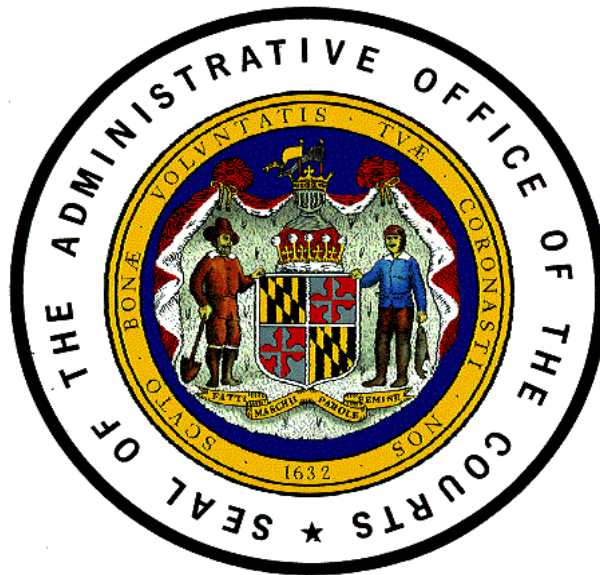


STATE OF MARYLAND JUDICIARY
JUDICIAL INFORMATION SYSTEMS

Back Office Project Requirements And Concept of Operations



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I. OVERVIEW

A. Summary

In 2005, the Maryland Judiciary Administrative Office of the Courts (AOC) engaged the National Center for State Courts (NCSC) to document the business flow within the AOC and inventory the various administrative support computer systems. The NCSC final report, produced in March 2006, was a high level examination of AOC business processes and included:

- A brief overview of the work performed,
- Appendices including diagrams of responsibilities, and data systems used,
- Recommendations to improve efficiency and effectiveness,
- Brief description of data systems used.

The NCSC report provided a basis to conduct detailed requirements upon which a software solution could be competitively selected and implemented. To adequately capture the functional requirements, Joint Application Development (JAD) sessions were conducted to capture detailed current processes through business process modeling, develop a future business process model, and then perform a Gap analysis. . In addition, the selection criteria for a vendor and recommendations for business process changes were developed. This formed the basis for the functional requirements described in Section III.

B. Objectives

The objective of executive management within the AOC is to provide the Maryland Judiciary with an integrated, flexible resource planning and management solution to replace the Financial, Procurement, and Human Resources systems currently in use. Such a system will improve operational efficiency and enhance the ability to accurately measure effectiveness of operations and programs.

The initial phase of the Back Office Project was to develop functional requirements for and evaluation of proposals for the selection of an integrated resource planning and management solution, to include the following business and system objectives.

Business Objectives:

- Eliminate redundancy in business processes, systems, and data,
- Provide timely and efficient access to data,
- Reduce paper flow, dependencies, and labor-intensive operations,
- Improve interfaces with vendors, outside agencies, employees, and the public,

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- Support a diversity of business requirements in a homogeneous manner.

System Objectives:

- Provide vertical and horizontal scalability.
- Provide capabilities to rapidly respond to changes.
- Provide cost effective solutions to development, maintenance, and support.
- Supports business units with systems that are adaptable, and easy to understand and use.
- Enforces security policies related to access, confidentiality, and configuration. Enforces data integrity, validity, and accuracy.

C. Scope

The focus of the requirements definition phase was to establish the scope of the desired system solution and the documented requirements for its successful implementation through the review of the workflow material, clarification of work processes, and gathering functional and system requirements. The major deliverable is documented requirements and parameters to be used in the development of an RFP, selection, procurement and implementation of an integrated software solution. The process and scope entailed the following tasks:

- Build upon the workflow and recommendations developed by the NCSC and established the scope of the automation to be undertaken,
- Document functional and technical requirements, which will be the basis for an RFP for the solicitation and selection of an integrated system solution,
- Perform initial market research and recommend potential vendors commensurate to the size and scope of the AOC,
- Develop an effective set of proposal evaluation criteria based upon critical requirements to produce a streamlined selection process, considering compatibility with the architecture being implemented by the Judicial Information Systems department,
- Identify customization, conversion, and implementation considerations including systems implementation and ongoing maintenance and support alternatives,
- Developed preliminary cost and resource estimates for the acquisition, implementation, data conversion and ongoing support of an integrated solution for ongoing budgeting purposes.

II. ASSESSMENT OF CURRENT ENVIRONMENT

A. Environment

The operational characteristics of the judiciary distinguish it from industry and public sector concerns.

The AOC was established by Chapter 343 of the Acts of 1955 to implement court policies established by the Chief Judge of the Maryland Court of Appeals. The State Court Administrator, as the administrative executive, is to act as liaison between Judiciary, the Legislative and Executive branches of government, and to support the Chief Judge in fulfilling his administrative responsibilities.

The AOC business units can be broken into two categories; that of operational services and support services.

1. Operational services within the Administrative Office of the Courts essentially encapsulate the primary business units that directly support the Judiciary. They administer and provide research for various programs, and carry out the business of the courts as directed.
2. Support services within the Administrative Office of the Courts provide support to the courts, Clerks' of the Court, and operational service divisions of the AOC. This includes human resource and financial administration, procurement, and information technology support.

The Department of Budget and Finance is comprised of three units: Accounting Operations, Budget and Reports, and Financial Services, which collectively handle the accounting, budgeting, and financial services of the Judiciary. Key functional responsibilities include accounts payable, accounts receivable, formulation, presentation, justification and execution of the Judiciary budget, as well as oversight of the security and operational aspects of the financial computer operating system.

The Procurement and Contract Administration Department is responsible for fixed asset management, fleet management, warehouse management, and the requisition of goods and services. This is inclusive of contract administration including vendor negotiations, requisition and purchase order processing, and vendor management.

The Maryland Judiciary's Human Resources Department provides day-to-day service to the employees of the Judiciary as well as to the public.

Judicial Information Systems (JIS), the Information Technology (IT) arm for the Judiciary, is responsible for:

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- General administration of technology systems of the Judicial Branch;
- Data center operations and network support, including technical support, call center, wide-area and local-area networks connecting state-wide court facilities;
- Project oversight and management of software, hardware and related technology design, development, acquisition, maintenance, and integration, to include mainframe and web-based computing applications, computer-based transaction processing and reporting, and data and information warehousing and analysis;
- Assurance of information and data integrity through security and access management;
- Systems integration with Criminal Justice agencies;
- Determination of long-term needs, research and development and overall strategies for development and management of Judiciary-wide information technology;
- Proposal and administration of the IT programs and operational budgets.

B. Analysis Process

A number of the current AOC processes and systems are independent of one another, and interact through interface points. Some business units have “home grown” systems that do not follow established industry standards. The bulk of AOC activities are labor intensive and based upon disparate MS Excel and Access software. Business units such as Human Resources and Procurement follow standard business practices, but utilize the most basic and rudimentary of system functionality. They have compensated with effective and efficient manual methods that utilize generic software packages such as Excel and Access. Business units such as Family Administration, Program Services, Problem Solving Court, and Court Research and Development are unique business processes generic to a judicial environment. They also rely heavily upon Commercial Off The Shelf (COTS) software such as Excel, Access, and accounting packages.

The requirements phase of the AOC Back Office Project entailed analyzing manual processes in need of automation, support of end user reporting and control needs and operational challenges. The analysis also included the examination of Judiciary policies and procedures that curtail accomplishment of strategic initiatives. This examination was based upon target performance measures and objectives, and then determining what practices needed to be changed to accomplish the initiatives. Performance measures and objectives included the end user perspective.

Integration is an enabling tactical objective that increases efficiency, flexibility, and effectiveness of an organization. Integration entails making the whole greater than its parts, which is accomplished through the elimination of duplicate processes and the sharing of resources. At the organizational level it is the collaboration of policies, processes, and procedures that are consistent across the entire enterprise.

For the requirements phase of the AOC Back Office Project this entailed the establishment of business change management process that addresses business processes

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from an organizational perspective, while maintaining adequate controls. The primary objective was to gain synergies and cooperation across organizational boundaries. It also entailed allowing access to status information pertinent to business unit operations and sharing of information across organizational boundaries.

Effectiveness measures the quality of results. At the organizational level it measures the effectiveness of decisions. Along with efficiency measurements, effectiveness measurements provide a scorecard to management as to how well an organization is performing. This required a review of performance measures to determine if business units were in line with their objectives. Things that fall outside of the various tolerances were examined to determine changes that would bring them back in line. The performance measures were established from an end-user perspective.

C. Requirements Analysis

The Requirements Gathering/Analysis activity was conducted to:

- Review each of the business processes by functional area – for example, Budgeting, Grants, Human Resources, Payroll, etc;
- Identify and document which business processes and issues are organizational priorities;
- Gather information about the Maryland Judiciary's complex business processes;
- Capture the functional and technical requirements associated with each business process;
- Capture necessary interfaces;
- Identify key change management requirements;
- Identify key areas for business process redesign/reengineering (please note: all business process redesign/re-engineering activities are not part of the scope of the requirements gathering/analysis effort)
- Capture issues that may require potential policy changes.

