April 11, 2014

Carolyn Galloway-Cooper, Finance Director
City of Buellton
107 West Highway 246
Buellton, CA 93427

Dear Carolyn,

Thank you for your interest in Springbrook Software and for the opportunity to respond to the City of Buellton's **Request for Proposal for Integrated Municipal Financial Management Software System**. We are pleased to enclose one (1) original signed copy, (1) electronic copy, and three (3) copies of Springbrook Software's response.

Since our inception 28 years ago, Springbrook has grown to become a national leader in local government software, serving nearly 800 clients nationwide, including 90+ clients in the State of California. We specialize in providing products and services suited to the requirements of organizations similar to the City of Buellton's size and complexity. Unlike many vendors who offer a mixture of modules utilizing disparate or outdated technology, Springbrook's Version 7 is a complete and mature product line built on the latest .Net innovations. The continued development of Version 7 is a direct result of our clients' vision and the collaborative approach to solving intricate problems, providing solutions that are both user-friendly and intuitive.

By offering several options with which our clients can stay up-to-date on the latest developments, including the solution enclosed, Springbrook ensures that your original software investment will continue to provide measurable returns for your constituents, employees, and other stakeholders for years to come. Our goal is to provide our clients and the communities they serve with the tools and information they need, when they need it. Information in Version 7 is available from the convenience of your office, while travelling, or even from your smart phone. Secure, reliable, timely.

Springbrook is committed to working with the City of Buellton to fully understand your unique requirements and deliver the best solution possible to meet the needs of your organization. We complement our cutting edge technological solutions with professional implementation, comprehensive training, and award-winning support services to guarantee that our proposed solution covers every aspect of your project. The following pages will cover the proposed solution in more detail.

Springbrook is excited by the opportunity to build a firm relationship with the City of Buellton. After reviewing your requirements, we believe that the enclosed proposal presents an excellent solution for the City. Our software and services are designed to help your organization operate smoothly and efficiently. Purchasing a new software system can be a challenging process. If we can provide any clarification or answer additional questions, please do not hesitate to contact us. While the process may be complex, we would like to make the choice simple.

Sincerely,

Scott Cummins, Senior Business Development Manager
Springbrook Software
scott.cummins@sprbrk.com
503.820.6276 – Direct

City of Buellton, California
Integrated Municipal Financial Management Software System

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Springbrook

City of Buellton, CA

Springbrook Software is pleased to offer this response to the Integrated Municipal Financial Management Software System RFP from the City of Buellton. After careful review and informative conversations with city representatives, we believe Springbrook Software provides the usability, technology and value that can meet the City of Buellton's needs today and in the future.

An Introduction to Springbrook Software

Springbrook Software has provided cutting-edge ERP solutions to local governments like the City of Buellton for almost 30 years. By focusing solely on the needs of municipalities like yours, we have been able to tailor our application to meet the unique needs of local governments around the country. We believe our dedication to continuous development and industry-leading service makes our application the most capable, easiest to use and best supported ERP application in the market. These factors, along with our outstanding value, makes Springbrook Software the perfect fit for the City of Buellton.

> *"We chose Springbrook because they have a feature rich product and first rate technical support. Their culture of taking care of the customer is what we depend on. With THEIR support WE are better able to support OUR residents."*
> *Lew Humphries, Finance Director, City of Newman, California*

Meeting the Needs of the City of Buellton

Springbrook Software understands the ERP needs of the City of Buellton.

Need To Have A User Friendly System

The single most important factor for a successful software implementation is ease of use. Software that is intuitive and easy to work with doesn't just lead to improved acceptance, it helps staff learn faster and work better. At Springbrook, we know how important ease of use is. Every design decision starts with the question: how can we make this easiest for our users? Springbrook's consistent, straightforward interface allows users to work across modules without additional training. Process checklists and workflows help users step through processes with ease. And our user-based reporting tools let your staff design reports without learning a third party report generator. You won't find ERP software that's easier or more intuitive because you won't find another company with Springbrook's dedication to ease of use.

Establish A Turnkey, Integrated Environment

Software systems that aren't integrated can lead to double entry, balancing problems, and inefficiency. Staff spends more time ensuring data consistency than actually processing the data. Springbrook Software solves these problems. A true, fully integrated software suite, like Springbrook Software, eliminates the need to enter the same data twice. A change to the data in one module automatically updates the data in every related module. Drill-down technology provides the ability to easily follow a transaction back to its source. Electronic workflows ensure that processes are followed. And built-in audit trails show the entire history of an item. A fully integrated system makes your whole organization more efficient, productive and accurate.

Ability To Have Multiple Modules and Multiple Sessions Running At A Time

When employees use restrictive software tools, efficiency suffers. Software should make tasks easier, not more complicated. Springbrook's commitment to modern, state of the art technology is driven by our belief that your software should provide an unsurpassed user experience. That means a rich user interface that lets you work in multiple modules at once and view screens side-by-side. Powerful efficient software provides the performance and ease of use your staff wants. And when combined with Springbrook's total integration to Microsoft Office products, your organization will be more efficient than ever.

Springbrook is still serving our very first client, and that 29 year partnership demonstrates or dedication to building Relationships Beyond Software.

Springbrook's Commitment to the State of California

Springbrook Software is proud to serve California municipalities for over 20 years. The municipal governments of Tustin, Lincoln, and Rohnert Park are just a few of our California clients. In fact, the City of Buellton will be able to draw upon the experiences of over 90 California public agencies that utilize Springbrook to manage their agency's finances, utilities and services. Springbrook has consistently supported the CSMFO and regularly facilitates regional user support through regional user group meetings.

The City of Buellton, Springbrook Software and the Future

Springbrook's Version 7 ERP solution is built on cutting-edge technology, providing easy deployment, simple scalability and low resource requirements. All while maintaining the best user interface in the market. This means your users can be up and running in no time.

Springbrook's dedication to new technology and continuous development provides the peace of mind that your software will never be obsolete. By reinvesting heavily in R&D, and by finding out what our users really want from the software through our User Voting Portal, Springbrook's Version 7 application is constantly evolving into a more useful solution.

Building Lasting Relationships

Springbrook Software can meet all the needs of the City of Buellton. We offer decades of experience helping our California, as well as our national clients meet the changing requirements both of regulatory policy and constituent expectations. Our comprehensive application is integrated and built on the latest technology, to allow for maximum functionality and unparalleled ease of use.

Springbrook Software offers the experience, technology and support necessary to be the industry leader in local government ERP solutions. This RFP response will provide everything the City of Buellton needs to demonstrate that we can meet your ERP needs. But our focus on relationships is what truly differentiates us from our competition. Our motto is "Evolving Local Government", and we are confident this commitment to partnership will make us the clear choice for the City of Buellton.

2.0 Company Background

Springbrook Software develops, markets, implements and supports over thirty integrated applications specifically designed for local government agencies. Our Version 7 solution includes fund accounting, procurement, payroll, human resources, utility billing, a variety of customer information service applications and a complete suite of online applications for your customers and employees. Springbrook Software's corporate office is located in Portland, Oregon, with numerous regional offices located throughout the country. Springbrook has consistently maintained a 14% growth rate over the years and is considered one of the national leaders in local government software. More than simply software, our innovative applications are designed to improve office productivity by empowering our clients to efficiently manage large flows of information.

Client Service Is Our #1 Priority

Springbrook knows client satisfaction is born from excellent service. We continually strive to provide our clients with the best training and support available. It is our belief that offering live, personal support and training gives our clients the best opportunity to become application experts as quickly and efficiently as possible.

Springbrook at a Glance:

- ☑ Privately held corporation, established in 1985
- ☑ Founded and headquartered in Portland, Oregon
- ☑ Secondary office in St. Cloud, Minnesota, Williamsville, New York and satellite offices around the United States
- ☑ 100% Windows-based applications
- ☑ Convenient web-based applications for both constituents and client end-users
- ☑ Support hours:

  5:00am – 6:00 pm Monday – Thursday PST
  5:00am – 5:00pm Friday PST
- ☑ Strong regional user groups
- ☑ Annual client conference

In addition to providing industry leading client services, Springbrook also offers a comprehensive business practices assessment process. Few vendors take the time to truly assess and evaluate how clients conduct their day-to-day operations. Through the Business Process Study (BPS), Springbrook is able to determine the best ways for clients to utilize the software to accomplish current and future goals. Springbrook uses the BPS results to formulate the implementation outline that will be used to successfully drive the project through the implementation process.

KVS, A Springbrook Software Company

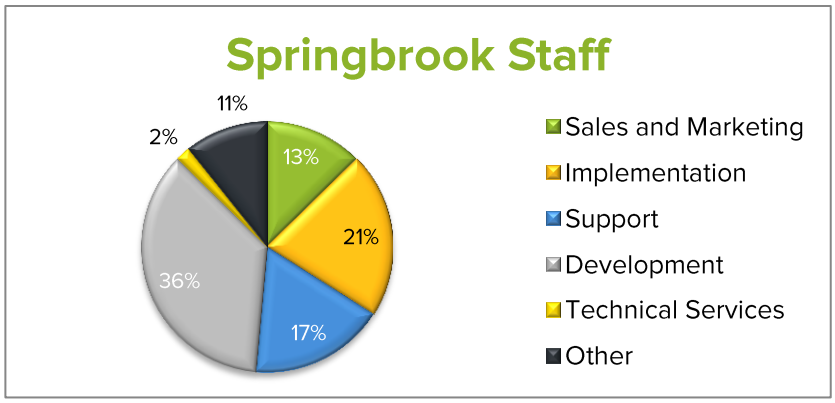
In January of 2013 KVS merged with Springbrook Software Incorporated to become a national competitor in the market place. KVS Information Systems, Inc. has been providing information solutions for government since 1969. The initial application was in the mass appraisal area, providing appraisals of entire municipalities for assessment purposes. Recognizing additional information needs for governmental financial functions, KVS developed MAS™ (Municipal Accounting System) in the late 1970s. KVS has since expanded MAS™ to include a full line of products for all financial areas of government, now called ENTERPRISE Financial Management System.

In 1995, KVS restructured development, support, and marketing, so that fully 100 percent of the company's effort is now exclusively devoted to government information solutions. KVS's long-term commitment to municipal information needs is exemplified through a unique warranty of continued compliance with state and federal requirements, for as long as KVS software is kept under software maintenance. KVS is staffed by a full complement of systems analysts, senior programmers, technical services specialists, accountants, and customer support representatives to provide full systems service to its client base. KVS is a New York State corporation located in Williamsville.

Dedicated Team Members

Springbrook's leadership structure includes managing partners and six department heads. This Senior Management Team is extremely well versed in local government and has considerable upper management experience, including experience with several Fortune 500 companies. As our Management Team has grown in number and experience, one thing has always remained the same; Springbrook leaders, from the CEO down to the Team Leads, are always available to our clients. This accessibility sets us apart from other national vendors.

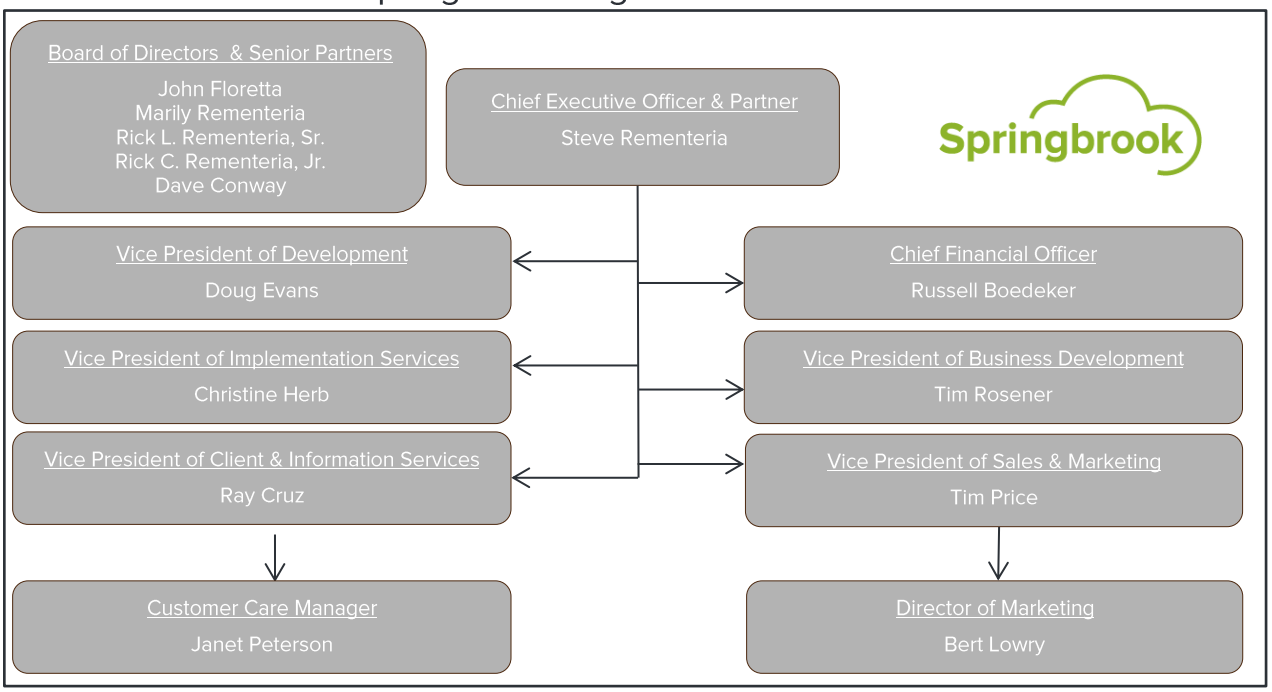
Springbrook employs a staff of nearly 200, including a large number of former local government employees who provide unique insight into the issues and business decisions facing our clients. Springbrook's staff has a combined total of over 250 years of local government experience, and many of these staff members are trained accountants. This gives Springbrook a distinct advantage in reaching our client service goal of "Achieving Excellence."



Meeting Your Needs Today and Tomorrow

Springbrook Software's current client base is approaching 800 cities, counties, special districts and utility organizations in 35 states across the country. We are actively pursuing growth in all parts of the United States and our growth strategy promises to make Springbrook the dominant local government software vendor in the market.

Springbrook Organizational Chart



Springbrook Technology Overview

At Springbrook Software, we pride ourselves in providing the most technologically advanced ERP solutions the market has to offer. In an industry where technology advances at a frantic pace, we continuously evaluate promising new technologies and quickly implement those that offer tangible advantages to our partners and clients. This focus and adaptability are vital to maintaining our position as a technology leader in the ERP field.

ClickOnce Deployment

In an unsure economic climate, organizations are often asked to do more with less. Springbrook can help you achieve this goal by limiting the amount of valuable IT resources needed to deploy and maintain your software.

Springbrook Version 7 is the only ERP solution in our market currently utilizing the ClickOnce deployment model. This deployment model allows any window within the application to be run from an HTTP string. This is all managed for your IT team by the .NET framework, meaning every new PC installation or update of Springbrook requires zero effort on your part.

Some of our competitors offer browser-based applications written with ASP.NET technology. While this technology was quite promising when it was introduced more than a decade ago, more modern applications based on Microsoft's .NET framework have clearly demonstrated superior usability and integration characteristics.

Other companies still utilize a traditional client side installation, requiring an MSI/EXE based package that must be installed and maintained on every client workstation. Some even require the installation of a third-party application to manage enterprise application deployment. And even after deploying through a third-party application, some client machines will require

Administrator level privileges to install an ActiveX control before the application is completely enabled. This means that every new installation and update will likely require IT involvement.

By offering MDI support and native interfaces to MS Office tools, and by avoiding time consuming client-side installations, Springbrook's .NET solution provides unmatched power, usability and efficiency.

C# and .Net

Nothing reduces user efficiency as much as the down time required by software maintenance. By combining a .NET framework, ClickOnce deployment and C# programming language, Springbrook Version 7 maintenance is almost invisible to the end user.

Springbrook Version 7 was built using C# object oriented technology. The flexible nature of this technology has the advantage of allowing us to globally enhance our products without touching every program in the application. This means new features and functionality can be easily implemented without any risk to existing systems.

By utilizing the C# programming language, we have the added benefit of attracting and retaining an incredible development staff that would likely not be content working with inferior programming tools.

Many of our competitors' applications are built upon older technologies. For example, one of our clients is currently utilizing Informix as the basis for their platform. This means, at some point in the near future, they will need to completely rewrite their application in order to take advantage of newer, more efficient technology.

Springbrook – Affordability, Accessibility and Reliability through the Cloud

Springbrook is the first, true 100% cloud-based ERP solution for local government. This solution was built from the ground up with the economic realities of local government in mind. As budgets shrink and IT departments are stretched thin, the move to the cloud liberates. With Springbrook you shift resources away from large capital expenditures and enjoy a flat, fixed and predictable pricing structure that simplifies your budgeting processes. Because continuity of service is an integrated characteristic of cloud computing, expensive and unproven disaster recovery options are a thing of the past. The private sector has embraced the advantages of cloud computing. With Springbrook your organization can too.

Integration

At Springbrook we believe our software should make your job easier. One of the most effective ways to accomplish this goal is to offer an application that works seamlessly with the tools you already use every day.

Version 7 does exactly that. For example, our Forms functionality allows you to use Microsoft Word as a design tool. In only a few minutes you can create, format and save a Word Merge template that can display everything you need to include about a customer or account. And because these templates are saved to the central Springbrook repository, every Springbrook

user can use them to generate the documents they need. All of this is can be accomplished without leaving the Version 7 application.

While many of our competitors also allow you to create templates using Microsoft Word, they often involve a multi-step process that requires creating the template outside of the enterprise application, saving and setting up security on the template locally, and then attaching the template to the application.

Evolving Local Government

Springbrook is continuously evolving as technology evolves. Our software and services can help make local government heroes in your community. Your business processes drive the way your organization works. Our ERP solutions are designed to integrate seamlessly with those business processes. Springbrook's enterprise solution gives you the tools and strategic framework to transform today's government problems into tomorrow's solutions. This complete system communicates easily with other applications, data sources and user interfaces. As a result, your organization can provide more efficient and effective services to your customers and employees. Go ahead, become a hero.

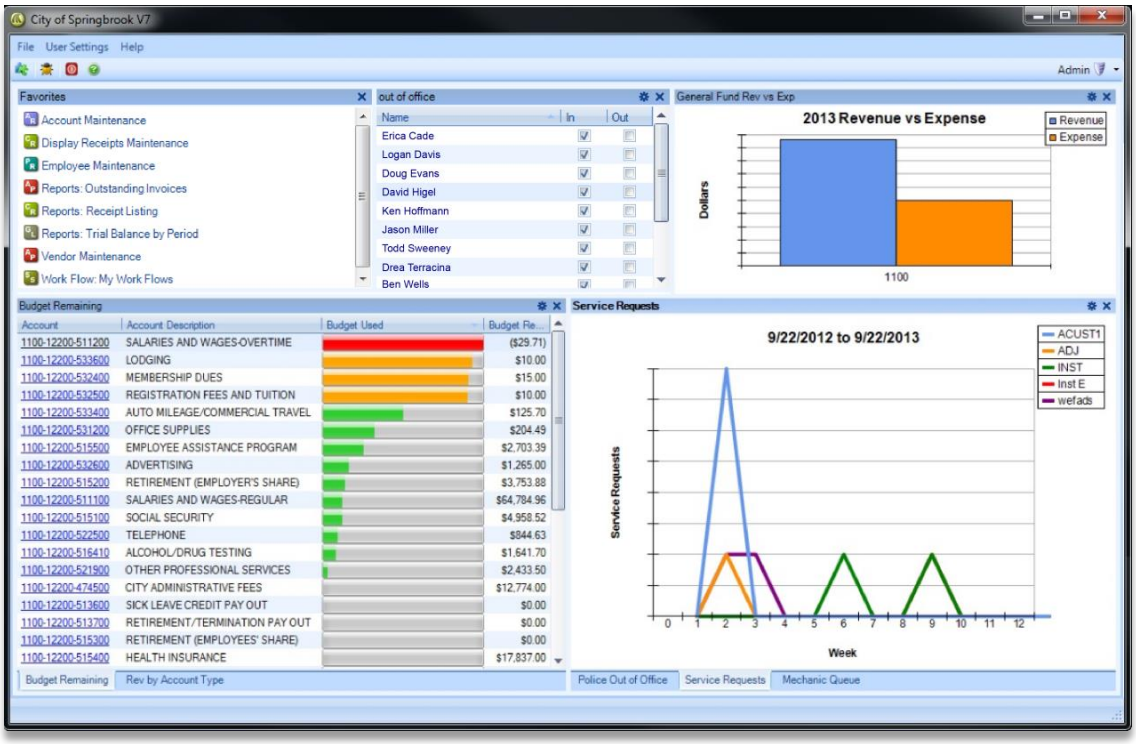
SPRINGBROOK SOFTWARE – PRODUCT SUITES & MODULES

Springbrook Software is dedicated to providing the most technologically advanced ERP solutions the market has to offer. Our core Finance and Utility Billing modules are seamlessly integrated, providing smooth and efficient workflows through all the finance, billing, payroll and other processes your organization relies on every day. Our online applications can help you meet the changing needs of your employees and constituents. Our reporting tools and Dashboard technology put critical, real-time information at your fingertips. And our cloud-based ERP system can change the way you see ERP software.

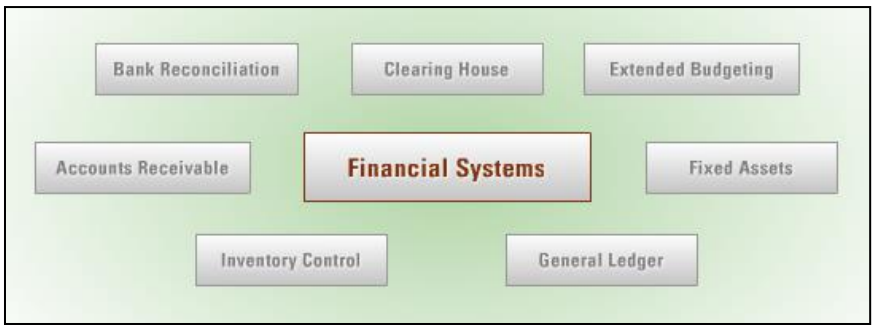
All of this technology is designed to achieve one goal. We want to make your job easier.

Dashboard – One of the primary design elements to Springbrook Software is *ease-of-use*. This is delivered throughout the system and perhaps best understood via the Springbrook Dashboard. This powerful tool provides for easy review of specific data on a grander scale.

Managers, power-users and even executives that rarely use the application can configure their own Dashboard with components that provide data and grant one-click access into processes in any area of the Springbrook suite. Once they have accessed these processes, users can configure screens to their data entry and display preferences. They can also set up automatic notification of workflow tasks (i.e. vacation approval, personnel action form approval, purchase order approval, etc.), quick access to all of their open processes (unposted transactions), and a running list of reports that have been produced but not yet viewed.



FINANCIALS



General Ledger - The General Ledger module provides a robust, feature-rich foundation for the Springbrook suite of applications. This intuitively designed application offers the functionality required for informative online analysis and financial reporting. Application flexibility provides a stable foundation for current operations as well as the ability to adjust to future growth. Configurable and exportable look-up grids and internal query/reporting tools enhance the user's experience and allow for easy access to all information in any format from any time period. In addition, complete GASB and CAFR tools are also included. Springbrook's Finance Suite encompasses General Ledger, Accounts Payable, Bank Reconciliation, Clearing House and Extended Budgeting.

Bank Reconciliation - The Bank Reconciliation module automatically assists with balancing your General Ledger cash activity and your bank statements. With optional ACH transfers available in the Clearing House module, this process is automated and complete. A complete check clearing process is also included, with the option of accepting this information directly from your bank.

Clearing House - The Clearing House module offers a state of the art integrated solution that allows for all ACH type transactions (Direct Deposits, Direct Debits, ACH, etc.) to be automatically prepared and transmitted to appropriate agencies. Springbrook's experienced Implementations team will work with you and the transmittal agency to ensure accurate and seamless processing of information.

Extended Budgeting - The Extended Budgeting module is used to create and analyze an unlimited number of budget types and scenarios. These user-defined scenarios are flexible enough to provide budgeting information for entities as large as entire organizations or as small as individual line items. The system is built to allow for detailed drill down information that can roll-up to an account. A seamless import/export with MS-Excel offers a multitude of variations regarding deployment.

Fixed Assets - The Fixed Assets module is a complete asset management application that tracks value and depreciation from acquisition to disposal. This system is specifically designed to meet GASB 34 requirements and powerful enough to meet any local government needs. The system is fully integrated with the procurement applications and can do an actual asset creation from those applications if so toggled.

Procurement/Purchase Orders

Purchase Orders - The Purchase Orders module is a comprehensive, integrated management tool that administers all purchasing information and decisions. The application features real-time budget checking, electronic approval and work flow routing of purchase orders and online remote purchase order entry. A complete Change Order process with detailed audit trails is also included for any modifications to an existing purchase order.

Requisitions - The Requisitions process provides the tools your organization needs to quickly and efficiently generate, process and approve both standard and contractual requisitions.

Accounts Payable - The Accounts Payable module is the management procurement piece for vendor payment processing. Through the use of electronic checks and e-workflow, this powerful application can offer a paperless environment and create an effective and efficient solution for all accounts payable needs. With proper security clearance, the AP data entry grid can be configured by each end-user to process payments the way they prefer to work in order for invoice entry to be streamlined for maximum efficiency.

Project Management - The Project Management module is designed to monitor costs, budgets and requirements for an unlimited number of projects and grants over an unlimited number of years. This module allows agencies to be proactive in the project management and job costing area by tracking all aspects and stages of project and grant activity. Unique multi-level tasking allows users to define each project in as much detail as desired. The tight integration with other applications, such as Payroll and Accounts Payable makes entering this information easy and accurate.

Payroll/HR/EIS

Payroll - The Payroll module is both comprehensive and robust. It was designed to exceed local governments' most complex payroll requirements. Superior functionality and unrivaled flexibility give users the ability to control authorized positions and handle complex benefit and deduction calculations. Effective dates allow the user to enter updates and changes to the system at any time with the system automatically turning on the appropriate information.

Payroll Budgeting - The Payroll Budgeting feature is a flexible budgeting tool that can leverage your existing payroll history into reliable budget projections. It is designed so that an unlimited number of "what-if" scenarios can be executed and evaluated. Once a final budget is confirmed, it will interface into the General Ledger budgeting applications.

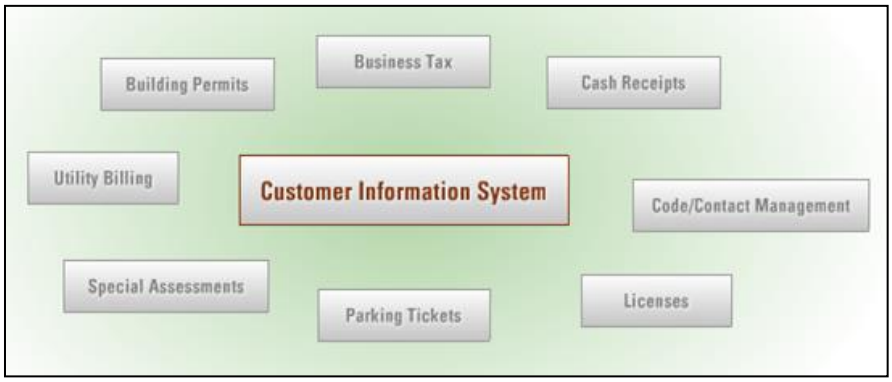
Human Resources - The Human Resources module is a comprehensive solution to manage all employee information. The application's reporting capabilities meet all OSHA, FMLA and EEOC requirements and the strict security standards ensure that sensitive records remain safe and secure. The user-defined category and type set up allows for the HR department to configure the system with exactly the type of information they need to monitor and keep. Electronic Personnel Action Forms are also available to help your HR team automate processes such as issuing ID badges to new employees or kicking off annual reviews.

Online Open Enrollment - The Open Enrollment feature combines the strict administrative control over the enrollment process that your HR team needs with the feature rich, on-demand research and enrollment tools that your employees want. This system allows you to monitor the entire process from initial research to final enrollment, including automatically reminding those employees who have not yet completed the process.

Online Employee Self-Service - The Online Employee Self-Service feature reduces costs by empowering your employees to take an active role in tracking and maintaining their own information. Employees can view their pay stubs, W-2's, employee information, vacation requests, etc. They can also enter their time via this application.

Online Applicant Tracking - The Online Applicant Tracking feature provides web portal access for applicants to view job openings, post resumes, and complete required application information. Built-in tools provide for easy review of applicant information, and automatic notification of eligibility or rejection. Once the selected applicants are hired, data flows into the Payroll system for easy employee setup.

Utility Billing/CIS



Utility Billing - The Utility Billing module is one of the cornerstones of the Springbrook suite of applications. This application automates a variety of tasks and provides a customer-service-driven solution that allows the management of water, sewer, electric, garbage and any other service information with ease. Automated processes for adjustments, late notices, billing, shut-off notices, collections, payment arrangement terms, budget billing, etc. allow for improving departmental efficiencies. An online

Web portal allows your customers to look up their transaction history, consumption history, graph their consumption history and pay their bill electronically.

Online Utility Billing Payments, Inquiry & e-Statements – This optional PCI compliant sub-module is hosted and interacts in real-time with the Utility Billing module. Constituents and businesses may securely access their accounts to view billing, payment and consumption (graphically) history, make payments via e-check or credit card and sign up to receive e-statements.

GIS - Springbrook offers an industry leading two-way GIS interface, allowing users to seamlessly move from GIS maps directly into live Springbrook data. In addition, many Springbrook clients utilize the Springbrook data in creating shape file layers within the GIS environment.

Central Cash Receipts - The central Cash Receipts module provides secure management and tight operational controls of payment collection and processing. This powerful application centralizes all payment collection for maximum productivity and control. Full keyboard input and direct interfaces to cash drawers and receipt printers ensure improved user efficiency. The system allows for input of all Springbrook processes in addition to an unlimited number of user-defined payment types. The detailed reporting and query tools make finding information and daily balancing an easy task.

Special Assessments - The Special Assessments module allows users to create and manage assessments from generation through payoff. Designed to be tailored to each organization's needs, the system provides
unrivaled flexibility. As with all applications, this one offers the user a lot of flexibility in setup, reporting and pay-off information.

Accounts Receivable - The Accounts Receivable module is specially designed for the government sector. This application provides a comprehensive system for creating and maintaining all information necessary to record and track customer data, invoices and balances. The application allows for an unlimited number of types of receivables and makes the billing and reporting easy with its designed reporting and query tools.

Inventory Control - The Inventory Control module allows agencies to accurately manage in-house inventory. The effective tools in this dynamic solution will help monitor the acquisition and storage of inventory in multiple warehouses, manage item usage and maintain average cost figures for goods. Detailed integration with other applications, such as Work Orders, Accounts Payable, Purchasing and Payroll insure timely and accurate information.

Work Orders - The Work Orders module allows organizations to employ a centralized system for tracking and managing work orders and keeping detailed costs for any project. The comprehensive maintenance interface allows for detailed analysis of labor, equipment, materials and services information. A template for each type of work order allows for minimal data entry when a new work order is required.

Fleet Maintenance - The Fleet Maintenance module is a component to the Springbrook Work Orders module. The comprehensive maintenance component allows for detailed cost analysis of

labor, equipment, materials and services associated with fleet, facilities, or equipment. A template for recurring maintenance allows for minimal data entry when a new maintenance work order is required, or automatic creation based on predefined usage or time schedule. History of all work orders performed by vehicles/equipment, interfaces to fuel systems, and part history are all readily available.

Business Tax - The Business Tax module provides local government agencies with a complete and flexible tax solution. This module offers tax administrators the ability to streamline and automate traditionally cumbersome return processes, renewals, penalty and interest calculations, infraction notices, and past due processes. The detailed tracking of every month and quarter along with year-end reconciliation processes automate a significant amount of work normally done manually. An online component of this module allows business owners and license holders to renew licenses, file business tax returns and pay fees and taxes online.

Building Permits - The Building Permits module is tailored to automate the building inspection and permitting process. The application can be used to maintain comprehensive records of all permitting and inspection activity from initial application through final inspections. A user-defined template for each permit type streamlines the process and email notifications keep the process flowing and efficient.

Licenses and Permits - The Licenses and Permits module is a feature-rich, comprehensive solution for managing government related licensing and permitting. An unlimited number of licenses can be configured and established to fit any organization's licensing needs. These could include business, marriage, passport, parking, animal, vehicle and a host of other licensing options. An online component of this module allows your constituents to renew licenses and pay license fees over the web.

Parking Tickets - The Parking Tickets module is a comprehensive citation management tool designed to minimize administrative costs while providing a steady source of revenue. Record citation details, generate notification letters and initiate the collections process with this easy-to-use interface.

Code and Contact Management - The Code and Contact Management module is used to create, track and report on customer and property issues. This flexible application will help your organization maintain a positive relationship with the public by facilitating quick, comprehensive solutions to customer issues. An online component is available as well where constituents can use an interactive map to report any situation which requires your attention and then follow the progress of that situation until it is resolved.

3.0 Client References

Springbrook has provided the following six (6) references that are similar in size and scope to the City.

City of Sausalito, California	
Address	420 Lintho St. Sausalito, CA 94965
Contact	Charlie Francis – Finance Director
Email	cfrancis@ci.sausalito.ca.us
Phone	415.289.4105
Population	7,400
Employees	75
Implementation	November 2001
Product Version	Version 7.09
Modules	Financials, Payroll

City of Sonoma, California	
Address	No. 1 The Plaza Sonoma, CA 95476
Contact	Carol Giovanatto – Assistant City Manager
Email	carolg@sonomacity.org
Phone	707.938.3681
Population	10,000
UB Accounts	4,500
Employees	36
Implementation	August 2013
Product Version	Version 7.16
Modules	Financials, Payroll, Utility Billing

Town of Yountville, California	
Address	6550 Yount Street Yountville, CA 94559
Contact	Kathleen Bradbury – Finance Director
Email	kbradbury@yville.com
Phone	707.948.2626
Population	3,310
UB Accounts	750
Employees	25
Implementation	February 2010
Product Version	Version 7.15
Modules	Financials, Payroll, Human Resources, Utility Billing

City of Tustin, California	
Address	300 Centennial Way Tustin, CA 92780
Contact	Pam Arends- King – Finance Director
Email	Parends-king@tustinca.org
Phone	714.573.3061
Population	70,187
UB Accounts	18,000
Employees	278
Implementation	November 1999
Product Version	Version 7.15
Modules	Financials, Payroll, Human Resources, Utility Billing

City of Newman, California	
Address	1162 Main Street Newman, CA 95360
Contact	Lew Humphries – Finance Director
Email	lhumphries@cityofnewman.com
Phone	209.862.3725 Ext 2
Population	10,000
UB Accounts	3,100
Employees	33
Implementation	February 2011
Product Version	Version 7.15
Modules	Financials, Payroll, Utility Billing

City of Livingston, California	
Address	1416 C Street Livingston, CA 95334
Contact	Odi Ortiz – Assistant Finance Director
Email	ortiz@livingstoncity.com
Phone	209.394.8041 Ext115
Population	11,034
UB Accounts	2,700
Employees	45
Implementation	February 2000
Product Version	Version 7.14
Modules	Financials, Payroll, Utility Billing

4.0 Application Software Specification Chart

Springbrook has responded to the City's functional requirements below. Many questions and requirements are listed in short summary format only, and therefore can be interpreted differently than intended. The following is our best effort to respond based on our understanding of each stated requirement.

