time sick pay.
131	Payroll	The system supports different work schedules (i.e. 9/80, 4/10, 5/40).
132	Payroll	The system provides the ability to track salary ranges associated with each position.
133	Payroll	The system provides the ability to prorate accruals.
134	Payroll	The system provides the ability for employees to view paystubs.
135	Payroll	The system provides floating holiday hour increment options (e.g., 8 hours, 9 hours, other).
136	Payroll	The system provides configurable pay codes and deduction codes.
137	Payroll	The system allows pay codes and deduction codes to be effective dated.
138	Payroll	The system allows for pay codes and deduction codes to be calculated fields (i.e., a deduction code is based on a percentage of pay, a different deduction code is a flat amount).
139	Payroll	The system monitors employee earnings within their salary range.
140	Payroll	The system provides the ability for accruals to reset on selected dates.
141	Payroll	The system provides the ability to calculates retroactive pay.
142	Payroll	The system alerts a user group when an employee is approaching their maximum compensation (i.e., reaching 80% of the limit).

APPENDIX A

143	Payroll	The system provides the ability to process payroll for multiple pay schedules.
144	Payroll	The system provides the ability to calculate overtime, deductions, and employer contributions automatically.
145	Payroll	The system provides the ability to support multiple MOUs with distinct pay and deduction rules.
146	Payroll	The system provides the ability to allocate payroll costs across funds and projects.
147	Procurement	The system includes a procurement module.
148	Procurement	The system provides users with access to view the purchase order balance.
149	Procurement	The system provides the ability to store requisitions, purchase orders, contracts and other relevant documents.
150	Procurement	The system provides the ability to create and manage requisitions.
151	Procurement	The system provides options for purchase requests to be routed through a requisition process or directly to a purchase order process.
152	Procurement	The system provides the ability to validate budget availability at the time of PO creation.
153	Procurement	The system provides the ability to track purchase order encumbrances and remaining balances.
154	Procurement	The system provides the ability to support blanket, recurring, and multi year purchase orders.
155	Project Management	The system provides the ability to create project budgets.
156	Project Management	The system provides the ability for multiple project information fields (e.g., project name, description, begin date, end date, phase, other).
157	Project Management	The system allows tracking of all project related expense (e.g., labor, materials, inspection, other), and revenue(s).
158	Project Management	The system provides options for fiscal year end balances (e.g., rollover, no rollover but project is open, re-budget, other).
159	Project Management	The system provides the ability to attach documents on the project master file.
160	Project Management	The system provides financial reporting options (e.g., current year, inception to date, date range, other).
161	Project Management	The system provides an integration from the project module to fixed assets to facilitate creation of assets.
162	Project Management	The system provides the ability to support multiple funding sources for a project.
163	Project Management	The system provides the ability designate project type (e.g., building, bridge, road, other).
164	Project Management	The system provides the ability to designate a project manager.
165	Reporting	The system provides a reporting tool that is available for all modules.
166	Reporting	The system provides the ability to query data using module specific criteria (i.e., Accounts Payable: date, date range, vendor, expense amount, other; Payroll: date, date range, employee ID, pay period, pay code, other).

APPENDIX A

167	Reporting	The system provides real time access reporting from database(s).
168	Reporting	The system provides the option to include "unposted" and/or "transactions in process" on reports.
169	Reporting	The system includes hyperlinks or comparable mechanisms that enable direct access from the report to the module where the transaction or information is stored.
170	Reporting	The system provides the ability for reports to be downloaded in Excel, CSV, PDF, and other formats.
171	Reporting	The system provides the ability to report independently on each chart of accounts segment.
172	Reporting	The system provides the ability to copy and revise set selection criteria for standard reports.
173	Reporting	The system provides the ability to associate chart of accounts segments with projects, grants, and programs for reporting and inquiry.
174	Reporting	The system provides user security, roles, and access that extends to reporting tools.
175	Reporting	The system provides options to view data at various levels of detail (e.g. summary, transaction, category, organization, other).
176	Reporting	The system provides data selection options to date and date ranges.
177	Reporting	The system provides dashboards to report and/or visualize budget, expenses, revenue, workflow actions pending, and other items.
178	Reporting	The system provides the ability to report on transactions and balances by individual chart of accounts segments without requiring predefined segment groupings.
179	Reporting	The system provides the ability for users to create ad hoc reports without technical or programming assistance.
180	Reporting	The system provides the ability to save, reuse, and modify ad hoc reports created by users.
181	Reporting	The system provides the ability to report across multiple modules within a single report (e.g., GL, AP, PO, Projects).
182	Reporting	The system provides the ability to schedule reports for automated generation and distribution.
183	Reporting	The system provides the ability to generate time and attendance reports for managers and finance staff.
184	Reporting	The system provides the ability to view report definitions, filters, and underlying data sources used to generate reports.
185	Reporting	The system provides the ability to report workflow items (i.e., a report that shows an invoice was approved, not approved, other including date and time of actions).
186	Reporting	The system provides the ability to report when fields were completed, revised, other (i.e., a report that shows when an invoice was entered, and staff filled in fields for the invoice completion).
187	System Wide	The system provides a browser based user interface without requiring client software installation.
188	System Wide	The system supports web standards and design to accommodate varying screen ratios and sizes.
189	System Wide	The system support mobile access for workflows, approvals, tasks, other.
190	System Wide	The system supports a mobile device (e.g. cellphone, tablet, other) user interface.