The requirements gathering sessions:

- Covered the Maryland Judiciary's various business processes and requirements;
- Were attended by a cross section of the user community, technical staff, and management;
- Surfaced issues that needed resolution;
- Helped determine interfaces that were needed;
- Were meant to be interactive;
- Involved research and data gathering;
- Identified reporting requirements;
- Identified security requirements;
- Helped to identify potential vendor demonstration scenarios/scripts

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Attendees represented the functional areas including:

- Project Management
- General Ledger
- Accounts Payable
- Accounts Receivable
- Budgeting
- Purchasing
- Inventory
- Budgeting
- Grants
- Asset Management
- Cash Management/Treasury
- Capital Planning
- Human Resources
- Payroll
- Information Technology

D. Functional Requirements Approach

a. Joint Application Development (JAD)

The approach to defining the functional requirements for AOC Back Office Project (BOP) entailed a number of steps to ensure the results were all-inclusive, accurate, and reflective of the organization. The driving activity was the Joint Application Development (JAD) sessions. The tool to capture that information was the Business Process Modeling (BPM) methodology. JAD sessions were designed to create an environment where information can be captured and disseminated in an effective and efficient manner.

Individual JAD sessions were held with the following business units:

- Administrative Services Unit
- Finance
- Grants Management
- Human Resources
- Judicial Information Systems
- Legal Affairs
- Procurement and Contract Administration

Resources with the following expertise and knowledge participated in the various JAD sessions:

- Personnel who knew their processes,
- Copies/examples of all reports,
- Copies/examples of Excel/Notes spread sheets,
- Record layouts of Access/application files,

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- Record layouts of interface files,
- List of activities performed for each process,
- Copies of standards, policies, and/or procedures,
- System documentation including configurations/topologies,
- Organization chart,
- Location index,
- Staff assignments by process and/or function,

b. Oversight

Oversight was through a steering committee comprised of a governing body, and business unit representatives. Also, there were JAD Organizational Committees comprised of core working groups within each business unit. In addition, there were project organizations that facilitated JAD sessions and documented the results. This was spelled out in detail in the AOC BOP Communications Plan.

The basis of oversight was to ensure the AOC project team was actively engaged in the project to monitor progress, resolve issues, and provide direction. The steering committee, comprised of stakeholders and key project personnel, was responsible for:

- Review project progress
- Eliminate obstacles to progress
- Decide conflicting organizational issues
- Form sub-committees to address special situations or on-going challenges
- Provide direction
- Approve/disapprove milestones
- Organizational information dissemination

Steering Committee representatives were from the following organizations:

- Manager, Administrative Services
- Deputy Director, Budget and Finance
- Deputy Director, Court Research and Development
- Executive Director, Drug Court
- Database/Technical, Family Administration
- Quality Assurance Specialist, Human Resources
- PMO, Judicial Information Systems
- Executive Director, Legal Affairs
- Acting Deputy Director, Procurement and Contract Administration
- Manager, Program Services
- Program Services
- Project Manager, AOC Back Office Project
- Business Process Engineer, AOC Back Office Project

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The governing body was composed of senior management from the following organizations:

- State Court Administrator, Steering Committee Chairman
- Deputy State Court Administrator
- Executive Director, Human Resources
- Executive Director, Procurement and Contract Administration
- Executive Director, Budget and Finance

The JAD Organizational Committees were formed to communicate and facilitate the formal and informal exchange of information. To ensure all levels of the AOC received information and had the opportunity to provide input, the following processes were put into place:

- Dissemination of information to the affected staff at the end of each JAD session with comment period,
- Departmental presentations of JAD final results with open discussion.

Responsibilities included:

- Participate in JAD sessions
- Disseminate JAD results within respective AOC business unit
- Collect feedback/information for inclusion in JAD sessions
- Participate in steering committee meetings when appropriate

Each business unit formed a working group to disseminate information throughout their organization, and collected comments as input/feedback into the process. This was critical during the JAD sessions to ensure everyone had an opportunity to review and respond to JAD session results. These working groups were also tasked with collecting detailed information for inclusion in project documentation. The number of people involved from each AOC business unit depended upon the number of functions being performed.

The primary benefit was to convey an accurate disposition of the project for AOC management to make informed and decisive decisions related to the AOC Back Office Project. Secondly, the benefit was to disseminate to the AOC organization the capabilities, functionality, and ease of use of a new system

The AOC BOP Project team focused upon conveying relevant information related to the planning and execution of the project to all levels of the organization. Responsibilities included:

- Facilitating JAD sessions
- Maintaining accurate disposition of project schedule
- Communicating project status
- Maintaining project issues log
- Reporting project financial and resource utilization
- Accessing and reporting risks

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- Maintaining and reporting change requests
- Business Process Modeling, used to capture information related to:
 - People Activities
 - Workflow User Interfaces
 - Mapping Data
 - Form Editor to capture/create reports and HTML interfaces.
 - Resources

III. FUNCTIONAL REQUIREMENTS

The initial requirements phase of the Maryland Judiciary Administrative Offices of the Courts Back Office Project was to develop functional requirements for the selection and procurement of an integrated resource planning and management solution to replace the Financial, Procurement, and Human Resources systems currently in use.

The effort took an in-depth approach to collecting requirements. In the process, business process inefficiencies were identified. The process identified the current state, followed by a future state business process that would result in change process to get from one to another. This entails not only operational integration, but also business process changes that will result in addressing Judicial policies.

Outlined in the following section are the functional requirements for the Administrative Office of the Courts for Finance, Human Resources, Procurement, and Grants.

A. Finance

This section outlines the general functional requirements for General Ledger, Accounts Payable, Accounts Receivable, and Budgeting.

General Ledger

- Update from external sources (i.e., other application systems such as Procurement, Human Resources, and Grants).
- Ability to maintain multiple ledgers and sub-ledgers.
- The General Ledger should automatically maintain balances based upon budget and expense transactions.
- The General Ledger should be flexible to respond to changes.
- The system should allow user defined, multiple position, alphanumeric account codes that include:
 - Business Unit
 - Fund
 - Organization
 - Account
 - Program
 - Sub Program
 - Project/Grant
 - Budget Year
- Chart of account codes should be variable in length within the same chart of accounts.
- Ability to define account types. (i.e., monetary, statistical).
- Ability to make chart of account codes active or inactive.
- Permit account roll-up across dissimilar charts of accounts
- View chart of account structure in a graphical hierarchical tree structure

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- Support a “what-if?” reporting analysis to proposed changes in the chart of account structure including changes to historical structures as well as changes to future structures.
- Ability to define chart of account relationships in “trees” as part of the integrated application including multiple tree structures for the same chart of account values
- Ability to change chart of account structures and maintain transaction history and account balance.
- Allow customization of chart of account segments. There should be a vendor-supported process to migrate system modifications to new releases.
- Provide transaction controls including editing and budget checking.
- Support of multiple line items for journal entries.
- Support multiple transactions from a single entry.
- Allow detailed transactions with user-defined summary ledgers.
- Ability to track assets, liabilities and balances at the departmental and program levels.
- Are inter-agency and intra-agency transactions and structures supported?
- Ability to create self-balancing inter-agency entries.
- Ability to balance entries by any chart of account component.
- Ability to define multiple agency/business units within the chart of accounts.
- Sub-ledgers for employee receivables (i.e., T&E, advances, education reimbursement).
- Allocation of expenses to multiple accounts based upon:
 - Dollar amount in account balances.
 - Predefined percentage.
 - Chart of account values.
 - Value in one or more non-statistical accounts.
- Statistical accounts for cost allocation purposes.
- Ability to maintain year-to-date information for statistical accounts.
- Automatic generation of journal entries from budget allocations.
- Ability to track an allocation journal entry back to its source allocation pool.
- Journal allocation across business units/agency.
- Support of multi-step allocation processes.
- Ability to store allocation entries in a separate ledger.
- Allocation processes may be run in audit or update mode.
- Ability to create non-dollar denominated journal entries and associate those entries to numerical values (i.e., dollars and associated units).
- Support the batching of transactions for on-line processing.
- Allow posting of a single user’s input or selected batches (not all un-posted transactions).
- Ability to view allocation results online before posting.
- Allow online update of master file data with a simple method that includes:
 - Adding new chart of account values.
 - Combining chart of account values.
 - Inactivate chart of account values.
- Ability to support user defined periods for the fiscal year, calendar year, etc.

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- Provide budgetary control and automatic balancing for data entry of journal entries and other transactions.
- Ability to enter free format comments or descriptions for each journal entry.
- Suspend processing for unbalanced amounts.
- Identify errors in transactions.
- Ability to enter, update and process journal entries online.
- Support preparation and automation of recurring journal entries of a standard amount.
- Support preparation and automation of recurring journal entries of varying dollar amounts.
- Support automatic preparation of reversing entries for accruals.
- Posting of transactions to proper accounting period by date.
- Support financial and statistical data together in report calculations.
- Allow consolidation of different chart of account values.
- Store all journal entries for the entire fiscal year.
- Allow multiple trial closings before final closing.
- Support transaction processing without having to close one period before starting the next, including year-end closing.
- Ability to define the transaction types and time period for future period processing.
- Ability to process entries to periods other than current:
 - Previous year(s).
 - Current year.
 - Next year.
- The year-end close process should be automated to allow for a smooth transition from one fiscal year to the next.
- The Year-end closing process should allow encumbrances for the old fiscal year to remain available, as determined by the user, for processing in the new fiscal year.
- Inter-agency transactions prepare “due to” and “due from” entries.
- Validate budget amounts from subsystems such as:
 - Accounts payable.
 - Purchasing.
 - Inventory.
- Journal entry spreadsheet interface.
- Transactions can be balanced by one or more chart of accounts.
- Accrual reversals can be posted with a full audit trail.
- Online budget checking and batch budget checking.
- Ability to link an organization’s account/object code to a user defined, alternate account/object code for reporting purposes.

Budgetary Control

- Retain budget and actual amount by quarter for current year and at least five prior years.

