

8. Software Questionnaire

Requirement	Available	Available with Modification	Not Available
General			
Provide custom user-specific startup screens based on user rights / preferences, including ability to store user-specific tasks on startup screen			
Ability to integrate with Microsoft Office Suite for copying, pasting and export functionality			
Provide a way to customize data elements or tables, i.e., custom fields			
Provide an easy to use and navigate client (e.g., uses features found in web browsers such as hyperlinks, favorites/ bookmarks, forwards/backwards).			
Provide the ability to search the database by a wide variety of fields (virtually any field in the database) as part of the standard on-line look-up capabilities. If only a limited number of fields are provided, please list them. Also, needs to retrieve similar spellings of word when searches are done.			
Allow the standard search to be customized by our institution (customization of fields one can search by).			
Provide a drill-down system with summarized information at the highest level and detail available at lower levels.			
Provide view-only capabilities to department managers without the ability to write to the database.			
Allow user-specific dashboards with drill-down capability.			
Data Entry			
Provide a document management system that allows the attachment of images, text and/or documents (e.g. word processing documents,			
Provide standard import/export capabilities. (eg. Microsoft Excel)			

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Provide a document scanning process so that a document (be it accounts payable, journal voucher, W-9, endowment MOU related) can be scanned in via a 3rd party scanner, indexed by the system and posted to all related records quickly and efficiently.			
Security			
Provide a robust security system that allows groups of users to be established and specific permissions to be assigned to each group. Permissions must allow or deny access to view, insert, update or delete data by screen, table, field and value within a field.			
Allow for segregation of duties based on security settings, i.e., tasks assigned to individuals.			
General Ledger			
Provide a flexible user definable chart of accounts structure that allows easy clustering of types of accounts (i.e. via account segment) which can be changed over time.			
Provide a chart of accounts and trial balance reports based on user request.			
Provide a way to handle modified accrual accounting			
Provide a way to attach additional data (i.e. attributes) to account/project code that changes periodically (unit, department, purpose of account).			
Keep unlimited years of transaction data easily accessible.			
Prevent out-of-balance transactions from being assigned a transaction number or being posted to the general ledger.			
Be able to key in large journal entries into excel or comma delineated format and import into general ledger.			

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Automatically post interfund entries for journal entries.			
Allow posting (primarily journal entries) to future periods.			
Allow for subsidiary companies and should automatically record consolidating entries.			
Allow user to run a journal entry report and view on screen prior to posting with the ability to edit the entry.			
Not allow editing of transactions already posted.			
Create an audit trail of all activities indicating the name of the user and the change being made.			
Have ability to correct transactions without compromising the resulting audit trail.			
Adjustments should link/tie back to the original transaction.			
Have ability to drill down from transactional detail to original source documents in subsidiary ledgers.			
When drilling down into detail, must be able to quickly see posting date, reference, source of transaction and other pertinent information.			
Be able to view activity and balances online (vs. printing reports).			
Accept a feed from our gift processing system. The data must be by individual donor, not batched. Gift data will be posted to multiple accounts (both revenue and cash) within one batch.			
Allow metric-driven budgeting, i.e., formula where user only inputs one piece and the system calculates the rest.			
Report writer feature that allows the creation of custom reports by users, incorporating data from multiple modules.			

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Be able to filter information for reports using both account segments and/or attributes information.			
Generates internal financial statements that provide monthly financial status (budget to actual comparison for the month), year-to-date budget to actual analysis with comparative data for same period in the prior year.			
Generate financial statements without manual involvement that are in full compliance with the standards set forth by the Financial Accounting Standards Board (FASB), generally accepted			
Allow for the preparation of periodic trend analysis comparing financial results for a number of years.			
Allow cross fiscal year reporting with online queries and reports.			
Allow for the customization of “canned” financial reports to quickly and easily satisfy ad hoc requests for information.			
Provide a customizable user/role based dashboard that includes business intelligence.			
Produce a statement of revenues and expenditures and a balance sheet for each fund, even though only 1 checking account is maintained for multiple funds.			
Maintain separate principal and income balances for each of the foundation’s endowment projects.			
Automatically calculate and distribute income earned from the endowment investments, allocating amounts to the income account of each endowment project.			
Have the capability of some audit reporting such as subsequent receipts and disbursements reports.			

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Have a simplified monthly close process. Once a month is closed there must be a way to reopen to post audit or other entries to that period. Adequate system controls over this process must exist.			
Be able to keep multiple years open at the same time.			
Allow end users to run any reports provided by the system as long as they have the proper security credentials.			
Perform all necessary general ledger processing and reporting: asset, liability, revenue, and expense accounts Source and Uses of Funds (Cash Flow statement).			
Provide for automatic accruals and reversals.			
Allow forward posting and automatic reversal.			
Allow for flexible fiscal year processing.			
Allow for posting of statistical amounts.			
Report writers for custom reports, including graph and charts.			
Flexible account structure.			
13 accounting periods (13 th for yearend audit).			
Prohibit posting to specific accounts or departments without deleting so that history can still be viewed.			
Drill down from Cost Center/Account to A/P distribution or payroll for detail.			
Allow for recurring journal entry batches.			
Allow export of reports to multiple formats (ie. Excel, csv, txt, pdf, etc.)			
Allow copying of prior batches for journal entry creation.			
Project Tracking			
Allow project revenue and expense tracking across multiple years.			