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Global Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	Managed Services Features							
1	The system should offer a state-of-the-art service technology to provide *Managed Services* for the system, allowing for the deployment, updating, and management of all software resources.	**x**						
2	Managed Services should incorporate the following service levels:	**x**						
3	*One-Touch Installation* - deliver and manage web-based software installation without physically touching client servers and workstations, including downloading software, building databases, and deploying upgrades and updates.	**x**						
4	*Pin-Point Delivery* - store the client's complete software and version information at a secure Code Distribution Center (CDC) to deliver customized data specific to the client site. Any custom reports, widgets, web parts or interfaces developed for a client should be stored and available only to that client to download. Custom updates and upgrades should be automatically pushed to the client based on that site's specific version information. Any delivery failures should automatically generate an incident report for the software vendor to resolve.	**x**						
5	*Active System Monitoring* - monitor the system for any network or software processing issues, including out of balance accounts and un-updated software. Offer an additional built in monitor on the entire network infrastructure to reduce the IT burden on the client's staff. System monitoring should include server and workstation failures, memory issues, processor, licensing information and windows versioning from within the application with no need for a third party application.	**x**						
6	*Proactive Issue Management* - accomplish with automatic generation of alerts for errors - whether the issue is a processing error within the system or a network systems issue. The alert is sent to the CDC, in turn initiating an incident with the appropriate Support Services Department, allowing the Support Services staff to proactively contact the client to resolve the issue, possibly before the issue is detected by the client	**x**						
7	*Built-In Data Protection* - active monitoring with the ability to handle data backup and disaster recovery processes. The system facilitates daily backups of any chosen data on the system, monitors the backups, and reports back to the client. Off-site backup to the CDC should also be available.	**x**						

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	Global Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
8	*Intelligent Security* - any communication between the client site and the CDC should be encrypted and follow SSL protocol. There should be no "back-door" access, and Support Services staff must acquire system administrator access passwords from the client to login through the CDC. As an additional level of transparency, the client should always have full disclosure of the communication log between the client's application and the CDC. Additionally, a complete log of all unauthorized access is reported to the client site.	x						
	Business Intelligence Services Features							
9	The system should offer *Workspace Services* as an innovative way to present vital information to users.	x						
10	Workspace Services should offer the following features:	x						
11	Allow increased user productivity by allowing full personalization of the user experience, through data portals, search analytics, and data analysis, based upon role-based security.	x						
12	Allow users to create multiple Workspaces using lightweight applications called "widgets".	x						
13	Provide complete control to create personalized widgets into the Workspace utilizing search lists, pinned or scheduled reports, graphs, charting, and gauges to quickly analyze Key Performance Indicators, as well as navigation preferences, system notifications, shortcuts, favorites, and "Direct Data Drill" of the application and resources.	x						
14	Include a sampling of widgets with the software such as a collection of shortcuts, a calendar control, and a clock control.	x						
15	Allow widgets to be imported from other sources.	x						
16	Allow a Workspace tab to be set up to open an Internet location.	x						
17	The system should offer Dashboard Services allowing full access to all reporting resources and Key Performance Indicators from within a Web Environment.	x						
18	Dashboard Services should offer the following features:	x						
19	Provide each user with complete control over the personalization of their individual dashboard.	x						
20	A user should only need access to the IIS server for complete delivery of all data analytics and decision making models - without having the software installed - giving executive management, board and council members an avenue for accessing key information from the application.	x						
21	All data security should be strictly enforced in addition to transmission of data via encrypted services over SSL.	x						

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	Global Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
22	Allow the deployment of service components within the application's Dashboard Services infrastructure, as well as separate service components in a MS Office SharePoint Server.	x						
23	The system should offers in-depth reporting features with all reporting activities centralized into a Reporting Services area for streamlined access.	x						
24	*Reporting Services* should offer the following features:	x						
25	Run standard reports and modify standard reporting criteria using Report Wizard features. Examples of selection criteria should include range of dates, range of record numbers, range of codes, sorting criteria, summary or detail format, etc.	x						**standard reports may be modified with Crystal reports**
26	Create ad hoc reports with a Report Designer.	x						
27	Schedule reports based upon user-defined criteria (date, time, recurring patterns).	x						
28	Specify delivery preferences for automatic report distribution to other users.						x	
29	Access delivered reports easily for immediate review and/or printing, or archive for retrieval at a later time.	x						
30	Drill-down access into the software from all reports.	x						
31	Export queries and reports in multiple industry-standard formats including Microsoft Excel, Microsoft Word, Adobe pdf, XML, etc.	x						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
32	Extensive data query capabilities should be available through Dynamic Grid features as well as the Report Viewer; for example, applying user-defined query sorts and filters, creating lists within those queries, printing and/or exporting queried data, etc.	x						
33	Provide a global search feature to search the entire application database.						x	
	General Features							
34	The system should provide standard document attachment features to store existing files on the network or scanned document images, attaching them to records in the application.	x						
	TOTALS	**32**	**0**	**0**	**0**	**0**	**2**	

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	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The General Ledger System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:	**x**						
2	Accommodate the structural requirement of fund accounting such as maintaining multiple fund general ledgers, appropriation/expenditure/revenue ledgers, and should interface with financial support systems which collect report data associated with the entity's day-to-day financial activities.	**x**						
3	Provide for the maintenance of separate funds, each of which is a self-balancing set of accounts, with all funds recorded being processed simultaneously by the common system.	**x**						
4	Allow the user to determine the basis for accounting for each fund separately in cash, accrual, or a modified accrual basis.	**x**						based on reports produced by each fund
5	Capability to post to any of the months in the current fiscal year or the first three months of the next fiscal year without closing any of the months of the current fiscal year.	**x**						
6	During all processing, the system should edit transactions to insure that each entry to a fund is balanced and complete and also that each fund is maintained as a self-balancing entity.	**x**						
7	Provide the option to use dashes, periods, or other defining characters in the GL account number configuration. If dashes or periods are used, the user should be able to predefine account number configurations for each type of account (expense, asset, revenue, liability, etc.) so that the dashes or periods are automatically inserted in the appropriate spaces.	**x**						Springbrook uses dashes. The COA must be uniform; therefore, all assets, expenses, revenues, etc must have the same format (ie number of characters and segments).
8	Ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds which are accounted for in one centralized (pooled) bank account.	**x**						
9	Account for cash in funds where cash is maintained separately from the pooled cash bank account.	**x**						
10	Define accounts as either having optional or required status in the Project Accounting module.	**x**						
11	Ability to define different fiscal year ending dates for individual funds, i.e., not all funds are required to have the same fiscal year-end date.						**x**	
12	Ability to maintain unlimited historical financial data, i.e. actual amounts for both budgetary and financial data. This information must be available for both systems reports and inquiry functions.	**x**						

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	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
13	Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. At any point during the year, the user may either inquire on-screen or request a printed inquiry of this information.	x						
14	Provide the ability to import budget adjustments in a pre-defined format from third-party applications.	x						
15	Maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget.	x						
16	Provide for user defined groupings of accounts for budget control purposes. Budgets will be established on a line item basis, however an option should be provided to group accounts for budget control purposes (i.e. all supplies accounts within a department) in the purchase order input process.						x	This information would be available via report
17	Allow for the projection of revenue and expense account balances for budgeting purposes. The system should accept balance projections manually or calculate projections based on the year-to-date account balances (thru a user-defined period), the last saved projection or the last calculated projection. Account selection should be based on user-defined criteria.	x						
18	Accept automatic posting of journal transactions from other subsystems or third-party applications in predefined journal entry format.	x						When importing in from a thrid party, user is given an opportunity to review before posting. JEs from other Springbrook applications are automatically posted.
19	Run interim financial reports during an accounting month.	x						
20	The system must have the ability to load previously posted transactions for reposting with new dates.	x						User may reverse initial entry, then reverse again into a new date.
21	Automated bank reconciliation process for multiple cash and bank accounts.	x						
22	Maintain and process transactions for a "prior" fiscal year and a "current" fiscal year simultaneously before the prior year is closed. Make an "adjustment period" available for posting audit adjusting entries to prior year balances.	x						
23	Load previously posted transactions with debits and credits reversed to create reversing entries.	x						

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	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
24	Provide ability to suspend account activity.	x						Account may be marked as Inactive
25	Create accounts with a future status for future budget periods and restrict current year posting to the account until changed to an active status. Provide for automated status change of future accounts during budget implementation process.						x	
26	Provide the user an average daily balance by account within a pooled cash account.						x	
27	Ability to automatically upload posting of cleared items from the entity's bank to the bank reconciliation system.	x						
28	Provide the ability to protect an account from journal entries while allowing system postings.	x						Through user GL account level security
29	Provide the ability to flag a fund with an active or inactive status. Inactivating a fund will inactivate all accounts within the fund.						x	
30	Maintain and print notes for individual funds and GL accounts with the ability to secure notes from any future changes.						x	Attachments on GL accounts and audit trails are available
31	Provide the ability to purge all transactions from the G/L history for a selected fiscal year. A report listing the proposed transactions to be purged may be generated prior to running the purge process.	x						This may be done through contacting the Springbrook Support Department.
32	Audit changes made in key files (General Ledger system file, fund maintenance and account transfer maintenance file) and provide an audit report listing changes to these General Ledger files. Filter options should include date, file, function and operator.	x						
33	Provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	x						
	Journal Entry Capabilities							
34	Journal entries must have a unique identifying transaction code or number. Journal entry input should be processed in a packet format creating a system level audit trail of input, edit, approval, and update of data. Packets can be department specific and merged together for processing purposes.	x						Journal entries are "processed" in a batch or "packet" until posted. Reports may be produced to see all activity across depts for all "packets"

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	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
35	Prevent journal entries from posting to months, fiscal years, or accounting periods which have already been closed for accepting business transactions, or have not been opened for accepting business transactions.	x						
36	Maintain detailed transaction descriptions in the general ledger for both system and manually generated journal entries.	x						
37	Prevent posting transactions to invalid general ledger account numbers.	x						
38	Ability to track the day, month, and year of the journal entry.	x						
39	Provide for optional automatic creation of journal entries and reversal of journal entries after period close. The user must be able to identify which entries should be reversed at the time of entry.	x						User may enter that JE should be reversed in part of JE description. User must initiate JE reversal, but it is a very simple process to generated reversal.
40	Automatically generate all "due to" and "due from" journal entries when posting a transaction to one fund which will affect other funds.	x						
41	Provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.	x						
42	Accept both standard and recurring journal entries, both as to amount and account. For recurring journal entries, data entry should be required only once. Edit recurring entries as to coding accounts and amounts as necessary. Preferably, the user should be able to initiate a batch which would have all the recurring entries for the period for review and edit.	x						batch for recurring is user selected from list of recurring options
43	Allow the user to reverse or cancel a previously posted/updated journal entry. Also allow user to re-post a journal entry after reversal. Provide a complete audit trail in the general ledger for journal entry reversal and re-post by requiring a separate journal entry number or code for each reversal/repost.	x						
44	Allow the user to edit and/or correct both manual and/or system generated journal entries as to account number, amounts, descriptions, etc.. Even after user debits, the system should edit the entry to verify that the edited journal entry is still in balance as to both debits and credits and individual funds.	x						System generated JEs may be editted/corrected through adjustments process.
45	Print journal entry transaction detail prior to posting the journal entry to the general ledger.	x						

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	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
46	Ability to set up predefined sets of accounts and corresponding descriptions for repetitious journal entries. Provide ability to distribute the amount of the journal entry on a predefined percentage basis or by stated amounts entered by the operator.	x						through recurring JEs
47	Perform allocation calculation such as interest, based on an allocation method selected (average daily balance, monthly beginning balance, monthly ending balance, percent, or fixed amount) during the journal entry process.	x						average daily balance, Month end balance are options
48	Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to post audit adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data.	x						
49	There should be a default general ledger fund equity account maintained in the general ledger master chart of accounts or fund table. This fund equity account will be used in the fund during the year-end close process.	x						
50	Ability to assign journal notes to transactions in situations where descriptions would be helpful for justification or clarification purposes. An option to view the journal notes on screen or print the journal notes on appropriate reports should be provided.	x						through the use of attachments notes may be viewed on screen.
	Inquiry Capabilities							
51	The system should provide on-line account number look-up at any prompt for a general ledger account number. This look-up feature should be based on a portion of the account number and/or the account name. The appropriate accounts should be displayed, with the ability to select the desired account.	x						
52	General Ledger Data Display - Data on status and history of an account including general ledger number, account name, account type and account balance information including encumbered balance, current balance and the net amount of any pending transactions. Drill-down is available to view the details for the journal entry transactions which comprise the pending amount.	x						

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	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
53	Provide on-line account information including account number, account name, type of account (asset, revenue, expense, etc.), department name, and account balance. For both the original and current budget the amount budgeted, account balance, amount encumbered, current amount encumbered, amount currently reserved (amounts entered as requisitions that are awaiting to be approved as purchase orders, or excess or reduction in PO during receipt process that is not been posted to accounts payable), unencumbered budget balance, and percent of budget obligated. Total amounts expended and encumbered for each month of the fiscal year should be displayed. Total amounts budgeted for each month (both original and current budgets) should be displayed.	**x**						
54	The inquiry program should provide an option to display detailed information on transactions posted during the fiscal year. Options should be provided to display transaction detail based on parameters such as dates, ranges of amounts, or transaction number. The system should display the transaction date, transaction number, reference (ck number, etc.), description, and amount of the transaction. User should be able to filter the transaction detail by source, date, amount, transaction type, and encumbrance amount. If appropriate, the vendor, invoice, purchase order or work order number should be displayed. The detail records should support drill-down functionality on the transaction number, vendor number, invoice number, purchase order number and work order number.	**x**						Parameters for display are based screen sort. By default all transactions for the selected year are displayed.
55	The monthly activity, budget information and transaction detail information described above should be available for on-line inquiry for the current fiscal year as well as for a user defined number of previous years.	**x**						
56	Online display for monthly balance activity, budget adjustments, history and transaction detail information provides dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information. User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.	**x**						Meets most criteria. Grid may be exported to Excel or pdf file
57	Provide for inquiry by a user defined group of accounts (i.e. all accounts within a department, personnel accounts across all departments in a fund, etc.). Totals for monthly expenditures and budgets should be displayed.	**x**						
58	Ability to inquire on transactions by journal entry numbers.	**x**						

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	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
59	Ability to reconstruct previously posted transaction packets and print registers.	**x**						
60	Ability to inquire on transactions with journal notes by journal note number.						**x**	
	Reporting Capabilities							
61	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	**x**						
62	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	**x**						
63	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.	**x**						Standard reports may be exported to excel or Pdf file. Query tool reports may be exported to csv, Access, or xml.
64	Provide the ability to design and create reports in a user defined format without being required to purchase a special report writer application. Data elements for purposes of creating reports should include at a minimum, the following: current and/or prior year-to-date actual, current year-to-date including encumbrance, outstanding encumbrance at the end of the period, current and/or previous year total budget, current and/or previous year year-to-date budget, current month actual, prior year month actual, and percentage comparison of YTD amount and total budget amount.	**x**						
65	The system should print a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account.	**x**						
66	The system should print an expenditure report by fund, organization and expense object, showing budget, expenditures for the period, expenditures YTD, percent of budget expensed, outstanding encumbrances and uncommitted balance with totals by summary account as defined in the table.	**x**						

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	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
67	All reports should include the name and title of the report, date and time the report was produced and the date(s) for which the report covers.	x						
68	Option to view any report on screen with subsequent option to print.	x						
69	Ability to generate financial statements by individual funds or for all funds.	x						
70	Ability to consolidate financial statements when more than one fund is used to account for various fund types or groups.	x						
71	Ability to print a report including all journal notes.	x						does not include journal notes included as attachments
72	Ability to print a report for a user defined range of journal numbers, sorted by journal entry number.	x						
73	Provide the ability to run all applicable reports for the current fiscal year's data or from data from a previous fiscal year.	x						
74	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the General Ledger system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	x						
75	The system must generate data necessary for compliance with state and federal reporting financial statements produced with the data should conform to MFOA and GAAFR standards. The following financial reports must be included:	x						
76	Account Listing	x						
77	Chart of Accounts	x						
78	Statement of Revenues and Expenditures	x						
79	Trial Balance	x						
80	Balance Sheet	x						
81	Budget Worksheet	x						
82	Budget Presentation	x						
83	The system should also print interim financial statements.	x						
84	Provide the following predefined reports:	x						

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	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
85	**General Ledger Detail Report**: Report parameters should include the ability to choose fund, range of dates, range of accounts, debits, credits or both, option to include encumbrances, option to print vendor numbers only or vendor numbers and names, and option to print journal notes and projects. For each account selected, the report should print the account number and name, beginning balance, and ending balance. The report should print for each transaction, the transaction date, posting date, transaction number, reference, description, vendor number/name, invoice number, purchase order number, amount of the debit or credit, balance, and journal notes (if applicable).	x						
86	**General Ledger Detail Vs Budget Report**: This report shows transaction detail by account along with budget, year-to-date, and balance information for accounts. Transactions are listed for the selected General Ledger accounts for specified accounting periods and budget information resulting from the transactions. The transactions can be limited by fund, time period, transaction date, and account range. Additional report parameters include the ability to include active accounts only, monthly totals, and restricted accounts. The report includes the transaction date, number, reference, description, vendor, journal entry number, budget, activity and account balance. Department totals are presented at the end of the report.	x						
87	**Cash Analysis**: Report parameters should include the ability to choose the fund, month and year, days of the month to include in the report, and option for summary or detailed version of the report. The detailed version of the report should print for each cash account within the fund selected, for each day of the month, the total amount for all checks, deposits, service charges, interest, miscellaneous, net change, and balance.	x						detailed report may require reporting tool
88	**Template Report**: This report shows the accounts that comprise the distribution defined for a template. For percent-type templates, the report also shows the distribution percentages. For flat amount-type templates, the report shows the distribution amounts. The report includes account totals for the accounts in the distribution. The report can be printed for a single template or for all templates.						x	This information is all available via screen display

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	General Ledger Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
89	**Transaction Audit Report**: Report parameters should include the ability to choose the fund(s), accounting period, account or range of accounts, option to include encumbrances, and option to include journal notes. For each transaction selected, the report should print the transaction number, transaction date, posting date, reference, description, accounts debited and credited, amounts, and journal notes (if applicable).	x						
90	**Budget Analysis Report**: Report parameters should include the ability to choose the fund(s), budget code, accounting period(s), starting and ending general ledger account, with option to include vendor names on the report. For each account selected, the report should print the account name and number, and beginning balance, current balance, and current amount encumbered. For each transaction, the report should print the transaction date, posting date, transaction number, reference, description, vendor number and name, invoice number, purchase order number, amount of the transaction, unencumbered budget balance, and net total of budget amount for the included accounts.	x						
91	**Budget Adjustment Report**: This report shows for each budgeted account, the original budget amount, along with the date, description, and amount of adjustments made to the budget account. It also shows the current budget amount, after the adjustment was applied, and an option to include budget adjustment notes. Report filters include budget adjustment number and date ranges.	x						
	System Interfaces							
92	The General Ledger system should interface with the following modules:							
93	Accounts Payable	x						
94	Purchase Orders	x						
95	Payroll	x						
96	Bank Reconciliation	x						
97	Budgetary System	x						
98	Project Accounting	x						
99	Fixed Assets	x						
100	Inventory	x						
101	GASB MSDE Module with Adjustments & Reporting	x						
102	Utility Billing	x						
103	Miscellaneous Accounts Receivable	x						
104	Business License	x						

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105	Building Projects	x						
106	Central Cash Collections	x						
107	Sales Tax	x						
108	Special Assessments	x						
109	Court Case Management	x						Springbrook does not offer this module, but could interface to any third party vendor of your choice. A standard interface import is in the GL JE area.
110	Cemetery Records	x						Springbrook offers a basic way of tracking this through the Central Lot file.
111	Property Tax Management	x						
112	EMS Billing	x						Springbrook does offer Misc AR for which some clients do EMS billing. However, through the standard GL JE import, detailed transactions may be imported.
	TOTALS	**103**	**0**	**0**	**0**	**0**	**8**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Budget Preparation system must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:	x						
2	The system must include a user defined budget work sheet and budget proposal report as specified by the Customer. A report generator should be provided that will provide the capability for the user to create additional user defined budget reports.	x						
3	Budget work sheets and proposals should be capable of including account number, account name, one or more previous year's budget amounts, one or more previous year's actual amounts, current year's actual YTD, and current fiscal year budget in addition to the proposed budget.	x						
4	The system must allow automatic installation of the adopted budget.	x						
5	The system should allow the user to create projected budgets with the ability to multiply selected portions of the current budget or other specified model budgets, by a user defined multiplier and automatically create new budget amounts.						x	depending on desired multiplier, may require export to Excel, then import back into system
6	The model budget, variance, percentage change, and new projected budget amount should be displayed providing full screen edit capabilities to the new budget column.	x						
7	The system should provide the ability to include free form text notes at the line item, department, and fund level. These notes can then be defined as permanent, current, and next year. These notes can be printed with budget work sheets and budget proposals at the user's discretion.	x						Meets some criteria. Notes may be added at the entry level, GL account level, and detail level. Notes may be printed when budget worksheet is printed. Notes do not have statuses associated with them.
8	Provide the ability to create free form text notes that may be associated with specified departments that may be printed on budget reports.	x						May be printed on Budget Worksheets
9	Support ability to print notes on budget worksheets, budget proposals, or budget presentation reports at the user's discretion. These notes can also be viewed in the General Ledger in Account Management.	x						Notes entered as descriptions for details have this capability
10	The system should allow the user to run the projected budgets through the current financial statement formats.						x	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
11	During budget formulation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem.	**x**						
12	There must be system security available to control access to the budgeting windows. Budget codes should be protected as to users authorized to perform actions on them (Create/Delete, Initialize, Copy, and Install). Additional security should be provided down to the line item level (i.e. giving a department head the ability to work with budget projections only within accounts in his/her department).	**x**						
13	For each cost center, the system must have the capability to maintain multiple versions of the budget. Each version would typically contain not only the base budget but also various enhancements, or changes, at the line item level.	**x**						this would show the original number, which may be changed to reflect the new number, up to 3 years previous budget would be viewable.
14	Provide the ability to develop budgets in the system for grants or other funds for fiscal years ending at dates other than the Customer's fiscal year-end.	**x**						Through Project Management module
15	The system must be able to accommodate a minimum of ninety-nine versions, per fund, of the budget and multiple changes per cost center.	**x**						
16	These changes must be maintained in separate records, and displayed in separate windows in the system.	**x**						
17	Subsequent to the final approved budget being established in the system, all versions used during budget formulation should still be available for on-line inquiry.	**x**						
18	The system should include a budget manager tool to consolidate the budget preparation and analysis functions. This tool should provide multiple options for viewing and maintaining budgets: by fund, by department, by type, by account or by adjustments. Summary views should include drill-down capabilities to the lowest level of account detail, notes and distribution information.						**x**	
19	The budget manager tool should generate side-by-side comparisons of two budgets, defined by the user. Multiple options for viewing budget comparisons should be available: by fund, by department, by type, or by account. Comparison information should include, for each level of detail displayed, an amount and percentage variance.						**x**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
20	The budget manager tool should include an import function to automatically transfer in personnel budgets created in the HR Budgeting module.	x						HR/PR budgeting is done in GL Budget module with HR/PR information
21	The budget manager tool should provide extensive reporting capabilities for budgets, with convenient access to the budget reporting menu.	x						
22	The budget manager tool should display selected budget data with dynamic grid controls, allowing greater flexibility in sorting, viewing and grouping information. Users should have the option to define and save screen configurations. Functionality should also include the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.	x						Meets most criteria. Grid may be exported to Excel or pdf file
23	On the budget work sheet view shown by line item, the system must have the capability to calculate amounts for the proposed budget column based on a fixed increase/decrease percentage. The user must be able to indicate whether the calculation should be done for selected cost centers only or for all cost centers for which this line item is budgeted.						x	
24	On the budget work sheet view shown by line time, the system must provide automatic distribution of the budget amount evenly to all months or to each month in proportion to the actual amounts, from a historical year specified. Additional capabilities should include manual distribution of annual budgeted amounts to months based on a specific spending plan, dividing the annual amount by twelve or based upon a percentage distribution per month.						x	
25	Once a split has been established, if the budget amount is changed, the new budget amount should automatically be distributed according to the percentages established when the original split was input.						x	
26	The User must be able to change amounts at any time. All changes to the final approved budget must be input as amendments and maintained in a budget adjustment file. An audit trail should provide data for the budget adjustment date, description, adjustment amount and new budget. Any files in other subsystems or the primary financial system using budget data, should reflect these changes.	x						
27	The system must provide the ability to import proposed budgets, budget adjustments and budget notes in a pre-defined format from third-party applications.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Budget Prep Feature / Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
28	Must provide on-line context sensitive documentation, with table of contents, index, key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	**x**						
	Reporting Capabilities							
29	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	**x**						
30	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	**x**						
31	The system should print budget work sheets for each budget. The format for budget work sheets may include one historical budget, an original budget, current budget and one proposed budget and shall be defined by the Customer and provided by the vendor as a part of the installation and configuration process.	**x**						Several format / filter options are available for user defined budget reports. Training on this reporting tool is included in the standard implementation / training plan.
32	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the General Ledger/Budget Prep system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	**x**						
	System Interfaces							
33	The Budget Prep system should interface with the following software modules:	**x**						
34	General Ledger	**x**						
35	HR Position Control Budgeting	**x**						
36	Report Generator	**x**						
	TOTALS	**29**	**0**	**0**	**0**	**0**	**7**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	GASB Reporter Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The GASB MSDE Module with Adjustments and Reporting must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:	x						
2	The system provides a step-by-step approach to lead the user through the processes of preparing and generating reports in compliance with the new reporting model for all governmental entities, as defined in Statement No. 34 of the Governmental Accounting Standards Board.	x						
3	The system accepts trial balance data from virtually any 3rd party General Ledger system by using a universal import feature which processes any standard ASCII comma-delimited output file complying with the system's file layout.						x	
4	The system provides the option of importing component-unit data or adding it manually.	x						
5	The system includes an adjustment wizard that guides the user through the process of generating the adjustments required to report the organization on a full-accrual basis.						x	
6	The system supports multiple databases to allow separate agency reporting, period reporting, and fund roll-ups.	x						
7	The system produces all required GASB 34 reports, including Statement of Cash Flows, and also provides a complete audit trail for every financial number on the reports.	x						
8	The system saves reports as Excel, Word, HTML, Rich-Text or Crystal Reports files and includes an integrated Crystal Reports reporting engine.	x						Excel
9	The system uses a high-performance ODBC database system and is available for a Pervasive SQL 2000i or Microsoft SQL Server database.							
10	The system supports multiple users and works with Windows 2000 and XP Professional.	x						XP is supported. As Microsoft is no longer supporting Windows 2000, We no longer support this as well.
11	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	GASB Reporter Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	Maintenance Features							
12	Displays fund types imported from the General Ledger data in a table format and allows for editing of these types to the valid fund types that are compliant with GASB 34.	x						
13	Displays fund characteristics in a table format and allows for editing of information such as fund category, fiscal year-end and user designations like major fund or general fund.	x						
14	Automatically calculates and assigns major fund designations by using the 5/10 test.						x	
15	Provides the ability to define report labels that will appear in the General Revenue section of the Government-Wide Statement of Activities, define the order these labels will appear and then assign them to revenue accounts.	x						
16	Provides the ability to define report labels that will appear in the Government-Wide General Revenue section of the Statement of Activities under Transfers as well as in Fund level reports.	x						
17	Allows the user to define government-wide account classes used to group general ledger accounts and designate where these account figures are reported on the Government-Wide Statement of Net Assets in the Asset and Liability sections.	x						
18	Allows the user to define debt service types with which to describe expenditures tagged as debt services.	x						
19	Displays equity or control accounts imported from the General Ledger data in a table format for verification that each account displayed is, in fact, a portion of the total fund balance.	x						
20	Allows the user to designate functions that are assigned to revenue and expenditure accounts and also appear on the Government-Wide Statement of Activities and the Governmental Fund Statement of Revenues.	x						
21	Provides the ability to associate departments imported from the General Ledger data to functions designated in the system.	x						
22	Allows the user to define fund level account classes such as asset, liability and reserve/fund balance account classes used on the Governmental Funds Balance Sheet as well as revenue and expenditure account classes used on the Governmental Funds Statement of Revenues.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	GASB Reporter Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
23	Provides the ability to create and modify component units not previously imported from the General Ledger data to ensure proper reflection in the Statement of Assets, Statement of Activities and other appropriate fiduciary reports.	**x**						
24	Allows the user to add or modify Cash Flow labels that appear on the Proprietary Fund Statement of Cash Flows and later assign those labels to General Ledger accounts for organization on the Cash Flow report.	**x**						
	Adjustment Process							
25	Takes the user through a step-by-step question and answer process to make adjustments reconciling modified accrual records to full accrual records. Adjustments and notes created are displayed on a Reconciliation report.	**x**						Since the GASB reporter does not require import export of data - it is real time. The user would use the standard JE process to handle adjustments. Typically these are added into the 14 or 15 periods.
26	The adjustment process allows for the 27 most common entries, a place for other uncommon entries, as well as entry of component unit information.	**x**						Since the GASB reporter does not require import export of data - it is real time. The user would use the standard JE process to handle adjustments. Typically these are added into the 14 or 15 periods.
27	All adjustments made for GASB reporting purposes are segregated from the GAAP method General Ledger.	**x**						Since the GASB reporter does not require import export of data - it is real time. The user would use the standard JE process to handle adjustments. Typically these are added into the 14 or 15 periods.
	Reporting Capabilities							
28	All reports will be previewed through a Windows-format viewer with user-defined display parameters and buttons to navigate from page to page or first and last pages. Viewer should also provide ability to export reports and save as Excel, Word, HTML, Rich-Text or Crystal Reports files.	**x**						Reports from this tool are available through Excel only

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	GASB Reporter Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
29	Provide a global setting in the system for rounding amounts on reports. Options should include rounding to the Nearest Dollar, Thousands, Millions or Billions.	x						Available within Excel template settings
30	*Government-Wide Reports*	x						
31	Statement of Net Assets	x						
32	Statement of Activities	x						
33	*Governmental*	x						
34	Balance Sheet - Governmental Funds	x						
35	Statement of Revenues - Governmental Funds	x						
36	Statement of Revenues - Budget & Actual - Governmental Funds	x						
37	Schedule of Revenues - Budget & Actual - Special Revenue Funds	x						
38	*Proprietary*	x						
39	Statement of Net Assets - Proprietary Funds	x						
40	Statement of Revenues - Proprietary Funds	x						
41	Statement of Cash Flows - Proprietary Funds	x						
42	*Fiduciary*	x						
43	Statement of Fiduciary Assets	x						
44	Statement of Changes in Fiduciary Net Assets	x						
45	*Miscellaneous*	x						
46	Accounts by Fund	x						
47	*Supplemental - Statistical*	x						
48	Net Assets By Component	x						
49	Fund Balances of Governmental Funds	x						
50	Changes in Net Assets	x						
51	Changes in Fund Balances of Governmental Funds	x						
	System Interfaces							
52	The GASB Reporter should interface with the following software modules:	x						
53	General Ledger	x						
	TOTALS	49	0	0	0	0	3	

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Accounts Payable system must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:	x						
2	Multiple bank accounts	x						
3	Designated disbursement fund	x						
4	Pooled cash account	x						
5	-OR- combinations thereof.	x						
6	Support length of vendor name, address & city fields up to 50 characters.						x	vendor name may be up to 50 characters
7	Support cash, accrual, modified accrual, or combinations thereof.	x						
8	Ability to process credit memos on-line.	x						
9	Ability to store credit memos for each vendor.	x						
10	Provide a complete bank reconciliation process.	x						
11	Ability to provide a comment field that can accommodate various comments, which are printed on the check.	x						
12	Provide a status code to allow placing a hold on all payments for an individual vendor.						x	User may opt to not select individual invoices for payment to "hold" invoices for later processing.
13	When updating vendor records, the user does not need to know vendor codes, type codes, etc., the user simply moves to the appropriate field and selects from a drop-down list of codes for the field with optional add/edit functionality.	x						
14	Provide options for new vendor numbers to be set up manually or set up automatically by the system.	x						
15	The system should provide the ability to capture multiple User Defined Data (UDD) fields with the following attributes:	x						
16	UDD fields can be formated in various layouts such as checkboxes, date fields, numeric fields, drop-down lists and text fields.	x						May be date, character, or decimal
17	Additional customization features for UDD fields can be defined including character length, min & max values, initial & default values, as well as characteristics such as “unique” and “required".						x	
18	The system automatically searches for and notifies a user of other records in the system with identical UDDs, when the UDD field is setup with a "unique" value.						x	
19	Queries and reports can be run using UDD fields.	x						

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
20	At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history. Once the inquiry is completed, a single mouse click or keystroke must return the user to the original screen and field.	x						
21	Provide an option for the system to automatically assign a unique item number in circumstances when the operator has no invoice number.						x	
22	Provide an option to designate specific bank accounts for payment of each invoice.	x						This is done through system setup via bank account and GL account connection. When a specific GL account is entered, the bank account is automatically selected. No bank account selection is required when data entry is done.
23	Tracks additional taxes due for goods or services purchased out of state or not charged by the vendor. User-defined tax codes and rates are utilized to track and calculate additional taxes.	x						
24	Option to support multiple vendor sets in the event the user processes accounts payable for an entity with a separate taxpayer ID number.	x						options are available. Option to use additional database. Additional fees would apply
25	Ability to set up pre-defined sets of accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers. Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.	x						
26	Provide budget checking features within Accounts Payable Input Processing with flexible options for handling account distributions that go over budget. Options should include: Ignore, Show Warning, Password Required and Prevent.	x						Warnings are not exactly as stated, but are numerous through the use of Workflow associated with invoice processing.
27	The system must internally generate all "due to" and "due from" entries to keep all funds in balance if an item is expensed to multiple funds.	x						
28	The user must be able to restrict, through system security, individual access to the accounts payable system and to individual programs within the accounts payable system.	x						

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
29	The system must maintain a record of the last check number used, which may be overridden by management to accommodate manual checks written since the last check cycle.	x						maintained for blank check stock
30	Ability to pay an invoice out of current calendar year before printing 1099's from previous calendar year.	x						
31	Support multiple types of 1099s. Support electronic filing of 1099s.	x						
32	Option to automatically base the 1099 setting for vendor invoices on the setting in the vendor record with another option to override default 1099 setting for vendor invoices.	x						
33	Support W-9 tracking by providing a flag to prevent payments to a vendor if a W-9 has not been received from the vendor.	x						through Alert
34	The system must accommodate payment from various general ledger cash accounts within specific funds, with the option to designate which cash account to use for each invoice if desired.	x						This is done through system setup via bank account and GL account connection. When a specific GL account is entered, the bank account is automatically selected. No bank account selection is required when data entry is done.
35	Provide function for automated process of reversing accounts payable checks. Provides option to automatically create reversing entries in the general ledger, void the check in the check reconciliation system, and either re-issue a check or delete the item from the accounts payable system.	x						
36	The system must allow the user to set up recurring charges for repetitious items such as monthly lease purchase payments, rent, etc.	x						
37	Vendor numbers and G/L account numbers must be validated by the system at the field level.	x						
38	The system must accept future dated entries which would not be processed until that date is reached. These entries must be maintained in the unpaid file until processed.	x						user initiated processing
39	The system must allow for invoices, debit memos, and credit memos to be processed in packets or batches with system maintained audit trail on integrity of input, edit, approval, and update of data.	x						

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
40	Ability to provide for either regular or laser-printer generated checks.	x						laser
41	The system must provide an option to print separate checks for a single vendor, when needed. The system default, however, must be to pay all invoices selected for payment, with one check.	x						
42	Checks must be printed in a format prescribed by the Customer.	x						
43	Ability to specify a method of payment for each vendor by check or EFT for each vendor. The system maintains EFT profile information for vendors paid by EFT, including bank and contact information as well as a prenote flag and effective date for EFT processing. A prenote process should be available to create a prenote file and produce an EFT Prenote Report for vendors being prenoted. The system should print notices of EFT payments for vendors.	x						
44	Payment information will be maintained both on a calendar basis and on a fiscal year basis for each vendor.	x						
45	When checks have been issued, and files are updated, the vendor file must automatically be updated for subsequent 1099 use.	x						
46	The system must not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain why it is necessary.	x						
47	Vendor record must contain fields for both ordering and remittance addresses.	x						
48	Provides drilldown capabilities in Vendor Management to maintain vendor contact information including fields for address, e-mail, and multiple telephone numbers. Allow emails to be sent to vendors directly from Vendor Management.	x						
49	Interface to Purchase Order system supports ability to handle open ended purchase orders. (i.e. Can a portion of the purchase order at the encumbrance stage remain while moving some items forward to the invoice stage?).	x						
50	Must allow for invoices, debit memos, and credit memos to be processed in packets or batches with system maintained audit trail on integrity of input, edit, approval, and update of data. Must be able to produce all registers and audit reports necessary to provide a complete audit trail.	x						

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
51	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	x						
	Vendor Information							
52	Vendor data must include but not necessarily be limited to:	x						
53	Vendor number	x						
54	Name	x						
55	Remittance address	x						
56	Shipping address	x						
57	Telephone number	x						
58	Fax number	x						
59	Email address	x						
60	Contact person	x						
61	Taxpayer ID number	x						
62	1099 Type Flag	x						
63	W-9 Received Flag	x						
64	IRS Levy Flag	x						
65	Customer's account number with the vendor	x						
66	Payment terms with the vendor	x						
67	Date of last activity with the vendor	x						
68	Hold status	x						
69	User defined vendor class	x						
70	Current balance due for all outstanding items with the vendor	x						
71	Pending amount of payables not yet posted for the vendor with drill-down to detailed transactions	x						
72	The system must record and display as a part of vendor data purchases year-to-date and discounts taken year-to-date for the current and previous two fiscal years.		x					
73	Provide lookup capability by vendor number or vendor name with the ability to filter on vendor status. If a portion of the vendor name is entered, the system must display all vendors starting with the letters entered and provide scroll and point selection of the selected vendor.	x						

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
74	The vendor record must have a field to complete for use in calculating the scheduled payment date. The figure to enter would be the number of days following receipt of any invoice from this vendor in which to pay. There must also be a default number of days, to be used in calculating the scheduled payment date and the discount date if cash discounts are available.						x	Vendor terms may be entered based on number of days, but system does not automatically calculate payment date
	Item Processing Features							
75	Select invoices for payment based upon manual selection or automatic selection based on:	x						
76	Due date	x						
77	Discount date						x	
78	- OR - for all unpaid items	x						
79	Provide option to select items to be paid from specific bank (cash) accounts only if desired	x						
80	Option to pay items with a specific vendor or for all vendors.	x						
81	Item selection for payment must include option for specific user defined customer classes and accommodate vendors with "hold" status.						x	
82	Ability to print edit report of selected items with option to make desired changes prior to processing checks.	x						
83	Ability to allow for the addition of freight and bulk charges.	x						
84	Provides the option to record additional taxes owed such as use taxes on goods & services purchased out of state or sales tax not charged by the vendor.	x						
85	Print accounts payable checks and check register.	x						
86	Provides emergency check writing.	x						
87	Process payment adjustments and canceled/voided checks.	x						
88	Print accounts payable check for specific vendor on demand.	x						
89	Ability to add/edit vendors from item input with system maintained security.	x						
90	The system must be able to calculate default discount amounts, discount dates, and due dates on a vendor by vendor basis.						x	system calculates discount amount based on date.
91	The system must be able to handle electronic signatures. Provide ability to scan and encrypt signatures and secure with password.	x						
92	Each item entered into the system must be able to be expensed to 9,999 expense accounts and at least 99 different funds.	x						

Please input an "x" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
93	The system must be capable of grouping all items for a particular vendor on a single check or print a separate check for each item on a vendor by vendor basis.	x						
94	The system must be able to handle handwritten checks and bank drafts.	x						
95	The system must accept up to 9,999 accounts for distribution of the invoice amount. Prior to processing, the user must be able to access the invoice to change the account distribution as needed. The user must be able to make these changes directly to the accounts and/or amounts.	x						
96	The system must be able to process recurring contractual payments, such as those for leases, with no additional input after the initial payment voucher. At each payment date, the voucher must be generated by the system and placed in suspense for approval prior to processing. A report must be generated for those items needing approval.	x						Requires user generation from recurring invoice group
97	Ability to allow individual documents to be held back when generating a packet of recurring documents and allow transactions from two recurring charge packets to be merged into one packet for processing.	x						Requires user generation from recurring invoice group. User may select to have recurring invoices pulled into same packet or "batch"
98	Ability to allow vendor terms, codes, and predefined General Ledger allocation to be over-ridden at document entry time. System must not require "tab-through" of unnecessary fields in input - i.e. Project code field if general ledger account is not defined to require project association.	x						
99	Allow invoices to be associated with predefined projects from the Project Accounting system directly from input with project code lookup using drop-down lists.	x						
100	The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.	x						
101	A feature must be provided that will allow the user to enter an invoice into the system without having to set up a vendor. If this option is selected, the operator must be prompted to enter a vendor name and address from within the invoice input program.	x						user may enter vendor record from within invoice input with proper security level

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	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
102	Anytime a General Ledger account number is required in the Accounts Payable system, the user must have the ability to look-up General Ledger accounts based on a portion of the account number or account name. The system must display the accounts providing scrolling selection of the desired account. The account number and name must then automatically be displayed in the desired field. Option to allow add/edit capabilities for general ledger accounts from input with system maintained security.	x						
	Item History							
103	The system must provide on-line item detail for user defined length of time. This detail must include:	x						
104	Vendor number	x						
105	Vendor name	x						
106	Invoice number	x						
107	Description	x						
108	Due date	x						
109	Discount date	x						this would be the invoice date
110	Adjustments and purchase orders number	x						
111	Item date	x						
112	General ledger distribution	x						
113	Amount paid	x						
114	Discount taken	x						
115	Date paid	x						
116	Check number paid and check status (posted or void)	x						
117	An unlimited amount of history must be available, with an option to purge all paid items prior to a user specified date for vendors with selected status criteria (All, Active, Inactive, On Hold).	x						
118	Provide ability for operator to lookup and display all checks issued to a vendor. The system must provide online display of all payments made to a vendor with the following capabilities:	x						
119	Drill-down capabilities on the check number to reconciliation details including general ledger cash account, payment date, payment type (check, EFT), check number, description, amount, reconciliation status (outstanding, posted, cleared), date cleared and statement date.	x						

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	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
120	Drill-down capabilities on the payment amount to see the detail of items paid including vendor name & number, item ID, item date, general ledger distribution, item description, item amount & payment amount.	x						
121	All invoices, even when paid, must be available for on-line review for a user specified period of time. - AND -	x						
122	Provide an option to look at unpaid items or all items.	x						
123	Provide option to sort invoices during inquiry by payment date with the most recent invoice displayed first.	x						
124	Provide a reconstructor feature for previously processed invoices and packets including input, payment, check, and department registers.	x						
125	Online display of history for both invoices and checks provides dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.	x						export to Excel or pdf file
	Reporting Capabilities							
126	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	x						
127	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for later retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings	x						
128	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.	x						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
129	The system must be able to print 1099's for selected vendors at the end of the calendar year.	x						

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	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
130	The system must be able to provide a cash requirement report based on user defined periods of time.	x						
131	The system must produce all registers and audit reports necessary to provide a complete audit trail.	x						
132	Users must be able to print the contents of the 1099 fields in report format, prior to the actual production of the 1099s.	x						
133	**Department Payment Report**: Printed in department sequence. Prints vendor number, vendor name, invoice number, General Ledger account number, General Ledger account name, description and amount for each item that is expensed to each department. Summarizes General Ledger account totals and department totals as well as comparisons of annual expenses to line item and group budget amounts for the budget code requested.	x						
134	**Vendor Report**: Prints a listing of the vendors with the ability to choose a summary listing that includes name, class, address, and balance, or a more detailed format that also includes other vendor information such as phone number, tax ID number, template, payment terms, year-to-date purchases and discounts and user-defined fields. The report can be printed for a selected vendor class and as well as the ability to restrict the report to vendors with hold or levy flags.	x						
135	**Vendor List**: Prints a summary list of vendors. For each vendor included, the report shows the vendor number, vendor name, and vendor class, and either the vendor's mailing address or phone number. The report can be sorted by vendor number, vendor name, or vendor class. Vendors can be filtered by last activity date. The list can be printed for up to five selected vendor classes or for all vendor classes.	x						
136	**Label Print**: Ability to provide a vendor mail option that can be selected for a range of vendors, generating standard continuous mailing labels or file folder labels. Provide options to sort by vendor name or number and filter on a range of vendors, vendor status, vendor activity date and vendor class. Allows for various label sizes by indicating lines per label, columns per page and labels per column. Option to print vendor number, address and/or taxpayer ID number on the labels.		x					

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	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
137	**Open Item Report**: User defined parameters must include range of payment dates, item dates and posting dates with the ability to filter on paid items, partially paid items and unpaid items as well as vendor number, vendor class, bank codes and vendor hold status. Report must print in vendor number order and print vendor number, vendor name, invoice number(s), open item dates, due dates, discount dates, date paid/check number, invoice description, gross amount owed, and balance. Available sort options should include vendor name, vendor number or fund. Other print options should include the ability to print in detail or summary and include the General Ledger distribution and/or check stub comments.	x						
138	**Accounts Payable Check Register**: User-defined parameters must include selection of vendors, bank codes, range of check numbers, dates and amounts with the ability to sort by check number or vendor. Report must print vendor number, invoice number, vendor name, check type (regular, manual, void, drafts), check date, discount, amount for each invoice, check number and check amount. Other report options should include the ability to include the general ledger distribution and limit the selection to unposted checks or manual checks. Report should include totals by type.	x						
139	**Accounts Payable Cash Requirements Report**: Printed for selected funds with up to three analysis dates.	x						
140	**Purchase Order Report**: Provide the ability to print a report for any range of posting dates, paid dates, and purchase order numbers. The report must include purchase order number, vendor number and name, description, posting date, paid date, check number and amount. Totals must be provided for number of vendors, number of purchase orders, and amounts.	x						
141	**History Check Register**: Provide the ability to print a check register for any range of dates.	x						
142	**1099 Print**: User defined parameters must include minimum purchases, vendors with TIN numbers only (Y/N), and three lines for free form payer information.	x						

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	Accounts Payable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
143	**Accounts Payable Disbursements Report**: User defined parameters must include paid items (Y/N), partially paid items (Y/N), unpaid items (Y/N), range of payment dates, range of invoice dates. Sort sequence options must include check number, fund, department and vendor. Choice to print General Ledger distribution and fund totals.	x						
144	**Use Tax Report**: Shows additional tax amounts by vendor. For each vendor included, the report shows vendor number & name, item date, payment date, tax code, invoice number, GL accounts affected, gross taxable invoice amount and additional tax amount. The report includes totals by tax code and GL account. Report filters include payment date and item date ranges.	x						
145	**Audit Trail Report:** Lists changes to the Accounts Payable files. Filter options include vendor set, vendor numbers, date, file, function and operator. For each record selected, the report lists the vendor number and name, the action taken on the record (Add, Change, or Delete), the date & time of the action, and the user ID of the operator responsible for the action.	x						
146	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	x						
	System Interfaces							
147	The Accounts Payable system must interface with the following modules:	x						
148	General Ledger	x						
149	Purchase Orders	x						
150	Payroll	x						
151	Bank Reconciliation	x						
152	Fixed Assets	x						
153	Project Accounting	x						
154	Budgetary System	x						
155	Utility Billing	x						
156	Business License	x						
157	Building Projects	x						
158	Miscellaneous Accounts Receivable	x						
	TOTALS	147	2	0	0	0	9	