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- Permit revision of budgets throughout the fiscal year by journal entry and/or file maintenance.
- Provide the ability to maintain separate budget and fiscal years.
- Budgets may be established at the line item level or at a summary level, depending on the needs or preferences of the departments.
- Ability to track or control budgets as defined by the user.
- Pre-encumbrance and encumbrance transactions affect budget availability.
- Multiple budget types are supported including Organization budgets, Appropriations, Allotments and Grant/Project budgets.
- User creation or modification of budget on a line-by-line basis.
- Ability to allot funds throughout the fiscal year.
- Ability to allot funds by any chart of account value.
- Ability to validate those allotments does not exceed appropriation.
- Ability to set up expense budgets for future years and periods.
- Ability to budget non-financial data as defined by the user.
- Online validation that the sum of all expense budgets associated with an appropriation is not greater than the budget authority for that appropriation.
- Ability to set allotments at multiple levels within the organization.
- Ability to define specific accounts for budgetary override (i.e., salaries).
- Ability to update budgets both online and in batch.

Reports/Inquiry

- Real-time updating of financial reports.
- Dynamic selection of entities for report consolidation, including chart of account values.
- Automatic update of financial reports for the current and prior period for changes in the chart of accounts.
- Online account inquiry at summary or detail levels with the option of viewing data over a specified period.
- Account information inquiry to display the following:
 - Account balance information.
 - Current period transactions in descending date sequence.
 - Year-to-date transactions in descending date sequence.
- Ability to support multiple reporting hierarchies separate from the accounting reporting hierarchy.
- Ability to support budgetary analysis (e.g., by appropriation, fund or other chart of account value).
- User defined multi-column statements for period-to-period figures and variances.
- Customization of financial reports as well as consolidated amounts for the following:
 - Current period.
 - Same period previous year.
 - YTD for the current period.
 - YTD same period previous year.
 - Other user-defined time periods.

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- Operating Statement report for a user-defined period, with multiple columns for user-selected totals.
- Operating Statement for a selected 12-month period listing each month in columnar fashion.
- Ability to provide an Operating Statement for each organization/Department.
- Ad hoc financial reporting (i.e., any time during month).
- User defined reporting periods (i.e., period beginning and end dates).
- Allow arithmetic computations for columns and rows in ad-hoc reports.
- Allow output of reported data to external files in a standard format so that the information can be processed by a PC-based spreadsheet package (e.g., Lotus or Excel)
- Data output in spreadsheet format includes formulas. The tool employed to perform this function should be easy to use and integrated within the application.
- Complete audit trail reports to allow users to trace the origin of any transaction included in an account balance to its source, including originator.
- Support flexible roll-up reporting or detailed management reporting with sorting and totaling based on any level or chart of account value contained in the General Ledger.
- Ability to report on data for one budget account.
- Ability to report on data across chart of account values.
- The following standard reports should be provided by the general ledger application:
 - Ledger Definition Report
 - Calendars Report
 - Average Daily Balances Processes Report
 - Allocation Group Definition Report
 - Journal Entry Detail Report
 - Closing Trial Balance
 - Inter-agency Reconciliation Report
 - Allocation Report
 - General Ledger - Activity Report
 - Posted Journals - Summary
 - Ledger vs. Journal Integrity Report
 - Journal Edit Errors Report
 - Trial Balance
 - Chart field Maintenance Report
 - Operator Preferences Report
 - Valid Entities/Business Units Report
 - Journal Entry Detail Report
 - Update Security Edit Tables Report
- The following report templates should be provided by the general ledger application as part of the integrated, user-supported ad-hoc inquiry and reporting tool:
 - Period and YTD Variance Report
 - Allotment Detail Report

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- Appropriation Detail Report
- Combining Balance Sheet Report
- Changes in Fund Balance Report
- Organization Budget Detail Report
- Revenue Estimate Report
- Project/Grant Detail Report
- Statement of Financial Position (CAFR Format)
- Statement of Activities - Current Fund format (CAFR Format)
- Statement of Activities - Fund Groups format (CAFR Format)
- Statement of Revenues, Expenditures, and Changes in Fund Balances
- Statement of Revenues, Expenditures, and Changes in Net Assets
- Statement of Revenues, Expenditures, and Changes in Equity
- Statement of Net Assets

Accounts Payable

Vendor Management

- The Accounts Payable application should include vendor management functionality to allow accounting staff to build and maintain a list of active vendors providing goods and services. The vendor list should be available on-line during the processing of Accounts Payable transactions.
- The application should provide vendor information management capabilities including:
 - Vendor ID
 - Vendor hierarchy
 - Vendor Controls and Rules
 - Maintain multiple addresses for a vendor.
 - PO dispatch method to include Print, EDI and Fax capabilities. System should support multiple methods as a standard integrated process within the application
 - User-defined vendor types and classifications
 - 1099 information
 - Bank Account
 - Payment
 - Receiving
 - Invoice/ Voucher
 - PO
 - Invoice Item
- One time vendor creation with ability to make permanent.
- Vendor approval capability.
- Track vendor contacts and conversations.

Invoice Processing

- Support online inquiry to the voucher file by:
 - Vendor number
 - Vendor name
 - Voucher number

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- Purchase order number
- Invoice number
- Requisition Number
- Maintain voucher status information that includes:
 - Open
 - Approved
 - Disputed
 - Paid
- Provide batch control and automatic batch balancing during voucher entry.
- Support batch review and approval/release prior to posting.
- Allow invoice voucher entry of the following information:
 - Date invoice received.
 - Quantity.
 - Freight.
- Integration with Purchasing to provide for the retrieval of all Purchase Order information.
- Integration with Budgetary control to check funds availability.
- Ability to set tolerances between the invoice and purchase order for budget checking control.
- Ability to track travel reimbursements against advances.
- Provide online editing during voucher entry of:
 - Vendor number
 - Purchase order number
 - Item number or description
 - GL account numbers
 - Generation of multiple transactions from a single entry
 - Override of 1099 status (allow 1099 and non-1099 payments)
- Allow posting to a non-current period.
- System-generated voucher numbers is used.
- Ability to generate voucher numbers manually.
- On-line verification of duplicate payment. Rules for duplicate payment checking as well as the action associated with a condition are user defined at the organization or vendor level using one or more of the following criteria:
 - Vendor ID
 - Business Unit
 - Invoice Number
 - Invoice Date
 - Gross Amount
- Schedule date for voucher payment.
- Support expense account distribution at the time of data entry:
 - Account distribution by pre-defined default entry
 - Transaction-specific account distribution
 - Ensure full expense amount is distributed

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- Ability to define “short cut” data entry keys with predefined accounting distributions.
- Permit entry of comments for each item to be printed on the voucher
- User entry of comments.
- Voucher due date calculated based on default or override voucher terms.
- Due date be override at time of voucher entry.
- Allow “quick add” of vendors during data entry without returning to the main menu.
- Manually prepared checks entered and distributed to the proper accounts.
- Online voucher inquiry supported for both open (unpaid) and paid items.
- Ability to create Recurring Vouchers with predefined submission schedules. Recurring Vouchers may be updated at any time for an individual submission.
- Print vendor-mailing labels.
- The Accounts Payable application provides an integrated process to receive vendor bills through electronic data interchange (EDI).
- The Accounts Payable application validates data entry including the accounting distribution and availability of funds.
- Invoiced amounts are checked against the defined tolerances for the organization and vendor, with the availability of an optional override.
- Automatically calculate and pro-rate freight
- Support recording and control of “Procurement Cards
- Automatically pass expense information to other sub-systems such as Fixed Assets, Project Costing or Grants

Disbursements Processing

- Invoices selected for payment using a pay-through date and/or manual flagging of invoices.
- Display total disbursement amount by:
 - Vendor name
 - Vendor number
 - Order date
 - Received date
- Automatic payment scheduling.
- Hold payments until the next check run and/or until released by the user.
- Hold payments by invoice number and/or vendor.
- Vendor debit and credit memos applied to original vendor invoice (i.e., net basis)
- User defined pay cycle and sorting criteria.
- Vendor invoices entered for immediate generation of system checks.
- Online payment and voucher cancellation.
- Ability to process manual checks.
- Ability to define separate processing rules for Accounts Payable entities/departments/units.
- Process prepayments in Accounts Payable.

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- Forecasting information for a user-defined period (i.e., week, month, year) that includes:
 - Voucher numbers
 - Vendors
 - Discounts
 - Due dates and amounts for all unpaid items
 - All unpaid items due by a specified date
- Provide detail in date priority up to a user-defined total cash disbursement dollar amount for:
 - Specific vendor(s)
 - Specific invoices(s)
 - All invoices approved for payment and due by a given date
 - Eligible for discount as priority
 - All approved invoices
- Track all voided checks.
- Unapplied vendor credits are applied to multiple invoices, and print supporting detail.
- Provide a warning for duplicate payments to the same vendor (based on amount, vendor name, vendor invoice number, and/or account number).
- Can the system produce an exception report listing invoices that exceed a specified dollar limit.
- Permit stop payment.
- Automatically reverse closed vouchers if a check is voided.
- Ability to prevent payments to vendors with the following:
 - AP debit balance
 - AR balance
- Accounts Payable automatically generates associated transactions to liquidate encumbrances generated from Purchasing.
- Track cash disbursements by expense account.
- Generate AP edit report prior to posting to GL.
- Generate GL account distribution reports summarizing activity by account for each batch of transactions and accounting period.
- GL distribution for each line item on each voucher.
- Balancing and control reports with the General Ledger to ensure application security, balancing of transactions and provides a full audit trail of the transaction detail.
- Support Multiple Payment methods including ACH, Electronic Funds Transfer (EFT), check and wire transfer.
- Generate a tape/output file to transmit payment information to an alternate disbursing organization i.e., DBM.
- Ability to process partial payments (releases) against vouchers.
- Real-time analysis with user-defined time horizons.
- Ability to direct payment to alternate payees.
- Ability to archive vouchers and payment transactions but have online access in history tables for query and reporting.