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Provide monitoring reports to show project to-date expenditures by month against budgets by defined category.			
Track an event/program across fiscal years without exporting data.			
Allow event tracking with ability to assign expenses to an event, resulting in financial statements by event.			
Budgeting			
Allow for the entering of budget data and reporting of that data.			
Allow for detailed budgeting at the line-item level, i.e., individual salary level.			
Provide real-time budget to actual query capabilities for budget managers.			
Be able to maintain multiple versions of budgets for the same period to be used for what if analysis.			
Allow a 'budget copy feature' which would allow budget to be build based on prior periods actual expenditures.			
Support the budget creation process by allowing budget workbooks to be provided to departmental managers for input.			
Allow budgets to be loaded from a predefined data file, i.e., spreadsheet.			
Provide budget forecasting functions			
Allow collaboration between multiple users in budgeting and provide the ability to track changes.			
Allow budget updates on an as needed basis with appropriate approval			
Accounts Payable			
Be fully integrated with general ledger and other system modules.			
Provide automated writing of checks.			

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Provide adequate controls to prevent unauthorized check writing.			
Be able to edit invoices prior to posting.			
Not be able to change posted invoices.			
Have an option to void a invoice that would automatically reverse the invoice posting, with the adjustments being linked.			
Have ability to issue one check for multiple invoice to the same vendor, or separate checks for the same vendor in the same batch (i.e. we can select which option we want).			
Generate a register of checks written.			
Provide check renumbering capability in case checks are spoiled in printing.			
Allow selection of invoice to approve or pay based on criteria we define.			
Provide an option for manually issuing checks.			
Provide the capability to record and report on manual checks written. The system should accept payment information, generate required journal entries with a different source code than regular checks, and enter check on check register and outstanding check file.			
Be able to make partial payments on open invoices.			
Allow multiple bank account disbursement capability.			
Permit payment distribution to multiple accounts, including distribution to different cost centers, funds, programs, projects and grants.			
Allow distribution tables to be established and reused for invoice distribution.			
Flag apparent duplicate payments based on vendor and voucher amount and/or invoice number.			

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Automatically check that general ledger account numbers entered are valid in the system chart of accounts.			
Notify accounts payable clerk if invoice is creating a negative balance for a project account.			
Provide for the encumbrance of monies in individual projects through the use of basic purchase orders. The encumbered amount must be considered when allowing invoices to be paid by a certain project.			
Maintain open accounts payable records. Summary reporting of accounts payable by fund and account number, due-date, vendor address or any other user-defined attribute is required.			
Allow for date-to-date check registers. In addition, invoice registers must be able to be run based both on due date and on entry date.			
Provide for easy management of vendor data including vendors with multiple addresses, EIN's numbers etc.			
Have ability to generate reports on vendor data and vendors by account.			
Provide user with a simple method of handling 'one-time' vendors.			
Maintain vendor records for multiple fiscal years with ability to compress or backup and purge old records by invoice numbers or fiscal years.			
Notify accounts payable clerk of similar vendors already in system when new vendor is being created to minimize risk of duplicate vendors in system.			
Accept bank file for cash account to automate reconciliation.			
Provide capability to clear checks paid by the bank on a daily basis and generate an outstanding check register.			

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Provide a status report on checks written (paid, outstanding, reconciled, voided).			
Provide reports (in addition to reports discussed above), including vendor activity reports, vendor year-to-date reports, aged accounts payable reports, cash disbursement journals and transaction registers.			
Provide 1099 reporting capabilities, including the ability to change coding after check is run.			
Maintain general information on each vendor, such as:			
Vendor name and address			
Federal Tax Identification or Social Security number			
Telephone, fax, usual default general ledger posting numbers, normal terms			
Insurance required tracking (expiration dates and reporting)			
Produce accounts payable vendor payments and supporting reports.			
Produce distribution reports by fiscal period.			
Allow vendor payments from various bank accounts			
Specify bank account on invoice data entry. (Default to operating account)			
Print different checks based on specified bank account			
Allow term codes for discount percent or override discount amount at time of invoice data entry.			
Distribute each vendor payment over general ledger account(s).			
Track payment and invoice history for each vendor or check.			
Compile and produce 1099s for each vendor.			
Allow manual checks.			