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	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Purchase Order and Encumbrance System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:	**x**						
2	Ability to define approval levels, user account levels, inquiry/access/input restrictions at the system level. At any time during data entry, inquiry or maintenance, from the application, allow immediate access to vendor data and invoice history with optional add/edit functionality.	**x**						
3	Option to designate specific bank accounts for payment of each invoice.	**x**						This is done through system setup via bank account and GL account connection. When a specific GL account is entered, the bank account is automatically selected. No bank account selection is required when data entry is done.
4	Ability to allow add/edit functionality of general ledger accounts from input with system level security.	**x**						
5	Option to support multiple vendor sets in the event the User processes accounts payable for an entity with a separate taxpayer ID number.	**x**						options are available. Option to use additional database. Additional fees would apply.
6	Ability to set up predefined sets of accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers. Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.	**x**						available for invoices
7	The User should be able to restrict, through system security, individual access to the purchase order system and to individual programs within the purchase order system.	**x**						
8	The system must allow the user to define recurring charge items such as monthly lease purchase payments, rent, etc.	**x**						may be set up on contract PO
9	Vendor numbers and G/L account numbers should be validated by the system at the field level.	**x**						

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	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
10	Requisition input should be processed in a packet format creating a system level audit trail of input, edit, approval, and update of data. Packets can be department specific for approval and processing purposes.	x						
11	Ability to provide for either regular or laser printer generated purchase orders. The User should have the option to use existing purchase order forms or use a standard form recommended by the software vendor.	x						
12	Ability to route rejected requisitions automatically via an industry standard e-mail system.	x						
13	The system should not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain.	x						user may want to close outstanding POs or roll them into the next year
14	Provide the ability to look up purchase orders for inquiry purposes by purchase order number, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.	x						
15	Purchase order data displayed during inquiry for open, closed, or voided PO's should include vendor name and number, total amount of purchase order, amount outstanding, ordered by, approved by, summary description of PO, shipping address code, date issued, estimated delivery date, free form text, invoice received, invoice date, due date, invoice description, goods ordered and received, and unit prices based on purchase order number.	x						
16	When requisitions are entered and approved, purchase order is created without additional re-entry required.	x						
17	Provide for detailed analysis of open, closed, or voided POs.	x						

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	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
18	Provide the ability to define consolidate designated accounts into groups for budget checking purposes during requisition input in the purchase order system. (i.e. group all accounts within a category in a department for budget control purposes in the purchase order system)						x	
19	Provide the ability to designate different accounts for group budgeting purposes from one department or fund to another.						x	
20	Through appropriate system security, the User should be able to control those individuals able to access the purchase order system, including security protection at the menu item level. An option to provide security down to the line item level should be available for inquiry and requisition input purposes.	x						
21	Entry of a requisition into the system should establish a pre-encumbrance in the general ledger.	x						
22	Approving the requisition and creating the purchase order will clear the pre-encumbrance and establish an encumbrance in the general ledger.	x						after necessary approvals
23	The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.	x						
24	A feature should be provided that will allow the user to enter an invoice into the system without having to set up a vendor. If this option is selected, the operator should be prompted to enter a vendor name and address from within the invoice input program.	x						Vendor may be entered during invoice entry. Vendor is required on POs.
25	Anytime a General Ledger account number is required in the Accounts Payable system, the user should have the ability to lookup General Ledger accounts based on a portion of the account number or account name. The system should display the accounts providing scrolling selection of the desired account. The account number and name should then automatically be displayed in the desired field.	x						
26	There should be a table containing authorized delivery addresses, with codes that may be selected via "drop-down" lists.	x						

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	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
27	An unlimited amount of history should be available, with an option to purge all paid items prior to a user specified date.	x						Purging maybe done by contacting the Springbrook Support Team
28	Purchase order inquiry should provide the ability to display all information about a specified purchase order, but provide no maintenance capabilities.	x						
29	The system should be able to process recurring contractual payments, such as those for leases, with no additional input after the initial payment voucher. At each payment date, the voucher should be generated by the system and placed in suspense for approval prior to processing. A report should be generated for those items needing approval.	x						Contract/Blanket POs may be used - requires user initiation for each payment, or user generation from recurring invoice group
30	Must have centralized vendor file, accessible by all purchasing/payable transactions, must be accessible by account number or name lookup.	x						
31	The system must allow next year funds to be pre-encumbered after a specified date in the current year.	x						Through the use of POs
32	Support requisition input at either a central location or at the department level, including remote locations. Option for printing purchase orders at the department locations.	x						
33	The system must provide on-line status listings of purchase orders as they are processed through the procurement/payment cycle.	x						
34	After requisition processing, the purchase order should be printed for further use. Any of the fields shown on the entry screen(s) should be available for the printed form.	x						
35	The system should provide the option for purchase order numbers to be assigned automatically by the system or be manually assigned by the user.	x						
36	The system should be able to print recurring text messages on purchase orders.	x						
37	Allow each PO to be distributed to any combination of up to 999 funds and accounts.	x						
38	Ability to bring forward the comments and journal notes from requisitions to purchase orders.	x						
39	The system should provide the ability to save requisition approval history for subsequent review when user posts requisitions.	x						

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	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
40	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	x						
	Requisition Processing Features							
41	The system should provide the option for requisition numbers to be assigned automatically by the system or be manually assigned by the user.						x	Requisitions are automatically numbered
42	Provide up to fifty characters for the requisition description.	x						
43	Validation of available budget against the appropriate budget year as each item is entered with option to validate, on line, at the line item account level or by user defined groups of accounts or as defined by user security.	x						by line item
44	Provide option for one-step process for a purchase order to be issued and received simultaneously. If this option is selected the system should prompt the operator for the invoice number, invoice date, due date, and invoice description.						x	
45	The system must provide the ability to issue purchase orders for one-time vendors without having to set up each vendor.						x	
46	Ability to assign journal notes to purchase orders in situations where descriptions would be helpful for justification or clarification purposes in the general ledger. An option to view on screen or print the journal notes and rejection notes on appropriate reports should be provided.	x						notes are available in many areas
47	The system should provide the ability to look up requisitions by the requisition number and provide the ability to display all requisitions tied to a specified vendor number or vendor name, with the ability to scroll through the requisitions displayed and select the desired requisition.	x						

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	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
48	The system should provide the ability to enter up to one hundred lines of free form text during requisition input that may be printed on a purchase order, voucher, or requisition audit report.	x						many characters are available for free form text, however if an extremely large number of characters is needed the attachments feature may be used. This may be accessed at any time, but is not printable on forms
49	The system should process requisitions either on-line or in batch mode, at the User's option.	x						done in real time batches
50	There should be an edit where the user will be informed of missing information/invalid codes, etc. which will prevent the requisition from processing in a batch mode.	x						
51	The system should provide the ability to "prepay" an item in emergency situations. This feature should allow the user to select a "prepay" option, enter a check number (manual check), date, and print a purchase order upon demand.						x	
52	Requisition data should include but not necessarily be limited to the following:	x						
53	Requisition number	x						
54	Vendor number	x						
55	Vendor name	x						
56	Status	x						
57	Department	x						
58	Approved by	x						
59	Ordered by	x						author
60	Summary description	x						
61	Ship to address code	x						
62	Date issued	x						
63	Estimated delivery date						x	
64	Free form text to be printed on PO, voucher, or requisition audit report	x						
65	General Ledger coding for each item	x						
66	Description for each item	x						
67	Number of units	x						
68	Price per unit	x						
69	Amount	x						

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	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
70	Once a requisition has been processed, the above information should be displayed for each purchase order during the purchase order receiving process.	x						
71	After the requisitions have been edited and accepted for processing, a report listing all requisitions should be available for supervisory review and approval. The report should flag any items that result in over-budget accounts.	x						
72	The system must allow pre-encumbrances against multiple funds and accounts at the lowest organizational level on a single requisition.	x						
73	Before processing the requisition, the user should be able to access the requisition as many times as desired to make changes.	x						
74	There should be a means of easily deleting requisitions no longer needed from the system.	x						
75	Once a requisition has been approved and updated, a purchase order is automatically generated and the related amounts moved from a pre-encumbrance to an encumbrance. The original requisition is available for review from a lookup by number, vendor, department, etc. or from the related purchase order via drill down.	x						
76	Upon entry of a requisition into the system, a pre-encumbrance or reserve should be created, which will be converted to an encumbrance upon issuance of a subsequent purchase order or deleted if the requisition is canceled. These pre-encumbrance entries are not to be posted to the general ledger but should be included for purposes of displaying "available" budget amounts during requisition input.	x						
77	Ability to allow individual purchase orders to be held back when generating a batch of recurring purchase orders.						x	recurring POs are not available
78	Ability to allow vendor terms, codes, and predefined General Ledger allocation to be over-ridden at document entry time.	x						
79	Must provide for printing and reprinting of purchase orders.	x						
80	Allow PO's to be printed at requisition input time or in a batch process.	x						

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	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	PO Receiving Features							
81	Provide ability to account for variances between purchase orders and invoices received against purchase orders.	x						
82	During the receiving process, provide the ability to look up purchase orders by purchase order number, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.	x						meets all criteria except GL account number lookup during matching
83	Provide for both full and partial liquidation of encumbrances and make provisions for properly accounting for items that have been back ordered or discontinued. Allow for "received-as-ordered" function to record invoices with no price or quantity variances.	x						
84	Record accounts payable and liquidate related encumbrances.	x						
85	The receiving process must provide for entry of invoice numbers, invoice date, due date, bank account designation and invoice description.	x						This is done through system setup via bank account and GL account connection. When a specific GL account is entered, the bank account is automatically selected. No bank account selection is required when data entry is done.
86	Option to automatically base the 1099 setting for vendor invoices on the setting in the vendor record with another option to override default 1099 setting for vendor invoices.	x						
87	Provides the option to record additional taxes owed such as use taxes on goods & services purchased out of state or sales tax not charged by the vendor.	x						
88	Allow the user to specify both percentage and dollar limits for acceptable variance between unit cost ordered and actually received/invoiced.	x						

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	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
89	The total encumbrance established by the purchase order should be reversed upon entry of the vendor invoice. A field should be present to be used when the invoice is entered so that in the event the invoice is not in an amount equal to the encumbrance, the remaining encumbrance will either be reversed or remain, as indicated by the coding in this field. The system must allow up to 999 account codes to be used for a purchase order plus 999 account codes for additions such as shipping costs during the receiving process.	x						
90	Accommodate multiple invoices for one purchase order. The system must also accommodate direct purchases (no encumbrance) by invoice upon request by authorized personnel.	x						
91	Allow comments and notes brought forward from requisitions to be viewed, added to or deleted.	x						
92	Receiving process allows the user to view the requisition approval history including applicable approval levels and related user ID, date and time.	x						depending on user security
93	There should be a means of voiding a purchase order and removing the encumbrances from the ledger.	x						
94	When entering an invoice, the user should be able to override the system calculated payment date with the desired payment date.	x						User may enter payment date. System does not calculate payment date.
95	Once items have been processed as "received", the system should provide the ability to release all received items to the Accounts Payable system, or provide the ability to place purchase orders on "hold". Purchase orders placed on hold should not be released and will remain as encumbered items in the Purchase Order system until taken off hold.						x	
	Reporting Capabilities							
96	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide a report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " x". Blank rows will be scored as **Not Available.**

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
97	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	x						
98	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.	x						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
99	**Requisition Audit Report**: User defined parameters should include range of departments to print and range of requisition numbers. Should be available in either detail or summary format. Detailed format should include all pertinent information from requisition for proofing and authorization purposes. Purchase Order totals by General Ledger account number should be printed including fiscal year, account number, account name, purchase order amount, annual budget, budget available and amount over budget if applicable.						x	
100	**Purchase Order Status Report**: User defined parameters should include range of vendors, status, purchase order number range, department range. Should be available in both detail and summary formats. Summary report should print one line per purchase order and include purchase order number vendor number, vendor name, purchase order status, department number, date ordered, date items last received, dollar amount ordered, dollar amount received and amount outstanding. Totals should be printed for each status. Detail format should provide more detail on each purchase order.	x						
101	**Purchase Order Receipt Report**: Print vendor number and name, invoice number, receipt date, bank code, purchase order number, general ledger account number and name, item description, distribution amount, invoice amount, and totals by vendor.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " x". Blank rows will be scored as **Not Available.**

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
102	**Purchase Order General Ledger Report**: User defined parameters should include fund, range of General Ledger accounts, date range, status, and vendor range. Should be available in both detail and summary formats. Detail format should print the following information for each General Ledger account number affected: General Ledger number, account name, purchase order number, issue date, vendor number, vendor name, item description and amount outstanding with totals for each General Ledger account.	x						GL segment selection, not account range selection
103	**Purchase Order Claim Register**: This report would be provided to the City Council to receive approval to pay invoices. The report should by subtotaled by department and include vendor number, invoice number, vendor name, description of item(s) purchased, due date, invoice number and amount.	x						
104	**GL Encumbrance Report**: The report prints a listing of outstanding amounts by G/L account for purchase orders in the selection. Current encumbrance or encumbrance for a previous date can be printed in either a detailed or summary format. Data can be sorted by department. Filtering options include purchase order status, G/L account fund, vendor number range, G/L account number range, and issued date range.						x	
105	**Encumbrance Verification Report:** The report lists discrepancies found between the encumbrance totals in the G/L Encumbrance file and purchase order totals. The system checks only those G/L accounts that are set up as expense accounts. For any errors found, the report includes the G/L account number and name, the purchase order amount, the total encumbered amount, and the variance between these amounts.						x	discrepancies would not exist due to the nature of the way the system processes data - there is no reason to have this report
106	**Reserved Budget Report:** The report prints a list of G/L account activity in the Purchase Orders system that has not yet been posted. For each account listed, the report shows the cross year amount requisitioned, the new year amount requisitioned, the cross year amount received, and the new year amount received.						x	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " x". Blank rows will be scored as **Not Available.**

	Purchase Orders Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
107	**Budget Reserve Detail Report:** The report lists the purchase orders and requisitions that comprise the amount in the Budget Reserve file for a selected G/L account. For each purchase order or requisition listed, the report shows the type (purchase order or requisition), the purchase order or requisition number, the cross year amount requisitioned, the new year amount requisitioned, the cross year amount received, and the new year amount received.						x	
	System Interfaces							
108	The Purchase Order system should interface with the following software modules:	x						
109	General Ledger	x						
110	Accounts Payable	x						
111	Budgetary System	x						
112	Project Accounting	x						
	TOTALS	**98**	**0**	**0**	**0**	**0**	**14**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should also be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Project Accounting Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Project Accounting System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:	x						
2	The Project Accounting system is designed to allow tracking of projects across multiple fiscal years.	x						
3	The system can setup project budgets and track activity for up to eight fiscal years.	x						
4	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	x						
5	Allow project activity to be posted automatically as expenses associated with the project are posted to the specified General Ledger accounts.	x						
6	When posting items to projects through the Payroll, Accounts Payable, Purchase Order, and General Ledger systems, a detail transaction is also posted to the Project Accounting files.	x						
7	Provide a area for maintaining general information associated with a project .	x						
8	Allow for the establishment of user-defined line item budgets for the project.	x						
9	Provide an area for capturing special notes (detailed descriptions, funding, and reimbursement notes) as work on the project progresses.	x						
	Other Project Accounting Features							
10	Allow for the following project maintenance features and data elements:	x						
11	Project Code - Provide a minimum of a three character code to identify the project.	x						
12	Project Name - Provide a minimum of twenty-five-characters for the name or title of the project.	x						
13	Department - Provide for a minimum of 8 characters for the associated department. If a project is tied to several departments, the department can be blank.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should also be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Project Accounting Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
14	Project Type - A description of the type of project can be entered. For example, a project type may be a grant, a capital project, a program such as meter change outs, etc.	x						
15	Allow for a priority level to be assigned for the project such as, 01 for a high priority, 05 for a lower priority level, 10 for lowest priority.	x						may be included as part of project name
16	Summary description - A short description of the project can be added. Additional lines for detailed descriptions and notes can be displayed.	x						
17	*Master Project:*	x						
18	Provide an option of assigning a Master Project code to each project.	x						
19	Reports can be run for groups of projects related to a specified Master Project.	x						
20	Provide summary information on project activity and total expenses for the entire group of projects.	x						
21	A project can be tied to a master project by selecting from a list of master project codes.	x						
22	If a project is not associated with a Master Project, the field can be left blank.						x	
23	*Grants:*	x						
24	If a project is funded by a grant, there is an option of entering the grant number.	x						
25	A grant number can be up to eight characters long.	x						
26	The name of the entity from which the grant came can be up to twenty characters long.	x						
27	*Accounts Payable Vendor:*	x						
28	If a project is tied to a vendor a two-character vendor set code and six-character vendor number for the vendor can be entered.						x	
29	Lists of the A/P vendor numbers are available and you can select from the list of vendors displayed.						x	
30	After a vendor number is entered, the vendor's name is displayed for verification.						x	
31	If a project is not associated with a vendor, the A/P Vendor field can be left blank.	x						
32	The project can be tracked by entering the starting month and year for the project fiscal year.	x						misc user defined field
33	The project start date is MM/DD/YYYY when work on the project is scheduled to begin.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should also be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Project Accounting Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
34	The project end date MM/DD/YYYY is the date when the project activity is expected to be completed.	x						
35	Percent Complete - The percent of the project that has been completed can be tracked. The percent complete field is manually updated as the project progresses.	x						misc user defined field
36	Project Description - A detailed description of the project can be entered for capturing special notes as work on the project progresses, such as description of delays in work, changes in the definition of the scope of the project, contacts made, etc.	x						through use of attachments
37	Funding Notes - Capture detailed information about funding for the project, such as any changes in funding, delays in processing of funds for the project, additional funds requested, etc.	x						through use of attachments
38	Reimbursements - Allows entries of up to 99 lines of special information about reimbursements received on projects.	x						through use of attachments
39	Line Items - User-defined codes can be created for tracking budgeted and actual activity by line item for the project. Line items can be marked as inactive to prevent further transaction postings.	x						Tasks may be closed, but line items may not
40	Provide online inquiry of line item information with dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information. User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.	x						standard grids may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
41	The budget/activity online view shows the project budget and activity by line item for the three most recent fiscal years. In addition, the grid includes eight-year budget and activity totals for each line item.	x						shows unlimited number of years
42	The detail online view shows details of individual project transactions posted to the line item selected. The grid includes the date, description, fund, G/L account, and amount for each transaction.						x	
	Reporting Features							

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should also be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Project Accounting Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
43	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	x						
44	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	x						
45	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.	x						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
46	Print and display the project name with the project code in any reports where a project summary is printed or on screens where a list of projects is displayed.	x						
47	**Project Report** - the report provides general information about each project (such as description, type, department, fiscal year, grant and contract information), and lists the budgets for each line item. The report can be run for a range of project numbers and you may select a Master Project for which to run the report, if you want report totals to provide a summary for all projects tied to a selected Master Project.		x					
48	**Line Item Report** - the report provides a summary of the Budget and Actual expenditures, by line item, for each fiscal year. The Line Item report can be run for a range of project numbers, and you can select a Master Project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected Master Project.	x						
49	**Detail Report** - the report prints the detail of each transaction posted within a selected range of dates. Transactions are listed by line item for each project, and activity and balance totals are printed for each line item, and for the entire project. Report can be run for a range of project numbers, and you may select a Master Project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected Master Project.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should also be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Project Accounting Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	System Interfaces							
50	The Project Accounting system should interface with the following software modules:	x						
51	General Ledger	x						
52	Purchase Order	x						
53	Accounts Payable	x						
54	Payroll	x						
55	Employee Self Service - Time & Attendance	x						
56	Miscellaneous Accounts Receivable	x						
	TOTALS	**50**	**1**	**0**	**0**	**0**	**5**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Fixed Asset system must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:	x						
2	The system should have the ability to track assets for multiple funds, departments and locations. The system should be able to handle but not be limited to land, improvements, fixed and personal property.	x						
3	The system must have on-line inquiry for each asset with the ability to lookup assets based on asset description, asset ID, fund, department, tag number, serial number, primary location and user-defined comment code value, with the ability to filter results by asset type, asset class and asset status. This inquiry must include all basic information for the asset including asset profile, acquisition, disposition, depreciation, maintenance, user-defined comment codes, asset notes and detailed historical transactions.	x						Meets all criteria except fund
4	The system should provide the ability to track identifying information for an asset such as the fund and department associated with the asset as well as the asset type (summary, normal, detail), asset class, asset location (primary & secondary), tag number, original serial number, manufacturer, model, asset photo, asset notes and insurance information. Insurance coverage details should include policy name, insurance company, policy expiration date, policy value, replacement value and insurance notes. An optional flag should also be available to designate an asset as infrastructure.	x						
5	The system must provide the ability to record how and when an asset was acquired, the original cost of the asset, the General Ledger asset control account and any detailed notes as well as the vendor from which the asset was purchased and any invoice or PO number associated with the purchase.	x						
6	The system should allow for tracking improvements made to assets including the effective improvement date, the cost of the improvement, length in months of the additional life of the asset due to the improvement and related notes associated with the improvement.	x						
7	The system should allow for recording how and when an asset was disposed of, the amount of any proceeds and any cost related to the disposal as well as notes specific to the disposal.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
8	The system should accommodate partial disposal of assets with the ability to adjust the asset cost, accumulated depreciation and asset life as well as capture detailed notes for the partial disposal. Adjustments to accumulated depreciation should be clearly reflected on the asset record.	x						
9	The system should allow for assets to be flagged as depreciable and for specifying the depreciation method and General Ledger depreciation control accounts. The system should maintain the accumulated depreciation for the asset with the ability to drill-down to depreciation history and details of the depreciation calculation.	x						
10	The system should allow for tracking maintenance and repair information for an asset as well as scheduling next assessments and scheduled repairs. This should include warranty information and the details of any maintenance contract that covers the asset as well as the ability to record maintenance notes and drill down to view assessment and repair history.	x						This may be done through the optional Work Orders and Maintenance modules
11	Provide the ability to split expense and accumulated depreciation amounts among up to twenty General Ledger accounts on a percentage or fixed amount basis.	x						
12	The system should provide the ability to capture multiple User Defined Data (UDD) fields with the following attributes:	x						
13	UDD fields can be formated in various layouts such as checkboxes, date fields, numeric fields, drop-down lists and text fields.	x						character, decimal, date, checkbox
14	Additional customization features for UDD fields can be defined including character length, min & max values, initial & default values, as well as characteristics such as “unique” and “required".						x	
15	The system automatically searches for and notifies a user of other records in the system with identical UDDs, when the UDD field is setup with a "unique" value.						x	
16	Queries and reports can be run using UDD fields.	x						
17	Provide the ability to change the ID that identifies an existing asset, provided that the new ID is not already in use. The system will change the history to reflect the new ID.	x						
18	The system should provide a copy function that allows the operator to create a new asset record based on the attributes of an existing asset record. Once created, any necessary changes to the attributes for the new asset record may be made.						x	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
19	Provide the option to either manually enter a tag number for an asset or have the system generate the next available tag number. Provide the option to either allow or not allow duplicate tag numbers.						**x**	Manual entry required, no duplicate allowed
20	Provide for a mobile device interface that supports the ability to selectively transfer asset data to a mobile device where users can verify locations and update asset information. The updates can then be transferred back to the asset records and saved in the asset file.	**x**						Windows Tablet
21	Online display of history on the asset record provides dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.	**x**						standard grids may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
22	The system should provide the ability to review and evaluate items that have been posted to asset G/L accounts in a preliminary asset file to determine if they should be set up in the Fixed Assets module. Operators should have the ability to create a new asset, enter an improvement for an existing asset, reclassify the item to another GL account or remove the item.	**x**						
23	The system should record the transfer, sale and full disposal of assets through an automated disposal process. This process should accommodate the transfer of assets from one fund to another, as well as, early and normal disposal of assets with automatic updates to the General Ledger.	**x**						
24	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	**x**						
	Depreciation Capabilities							
25	Ability to run preliminary versions of the Depreciation Calculation report.	**x**						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
26	Provide a selection process for identifying assets to include in the depreciation calculation. Selection criteria should include a single or range of assets, funds/departments and asset class as well as the ability to limit selection to assets flagged as infrastructure. Once the selection process is run, the operator should have the ability to selectively exclude assets from the depreciation process.						x	options are given for asset selection, but not as detailed as stated
27	Ability to print depreciation calculation register in department or asset class sequence.	x						
28	Ability to manually override the system calculated depreciation for one or more assets. Depreciation transactions should be flagged in the asset's detailed history when the depreciation amount represents an override of the calculated amount.	x						would be seen as depreciation adjustment
29	Ability to report only newly acquired assets during the reporting period.	x						
30	Ability to report only assets disposed of during the reporting period.	x						
31	A Depreciation Register should be provided to show depreciation information for assets selected in the depreciation process. Information should include asset ID and description, fund and department associated with the asset, asset class, acquisition date, expected life of the asset in months, depreciation method, original cost, salvage value, reserve amount, period depreciation, adjusted depreciation, accumulated depreciation, and the net value as well as departmental and fund totals for posting to the General Ledger System. A "Manual" notation should be reflected next to the period depreciation for amounts manually overridden. The register should also include a list of assets excluded from depreciation processing along with the reason for exclusion.		x					
32	The system should keep disposed of assets in the file until a user specified purge process.	x						Purge may be done by contacting the Springbrook Support team.
33	The system should accommodate the straight-line method of depreciation.	x						
	Reporting Capabilities							
34	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
35	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	x						
36	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.	x						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
37	**Asset Master Report**-Including all data regarding the asset and current depreciation reserves. This report should be able to be printed in Department, Type of Asset or User-Assigned Tag No. sequence. Selection of assets to be included on the report should be available based on fund, department or type of asset. The ability to include or exclude new and disposed of assets should also be available.	x						
38	**Physical Check List Location Report**-This report should be printed in physical location sequence to provide a method of performing a physical check for all assets. This report should include, at a minimum, the building and room for each asset.		x					
39	**Tag Report**-This report produces a cross reference listing between user assigned tag numbers and original serial numbers for each asset. Users should be able to restrict the report to assets with duplicate tag numbers.		x					duplicate tag numbers are not allowed
40	**Type/Department Report**-This report produces individual asset information by type including ID number, description, date acquired, and disposition date. The report can be generated for a single department or all departments.	x						
41	**Asset ID Report**-This report produces an asset listing by ID number including description, date acquired, location (primary and secondary), type, fund, department, serial number and tag number. The report can be generated for a range of ID numbers, a range of acquired dates. Other data selection criteria allow for the report to be run for a single fund, department and type or all funds, departments and types.		x					

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
42	**Auditor Report**-This report lists assets with information for auditors. Assets included on the report can be filtered by fund/department, class, asset ID, original cost, affected G/L accounts, asset type, and primary and secondary locations. For each asset that meets the selection criteria, the report includes the acquisition date, asset description, asset ID, total asset life, total asset cost, salvage value, prior year accumulated depreciation, current year depreciation, and the net value of the asset. General asset notes, acquisition notes, and disposal notes for each asset can be included on the report.		x					
43	**Accounting Report**-The Detail version of the report lists assets, the asset description, the acquisition date, beginning balance, additions and improvements, disposals, and net value of assets that meet your selection requirements. The Summary version of the report lists the account or department, beginning balance, additions and improvements, disposals, and net value for assets in each department or account.		x					
44	**Capital Assets Ledger Report**-This report prints a listing of assets classified as capital assets and presents a summary of information for these assets by asset category. The report includes two sections for each fund reported on. The first section is a detailed asset listing by fund that shows the purchase date, asset description, serial number/ID, primary location, original cost, expected life in months, disposal date, disposal amount, asset category, and net value. The second section summarizes original cost, disposal amount, net value, and accumulated depreciation by asset category and for all asset categories.		x					
45	**Class Report**-This report shows totals by asset class for original cost, improved cost, salvage value, accumulated depreciation, and net value. A an option to run the report in summary or detail is available. The summary report by department includes department totals by class, fund totals by class, and summary totals by fund. The summary report by class includes class totals by fund and summary totals by fund. The detail version of the report printed by department includes everything from the summary version plus a department totals section which itemizes each item that contributes to the totals. The detail version of the report printed by class includes a class totals section which itemizes each item that contributes to the totals.		x					

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
46	**Warranty Report**-This report prints warranty details for the assets that meet selection criteria including fund/department range and asset class as well as warranty period date range, expiration date range, warranty company and warranty contact name. The summary version of the report lists the asset ID, warranty company and contact person, warranty duration, warranty expiration date, and the contact person's phone number. The detailed version of the report includes everything on the summary version plus the asset description, fund/department number, and asset class. An option is also available to exclude disposed assets.						x	warranty info may be tracked via attachments. If using the Optional maintenance module, more of this info would be available as reportable fields.
47	**Condition Report**-This report shows the condition of the assets that meet selection criteria including fund/department range and asset class as well as minimum condition code, next assessment date range and last assessment date range. The summary version of the report lists the asset ID and description, fund/department number, asset class, minimum acceptable condition, next assessment date, last assessment date, and condition at the last assessment. The detailed version of the report includes everything on the summary version of the report plus assessment history for each asset. An option is also available to include history for all assessments or for the last assessment only and to exclude disposed assets.		x					Condition tracked via misc user defined fields
48	**Maintenance Report**- This report shows maintenance contract details for the assets that meet selection criteria including fund/department range and asset class as well as maintenance expiration date range, cost range and contract name. The summary version of the report lists the asset ID, maintenance contract name, maintenance company, contract expiration date, and contract cost. The detailed version of the report includes everything on the summary version plus the asset description, fund/department number, and asset class. An option is also available to exclude disposed assets.		x					listed fields may be tracked via misc user defined fields

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	Fixed Assets Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
49	**Repair Report**-This report shows repair information for the assets that meet selection criteria including fund/department range and asset class as well as ranges for next scheduled repair date, last repair date, last repair cost and total repair cost. The summary version of the report lists the asset ID, next repair date, total repair cost, last repair date, last repair cost, and last repair description. The detailed version of the report shows the asset ID and description, fund/department number, asset class, next scheduled repair date, total repair cost plus repair history for each asset. An option is also available to include history for all repairs or for the last repair only and to exclude disposed assets.	x						Available via optional Work Orders and Maintenance modules.
50	**Audit Trail Report**-This report prints a listing of changes to the selected file. File options include: Fixed Assets Master File, Improvements File or Partial Disposal File. The report can be sorted by asset ID, date of change, type of change and operator.	x						
51	**User Defined Data Report**-This report lists assets with assigned user-defined fields, with filters by asset type, asset class, fund/department, and comment code. For each asset that meets the selection criteria, the report lists the asset ID, asset description, type, class, fund/department, and the comment code and comment.		x					
52	**Tag Report**-This report can be restricted to reporting assets with duplicate tag numbers only.	x						duplicate tag numbers are not allowed
53	**Asset Labels**- System should be able to print asset labels in ID, tag number, or location sequence.		x					
54	**Bar Code Labels**- System should be able to print bar code labels in serial number, asset ID, tag number, or location sequence for the assets that meet selection criteria including fund/department range as well as date ranges for last edit date, acquired date and disposed date.						x	
	System Interfaces							
55	The Fixed Assets system should interface with the following software modules:	x						
56	General Ledger	x						
57	Accounts Payable	x						
	TOTALS	38	12	0	0	0	7	

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Payroll/Personnel System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:	**x**						
2	The system must provide the ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis or any user-defined combination thereof.	**x**						
3	Provide for complete security and restrictions to access with an option to further restrict access at the payroll and department levels, allowing department heads to access and view payroll information specific to their department only.	**x**						
4	Ability to define multiple earnings types.	**x**						
5	Ability to support employees in multiple job assignments.	**x**						
6	Ability to support employees in multiple labor distributions. Support automatic distribution of pay and other benefits on a percentage basis.	**x**						
7	Ability to produce an hourly or salaried payroll or a combination thereof.	**x**						
8	Ability to produce a supplemental payroll.	**x**						
9	Ability to automatically recover salary advances with a defined pay-back amount.	**x**						this may be done through a deduction
10	Provide for unlimited number of payrolls in the event payrolls are processed for two or more entities with different taxpayer ID numbers.	**x**						May require use of additional database. Additional fees would apply
11	Provide the ability for the user to change tax tables and withholding and dependent limits within tables available at the menu level.	**x**						
12	Ability to pay employees for multiple positions in one pay period.	**x**						
13	Provide at least nine different hourly/salary rates and expense distributions for each employee. For each regular pay rate, the user can define up to three overtime pay rates.	**x**						
14	Ability to associate start and stop dates for pay codes at the employee level to control when pay codes are included in a payroll period. System should respect dates when auto-loading base pay records in the payroll process as well as when preparing a manual check.	**x**						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
15	Ability to inactivate a pay code at the employee level. System should respect inactive status of pay code when auto-loading base pay records in the payroll process as well as when preparing a manual check.	x						
16	Define maximum limits on pay codes based on: pay period, monthly, annual and lifetime.						x	
17	Provide the ability to designate Federal Tax, State Tax, FICA Tax, and/or Medicare Tax withholding criteria on an employee by employee basis.	x						
18	Provide the ability to enter a flat amount or an additional amount for Federal and State Tax withholding purposes, on an employee by employee basis.	x						
19	Option to print on the customers existing checks or on standard checks recommended by the software vendor.	x						Springbrook offers user configured checks
20	Must be able to enter hours worked, vacation, and sick time taken, along with General Ledger distribution.	x						
21	Provide the capability to edit and verify the labor distribution to the actual payroll.	x						
22	The system should provide the capability to automatically distribute an employee's base pay, overtime, leave pay, employer retirement contribution and other applicable information based on a predefined percentage to multiple funds/departments/line items within the General Ledger.	x						
23	The system should optionally automatically generate unpaid items to be posted to the Accounts Payable system. These items should cover liabilities generated from the Payroll as well as employer contribution. These employer contributions may be in association with but not limited to deductions in which the employee participates.	x						
24	This Accounts Payable interface should include all General Ledger distributions, due dates and distribution coding.	x						
25	Support ability to handle earned income credits resulting in reduction of payroll tax deposit, reporting on 941 and reporting on W-2.	x						
26	Provide a tool to identify incorrect pay amounts during the payroll process, such as a payroll comparison report.	x						
27	Support direct deposit capabilities. Prepare an ACH file for transmission to a central repository bank for input into the Federal Reserve System for deposit into individual employee accounts.	x						

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
28	Ability for each employee to designate up to ten bank/savings accounts, etc. for direct deposit and indicate one account as the "primary" account. An option should be available during the payroll process to have all direct deposits go to employee accounts designated as primary. And, the system should allow for not printing a direct deposit stub, if an employee is receiving a check stub.	x						
29	Provide audit trail of on-line file maintenance to critical fields with operator ID, workstation ID, date/time, and old/new data. Track rate changes, date of change, old and new rate, and reason for change.	x						reason for change is system updated
30	Prepare employee earnings\check stub for each employee, including employees on direct deposit, showing all hours earnings, deductions and all year to date totals with option to print leave balances.	x						
31	Allow employee designated direct deposit accounts to be individually activated or inactived.							
32	System will provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained.	x						
33	System shall allow for special pay allowances such as car used for personal use, customer owned lodging, and other use of customer property.	x						
34	Capability to handle a cafeteria benefits plan with flexible spending accounts.	x						
35	Maintain prior year's detail and totals for a user specified period of time.	x						Typically there is no need to purge data, but this can be done by contacting the support dept.
36	Provide capability to archive payroll data prior to a user designated date to an archive file or tape and then purge the data from the system.	x						Typically there is no need to purge data, but this can be done by contacting the support dept.
37	System should have capability to separate allowance from base pay.	x						
38	Ability to correct or change time accounting up to the deadline for processing payroll.	x						
39	Provide the capability for automated check reconciliation	x						

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
40	The system must provide the ability to expense the payroll to multiple funds and internally generate all "due to" and "due from" entries to keep all funds in balance.	x						
41	Create both payroll and General Ledger distribution data from same input.	x						
42	The system must provide the ability to pay reimbursements directly to the employee on the paycheck and correctly account for the reimbursements for W2 reporting purposes.	x						
43	Provide for the calculation of overtime pay with user defined parameters.	x						
44	Ability to select tax treatment of earning categories for various tax calculations.	x						
45	Allow for an extra withholding tax deduction in any amount at the option of the employee.	x						
46	Ability to compute shift and overtime premium or exception pay.	x						
47	Provide capability for time to be entered for an employee who works temporarily in a higher pay class or position.	x						
48	Ability to adjust pay for "differential" hours worked at a different rate than the employee's normal rate.	x						
49	Provide a method for projecting pay increases for both hourly and salary rates based on selected job classes, with the option to simply print a report of the projection results and actually update the system with the pay rate increases. The report should show the effect of the rate increase on the individual employees affected as well as the effect on each job class affected, by step.	x						
50	Ability to accurately track State Employment Commission codes and Workers Compensation codes for each employee, including tracking employees that change positions resulting in different codes for various ranges of dates during the year. Ability to identify up to twelve deduction codes as exempt from state employment tax calculations.	x						
51	Payroll processing will include updates to employee data, time reporting, adjustments, calculation of gross and net pay, accruals disbursements, registers, and other reports.	x						
52	Allow the preparation of manual checks at any time during the pay period for terminated employees, back pay, special allowances, and other reasons.	x						
53	Calculate payroll and print payroll checks and related reports.	x						
54	Permit the input of car allowances, which will be used to automatically calculate the imputed income for each employee.	x						

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
55	Provide the capability to reconstruct a previously posted payroll register, along with related payroll check registers and deduction registers.	x						
56	The system should provide the ability to capture multiple User Defined Data (UDD) fields with the following attributes:	x						
57	UDD fields can be formated in various layouts such as checkboxes, date fields, numeric fields, drop-down lists and text fields.	x						character, decimal, date, checkbox
58	Additional customization features for UDD fields can be defined including character length, min & max values, initial & default values, as well as characteristics such as “unique” and “required".						x	
59	The system automatically searches for and notifies a user of other records in the system with identical UDDs, when the UDD field is setup with a "unique" value.						x	
60	Queries and reports can be run using UDD fields.		x					
61	Maintain the following general information for each employee:	x						
62	Employee name and number	x						
63	Address	x						
64	Social Security Number	x						
65	Normal hours worked per pay period and annually	x						
66	Pay cycle (weekly, bi-weekly, semi-monthly, monthly, etc.)	x						
67	Number of dependents	x						
68	Home state and work state	x						
69	Title and primary department number	x						
70	Date of birth	x						
71	Date of last raise	x						
72	Date hired	x						
73	Date terminated and termination code	x						
74	Longevity calculation date	x						
75	Full time / part time	x						
76	Sex and race	x						
77	EEO-4 Category	x						
78	Home telephone number	x						
79	Previous, current, and projected job grade and step and effective dates	x						
80	Exempt flag	x						misc user defined field
81	I-9 Flag	x						
82	Days worked and hours worked per day	x						via default time card

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
83	Allow emails to be sent to employees directly from the Employee Management program.						**x**	
84	Ability to design personnel-related forms with the system's reporting tools, incorporating data from the system, and allow exporting of report data to MS Word & Excel for further manipulation.	**x**						
	Time Entry							
85	Time entry is to be required by the system on an exception basis; for example, only exceptions to a pre-established work schedule should require entry.	**x**						
86	Provide option to print several variations of payroll time sheets or a format designed by the customer.	**x**						available via ESS for on-line time sheets
87	The system should be capable of facilitating time entry at any point or points during the pay period, including daily if desired.	**x**						
88	The system must have the ability to accommodate varied work cycles used in determining hours worked in accordance with Federal Labor Standards Act (FLSA).	**x**						
89	The system should permit the entry of information concerning multiple types of leave. Accrual of leave amounts should be automatic and should not require input during the time entry process.	**x**						
90	Provide the ability to capture the input of comp earned leave hours at the project level to track hours associated with a project in Project Accounting.	**x**						
91	Provide the ability to change the status of an employee's time for a specific pay period.	**x**						
92	During the time entry process, the system should allow the user to override the default labor distribution to specify possible multiple accounts for distribution. Changes to the distribution should not affect the liabilities recorded to federal and regulatory authorities, unless specified by the user.	**x**						
	Benefits & Deduction Features							

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
93	Support an unlimited number of deduction codes for items such as insurance, retirement, child support, etc.. These deductions should be able to set up as a flat amount or a percentage of gross or net disposable income or other user defined pay field. Options should be provided to designate the tax treatment of the deduction code (after federal and state tax, before federal and state, before FICA, etc.) in order to accommodate various retirement plans and Section 125 type deductions.							
94	Provide the ability to assign up to thirty-six of the unlimited number of deduction codes to each employee.	x						number of deduction codes that print on the pay stub may be limited by pay stub format chosen
95	Ability to designate if a deduction code is global or employee specific for purposes on ongoing maintenance of deduction codes. A retirement plan deduction might be global (all employees pay the same percentage, the employer contributes the same percentage for all employees, meaning an increase or decrease would apply to all the employees with the deduction code), a child support code would be employee specific (changes would have to be made at the employee record level).	x						
96	Provide the ability to assign accounts payable vendors to each deduction code with flexible parameters for definition of due dates. Payables resulting from a payroll process should automatically pass to the accounts payable system for processing.	x						
97	Provide the ability to distribute the employer's share of benefits across multiple funds and departments in the same percentages that an employee's pay is distributed.	x						
98	Once a deduction code is set up, provide the ability to stop and start a deduction on an employee by employee basis. Year-to-date totals should be maintained.	x						
99	Ability to provide global control of what deductions are included in each payroll process.	x						
100	Ability to establish limits for deductions based on maximum deductions amounts defined for the pay period, month, year or lifetime. The deduction should stop when a specified limit for the employee is reached. Option to automatically re-establish the deduction for purposes of employee bond purchase plans, etc..	x						meets most criteria - based on salary max, annual max, lifetime max
101	Ability to distribute deduction and benefit expenses to the Project Accounting module.	x						
102	Ability to withhold garnishments.	x						