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- Ability to support check reconciliation manually as well as on an exception basis only by comparing to a DBM file.

Processing

- Generate IRS 1099 reports
- Vendor designated as IRS 1099 status.
- Provide the ability to re-code payments to include in 1099 reporting

Reports/Inquiries

- Provide real-time updating of financial reports.
- Allow dynamic selection of entities for report consolidation, including chart field values.
- Allow online inquiry at summary or detail levels with option to view data over a user-specified period.
- Permit account information inquiry to display the following:
 - Account balance information.
 - Current period transactions in descending date sequence.
 - Year-to-date transactions in descending date sequence.
- Ability to support multiple reporting hierarchies separate from the accounting reporting hierarchy.
- Ability to support budgetary analysis (e.g., by appropriation, fund or other chart field value).
- Allow multi-column statements for period-to-period figures and variances.
- Customization of financial reports for each entity as well as consolidated amounts for the following:
 - Current period
 - Same period previous year
 - YTD for the current period
 - YTD same period previous year
 - Other user-defined time periods
- Reports for a user-defined period, with multiple columns for user-selected funds and consolidated totals.
- Provide a report for a selected 12-month period listing each month in columnar fashion.
- Ability to provide a report for each organization/Department.
- Support ad hoc financial reporting (i.e., any time during month).
- User defined reporting periods (i.e., period beginning and end dates).
- Allow arithmetic computations for columns and rows in ad-hoc reports.
- Allow output of reported data to external files in a standard format so that the information can be processed by a PC-based spreadsheet package (e.g., Lotus or Excel).
- Data outputted in spreadsheet format includes formulas. The tool employed to perform this function should be easy to use and integrated within the application.

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- Provide complete audit trail reports to allow users to trace the origin of any transaction included in an account balance to its source, including originator.
- Support flexible roll-up or detailed reporting with sorting and totaling based on any level or chart field value contained in the General Ledger.
- Ability to report on data for one fund.
- Ability to report on data across chart field values.
- The following standard reports should be provided:
 - Origins Report
 - Payables Operator Profile Report
 - Tax Authorities Report
 - Tax Codes Report
 - Voucher Register
 - Control Group Register
 - Posted Voucher Listing Report
 - Master Contracts Report
 - Recurring Voucher Contracts Report
 - Recurring Vouchers Report
 - Payment History by Vendor Report
 - Payment Advice
 - Trial Payment Register
 - Payment Forecast Report
 - Vendor Detail Report
 - Vendor Summary Report
 - 1099-MISC Forms/Tape Report
 - Payment Archive Selection Report
 - Voucher Archive Selection Report
 - Payment History Archive Selection Report
 - Voucher History Archive Selection Report (Voucher Distribution)
 - Voucher History Archive Selection Report (Voucher Payments)
 - Voucher History Archive Selection Report (Voucher Accounting Entries)

Budget

Setup

- Build budget data for any set of chart of account combinations.
- Create Appropriation, Allotment, Organization, Grant/Project and Revenue Estimate budgets as well as user-defined budget types.
- Budget at any user-defined level.
- Track changes to multiple budget versions (i.e. “what-if?” scenarios) through flexible user-defined budget workbooks.
- Budget development system should be integrated with Microsoft Excel to provide unlimited flexibility and ease-of-use when developing budgets.
- Ability to automate the budgeting process through the electronic distribution of budget information to all relevant parties.
- System should provide the flexibility to customize budget workbooks to reflect organizational processes and requirements.

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- System should allow integration with Position Information from Human Resources.

Budget development processing

- Budget development tools should be available via an integrated workflow tool.
- Ability to distribute budget information including workbooks and instructions electronically.
- Ability to build budgets on-line or remotely.
- Budget development process should be integrated with an automated workflow process.
- Ability to designate one or more budget coordinators to manage the budget development process.
- System should provide for automated budget status tracking and update.
- System should provide automated work lists of notifications to reviewers and approvers.
- Ability to edit chart of account combination information for user defined access.
- Ability to display budget information based upon user-defined time spans and periods.
- Ability to define formulas for calculating budgets. Formula results can feed other formulas.
- Ability to electronically attach documents justifying budget submissions.
- Ability to create and customize budget reports.
- Ability to chart and graph budget workbook data.
- Ability to insert new budget items.
- Ability to add Approver Notes to budget documents.
- Ability to spread budget amounts over unequal periods.
- Ability to enter itemized lists justifying budget amounts.

Budget Update and Maintenance

- Ability to automatically post budget amounts to the General Ledger.
- Ability to use the budget development tool for budget maintenance with subsequent updates to the General Ledger.

Reporting/Inquiry

- Ability to support budgetary analysis (e.g., by appropriation, fund or other chart of account value).
- Support multi-column statements for period-to-period figures and variances.
- Provide reports for a user-defined period with multiple columns for user-selected funds and totals.
- Report for a selected 12-month period listing each month in columnar fashion.
- Ability to provide a report for each organization/Department.
- Support ad hoc financial reporting (i.e., any time during month).
- User defined reporting periods (i.e., period beginning and end dates).

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- Allow arithmetic computations for columns and rows in ad-hoc reports.
- Allow output of reported data to external files in a standard format so that the information can be processed by a PC-based spreadsheet package (e.g., Lotus or Excel).
- Data outputted in spreadsheet format includes formulas. The tool employed to perform this function should be easy to use and integrated within the application.
- Provide complete audit trail reports to trace the origin of any transaction included in an account balance to its source, including originator.
- Support flexible roll-up or detailed reporting with sorting and totaling based on any level or chart of account value contained in the General Ledger.
- Ability to report on data for one fund.
- Ability to report on data across chart of account values.

Accounts Receivable

General

- The Accounts Receivable application should manage general organization receivables.
- Ability to establish separate processing controls for AR entities from organization wide entities.
- Ability to support distributed processing.
- Ability to define customers and link relationships graphically with a “tree” or other hierarchical relationship.
- Ability to define extensive defaults for processing.
- Ability to record customer conversations.
- Ability to maintain unlimited addresses and contacts.
- Ability to perform payment trend analysis..
- Ability to integrate with desktop word processing software for generating customer correspondence.
- Ability to define Payment, Charge and Adjustment transactions as specified by the user. These definitions should be unique to entities within the organization processing receipts.
- Provide flexible account search capabilities, including partial name search and account/customer number.
- User defined customer hierarchies
- Display detail of charges, payments, invoices, receipts, debit and credit memos, and adjustments online.
- Maintain customer information without exiting the module.
- Retrieve customer account numbers and account information by:
 - Customer account number
 - Business Unit
 - Invoice number
- Indicate AR items in dispute.
- Batch control item counts and dollar totals entries that forces system to balance against those control totals.

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- Can both open item and balance forward
- Users can switch from “heads up” to “heads down” mode as needed.
- For “heads up” cash application, the system automatically displays open customer items (debits and credits) and permits users to select items that have been paid.
- Permit users to override full item amount with partial payment, leaving balance open.
- Apply discounts and credits taken to an open item being paid.
- Record payment date, customer check number, and check amount.
- Automatically write off open balances of less than a user-specified amount during cash applications.
- Unpaid balances can be written off, left open, or charged back.
- Force cash amounts applied to multiple open items to equal the check amount, or to post under applied amount to the account as unapplied.
- Payments received applied “on-account” if the invoice number is not known at the time of cash application.
- Allow manual application of cash to open invoices if the customer does not provide the invoice number.
- Allow the definition of various payment allocation methods by account or charge type. Line item posting, automatic posting based on charge type, and first in/first out posting activities should be supported.
- Accommodate simultaneous application of cash and open credits to a specific open invoice.
- Permit a batch of checks from different customers to be entered under a single batch control count/total.
- Specify deductions and charge backs as separate line items and automatically generate a new invoice.
- Distribution of a single check permitted to the following:
 - Multiple customers/accounts.
 - Multiple invoices.
- Identify duplicate entry of customer checks.
- Comments applied to cash application transactions.
- Ability to establish multiple Ids per customer.
- Ability to track conversations and contacts.
- Manage advance payment and allow the association of payments to future periods or charges.
- Ability to associate related parties to a customer for billing purposes.
- Account definition process should support the identification of a responsible party, allowing multiple accounts to be linked to the same party.
- Ability to enter annotations and notes for an account.
- Ability to generate on-line worksheets for account information to facilitate the matching and entry of account items.
- Apply and post payments online or in background.
- Ability to apply payment to more than one customer.
- Balanced user-defined accounting entries are supported.

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- Ability to updated revenue estimate from Accounts Receivable.
- Ability to automatically write-off small remaining balances that are within user-defined tolerances.
- Ability to automatically generate refunds through Accounts Payable.
- Ability to track inter-fund or inter-agency payables and receivable with appropriate identifying information.
- Ability to produce an output file for inter-agency transactions for clearance by a central authority.