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Reporting by vendor, check history, aged invoice, open invoice, trial balance, etc.			
Allow corrections to vendor invoices prior to and after payment.			
Drill down from invoice or check to see detail and general ledger distribution.			
Automatically check for duplicate payments (i.e. invoice number, amount, and payee number).			
Allow paying vendor with third party payment, i.e., American Express, and track the vendor purchased from.			
Provide a way to import Accounts Payable invoices into the system.			
Provide a way to process ACH/Direct Deposit payments to vendor in addition to checks.			
Provide a way to handle multiple check designs. How are check designs handled in the system?			
Allow multiple types of check stock. Can we use blank check stock?			
Produce report to import in Positive Pay.			
Interface with General Ledger, Bank Reconciliation, Fixed Assets, and Project Tracking.			
Miscellaneous Cash Receipts			
Be fully integrated with general ledger and other system modules, allowing easy distribution of cash receipts across multiple accounts/projects.			
Allow for the identification of where the cash receipts originate.			
Have the ability to correct transactions (coding, amounts, etc.) prior to final posting of the batch.			
Allow for the printing of a deposit slip.			
Assign a session number to each receivable batch and a receipt number to each entry.			
Be able to produce reports which detail miscellaneous cash receipts activity.			

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General			
Track all receipts by bank deposit, in order to allow easy reconciliation and a strong audit trail.			
Cash Receipts			
Account for cash receipts based on a cash and/or check deposit.			
Distribute an individual cash receipt across multiple projects and general ledger numbers.			
Allow deposits to various bank accounts.			
Track cash receipts by name, date, amount, and general ledger number.			
Allow for processing of bank adjustments and electronic transactions.			
Produce cash receipt reports for each deposit that show the amount and distribution of each cash receipt.			
Produce cash receipt reports for specified criteria (date ranges, YTD, monthly, etc.)			
Bank Reconciliation			
Allow processing of multiple bank accounts.			
Accept paid check data from bank download.			
Reconcile various checking accounts with bank statements.			
Interface with Cash Receipts, Accounts Payable, and General Ledger.			
Fixed Assets			
Maintain general information on assets:			
Description			
Location			
Original date of purchase and price			
Asset general ledger account			
General ledger depreciation expense account			
Accumulated depreciation account			
Life of asset			
Status			
Disposal information			
Ability to tie multiple assets to a project.			

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General			
Print reports by department, project, in-service date, type of asset, etc.			
Allow multiple methods of depreciation for each asset.			
Interface with General Ledger and Accounts Payable.			
Human Resources			
Integrated with Payroll system or module.			
Provide a way to track performance evaluations due/complete, staff training due/complete, staff credentials, staff transfers, terminations, etc.			
Provide a training module that can facilitate training for self study.			
Provide a training module that can track various training including face to face and self study and assist in scheduling both the trainer and employees.			
Provide a training module that notifies supervisors when training is needed for their employees, and what training needs to be completed.			
Provide a way to create performance evaluations for employees.			
Provide a way to copy content of performance evaluations forward.			
Provide a way to track job title's and descriptions, and make updates as needed.			
Provide a way to track and update employee performance goals.			
Provide a way to record and track employment of Contractors and Volunteers, separately from regular employees.			
Benefits Administration			
Provide a way to electronically store personnel documents and have them attached to the staff file			

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Provide a way to upload distribution tables of percentages worked for staff that work in multiple programs.			
Provide a self service portal for employees to view certain information and make change requests.			
Provide an applicant tracking and onboarding system or module.			
Ability to track employees original hire date as well as subsequent rehire dates.			
Provide reports on PTO usage.			
Provide history of salary rates and job changes by employee.			
Provide history of employee status (ie. FT/PT) changes.			
Payroll			
Integrated with HR system or module			
Integrated with G/L system or produce output file for G/L interface.			
Provide a way to handle shift differential pay and on call, which have multiple variables.			
Provide a way to track paid time off and include various accrual rates based on longevity and accrued based on hour types.			
Provide a way to track compensatory time and know when it should be used.			
Provide a way to import employee hours.			
Produce employee time sheets for manual input, if needed.			
Provide a time and attendance system or module that:			
Allows supervisors to approve or decline time and attendance.			
Allow posting of employee wages to multiple cost centers.			
Import time and attendance data into payroll system.			

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General			
Produce reports of employee hours and earnings by cost center and position.			
Restricts mobile and GPS time and attendance entry by location or IP address.			
Technology / Implementation			
Describe your software development cycle including frequency of releases (software versions, patches, etc.)			
What is the process for testing new releases of your software? What roll back options are available?			
What is the recommended process for backing up data?			
Describe the technology used to develop the system. i.e., technology stack, database, etc.			
Provide an overview of the implementation methodology used for the proposed system.			
Describe the support levels available for the proposed system. What is the escalation procedure? What are the support service hours?			
Describe your current user base. What industries are you most familiar with? What are the percentages by industry of your customer base?			
Are there any user groups associated with the proposed system. Do you have an annual conference associated with proposed system?			
What type of learning or training opportunities are available for the proposed system? Are the trainings offered self study or is instruction provided? What is the cost of training?			
Describe the data conversion process. What format will the data need to be in to convert, i.e., database schema.			