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
103	Ability to void or reverse checks on-line.	x						
104	Ability to calculate deductions based on net pay.	x						
105	Provide for up to three one-time or manual deductions per employee per pay period.	x						
106	Ability to calculate pay differentials based on user defined grade and step tables.	x						
107	Ability to withhold IRS tax levies.	x						
108	Support employee and employer contributions made to a self-insured health plan.	x						
109	Provide comprehensive reporting capabilities for deductions including user defined parameters. Deduction reports should provide options such as range of dates (including prior years data), sorting options (alpha, employee number, by department, social security number, etc.), deduction code(s) (options for one, multiple, all). Option to print gross amount of pay, employer's share of deduction code, department totals, general ledger detail, and social security numbers.		x					standard report offers much information, but for all included fields on one report, the reporting tool would be required
110	Ability to setup predefined consolidation codes for purposes of grouping deduction codes for reporting purposes (i.e. one report consolidating information for several retirement plans, or all cafeteria plan deductions).	x						
111	Ability to calculate and track employer paid benefits, including longevity.	x						
112	The system should base longevity calculations on total years/months of service or on a 12-month fiscal period, as well as, user-defined longevity codes and parameters. Parameters should include at a minimum, how to prorate longevity for partial months or years of service and the association of a description, pay code, base group, pay cycle, and annual maximum amount for each longevity code.	x						based on number of months
113	Ability to handle deferred compensation.	x						
114	Ability to generate deduction calculations automatically for:	x						
115	First Pay period of the month	x						
116	Second pay period of the month	x						
117	Third pay period of the month (when applicable)	x						
118	All pay periods	x						
119	Current pay period only	x						
120	Or any other user defined cycle	x						
	Leave Tracking Capabilities							

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
121	Accrue holiday, sick, vacation and comp time and up to six other user defined leave categories for each employee based on user defined tables with leave category, length of service, and/or job classification.	x						
122	The system should track each of these leave categories on an annual or employee anniversary basis.	x						
123	Provide on demand leave accrual for holidays.	x						
124	On-screen inquiry should display balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number.	x						
125	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.	x						
126	Ability to post adjustments to an employee's leave balances. A history of any adjustments posted must be maintained for inquiry or reporting purposes.	x						
127	Provide the capability to process year-end forfeitures of vacation time.	x						
128	Ability to limit accrual of leave time past maximum allowed.	x						
129	System should be able to accumulate compensatory time with limits set by various department rules.	x						
130	Provide a report at fiscal year end that prints the employer's liability for accrued benefits.	x						
131	Validate leave availability of leave at time of payroll input.	x						alerts can be seen if input is decentralized, or if input is by Payroll (centralized), user will be alerted in into the negative
132	Leave bank tracking capabilities allow employees to bank accrued leave time for allocation to other employees who participate in the leave bank. Tracking features should include enrollment, contributions and withdrawals to the leave bank.	x						
133	Leave bank features should include the ability to establish a beginning bank balance, define leave types for contributions, # of hours required for initial contribution, and # of hours to contribute regularly for each user-defined leave bank code.	x						may require some user intervention / manual tracking for controls
	Payroll History Capabilities							

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
134	Provide unlimited online detailed history of all payroll checks with ability to provide dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information based on posting date, check date, check number, gross pay, deductions, taxes, reimbursements, and net pay. User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.	x						standard grids may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
135	On-screen inquiry should display balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number.	x						
136	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.	x						
	Personnel/Human Resources Features							
137	The system must have the capability of tracking information related to the performance review of the individual:	x						
138	- date review due	x						
139	- date of discussion with employee	x						
140	- next review date	x						
141	- follow-up review date	x						
142	- pay increase granted	x						
143	Maintain date employee goes on C.O.B.R.A benefit and C.O.B.R.A code with validation performed by the system on the code selected.	x						
144	Maintain date of last physical and date of next physical.	x						
145	Maintain date of last drug test. Provide ability to create group of employees subject to random drug testing. Generate random drug test listing and perform random selection.						x	
146	Provide emergency information for each employee including name, address, phone number, and relationship.	x						
147	Provide for date of termination and user-defined code field.	x						misc user defined field
148	Provide fields for disabled veteran flag and code, military code, and veteran code.	x						misc user defined field
149	Unlimited free form text area for maintaining a history of employee reviews. The information should be displayed in reverse chronological order.	x						

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
150	Unlimited free form text area for maintaining a history of employee promotions. The information should be displayed in reverse chronological order.	x						
151	Unlimited free form text area for miscellaneous notes for each employee. The information should be displayed in reverse chronological order.	x						
152	Ability to set up user defined fields to track human resources related data such as educational qualifications, licenses held, continuing education requirements and history, spouse's name, address, phone number, date of birth, employer, employer phone number, insurance data such as group health census data, life insurance amounts, number of children covered, types of insurance coverage, etc.	x						
153	Provide for the recording and retention of data relating to employee performance, commendation, and disciplinary action.	x						
154	The system should be able to record, in the employee record, the various training courses an employee completes while working for the employer, including such information as grade or certification received in the course.	x						
	Reporting Capabilities							
155	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	x						
156	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	x						
157	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel and Access as well as the ability to have the data set exported directly to a XML or CSV formatted file.	x						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
158	Print check numbers on computer generated check register.	x						

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
159	Prepare monthly, quarterly, and year end reports as required for Workers Compensation, insurance, tax withholding, and FICA.	x						
160	Prepare W2's as required including capability to prepare a tape file for transmission of federal and state withholding as well as social security deductions. File format must meet federal requirements.	x						
161	Ability to create a W-2 work file which includes all information required for W-2 reporting (both hard copy and magnetic tape) and the ability to perform on-line file maintenance to the work file in order to adjust amounts for taxable, non-income fringe benefits, such as life insurance, take-home vehicle, etc. if necessary.	x						
162	Capability to maintain and report employee tax withholding data and generate W-2's at any time of the year.	x						
163	Ability to run W-2's for prior year after payrolls for current calendar year have been posted.	x						
164	Create and print the W-3 Form associated with W-2 Form filings.	x						We meet IRS W-2 filing requirements. This is not been needed if you can file to the SSA electronically
165	System must be capable of storing and retrieving necessary data about employees, both current and former, to produce the EEO-4 Report.	x						
166	Ability to support state employment commission electronic filing.	x						
167	Ability to produce quarterly reports at any time during the year or a previous year.	x						
168	**Payroll Check Register**: Print employee number, name, check date, check amount and check number and provide number of regular and manual checks printed with totals.	x						Provides number of employee on register which should be the number of checks or direct deposit transactions produced
169	**Leave Liability**: A report showing the employer liability for unused leave and sick time and other user defined leave categories. Report will be by department/division. Totals by department/division and overall totals.	x						
170	**Worker's Compensation Report**: Provides ability to input the employer's discount rate and experience factor for purposes of automatically calculating the Worker's Compensation premium for the period specified. Produces the necessary report for the customer's Worker's Compensation carrier.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
171	**Deduction Report**: The system will have the capability to produce a report for all deduction codes or an unlimited number of selected codes. This report will list at a minimum employee name, employee title, social security number, department, effective beginning and ending dates, amount of deduction, total amount, and total number of employees participating in the deduction. The report provides options to sort by employee name, employee number, department number, or social security number.		x					standard report offers much information, but for all included fields on one report, the reporting tool would be required
172	**Deduction History Report**: The report should itemize deductions by pay date for each employee included in the range selected. User can also filter by deduction code and specify a report sequence (employee #, employee name, department or social security #) and a range of dates on which to report. If the Department option is selected for the report sequence, the department may be selected for which to include employees on the report. In addition, the user may select whether to print totals only for each employee and whether to print information for each employee on a separate page.	x						May be sorted by employee number or name
173	**Deduction Exception Report**: The report should list employees without a specified deduction code. User-defined parameters are to include payroll number, deduction code, employment status and department with an option to print the report for active employees only. For each employee without the deduction code, the report should include the employee number and name, department, employment type and status.		x					
174	**Employee Profile Report**: User defined parameters should include sort sequence (number, department, alpha), department, and employee number if information on a single employee is requested. This report should print a summary of all information in an employee's information in the master file.	x						
175	**941 Report**: Option to print for any range of dates and print the 941 forms with an overlay.						x	System produced information that may be used to complete the 941 forms
176	**Payroll History Report**: User defined parameters should include range of dates to include employee number(s). The report should print the following information from each pay period: check number, posting date, the following in both hours and dollars: net pay, gross pay, overtime pay, vacation pay, sick pay, holiday pay, any other leave pay. All deductions should be included, including employer contributions. Should include totals by calendar quarter.	x						

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
177	**Employee Review Report**: Should print history of an employee's reviews. Ability to provide reminder of employees who may be due a review.	x						
178	**Retirement Plan Report**: Prints necessary information for state's Municipal Retirement system in format acceptable by the Municipal Retirement system.	x						
179	**Leave Balance/Usage Report**: Listing of accumulated leave and leave taken so that beginning balance, taken, and current balance are reported. Listing should be for each employee in department/division sequence. Should provide both summary and detail reports. Detail report should allow selection to print history of one or more leave categories and list leave time earned, taken and any adjustments for each leave category selected.	x						
180	**Leave Bank Report**: Listing of leave bank transactions associated with the Leave Bank Process.	x						
181	**Payroll Calculation Report**: This report is to be used to proof payroll data prior to printing payroll checks. The report should be printed in employee number order, subtotaled by department and should include, but not necessarily be limited to, the following information for each employee:	x						meets all criteria except subtotal by dept - this is available on GL distribution report
182	Employee number	x						
183	Employee name	x						
184	Earnings in hours and amount for each applicable earnings type	x						
185	Leave time in hours and amount for each applicable leave category	x						
186	Benefits and reimbursements	x						
187	Deduction information including both employee and associated employer contributions	x						
188	Taxable wage totals, employee and employer contributions for federal withholding, state withholding, FICA and Medicare	x						
189	This report should show totals for all departments, provide department recap totals, and detailed journal of transactions to be posted to the Accounts Payable system. General Ledger totals should also be provided showing all debits and credits that will be posted to the General Ledger. Errors and/or warnings regarding this report should be listed including page numbers on which errors and/or warnings appear.	x						GI distribution reports provides some of the requested information

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	Payroll Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
190	**Employee List:** User defined parameters should include department, employee status and employment type, with the option to print job class, annual wages, monthly salary, hourly rate, address, job title, social security number and a choice of one of the following: hire date, termination date, birthday or years of service. Sort sequence options should include employee number, name, social security number, department and state employment code.		x					many of these fields available from employee lookup screen for export to report
191	**Performance Review Reminder Report**: This report should include the next review date, for those reviews overdue and also include those due within the next sixty days.	x						
192	**Project Distribution Report**: This report should reflect employee hours logged against projects in the Project Accounting module. Each detail line includes the following: project #; line item #; project description; employee's department #; employee # & name; check date; pay code; and hours, pay rate & amount from the pay record. Report filter options should include payroll #, check date, master project, project and pay code.	x						in PM module
193	**Audit Trail Report**: This report is used to print an audit trail of changes to payroll system files. User may select records for the report by a range of employee numbers, by a range of activity dates, by payroll audit file (Employee, Information, Year-To-Date, Deduction, Distribution, Deduction Code or Pay Code), by function and by operator ID.	x						
194	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Payroll system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	x						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
	System Interfaces							
195	The Payroll system should interface with the following software modules:	x						
196	General Ledger	x						
197	Accounts Payable	x						
198	Project Accounting	x						
199	Bank Reconciliation	x						
200	Human Resources	x						
201	Employee Self Service - Time & Attendance	x						
	TOTALS	**188**	**5**	**0**	**0**	**0**	**6**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Human Resources System must utilize a true 32-bit Graphical User Interface	x						
2	The system should share a common Database with Payroll to eliminate the need for duplicate entry	x						
3	The system should allow for easy navigation from one employee to another	x						
4	The ability to perform mass cost of living adjustment raises through the Human Resource application should be available for sites that control pay through HR versus Payroll. Employee selection parameters include position, bargaining unit, division and job group.	x						grade and step selection
5	Ability to design personnel-related forms with the system's reporting tools, incorporating data from the system, and allow exporting of report data to MS Word & Excel for further manipulation.	x						
6	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	x						
	Employee Management Features							
7	The system should allow for the storage of all pertinent personnel information including, but not limited to:							
8	Name	x						
9	Address	x						
10	Work location	x						
11	Home phone	x						
12	Work phone	x						
13	Mobile phone	x						
14	Fax number	x						
15	Pager number	x						
16	Email address	x						
17	Extension	x						
18	Date of birth	x						
19	Race	x						
20	Hire date	x						
21	Current employee status	x						
22	Service date	x						
23	Marital status	x						
24	Employment type	x						

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	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
25	Scheduling hours per pay period	x						
26	Bargaining unit	x						
27	Rate class	x						
28	Allow for the entry of an unlimited number of additional contacts for each employee	x						
29	Allow for the entry of withholding information	x						
30	Allow for the entry of Drivers license information	x						
31	Allow for monthly reporting of expiring driver's licenses	x						
32	Allow for the entry of Dependant information	x						
33	Track I-9 completion and information	x						
34	Allow for the attachment of employee photos	x						
35	System should interface with and track all position currently occupied or formerly occupied by each employee	x						
36	Track start date for each position	x						
37	Maintain a complete history of position information	x						
38	Maintain a complete history of pay information	x						
39	Maintain history of compliance with physical testing requirements	x						
40	Control the ability to edit historical test information for an employee at the system level.	x						
41	Track and ensure compliance with drug testing requirements	x						
42	Maintain history of equipment issued to each employee	x						
43	Track and ensure compliance with certification or other training required and completed for each employee	x						
44	Allow for the creation of user defined incident / discipline codes	x						
45	Monitor incidents / discipline activities associated with each employee	x						
46	Allow for tracking the date, time, incident, resolution, and narrative associated with each Incident / resolution	x						
47	Allow for grievance tracking	x						
48	The system should provide the ability to capture multiple User Defined Data (UDD) fields with the following attributes:	x						
49	UDD fields can be formated in various layouts such as checkboxes, date fields, numeric fields, drop-down lists and text fields.	x						character, date, logical, integer, memo, decimal
50	Additional customization features for UDD fields can be defined including character length, min & max values, initial & default values, as well as characteristics such as “unique” and “required".						x	
51	The system automatically searches for and notifies a user of other records in the system with identical UDDs, when the UDD field is setup with a "unique" value.						x	
52	Queries and reports can be run using UDD fields.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
53	Provide additional levels of security for users with access to the HR Employee Manager programs. User access is granted based on types of HR data such as personal, demographics, positions, benefits, payroll, leave, equipment, training, education, certifications, testing, discipline, grievances, reviews, history, workers compensation, etc.						x	
54	Provide additional security for access to employee social security numbers within the HR Employee Manager programs. Access to social security numbers can be controlled at the user level.	x						
	Position Control Features							
55	The system should allow for easy navigation from one position to another	x						
56	The system should allow for the storage of all pertinent positional information including, but not limited to:	x						
57	Position ID	x						
58	Position title	x						
59	Position status	x						User may view if the position is filled or vacant
60	Position effective date	x						User may view dates that position has been filled
61	Position type	x						
62	Overtime status						x	
63	Telecommuting status	x						May be assigned to union unit which is assigned to Plan which is assigned to Position
64	Pay type	x						Assigned to the Plan which is assigned to the Position.
65	Job group	x						Union unit would typically be the job group. This is assigned to a Plan which is assigned to a Position.
66	Reporting relationship						x	
67	Pay grade	x						Assigned to the Plan which is assigned to the Position.
68	Department	x						
69	Division	x						May be assigned to union unit which is assigned to Plan which is assigned to Position

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	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
70	Shift	x						May be assigned to union unit which is assigned to Plan which is assigned to Position
71	Work week hours						x	
72	Work location	x						May be assigned to union unit which is assigned to Plan which is assigned to Position
73	EEO4 category						x	
74	Competencies required for the position	x						
75	Allow for the creation of multiple Drug testing groups (i.e.. Random, annual, for cause)						x	
76	Allow for the association of drug testing group with each position						x	
77	Allow for the creation of multiple Physical testing groups						x	
78	Allow for the association of Physical testing group with each position						x	
79	Allow for the association of required equipment for each position						x	
80	Allow for the association of required training for each position	x						
81	Allow for the viewing of all employees currently or formerly assigned to each position	x						
82	Allow inactive, proposed, and frozen positions						x	
83	Allow for the assignment of effective dates with each position						x	
	HR Budgeting Features							
84	Create multiple budget scenarios with personnel data utilizing a budget event wizard.	x						
85	Budget events are user-defined and include the ability to specify position full-time equivalents and head counts, budgeted salaries and wages, effective dates, included benefits, General Ledger distribution, etc.	x						
86	Budgeting features include the ability to designate a basis for budgeting pay based on the low point, mid point or high point of a pay grade for the position. An option should also be available to base the budget on a manual amount entered.	x						available but not exactly as stated
87	Provide an HR Budget Manager Console to view and manage HR budgets including historical budgets. Multiple view options should be available (by Employee, Position, Department, Budget Events). Within the Console, functions should be available to clear events, change scope, copy, combine, report and transfer budgets.	x						available but not exactly as stated
88	Automatically transfer HR Budgets to the Budgeting Prep module.	x						
	Benefits Administration Features							

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	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
89	The system should allow for easy navigation from one benefit plan to another.	x						
90	The Benefits Administration system should provide online tools managing a variety of benefits including health insurance, dental insurance, vision benefits, disability, Employee Assistance Program (EAP), flexible spending accounts, group insurance, life insurance, long-term care insurance, retiree health insurance, retirement plans (e.g., 401a, 457, 401k), savings plans, Social Security, survivor's benefits, training, holidays and other leave benefits.	x						
91	Provide the ability to maintain benefit codes in a table format.	x						
92	Benefit codes should carry typical information for each benefit including coverage amount, enrollment criteria, premium amounts, rate determination method (fixed or calculated), insurance carrier and third party administrator.	x						
93	The Benefits Administration system should offer administration with the Payroll system so that each benefit code can be tied to a Payroll deduction code, thus allowing benefits to be loaded into Payroll deduction codes if the benefit amount is calculated in Human Resources.	x						
94	Provide for the ability to maintain insurance codes which carry name and contact information for insurance carriers.	x						
95	Allow for third-party administrator codes which carry name and contact information for third-party administrators.	x						
96	Provide tracking capabilities of each employee's benefit plan and elections, including the plan name and identification number; the employee plan number; dependents covered by the plan; type of coverage (e.g., employee, employee and spouse, family); amount of coverage; physician; premiums (employee and employer costs); smoker/non-smoker status; enrollment and termination history; and eligibility date.	x						
97	Provide "rules based" eligibility testing on employees for established benefit plans based on user-defined criteria that can include division, department, job group, employee status, position type, work week hours, bargaining unit, minimum/maximum age and gender.						x	
98	The system should offer accommodation for open enrollment for benefits, allowing entry and review of benefit changes, generation of related reports and mass update capabilities.	x						
99	Automatically recalculate benefits by benefit code, by plan, by employee or by department.	x						
100	Provide the ability to create "what if" scenarios for an increase or decrease of benefits.	x						

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	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
101	Allow for the tracking of an employee's decision to decline benefits.	x						
	Applicant Tracking Features							
102	The system should allow for easy navigation from one applicant to another.	x						
103	The Applicant Tracking system should provide online tools for tracking submission of applications for positions through the entire interview process, simplifying the process of matching qualifying applicants to vacant positions.	x						
104	The system should provide the ability to fill vacancies through promotion and transfer of existing employees as well as through recruitment and selection of applicants.	x						
105	The system should include an electronic personnel requisition process with requisition approval status tracking capabilities.						x	
106	The system should offer file attachment capabilities to allow scanning of application and resume information into the system to be saved on the applicant's record.	x						
107	The system must allow applicants to be identified by skill, abilities, experience and education.	x						
108	The system should allow users to automatically notify applicants about the availability of a position.						x	
109	A notification feature should be available to notify users of changes in the status of jobs, candidates, or interviews associated with the Applicant Tracking Process.	x						
110	The system should provide the ability to define special hiring requirements such as background checks or special tests.	x						
111	The system should offer tracking capabilities of recruiting resources to fill a position.	x						
112	The system should allow for qualified applicants to be matched with vacant positions. Online views should be available to allow department heads to see all qualified applicants. The department head requesting the new position should be automatically notified of applicants that fit the eligibility requirements for the position.	x						
113	The system should provide the ability to track which applicants are interviewed and the outcome of interviews.	x						
114	The system should allow for the storage of all pertinent applicant information including, but not limited to:	x						

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	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
115	Name, address, email (primary & secondary), phone numbers (home, work, cell, fax, pager), preferred contact method, application details, employment term & pay range preferences, work history, education, certifications, competencies, references, job interests and user-defined fields.	**x**						
116	Allow emails to be sent to applicants and candidates and hired employees directly from the Applicant Tracking module.	**x**						
117	The system should provide the ability to capture multiple User Defined Data (UDD) fields with the following attributes:	**x**						
125	UDD fields can be formated in various layouts such as checkboxes, date fields, numeric fields, drop-down lists and text fields.	**x**						
126	Additional customization features for UDD fields can be defined including character length, min & max values, initial & default values, as well as characteristics such as “unique” and “required".						**x**	
127	The system automatically searches for and notifies a user of other records in the system with identical UDDs, when the UDD field is setup with a "unique" value.						**x**	
128	Queries and reports can be run using UDD fields.		**x**					
	Reporting Capabilities							
129	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	**x**						
130	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	**x**						
	General Reports:							
131	**Master Report** - The report parameters include both employee & information criteria. Types of information available to include: All, Personal, Demographic, Withholding, Dependent, Contact, Position, Benefits, Pay, Direct Deposit details, Leave & Leave Tracking, Equipment, Training, Education, Certification, Testing, Discipline, Grievance, Review, Comment Codes, Notes and Workers' Compensation. Social Security numbers should appear only when they have been enabled with proper security		**x**					

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	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
132	**Employee Summary Report** - The report shows basic employment data for all employees selected, including employee's name, ID, social security number (if allowed by security settings), and department, as well as the employee's address, phone number, birth date, and hire date. An option should be provided to include employees' discipline and grievance history on the report. Filter capabilities should also be provided by employee number, status, department, bargaining unit, division, and position.		**x**					
133	**Equipment Report** - The report lists employees and information about issued equipment. For each employee that meets your selection criteria, the report includes the employee's name, employee number, issued equipment, and issue and returned dates. An option to include equipment notes on the report, and start a new page after each sort option should be available.	**x**						
134	**Training Report** - The report lists employees and information about employee training. For each employee that meets the selection criteria, the report includes the employee's name, employee number, training course, training provider, the employee's next scheduled training dates, the training completion dates, the duration of the training, and the type of training. The report should also be able to include prerequisites for the training course, limit the report to outstanding training courses, include training notes, and start a new page after each change in sort option.	**x**						standard report meets most criteria
135	**Education Report** - The report lists employees and information about the employee's education. For each employee that meets the selection criteria, the report includes the employee's name, employee number, education code, education institution, and award dates. The report should also be able to include education notes and start a new page after each change in the sort option.	**x**						
136	**Certification Report** - The report lists employees with the certifications that are specified. For each employee included, the report shows the employee number and name, the type of certification, the institution from which certification was received, and the completion and expiration dates for the certification.	**x**						

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	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
137	**Testing Report** - The report lists employees and information about the employees' tests. For each employee that meets the selection criteria, the report includes the employee name, employee number, the scheduled tests, the type of test scheduled, the last scheduled test date, the next scheduled test date, and the results of the test. The report should also be able to include test notes on the report, and have the system start a new page after each new sort item.	x						standard report meets most criteria
138	**Discipline Report** - The report shows disciplinary actions taken for the employees selected (provided the employees have disciplinary action information on file). For each employee included, the report shows the employee's ID, name, and department and the type of incident, incident date, action taken, and person taking the disciplinary action for each disciplinary incident. An option is available to include the beginning and ending dates of disciplinary actions, the next review date, and incident details on the report. The report can be printed for all employees, a single employee, or a particular department with further filtering by bargaining unit and incident date.	x						standard report meets most criteria
139	**Grievance Report** - The report lists employees and information about submitted grievances. For each employee that meets the selection criteria, the report includes the employee's name, employee number, grievances, grievance open dates, grievance close dates, and the status of each grievance. An option is available to have the report include grievance notes, the steps taken for the grievance, and start a new page after each employee.	x						standard report meets most criteria
140	**Review Report** - The report lists employees and information about the employee's reviews. For each employee that meets the selection criteria, the report includes the employee's name, employee number, review codes, review statuses, next scheduled review date, and last completed review date. The report should be able to print review notes and start a new page after each change in sort option.	x						
141	**Employee Date Report:** The report shows the dates for the employees selected. Selection criteria includes employee number and date types (birth, hire, termination, leave, longevity, service, probation). Filter options include department, bargaining unit, division, and position.		x					

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	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
142	**Veteran Report:** The report prints the number of veterans in each job category. An option is available to show the employee numbers, names, hire dates and veteran codes associated with veterans in each EEO4 category.		x					
143	**Annual Statement** - The Annual Statement lists employees with the payroll number and range that are specified. For each employee included, the report shows the employee number and name, personal information such as their birth date, marital status, race, sex, smoking status, age, home phone number, mobile phone number, work phone number, address, county, and email address, and codes showing any disability, military, or veteran status. The report also shows information regarding their employment dates, salary, benefit plans, and related contacts. The report can be filtered by employee status, employee type, and the year.		x					
144	**Contact Report** - The report lists information for employees' designated contacts. For each employee included, the report shows the employee number, employee name, and department. For each of an employee's contacts, the report shows the contact name, relationship to the employee, phone numbers, and address. The report also indicates which of an employee's contacts has been designated as the emergency contact.		x					
145	**User Defined Data Report** - The report lists employees who have one or more of the User Defined Data fields that are specify associated with their employee record. For each employee included, the report shows the employee number and name, department, employment status, and comment codes with comment values.		x					
146	**Pay History Report** - The report shows the history of pay rate changes for the employees in the selection. For each employee included, the pay change records include the position ID and name, the department, the current position status, the effective date of the pay change, the old pay rate and the new pay rate, the percent change the pay rate change represents, and the estimated annual pay after the rate change. Optionally the pay grade and change reason for each pay change record can be included. The report can be filtered by employee number, employee name, department, bargaining unit, position ID, pay change effective date, and position status.	x						standard report meets most criteria

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	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
147	**Annual Salary Report** - The report lists employees' monthly and yearly salary amounts for a specific rate code based on information held in the Payroll Master files. The report sequence can be specified and employees can be selected for the report based on their employment status and type. For each employee in the selection, the report includes the employee number and name, pay cycle, pay type, hourly rate, period salary, and monthly and annual salary amounts. The report also shows grand totals for monthly and annual salaries.	x						standard report meets most criteria
148	**Pay Rate Report** - The report shows the pay rate structure for each employee in the selection including the rate number(s), hourly and/or salary pay rate, overtime pay rate, and the distribution accounts used for regular and overtime pay. In addition, the report shows each employee's department number, pay type, rate class, annual salary, and the date (anniversary date or last raise date) used as the basis for inclusion on the report. An option to include distribution details for employees with split distributions or job class/pay step information for each employee is available. Employees can be selected for the report based on department, rate class, job class, employment status, pay type, and employment type.		x					
149	**EEO4 Report** - The report summarizes employment statistics by job category for the fiscal year specified. An option is available to print a report that includes a detail listing of employment data in addition to the basic EEO-4 report. For each employee selected, the detail list includes the employee number and name, EEO job category, sex, race, pay rate, annual pay, hire date, termination date, employment status, and employment type.	x						
150	**State Employment Report** - The report is customized to meet specific state requirements for the State Employment Quarterly Report. The report can be printed any time after the final payroll of the quarter is closed.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
151	**Workers' Compensation Report** - The report calculates the workers' comp premium and reports the results. Premium calculations are based on the rates set up for each workers' comp code. A date range; the weekly limit; whether to calculate the premium based on gross or taxable wages; the insurer's experience factor, discount factor, and administrative discount factor; and whether to include department totals on the report can be specified at the time the report is created. For each employee, the report includes the employee number and name, the applicable workers' compensation code, the gross amount or taxable amount of wages on which the calculation is based, the exempt amount (if any), the amount of overtime adjustment, adjusted earnings, and covered wages. The report also includes a section that summarizes the premium calculation by code. This part of the report includes the workers' compensation code and description, gross wages, covered wages, premium rate per $100 of covered wages, the experience factor, discount amount, administrative discount amount, and premium amount.	x						standard worker's comp report is included. Meets most criteria
152	**Workers' Compensation Injury Report:** The report provides essential details to assist users in completing OSHA forms. The report lists employees that have suffered from injuries during the date range specified. For each employee included, the report summary shows the employee name and title, the case number, the date, location, injury type, and cause of the injury, the body part affected, and the quantity of days taken for absence or recovery. The more detailed report shows detailed information about claims and the results of the injury that affect the employee's ability to work. An option is also available to print "Totals Only" for the report.	x						Springbrook produces OSHA forms
153	**Other reports** the system should contain, at a minimum, include an Anniversary Report and Birthday Report .		x					
	Position Reports:							

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
154	**Position Report** - This report should list employees by position for the positions and employees that match the selection criteria specified. For each employee included, the report should show the employee ID and name, employment type, employment status, employee position status, position status, start date in the position, job group, department, and division. An option should be provided to filter positions on the report by position type, position status, and job group as well as the option to filter employees on the report by employee status, employee position status, department, bargaining unit, and division.	x						Standard report meets some criteria - based on architecture of the system
155	**Supervisor Report:** The report lists employees that match the selection criteria. For each employee included, the report shows the employee ID and name, position ID and title, and the supervisor ID, title, and name. Filter options include employee type, employee status, and department.		x					
	Benefits Administration Reports:							
156	**Dependent Report** - The report should show dependent information for the employees selected (provided the employees have dependent information on file). For each employee included, the report shows the employee's name and the dependent name, relationship to employee, birth date, age, address, and phone numbers for each dependent. Filter options for the report should include department or bargaining unit.		x					This information is also available to the employee via Employee Self Service
	Applicant Tracking Reports:							
157	**Applicant Skills Report** - The report should show basic applicant skill data for all applicants selected, including education, certifications, competencies. Filtering capabilities should also be provided by jobs, education, certification, competency, recruiter, applicant status and application date range as well as the ability to specify whether current or former employees and local residents should be included on the report. Sort options should include applicant number or name. Other options should be available including the ability to include education, certification and competency notes.		x					much of this information is also available via screen display

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	Human Resources Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
158	**Applicant Report:** The report lists applicants with the criteria specified. The report can be filtered by the range of applicant numbers, application dates, applicant statuses, terms, user-data, or job options. Sequence options include displaying the applicants in the order of their name, application date, job group, or position. It can be printed in a detail or summary format. The detail version can include the applicant's ID, name, status, the date they applied, the source of the applicant, the term for which the applicant is applying, the work history, education history, competencies, user-data, job interests, and job candidates. The summary version provides the applicant's ID, name, status, the date they applied, the source of the applicant, and the term for which the applicant is applying.		**x**					much of this information is also available via screen display
159	**Job Report:** The report lists jobs with the criteria specified. The report can be filtered by the range of job numbers, job groups, positions, terms, needed by dates, status, HR manager, job manager, or any user-data. Sequence options include displaying the jobs in the order of their job number, job group, or needed by date. It can be printed in a detail or summary format. The detail version can include the job's number, title, group, status, term, the date by which the job needs to be filled, the associated position, HR manager, job manager, the job description, competency and other requirements, and the qualified candidates. The summary version provides the job's number, title, group, status, term, the date by which the job needs to be filled, the associated position, HR manager, and job manager.							
	System Interfaces							
160	The Human Resources system should interface with the following software modules:	**x**						
161	General Ledger	**x**						
162	Budgetary System	**x**						
163	Payroll	**x**						
	TOTALS	**121**	**14**	**0**	**0**	**0**	**19**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Employee Self Service Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	ESS General Features							
1	The Employee Self Service (ESS) system must be an integrated web application and provide the following optional methods of operation.	x						
2	Provide web-based employee self service features to include views and change requests for employee demographics, W-4s and leave.	x						
3	ESS system should provide, at the employee level, views for demographics, pay information (pay & position history, W-4 & W-2 information) and time off requests.	x						
4	ESS leave view and tracking features include the ability for employees to see balances of leave as well as the details of leave (days, reasons, etc.)	x						
5	Allow employees to submit change requests for types of personal information such as address/phone numbers, contacts, dependents, W-4 information, etc. Change request authorizations can be controlled by levels defined on the request type (not allowed, with approval, direct approval with notification to payroll administrator).	x						
6	Allow users to submit time off requests which are automatically routed for approval via an electronic approval process.	x						
7	Includes leave checking controls based upon user-defined parameters establishes for different types of leave.						x	any leave types route through employee supervisor
8	Notify users via e-mail of time off requests that have been rejected.	x						
	Time & Attendance Features							
9	The ESS system offers an optional set of features for Time & Attendance tracking with integration to Personnel Management for payroll processing.	x						
10	Allow users to enter time based on the reporting calendar assigned to the employee (weekly, bi-weekly, monthly, etc.).						x	
11	Individual users can enter their own time or an authorized user who is delegated to enter time for other individuals can enter time.	x						
12	Submitted time entry is automatically routed to users authorized to approve time. Approvers can enter reasons for rejection of time in the time sheet view and employees are notified through internal notification features or email of time rejections.	x						functions in a similar way but not exactly as stated
13	Ability to establish approval groups that can be ESS department-based or member-based. Approvers are granted security to approve time for employees belonging to the approval group. Mutiple approvers can be assigned to an approval group. User-defined approval parameters for each assigned approver include events authorized to approve (time entry, leave request, change request) and an approval level (1, 2, 3, etc.) for each event.	x						functions in a similar way but not exactly as stated
14	Ability to establish delegate groups that can be ESS department-based or member-based. Delegates are granted security to enter time on behalf of employees belonging to the delegate group. Multiple delegates can be assigned to a delegate group.	x						
15	Designate a time entry format for the employee (hours & minutes or decimal hours).						x	
16	Allow employees to be flagged as exempt from FLSA overtime rules.	x						
17	Allow employees to be flagged as reporting time on an exception basis only.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Employee Self Service Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
18	Ability to establish user-defined activities so time can be entered by activity.	x						
19	Activity codes can be designated to require users to enter a description when the activity is recorded.						x	
20	Allow default time entry descriptions to be assigned to activity codes.	x						
21	Ability to designate valid positions for which time can be recorded for a particular activity.	x						based on pay code, rate code, or shift code
22	Ability to define project entry parameters for activities. Project entry options on activity codes include: not allowed, optional, required. When a project is "optional" or "required" for an activity code, allow for the selection of valid project accounts for that activity code.						x	
23	Flag an activity code used most often by an employee as the default for that employee to have it load by default in Time & Attendance.	x						
24	Support automatic FLSA based overtime calculations according to user-specified overtime periods assigned at the employee level (between 1 and 28 days).	x						
25	Provide ability to view leave balances.	x						
26	Provide the ability for employees to view their time a week-at-a-glance and all time-keeping responsibilities from this screen.	x						
27	Provides a group approval screen that allows approvers to easily identify the status of time for each employee, review in summary the time submitted, and approve the group as a whole.	x						
28	Provide the ability for the payroll clerk to send reminder notifications or emails to those employees who are late submitting time as well as to approvers who have outstanding time to be approved.			x				report can be seen of timesheets entered. User would need to use email for sending these
	Reporting Capabilities							
29	All reports will be previewed through the Report Viewer.	x						
30	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion.	x						
31	**Activity Viewer** - Allows designated users to view, on a calendar interface, the time an employee has submitted. This can be useful in spotting trends and abuses of leave time. This view highlights when an activity is used, the hours recorded against the activity, and offers the ability to view any comments the timekeeper or approver has made.						x	
32	**Activity Report** - Provide a listing of hours submitted by activity that match the criteria you specify. The report can be printed in detail form or summary form. User can also print the report for all activities or user can select specific activities for which the user wants to print the report. Ability to print all notes for the activities user specifies.	x						Activity = Pay Type
33	**Time Report** - List time sheet details for all employees that match the criteria user specified. For each employee in the selection, the report shows the pay period, activity, project department, hours worked per day, overtime and totals.	x						Meets most criteria
	System Interfaces							
	The ESS Time & Attendance system should interface with the following software modules:	x						
34	Personnel Management	x						
35	Project Accounting	x						
	TOTALS	**29**	**0**	**1**	**0**	**0**	**6**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	Bank Reconciliation Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Bank Reconciliation System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:	x						
2	The Bank Reconciliation system is an interactive set of programs that allow the user to reconcile monthly bank statements to General Ledger cash accounts.	x						
3	The system can process multiple cash accounts per fund.	x						
4	The system allows the user to identify items for clearing during the current month's reconciliation in a batch, full screen, or individual item mode.	x						
5	Online display of individual item clearing provides dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.	x						standard grids may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
6	The status of items can be changed if necessary (from cleared to outstanding).	x						
7	The system auto clears checks with a "void" status.	x						
8	A reverse posting feature allows posted or voided items to be reversed to a cleared or outstanding status.	x						
9	The system tracks key information for each item including system origination, account number associated with the item's source, footprint details and change history.	x						
10	The system provides a quick lookup feature to find individual items with filters on range of amounts, item type, status, system origination, check date, cleared date and statement date ranges. A Status wizard guides the user through the steps necessary to change the status of the check.	x						**a process changes the status of a check**
11	Other integrated systems with cash account transactions are automatically posted to the Bank Reconciliation system.	x						
12	The Bank Reconciliation System recognizes postings through the General Ledger for items such as bank charges, interest income, returned checks, etc.	x					x	
13	Adjustments can be processed for adding, editing or deleting transactions including service charges, interest and miscellaneous debits and credits. Adjustments are automatically updated in the General Ledger when the period is updated.						x	
14	Allow for notes to be entered and attached to adjustments for future reference.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	Bank Reconciliation Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
15	System has the ability to import magnetic information on cleared checks from bank.	x						
16	The system produces monthly reconciliation statements detailing the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, and miscellaneous items.	x						
17	Multiple months can be reconciled simultaneously by allowing simultaneous reconciliation of an account for two consecutive periods at a time.	x						
18	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	x						
	Reporting Capabilities							
19	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	x						
20	**Reconciliation Statement:** This report produces a new bank balance with a detail of outstanding items to prove the General Ledger cash account balance. It can be run by account and as of a specific date.	x						
21	**Check Reconciliation Register:** This report lists items currently in the reconciliation system. The status and type of items to include on the register can be specified as well as the folio where the items originated. In addition, date and amount ranges within which included items must fall can be defined. Items can be grouped by their type and sorted by their cleared date. Details of subsystem deposits can also be included.	x						
22	**Historical Reconciliation Statement:** This historical statement retrieves a reconciliation statement that has already been updated in the system.	x						
	System Interfaces							
23	The Bank Reconciliation system should interface with the following software modules:	x						
24	General Ledger	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one " **x**". Blank rows will be scored as **Not Available.**