Collections

- Reports provided that detail outstanding Accounts Receivables for past due customers.
- Online account aging detail provided for past due customers.
- User defined aging increments.
- Calculate AR aging based on invoice date and customer payment terms.
- Provide aged AR reports sorted by:
 - Business Unit
 - Bill to address
 - Mail to address
 - Amount
- Print an amount due report that includes:
 - Organization
 - Bill to contact (name, company name & address)
 - Amount booked (revenue)
 - Amount pre-paid
 - Amount due
 - Amount billed
- Provide detail online for past due invoices.
- Maintain an account past due profile (number of months past due) and display it in summary form.
- Provide data fields for recording contact dates, next scheduled contact date, check promised date, and free format notes.
- Generate contact reminders (ticklers) based on next scheduled contact date.

Reports/Inquiries

- Provide real-time updating of financial reports.
- Allow dynamic selection of entities for report consolidation, including chart field values.
- Allow online inquiry at summary or detail levels with option of viewing data over a user-specified period.
- Permit account information inquiry to display the following:
 - Account balance information
 - Current period transactions in descending date sequence
 - Year-to-date transactions in descending date sequence

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- Ability to support multiple reporting hierarchies separate from the accounting reporting hierarchy.
- Ability to support budgetary analysis (e.g., by revenue estimate, fund or other chart field value).
- Multi-column statements for period-to-period figures and variances.
- Customization of financial reports for each entity as well as consolidated amounts for the following:
 - Current period
 - Same period previous year
 - YTD for the current period
 - YTD same period previous year
 - Other user-defined time periods
- Provide reports for a user-defined period with multiple columns for user-selected funds and totals.
- Provide a report for a selected 12-month period listing each month in columnar fashion.
- Provide a report for each organization/Department.
- Allow ad hoc financial reporting (i.e., any time during month).
- User defined reporting periods (i.e., period beginning and end dates).
- Allow arithmetic computations for columns and rows in ad-hoc reports.
- Allow output of reported data to external files in a standard format so that the information can be processed by a PC-based spreadsheet package (e.g., Lotus or Excel).
- Data output in spreadsheet format includes formulas. The tool employed to perform this function should be easy to use and integrated within the application.
- Provide complete audit trail reports to allow users to trace the origin of any transaction included in an account balance to its source, including originator.
- Support flexible roll-up or detailed reporting with sorting and totaling based on any level or chart field value contained in the General Ledger.
- Ability to report on data for one fund.
- Ability to report on data across chart field values.
- Print statements for all customers with receivables to include:
 - Bill-to-address
 - Original invoice amount
 - Payment terms
 - Due date
 - Payments received
 - Balance due
 - Sequence number
 - User produced selected customer statements
 - Print a monthly receipt summary showing:
 - Total credits
 - Total write-offs
 - Total receipts

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- Generate a daily, weekly, and monthly detailed cash receipt journal.
- Generate an exception listing of all AR items with an unpaid balance above a user-specified amount and beyond a user-specified age.
- Ability to print a reconciliation report for each account sorted by account and transaction date.
- Generate the following standard Accounts Receivable reports:
 - Payment Detail Report
 - Payment Summary Report
 - Aging Detail Report
 - Aging Summary Report
 - Cash Forecast Report
 - Business Unit Customers Report
 - Business Unit Contacts Report
 - Statements
 - Level 1 Dunning Letter
 - Level 2 Dunning Letter
 - Level 3 Dunning Letter
 - Customer Follow Up Letter
 - Customer Item Inquiry
 - Finance Charge Invoice
 - Accounting Entries Report
 - Archive Report
- The following report templates should be provided by the application as part of the integrated, user-supported ad-hoc inquiry and reporting tool:
 - Aging Report
 - History - Amount Due Report (Current Period vs. Last Year)
 - History - Amount Due Report (Current Period vs. Last Period)
 - AR Corporate Customer Tree Balances Report
 - Over Credit Limit Report

B. Procurement

This section outlines the general functional requirements for the Procurement Business Unit of the Administrative Office of the Courts including Purchasing, Asset Management, and Inventory Management.

Purchasing

Purchase Order Entry and Processing

- The following attributes should be maintained or accessed through the Purchasing application:
 - Vendor
 - Purchase Request
 - Purchase Request Item
 - Purchase Order
 - PO Item
 - RFQ/Bid

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- Contracts/Blanket Orders
- Receiving
- Delivery
- Item Category
- Item Groups
- Hazard and Disposal Codes
- Item Catalogs
- Asset Profile information
- Pricing Information
- Buyer information
- Item Lead Times by item or vendor
- Matching controls to include unit price and percentage tolerances by unit or extended price. Item or vendor may set matching controls.
- Receiving and Inspection Controls and Rules
- Sourcing Rules and Controls for Requisitions
- Contract Rules and Controls
- RFQ Rules and Controls
- Shipment Rules and Controls
- Unit of Measure
- Purchasing Kits (i.e., grouping of related items in a set)
- All requisitioning, purchasing and receiving transactions performed online.
- Intranet/internet access to requisitions.
- Ability to generate a sequential document number at the operator's request for all transactions.
- Permit manual entry of document numbers at the operator's request.
- Ability to automatically create a requisition online by copying a previous requisition.
- Requisitions generate pre-encumbrance transactions in the General Ledger.
- Vendor information be recalled on Purchase transaction screens by:
 - Vendor code
 - Vendor name (full or partial)
- Vendor items be recalled by:
 - Vendor item number
 - Item description
- Calculate line item extensions based upon unit price and quantity ordered.
- Ability for users to print a proof copy of the purchase order for review.
- Ability to enter standard comments for requisitions and purchase orders.
- Ability to enter additional narrative description for procurement documents.
- Record the expected receiving date (due date) for each PO.
- Ability to modify Purchase Orders (i.e., can add, change, or delete any line item) without canceling or deleting the existing purchase order.
- Provide detailed general ledger account coding on every Requisition and PO line item.
- Ability to receive shipments on-line and define inspection criteria.

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- Accommodate partial receipts of POs or PO line items, with user option at receiving to:
 - Leave the unreceived balance open
 - Cancel the unreceived balance
- Support receipt of a quantity greater than the PO quantity without PO modification within a certain tolerance.
- Allow multiple receiving locations within each PO and/or line item.
- Permit matching of multiple P.O.'s against a single receiving list (e.g., vendor shipped multiple purchase orders in a single shipment).
- Support user-defined matching criteria including two-way, three-way and four-way matching
- User-specified history of vendors and transactions maintained online.
- End user online access to outstanding orders and the status of orders.
- Support the distributed entry of procurement documents.
- Auto Sourcing of Requisitions according to user defined rules.
- Support the entry of Purchase Orders without sourcing from a Requisition.
- Ability to reference multiple requisitions from a Purchase Order.
- Ability to reference procurement documents across fiscal year boundaries.
- Generate Purchase Orders on-demand.
- Purchase Orders generate Encumbrance transactions. Referenced Requisitions will cancel the associated pre-encumbrance.
- Budgets are checked real-time or in batch, as defined by the user for all procurement documents that reference chart of account information with draw down of funds as appropriate.
- Centralized and decentralized procurement models may be established.
- Ability to establish separate processing controls for purchasing entities from organization wide entities/departments/units.
- Ability to establish pre-defined account distributions or "Speed charts" for data entry.
- Ability to generate Change Orders on-line.
- Accounts Payable should automatically access the vendor, accounting, and item detail information entered through the Purchasing and Receiving application and not require the reentry of existing data or the storage of redundant data.
- Provide the ability to create item "trees" to graphically associate the hierarchy of purchase application items.
- Contracts and Blanket Orders may be generated on-line either stand alone or from Requisitions.
- RFQs may be generated on-line or stand alone or from Requisitions.
- Online entry of RFQ responses with the ability to award and generate Purchase Order.
- Provide vendor information management capabilities including:
 - Vendor hierarchy
 - Vendor Controls and Rules
 - Maintain multiple addresses for a vendor.

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- PO dispatch method to include EDI and Fax capabilities. System should support multiple methods as a standard integrated process within the application.
- User-defined vendor types and classifications
- 1099 information.
- Support electronic Shipment and Receiver Documents (Advance Shipment Notification) from vendors
- Provide Evaluated Receipt Settlement (ERS) capability
- Ability to create user-defined catalogs of items that include a scanned image of the item
- Multiple dispatch methods for Purchase Orders are supported including EDI and Fax.
- Integrated with an inventory system for materials management.
- Function for mass close out or cancellation of open requisitions or Purchase Orders with corresponding relief of commitment or encumbrance amounts.

Reporting/Inquiry

- Provide real-time updating of financial reports.
- Allow dynamic selection of entities for report consolidation, including chart of account values.
- Allow online inquiry at summary or detail levels with the option to view over a user-specified time period.
- Permit account information inquiry to display the following:
 - Account balance information
 - Current period transactions in descending date sequence
 - Year-to-date transactions in descending date sequence
- Ability to support multiple reporting hierarchies separate from the accounting reporting hierarchy.
- Ability to support budgetary analysis (e.g., by appropriation, fund or other chart of account value).
- Multi-column statements for period-to-period figures and variances.
- Customization of financial reports for each entity as well as consolidated amounts for the following:
 - Current period
 - Same period previous year
 - YTD for the current period
 - YTD same period previous year
 - Other user-defined time periods
- Provide reports for a user-defined period, with multiple columns for user-selected funds and totals.
- Provide a report for a selected 12-month period listing each month in columnar fashion.
- Ability to provide a report for each organization/Department.
- Allow ad hoc financial reporting (i.e., any time during month).
- Can users define reporting periods (i.e., period beginning and end dates).