APPENDIX A

191	System Wide	The system provides secure access, role security, and auditing through mobile devices.
192	System Wide	The system provides options for users to personalize screen layouts.
193	System Wide	The system offers global navigation, allowing users to switch modules or screens from anywhere in the application.
194	System Wide	The system allows users to create shortcuts to their "favorite" modules, screens, reports, other.
195	System Wide	The system provides drill-down and drill-across functionality (i.e. review data in the GL, hyperlink transaction to PO, hyperlink to Vendor record).
196	System Wide	The system provides global search functionality subject to roles and user security.
197	System Wide	The system provides in application and module help.
198	System Wide	The system provides user defined fields across all modules.
199	System Wide	The system enables transactions (e.g., purchase orders, accounts receivable invoices, other) to send emails externally.
200	System Wide	The system provides prepopulated email templates.
201	System Wide	The systems allows for flexible character limits/sequence features.
202	Time & Attendance	The system accommodates 15-minute time increments.
203	Time & Attendance	The system provides a time off request and approval process.
204	Time & Attendance	The system provides an integration between the time entry module and payroll modules (i.e., avoid duplicate entry of time entered for payroll processing).
205	Time & Attendance	The system supports users to enter all their time codes (e.g., regular hours, PTO, Sick, Holiday, other).
206	Time & Attendance	The system provides the ability for employees to enter time electronically.
207	Time & Attendance	The system provides the ability for employees to enter time by fund, department, program, project, or grant.
208	Time & Attendance	The system provides the ability to support multiple work schedules (e.g., 9/80, 4/10, 5/40, other).
209	Time & Attendance	The system provides the ability to calculate overtime automatically based on defined rules.
210	Time & Attendance	The system provides the ability to route timesheets through configurable approval workflows.
211	Time & Attendance	The system provides the ability to validate time entry against available leave balances.
212	Time & Attendance	The system provides qualified overtime reporting to comply with the big beautiful bill.
213	Vendor Management	The system provide options for vendor setup requests (i.e., end user can initiate or finance can initiate).
214	Vendor Management	The system provides vendor set-up options for one-time vendors.

APPENDIX A

215	Vendor Management	The system automatically adds employees as vendors when expense reimbursements are submitted.
216	Vendor Management	The system supports parent/child relationships for vendor record files (e.g., doing business as, multiple remit-to addresses).
217	Vendor Management	The system automatically checks for vendor duplicates.
218	Vendor Management	The system provides the ability to mass email vendors (i.e., reminding them that invoices must be submitted on time to be processed within the required period).
219	Vendor Management	The system includes a communication portal for vendors.
220	Vendor Management	The system provides the ability to store and manage vendor compliance documentation (e.g., W 9, insurance certificates).
221	Workflow	The system provides the ability for employees within workflow to view status of transactions.
222	Workflow	The system facilitates workflow management for a range of transactions and processes within all modules that generate transactions and involve operational procedures.
223	Workflow	The system provides the ability to track the status of workflow approvals.
224	Workflow	The system provides options for workflows to be based upon fund, department, account, amount, amount ranges, etc.
225	Workflow	The system provides the ability for multiple variables to determine workflow routing (i.e., an item is over a set amount, and is part of a specific division, and other).
226	Workflow	The system provides the ability for multiple people to be identified in a single approval step.
227	Workflow	The system offers functionality for both "first to approve" and "all to approve" options when multiple individuals are designated within a single approval step.
228	Workflow	The system enables users to designate individuals as alternative approvers in cases where an action is not completed on an item within a specified timeframe.
229	Workflow	The system provides the ability to approve, reject, and revise workflow items.
230	Workflow	The system provides notification options to the next-in-line approver when action is requested (e.g., email, in-application, other).
231	Workflow	The system provides the ability for employees to set themselves as "out of office".
232	Workflow	The system provides the ability for attached documents included in transaction or process to be available for viewing by workflow approvers.
233	Workflow	The system provides the ability to support invoice entry by departments with finance review and final approval.
234	Workflow	The system provides the ability to alert users to invoices pending approval or nearing payment deadlines.