	Bank Reconciliation Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
25	Accounts Payable	**x**						
26	Payroll/Personnel	**x**						
27	Fixed Assets	**x**						
28	Cash Collections	**x**						
29	Utility Billing	**x**						
30	Miscellaneous Accounts Receivable	**x**						
31	Business License	**x**						
32	Building Projects	**x**						
33	Court	**x**						Springbrook does not offer this module, but could interface to any third party vendor of your choice. A standard interface import is in the GL JE area.
	TOTALS	**32**	**0**	**0**	**0**	**0**	**2**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Central Cash Collection System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation.	x						
2	Accepts any type of cash receipt including utility payments, accounts receivable, court, building permits, licenses, fees, taxes, etc.	x						
3	Cashiers are to have a workstation with a dedicated receipt/validation printer, automated cash drawer, and an optional bar code scanner. Certain workstations can be designated for cash collections without the peripheral equipment, but will have restricted capabilities as a result.	x						Springbrook interfaces with the described peripheral equipment and can recommend equipment that works best with the software.
4	The system provides the option to have more than one operator logged in to a work station at the same time. Each operator is given a code that must be used by the operator receiving the payment. If only one operator is logged on to the work station, the code should not have to be re-entered before each payment posted.	x						
5	Provide department level security for the Centralized Cash Collections system. Departments should be granted or prevented access to the module based on security settings. Associate departments with operators which determines the batches and packets an operator is authorized to access.	x						
6	Operator profiles should define authorized security parameters for each operator in the Centralized Cash Collections system. Profiles should be tied to operator logins for cash collection terminals. Each operator profile includes the operator name, the terminal to which the login permits access, the operator's cash drawer and printer setup, the operator's login and transaction passwords, the department codes the operator is authorized to access, the transaction codes for which the operator is authorized to accept payments and the payment methods the operator is authorized to receive. A default payment method can also be defined for the operator.	x						meets most criteria
7	Provide an inactive status flag on the operator profile to suspend an operator who has been terminated. An inactive operator ID cannot be used to access Cash Collections but can still be selected to include on Cash Collections reports.	x						This inactivation would be done through system security, not through Cash Receipts security.
8	An Operator Listing should be available for printing from the Operator Maintenance window. The listing should reflect the security parameters set up for each operator in the system.	x						This is available from the system security area, not through Cash Receipts Security. A screen displays each users Cash Receipts setting within the cash receipts operator maintenance area.
9	Each operator can have multiple batches active in the system and the ability to update each separately. These batches are selected and an edit register run, with approval and update functions from the same Operator Process window.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
10	Cash receipts for integrated systems such as Utility Billing, Court, Accounts Receivable, Building Projects, Business License, Sales Tax, etc., will post to those accounts once updated in the Central Cash Collection system. Miscellaneous receipts such as library fees, dog tags, etc. will be posted directly to the General Ledger.	x						
11	Receipts are reflected in the vendor's integrated sub-system as "pending activity" until such time the daily posting procedure is completed. Utility accounts with adequate payments pending should not be reflected on cut-off lists. Pending activity can be viewed from the account management window in each sub-system without accessing the Central Cash Collection system.	x						
12	Each type of receipt should carry a unique code that indicates the type of payment being posted. A drop-down list look-up feature should be provided that allows the operator to view the available codes authorized for that operator and make their selection.	x						if user is authorized to work within Cash Receipts, user may take payments for any payments codes available.
13	The transaction codes must be user defined providing parameters such as description, destination subsystem (Utility Billing System, Accounts Payable, General Ledger, etc.), general ledger accounts receipt will be posted to, an option for a default charge, and a receipt description. An option should be available to inactivate transaction codes. Also provide the ability to require a description for General Ledger type transaction codes.	x						descriptions may be entered as an option
14	Support a minimum of 99 predefined general ledger accounts that may be debited/credited for each transaction code. With an option to apply a receipt across multiple general ledger accounts on a predefined percentage basis.	x						
15	The system should be capable of endorsing checks and validating a customer's utility bill on one pass-through or printing a separate receipt. The time, date, operator code, amount paid, how paid, amount posted, change given, and customer balance should be printed on the receipt or bill.	x						
16	Provide on-line account number validation for any integrated subsystems such as the Utility Billing System, Court, Accounts Receivable, Building Projects, etc., with on-line look up of the respective account available once the transaction code for that subsystem is selected.	x						
17	When posting a payment to a integrated sub-system account, the system should default to the balance currently owed by the customer. This amount may be overridden if appropriate.	x						
18	If a customer pays less than the current balance in a utility account, the system should distribute the payment to revenue categories based on a user defined formula. The system should provide the ability to override this distribution at the operator's request. Any overpayments should be stored in an unapplied credit account until applied against the proper revenue code.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
19	When posting a payment to a customer's account in the Accounts Receivable system, the Central Cash Collection system should provide the ability to look-up accounts by account number, the account name or a portion of the name. (i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM" and provide the ability to select the desired account). Once the account is selected, the operator can choose from all invoices available for that account to apply payment.	x						
20	When posting a payment to a customer's utility account, the operator should have the ability to look-up an account based on account number, name or a portion of the name, address or a portion of the address(i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM", providing the ability to scroll through the displayed account names and select the desired account), as well as any other user-defined look up criteria.	x						
21	Operators should be warned by the Central Cash Collection system if they attempt to post a utility payment to a utility account that has a payment pending.						x	
22	Operators should be prompted by the Central Cash Collections system to choose whether to renew the selected business license if the Business License system is setup to allow renewals in the payment process.	x						
23	A record of each transaction should be printed on a separate journal tape.	x						
24	Provide for verification of online credit card payments based on address or credit card security code. Setup requirements may apply for the merchant code when using this feature.	x						available for on line Utility Billing Payments and Licenses payments
25	Provide a feature to mask credit card information on Cash Collections receipts and reports. Options should include the ability to mask full credit card numbers and/or expiration dates. Masked numbers are replaced with X's.	x						This information is not updated to the system, so no info needs to be masked.
26	Ability for cashier to collect payments for items that are not pre-billed in any system. These transactions would only post to the respective general ledger accounts. These could include, but are not limited to, transaction codes such as animal license, golf course fees, airport fees, vending machine receipts, etc..	x						
27	From the Operator Process window, the operator can create, open, and close batches. The operator can also enter payments, void a receipt, and reprint a receipt.	x						
28	At the end of a cashier's scheduled work day, a close-out report should be printed to be balanced with the cash, checks, money orders, etc.. in the operator's drawer. There should be the ability to record cashier over and under to a finance system account, as well as, the ability to print a receipt for the over and under transaction.	x						
29	The system should provide for the ability to void a receipt.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
30	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	x						
	Inquiry Capabilities							
31	When processing a customer's utility payment, the system should provide the ability to go to utility billing account management window and inquire on information such as transaction history, detailed data of current bill, consumption history, etc.. Once the inquiry is complete, the system should return the user to the original point of processing.	x						
32	Provide the ability, at any time during the day, to display all a summary of all receipts processed at a cash collection work station. Information displayed should include the operator's code and name, and total receipts for each type of transaction (utility payments, deposits, building permits, etc.) and by type (cash, check, credit card, etc.). The grand total of all receipts at the work station should be displayed as well as the total number of receipts voided.	x						
33	Allow for user defined payment methods to be set up with an associated bank reconciliation group to be assigned to each payment method.	x						bank reconciliation group is based on GL account connected to bank account
34	Provide the ability to have the system automatically post to specified sub systems or allow for posting from the individual sub systems.	x						system automatically posts to subsystems without any additional intervention
	Receipt Processing							
35	Require a valid operator code in order to process a receipt.	x						
36	Support the processing of payments for multiple utility accounts from one customer as a single transaction and print the associated receipt(s).	x						
37	Support the processing of a single payment for different types of transactions from one customer as a single transaction (utility bill, court payment, building project) and print the associated receipt.	x						
38	Support the processing of payments from more than one person for a single account as one transaction and print the associated receipt(s). For example, college students splitting a utility bill (one pays by check, one with cash, one with a money order).	x						
39	Support paying multiple utility accounts from a single payment transaction (cash, check, etc.).	x						
40	For utility account payments, operators are alerted if an active arrangement exists on an account. Operators can drill-down to account details to view outstanding arrangements.	x						
41	When posting a payment to an integrated sub-system account, the system should default to the balance currently owed by the customer. Allow this amount to be overridden if appropriate.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
42	If a customer pays less than the current balance in a multiple service utility account, the payment should be automatically distributed to revenue categories based on a user defined formula. Provide option for the operator to override this distribution in special situations. Court payments will follow similar distribution logic.	x						Springbrook does not offer Court module, but could interface to any third party vendor of your choice. Additional fees would apply for an interface.
43	Provide for unique codes to be defined for each receipt being posted that identify the type of transaction being posted. A drop-down list look-up feature should allow the operator to scroll through available codes authorized for that operator.	x						if user is authorized to work within Cash Receipts, user may take payments for any payments codes available.
44	Receipts should be printed through an integrated receipt printer tied to the cash collections terminal. The receipt should reflect at a minimum the receipt number, time, date, operator code, terminal ID, amount paid, payment method, amount posted, change given, and customer balance should be printed on the receipt or bill.	x						Customer is responsible for purchase of peripheral equipment. Springbrook can offer recommendations.
45	An option should be available to mask credit card numbers on printed receipts for payments made via credit cards. The system replaces credit card numbers with "Xs" on the receipt.	x						This information is not updated to the system, so no info needs to be masked.
46	For miscellaneous receipts posted directly to General Ledger, an option should be available to print the G/L account number on receipts in addition to the account name & amount.	x						
47	Allow a general user-defined message to be printed on the bottom of the receipt. The message will print on ALL receipts, regardless of the system a payment is collected for.	x						would be set up for each receipt type
48	Automatically prompt the operator to have the receipt printer endorse checks.	x						
49	The system should provide the ability to optionally clear a utility billing customer from the cutoff list that does not pay their entire balance (i.e. a customer owes $53.00 but only pays $50.00).						x	
50	Provide a special transaction code for mail-in utility receipts that accommodates efficient processing when bills are not validated and receipts are not printed. The operator should be able to scan the customer's bar code, ensure the amount of the payment matches the balance due, and proceed to the next utility payment. The only input required would be in the event the amount paid does not match the customer's current balance displayed on the screen. Warning messages alert users to possible duplicate entries.	x						Warning messages will show for predefined alerts only.
51	Provide the ability to inquire on past receipts that have been posted. From the receipt inquiry window, provide the ability to view check images.	x						
	Reporting Capabilities							

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
52	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	x						
53	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	x						
54	**Daily Cash Collection Register**: This report should print a summary of all Cash Collection Receipt Registers during the day totaled by operator and workstation. Total receipts for each payment type (utility, court, building permits, etc.) are totaled as well as totals for checks, cash, money orders, credit cards and other. This report should include a listing of check payments as well as a General Ledger posting report and deposit recap. System should allow entire credit card numbers &/or expiration dates to be masked on the report, if desired.	x						
55	**Cash Collection Receipt Register**: This report should be printed when an operator is ready to close-out a batch of payments taken by the operator. This report should include all transactions handled by the operator in the batches selected. The report should be printed in receipt number or transaction number order and should include receipt number, date, time, operator code, workstation number, payment type (utility, court fine, etc.), amount tendered, amount applied, change, how paid (cash, check, etc.), reference (i.e. check number), subsystem payment will update, voided receipts, utility account number and utility customer name. The batches can then be approved and updated.	x						
56	**Journal Report**: User defined parameters should include the ability to select the operators and workstations to be included in the report as well as a range of amounts applied. The report should be printed in receipt number order and should include receipt number, date, time, operator code, workstation number, amount tendered, amount posted, change, how paid, reference and subsystem the transaction will be posted to. Utility payments should include utility account numbers and customer's names. The report should include summaries by operator and workstation. An option to print general ledger notes associated with any general ledger transaction that contains notes as well as an option to include a Check Listing section should be available.		x					Standard report available which meets most of criteria

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	Centralized Cash Collections Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
57	**History Report**: The History Transaction Report lists the receipt transactions that have been moved to the History file in the Transfer to Sub-Systems process. You can filter the report results by specifying a history packet, a range of receipt numbers, or a range of transaction dates or posting dates. In addition, you can print the report for a range of transaction codes, for a range of transaction amounts, or for a particular sub-system, summary code, operator, or terminal. You have the option to print messages entered for GLB transactions on the report. Options are also available to include a Check Listing section and a Voided Receipts section. The detailed version of the report consists of four sections: a detail section that prints a line for each transaction and operator, terminal, and transaction summary sections that show the number of voids, batch number, total payments received, and totals by payment method for each transaction code. The summary version of the report consists of the operator, terminal, and transaction summaries only.	x						most criteria met with standard report
58	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Cash Collections system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	x						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
	System Interfaces							
59	The Central Cash Collection system should interface with the following modules	x						
60	Utility Billing	x						
61	General Ledger	x						
62	Miscellaneous Accounts Receivable	x						
63	Business License	x						
64	Building Projects	x						
65	Court	x						Springbrook does not offer this module, but could interface to any third party vendor of your choice. Misc payments could be received for court payments as misc payment type codes. If requirement is to view Count receivables and take payments, additional interface fees would apply.
	TOTALS	**62**	**1**	**0**	**0**	**0**	**2**	

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Utility Billing System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation.	x						
2	Support an unlimited number of billing cycles per month.	x						practically unlimited for most organizations: 999
3	The Utility CIS account numbering system should support a user-defined and highly flexible structure, accommodating 25 characters with a minimum requirement of two segments - "account number" and "occupant number" – defined with account segmentation features. Any number of additional segments should be supported, as well as number of digits per segment and the delimiter to use, within the 25 character account structure.						x	system provides lookups for these areas of importance without the necessity of having a large account number string
4	Provides all file maintenance on-line real-time via display.	x						
5	Support both accrual and cash accounting methods and interface to General Ledger module.	x						
6	Provide means for entering residential customers by surname and commercial customer by business name.	x						
7	When setting up a new utility account the system should warn the operator if a customer with the same driver's license number or social security number has had an account with the customer and either owes a balance or has been written off as a bad debt in the utility system.	x						
8	Provisions for user defined fields with parameters defined by the user.	x						
9	Ability to turn off and turn on individual services (water, sewer, sanitation, etc.) resulting in automatic, user defined, pro-ration of services. Ability to automatically turn services off and back on at specified dates or vice-versa.	x						
10	All dollar fields will hold up to $9,999,999.99. They will also all be signed.	x						
11	Provide for displaying and/or printing any customer account history upon request.	x						
12	All readings will hold up to 10 positions and consumption will hold up to 8 positions. Consumption can be measured in user defined units.	x						
13	Accepts full and partial and pre-payments. Distributes partial payments received on a pro-rata basis of what is owed based on user defined formula able to accommodate different distribution rules for current and past due balances	x						
14	Provision for data entry correction of any distribution errors.	x						

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
15	Provision for unlimited text or notes for a customer's accounts with ability to identify as occupant related or address related notes. Notes should be stamped with time, date and user ID. Occupant related notes should automatically transfer with a customer to a new service address. Provide ability to assign alert flags to accounts with notes.	x						occupant related notes should be done as attachments to allow for automatic carry forward to new account
16	The system should provide the ability to capture multiple User Defined Data (UDD) fields with the following attributes:	x						
17	UDD fields can be formated in various layouts such as checkboxes, date fields, numeric fields, drop-down lists and text fields.	x						character, date, decimal, checkbox
18	Additional customization features for UDD fields can be defined including character length, min & max values, initial & default values, as well as characteristics such as “unique” and “required".						x	
19	The system automatically searches for and notifies a user of other records in the system with identical UDDs, when the UDD field is setup with a "unique" value.						x	
20	Queries and reports can be run using UDD fields.		x					
21	Provide "drop-down" lists for all code fields with scroll and pick capabilities.	x						
22	Provides window level security option, controlling function access by individual authorization. This access should allow each user group to be granted full access, read-only access or no-access on window class basis. Users must be able to have access granted based upon assignment of user groups.	x						
23	Ability to provide for user-defined customer classification codes (i.e., residential, commercial, etc.).	x						
24	Ability to define reading routes by billing cycle and route. Also provide ability to create virtual routes based on reading sequence, meter type, service, or combinations thereof.	x						
25	Ability to provide for a privacy code.	x						
26	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Utility Billing system. The interface must be ODBC compliant and have the capability to transfer data to third party applications such as Microsoft Excel, Access, etc.	x						

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
27	Ability to track information through system by contact and property. Provide ability to see all accounts (current and prior) at a given property. Conversely, be able to view multiple accounts associated with a single contact. Properties can also track information such as legal description, address specific comment codes, etc. Contact information can include mailing address, driver license number, etc.	x						these alerts/comments are set up at the account level
28	Provide warning to alert user when utility accounts are flagged with property comments. The user should be able to set up property comment codes to have the system warn the user when a utility account record is opened in Account Management and/or when a payment is accepted in Payment Input.	x						these alerts/comments are set up at the account level
29	Provide warning to alert user when utility accounts are reactivated that the account was paying by draft at the time it was inactivated. The user can leave the draft payment option on or turn it off.	x						user may set up alert
30	All input throughout the application utilizes a packet concept. This packet will track from the system level the integrity of input, edit, approval, and update of data.	x						
	Inquiry Capabilities							
31	Provide the ability to look up accounts by meter number. If more than one metered service exists (i.e. water and electricity) the system should prompt the user for the desired metered service. The meter lookup feature should accept a partial meter number, displaying a list of all meters beginning with the numbers input by the user.	x						
32	Ability during data entry, inquiry, or maintenance of any data/files, to access any related files for inquiry. For example, while entering a customer payment, the user should be able to temporarily stop entering the data and enter an inquiry mode to find a customer account. After completion of the inquiry, the user should be able to return to the partially entered transaction screen.	x						
33	Any time the user is prompted for an account number (i.e. account inquiry, maintenance, posting payments, meter reading input, etc.), the user should be provided the ability to look up the account based on any of the following criteria:	x						
34	All or a portion of the customer's last name and first name.	x						
35	All or a portion of the service address.	x						
36	Driver's license number.	x						
37	Occupant	x						
38	Social Security number.	x						

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
39	Employer.		x					
40	Telephone number.	x						
41	Spouse's name.	x						
42	Land lord's name.	x						
43	By group code for accounts linked for group billing purposes.	x						Through master account
44	Account number from previous utility billing software.	x						
45	Other user defined fields in the system.		x					
46	When an account is queried that is designated as having a landlord, a "Tenant" indicator should be visible in Account Management.	x						
47	Inquiries should be able to search Bad Debt records simultaneously along with active accounts.	x						
48	The system should support unlimited transaction and consumption history. History purging for transaction history and consumption history must be controlled by the user and be password protected. An option to transfer history to magnetic media prior to purging must be provided.	x						purging of history may be done by contacting the Springbrook Support Team
49	Account Management features include the ability to view detailed transaction history for an account. From the transaction history screen, data can be filtered on date range, packet, transaction type and amount. Included for each row of detail: transaction date, packet ID, transaction type (bill, payment, deposit, deposit refund, adjustment, etc.), references (billing period, refund check number, etc.), debits, credits and balance. Relative fields (bill, payment, adjustment, etc.) should support drill-down functionality to source entry details such as transaction details, bill-recap, meter and non-meter details.	x						
50	Display aging balances for current, 30, 60, 90, and 120 increments and breakdown balances by service (water, sewer, sanitation, tax, etc.).	x						
51	Display consumption history for an unlimited number years by month (including both actual meter readings and computed consumption) with ability to filter on date range and consumption type. Average annual consumption for each meter should be displayed on consumption history screens. Any readings that were estimated should be automatically flagged by the system. This consumption history must be able to be displayed by occupant or consolidated together for a service address at the user's discretion.	x						Meets most criteria. Average annual consumption requires export to Excel for calculation

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
52	From the consumption history screen, provide drill-down to billed consumption history in a grid view. Consumption data can be filtered on service and billing date range. Data displayed by column includes bill date, billing to/from dates, # days in billing period, consumption, demand consumption, total bill amount (bill amount + fuel adjustment amount + demand amount), bill amount, fuel adjustment and demand amount. Averages should be reflected for data displayed in each column of the grid.	x						Meets most criteria. Averages may be calculated via export to Excel
53	Transaction and consumption history screens within Account Management should provide dynamic grid controls that allow greater flexibility in sorting, viewing and grouping historical information. User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.							
54	Display credit history for past six years including number of returned checks. This Credit History should include detail for each billing, payments, late charge, cutoff and returned check.	x						
55	Ability to record information on devices other then meters on an account, such as backflow meters. The information included: device, serial number, make, type, size, date installed and last inspection date.	x						
56	Ability to create and print on demand user defined customer service letters This feature should provide the ability set up an unlimited number of form letters for selection (i.e. welcome, cut weeds, letter of credit, etc.). The user should have the ability to insert appropriate fields from the utility billing system in the form letters (i.e. address, name, account number, balance, etc.). These letters will utilize Microsoft Word to merge and generate the templated documents.	x						
	Service/Rate Tables							
57	Ability to provide user-specified and maintained rate tables.	x						
58	Provide for billing up to 20 metered services (i.e. water, sprinkler meters, gas, electricity) per service address.	x						
59	Provide for billing up to 30 non-metered services (i.e. sewer, sanitation, security lights, state fees, etc.) per service address.	x						May bill up to 20 services, but an unlimited number of rate codes within those services. We have never had a client need more than 20.

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
60	Ability to allow for intracycle billing of stepped, graduated and demand metered services. Intracycle billing will allow the user to enter differing rates at the same time on a schedule in anticipation of rate changes. Intracycle billing allows rates to be changed during a billing cycle rather than waiting for a new cycle to start.	x						
61	Ability to set the rate table to change the rate during specific months. For example, if there are different winter sewer rates then summer sewer rates.	x						
62	Provide ability to base charges for non-metered services such as sewer on water consumption from customer's water consumption. The system must provide the ability to base sewer charges that are dependent on water consumption or user defined winter averages. Minimum and maximum limits should be based upon system averages with the ability to set a minimum per service per account or address. Additionally, provide for automated water rationing provisions.	x						Need more information regarding your organization's plans for water rationing. We have done this for previous clients, but it may require some customization depending on exact requirements.
63	Ability to identify and bill for sales tax for taxable items or services if the customer has not established non taxable status. These taxes must be able to be allocated to at least 6 different agencies (i.e.: federal, state, city, county, water district, etc), with an option to separate each of these tax entities as a separate item on the customer's utility bill.	x						
64	Ability to establish refuse rates based on container size, number of containers, number of pickups, and other similar units.	x						
65	Ability to vary rate structure to accommodate an unlimited number of rate tables for each service.	x						
66	Ability to vary rate structure for different rate types for each service as applicable ordinances change. This includes the minimum consumption, billing rate breaks for consumption and dollars, tax rate, penalty amount, base charge, minimum charge and maximum charge.	x						
67	Provide for flat rate billings or one time special charges, as well as limited charges based on number of charges and dollar limits.	x						
68	Provide for consumption only with no dollars billed for certain entity accounts. These should be reflected on the billing register as non-charge consumption.	x						
69	Provide for billing commercial or residential container charges. This could include multiple containers, or a pro rata share on one container (rental).	x						

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
70	Ability to bill for services on the basis of a flat charge plus a variable amount per pickup based on container size.	x						
71	Ability to bill for residential flat rate service.	x						
72	Ability to bill for garbage and refuse service.	x						
73	Provide the capacity for alternate rate tables for each rate code, with varying data elements used in the calculation.	x						
74	Provide for billing for demand meters on any service. The charge for this service can be calculated from a rate table using the demand reading.	x						
75	Provide for billing for demand ratchet on any service using demand readings. The charge for this service can be calculated from either the current demand read or a user-defined percentage of the highest demand reading from a user-defined period.	x						
76	Provide for consumption groups of services for billing (water, gas, electric, etc.). A single account with multiple meters can combine consumption for billing purposes. Dependent consumption groups can exclude certain metered services (i.e. 4 water meters at one service address with one sprinkler meter excluded from the dependent sewer calculation group).	x						
77	Provide the ability to save history rate information.	x						
78	Provide a rate analysis process to analyze the effects of changes to the current rates. This process should allow for editing rate tables, modifying schedule codes, inputing notes, calculating the rate changes and printing the Analysis Calculation Report to view the effects of the proposed changes.	x						This may be done through the use of a test database
	Bill Printing							
79	Print user defined messages on bills.	x						
80	Provide ability to produce "statement bills" for customers with multiple utility accounts. This statement should produce a detail billing for each utility account and a recap section for the totals. Statement printing should offer an option to print bar codes on the statements.	x						
81	Provide an option to designate estimated readings as such on statements. If this option is chosen, an "e" will print next to any estimated reading reflected in the Account Detail section of the statement.	x						
82	Print bar codes on bills representing the customers utility account numbers. Ability to read bar codes with bar code scanners upon receipt of payment from customer.	x						

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
83	Ability to print postnet bar codes on bills in order to receive maximum postage discount from post office.	x						Requires Springbrook Cass certification service or a third party certification
84	Provide for automatic payment option for customers such as bank draft and credit card drafts. Bills marked "Paid by Draft" should be printed for customers on draft. A file should be created by the system, with submission on magnetic media or by modem to the appropriate financial institution.	x						
85	Provide ability to print bills by a range of balances.						x	Need more information to understand requirement
86	Provide for address certification to maximize postage discount.	x						Requires Springbrook Cass certification service or a third party certification
87	Provide ability to sort and group bills by zip code and/or by sort codes	x						
	Penalties/Late Notices							
88	Ability to send out past due notices automatically but with flexibility, i.e. above defined amounts, special no cut codes for different reasons, etc.	x						
89	Ability to create separate packets for Senior Citizens with separate due dates and penalty dates. These separate packets are created during the same process for standard accounts.	x						if senior accounts are in their own cycle
90	Ability to combine accounts from two separate cutoff packets from the same zone into one packet for processing.	x						
91	Provide flexibility in managing the cutoff process by allowing any packet in the cutoff process to be split by book, customer class or user-defined comment code. New packets created in the split are assigned a three-part name comprised of the zone number; the date; and the book, customer class or comment code.						x	Not sure why this would be useful. The system can produce a report with all comment codes / Alerts that the user requests. User also can print shut off list by route.
92	Ability to automatically add late penalties or interest charges to delinquent accounts according to a flexible rate structure determined by the user.	x						
93	Automatically generate a cut off list after printing a preview report which can be reviewed for possible revisions.	x						
94	Ability to age accounts in 30, 60, 90, and 120 day increments.	x						
95	Ability to pull aging according to user determined factors.	x						
96	Automatic printing of disconnect notices and cut-off service orders through interface to a service order system.	x						

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
97	Provide for reporting a summarized credit history for a user-defined period of time, and optionally print this credit history on cut off reports.	x						
98	Ability to produce delinquent bills for customers that have already received a final bill but continue to maintain an unpaid balance.	x						
99	Automatically generate cut-off letter notices or other suitable shut-off notices after printing a cutoff register which can be reviewed for possible revisions. The cutoff register should include a warning section of any accounts on the register which are on bank draft.	x						
100	Provision for reversal of all penalties in a particular penalty packet. Penalty reversals should be reflected as adjusting entries.	x						this can be done by calling the Springbrook Support Team
101	Provision for reversal of NSF checks, automatic billing for returned check charges, and maintenance of customer NSF check history.	x						
	Bad Debt							
102	Ability to select accounts for write-off using user-defined criteria. Allow maintenance to the write off file prior to actually writing off the selected accounts.	x						
103	Ability to generate final bad debt file for transfer to an outside agency for subsequent collection activity.	x						
104	Bad debt system that writes off selected accounts and balance from Utility accounts receivable and moves to bad debt file.	x						
105	Provides ability to post payments and adjustments to bad debt accounts.	x						
106	Provides ability to reinstate a bad debt account to the active data files without having to re-enter account information.	x						
	Service Order Interface							
107	Service order system provides automated updates to the utility system upon completion of applicable service orders. Examples are turn-ons, turn-offs, rereads, meter change outs, transfers, etc.	x						
108	A history of all service orders related to a service address should be displayed in the inquiry window at the service address. The status of each service order should be displayed. Service orders should provide drill-down functionality for details of actual service order.	x						
109	The user must have the ability to create, complete, or inquire on a service order from any place in the utility billing system.	x						
110	Ability to automate billing of fees for service orders to utility accounts.	x						

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
111	Ability to maintain service records independently for long term services analysis.	x						
	Meter Information							
112	Provision for maintaining complete meter data at each location, including type service, meter serial number, size, type, make, note, multiplier, price, date purchased, date installed, last date repaired.	x						
113	Maintain in shop meter inventory records by serial number.	x						
114	Each service address should include a history of all meters that have been installed at the service address. This history should include the date a meter was removed, the meter serial number and last reading.	x						
115	Actual reading and consumption for each meter will be determined by the number of dials to be read for that meter and should support a minimum of nine digits.	x						
116	Store date and time of readings when captured through automated meter reading system.	x						Date is stored. Time may require special programming at an additional cost.
117	Ability to change out (Swap) meters at any time. Where meters have been changed out, ability to show separate individual meter readings and consumption, and to show total consumption and billing amount on the same bill.	x						
118	Ability to handle multiple meter changes for a single metered service within a single billing period.	x						
	Transfers							
119	Display previous account number in transfer accounts.	x						
120	When a customer transfers to a new service address, the system should automatically transfer the customer's balance, deposits and any other occupant related information to the new account.	x						customer attachments are transferred
121	Occupant notes transferred from the previous account should be clearly distinguished from the existing notes on the destination account.	x						based on date attachment was entered
122	The customer master record should maintain the date of the transfer and the account transferred to or from.	x						
	Billing Features							
123	The system should prorate bills for new accounts and finaled accounts based on user defined formulas.	x						
124	Ability, as soon as a meter reading is obtained, to calculate a final bill with deposit applied and print on printer associated with the workstation. The Transaction would be applied to the account. Batch bills would not reprint this bill.	x						
125	Ability to estimate a reading and calculate a bill on demand.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
126	Ability to sort bills by zip plus four and carrier route to take advantages of available postage discount.	x						
127	Supports calculation of consumption using current and previous meter readings multiplied by user-defined multipliers.	x						
128	Supports calculation of discounts on both earned and non-earned basis (i.e. timely payment vs. subsidized utility coupon).						x	
129	Automatically calculate adjustment on re-read and option to print corrected bill.	x						
130	If a meter change occurs during the billing period, the system should have the ability to support different consumption multipliers on each meter	x						
131	Calculates final bills during any cycle, based on the internal system issuance of a turn-off service order, or closing of a customer account.	x						
132	Has the ability to automatically apply deposits to a final bill.	x						
133	Ability to prorate final bills based upon user-defined criteria.	x						
134	Ability to estimate consumption for a complete route or routes in the event of emergencies and produce bills. Also, provide the ability to estimate bills for single accounts of all un-read meters.	x						
135	Estimated readings are flagged in consumption history to differentiate from actual readings.	x						
136	Ability to change meter reading sequence without changing the customer account number.	x						
137	Handle data transfer from multiple Automated Meter Reading systems. This data transfer is handled through a pre-defined system routine for upload/download from the AMR route management software. Utility system must record definitions and release information for hand-held software through intuitive user interface.	x						
138	Flexible high/low feature that allows the user to adjust the range of parameters using several alternate factors, and according to changing conditions, i.e. season, storms, etc. This high/low would be both on the information sent to the Automated Meter Reading system before readings, and on the edits performed in the Utility Billing System after the readings uploaded from hand-helds or if readings are manually entered into the system.	x						
139	Permit off-cycle billing for accounts that have been disconnected in order to get final bills to customer's as soon as possible, as well as, the ability to bill individual bills for active accounts which were not billed due to idle consumption.	x						
140	Produces a consumption edit register prior to printing bills, screening for user-defined variables such as high/low consumption, no current reading, no previous reading, zero consumption, etc.. unbilled consumption	x						

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
141	Prorates service fees for partial month billing on initiation and termination of accounts. Prorates occur only upon user-defined services set for proration.	x						
142	Ability to bill by cycle and produce corresponding billing registers and journal entries.	x						
143	Ability to print customers' last bill information any time at a service counter for all charges due, and show past due as well as posted adjustments or payments	x						
144	Ability to print edit report for all bank draft accounts, make necessary changes. Posting program posts all bank drafts as a single process.	x						
145	Ability to incorporate different installment bills on the utility bill. These items are identified separately. These items could include but are not limited to:							
146	Water tap	x						
147	Sewer tap	x						
148	Service fees	x						
149	Street & curb assessments	x						
150	System should calculate and bill on level or average-monthly-payment basis. This can be a continuous twelve month rolling-average calculation or once calculated, billed on a flat basis until recalculated or removed from enrollment on level payment plan. System will automatically maintain a reserve account for level billing enrollees, along with a graphical view that depicts the history of the customer's AMP bill versus actual bill	x						level billing available, not based on rolling average
151	Where meters have been exchanged, show individual meter readings and consumption, a message that the meters were exchanged, and total consumption and amount on the bill.	x						
152	Ability to handle non utility services such as sales of merchandise, meter damage, billings for hydrant meters, and repairs.	x						
153	Ability to bill for services calculated off the system and entered each month.	x						
154	Ability to place an account on hold, resulting in the account not being billed until taken off hold. Deposits should not be refunded.	x						
155	Ability to include one-time messages on bills, either on a global or individual account basis.	x						
	Payment Processing							
156	Allow for the cashier to modify the distribution of moneys to various services.	x						

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
157	Provides interface to cash collection system supporting real-time, on-line cash receipts entry, with entry validation and individual cashier totals.	x						
158	The system can handle multiple donation types and payment "round-up".	x						
159	Allow for the cashier to modify the distribution of moneys to various services.	x						
160	Handle all payments and adjustments through packet input to provide system level audit trail of input, edit, approval, and update. System can identify different packet types such as payments, ACH drafts, and provide intuitive processing options for user by packet type.	x						
161	Provide ability for unapplied credits to be stored in separate revenue code for future application or refund. System will account for unapplied credits during payment process and attempt distribution of all available payments and credits.	x						
	Arrangements							
162	Provide the ability to manage payment arrangements with customers who agree to pay a predetermined amount toward the balance of their account by a specified date. Payment arrangements protect customer accounts from being added to the cutoff list for non-payment. The system tracks the following information on payment arrangements: arrangement date & amount, note, status (active, void, fail, complete). Accounts may be flagged so that the system adds all future bill amounts to the arrangements.	x						meets most criteria - future bill amounts will be handled as normal billings unless user intervention
163	Provide for an automated process to fails arrangements and provide the ability to handle manually by changing the status to "Failed".	x						
164	Provide the ability to print late notices for accounts in a "failed" arrangements status.	x						
165	Allows user to remove completed, voided, and failed arrangements from history. User can print a report listing the arrangements proposed to purge or user can run the purge and print a listing of arrangements purged.	x						through contacting the support dept. There is no real need to do this.
	Contracts							
166	As long as installment payments are being paid, the unbilled portion of the installment contract will not be shown on the bill or can optionally be printed on the bill for information purposes.						x	
167	If an installment payment is not made, the account can optionally be subject to penalty and cutoff.						x	
168	Once a contract has been fully billed, future billings will automatically stop.						x	

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
169	If a customer with a contract transfers to another account, an occupant related contract should automatically transfer with the customer to the new account.						x	
170	If a customer closes their account, any unbilled contract balance will automatically be applied to the final bill.						x	
	Deposits							
171	The system must account for up to 99 security deposits per account.	x						
172	Deposit information must include type deposit, date of deposit, amount, receipt number, check number, and refund date. Vendor's cash collection system should interface with deposit programs in utility billing system to capture deposit information including amount, receipt number, reference, etc..	x						
173	Ability to automatically refund deposits based on good credit history. Acceptable credit history is user defined. Provide ability to either print refund checks or apply deposit against account for deposits refunded based on good credit history. Deposit refund criteria also includes customer class so that specific customers can be included or excluded from the refund process.	x						Meets most criteria - customer class not included as automated option
174	Ability to calculate interest on deposits. Interest may be applied to account, added to deposit, or disbursed to customer by check.	x						
175	Can automatically refund deposited funds plus accrued interest, if applicable, when the account is closed.	x						
176	Ability to transfer deposit(s) from one active billing account to another, as when a customer moves and wants the old deposit to transfer to his new location.	x						
177	Ability to handle installment billing for deposits. System will track and store billing for the installment payment, accumulated deposit received, and total deposit due. System will automatically stop billing for deposit when total amount due is received.	x						deposit may be set up on payment plan
178	Ability to assign and track cosigners (in lieu of deposits) for accounts.	x						
179	Provision for letters of credit from other utility companies or other sources.	x						
180	Ability to produce a Letter of Credit for the customer's use.	x						
	Reporting Capabilities							

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
181	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	**x**						
182	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	**x**						
183	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.	**x**						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
184	Each report should include in the title the name of the report, date and time when printed, the date or dates covered by the data in the report, and page numbering.	**x**						
	Financial Reports:							
185	**Account Balance Report**: User defined parameters should include billing cycle, route, customer class, account status, range of account balances (including aging categories to test) and range(s) of customer milestone dates (start date, last bill date & final bill date). Prints account number, name, service address, status, total balance, and balance for each service.		**x**					

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
186	**Aging Report**: The Account Aging Report should provide an analysis of account balances based on aging categories. Accounts included on the report may be filtered by billing cycle or route, by account status, by range of balances (including aging categories to test) and by range(s) of customer milestone dates (start date, last billing date, final date). Customers' transaction history may also be included on the report. For each account selected, the report should show the account number, customer name, last payment date, balances in the aging categories, and the total outstanding balance. For customers enrolled in an AMP plan, the report should also show the customer's amount in reserve and actual balance. If transaction history is included, the report should show the following information for each transaction posted since the transaction date specified: transaction date, transaction number and type, packet number, reference information, balance forward, debit or credit amount, and balance. The report should also include a totals section with a summary of aging balances by revenue code and a listing of any balance errors that exist. An option should be available to print a totals only version of this report that shows only the balances by revenue code and the balance error listing.	**x**						meets most criteria
187	**Monthly Transaction Report**: The Monthly Transaction Report summarizes and analyzes the transactions posted to customer accounts during the month specified. An option to print transaction details or only a summary analysis should be available as well as the ability to restrict the report to selected transaction types or for all transaction types. This report may be used to analyze amounts received in each revenue code and to balance totals with General Ledger reports for the month. Depending on the report options specified, the Monthly Transaction Report includes up to eight sections. These sections include Monthly Distribution, Revenue Code Totals by Class, by Type, by Book, by Zone, Total by Transaction Type, and Tax Recap.	**x**						meets most criteria

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
188	**Revenue Code Report:** The report lists each customer account with an outstanding balance in a revenue code. For each account included, the report shows the account number, customer name, address, and amount owed in the revenue code. The report also summarizes the total number of accounts with a balance in the revenue code and the total balance for the revenue code. This report is helpful in determining how much revenue of a particular type your city can expect to receive as well as the customers who comprise that revenue source. You can print the report for all customer accounts or for a particular zone or book. You can specify the account statuses for which you want to include accounts on the report and you can run the report to show credit balances only.	x						meets most criteria
189	**General Ledger Reconciliation Report:** The report helps you reconcile your utility account balances with your General Ledger account balances. The Account Balance Reconciliation section shows the utility account balances by revenue code and the General Ledger balances for the receivables accounts assigned to each revenue code. If all of your deposit codes are flagged to record as a liability, the Meter Deposit Reconciliation section matches up the G/L accounts and the deposit codes on the same line.	x						meets most criteria
190	**Average Monthly Payment Plan (AMP) Report:** This report lists information for all customers enrolled in your AMP plan. You can print the report for all zones or for a selected zone as well as specifying which account statuses to include on the report. For each AMP customer, the report lists the account number, the customer name, the account status, the amount of the customer's average bill, the account balance, the amount in reserve for the customer, the customer's actual account balance, and the date the customer last enrolled in the AMP plan. The report also includes a section that summarizes reserve balances (credit, debit, and total).	x						Payment Plan report is available
191	**Arrangement Report**: The report lists payment arrangements made by customers. You can select arrangements to include on the report by arrangement status (Active, Completed, Failed, Voided, Late). You can print the report for all zones or for a selected book, zone, or account.	x						

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
192	**Contract Report**: The Contract Report consists of three sections: The Detail section lists the account number, account name, contract notation, contract table, original amount, total charges, balance, original contract date, last charge date, and the amount of the last charge posted to the account for each contract selected for the report. The Contract Table Totals section summarizes the contracts on the report by contract table. For each contract table, the report lists the number of contracts, the total original amounts of the contracts, the total charges and adjustments, and the outstanding balances of the contracts. The Error Listing section shows errors encountered during contract processing. For each error identified, the report lists the account number, contract table, and error message. The report can be filtered by service/table, status, range of contract origination dates and/or by a range of last charge dates.						x	
193	**Energy Assistance Report**: The Energy Assistance Report consists of three sections. (1) The Detail section lists the account number, account name, contract notation, contract table, billing table, original amount, total charges, balance, original contract date, and the date of the last charge. (2) The Contract Table Totals section summarizes the contracts on the report by contract table. For each contract table, the report lists the number of contracts, the total original amounts of the contracts, the total charges and adjustments, and the outstanding balances of the contracts. (3) The Error Listing section shows errors encountered during contract processing. For each error identified, the report lists the account number, contract table, and error message.						x	
194	**Account Transaction Report:** The report shows transaction history for all accounts in your selection. You can print the report for one or more specified accounts or for a range of accounts. For each account included, the report shows the account number and name, service address, and current balance. For each transaction on an account, the report shows the posting date, transaction number, transaction date, transaction type, reference information, the balance forward, the transaction amount, and the balance with the transaction applied. The report includes options to print the revenue code distributions for bill, penalty, and adjustment transactions and to show details for bill transactions.	x						meets most criteria

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
195	**G/L Interface Report:** The report lists the G/L accounts used by the Utility Billing system. For each revenue code, the report lists the cash, A/R, bad debt, penalty, and discount accounts used. For each deposit code, the report lists the interest, revenue, cash, and expense accounts used.		x					
196	**Packet Report**: The report lists details for all packets that meet the selection criteria you specify. You can filter the list of packets by packet number, packet type, creation dates, and G/L posting dates. For each packet in your selection, the report shows the packet number, type, and name; the creation, last edit, approval, posting, and G/L posting dates; and the IDs of the users responsible for each phase of packet processing.	x						included in standard processing
	Account Reports:							
197	**Account Master Report**: User defined parameters should include print sequence (alpha, numeric, service address), billing cycle(s), route(s), customer class(s), status(s), service rate tables and yes/no option to print accounts with zero balances, non-taxable customer only, confidential and landlord accounts only. Filter options should be available on customer dates (start date, last bill date & final bill date). Report should include account number, customer name, status and class with option to include service address, mailing address, email address, balance, lot, block, addition, metered services, non-metered services and selected user-defined comment codes. Additionally, total number of confidential accounts excluded from the report is reflected with report totals when confidential accounts are not included.	x						meets most criteria
198	**Account Book Report**: The report provides a listing of information from the Master, Account, and Comment files for each account you include on the report. You can print the report for selected accounts or for a range of accounts. When you print the report for a range of accounts, you can filter the report by account status.		x					
199	**Credit History Report**: The Credit History Report shows credit history details for each account included as well as an account analysis that summarizes the number of bills, penalties, cutoffs, and returned checks a customer has had. The report may be printed for all zones, for a specific zone or book, or for a specific account. A version of the report may also be printed that shows only the account analysis.		x					

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
200	**Draft Listing**: This lists customers who are set up to have their utility payments automatically drafted from their credit card or bank account. The report lists account information only and does not include draft amounts for the current billing cycle. This report's set-up window also allows you to print custom documents for each account in the selection criteria, using the INCODE forms processing features by merging data with custom forms.		x					Springbrook does not typically support Incode form processing as we do have user defined forms processes built within our software.
201	**Statement Billing Report**: For customers that participate in statement billing, the Statement Listing shows the contact ID, contact name, and billing address to which each statement is sent and the account number, service address, and account balance for each account included on the statement. In addition, the report shows the total number of accounts and the total balance for accounts on each statement as well as the total number of accounts and the total balance for all accounts on the report. You can filter the report by account status and you can also restrict the report to only show accounts with a credit balance.		x					
202	**New Customer Report**: User defined parameters should include account status and range of dates. Report should include account number, customer name, service address, status and date of service.		x					
203	**Landlord Report**: The report prints a list of landlords and the tenants at the service addresses for which the landlord is responsible. You can filter the report based on the status of a tenant's account. You have the option to include accounts with vacant addresses on the report. The report shows information for each landlord and tenant that matches your selection criteria. For each landlord, the report lists the landlord's name, mailing address, account number, service address, and balance. For each tenant, the report lists the tenant's occupant number, name, account status, and balance.		x					