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- Allow arithmetic computations for columns and rows in ad-hoc reports.
- Allow output of data to external files in a standard format so that the information can be processed by a PC-based spreadsheet package (e.g., Lotus or Excel).
- Data outputted in spreadsheet format includes formulas. The tool employed to perform this function should be easy to use and integrated within the application.
- Provide complete audit trail reports to allow users to trace the origin of any transaction included in an account balance to its source, including originator.
- Support flexible roll-up or detailed reporting with sorting and totaling based on any level or chart of account value contained in the General Ledger.
- Ability to report on data for one fund.
- Ability to report on data across chart of account values.
- Generate exception report listing P.O.'s closed with a balance due.
- Generate a detailed listing of open P.O.'s by vendor for a user-specified time frame and/or range of purchase orders.
- Calculate period-to-date and year-to-date vendor analysis information including:
 - Quantity ordered
 - Quantity received
 - Average purchase price
 - Last purchase price
 - Dollar value of transactions
- Generate a purchase order status report that lists by location:
 - All P.O.'s
 - Open P.O.'s (including partially shipped orders)
 - Closed P.O.'s
 - Orders for a specified vendor
 - Orders for a specified product type or category
- Generate and report the following purchases and commitments information for selected purchase items:
 - Quantity committed by week, month, current fiscal year, prior fiscal year
 - Average unit price by month, current fiscal year and prior fiscal year
 - Total quantity and total average price, current fiscal year by month
 - Prior fiscal year quantity extended by current fiscal year average prices
 - Percentage increase from prior fiscal year to current fiscal year
- Generate a purchase order listing of items and quantities ordered, vendor, and delivery date.
- Provide reporting capability by:
 - Business Unit
 - Department
- Maintain, on-line, active POs and allow ad hoc reports to be generated, such as sorting by account distribution, department, or vendor.

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- The following standard reports should be generated by the Purchasing application:
 - Purchase Order
 - Request for Quote
 - Requisition Print
 - Requisition to PO Cross Reference
 - Draft PO
 - PO Expediting Report
 - PO Expediting Report by Buyer
 - PO Expediting Report by Vendor
 - PO Expediting Report by Due Date
 - PO List By PO Date
 - PO List By Vendor
 - PO List By Buyer
 - PO List By Status
 - PO Status By Vendor Report
 - PO Status By Item Report
 - PO Detail By PO Date Report
 - PO Detail By Vendor Report
 - PO Detail By Buyer Report
 - PO Schedule By PO Date Report
 - PO Schedule By Vendor Report
 - PO Schedule By Buyer Report
 - Sourcing Analysis by Process Instance Report
 - PO to Requisition Cross Reference Report
 - Receiver Summary
- Receiver Ship To Detail Report
 - Receiver Account Detail Report
 - Receiver Delivery Detail Report
 - RFQ to Requisition Cross Reference Report
 - An online, flexible Purchase Analysis Tool.
- The following report templates should be provided by the application as part of the integrated, user-supported ad-hoc inquiry and reporting tool:
 - Purchase Orders History file Report.
 - Receiving History file Report.
 - Payments History file Report.
 - Voucher History file Report.

Asset Management

Create Assets

- Default values and rules be established by:
 - Asset type
 - Location
 - User-defined
- Allow users add an asset using just the cost and an identifier. If so, will all processing proceed normally

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- Allow all defaults and rules be shared across business units.
- Allow defaults be modified after implementation.
- Allow historical changes to defaults kept in the system.
- Allow asset groups to be established.
- Allow all defaults and rules be copied between assets and asset groups.
- Allow a minimum capitalization limit be specified so that only assets above the threshold can be capitalized

Mass Transactions

- Allow the system to generate mass transactions such as:
 - Mass transfers (by department, by location, or by user-defined rules)
 - Mass retirements (by department, by location, or by user-defined rules)
- Allow mass depreciation definition changes.
- Allow any piece of information be changed in a mass transaction.
- Application users should easily utilize the mass transaction function.
- Allow the system generate mass transaction rules as follows:
 - Masking—to copy rules, parameters, etc., retaining structures, fields, positions
 - Replication—single entry used to create mass changes

Disbursement

- Allow the system keep all historical information in the same tables, as opposed to being kept in audit tables that must be reported on separately.
- Allow the system retain data for:
 - Effective and process dates
 - Detail transactions
- Allow the system to allow for and update historical data for each asset transaction posted.

Asset Information

- The system should track physical attributes of an asset such as:
 - Color
 - Physical dimensions such as weight, height, width, length
 - Physical location
 - Custodian
 - Tag #
 - Serial number
 - User-defined attributes
- The tag # should not be maintained separately from asset ID as tracked by the system.
- The physical location can be maintained separately from an accounting location.
- Allow users to enter and track unlimited comments.
- Allow the option to track an image (picture) of an asset.

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- The system should track vehicle registration and licensing including all of the pertinent information for registration renewals and DMV issues.
- The system should track vendor registration of an asset such as software and computer hardware.
- Allow complex assets be represented in a parent/child relationship.
- Allow links between assets to be changed.
- The system should enable individual components of assets to be separately identified.
- The system should track normal physical maintenance of assets, such as vehicle oil changes or tune-ups.
- The system should schedule physical maintenance.
- Calibration and maintenance costs are should captured, distributed, and tracked in fixed assets.
- Different forms of financing for assets should be tracked.
- The system should perform replacement value indexing.
- The system should track and report on assets that are on loan.
- The system should capture, distribute, and track calibration and maintenance costs of an asset that is on loan.
- The system should track and report on assets that are available for others' use.
- The system should have a facility to perform capital planning.
- The Assets module should be integrated with the Appropriation or Organization Budgets Module.
- The system should track warranties for assets.
- The system should track insured value and replacement value for an asset.
- The replacement value should be updated via indexing for inflation.

General Ledger Integration

- The system should post asset data to separate books (i.e. financial, GAAP, memo only).
- Allow assets to be split over multiple cost centers.
- The system should support a flexible accounting key.
- The system should post real time to the general ledger.
- The system should support automatic depreciation calculation and link to the general ledger.
- One asset or a group of assets can be booked to the general ledger independently of the rest.

Asset Transactions

- Allow merging of assets and associated transaction history.
- Allow splitting of assets and associated transaction history.
- Cost adjustments can be marked either as adjustments or additions.
- The system should provide the ability to enter assets as far into the future or past as the user wants.
- Business units, etc. should be established as valid transferors/transferees of assets.

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- The system should accommodate full cost transfers and partial cost transfers, both within the same business unit and between business units.
- Assets should be allowed to be flagged for disposal based on:
 - Date of purchase
 - Model type
 - Asset category
 - Asset number
 - User-defined criteria
- The system should support mass assets. If so, does the system should calculate the cost basis being transferred or adjusted based upon quantity.
- Assets should be deleted if they were entered incorrectly.
- The system should support reinstatements.
- The system should be able to retire an asset in the future.
- The system should perform any transaction in the future or past, including:
 - Additions
 - Adjustments
 - Transfers
 - Retirements
 - Re-categorizations
 - Reinstatements
- The system should be able to perform any transaction in the future or past and post it to a different accounting period than the original transaction date.
- The system should provide an audit trail of all transactions, including:
 - Additions
 - Adjustments
 - Transfers
 - Retirements
 - Re-categorizations
 - Reinstatements
 - Lease payments
 - Depreciation rule changes

Accounts Payable and Purchasing Integration

- Users should be able to create assets with detailed information directly from AP to the asset system without re-keying data.
- Ongoing transactions that impact an asset—such as cost adjustments or retirements— should be created directly from AP to the asset system without re-keying data.
- Assets should be created with detailed information directly from the PO receiving function to the asset system without re-keying data
- The system should consolidate costs coming in from external systems into one transaction.
- AP invoices should be stored in the asset system separate from the asset. This table can be loaded from an external system or used for online input.
- Purchase orders can be stored in the asset system separate from the asset. This table can be loaded from an external system or used for online input.

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- The system should be integrated with the purchasing system and AP to be updated automatically upon receipt of goods.
- The system should produce the following annual reports:
 - Asset movement summary (transfers, additions, retirements, etc.)
 - Physical inventory reports
 - Leasing reports
 - User-defined reports
- The system should have delivered reporting and ability for user-defined reporting in a graphical environment (GUI).
- All reports should be run using an as-of date, thus allowing reporting into the future and past with accurate information without running special jobs to create future data.
- Users should be able to specify the period(s) being forecasted for all forecasts.
- The system should produce expenditure models based on past experience.

Leases

- The system should support the same transactions for leased assets as it does for non-leased assets.

Integration

- There should be one standard API (Application Programming Interface) for interfacing with the system.
- The API should support all of the transactions that are supported internal to the system (such as asset additions, transfers, retirements, adjustments, etc.).
- The system should support multimedia elements such as sounds and images.
- The system should support email notifications for asset transactions such as transfers and retirements.
- The system should support both VIM and MAPI email standards.

Physical Inventory

- The system should support bar code scanning and printing.
- The interface to the bar code technology should be open so that any vendor's equipment can be used.
- The system should support reconciliation of physical inventory against what is shown on the system, automatically generating transactions subject to approval processing.

Inventory

System Setup and Maintenance.

- Create unlimited and flexible business units to reflect material storage entities. Inventory business units can be defined independently of the General Ledger.
- Ability to define extensive defaults to streamline data entry.
- Prohibit access to material stock during physical inventory counts.
- Ability to designate hazardous materials locations within warehouses and storage locations.

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- A flexible, multi-tiered inventory storage location structure that includes stockrooms and sub-locations.
- Automated inventory cart assignment, tracking and periodic relocation with workflow processing.
- Ability to suspend specific locations from use.
- Ability to store multiple products or items in a single storage location or a single item in multiple storage locations.
- Ability to quarantine inventory items that cannot be used for fulfillment.