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
204	**Multiple Active Occupant Report**: The report lists all service addresses with more than one currently active occupant. For each service address with multiple occupants, the report shows the service address and the names and account numbers of the occupants. In addition, the report shows the values of any comments you choose to include. You can print the report for a specific zone or for all zones.		x					
205	**Account Status Listing**: The report prints a list of accounts according to status. You can filter your selection by zone or book, account status, and secondary status (bad debt, service orders, cutoffs, holds, transfers, and no connects). For each account that matches your selection criteria, the report shows the account number, customer name, service address, account status and secondary status detail, and current balance.	x						meets most criteria
206	**Customer History Report**: The report provides a listing of historical account information for the range of G/L posting dates you specify. You can print the report for selected accounts or for a range of accounts. When you print the report for a range of accounts, you can filter the report by account status and you have the option to include confidential accounts on the report.	x						meets most criteria
207	**Cosigner Report**: The report produces either a list of cosigners or co signees. A cosigner is a customer who agrees to be liable for the charges to another customer's account in the event of failure to pay. A co signee is a customer for whom another customer has agreed to assume liability. In addition to the account numbers and names of the cosigners and co signees, the report lists the account status, cosigning date, the target release date, and the actual release date. If you choose to include co signee details on the report, the report shows the account number, co signee name, address, balance due, and balance details.		x					
208	**Letter of Credit Report**: The report lists customer accounts for which a letter of credit has been accepted in lieu of a service deposit or cosigner. You can print the report for a specific zone or book or for all zones. For each customer account included, the report shows the account number, customer name, service address, the source of the letter of credit, the date of the letter, and the operator who accepted it.		x					requires use of misc fields

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
209	**Flag Report**: The report lists accounts whose information matches the flag criteria specified. Accounts may be selected based on tax flag, hold flag, penalty flag, cutoff flag, confidential flag, senior citizen flag, number of bill copies, book, account status, and customer class. For each account included, the report lists the customer account number and name, service address, flags, hold types, and hold dates. An option to print customers' account balances on the report is provided as well.		x					
210	**Notes Report**: The report lists occupant notes or service address notes for utility accounts. You can print the report for all accounts, for a specific zone, for a specific book, or for a range of accounts. For each account with notes, the report lists the customer account number and name, the service address, the text of the notes and the time/date/user ID stamp.		x					
211	**Zone Report**: The report lists by zone the books that comprise the zone. You can print the report for one zone or for all zones.	x						
212	**Device Report**: The report prints a list of devices for the service addresses that match your selection criteria. You can filter your selection by zone or book, device code, installation date, last inspection date, and next inspection date. Sort options include account number, account name, device code, service address, serial number, ID number, make, model, type, installation date, last inspection date, or next inspection date. You have the option to print the report for service addresses with idle meters and to include device transaction history for each service address on the report.		x					
213	**Miscellaneous Variable Report**: The report prints a list of miscellaneous variable values for the accounts that match your selection criteria. You can filter your selection by zone or book, account status, customer class, service code, and a range of miscellaneous variable values. For each account in your selection, the report shows the account number and name, account status, customer class, and miscellaneous variable value.		x					

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
214	**Label Wizard**: User defined parameter should include print sequence, cycle(s), route(s), start date, line per label and option to print account number. Each type of label can be stored as a template for future use. Labels should include customer name and mailing address. User can print labels for all statement groups, for all statement groups in a selected zone, or for selected statement groups. Account selection criteria should also be available on a specific user-defined comment code.	x						Standard report meets most criteria
	Services Reports:							
215	**Services Report**: The report lists information for metered and non-metered services that match the criteria you specify. You can select accounts to include on the report by zone or by book. You can print the report for all or customer classes or for selected customer classes, as well as, for all or selected account statuses. For each service you include, you specify the rate tables to include and you specify whether to include accounts with the service turned on, accounts with the service turned off, or accounts that do not use the service. You can optionally include idle addresses on the report.		x					
216	**One-Time Charge Report**: The report lists accounts with one-time charges during the time period you specify. This report helps you verify one-time charges such as penalties posted as a one-time charge, reconnect fees, and contract charges. You can specify the accounts to include on the report by zone or by book and you can filter the report by customer start dates and service dates. You specify the one-time services and the rate tables for which to print the report. The report includes additional options such as including accounts on hold, printing service addresses for each account on the report, and including contract amounts for services that represent contracts.		x					
217	**Address Master Report**: The report lists all service addresses that match your selection criteria. You can filter your selection by zone or book and customer class. You can include information for metered and non-metered services on the report. You have the option to print the report only for landlord accounts or only for idle addresses (accounts with no active occupants). You can specify comment codes for which to print comment values on the report.		x					

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
218	**Garbage Report**: The Garbage Report shows all customers being charged for a selected non-metered service (in particular, garbage service). Accounts on the report are grouped by rate table. Accounts may be selected by zone with the option to include or exclude accounts based on rate table and customer class. Account status (active, disconnected), Service status (all, on, off) may also be filtered. For each account included, the report shows the account number and customer name, the service address, dumpster information, taxes, and charges. The report includes a recap section that analyzes charges by rate table, showing the number of users, total taxes, and total charges.		x					
219	**Multiple Unit Report**: The Multiple Unit Report lists accounts with multiple residential units that are being charged for a specified metered or non-metered services. You can filter the accounts that appear on the report by zone or book, by service code and rate table, by service status, by account status, and by customer class. You can print a totals only version of the report that shows the number of accounts with multiple units and the total number of units.		x					
	Deposit Reports:							
220	**Deposit Listing**: This report helps you analyze the deposits in your system. You can print reports for current deposits, deposits as of a specific date, refunded deposits, deposits on hold, or unbilled deposits. You can print a report for a specific book or zone or for all books or zones. You can restrict a report to a single deposit code or you can include all deposit codes on a report. You can narrow the scope of a report by specifying a range of dates for which to include deposit information. You can select the customers to include on the report by account status and by customer class.	x						standard report meets most criteria
221	**Deposit Exception Report**: The report lists active or disconnected accounts that do not have a deposit established for one of your metered services. You can filter your selection by zone or book, account status, service, and deposit code. You can have the report indicate the customers who have a letter of credit on file and the cosigners' account numbers for customers for whom another customer has cosigned. You have the option to print customers' credit history on the report by credit rating or in detail format. For each account that matches your selection criteria, the report shows the account number, customer name, service address, and services on the account.		x					

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
222	**Deposit Interest Report**: The report shows the amount of deposit interest applied to the accounts that meet the criteria you specify. You can filter the accounts on the report by zone or book, deposit code, and a range of interest posted dates. You have the option to exclude refunds already returned to customers from the report	x						standard report meets most criteria
	Billing Reports:							
223	**Monthly Billing Report**: The Monthly Billing Report summarizes billed charges for zones over a range of dates that you specify. You can run the report for regular billings, supplemental billings, adjustment billings, single billings, or all billings. If you choose to run the report for regular billings, you have the option to select a specific zone for which to print the report, or you can print the report for all zones. The report analyzes charges by service category, revenue code, rate table, fuel adjustment code, meter group, and customer class, and shows deposit refund totals.	x						standard report meets most criteria
224	**Billing Register**: Should print in route and account number order with totals by route. Should print, but not necessarily limited to the following information on each account:							
225	Account number	x						
226	Customer name	x						
227	Service address	x						
228	Charges for each service	x						
229	Current bill total amount	x						
230	Total current charge & arrears amount	x						
231	Previous and current meter readings	x						this is available via drill down into account
232	Consumption	x						
233	Flags for disconnected accounts, finaled accounts, accounts on hold, bank drafts	x						available on Exceptions screen
234	Summary totals by route						x	
235	Grand totals for all routes within the billing cycle	x						
236	Cycle totals by customer class		x					Available from customer class report
237	Cycle totals by rate table	x						
238	General Ledger posting journal	x						
239	List of new accounts	x						available on Exceptions screen
240	List of transfer accounts	x						available on Exceptions screen
241	List of disconnected accounts	x						available on Exceptions screen

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
242	List of deposit return accounts		x					Available from Deposits report
243	New Meter Listing		x					Available from meter report
244	List of auto-pay accounts (bank drafted accounts & credit card accounts are listed separately; credit card drafts reflect type of card)		x					
245	List of credit balance accounts	x						Accounts will be shown on report
246	List of accounts on hold		x					
247	List of abnormal consumption accounts	x						may be seen during other steps of process
248	List of accounts with high bills based on settings defined by customer class	x						may be seen during other steps of process
249	List of manually billed accounts	x						these will be included in regular billing process
250	**Tax Recap Report:** The report analyzes tax amounts for the range of bill calculation dates that you specify. The first section of the report lists each zone, the dates of the bill calculations for the zone that fall in the date range, and the type of bill calculation (regular, adjustment, supplemental). The Tax Analysis section groups tax information by service category and tax rate. For each combination of service category and tax rate, the report shows the rate tables, the number of accounts for each rate table, the total amount billed for the rate table, the total non-taxable amount, the total taxable amount, and the total tax amount. The report also shows subtotals for each rate within a service category and for each service category. The last section of the report recaps totals by tax rate across all service categories and totals for the entire report.		x					
251	**Zip Code Report**: The report tallies the number of bills by zip code and carrier route. For each zip code-carrier route combination, the report shows the number of bills to certified addresses, the number of bills to non-certified addresses, and the total number of bills.	x						included in CASS certification process
252	**Transfer Warning/Error Report**: The report lists warnings and errors that the system generates as it posts transfers when you run the billing update. For each account included, the report shows the account number, customer name and address, the "transfer to" account number, an indication of whether or not the transfer posted successfully, and the text of the warning or error message.	x						Springbrook offers something similar to this

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
253	**Cutoff Listing**: User defined parameters should include selection by age of past due amount, minimum balance and billing cycle. Should print list of accounts on cutoff list including account number, customer name, service address, balance, past due amount, credit history, and meter serial number.	**x**						
	Consumption Reports:							
254	**Consumption Summary Report**: The report shows customer consumption for a selected metered service over a specified time period. You can customize the report to print for customers in a specific book or zone and to include only customers from selected customer classes and to include only selected rate tables. The report consists of three summary sections which analyze consumption by service rate table, by customer class, and by year, and, if you choose, a detail section that shows consumption information for each account that matches your selection criteria.	**x**						meets most criteria
255	**Customer Ranking Report:** The report lists, in descending order, your customers with the greatest usage over a given time period. You can rank customers based on total units consumed, demand, or dollars billed. If you rank customers by consumption, you can base the report on either total consumption or demand consumption over a specified period of time or average consumption for that period. For each customer included, the report shows the customer's rank, account number and customer name, service address, rate table, and, depending on your ranking basis, either the consumption amount or the dollars billed.	**x**						meets most criteria
256	**Billed Consumption Report**: The report recaps consumption for a range of billing periods you specify. You can print the report for a specific billing type. You can restrict the report to a specific service code or service category or print it for all metered and non-metered services. You can filter the report by customer class and comment code. You have the option to print service addresses on the report. The report consists of five sections: zones with bill calc dates, detail section, customer class totals, service code totals, and service category totals. You can print a totals only version of the report which suppresses the customer detail. The report also includes an option to build an extract file so that you can perform further data analysis as needed.	**x**						meets most criteria

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
257	**Estimated Consumption Report:** The report lists accounts for which consumption has been estimated during the range of consumption periods you specify. You can filter the report by service code, by zone, by account status and by a range of accounts. You specify the minimum number of times an account must have been estimated during the range of consumption periods in order to be included on the report. You can also specify that the report show only accounts with estimated consumption for a particular number of consecutive periods. For each account that meets your criteria, the report shows the account number and customer name, the dates of the estimated consumption periods, and the estimated consumption for each of the periods.		x					
258	**Usage and Loss Report:** The report shows usage details broken down by each consumption period in the date range you specify. For each month, the report shows units pumped, units flushed, units used, and units unbilled as well as the number of accounts represented in the used and unbilled figures. Based on these values, the report shows the number of units of loss and the loss percentage for each month. In addition, the report shows the number of accounts with consumption in the ranges that you specify when you set up the report. After the breakdown by month, the report shows total and average statistics for the entire range of consumption periods. If you opt to include detail for accounts with unbilled consumption, the report lists these accounts along with their total consumption for the reporting period.	x						meets most criteria
259	**Consumption Profile Report**: The report prints a consumption profile for a range of billing dates and the billing types, metered services, customer classes, and consumption ranges you specify. The report prints a listing of zones with the date of the consumption calculation and the billing type for each zone. For each metered service you specify, the report includes a separate section that provides totals by consumption range for current consumption, percent of usage, number of users, percent of users, total revenue, percent of revenue, non-taxed revenue, taxed revenue, and sales tax.	x						meets most criteria

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
260	**Consumption Comparison Report**: This report can be used to compare consumption between two billing periods you specify for the accounts that match your selection criteria. If you want to compare consumption for billing periods with different billing cycles, you can use the Divisor fields to equalize the comparison. You can compare percentages of consumption between billing periods. The selection can be filtered by zone or book, service code, and rate table. An option to exclude all accounts with consumption less than an amount you specify and to exclude all accounts with a comment code you specify is available. For each account that matches the selection criteria, the report shows the account number, customer name, service address, Period 1 and Period 2 consumption, and the difference in consumption between the two billing periods. Consumption totals for all accounts on the report are reflected as well.		x					
261	**Sewer Consumption Report:** This report shows sewer consumption by account for the range of consumption periods you specify. For each account included, the report shows the account number, customer name, service address, total consumption for the range of consumption periods, average consumption, and account status. You can filter the report by account status.	x						meets most criteria
262	**Linked Consumption Report**: The Linked Consumption Report lists all master accounts in your system and the back-out or add-on services linked to them. For each master and linked service, the report shows the link type (master, back out, add on), account number, service address, service code, meter number, and meter group. The report indicates the total number of accounts linked to each master and the total number of master accounts.		x					
	Bad Debt Reports:							

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
263	**Bad Debt Report**: The report lists customers with accounts in the Bad Debt system. For each account in your selection, the report lists the bad debt account number, customer name, service address, last billing date, the date the account was transferred to the Bad Debt system, the revenue code distribution, and the balance due. You can optionally include details of the payments and adjustments posted to each account. You can also specify comment codes in order to include comment values on the report. You can filter the report by balance, write-off date, and by a specific comment code. The summary version of the report shows the number of bad debt accounts, the balance in each revenue code, and the total outstanding balance.	**x**						meets most criteria
264	**Bad Debt Monthly Transaction Report**: The report summarizes and analyzes the transactions posted to bad debt accounts during the time period you specify. You can include transaction details on the report or you can print a summary analysis only. You can restrict the report to a specific transaction type or you can print the report for all transaction types. Use the report to analyze amounts received in each revenue code and to balance totals with your General Ledger reports for the month.	**x**						meets most criteria
	Meter Reports:							
265	**Meter Report**: The Meter Report lists information for the meters set up in your system that satisfy the criteria you specify. For each meter included, the report shows the meter group, meter number, account number, service address, scale, demand scale, make, type, size, purchase date, installation date, repair date, and status (on/off). The report includes a totals section that summarizes the number of meters by age for each make and size as well as totals for assigned and unassigned meters. The report setup includes an option to print the totals summary only. You can select the meters to include on the report based on zone, book, meter group, assigned or unassigned status, meter type, meter make, and meter size. You can further specify the ranges of purchase dates, installation dates, and repair dates for which to include meters on the report. You can print the report for pulled meters only, sort the report by account number, meter number, or serial number, and select a comment code for which to print comment values on the report.	**x**						meets most criteria

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
266	**Meter Location Report**: The report lists the service code, meter location code (if applicable), meter location description, service address, account number, customer name, and account status for all accounts that satisfy the criteria that you specify. You can include accounts with meter location codes, accounts with free-form meter location descriptions, or accounts with no meter location. If you include accounts with meter location codes, you can specify the meter location codes for which to include accounts on the report.		x					
267	**Meter Transaction Report**: The report lists the meter transactions that satisfy the selection criteria you specify. You can filter the report by meter group, meter number, meter transaction dates, meter transaction codes, and staff member. For each meter transaction in your selection, the report shows the meter group, the meter number, the meter transaction date, the customer account number and service address, the meter transaction code, the meter reading, the staff person responsible, and the description of the transaction.		x					
268	**Idle Meter Report**: The report lists services with idle meters. For each service included, the report shows the account number, service address, service rate table and table description. In addition, the report shows total idle addresses and idle services by book and includes a section that summarizes these totals and shows report grand totals. You can also print a summary version of the report that lists only the totals by book and the grand totals.	x						meets most criteria
269	**Meter Scale Report**: The report lists the meter number, account number, address, customer name (assigned meters) or inventory designation (unassigned meters), scale value, and scale location for each meter in your selection. In addition, the report shows the number of meters in service and the number in inventory.	x						meets most criteria

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
270	**Reading Sequence Report**: The report shows the reading sequence number for each account-service combination that matches the criteria you specify. In addition, for each account-service combination included, the report shows the service address, account number, customer name (or comment value for a specified comment code), customer class code, service code and description, slot number, and meter number. You can select accounts for the report by a range of account numbers, by a range of sequence numbers, or by route.	x						meets most criteria
271	**Route Exception Report**: The report lists account-service combinations that either are included in multiple routes or are not included in any route. For each account-service included in multiple routes, the report shows the account number, service address, service code and description, service slot, and the route numbers and segments. For each account-service not included in a route, the report shows the account number, service address, service code and description, and service slot.		x					
272	**Instruction Code Report**: The report shows the instruction codes assigned to customer accounts. You can print the report for all instruction codes or selected instruction codes and you can opt to include accounts that do not have instruction codes assigned to them. For each account included, the report shows the service address, the account number and customer name, the account status, and the instruction code values.		x					
273	**Alert Code Report**: The report shows the alert codes assigned to customer accounts. You can print the report for all alert codes or selected alert codes and you can opt to include accounts that do not have alert codes assigned to them. For each account included, the report shows the service address, the account number and customer name, the account status, and the alert code values.	x						meets most criteria
274	**Meter GPS Report**: The report lists the latitude and longitude coordinates recorded for each meter in your selection. You can select the meters to include on the report by zone or by book and you can print the report for all meter groups or a specific meter group. For each meter in your selection, the report shows the meter number, the customer account number and name, the service address, and the latitude and longitude coordinates.		x					

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	Utility Billing Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
275	**Meter MXU Report**: The report lists the MXU type and ID recorded for each meter in your selection. You can select the meters to include on the report by zone or by book and you can print the report for all meter groups or a specific meter group. In addition, you can optionally include meters without MXU settings. For each meter in your selection, the report shows the meter number, the customer account number and name, the service address, and the MXU type and ID.	**x**						meets most criteria
	Other Reports:							
276	**Audit Report:** This report provides an audit trail of changes to files and processes in the Utility system that you can use to resolve questions that may arise about those changes at a later time. The report shows the modifications, additions, and deletions made to information, as well as the date and time of the changes and the users who made the changes. You specify the range of dates for which you want to print the report and the files you want to include in the audit. You can sort the report by the date of the changes or by the files or processes affected by the changes. The report is available in both detail and summary formats. The detail format provides explicit information about the changes made and can be quite lengthy.	**x**						
	System Interfaces							
277	General Ledger: The utility billing and collection system should fully integrate with the general ledger for posting billings, adjustments, and collections.	**x**						
278	Accounts Payable: If the utility system does not generate its own deposit refund checks, it should integrate fully with the accounts payable module for processing of refund checks to customers.	**x**						
279	Automated Meter Reading: Provide for upload and download of data to hand-held meter reading system.	**x**						
280	Central Cash Collection: Fully integrate with centralized cash receipts module for posting payments, deposits, etc. to utility billing system. Should provide immediate updates to the utility billing system of payments pending until posted at end of day.	**x**						
281	Service Orders: Service order creation, completion and inquiry should be accessible from any screen in the utility billing system. Completed service orders related to the utility billing system should automatically update the utility billing system in a real-time, on-line process upon completion of the service order. A history of all service orders at a service address should be displayed in each utility account.	**x**						
	TOTALS	**226**	**38**	**0**	**0**	**0**	**14**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Service Order Management Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Service Order Management system must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation:	x						
2	Provide for user defined job codes with defaults to preferred departments, employee, and priority level.	x						defaults for employee
3	Provide automated wizard functionality in Utility Billing System to generate service orders to effect account status changes such as new connections, disconnects, transfers, and rereads.	x						
4	Provide department codes representing the various departments which will be assigned to service orders via drop-down lists. Employees assigned to the service order are accessed via a drop-down list as well.	x						More information is needed to understand full functionality your organization is looking for with Service Orders. It may be that the optional code Enforcement module may be best suited for some types of "calls for service" if not related to a UB account.
5	The system should automatically assign service order numbers.	x						
6	Ability to track information through system by contact and property. Provide ability to see all accounts (current and prior) at a given property. Conversely, be able to view multiple accounts associated with a single contact. Properties can also track information such as legal description, address specific comment codes, etc. Contact information can include mailing address, driver license number, etc.	x						
7	Service order input should prompt for the job code, department the service order is assigned to, employee the service order is assigned to, date the service order is to be printed, estimated date of completion, status, priority, associated utility account number and customer name, if applicable.	x						Dept may be entered as free form text
8	Code look-up is accomplished via drop-down lists with system secured add/edit functionality to assure consistency and ease of use.	x						
9	Automatic look up of utility account numbers by customer name or service address must be provided in the service order input program for utility related service orders.	x						
10	The system must allow printing of service orders on demand or in a batch process at the discretion of the operator. On demand service orders should not be reprinted during batch process.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Service Order Management Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
11	Criteria for printing of service orders should include the range of service order numbers to be printed, job date range to be printed, selection of job codes, job actions and group, selection of service orders within a specific department(s), and selection of service orders for specific employee(s). Report sequence options include service order number, account number or street address.	**x**						if for issues other than UB items, consider using the optional Code enforcement module. This has more automated functionality for dept assignment
12	Service orders can have multiple actions on the same service order. For example, a single service order could turn on the primary water meter, turn off the sprinkler meter, and perform a meter swap-out on the electric meter.	**x**						free form text for all activity performed may be entered
13	Allow printing of service orders on-site or at remote locations.	**x**						
14	Service order job codes should automatically define the type of information requested on a service order.	**x**						
15	The capability to enter up to 6 lines of order notes with up to 60 characters per line that will be printed on the service order and six lines of completion notes with up to 60 characters per line that can be added to the service order in the system during the completion process. The system should allow completion notes to be added after a service order is completed in the event additional information needs to be added after completion.	**x**						additional info over limit may be entered as attachments on account
16	The system must provide the capability to reprint service orders on demand.	**x**						
17	Service orders directly related to utility billing and collections should automatically update the Utility Billing System as the service orders are completed with no duplicate entry of data required.	**x**						
18	The system must provide the capability to process service orders unrelated to utility billing and collections.	**x**						usually this is done through the optional modules of either Code enforcement or Work Orders depending on specific needs
19	The system must provide the capability to print a service order edit listing that may be reviewed prior to updating utility accounts with completed service order information.	**x**						
20	The system must allow easy access to the utility billing inquiry program directly from the service order input and completion screens.	**x**						
21	Provide the ability to associate charges with completed service orders that can automatically add fees to a customer's utility billing account.	**x**						

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	Service Order Management Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
22	The system must include extensive inquiry capabilities which must include the ability to look-up the status of service orders by utility account number, job code, department code, employee code and status.	**x**						meets most criteria
23	The system should check for pending service orders to prevent duplication with the same job code at the same service address.						**x**	user initiated
24	The Service Order Management System should interface with the Utility Billing System to allow for easy inquiry of the history and status of service orders related to service addresses and utility accounts.	**x**						
25	Provides window level security option , controlling function access by individual authorization. This access should allow each user group to be granted full access, read-only access or no-access on window class basis. Users must be able to have access granted based upon assignment of user groups.	**x**						
26	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	**x**						
	Reporting Capabilities							
27	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	**x**						
28	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	**x**						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Service Order Management Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
29	**Service Order Status Report**: Must provide the ability to select by service order number range, utility account number range, job date range, job code, department, employee and status. Must provide the ability to print in service order number order or utility account number order. The report should include, but not necessarily be limited to, the service order number, utility account number (if applicable), job code, description, status, department number the service order was assigned to, priority, creation date, job date and completion date, if completed.	x						meets most criteria
30	**Service Order Edit Listing**: The system must provide the capability to print a service order edit listing that may be reviewed prior to updating utility accounts with completed service order information.	x						
31	**Statistics Report:** Must provide the ability to select by service order number range, utility account number range, job date range, job code, department, employee and status. Must provide the ability to print in service order number order or service order code order. The report should reflect the service orders in the sort order selected by the user-selected filter parameters.		x					
32	**Staff Report**: The report shows the staff member responsible for each service order in your selection. You can filter the list of service orders by job date and completion date as well as by staff member, employee group, and job code. For each service order in your selection, the detail section of the report shows the staff member responsible, the service order number, the customer account number and service address, the job code, the number of hours taken to complete the job, the job date and the completion date, an indication of whether the job was completed the same day it was created, and the service order status. The report also includes sections that summarize report information by staff and by job code.		x					
	System Interfaces							
33	Utility Billing System: Completed service orders with job codes related to utility billing, such as "on's", "off's", "get reading", "change occupant" "swap meter", "add service", "remove service", etc., should automatically update the Utility Billing System.	x						

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	Service Order Management Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
34	Automated Meter Reading System: The Service Order Management System should interface with the Automated Meter Reading System to capture orders created by meter readers in the field during the meter reading process. Comment codes entered by meter readers representing various types of service orders such as "check for leak", "replace meter lid", etc., should automatically create service orders when meter reading routes are uploaded to the Utility Billing System.	**x**						This is available for some metering systems dependent on the options available within the meter reading software and configuration
	TOTALS	**31**	**2**	**0**	**0**	**0**	**1**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Misc. Accounts Receivable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Accounts Receivable system must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation.	x						
2	The system should maintain all pertinent information necessary to record and track customer information and balances.	x						
3	Required Customer Information Data:	x						
4	Fund number- to allow interface to multiple General Ledger funds.	x						This is set up on the fee code with a specific GL account number
5	Customer Number- Minimum of six characters, alpha-numeric	x						customer number is not alpha numeric - numeric only
6	Customer Name and Address	x						
7	Multiple Ship to Codes - minimum of 25						x	
8	Customer Classification	x						
9	Credit Limit	x						
10	Type of Statement Flag	x						
11	Taxable Flag	x						
12	Tax codes for Federal, State, County & Local	x						
13	Cash Discount Terms						x	
14	Phone number	x						
15	Zip plus Four	x						
16	Account Balance	x						
17	Aged Balance	x						
18	The system should provide on-line validation of codes and fields.	x						
19	The system should support international addresses for invoice forms as well as other forms such as letters and statements.						x	
20	The system should provide account number look-up by name or portion of name.	x						
21	Customer Management features should include the ability to view detailed transaction history for an account. From the transaction history screen, data can be filtered on date range, packet, transaction type and amount. Included for each row of detail: item date, due date, packet ID, transaction type (invoice, payment, refund, adjustment, etc.), receipt number, transaction ID, description, gross amount and balance. Relative fields (invoice, payment, refund, adjustment, etc.) should support drill-down functionality to source entry details such as transaction details.	x						
	Invoicing							

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Misc. Accounts Receivable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
22	The system should allow the user to generate generic user defined invoices that are then passed as unpaid items to the Accounts Receivable system for Item and Payment Processing.	x						
23	Required Data for Invoice Generation:	x						
24	Invoice number	x						
25	Invoice date	x						
26	Due date	x						
27	Discount date						x	
28	Invoice code- for multiple invoice formats	x						based on type of fees charged, printed language may be different
29	Free form text - minimum of 280 characters	x						
30	Customer purchase order						x	
31	Total taxable	x						
32	Total non-taxable	x						
33	Total tax	x						
34	Required Data Invoice Detail:	x						
35	Charge Code - user defined minimum 3 characters alpha-numeric	x						
36	Description- minimum 25 characters	x						
37	Units- with 2 decimal places	x						
38	Unit price	x						
39	Extended price	x						
40	Taxable item flag	x						taxable tax will show for fee
41	General Ledger account - based on Charge code	x						
42	The system should provide on-line validation of all codes.	x						
43	The system should provide an audit report for verification prior to invoice printing.	x						
44	The system should provide multiple invoice formats.	x						invoice formats may be slightly different based on verbiage for fee codes being charged
	Contracts							
45	The system should allow the user to set up perpetual or fixed length/amount contracts for recurring charge generation. These recurring charges should be posted as unpaid items directly to the Accounts Receivable system for Item and Payment Processing. The Contracts should be able to be posted to Accounts Receivable based on type of contract to accommodate different arrangements(ex. monthly, annually)	x						Springbrook supports recurring charges only.
46	Required Contract Data:	x						
47	Invoice number - Generated as contract is posted.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Misc. Accounts Receivable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
48	Invoice date - generated as contract is posted.	x						
49	Due date - generated as contract is posted.	x						
50	Discount date- generated as contract is posted.						x	
51	Invoice code	x						
52	Contract date						x	
53	Original contract amount- if not perpetual						x	
54	Contract charge	x						
55	Contract balance - if not perpetual						x	
56	The system should provide on-line validation of all codes.	x						
57	The system should provide audit report for verification prior to contract posting.	x						
58	The system should provide multiple invoice formats.	x						invoice formats may be slightly different based on verbiage for fee codes being charged
	Item Input							
59	The system should allow the user to post Open Items directly to the Accounts Receivable system if there is no need for the Invoice Generation Process.						x	new invoices may only be added through the Invoice generation process.
60	Required Open Item Data:	x						
61	Invoice number	x						
62	Invoice date	x						
63	Due date	x						
64	Discount date	x						invoice date
65	Invoice code	x						
66	Purchase order number						x	
67	Discount available	x						
68	Original amount	x						
69	Payments posted	x						credit may be seen and used toward invoice
70	Date paid	x						may be seen on account history
71	Payment number	x						may be seen on account history
72	Discounts posted	x						
73	Adjustments posted	x						may be seen on account history
74	Current balance	x						
75	The system should provide on-line validation of all codes.	x						
76	The system should provide an audit report for verification prior to item posting.	x						
	Payment Processing							

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Misc. Accounts Receivable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
77	The system should allow the user to enter and optionally apply payments and credit memos on-line.	x						
78	Required Data for Payment Processing:	x						
79	Payment number	x						this is automatically generated
80	Payment date	x						
81	Type of payment - user defined	x						
82	Payment amount	x						
83	Payment amount applied	x						
84	Payment amount un-applied	x						
85	The system should provide on-line validation of all codes.	x						
86	The system should provide audit report for verification prior to payment posting.	x						
87	The system should provide automatic, manual or no application of payments and credit memos to unpaid open items.	x						
88	The system should provide automatic application of payments and should be based on oldest invoices first.	x						
89	Allow for mass application of unapplied credits for accounts within a customer set that have an unapplied credit.	x						
89	Provide the ability to merge one customer record into another customer record.						x	
90	Provide the ability to reverse receipt transactions such as payments and refund checks.	x						
91	The system should provide manual application of payments and should be on-line with all unpaid Open Items displayed.	x						
92	Provide an automatic payment option for customers such as bank drafts. Bills marked "Paid by Draft" should be printed for customers on draft. A file should be created by the system, with submission on magnetic media or by modem to the appropriate financial institution.	x						
93	Provide a method for handling refunds with an option to process refund checks from Miscellaneous Accounts Receivable or transfer to Accounts Payable for check printing and final processing.	x						refund checks must be printed from AP
	Reporting Capabilities							
94	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	x						

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	Misc. Accounts Receivable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
95	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	x						
96	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.	x						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
97	**Aging Report**: Using customer defined intervals, the Aging Report provides an analysis of account balances based on aging categories. Report parameters include analysis date, the type of date to use as the basis for aging accounts, and the aging categories to include on the report. Accounts on the report may be filtered by account balance, customer class, and the customer account status. The report provides an option to show the transactions that comprise the aging balances and to show fully paid items in the transaction detail.	x						
98	**Balance Report**: The report shows balances owed by the customers that match your selection criteria. You can filter the report by account balance, customer class, and customer status. You have the option to group customers by customer class and to print customers' addresses on the report. For each customer in your selection, the report shows the customer set, customer number, customer name, customer class, customer status, and account balance. The report shows the total of all balances within each customer set and the grand total of all balances for all the customer sets.	x						standard report meets most criteria
99	**Open Item Report**: paid and/or unpaid for selected range of dates and customer classes. This report is needed in summary and detail form.	x						
100	**Master Report**: This report lists the customer set, number, name, class, and status for each customer that matches the criteria user specifies. The report may be filtered by customer status, customer class, and comment code. It also includes an option to include customers with a zero balance and to show customers' mailing addresses, account balances, and additional information such as credit limit, year-to-date and prior year sales amounts, last purchase and payment dates, flag settings, and discount terms.		x					Comment Code info requires reporting tool

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	Misc. Accounts Receivable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
101	**Customer Management Listing**: This report can print virtually all of the information you have for a single customer, for all customers, or for a range of customers you specify. For each customer on the report, you have the option to include balance information; details such as the customer sort key, customer class, cycle, statement type, and credit limit; exception information; discount term information; bank draft information; aging information; and statistical data such as year-to-date amounts, prior year amounts, and a breakdown of totals by charge and transaction type. If you choose to include transaction history information for the customer(s) on the report, you have the option to print their entire transaction history or to print their transaction history for a range of dates you specify.		x					
102	**Monthly Recap Report**: This report prints a daily itemization of open items, invoices, payments, finance charges, credit memos, and debit memos for the range of dates you specify. The report includes sections that show transaction code totals and payment distribution totals. You can also include a section that shows transactions itemized by customer.	x						
103	**G/L Reconciliation Report**: Use this report to assist you in reconciling your A/R account balances with your General Ledger balances.	x						
104	**Unapplied Credits Report:** This report prints a listing of accounts with unapplied credits for customers who match selection criteria specified, including the customer set, customer number, and range of item dates and posting dates for which to print the report.	x						
105	**Contract Report:** The report prints a list of customer contracts that match the criteria you specify. You can filter the report by contract group. You have the option to include transaction history, itemize the tax amounts, and show the due to and due from accounts for contract transfers.						x	
106	**Bank Draft Listing:** Shows customers who are set up to have their payments automatically drafted from their bank accounts. This list may be used to verify each draft customer's bank and account number. The report may be filtered by customer set, by bank code, and by account status.		x					

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	Misc. Accounts Receivable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
107	**Credit Limit Report:** The report prints a list of the account balances and credit limits for the customers who match your selection criteria. You have the option to limit the report to customers with exceptions. You can filter and sort the report by customer class.		x					
108	**History Invoice Report:** The report prints a list of A/R invoices for the customers who match your selection criteria. You specify the range of customer numbers and item dates for which to include information on the report. You can filter the report by invoice code. You have the option to print only invoice code and G/L totals on the report.	x						
109	**Transaction Code Report:** The report prints a report that shows month-to-date and year-to-date activity for the customer set and range of dates you specify. For each transaction code in the specified customer set, the report lists the transaction code, transaction code description, statement description, transaction type, revenue account, and charge amount. The report shows grand totals of month-to-date and year-to-date activity.	x						
110	**Tax Report:** The report prints a summary of total charges by invoice code, total charges and taxes by transaction code and customer class, and total taxes by G/L account. You can print the report for a range of customer numbers and item dates. You also have the option to print the report for paid items only.	x						
111	**Comment Code Report:** The Comment Code Report lists comment codes and comment values for the customers that match your selection criteria. You can filter the report by customer set, customer class, comment code & code value range. For each customer in your selection, the report shows the customer number and name, comment code and comment value, the customer class, and the customer status. Options are available to include each selected customer's balance on the report as well as exclude zero balances.		x					

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Misc. Accounts Receivable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
112	**Payment History Statements:** The report print statements showing the payment history of the customers who match your selection criteria. You specify the customer set, range of payment dates and customer numbers, and cycle code for which to print payment history statements. You can filter the payment history statements by comment code, customer class, and transaction code. You can also specify a custom header and a custom footer to print on each statement. For each item on each customer's payment history statement, the item ID number, invoice or payment description, payment date, and payment amount is shown. Each payment history statement also shows the total amount of all payments for each customer.	x						
113	**Reconciliation Statements**: Provide the ability to print reconciliation statements for customers who match selection criteria specified, including customer set, range of transaction dates and customer numbers, as well as cycle code for which to print reconciliation statements. Reconciliation statements may be filtered by comment code, customer class, and transaction code with the ability to specify a custom header and footer to print on each statement. The item date, item ID number, item amount, payment date, reference number, payment amount, and remaining balance is shown for each item reflected on the reconciliation statement. And, each statement shows the total of all item balances.	x						
114	**Packet Report:** The report lists packet details for the packets which meet your selection criteria. For each packet in your selection, the report shows the packet number, packet type, customer set, packet name, and footprint details. You can filter the report by packet number, packet type, creation dates, and G/L posting dates.	x						these may be printed during normal batch processing
115	**Label Printing:** In one up to four format with four to seven lines of user selectable text (ex. account number, phone number, address, balance)							
116	**Statements**: Statements should be able to be in balance forward or open item format. The Open Item format must include all items with current month activity regardless of current unpaid balance.	x						statements will automatically print previous balance info

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Misc. Accounts Receivable Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
117	**Envelopes**: Up to four lines of address information with a laser printer that supports a defined envelope tray.	x						Statements are typically printed for addresses to fit into window envelopes to avoid the need for additional envelope printing.
118	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Receivable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	x						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
	System Interfaces							
119	General Ledger	x						
120	Bank Reconciliation	x						
121	Accounts Payable	x						
121	Project Accounting	x						
	TOTALS	**104**	**5**	**0**	**0**	**0**	**13**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Business License Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Business License System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation.	x						
2	The Business License System should provide the ability to issue and track various types of licenses and/or permits for either a non-renewing period of time (garage sale permit, solicitor's permit, etc.), or for a period of time with subsequent renewals (liquor license, electrical contractor, etc.).	x						
3	Provide the ability to set up an unlimited number of user defined license codes or types.	x						
4	Provide the ability to print license renewal letters for licenses based on the following selection criteria: expiration date range, license classes, business classes, license statuses, city limit designation and report codes.	x						
5	Provide the ability to establish a unique rate calculation formula for each license code for both initial fees and renewal fees.	x						
6	Interface to a common property file which may be cross referenced by the software vendor's utility billing, building permits, and other property related applications. The ability should be provided to indicate if each license or permit code requires a property file cross reference.	x						
7	Ability to track information through system by contact and property. Provide ability to see all licenses (current and prior) at a given property. Conversely, be able to view multiple licenses associated with a single contact. Properties can also track information such as legal description, address specific comment codes, etc. Contact information can include mailing address, driver license number, etc.	x						
8	Ability to capture business name and address, owner name and address, and manager name and address.	x						
9	Support international addresses for form and check printing.						x	
10	The system should provide the ability to capture multiple user-defined data elements through the use of comment codes with the following attributes:	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Business License Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
11	Data is entered in a code format with the ability to enter a description, the record for which the code is to be associated with (BL Account, Contact, Property), field label, type of data to accept (text, number, integer, currency, date, phone, social security number, value list, federal ID, format field) and an option to flag the comment code as a "template".	**x**						Comment codes are offered and may be added to each record with a description (free form) and the ability to have a created date and a close date. Not exactly as described, but with intuitive functionality.
12	Template comment codes are assigned to every account automatically, thus eliminating the need to manually place the same code on every account.						**x**	Comment codes are not added to very account as they may not be needed
13	The system should automatically search for and notify an operator of other records in the system with identical comment data, when the operator enters comments for template comment codes setup with a "unique" or "warn" value .						**x**	
14	Account searches and inquiries should be provided using user-defined comment codes.		**x**					
15	For licenses that are renewed, provide the ability to indicate the frequency of renewal, and automatically generate user defined renewal letters. The system should provide for reminder letters at 0, 30, 90, and 120 day increments with user defined text for each reminder notice.	**x**						
16	Ability to define an expiration date for each license.	**x**						
17	The system should provide the ability to indicate if a contractor is required for each user defined license code.	**x**						
18	Provide the capability for each license code to indicate if a driver's license number, social security or taxpayer ID number is required.	**x**						
19	Provide the ability to indicate the general ledger accounts that will be debited and credited for transactions related to each license code.	**x**						
20	Provide the ability to set up adjustment codes for refund check and reverse payment adjustments.	**x**						
21	Provide ability to search for business licenses by contractor code.	**x**						
22	Provide ability to track subcontractors and subcontractor transactions.	**x**						
23	Provide ability to specify whether the license expiration date is updated after full payment has been received and posted or at the time of renewal.	**x**						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Business License Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
24	Ability to allow renewals in the payment process so licenses can be renewed from business license payment input. Operators should be prompted by the system to choose whether to renew the license during payment input.	**x**						
25	Provide ability to password protect the deletion of a business license record in the system.	**x**						
26	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities as well as the ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	**x**						
	License Information	x						
27	When entering a new license, the system should automatically assign the next unique license number.	**x**						
28	The system should allow the user to specify the default report code to use for a license code. Report codes are associated with both a NAICS code and an SIC code.	**x**						
29	The user must have the ability to access a lookup of valid license codes via a drop-down list and select the desired code when entering a new license.	**x**						
30	When issuing a license, once the issue date is entered, the system should automatically display the expiration date based on the parameters defined for the license code.	**x**						
31	Ability to issue licenses on demand.	**x**						
32	The Business License system should provide license lookup capabilities on the name, property address, or specified user-defined fields with filtering capabilities on license status, range of expiration dates and license code.	**x**						
33	When a license is entered, the system should automatically calculate the applicable fees based on data entered in fee sensitive fields (number of units, gross receipts, square footage, etc.).	**x**						
34	The system should maintain status of the license. Status options should include the following:	**x**						
35	Pending - no payment activity on the license	**x**						
36	Active - payment activity on the license	**x**						
37	Renewed - license has been renewed for a new license period. System should track last renewal date.	**x**						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Business License Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
38	Terminated - the license is no longer active. User-defined termination codes can be assigned to the license and system should track termination date.	x						
39	Any pending activity on the license should be reflected with drill-down on receipt numbers to view receipt transaction details.	x						
40	Creates user defined renewal letters which includes all pertinent information in the license record for verification by the business owner.	x						
41	The system should maintain names and addresses of partners or corporate officers for the license.	x						
42	Other business information tracked should include business class, exceptions (non-renewable, no penalties, no interest, non-taxable) and Inside/Outside city limits indicator.	x						
43	The system should maintain state and county license numbers for a particular license.	x						
44	The system should provide an area on the license to enter free-form text notes. Note features should include a date and user-ID stamp and the ability to secure notes from edits.	x						notes have a full audit trail associated with them, so typically functionality is to allow edit to notes
45	Date business started and date business terminated.	x						
46	Form of business (sole proprietorship, partnership, corporation).	x						
47	Business type (i.e. commercial, industrial, schools, hospitals, restaurants, etc.).	x						
48	Online display of history on the license record provides dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats.	x						standard grids may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
	License Fees and Penalties							
49	Provide the ability to establish fee calculation tables based on units, stepped, or percentage calculations for each license code for both initial fees and renewal fees.	x						
50	Rate calculations should include the ability to include base charges, minimum charges, maximum charges.	x						
51	Rates calculations should include the ability to reference user-defined input values such as:	x						
52	Number of units.	x						
53	Square footage.	x						
54	Gross receipts.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Business License Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
55	Number of vending machines.	x						
56	Inventory value.	x						
57	Number of employees, etc.	x						
58	Optionally associate a NAICS code with a license fee code.	x						
59	Apply discounts on fees for a business license based on its location inside or outside the city limits. These discounts should be additive vs. incremental to any existing jurisdiction discounts for the license.	x						based on different fee codes set up for inside vs outside
60	Maintain a financial history consisting of new license charges, renewal charges, adjustments, penalties, and payments for the life of the license.	x						
61	The system should provide the ability to add user defined fields that may be used for fee calculation to accommodate unforeseen changes in fee requirements in the future.	x						this is accommodated through a flexible fee structure
62	Allows for late fees/penalties to be calculated for licenses not renewed on time. This calculation must provide the ability to calculate a percentage of a fee with up to 11 penalty dates.	x						
63	Allow receipts to be processed directly through the Business License System or through the integrated Central Cash Collection System. In either case, an interface to General Ledger should be present that facilitates on-line posting of receipts to the General Ledger.	x						through Cash Receipts
64	Allow discounts for new licenses to have fees reduced on a percentage basis using up to 4 discount dates.	x						system may prorate new licenses based on application date. Need more information to completely understand discount requirements.
65	If the Building Projects System is installed, the Business License System can update the contractor file in the Building Projects System as the contractors renew licenses within the Business License System.	x						
66	When issuing a new business license to a contractor, a drop-down list lookup should be provided to the contractor file that will provide the user the ability to lookup a contractor by name or code. Once a contractor is selected, the system should default to the contractor's number, name, address, and telephone number reflected in the Building Projects Contractor Master File.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Business License Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
67	Provide warning to alert user when licenses are flagged with property comments. The user can set up property comment codes to have the system warn the user when a license record is opened in License Management and/or when a payment is accepted in Payment Input.	**x**						Alerts are set up on License record for alert during license record access from license module or Cash Receipts module
68	Provide ability to specify a base charge on penalty codes.	**x**						
	Reporting Capabilities							
69	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	**x**						
70	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	**x**						
71	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.	**x**						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
72	**License Balance Report:** The report shows the charges and payments that result in the balance owed for each license that meets your selection criteria. You specify a range of license numbers and license period dates for which to print the report. You can filter the report by license status, license code, and report code. You have the option to print the report for credit balances only or for refunds only. You can exclude zero balances from the report. You also have the option to show details of the fees for each license including the fee code, fee description, and fee amount.	**x**						Standard report includes balances. For fee codes included in those balances, reporting tool is required.