Item Definition

- Ability to maintain item history.
- Ability to maintain item attributes including physical dimensions, size and color.
- Items may be deleted and/or added with automatic notification through system's integrated workflow process.
- Ability to track lot and/or serial controlled items.
- Track item unit of measure.
- Ability to track re-orders points based upon multiple criteria.
- Ability to designate an item as a hazardous material type.
- Ability to associate a graphical image with an item.

Inventory Put Away and Fulfillment

- Ability to assign default item put away locations.
- Temporary storage locations may be used for put aways.
- Ability to monitor unfulfilled demand and receipts.
- Ability to update controlled budgets with Inventory Issue Transactions.
- Ability to process "soft allocations" using a schedule date lead-time.
- Ability to calculate historical lead times for items.
- Ability to track projected shipping or material shipping dates for all demand transactions.
- Multiple pick methods are supported including LIFO, FIFO and fixed pick location.
- Integration with Purchasing for the proper creation of pre-encumbrances for inventory stock requests.
- Ship documents liquidate pre-encumbrances while updating actual expenditure amounts.
- Transfer requests can be made independently of order processing and fulfillment.
- Ability to replenish inventory stocks based upon either the reorder point or current demand.
- Ability to track backorder quantities.

Valuation and Accounting

- Support multiple inventory valuation methods.

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- Ability to track cumulative and unit cost information at the item level on a real-time basis.
- User-defined debit and credit line processing for General Ledger processing.
- Ability to reflect inventory cost variance adjustments at the inventory unit level.
- Ability to perform wall-to-wall counts using hand-held data collection devices that integrate seamlessly to the system.
- Ability to generate physical inventory reconciliation reports by percentage and dollar tolerance levels.

Reports/Inquiry

- Real-time updating of financial reports.
- Allow dynamic selection of entities for report consolidation, including chart of account values.
- Allow online inquiry at summary or detail levels with option of viewing data over a user-specified period.
- Permit account information inquiry to display the following:
 - Account balance information
 - Current period transactions in descending date sequence
 - Year-to-date transactions in descending date sequence
- Ability to support multiple reporting hierarchies separate from the accounting reporting hierarchy.
- Ability to support budgetary analysis (e.g., by appropriation, fund or other chart of account value).
- Multi-column statements for period-to-period figures and variances.
- Customization of financial reports for each entity as well as consolidated amounts for the following:
 - Current period
 - Same period previous year
 - YTD for the current period
 - YTD same period previous year
 - Other user-defined time periods
- Reports for a user-defined period, with multiple columns for user-selected funds and consolidated totals.
- Provide a report for a selected 12-month period listing each month in columnar fashion.
- Ability to provide a report for each organization/Department.
- Allow ad hoc financial reporting (i.e., any time during month).
- User defined reporting periods (i.e., period beginning and end dates).
- Allow arithmetic computations for columns and rows in ad-hoc reports.
- Allow output of data to external files in a standard format so that the information can be processed by a PC-based spreadsheet package (e.g., Lotus or Excel).

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- Data outputted in spreadsheet format should include formulas. The tool employed to perform this function should be easy to use and integrated within the application.
- Provide complete audit trail reports to allow users to trace the origin of any transaction included in an account balance to its source, including originator.
- Support flexible roll-up or detailed reporting with sorting and totaling based on any level or chart of account value contained in the General Ledger.
 - Ability to report on data for one fund.
 - Ability to report on data across chart of account values.
- Provide the following standard reports:
 - Material Put away Plan
 - Physical Accounting Reconciliation Report
 - Material Picking Plan
 - Uniform Straight Bill of Lading
 - Shipping Manifest
 - Packing Slip
 - Inventory Value Report
 - Accounting Register Report
 - Transaction Register Report
 - Load Physical Count Data
 - Download/List Physical Count Data
 - Cart Count Data Load
 - Cart Template File Creation
 - Replenishment Register
 - Fixed Picking Bin Register
 - Database Quantity Discrepancies Report
 - Material Issue Transaction Document
 - Shipping Document
 - Inventory Stocking Query

Grants

Grant Processing

- Ability to track grants applications/proposals.
- Maintain grantor data.
- Track grant expenditure activity
- Track grant statistical data (e.g. performance indicators, p/unit costs).
- Track grant activity over multiple years, and over differing fiscal years.
- Ability to carry forward project budgets from current year.
- Accommodate workflow.
- Fully integrated with other modules of the accounting system.
- Account for grant revenues and expenditures for the fiscal year, grant year and the perpetual life of the grant ; breakdowns by period and in total (inception to current date) for all prior years.
- Supports a variety of user-defined fields regarding grant data to be retained in the database.

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- Detailed grant costs and revenues by funding source (i.e., Federal, State, Federal Flow-through, private, foundation funding sources).
- Identify sources of revenue, expenditures, and outstanding encumbrances by specific grant number and Federal Catalog Number (CFDA).
- Provide an audit flag denoting grants requiring various types of audits.
- Link Federal Catalog Number (CFDA number) to a particular grant.
- Track revenues received by grant number, program name, CFDA and by Federal Flow-through, State and other funding source.
- Provide all information required for (available funds checking) AFFA including matching of expenses, revenue, accounts receivable and resulting accounts receivable by grant number, program, CFDA, and funding source (i.e., Federal, State, Federal Flow-through, matching funds).

Grant Applications

- Track grant number.
- Track the grant name.
- Track the grant description.
- Track the grantor.
- Track the grantor's mailing address.
- Track the grantor's phone number.
- Track the date application submitted.
- Track the date application approved.
- Track the original grant approval amount.
- Track the grant budget.
- Track the grant amendments.
- Track the grant carryovers.
- Track the grant fiscal calendar.
- Track the grant beginning date.
- Track the grant expiration date.
- Track the letter of credit/draw-down.
- Track the amounts of matching funds.
- Track the responsible department or division.
- Track the responsible departmental or divisional contact.
- Track the reimbursement schedule.
- Track the grantor's reporting requirements.

Grant Activity

- Ability to capture all grants activity through the general ledger.
- Ability to capture grant expenditures and revenues by:
 - General ledger account numbers
 - Grantor-defined categories or accounts
 - Grant purchase orders and encumbrances
 - Grants status codes
 - User defined fields
 - Grants conditions and restrictions

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- Narrative fields for miscellaneous information.
- Ability to capture grants statistical performance data. System can query the status of proposals / applications, match grant proposals to grant awards, accommodate project grant budgeting, modify the project grant budget and maintain line-item detail information by grant for:
 - Total funds received:
 - Inception-to-date
 - Year-to-date
 - Current month
 - Quarter
 - Funding sources
 - Total costs incurred:
 - Year-to-date
 - Inception-to-date
 - Current month
 - Quarter
 - Current Balance.
 - System can track:
 - Contracts / grants in progress
 - Report due dates
 - Continuation proposal due dates
 - Grant eligibility requirements.
 - Grants awarded
 - Grants Approved
 - Cash advances, and interest earned on advances
 - Final grant payment
 - Project completion date
 - Equipment by grants
 - Equipment costs below asset threshold
 - Fixed Assets by grants leased by grants.
 - System can identify matching funds including:
 - Percent match
 - Monetary versus in-kind contributions
 - Specific accounts of matching funds
 - Status of matched funds (e.g., Is there enough money identified in the budget?)
- Ability to interface with payroll system to allow entry of employee time sheet information by grant on task (type of work), hours worked, and equipment identification number and materials used.
- Process journal entries to grant / project ledgers.
- Maintain historical data for grants being tracked which are independent of general ledger data.
- Compare current costs to allocations to date and project costs based on current costs to budgeted total costs.
- Identify and report on grants that cut across organizational structure or are administered over special periods of time (e.g., Federal Fiscal Year).

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- Report grants information for at least five separate time periods-calendar year, organization fiscal year, grantor fiscal year, grant or project year, grant or project life.
- Ability to roll grant information forward into each new fiscal year for the life of the grant or project.
- Track grant fiscal activity for future years after a grant has expired.
- Establish and allocate overhead pools and allow users to define the allocation basis used to allocate each overhead pool.
- Identify direct and indirect costs.
- Allocate indirect and overhead costs on user-defined basis (i.e., labor hours, labor dollars).
- Identify direct costs for each grant by object of expenditure.
- Calculate allocation percentages of indirect cost based upon:
 - Current and historical financial data resident in system
 - Statistical performance data resident in the system.
 - User assigned allocation percentages
- Budget appropriation in detail or at summary level by individual grant.
- Generate listings of grant moneys remaining (deferred revenue or accounts receivable).
- Reconciliation of grants accounting and financial accounting records.
- Report billed-to-date amounts by funding source (i.e., Federal, Federal Flow-through, State, Other).
- Report organization matching and in-kind contributions by grant.
- Report disbursements/expenditures by funding source (i.e., Federal, Federal Flow-through, State, zero match, other) and by grant number, CFDA number, and project name.
- Record department or division appropriations.
- Specify divisional appropriations.