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Business License Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
73	**License Master Report**: The License Master Report shows the license number, license code, license period, licensee name, property address, license status, business class, report code, origination date, renewal date, termination date, and printed date for each license that matches your selection criteria. The report can be filtered by a range of license numbers, license status, license code, business class, report code, paid status, printed status, business location, jurisdiction, and license milestone dates. Fee transaction details can optionally be reflected on the report, to include total charges and the balance for each license on the report, and to restrict the report to licenses that reference a particular comment code and/or termination code.	x						Meets most criteria with standard report. Reporting tool may be used for additional data fields
74	**License Payment Report**: The Payment Report shows the distribution of payments among fees, penalties, taxes, and interest for the licenses that match your selection criteria. In addition to showing the payment distribution for each included license, the report shows the license number, license period, license code, name of the person or entity to which the business license is issued, and the total amount of payments. The report can be filtered by ranges of license numbers and license milestone dates, license code, report code, and fee code. An option to itemize the fees for each license and to include reverse payments on the report is also available.	x						Standard Cash Receipts Report for Licenses module payments includes most of this information. If all fields are required, this may be done through reporting tool.
75	**Fee Code Report**: The Fee Code Report shows the license number, license period, license code, license status, report code, name of the person or entity to which the business license is issued, input amount (if there is one), and charge amount by fee code for each license record that matches your selection criteria. The report includes separate sections for license code totals, report code totals, and fee code totals. The report can be filtered by ranges of license numbers, license milestone dates, input amounts, and charge amounts. The report can also be filtered by license status, license code, report code, and fee code. An option is available to exclude licenses with a zero balance from the report.		x					

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Business License Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
76	**Monthly Transaction Report**: The Monthly Transaction Report summarizes and analyzes the transactions posted to license records during the month specified. The report can include transaction details on the report or print a summary analysis only. The report can be restricted to selected transaction types or be printed for all transaction types. The report can be used to analyze amounts received in each fee code and as a tool to aid in General Ledger reconciliation.		x					
77	**Business License Listing**: The Business License Listing shows the license number, license code, and licensee name for each license that matches selection criteria. Up to 80 additional spaces of information can be included on the report including phone number, driver's license, social security number, mailing address, property address, email address, alternate contact, city limits, NAICS code, effective date, and expiration date. The report can be filtered by ranges of license numbers and milestone dates, license status, license code, report code, comment code, business location, and payment status.	x						Standard License listing is included. For additional details reporting tool may be used to include all fields requested.
78	**License Expiration Report**: The License Expiration Report shows the license number, name of the person or entity to which the business license is issued, report code, license period, license status, and balance by license code for each license record that matches selection criteria. The report includes license code subtotals, a grand total of all licenses on the report, and separate sections for license code totals and report code totals. The report can be filtered by ranges of license numbers, effective dates, and expiration dates. The report can also be filtered by license status, license code, report code, and renewal group. Licenses with a zero balance can optionally be excluded from the report.	x						Standard License listing is included. For additional details reporting tool may be used to include all fields requested.
79	**License Exception Report**: The License Exception Report identifies the following exceptions: expirations, period overlap, period gap, duplicate expirations, sequencing errors, multiple activities, no active/terminated and renewed with balance. For each license that matches selection criteria, the report shows the license number, licensee name, effective date, expiration date, license status, fee charge amount, fee paid amount, and current fee balance amount by license code. The Note column in the report shows the exceptions identified for each license.	x						Standard License listing is included. For additional details reporting tool may be used to include all fields requested.

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	Business License Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
80	**Variance Report**: The Variance Report prints a list of licenses that match the variance and selection criteria specified. The selection can be filtered by license number, class code, license code, and report code. The type of variance to show on the report is user-defined, the method for determining the variance, the values to use to measure the variance, and the fee codes to include in the comparison. An option to include a line on the report for each fee showing the actual fees collected in the current year and the comparison year is also available.		x					
81	**Flag Report:** The Flag Report prints a list of licenses based on the flag values and selection criteria specified. Selection can be filtered by license status, license code, report code, business class, and business location. Specify whether or not to include licenses on the report based on their renewable status, tax status, interest status, and penalty status. For each license that matches selection criteria, the report shows the license number, licensee name, property address, license status, and value for each flag chosen to include on the report.		x					
82	**Missing License Number Report**: This report prints a list of license numbers that fall within a range of license numbers specified and that are not assigned to a license record.						x	This is not needed in how newer technology handles system data
83	**Business License Comment Code Report**: The Comment Code Report prints a list of licensees who have selected comment codes attached to their license record. Filter your selection by ranges of effective dates and expiration dates, license code, business class, and license status. For each license record included, the report shows the license number, license period, license code, licensee name, license status, business class, and the comment value(s). If needed, the balance for each license can be included on the report.		x					
84	**Business License Forms Printing**: The Forms Process guides you through the process of printing reminders, expiration notices or licenses in a step-by-step manner.	x						
85	**Print Labels**: Print labels for every license in the master file filtered by license status, license code, and business location; for selected licenses, for all licenses represented in a selected renewal packet, or for all licenses with a selected comment code and comment value.		x					

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	Business License Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
86	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Business License system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	**x**						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
	System Interfaces							
87	In order to avoid duplication of work, the Business License System should interface with the following systems offered by the software vendor:	**x**						
88	Centralized Cash Collection	**x**						
89	General Ledger	**x**						
90	Accounts Payable	**x**						
91	Building Projects	**x**						
	TOTALS	**81**	**7**	**0**	**0**	**0**	**4**	

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Building Projects Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
	General Features							
1	The Building Projects System must utilize a true 32-bit Graphical User Interface and provide the following optional methods of operation	x						
2	Provide user defined project types including, but not necessarily limited to building, electrical, and plumbing permits.	x						
3	Option to have the system automatically generate a certificate for each type of permit.	x						
4	Ability to specify what license are required for each permit type. The system should track the licenses, license numbers and expiration dates for each contractor. The system should warn the user during project input if a contractor's license(s) has expired.	x						license would be tracked in Licenses module, with interface to Building module
5	Ability to set up user defined inspection phases for each type of permit. Support up to 99 phases for each type of permit. Each phase can have multiple inspections.	x						
6	When more than one phase is started in a given Project Management session, the system defaults to settings from last phase started for inspection scheduling detail fields (Inspector, Date, Time & Duration).						x	
7	Provide the ability to set up user defined fee calculation tables for each type of permit. Permit fees must be automatically calculated by the system during the process of issuing a permit to a contractor.	x						
8	Provide the ability to not only charge an initial fee for the original permit, but subsequent fees for any inspection phase including reinspections.	x						
9	Provide the ability to define custom statuses for projects in addition to the five system-defined statuses available. A description and action to associate with the custom status should be maintained for each.	x						
10	The Building Permits system should interface with the vendor's cash receipts system for purposes of processing permits for contractors who are paying for permits. Immediately following the creation of a project in the permit office, the cashier should be able to enter the project number in the cash collection system. The amount owed for the permit should be displayed for processing purposes.	x						
11	Provide ability to set up and manage contractor records in the system. Each contractor record should include the contractor's name, address, telephone number, company name, contractor class and names of authorized signatures.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Building Projects Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
12	The contractor's record should provide the ability to capture insurance information for liability, workers compensation insurance, and bonds. Insurance data should include the name of the carrier, policy number, policy limits, and date of expiration.	x						
13	The contractor's record must provide information about license(s) held by the contractor including the license type, number, and expiration date. The license expiration date should automatically be updated by the vendor's business license system when contractor license are renewed.	x						may require use of misc fields
14	Provide the ability to define operator codes and inspector codes in order to provide a consistent method of tracking what operator issues permits and what employee executes each inspection.	x						
15	Anytime a code is required during operator input, the system should provide easy access to an on-line list of valid codes and descriptions with the ability to scroll through the codes and select the desired code. These codes should include but are not necessarily limited to operator, inspector, contractor, project type, segment and building codes.	x						
16	Provide the ability to define adjustment codes to use when posting adjustments to building projects. The description for the adjustment and the type of transaction associated with the adjustment are specified in the setup. Adjustment transaction types include: (1) reverse payment - reverses payment on a project record; (2) reverse securities application - reverses a securities application on a project record; (3) reverse unapplied CR application - reverses the erroneous application of an unapplied credit.	x						
17	Provide a process for generating customer statements that includes the ability to select projects, make changes to the selection, print a statement register, print statements, and approve & update statements in the system.	x						
18	An option to exclude owners from statement printing is available as well as the ability to add or delete specific owners or their projects and segments from statement printing.	x						
19	Provide the ability to set up user defined forms for items such as certificates of occupancy, licenses, permits, etc.. The system should not require the vendor to write custom print programs in order to layout forms in the Customer's desired format.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Building Projects Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
20	Provide the option to set up a unique property record for each property in the city with the ability to capture information such as property identification number, street address, property use, property value, subdivision, lot, block, tract, owner's name, address, and phone number, land area (sq.ft.), floor area, number of stories, building height, water type, sewer type, heating type and number of units, number of bedrooms, number of bathrooms, number of parking spaces, zoning code, fire zone, flood zone, special zone, ward/precinct, front yard, back yard, side yard, corner yard, occupancy type, construction type, fire protection, sprinkler system, maximum occupancy, maximum roof load, geographic coordinates, etc.. The user should have the ability to control what data elements are important to capture and have the ability to add additional fields for tracking information that is not listed above as well as print record and print notes about a property..	**x**						
21	Provide the option for property records to be associated to utility account numbers in order to assure consistent use of street addresses in the Building Permits and Utility Billing systems.	**x**						
22	The system should provide the option to either create separate projects with unique permit numbers for each contractor (i.e. general contractor, electrical, plumbing), or issue a master project with segments for each contractor's data.	**x**						
23	Ability to track information through system by contact and property. Provide ability to see all projects (current and prior) at a given property. Conversely, be able to view multiple projects associated with a single contact. Properties can also track information such as legal description, address specific comment codes, etc. Contact information can include mailing address, driver license number, etc.	**x**						
24	The system should provide the ability to capture multiple user-defined data elements through the use of comment codes with the following attributes:	**x**						
25	Data is entered in a code format with the ability to enter a description, the record for which the code is to be associated with (BP Project, Contractor, Contact, Property), field label, type of data to accept (text, number, integer, currency, date, phone, social security number, value list, federal ID, format field) and an option to flag the comment code as a "template".	**x**						Comment codes are offered and may be added to each record with a description (free form) and the ability to have a created date and a close date. Not exactly as described, but with intuitive functionality.

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	Building Projects Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
26	Template comment codes are assigned to every account automatically, thus eliminating the need to manually place the same code on every account.						x	Comment codes are not added to very account as they may not be needed
27	The system should automatically search for and notify an operator of other records in the system with identical comment data, when the operator enters comments for template comment codes setup with a "unique" or "warn" value .						x	
28	Account searches and inquiries should be provided using user-defined comment codes.		x					
29	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities and ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	x						
30	The Building Projects system can handle input of deposits/bonds (securities) as well as overpayments. IF an overpayment is made on a project, the remainder of the funds is held as an unapplied credit. Securities and unapplied credits can be applied to projects through the application process.	x						applied through adjustments process
31	The system has a refund process so that a refund can be written for unapplied credits on projects and for refunds of bonds/deposits (securities).	x						
32	The system allows for Inspection Scheduling by phase type. Inspection Scheduling has a calendar view. When the inspection scheduling is opened, the calendar shows the schedules for all inspectors who are eligible to inspect the type of segment that is being scheduled. An Inspector Maintenance is available to set up information for inspectors who are available to be scheduled for inspection tasks.	x						
	Inspection Processing							
33	Provide a method scheduling, posting inspection results, and for rescheduling failed inspections.	x						
34	Provide the ability to post results for each phase of a segment tied to a project. The system should list all phases and provide the ability to indicate the date of inspection, inspector code, time, status, results, violations if applicable, comments and any additional fees.	x						
35	Ability to print inspection schedule sheets sorted by inspector.	x						

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	Building Projects Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
36	Ability to print an inspection schedule report.	x						
37	Ability to print certificates of occupancy in a user defined format.	x						
38	Print permits in a user defined format.	x						
	Inquiry Capabilities							
39	Provide the ability to inquire on property records by property number, occupant, street address, and utility billing account number. Also provides the ability to look up based on user defined codes and a comment value so that projects can be found based on user defined codes.	x						
40	Provide the ability to easily lookup a project by project number, street number and name, property owner's name, or by contractor (either general or segment contractor). When looking up a project by one of these criteria, the system should provide the ability to enter part of an address, owner name or contractor name. The system should provide the ability to scroll through projects that are listed (by number, address, owner, or contractor) and select the desired project.	x						
41	When a project is displayed for inquiry purposes, the system should display the project number, location, owner's name, property description, number of units, estimated value, square feet, building code, contractor's name, permit date, expiration date, completion date, securities deposit field and the amount of the original fee and balance owed. Footprints are provided on the creation and last edit for both the project and segments that reflect user ID, date and time, along with the information on the last permit printed. The system should also display the status of each inspection phase.	x						
42	Transaction history screen should provide dynamic grid controls that allow greater flexibility in sorting, viewing and grouping information based on posting date, check date, check number, gross pay, deductions, taxes, reimbursements, and net pay. User-defined configurations can be saved and are specific to the operator. Functionality also includes the ability to print the grid contents and export them to Microsoft Excel, HTML or XML formats. Included on the transactions should be: post date, transaction date, type transaction (fees, payment, adjustment, etc.), references (check number, adjustment type, etc.), debits, credits and balance. Relative fields (fees, payment, adjustment, etc.) should support drill-down functionality to source entry.	x						may be exported to Excel or pdf
	Reporting Capabilities							

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	Building Projects Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
43	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	**x**						
44	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.	**x**						
45	Provide the ability to export the results of report selections to other data formats through an Export Wizard. Options should include the ability to merge the data with Microsoft Word, Excel, Access and Map Point as well as the ability to have the data set exported directly to a XML or CSV formatted file.	**x**						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
	Project Reports							
46	**Project Report:** Prints a list of all projects that match the criteria user specifies. User specifies the range of project numbers as well as project type code(s), contractor class code(s), contractor code(s), project status code(s), segment code(s), phase code(s), commend code(s), range of permit application dates, range of permit issue dates, range of permit expiration dates, range of completion dates and segment information. For each project that matches user selection criteria, the report shows the project number, project type, property, applied date, project date, expiration date, contractor, number of units, status, balance, building code, status at each phase & selected comment codes.	**x**						A similar report exists, but not with exact details as stated
47	**Inspection Report**: Prints a list of scheduled inspections for the projects that match the criteria user specifies. The report can be printed for one or all projects, staff members, employee groups, and project types. User specifies the inspection dates for which to print the report and whether to include incident notes for the inspections on the report. An option is provided to print the report for overdue inspections only. For each project that matches selection criteria, the report shows the inspector ID, inspection due date, project number, property address, project type, contractor name, contractor phone number, segment code, phase description, task description, inspection due time, and a space to write comments and other information.	**x**						overdue based on date and status

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	Building Projects Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
48	**Inspection Sheet**: Print inspection sheets for projects that match the criteria user specifies. Inspection sheets may be printed for one or all staff members, employee groups, and project types. User specifies the inspection dates to print inspection sheets and whether to include incident notes on the inspection sheets. An option is provided to print inspection sheets for overdue inspections only. For each project that matches selection criteria, the inspection sheets show the project number, property address, contractor name, project type, date of issue, segment code, phase code, incident code, task description, date and time inspection scheduled for, and inspector ID.	x						overdue based on date and status
49	**Property Report**: Prints a list of properties for the projects that match the criteria specified. The report may be printed for a single property or all properties. User specifies the range of project numbers and project dates, project type, and project statuses for which to print the report. For each property that matches selection criteria, the report show the property address, project number, project type, ownership type, owner name, project date, number of units, square footage, and contractor name.		x					
50	**Project Valuation/Fee Report:** Prints a list of all projects that match the criteria specified. For each project, the report lists the project number, issue date, name, location, contractor, description, and project type. An option is provided to print totals only.		x					
51	**Building Code Report**: Shows a count of projects itemized by building code. For each building code, the report lists the number of projects, number of segments, number of units constructed, and total valuation of projects. The report separates public and private construction. User can filter the report by project status, building code, segment, type code and milestone dates.		x					
52	**Project Payment Report**: Shows payment amounts and payment dates for the range of project numbers, project statuses, segment codes, fee codes, and either range of payment dates or receipt packet user specifies. The report summarizes payment amounts by segment code and by fee code and shows the General Ledger distribution. The report includes an option to show payments itemized by segment for each project.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Building Projects Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
53	**Fee Code Report**: The Fee Code Report shows the project number, permit applicant name, project status, segment code, fee code, charge amount, number of units, payment amount, and balance amount on each project that matches your selection criteria. The report includes separate sections for segment code totals and fee code totals. You can filter the report by ranges of project numbers, permit application dates, permit issued dates, permit expiration dates, completion dates, units, and charge amounts. You can also filter the report by project status, segment code, and fee code. You have the option to exclude projects with a zero balance from the report.	x						
54	**Securities Listing**: The report helps you analyze the securities in your system. You can filter your selection by a range of securities numbers and securities payment dates, securities type, segment code, contractor code, project type, and project status. You can print the report for all securities, only securities with a balance, or only securities without a balance. You can print a totals only version of the report that suppresses details of individual securities and shows only summary totals. You have the option to include transaction detail for securities on the report.		x					deposit report is a standard report. Additional details requested require reporting tool
55	**Projects Comment Code Report**: Shows information for the project records that match user selection criteria. For each project selected, the report shows the project number, status, and project type.		x					
56	**Property Comment Code Report**: Shows information for the property records that match user selection criteria. The report can be filtered on property type. For each property selected, the report shows the property address or intersection, property type, comment code & comment code value.		x					
57	**Packet Report**: Lists packet details for the packets which meet user selection criteria. For each packet selected, the report shows the packet number, packet type, packet name, and footprint details. The report may be filtered by packet type, packet number, creation dates, and G/L posting dates.	x						batch process reports are available in each batch process
	Task Reports							
58	**Task Status Report**: The report reflects the status as well as other pertinent details for tasks included in your selection. The report can be printed in a detailed or summary format.	x						

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Building Projects Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
59	**Inspection History Report:** The report prints the inspection history for the projects that match selection criteria. Ranges of project numbers, contractor codes, project dates, task dates and resolution dates for which to print the report can be specified. The report can be printed for one or all project and task statuses, inspectors, and project types. An option to include a summary of inspector totals is available. with the ability to further specify whether to include a breakdown of inspector totals in order by project type or project segment in addition to the summary. Print options include printing task notes, project conditions, segment conditions, resolution date or the origination date on the report.		x					A standard report is available, but for all details requested reporting tool may be used
	Contractor Reports							
60	**Contractor Insurance Expiration Report:** Lists the expired insurance policies for contractors which match selection criteria. Insurance policies can be filtered by contractor codes, policy expiration dates, and insurance codes. Other criteria include printing the contractor's full address, phone number, the name of the person to whom the license was issued to and the ability to exclude contractors on hold. For each expired insurance policy in the selection, the report shows the contractor code, contractor and company name, the contractor's street address, insurance policy number, insurance company name, and the policy expiration date.		x					A standard report is available, but for all details requested reporting tool may be used
61	**Contractor License Expiration Report:** Lists the expired licenses for contractors which match selection criteria. Licenses can be filtered by contractor codes, license expiration dates, and license codes. Other criteria include printing the contractor's full address, phone number, the name of the person to whom the license was issued to and the ability to exclude contractors on hold. For each expired license in the selection, the report shows the contractor code, contractor and company name, the contractor's street address, license code, license number, and the license expiration date.	x						may be printed from License module
62	**Contractor Comment Code Report**: Shows information for the contractor records that match selection criteria. For each contractor selected, the report shows the contractor code, name of the contractor, comment code, and comment value.		x					

Please input an "**x**" in the appropriate column to the right of the feature/function statement. Further explanations should be provided in the comments column. Each row should have only one "**x**". Blank rows will be scored as **Not Available.**

	Building Projects Function Requirements	Standard	Report Writer	3rd Party App. (please specify and est. costs)	Modification Required (est. cost)	Future Release (please specify est. time frame)	Not Available	Comments
63	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Building Projects system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	**x**						standard reports may be exported to Excel or pdf. Query reports may be exported to csv, Access, or xml.
	System Interfaces							
64	The Building Projects system should interface with the following software applications:	**x**						
65	General Ledger	**x**						
66	Central Cash Collection	**x**						
67	Business License	**x**						
68	Accounts Payable	**x**						
	TOTALS	**55**	**10**	**0**	**0**	**0**	**3**	

5.0 Implementation Overview

The implementation of a new software system is a complex process. In order for the implementation to be successful the client and Springbrook will need to accomplish many tasks and milestones. This document provides an overview of each of the professional service offerings that make up an implementation of the Springbrook Software applications. Each of these offerings consists of one or more sessions where the implementation related tasks are completed and milestones are reached.

Implementation Department Organization

The Springbrook organization structure is designed to maximize the efficiency of individual projects and implementations that we conduct for our clients.

Springbrook assigns the following resources to each Client:

- Executive Advocate
- Project Manager
- Lead Implementation Consultant

Your Springbrook Project Manager has authority over various resource pools that will be used to deliver certain products and services to your organization. These resources are managed and guided by the project manager and your lead consultant. These resources included:

- Product Specific Software Consultants
- Conversion Specialist
- Dedicated Implementation Development Resources
- Technical Services Resource

All resources associated with delivering products and services for implementing clients are organized into dedicated teams within our organization. We have found that this is the most effective way to ensure that resources are ready, willing and available to ensure that our products and services add value to your organization.

Staff Biographies

Springbrook assigns a Product Manager to an Implementation once contracts have been signed. Brief biographies of key implementation staff members along with several training and conversion staff members' biographies are available upon request.

Implementation Project Manager

The Basics

During our 28 years of implementing software solutions, we have learned that structure is extremely important to a successful implementation. To that end, we will:

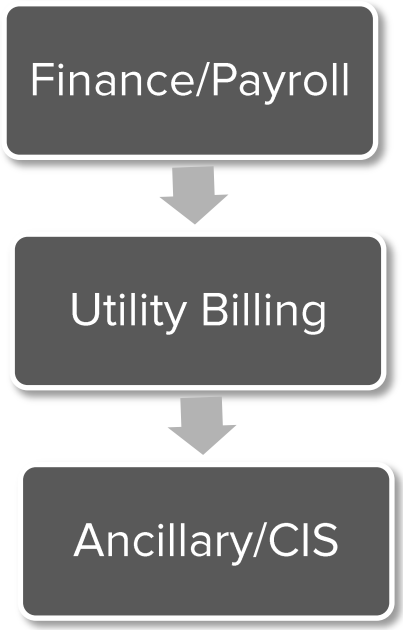
- Assign a Project Manager to your implementation,
- Clearly define client and vendor responsibilities,
- Conduct weekly conference calls with your team,
- Work with the project management lead identified within your organization.

Your lead will work with our project manager to set objectives, define client and Springbrook responsibilities, and actively review and accept each session, phase, and project.

Project Sequencing and Implementation Methodology

Implementations are divided into several projects depending on which Springbrook applications you have purchased and your organization's needs.

- Finance/Payroll
- Utility Billing
- Ancillary/CIS

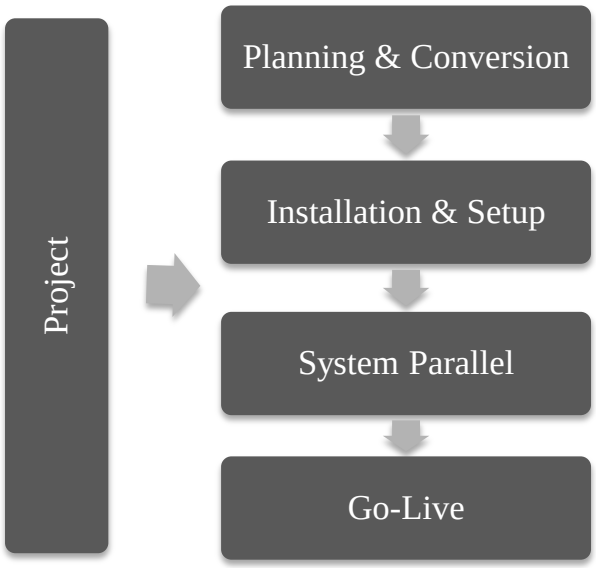


While the diagram shows a standard implementation flow, your projects may be arranged based on your requirements, either to have Utility Billing implemented first or to condense your project with Finance/Payroll and Utility Billing being implemented in tandem. The overall flow of your projects will be determined during the Planning and Conversion phase of your implementation and will be based on agreed upon timelines and available resources from both entities.

Project Phases

There are four major phases within each project; each phase has its own set of training and consultation offerings.

- **Planning and Conversion –** Establish a realistic timeline of events and establish the teams who will be involved in the process. Analyze and interpret data from the legacy system and convert it in a manner that best meets the clients reporting and processing needs in Springbrook.
- **Installation and Setup** – Install Springbrook software and data at the client site and conduct initial training and setup session.
- **System Parallel** – Run parallel processes between the legacy system and Springbrook.
- **Go-live Transition Support** – Discontinue processing in legacy system and begin processing live in Springbrook.



Springbrook uses predefined acceptance criteria for each phase. These are reviewed at regular milestone meetings throughout the project.

TASKS WITHIN EACH PHASE

Planning & Conversion	Installation & Setup	System Parallel	Go Live
• Business Process Study • Complete Statement of Work for Project • Project Kickoff • Develop Mutually Agreed Upon Project Plan • Determine Schedule • Determine Roles and Responsibilities • Change and Risk Management • IT environment review and installation • Customization Process (if required) • Design Workflows • Reporting Requirements and Setup • Initial Application Processing training • Chart of Account review, setup, and signoff • Conversion review, setup, and signoff • Milestone Meeting	• Post-conversion data review • Reporting requirements • System configuration/setup training • Client is trained on how to maintain masters using actual converted data including: – Vendor Masters – Chart of Accounts – Customers – Utility Rates – Employee Masters – Benefits and Deductions • Workflows are analyzed and documented • Milestone meeting	• Run identical processing in legacy system and Springbrook • Review all output including statements, export files, checks, etc. • Confirm workflow • Train end-users • Milestone Meeting	• Event is timed with key processing milestones such as payroll runs, billing cycles etc. • The software consultant will work with client to run actual live processes, reports, checks, and billing cycles. • The software consultant will review the go live transition with the client. • Final Milestone Meeting • Post go–live, the project manager will work with the client to transition them to Springbrook's Client Services Support group.

THE BUSINESS PROCESS STUDY (BPS)

Accurate data conversion is one of the foundations of a successful implementation. Data conversion is a challenging and time-consuming stage of the implementation process. Springbrook business analysts and software consultants collaborate with the client to ensure a successful conversion.

Business Process Study – Light Questionnaire

The client will be sent this document after contracts are signed. The information provided will allow the Project Manager and Implementation Consultant to assess the client specific environmental details of the project early. This enables the Project Manager to present the client with specific project scheduling options.

BPS Session

Springbrook staff will train the client on navigation, processing, and setup within the system. This session will be performed on a test database containing test data hosted at the Springbrook offices. Therefore, it is not necessary that the system be installed at the client's site, nor is it necessary that any data be provided to Springbrook in preparation for this session. Though the focus of this session is on processing, it should provide some insight into how to configure the system, which will be discussed, finalized and performed in the subsequent conversion/setup sessions.

The expectation is that this session will teach the client best practice use for Springbrook products and allow the client project leadership team to better identify and manage areas of change within the organization.

The BPS session is divided into two main parts:

Initial Application Processing (IAP) Class

- How our product works
- Best practices for using our products
- Insights into how other customer use the products.
- Business Process Study
- Align target client environment with Springbrook Best Practices
- Document Business Process Change – Streamline to take advantage of Springbrook offerings.
- Eliminate unnecessary business processes and activates
- Identify Client Specific Modifications to meet client needs that are specific to their regulatory mandates

THE CONVERSION PROCESS

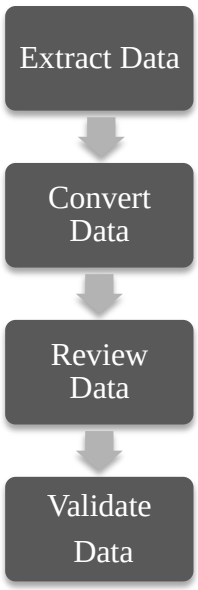
Accurate data conversion is one of the foundations of a successful implementation. Data conversion is a challenging and time-consuming stage of the implementation process. Springbrook business analysts and software consultants collaborate with the client to ensure a successful conversion.

This section describes the process and clarifies the responsibilities of both the client and Springbrook during this phase.

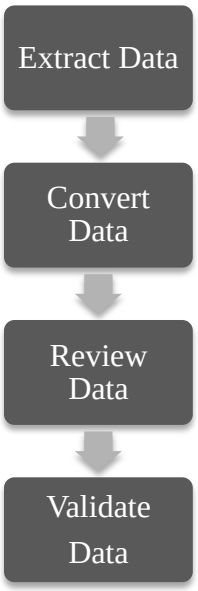
Overview of the Conversion Process

This process involves the client providing data in required formats, with the consulting assistance of the Springbrook staff, and then having Springbrook's development staff programmatically move data into our system.

- **Extraction:** The client extracts the data from their legacy system into one of the formats requested by Springbrook. Springbrook provides templates or guidelines to assist in this process.
- **Conversion:** Springbrook utilizes the templates to update the data into our software.
- **Review:** Springbrook software consultants can work with the client to review the data.
- **Data validation:** It is the client's responsibility to verify that the data is converted to their satisfaction and in a way that meets their processing and reporting needs.



Data Extraction



The client's organization is responsible for extracting data from their existing software and providing it to Springbrook in an acceptable data format. The client is able to share the information on our secure cloud "BOX" file storage and client collaboration tool.

Data will be provided to Springbrook in one of the following formats:

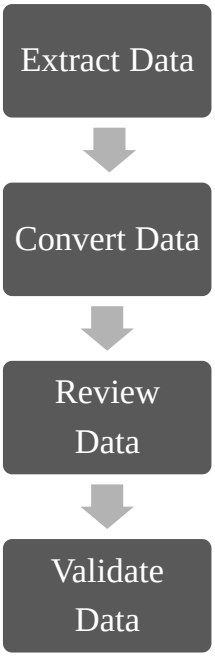
- Tab Delimited ASCII
- Fixed Length ASCII
- Microsoft Excel
- Microsoft Access

Springbrook provides the client with templates or guidelines for the data to be transmitted to Springbrook.

The client and Springbrook will use the initial data extraction to assess the effort involved in the conversion. A second data extraction may be required for further data validation. Some Springbrook applications require a third conversion in order to capture up-to-date transactional data at the time the client goes live in Springbrook.

Conversion and Data Review

Data extraction is followed by the analysis of the data and a more in-depth understanding of the client's business needs. Springbrook staff has extensive experience with the conversion of many vendors, but each client has unique needs and business rules. It is often the case that data does not appear in a table or file in the manner that it is displayed on-screen. An important element in a successful conversion is a working partnership between the client and Springbrook.

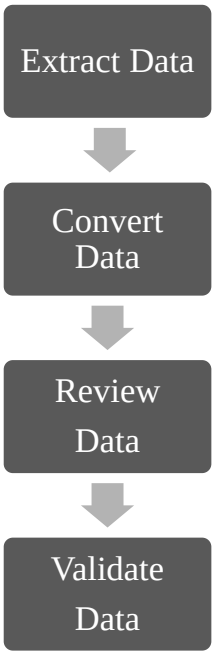


The conversion team will require the assistance of your staff to answer questions related to the data and your business needs. The client is responsible for providing the contact information of staff members who have the knowledge and time to research and respond to questions that arise. This communication is an integral and ongoing part of the development of the conversion programs.

During the conversion process, it is not uncommon to identify existing data issues. The client will need to investigate and correct these issues prior to the final conversion, as the conversion process cannot clean up or correct integrity issues in your existing data. Data that cannot be converted and is required may be entered into the system by the client.

Data Validation

Data integrity is vital to any conversion and is validated at every phase. Conversion business analysts and software consultants visually review the data and compare totals but the client is ultimately responsible for checking the data and giving final approval.



It is essential that the client be fully involved in this time-consuming but essential process, as they will be asked to sign off on the converted data. Test systems will be installed at your site for training purposes. At that time, both you and the trainer should have ample time to identify any data issues that need to be resolved before the final conversion.

Conclusion

Conversions are often considered the most difficult part of changing software vendors. They require patience and add to your already busy workload. Springbrook has many years of experience converting data and is devoted to working with our clients to convert their data to Springbrook in such a manner that is beneficial to all parties. The client can count on Springbrook as a dedicated partner throughout the process.

SUMMARY OF OFFERINGS

FINANCE

Introduction to Application Processing

In this offering Springbrook staff will train the client on setup, navigation, processing, and reporting within the system. The various sessions that make up this offering will be performed on a generic database hosted at the Springbrook offices. Therefore, it is not necessary that the system be installed at the client's site, nor is it necessary that any data be provided to Springbrook in preparation for these sessions. Though the focus of this offering is on processing, it should provide some insight into how to configure/setup the system, which will be discussed, finalized, and performed in the subsequent conversion and setup offerings.

Core Finance (AP, BR, GL, CH, SS)

- Audience:
  - AP clerk
  - Finance Director and/or Assistant Finance Director
  - The staff member who balances the bank statements
  - The staff member who processes electronic transactions
  - The primary decision maker regarding the training tasks that will be completed (see below)
- Client Preparation – you will need the following in preparation of this session:
  - A general understanding of governmental accounting
  - A general understanding of your organization's expenditure cycle and cash disbursement process
  - Basic understanding of reconciling bank accounts
- Training Tasks – the following items will be addressed during this session:
  - Accounts Payable Vendor Maintenance
  - Accounts Payable Invoice Entry
  - Accounts Payable Computer Checks
  - Accounts Payable Display
  - Accounts Payable Reports
  - Bank Reconciliation Clear Transactions
  - Clearing House Electronic Accounts Payable
  - General Ledger Chart of Accounts
  - General Ledger Journal Entries
  - General Ledger Display
  - General Ledger Reports
  - General Ledger Sections
  - General Ledger Section Types
- Client Post Session Responsibility – the client will need to complete the sign-off document which serves as a record of the successful completion of the session(s) that make up this professional service offering. The client can use the sign off document to record any issues or concerns associated with this session.

Custom Specifications

Springbrook will work with your organization to ensure that the standard product is configured in a way that will meet your needs. However, in some cases, custom may be required.

We will work with you to create a high-level description of the customization that is required by the client. This is not intended to be a specification for the proposed change, but is designed to capture enough information that a Bid Proposal can be created for review by the customer.

Once the review is complete, the Springbrook Architectural Committee will review the requested change and determine effort that will be required by staff to design, develop, test, and deploy the change. A Bid Proposal will be produced and presented to the client for approval.

Once the client has approved the Bid Proposal, a Specialist is assigned to work with the client to create a detailed specification for the proposed change. This is a very important step. A detailed specification that the customer can review is critical to insuring that the requested customization meets the requirements. Once the specification is complete and the client and Springbrook have accepted the specification in writing. Development can begin.

Custom Development

The development team at Springbrook will take the specification and work to develop the requested software. Further interaction with the client may be necessary to insure that we are meeting the requirements of the specification. Depending on the complexity of the change, intermediate demos maybe be conducted and client input requested.

Once development is complete, a final demonstration of the change will be conducted with the client. At this point, both Springbrook and the client will review the final product and insure it meets the written specifications. If the client requests additional features that are outside of the scope of the original specification, a new change order will be created. Once both parties agree that the custom feature is correct it will be installed at the customer site.

Report Review

The Report Review Offering is designed to ensure that the reporting features available in our products meet the needs of your business operations and reporting requirements. This offering builds upon the analysis that is part of the Business Process Study.

A Springbrook business analyst will review Springbrook standard reports, statements and other forms with you to ensure they meet your needs. In the event that your organization has reporting needs that are not met by our standard offerings, a custom specification is initiated.

Core Finance (AP, BR, GL, CH, SS)

- Audience:
  - AP clerk
  - Finance Director and/or Assistant Finance Director

  - The primary decision maker regarding the reporting needs of your organization
- Client Preparation – Familiarity with and an understanding of the standard Springbrook reports that were provided during the BPS.
- Training Tasks – the following items will be addressed during this session:
  - Council Reports
  - State Specific Reports
  - Springbrook Standard Reports
  - Reporting Tools
- Client Post Session Responsibility – The client will complete a sign off document, to serve as a record of the successful completion of the session(s). Any issues or concerns associated with this session can be documented by the client on the sign off document.

Chart of Accounts Formulation and Analysis

This offering is designed to assist the client in formulating their Chart of Accounts. Springbrook staff will provide assistance in understanding, formulating, designing, and creating a chart of accounts that is suitable for conversion into Springbrook. This offering may be divided into multiple individual sessions with various Springbrook staff.

GL – General Ledger

- Audience - Finance director and other finance staff
- Client Preparation – you will need the following in preparation of this session:
  - COA template
  - Outline of any proposed changes to your existing chart of accounts
  - A general understanding of governmental accounting
- Training Tasks - Uniform COA concept
- Client Post Session Responsibility – The client will complete a sign off document, which serves as a record of the successful completion of the session(s) that make up this professional service offering. Any issues or concerns associated with this session can be documented by the client on the sign off document.