Project Costing

- Support multiple levels of subprojects.
- Support the tracking of variances for projects and subprojects (i.e. Actual to Budget, Actual to Forecast).
- Standard reports or other media to notify organizational elements that no activity has occurred for a project or subproject for a period of time.
- Data from other systems imported to the project and subproject definition tables. Can it replace or update existing projects.
- Provide percentage complete statistics for projects.
- Support transfers from an operations or maintenance project to a capital project.
- Reconcile project retirement unit estimates as built or payables from materials.
- Perform allocations at the project ledger level with rules defined in the general ledger

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Grants and Projects

- The Grants/Projects application should support multi-location/campus, single-location/campus, central, and department project and grant maintenance by authorized users.
- A separate field should be provided as part of the standard chart of account structure for maintaining and entering grant and project activity.
- Activity related to each grant or project should be automatically integrated within the financial system such as Accounts Payable, Receivable and Purchasing.
- The system should allow the definition of budget limitations for the project/grant, to be used for transaction control.
- Ability to track the following information within the Grants and Projects application:
 - Project Restriction and Budget Rule
 - Project Relationship
 - User-defined Funding Type
 - Sponsor
 - Contract Manager
 - Funding Source
 - Funding Source amounts and percentages
 - Project Budget Control
 - Project Budget
 - Amount Billed
 - Amount Collected
 - Amount pre-encumbered for Grants and Projects
 - Amount Encumbered for Grants and Projects
 - Amount Expended for Grants and Projects
 - CFDA Number
 - User-defined Project/Grant type
 - User-defined status
 - User defined start and end date
 - Parent/Project reference
- Grants/Projects should have the ability to record all activity for projects that span fiscal years.
- The application should be able to calculate and record the amount of indirect costs based on predefined calculation rules.
- The General Ledger application should share transaction detail with grants/projects so that an individual detailed transaction is linked to the specific grant/project number. This information is captured at the time the detail is entered and then automatically summarized in the appropriate General Ledger account number.
- Grants and Projects should be integrated with Purchasing and Receiving and include verification of grant/project identifier and funds availability.
- Grants and Projects should be integrated with Accounts Payable to include verification of grant/project identifier and funds availability.

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- Grants and Projects should be integrated with Accounts Receivable to include verification of grant/project identifier and updating of revenue budgets.
- Ability to view data on a year-to-date, Inception-to-Date and current Year basis.
- Ability to allocate income and expense amounts to multiple overhead and indirect cost accounts based upon:
 - Dollar amount in account balances
 - Predefined percentage
 - Statistical accounts
 - Chart of account values
 - Value in one or more non-statistical accounts
- Ability to automatically create overhead and indirect cost journal entries from allocations.
- Ability to track an overhead and indirect cost allocation journal entry back to its source allocation pool.
- Ability to process overhead and indirect cost allocations across business units/entities.
- Ability for the allocation process to extract and use data captured by the system through regular transaction processing for use in the calculation and allocation of overhead pools.
- The system should accept manual entry and maintenance or automatic uploading of statistical data for calculation and allocation of overhead and indirect costs.
- Multi-step overhead and indirect cost allocation processes should be supported.
- Ability to store overhead and indirect cost allocation entries in a separate ledger.
- Overhead and indirect cost allocation processes may be run in audit or update mode.

C. Human Resources

Reclass

- Ability to support the MD Judiciary reclassification business process for the District Courts, Circuit Courts and court-related agencies through an integrated, web-based system
- The ability to integrate with 3rd party systems to retrieve salary survey information
- The ability to integrate with NCSC to obtain salary information
- The ability to route reclass transactions electronically
- Ability to create, distribute and capture salary/wage survey data and use for analysis
- Ability to maintain, track, and monitor salary ranges, grades, titles, and steps by effective date and historical effective dates,

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- Ability to employ a user-modifiable table to streamline (standardize) assignments of employee codes and descriptions
- Ability to accommodate multiple tier job classification (i.e. senior administrative assistant)
- Supports the classification of positions (i.e., Judges, Secretary)
- Ability to capture salary tracks and steps and allow for these to include ranges
- Ability to track AOC defined performance measures online
- Ability to route transactions for approval electronically

Mass Change/Salary Increases

- Ability to support the MD Judiciary mass change and salary increases business process for the District Courts, Circuit Courts and court-related agencies through an integrated, web-based system
- Ability to process mass updates by employee(s), job classification(s), or the entire MD Judiciary.
- Ability to process mass changes using calculations defined by the MD Judiciary
- Ability to 'reverse' mass changes done in error via an automated process
- Ability to integrate information from 3rd party systems (i.e. DBM, Central Payroll)
- Ability to perform an automatic reconciliation between DBM and Payroll amounts
- Ability to automatically calculate COLA/Pay increase amounts, based on user-defined criteria

Non-Competitive Interchangeable Reclassification

- Ability to support the MD Judiciary Non Competitive Interchangeable Reclassification business process for the District Courts, Circuit Courts and court-related agencies through an integrated, web-based system.

Acting Pay

- Ability to support the MD Judiciary Acting Pay business process for the District Courts, Circuit Courts and court-related agencies through an integrated, web-based system.
- Provide a tickler notice to management in user-defined frequencies when reviews are due.
- Ability to route documents electronically between Class & Compensation and AOC HR/Payroll.

Security

- Maintain an audit trail for the creation, modification, approval and rejection of all HR transactions
- Allow users to view the online audit trail
- Ability to restrict the entry and approval of HR transactions by user role

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Reporting

- Ability to generate cost impact reports to support legislative requests
- Ability to perform cost estimates/'what-if' analysis for proposed salary increases/mass changes
- Ability to generate reports and online queries which provide a count of the number of people in each job title
- Ability to generate reports and online queries which provides a count of the number of people in each grade/step
- Ability to generate a staff roster (i.e. telephone directory)
- Ability to perform adhoc queries

Job Requisitioning

- Ability to support the MD job requisition business process for both District Courts and Circuit Courts through an integrated, web-based system
- Ability to create an online Job Requisition via a web-based interface
- Ability to track Job Requisition expenses
- Ability to provide online approval of a job requisition by multiple parties
- Ability to post job postings to the Internet and Intranet (HR intranet site)
- Ability to view job postings via the internet and intranet (HR intranet site)
- Ability to generate a job announcement from a standard job class description
- Ability to approve a job announcement via workflow
- Ability to view standard knowledge, skills, and attributes (KSA's) for a job online
- Ability to incorporate an online recruiting checklist
- Ability to integrate with third-party job posting databases such as Monster.com, CareerBuilder, etc.
- Ability to view the number of responses to an open requisition online
- Ability to repost position online if adequate # of responses to a job requisition is not received
- Ability to track the status of the recruitment process at each level of the recruiting process as defined by the MD Judiciary
- Ability to accept resumes in a variety of formats (i.e. PDF, WORD, WORDPERFECT, ASCII, HTML)
- Ability to interface with third-party Optical Character Recognition (OCR) software to process extract data from resumes
- Ability to perform a key word search for a given job specification
- Ability to track preferred job qualifications for a given position and to incorporate these qualifications into the job posting
- Ability to generate the following reports relating to a job requisition:
 - Requisition Status

Applicant Tracking

- Apply for an applicant to apply for a job via the internet
- Ability for an applicant to enter an application online via a web-based interface

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- Ability to incorporate user-defined screening questions into the job application process
- Ability to track multiple records for a given applicant
- Ability to notify during data entry if an applicant has applied to another job requisition or has applied to a prior job requisition
- Ability to monitor expenses relating to a job requisition or an applicant
- Ability to view employment contract information for contract employees
- Ability to notify the applicant via email or generated letter of the status of the applicant at each point during the recruitment process (i.e. receipt of application, during the evaluation process, rejection letter)
- Ability to track the following data elements regarding an applicant
- Unique Applicant Number (not social security number)
- Personal Data (i.e. name, address, sex, social security number)
- Skill set
- Source of Referral
- Position Number (i.e. PIN)
- Education
- Test Results
- Prior work experience
- Ability to track internal job applicants
- Ability to track applicants for executive positions
- Ability to attach scanned documents to all recruiting transactions
- Ability to generate the following reports relating to an applicant:
- Applicant status
- Demographic Reports
- Ability to track metrics of the recruiting process (i.e. time from requisition to hire) as defined by the MD Judiciary

Position Management

- Ability to assign applicants to positions
- Ability to interface with the state's third party system, PIMS, to track position data
- Ability to view position data by position number (PIN), department, employee or applicant number
- Ability to view online summaries of an active position's data, vacant budgeted positions, position history and more
- Ability to view position data in a graphical format as a means to generate an organizational chart
- Ability to ensure that each job is assigned a position
- Ability to have an employee be assigned more than one position
- Ability to generate the following reports relating to position management

Evaluate Applicant Process

- Ability to route MD Judiciary recruiting package to appropriate parties via workflow

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- Ability to perform an automatic match of skills on the applicants resume and application with the desired knowledge, skills, and attributes (KSA's) of the position
- Ability to establish an online interview schedule
- Ability to route and approve an interview schedule online
- Ability to enter interview evaluations by interviewer
- Ability to summarize all interview evaluations for an applicant
- Ability for MD Judiciary departments to submit online questions for the interview process and have an approval by HR and Fair Practices
- Ability to track of pool of questions for the interview process
- Ability to generate a random interview question list from a pool of interview questions.

Check Applicant

- Ability to record applicant references
- Ability to record the results of the reference interview online
- Ability to integrate with third-party employment reference check systems

Select Applicant

- Ability to enter an orientation checklist online
- Ability to track the status of each activity in the orientation process
- Ability to generate the appropriate employment contract online from MS WORD or WORDPERFECT templates
- Ability to track types of valuable property given to the employee (i.e. Blackberry, cell phone)
- Ability to route and approve job offer materials online to different departments (i.e. Hiring Department, Fair Practices and ADA)
- Ability to track job offers extended to an applicant
- Ability to notify the appropriate MD Judiciary departments of a new hire (i.e. JIS) via workflow