Chart of Accounts Formulation and Analysis (Advanced)

This session is designed to accommodate those clients that need extra assistance in understanding, formulating, designing, and creating a chart of accounts that is suitable for conversion into Springbrook.

Data Preparation and Review

Springbrook staff will review the client's data in preparation for the data to be converted. It is necessary for the client to provide the files in the correct format, as specified by Springbrook. Springbrook staff will review the format of the client's data files to ensure that they are suitable for the system before conversion. Springbrook staff will be available for the duration of this offering to answer questions about how the converted data will be utilized in the system (NOTE: This offering does not include data entry or manipulation of data files by Springbrook staff. Core Finance (AP, BR, GL, CH, SS)

- Audience:
  - AP clerk
  - Finance Director and/or Assistant Finance Director
  - The primary decision maker regarding the conversion needs of your organization
- Client Preparation – you will need the following in preparation of this session:
  - Completed conversion template(s)
  - A familiarity with and understanding of your data
- Training Tasks – the following items will be addressed during this session:
  - Data formatting
  - The conversion process
- Client Post Session Responsibility – The client will complete a sign off document which serves as a record of the successful completion of the session(s) that make up this professional service offering. The client on the sign off document can document any issues or concerns associated with this session.

Setup

This offering encompasses two tasks: 1) post-conversion data review and 2) system configuration/setup training. With the system installed, the database loaded, and the conversion complete, the configuration of the system can be finalized and performed. Springbrook staff and the client should spend some time during this session reviewing the data in the system. In addition, Springbrook staff will train the client on how to perform all required setups that are necessary for the next session of the implementation. General ledger budget amounts will also be imported during this session.

Core Finance (AP, BR, GL, CH, SS)

- Audience:
  - AP clerk
  - Finance Director and/or Assistant Finance Director
  - The staff member who balances the bank statements
  - The staff member who processes electronic transactions
  - The primary decision maker regarding the training tasks that will be completed (see below)
- Client Preparation – you will need the following in preparation of this session:
  - A general understanding of your organization's expenditure cycle and cash disbursement process
  - Basic understanding of reconciling bank accounts
  - Fund listing
  - Department listing
  - Bank Account listing
  - A general understanding of governmental accounting
  - List of users
- Training Tasks – the following items will be addressed during this session:
  - Accounts Payable Utilities Set-up
  - Accounts Payable Vendor Maintenance
  - Accounts Payable Recurring Invoices
  - Bank Reconciliation Clear Transactions
  - Clearing House Electronic Accounts Payable
  - General Ledger Utilities Set-up
  - General Ledger Chart of Accounts
  - General Ledger Account Sections
  - General Ledger Account Types
  - General Ledger Recurring JE's
  - System Wide Settings
  - System Wide Users and User Groups
  - System Wide Shipping Locations
  - System Wide Departments
  - System Wide Banks
  - System Wide Bank Accounts

  - System Wide Menu Security
  - System Wide Database Security
- Client Post Session Responsibility – The client will complete a sign off document, which serves as a record of the successful completion of the session(s) that make up this professional service offering. Any issues or concerns associated with this session can be documented by the client on the sign off document.

Parallel Processing

With all of the setups in place, Springbrook staff will work with the client to process identical processes in both systems (actual procedures will be unique to each system) in order to ensure the accuracy of the Springbrook Software system. Client is running legacy and Springbrook systems for system acceptance.

Core Finance (AP, BR, GL, CH, SS)

- Audience:
  - AP clerk
  - Finance Director and/or Assistant Finance Director
  - The staff member who balances the bank statements
  - The staff member who processes electronic transactions
  - The primary decision maker regarding the training tasks that will be completed (see below)
- Client Preparation – you will need the following in preparation of this session:
  - A general understanding of your organization's expenditure cycle and cash disbursement process
  - Items to be paid in Accounts Payable
- Training Tasks – the following items will be addressed during this session:
  - Accounts Payable Invoice Entry
  - Accounts Payable Computer Check Generation
  - Clearing House Electronic AP
  - General Ledger Journal Entries
- Client Post Session Responsibility – The client will complete a sign off document which serves as a record of the successful completion of the session(s) that make up this professional service offering. Any issues or concerns associated with this session can be documented by the client on the sign off document.

Introduction to Application Processing

In this offering Springbrook staff will train the client on setup, navigation, processing, and reporting within the system. The various sessions that make up this offering are performed on a test database containing test data hosted at the Springbrook offices. Therefore, it is not necessary that the system be installed at the client's site, nor is it necessary that any data be provided to Springbrook in preparation for these sessions. Though the focus of this offering is on processing, it should provide some insight into how to configure/setup the system, which will be discussed, finalized, and performed in the subsequent conversion and setup offerings.

- Client Preparation - A working knowledge of your current utility billing system
- Training Tasks – the following items will be addressed during this session:
  - Springbrook Navigation, Features and Personal Preferences
  - Maintenance Palette – Brief Overview
  - Meter Readings
  - New Billing
  - Past Due
  - Service Requests
  - Account Maintenance
  - Final Billing
  - Adjustments and Fees
  - Refunds & Transfers
  - Reports
  - Balancing UB to the GL
  - Collections
  - Winter Average
  - Budget Billing
- Expected Outcomes – Springbrook will gain additional understanding of client needs and processes. Client will develop and a basis for defining codes and procedures within Springbrook.
- Client Post Session Responsibility – The client will complete a sign off document which serves as a record of the successful completion of the session(s) that make up this professional service offering. Any issues or concerns associated with this session can be documented by the client on the sign off document.

Data Preparation and Review

Springbrook staff will review the client's data in preparation for the data to be converted. It is necessary for the client to provide the files in the correct format, as specified by Springbrook. Springbrook staff will review the format of the client's data files to ensure that they are suitable for the system before conversion. Springbrook staff will be available for the duration of this offering to answer questions about how the converted data will be utilized in the system (NOTE: This offering does not include data entry or manipulation of data files by Springbrook staff

Audience – Utility billing manager and staff.

- Client Preparation – you will need access to your current utility billing data for purposes of comparison to the converted data.
  - Verify Accounts Receivable and deposit totals
  - Verify # of lots, accounts (active, suspended, delete) and meters
  - Verify address format, account name format, owner/customer setup, Bill-to's
  - Verify Category, Class, Zone and Misc. fields on customer and lot
  - Meters – verify meter ID's (serial #'s, register ID's, MXU's), multipliers/divisors, # units, unit type, compound meters, subtract meters, consumption.
  - Accounts - Verify services, service rate setup, customer comments
- Client Post Session Responsibility – The client will complete a sign off document which serves as a record of the successful completion of the session(s) that make up this professional service offering. Any issues or concerns associated with this session can be documented by the client on the sign off document.

Utility Billing Setup

During this session, Springbrook staff will consult with and assist the client in setting up the items on the Utilities and Maintenance Palettes. This will include account maintenance, rate table setup, fee and adjustments codes, categories, classes, etc. as it pertains to processing needs.

Audience - Utility Billing manager and staff and a finance person to assist with general ledger interface information in utility billing.

- Client Preparation – you will need the following in preparation of this session:
  - Prepare a list of the rate codes and fee codes that you are going to use. You will need rate schedules and general ledger accounts to complete the rates and fees.
  - A familiarity with and understanding of your data
- Training Tasks – the following items will be addressed during this session:
  - System Wide Access – Utilities and Maintenance
  - General Ledger as needed
  - Maintenance - accounts
  - Maintenance – other setup
  - Test Billing - Run billing batch on a subset of accounts to test rate code setup
  - Service Requests
  - Maintain Accounts - New/Final Account Wizard, Final Billing Process

  - Cash Receipts
  - Meter Readings
  - Adjustments and Fees
  - Past Due
- Client Post Session Responsibility – The client will complete a sign off document which serves as a record of the successful completion of the session(s) that make up this professional service offering. Any issues or concerns associated with this session can be documented by the client on the sign off document.

Parallel Processing

With all of the setups in place, Springbrook staff will train and process bills with the goal of replicating a previous billing on the client's legacy system. Springbrook staff will work with the client to process identical processes in both systems (actual procedures will be unique to each system) in order to ensure the accuracy of the Springbrook Software system. Client is running legacy and Springbrook systems for system acceptance. Billing statement formats are finalized, Past Due processes and statements are finalized. Time is allotted to review and reinforce topics discussed in previous sessions, as well as address any outstanding training issues. Core Finance (AP, BR, GL, CH, SS)

Audience - Utility Billing staff

- Client Preparation – you will need knowledge of how your organization current processes utility bills.
- Training Tasks – the following items will be addressed during this session:
  - Verify AR and Deposit totals
  - Review Setup and Utilities
  - Generate New Billing Batch
  - Review Bills and Billing Process
  - Generate Past Dues
  - Review Past Due Statements
  - Meter Maintenance – Add, Change out, Remove
  - Meter Import/Export
  - Service Requests
  - Cash Receipts
  - Adjustments & Fees

Go Live Transition Support

In this session, the client will go live on the Springbrook Utility Billing Application. Springbrook staff will assist the client in generating live utility bills in Springbrook. Time is allotted to review and reinforce topics discussed in previous sessions, as well as address any outstanding training, meter interface and billing statement issues. Core Finance (AP, BR, GL, CH, SS)

Audience – Utility Billing staff

- Client Preparation – You will need an outstanding payments and adjustments must be ready for entry when the trainer is on site
- Training Tasks – the following items will be addressed during this session:
  - Balance Accounts Receivable and deposit totals to legacy system
  - Data review and cleanup
  - Enter payments and other transactions needed prior to billing
  - Generate and review bills
  - Complete the billing process
  - Refunds
  - Transfers
  - Reports
- Client Post Session Responsibility – The client will complete a sign off document which serves as a record of the successful completion of the session(s) that make up this professional service offering. Any issues or concerns associated with this session can be documented by the client on the sign off document.

Implementation Phases and Duration

Implementation Timeline - Medium to Large Scope Project			
Phase	**Recommended Modules to be Implemented in Phase**	**Duration of Phase (Months)**	**Phase Description**
1	**Core Financials and Payroll:** Accounts Payable Bank Reconciliation Clearing House General Ledger Payroll State and Federal Reporting	**6 to 8**	Springbrook's best practice is to build the financial foundation first. As planning comes to an end for Phase 1 we begin planning Phase 2. This project consists of a combination of remote and optional onsite services, as determined during the planning phase. Consulting sessions may be supplemented by self-paced training videos to assist with setup. Go live is typically supported onsite.
2	**Utility Billing** Service Order Request Management Meter Inventory and History	**6 to 8**	Phase 2 planning begins as Phase 1 enters the setup phase; approximately 2 months after Phase 1 kickoff. This project consists largely of onsite services; the number of sessions will be determined during the planning phase. Consulting sessions may be supplemented by self-paced training videos to assist with setup. Go live is typically supported onsite.
3	**Financial Ancillaries:** Accounts Receivable Central Cash Fixed Assets Human Resources Purchase Orders Project Management	**4 to 6**	Phase 3 planning begins as Phase 2 enters the setup phase; approximately 2 months after Phase 2 kickoff. Remote consulting sessions are generally recommended for all modules though an option for onsite sessions is supported. Consulting sessions may be supplemented by self-paced training videos to assist with setup. The consulting method will be determined during the planning phase.
4	**Customer Information Systems (CIS):** Building Permits **Software as a Service Systems (SaaS):** Online HR Employee Self-Service Building Permits Online	**4 to 6**	Phase 4 planning begins as Phase 3 enters the setup phase. Implementation of CIS modules cannot begin until Phases 1 and 2 are complete. Remote consulting sessions are generally recommended for all modules, though an option for Go Live onsite assistance may be supported. Consulting sessions may be supplemented by self-paced training videos to assist with setup. The consulting method will be determined during the planning phase.

Implementation Phases and Duration

Implementation Timeline - Small Scope Project			
Phase	**Recommended Modules to be Implemented in Phase**	**Duration of Phase (months)**	**Phase Description**
1	**Core Financials and Payroll:** Accounts Payable Bank Reconciliation Clearing House General Ledger Payroll State and Federal Reporting	**2**	Springbrook's best practice is to build the financial foundation first. As planning comes to an end for Phase 1 we begin planning Phase 2. This project follows a remote and self-training model. Consulting sessions are held via web training supplemented by self-paced training videos between sessions to complete setups and parallel. Go live is supported via remote connection.
2	**Utility Billing** Service Order Request Management Meter Inventory and History	**3 to 4**	Phase 2 planning begins as Phase 1 enters the setup phase; approximately 2 months after Phase 1 kickoff. This project consists of a combination of remote and onsite services, as determined during the planning phase. Consulting sessions may be supplemented by self-paced training videos to assist with setup. Go live is typically supported onsite.
3	**Financial Ancillaries:** Accounts Receivable Central Cash Fixed Assets Human Resources Purchase Orders Project Management	**1 to 2**	Phase 3 planning begins as Phase 2 enters the setup phase; approximately 1 month after Phase 2 kickoff. This project follows a remote and self-training model. Consulting sessions are held via web training. The length of this phase will be determined by the number of modules purchased.
4	**Customer Information Systems (CIS):** Building Permits **Software as a Service Systems (SaaS):** Online HR Employee Self-Service Building Permits Online	**1 to 2**	Phase 4 planning begins as Phase 3 enters the setup phase. Implementation of CIS modules cannot begin until Phases 1 and 2 are complete. This project follows a remote and self-training model. Consulting sessions are held via web training. The length of this phase will be determined by the number of modules purchased.

Implementation Phases and Duration

Implementation Timeline - Group Implementation Project			
Phase	**Recommended Modules to be Implemented in Phase**	**Duration of Phase (months)**	**Phase Description**
1	**Core Financials and Payroll:** Accounts Payable Bank Reconciliation Clearing House General Ledger Payroll State and Federal Reporting	**2**	Springbrook's best practice is to build the financial foundation first. As planning comes to an end for Phase 1 we begin planning Phase 2. This project follows a remote and self-training model. Remote trainings occur via Webinars that focus on topics necessary for processing and setting up the application and are supplemented by self-paced training videos between sessions to complete setups and paralle. Dedicated Consulting sessions for individual setups are available at an additional cost. Go live is supported via remote connection.
2	**Utility Billing** Service Order Request Management Meter Inventory and History	**2 to 3**	Phase 2 planning begins as Phase 1 enters the setup phase; approximately 2 months after Phase 1 kickoff. This project consists of remote and self-training model, as determined during the planning phase. Remote services consist of a combination of group webinars focused on processing and setup of the application. Consulting sessions may be supplemented by self-paced training videos to assist with setup. Dedicated Consulting sessions for individual setups are available at an additional cost. Go live is typically supported via remote connection.
3	**Financial Ancillaries:** Accounts Receivable Central Cash Fixed Assets Human Resources Purchase Orders Project Management	**1 to 4**	Phase 3 planning begins as Phase 2 enters the setup phase; approximately 1 month after Phase 2 kickoff. This project follows a remote and self-training model. Remote services consist of a combination of group webinars focused on processing and setup of the application. Dedicated Consulting sessions are available at an additional cost. The length of this phase will be determined by the number of modules purchased.
4	**Customer Information Systems (CIS):** Building Permits **Software as a Service Systems (SaaS):** Online HR Employee Self-Service Building Permits Online	**1 to 4**	Phase 4 planning begins as Phase 3 enters the setup phase. Implementation of CIS modules cannot begin until Phases 1 and 2 are complete. This project follows a remote and self-training model. Remote services consist of a combination of group webinars focused on processing and setup of the application. Dedicated Consulting sessions are available at an additional cost. The length of this phase will be determined by the number of modules purchased.

Springbrook has provided sample project plans by phase demonstrating two different efforts. Some of the details that influence these efforts (project scope) are:

- **Data conversion**
- **Cloud, hosted, or on premise**
- **Feature requirements**

6.0 Support Maintenance

Springbrook knows strong client satisfaction is born from excellent client service, and we continually strive to provide our clients with the best training and support possible. Springbrook believes by offering live, person-to-person support and training, clients are able to use each application as efficiently as possible, as quickly as possible.

Springbrook employs a staff of over 150 including a large number of former local government employees who provide unique insight into the issues and business decisions facing local government entities. Our staff, with a combined total of over 250 years of local government experience, gives us a distinct advantage in achieving its client service goals.

Springbrook believes so strongly in client support that we have dedicated a full-time staff member to the Customer Care Representative position. This position acts as a liaison with all Springbrook clients to ensure that their needs are being met and the applications are meeting or exceeding expectations.

The Customer Care Representative assists clients in resolving issues and concerns which fall outside day-to-day support calls by proactively contacting clients to make sure they are satisfied with Springbrook's products and services.

In addition to the Customer Care Representative position, Springbrook has a comprehensive support program that ensures support issues are resolved in an efficient manner. Detailed information regarding Springbrook's support program follows.

Support Objectives

The primary goals of Springbrook's support team are to:

- Provide answers and solutions to get you back to work quickly
- Provide suggestions and analysis to improve your efficiency
- Answer questions about how the Springbrook applications work

Contacting Support

Springbrook offers a number of support options for clients in need of assistance.

Clients are able to access the online help system by simply clicking the Help icon on the Springbrook application main toolbar. When the icon is clicked, an Internet connection is established and clients are taken to the help site where they can access a comprehensive set of help documents.

Clients can also access the Client Service Center from the Springbrook website at www.SpringbrookSoftware.com. From the Client Services Center, clients may enter a support issue, view the status of open work orders and find similar work orders from other clients. If a service pack has already been created for the issue, clients may also download the service pack via the Internet.

In addition to the web-based support option, Springbrook offers a toll-free telephone number, 866.777.0069, and an email address, support@sprbrk.com, that are solely dedicated to support inquiries. Support is available **Monday - Thursday, 5:00am – 6:00pm PST and Friday, 5:00am – 5:00pm PST.**

Whether clients choose to use the Internet, telephone or email, the request for assistance comes directly to Springbrook's Portland headquarters where it is immediately logged into a system that tracks every call.

Initial Contact with Support

Springbrook's Call Center Lead will answer the support inquiry and will need the following information:

- Client name
- Contact number
- The application(s) with issue(s)
- A brief description of the issue(s)

The Call Center Lead will provide the client with a call number and place the issue information in the appropriate call queue.

The Call Center Lead also monitors the online support queue. Requests placed through the Internet will be handled in the same manner and be placed in the same call queue with those requests placed via telephone.

Calls in the queue are returned as support representatives become available. As soon as the call is the first unanswered call in the queue, a support representative will call the client. Springbrook makes every attempt to have a response to clients within two hours.

Emergency Issues

The support team considers an issue an emergency if:

- An application cannot be opened
- Utility bills cannot be sent
- Payroll cannot be made on time without assistance

In the event of an emergency listed above, the call will be given priority in the call queue. Springbrook makes every effort to have a response to clients within 30 minutes for emergency issues.

After An Issue Is Reported To Support

Support representatives work directly with clients to resolve over 90% of all support calls during the initial conversation. When the issue is resolved, the support representative will note the solution in Springbrook's call tracking system and close out the call. If the issue requires further support assistance, the support representative will create a work order for the programming staff. When an issue needs to be addressed by the programming department, the support

representative will continue to track the issue for the client, therefore maintaining a single point of contact.

Additional Training

Springbrook offers a number of training opportunities beyond the scope of the training outlined in the implementation process. Training classes can be held at the client's site or at the Springbrook office. Applicable travel expenses incurred by the trainer will be billed to the client if training is held onsite.

New Management Training: Springbrook provides new Utility Billing Managers, Finance Directors and other management personnel new to a client's organization complimentary training at the Springbrook
office in Portland.

Details of the training follow:

- Objective: For participants to gain basic knowledge of the functions and features in the Springbrook Utility Billing and Financial software applications.

- Course Description: The two-day training session will provide information on the Utility Billing and core Finance modules including Accounts Payable, Bank Reconciliation, Cash Receipts, General Ledger, Payroll and Purchase Orders. Basic knowledge of how modules interface with the General Ledger, how the database is structured, security setups, audit trails and a vast array of reporting, query and setup features of each module will be covered.

Classroom Training: Springbrook also provides classroom training sessions periodically throughout the year covering a variety of topics, including how to utilize the report builder and how to use the various reporting tools in the Springbrook applications. The cost of these sessions varies depending on the number of attendees registered for the class and the duration of the session.

Webinar Training: Springbrook's Internet Training Events Calendar is accessible from the Client Services Center of the Springbrook website. On this calendar, clients will find a complete listing of the upcoming webinar training events for the next three months. Clients are able to participate in a fully interactive training event directly from their workstations or laptop computers; a high-speed Internet connection and headphones or speakers are all that are required for participation.

Springbrook knows that training dollars are constantly being trimmed from budgets while demands on staff are increasing. Utilizing Microsoft Live Meeting allows Springbrook to offer the same high-quality training experience clients have come to expect in a new interactive forum delivered in a cost-effective manner over the web.

CPE Accreditation

Springbrook is a registered Continuing Professional Education (CPE) sponsor with the National Association of State Boards of Accountancy (NASBA). Springbrook clients who are CPAs, or who hold similar professional designations, can earn CPE credits while attending Springbrook group-

live training sessions including new Utility Billing Manager/Finance Director training, financial reporting classes and select Client Conference classes. As a registered CPE sponsor, Springbrook makes it convenient for its clients to gain knowledge about the software while also contributing to their license requirements.

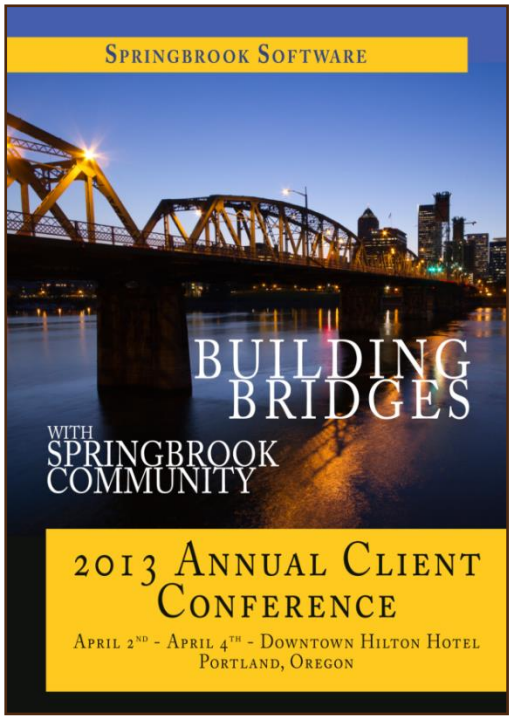
Upgrades and Service Packs

Regular software upgrades provide clients with increased functionality and a more efficient application. Clients with maintenance agreements will have the opportunity to take advantage of free application upgrades every year. Springbrook also offers frequent updates to the application between major releases. An aggressive service pack schedule that updates the application every two weeks ensures that if an issue with the application is discovered, it can be addressed before most users even encounter it. Springbrook is committed to offering our clients the latest cutting-edge technology while still maintaining stability and usability.

User Voting Portal

At Springbrook Software we understand the value of user feedback. An application that is shaped by users is an application that is loved by users. With this in mind, we introduced the User Voting Portal in 2012. This tool gives Springbrook users the opportunity to submit ideas for new or improved features, vote for other user's ideas and get involved in feature discussions with like-minded users from across the country. Ideas that receive wide client support are then considered for future releases. The User Voting Portal gives our users the opportunity to shape the future of the application.

Client Conference



Each year, Springbrook organizes and hosts a spring conference that offers a broad range of learning and networking opportunities. Clients travel across the country to meet in Portland, Oregon where they benefit from software seminars presented by Springbrook staff specialists and client guest speakers, tips & tricks sessions, new products and services demonstrations, and CPE credit opportunities. Additionally, the conference offers special events that promote networking and one-on-one time with fellow users, consultants and Springbrook staff members.

The Client Conference continues to grow and improve with each year thanks to the valuable feedback from Springbrook users. The class and event program offered at the conference are a reflection of the attendee evaluation forms and online class survey results, making the conference a truly user-centered event.

The 2013 conference theme is Building Bridges with Springbrook Community. Clients provided feedback on what they wanted to see at the 2013 conference and Springbrook listened. Conference classes focus on teaching Springbrook user best practices, tips and tricks, new productivity features and in-depth reporting. This year's conference was built for our clients, the Springbrook Community.

Regional User Groups

In addition to the annual conference, there are numerous regional user groups established in several states. These groups are organized by users and supported by Springbrook. The regional user groups provide Springbrook users a great opportunity to network and discuss business practices with their peers. Whenever possible, Springbrook sends representatives to these regional user group meetings to discuss issues relevant to the group. The closest regional user group to the City is the Southern California Regional User Group.

Source Code Availability

The Springbrook Software source code is held in escrow with Iron Mountain.

Documentation

Springbrook provides comprehensive documentation for both the finance and utility billing applications. These easy-to-follow user guides are located at the Client Services Center of the Springbrook website, www.SpringbrookSoftware.com. Springbrook offers a complete real-time on-line system of detailed application manuals that may be printed at any time by the user. We use this approach rather than pre-printed manuals to insure that the user always has the latest documentation. Springbrook has set the system up so that minimal technical expertise is required, it does provide instructional information where necessary.

Newsletters

Springbrook publishes a quarterly newsletter which is sent to clients via email and is also posted on the Springbrook website. The newsletter contains information about new releases, enhancements to existing modules, upcoming events and general company information. Springbrook clients are encouraged to give their input on how to make the newsletter as beneficial as possible.

7.0 Hardware Specifications

V7.15 – V7.16 Hardware and Software Requirements

Intel-compatible Servers and Workstations

Following are the minimum hardware requirements for a server and workstation running the Springbrook Software applications. The software and operating systems requirements listed are explicit, so they are the only products and versions supported.

Server:

- Operating System – one of the following options
  - Windows Server 2008 (64-bit only, Standard, Enterprise, and Datacenter editions)
  - Windows Server 2008 R2 (64-bit only, Standard, Enterprise, and Datacenter editions)
  - Windows Server 2012 (64-bit only, Standard, Enterprise, and Datacenter editions)
- Database Manager – one of the following options
  - Microsoft SQL Server 2008 (64-bit only, Standard, Enterprise, and Datacenter editions)
  - Microsoft SQL Server 2008 R2 (64-bit only, Standard, Enterprise, and Datacenter editions)
  - Microsoft SQL Server 2012 (64-bit only, Standard, Enterprise, and Business Intelligence editions)
  - Progress OpenEdge Workgroup Database 10.1C
  - Progress OpenEdge Enterprise Database 10.1C
- Our products work well with hypervisor/virtualization products from VMware, Microsoft, and Citrix
- Two (or more) processors or cores, 2GHz minimum, four or more cores highly recommended
- 8 gigabyte of RAM, or more
- 80 gigabytes of hard drive space available for Springbrook
- Hard disk drives in a RAID 1 or 1+0 configuration – RAID 6 is discouraged
- High speed Internet connection (i.e. DSL, cable modem, T1)
- Support remote access to servers requires LogMeIn Rescue, a VPN w/ Remote Desktop, or Citrix
- Backup device (i.e. tape drive) or service
- Uninterruptible power supply (UPS)
- LAN connection using the TCP/IP protocol
- Server must be a member of an LDAP-compatible directory, such as Active Directory
- SQL Server Native Client on the Springbrook Application Server
- Application server must have installed Microsoft IIS 7 (or later)
- .NET Framework 4.0 Extended – Microsoft also provides a Client Profile version of the .NET Framework. However, the Client Profile version cannot be used to run Springbrook. Please be aware that Microsoft sometimes refers to the Extended version of the .NET Framework as the Full version of the .NET Framework.

Workstation:

- Windows XP Professional (with Service Pack 3), Windows Vista Business (with Service Pack 1), Windows 7 Professional, Ultimate, and Enterprise (32 and 64-bit), or Windows 8 Professional and Enterprise (32 and 64-bit)
- Workstation must meet Microsoft's minimum hardware requirements
- LAN connection using the TCP/IP protocol
- Minimum of one workstation must have an Internet connection and e-mail capability
- Remote users over a public network (e.g. Internet) must use a VPN connection
- Users must authenticate to an LDAP-compatible directory, such as Active Directory
- Microsoft Office 2007 (Microsoft Office 2007 Interop Assemblies installation required) or Office 2010
- .NET Framework 4.0 Extended – Microsoft also provides a Client Profile version of the .NET Framework. However, the Client Profile version cannot be used to run Springbrook. Please be aware that Microsoft sometimes refers to the Extended version of the .NET Framework as the Full version of the .NET Framework.

V7 Archiving

Clients should review their server's free hard drive space to accommodate potential archiving of data. Springbrook's technical services department can assist clients in completing this review.

Report Modification

The Springbrook Version 7 installation includes all the Crystal Reports files necessary to generate and view Springbrook reports. If your organization plans to use a full version of Crystal Reports to customize the standard Springbrook reports, please be aware that Springbrook only supports Crystal Reports XI. All other versions, including Crystal Reports 2011, are not currently supported. Please note that Springbrook's standard report set is comprehensive and flexible enough to meet the unique reporting needs of nearly every organization.

Printers

Laser printers, which are compatible with Microsoft Windows and HP PCL 4, 5, or 6, are required for use with the Springbrook applications. For clients that generate large print jobs, additional memory for the printer may prove necessary.

Although inkjet printers are very popular, Springbrook cannot guarantee their compatibility with our software and their use is not supported. Dot matrix and line printers are not compatible or supported.

Hardware and Network Configuration and Maintenance

All operating systems are the sole responsibility of the client to configure, implement and maintain. It is the client's responsibility to accurately set up all peripherals to be used in conjunction with the operating system and the application software. This includes, but is not limited to, mapping the correct network path (as needed) and installing the correct print driver. Springbrook does not accept responsibility for poor performance due to incorrect or inefficient hardware, operating system software or network configuration.

Because Springbrook's primary goal is to provide our clients with support for our applications, we highly recommend that a partnership be established with a network-proficient consultant prior to

moving to a Microsoft Windows server environment and migrating to the Springbrook applications. This will provide clients with the security and timely response to hardware and networking problems and will allow the Springbrook staff to provide assistance for software-related issues.

Springbrook will assist clients in determining whether a problem is due to a hardware/network issue or a Springbrook application issue. Springbrook reserves the right to bill clients for any hardware and network assistance unrelated to our applications. This service is provided at our current hourly rate.

8.0 Cost Summary

Springbrook has provided detailed pricing on the following pages.

8.0 Cost Summary

Amounts should contain no taxes and include all transportation and delivery, FOB, City of Buellton, CA. All costs shall be in actual dollar-and-cent amounts, "Time and Material" quotation is not acceptable. Please provide best estimate for travel costs, cables, and other miscellaneous items. The Client reserves the right to procure by other means any personal computers needed.

System Cost Certification

I hereby certify that I have read all items of the RFP and fully understand the requirements listed herein. I further certify that I am an authorized agent of the Offering Firm and may be held liable for any or all remedies that may become due to the Client of City of Buellton.

SOFTWARE VENDOR

Springbrook Software, 1000 SW Broadway Suite 1900 Portland, OR 97205

Firm Submitting Proposal | Address | Client | State | Zip Code

Scott Cummins Sr. Business Development Manager 4/9/14

Signature | Printed Name | Title | Date

HARDWARE VENDOR

N/A

Firm Submitting Proposal | Address | Client | State | Zip Code

N/A

Signature | Printed Name | Title | Date

Springbrook

Licensed Products and Services				
Line	Item	Quantity	Sales Price	Total Price
1	**Finance Application Level 2 - SaaS** Finance Level 2 is available in SaaS, License Hosted, License deployment models. Level 2 allows for up to 25 Funds and up to 5 Banks.Up to 8 Full Users and 75 Casual Users are allowed in Level 2. The following features are included as Standard in Finance Level 2: General Ledger with Basic Budgeting, Standard Reports Library, Query by Example Ad-Hoc Reporting Tool, and Visual Reporting for CAFR Extended Budgeting & Forecasting Accounts Payable with Standard Mode (Invoices & Checks), Vouchers Mode (Vouchers & Checks), Warrants Mode (Vouchers & Warrants), Multi-Bank Checking, AP Electronic Check Signature, and AP MICR Code Bank Reconciliation Purchase Orders Project/Grant Accounting Fixed Assets Miscellaneous Cash Receipts (Up to 3 Stations) Dashboard Optional for an additional fee in Finance Level 2: AP Positive Pay	1	$8,800.00	$8,800.00
2	**Community Development Application Level 1 - SaaS** Community Development Level 1 includes a choice of one module: License and Permits, Building Permits, or Code and Contact Management AND Enhanced Cash Receipts. There are no additional options available in Level 1. Community Development Level 1 serves a maximum population of 15,000, and a maximum of 2,000 records. Up to 2 Full Users and 5 Casual Users are allowed in Level 1. Community Development is available in SaaS, License Hosted, or License deployment models.	1	$3,080.00	$3,080.00
3	**Payroll Application Level 2 - SaaS** Payroll Level 2 is available in SaaS, License Hosted, and License deployment models. Level 2 allows for up to 75 Full Time Employees and up to 150 Part Time Employees, and for up to 2 Pay Schedules. Payroll Level 2 does not allow for Maintaining a Pension. No additional options are available in Level 2. Up to10 Full Time Users and 150 Casual Users are allowed in Payroll Level 2. The following features are included as Standard in Level 2: Payroll with State and Federal Reporting, PR Electronic Check Signature, Direct Deposit Reporting, Automated Retro Pay Processing, Payroll MICR Checks, Advanced FLSA Configuration Human Resources with Mass Employee Election Update (Bulk Deductions), Salary & Wage Control (COLA, Grade & Step Adjustments), Position Management (Position Control, Plans), Union Management (1 Union), Electronic Personnel Action Forms Employee Self-Service with Employee Maintenance, Pay History, Direct Deposit Update Online Open Enrollment	1	$12,479.00	$12,479.00
4	**Utility Billing Application Level 1 - SaaS** Utility Billing Level 1 is available only in the SaaS deployment model. Level 1 allows for up to 2 services (no Electric), and up to 5,000 accounts. Two Full Users and 10 Casual Users are allowed at Level 1. The following features are included as Standard in Utility Billing Level 1: Utility Billing with Bill Export Enhanced Cash Receipts Optional for an additional fee in Utility Billing Level 1: Meter Interface, CASS Certification, Cash Receipts Import	1	$4,992.00	$4,992.00
5	**Accounts Recievable - SaaS** Accounts Recievable - SaaS	1	$1,760.00	$1,760.00
6	**Finance Professional Services Level 2** Finance Professional Services Level 2 is available for all deployment models. Level 2 includes an assigned Implementation Consultant and Project Manager, as well as access to eLearning materials. The project completion date is	1	$10,240.00	$10,240.00

Licensed Products and Services				
Line	Item	Quantity	Sales Price	Total Price
	approximately 12 weeks from start. Finance Professional Services Level 2 provides onsite Parallel Processing and Go-Live assistance with the Consultant. Also included are remote Business Process Study and Best Practice and Standard Application configuration sessions with the Consultant. Basic Chart of Accounts formulation assistance is provided in Level 2. Online webinar training for Reporting Tools and Budgeting is provided.			
7	**Payroll Professional Services Level 2** Payroll Professional Services Level 2 is available for all deployment models. Level 2 includes an assigned Implementation Consultant and Project Manager, as well as access to eLearning materials. The project completion date is approximately 8 weeks from start. Payroll Professional Services Level 2 provides remote Business Process Study, remote Best Practice and Standard Application configurations, other minor Application configurations, remote Parallel Processing assistance and remote go-live assistance with the Consultant.	1	$17,800.00	$17,800.00
8	**Utility Billing Professional Services Level 1** Utility Billing Professional Services Level 1 is available for all deployment models. Level 1 includes an assigned Implementation Consultant and Project Manager, as well as access to eLearning materials. The project completion date is approximately 4 weeks from start. Utility Billing Professional Services Level 1 provides remote Initial Configuration and Application training, and remote Best Practice and Standard Application configurations and remote go-live assistance with the Consultant.	1	$6,400.00	$6,400.00
9	**Community Development Professional Services Level 1** Community Development Professional Services Level 1 is available for all deployment models. Level 1 includes an assigned Implementation Consultant and Project Manager, as well as access to eLearning materials. The project completion date is approximately 1 week from start. Community Development Professional Services Level 1 provides remote Initial Configuration and Application training, and remote Best Practice and Standard Application configurations assistance with the Consultant.	1	$3,400.00	$3,400.00
10	**Accounts Receivable Professional Services** Accounts Receivable Professional Services	1	$2,000.00	$2,000.00
11	**Business Process Study Level 1 - Finance**	1	$1,000.00	$1,000.00
12	**Business Process Study Level 1 - Utility Billing**	1	$1,000.00	$1,000.00
13	**Business Process Study Level 1 - Community Development**	1	$750.00	$750.00
14	**Business Process Study Level 1 - Payroll**	1	$1,000.00	$1,000.00
15	**Payroll Conversion Services Level 1** Payroll Conversion Services Level 1 is available for all deployment models. Level 1 Conversion Services are designed to provide convert basic data necessary for processing Payroll in the application. Services at Level 1 are limited to Payroll Employee Master Data. Conversion Services identified at this level are Template Conversions. The Client will be responsible for extracting the data from the current system and populating it into the templates provided by Springbrook. Only data populated and available on the template will be converted.	1	$3,600.00	$3,600.00
16	**Utility Billing Conversion Services Level 1** Utility Billing Conversion Services Level 1 consists of a Legacy conversion of 3 years of Account Activity. This consists of Billings, Payments, Adjustments and meter activity. With a Legacy Conversion, the client is responsible for providing Springbrook with a copy of their Legacy system database along with a data dictionary. Springbrook Conversion Service staff will work with you to map your legacy system data to available fields in Springbrook.	1	$6,400.00	$6,400.00
17	**Finance Conversion Services Level 1**	1	$3,600.00	$3,600.00

Licensed Products and Services				
Line	Item	Quantity	Sales Price	Total Price
	Finance Conversion Services Level 1 is available for all deployment models. Level 1 Conversion Services are designed to provide convert critical data necessary for processing in the application. Services at Level 1 consist of conversion of General Ledger Chart of Accounts Masters, General Ledger Beginning Balances (current and 3 years prior) General Ledger Fiscal Period Balances (3 years prior) and current YTD AP 1099 Vendor totals. All Conversion Services identified at this level are Template Conversions. The Client will be responsible for extracting the data from the current system and populating it into the templates provided by Springbrook. Only data populated and available on the template will be converted.			
18	**SaaS CASUAL User**	3	$600.00	$1,800.00
19	**SaaS FULL User**	3	$1,800.00	$5,400.00
		Grand Total	$95,501.00	

Go-Live Implementation

Finance

Payroll

Utility Billing

Community Development

Special Assessments

These are the actual modules within the product suite that will be implemented for the "Go-Live" pursuant to the services being proposed. Other modules that may be included in your product level, not part of the "Go-Live", may be added however additional services will be required.

4-Year Cost of Ownership

Year	1	2	3	4	Total
One-Time	$57,190.00				$210,434.00
Recurring	$38,311.00	$38,311.00	$38,311.00	$38,311.00	

This table is an illustrative example of the costs being proposed modeled over a 5-Year period highlighting one-time and recurring charges.

Additional Information

Definitions

Masters: static information and data, based on a single individual or entity. An example of a Master file is Customer, Employee or Vendor contact information.

History: Information that is updated or added on a regular basis that is tied to a Master File. An example of History includes Checks, Billings or Receipts.

Client Requirements

Client must perform all data extraction from their legacy system and populate Springbrook's then current Standard Templates. Standard Templates and field listings are available for review by client upon request.

Client must validate the accuracy of data. Data in legacy system which is incorrect or does not balance will need to be altered by Client, or incorrect results will be carried through to new system.

Client must provide data according to the schedule mutually agreed upon with Project Manager, or project may incur changes to schedule or additional fees. Client must provide field descriptions and/or definitions For data that is being extracted from the legacy system

Vendor Requirements

Vendor will evaluate data provided from client to ensure that all required fields have been populated, that the formats provided meet the necessary criteria, and the limitations of field ranges.

Vendor will provide consulting services to assist client in analyzing data inputs meet criteria specified, and assist in testing to validate inputs are converted correctly to the SSI System.

Vendor will provide a secure method for electronic data transmission.

Vendor will ensure that all data provided in finalized templates are converted correctly into the corresponding fields or tables within the Springbrook applications.

Once Client has offered final approval of data sets, Vendor will provide three (3) data conversions into the Live UB System and one (1) data conversion into the Live system for all other Applicable as specified on table above.

Limitations of Conversions Services

Unless otherwise specified and agreed to, Vendor will not consult on or assist in the removal of data from Client legacy system.

Vendor cannot convert data from a legacy system which is not available in a corresponding field.

Vendor cannot convert data into fields which exceed the maximum database field limitations.

The services listed above do not include consulting or data manipulation for the purpose of supplying the Client with information the Client didn't previously have access to.

Data requested to be converted after agreed to live conversion will be considered out of scope, and will require a change order, and be subject to additional fees.

All current templates and field listings are available on the Springbrook website, and included herein by reference.

9.0 Terms and Conditions

Springbrook has included the following sample contracts for the City's review.

- Master Agreement
- Software Maintenance Agreement
- Software License Agreement

SPRINGBROOK SOFTWARE
MASTER CLIENT AGREEMENT

This Springbrook Software, Master Client Agreement is made and entered into as by and between Springbrook Software, Inc., an Oregon corporation having its principal place of business at 1000 SW Broadway suite 1900, Portland OR 97205, ("Vendor") and the City of Buellton ("Client"), a California agency having its principal place of business at 107 West Highway 246 Buellton, CA 93427.

This Agreement consists of the general terms and conditions set forth below and any applicable Addenda, including but not limited to the Addenda identified in Table A. This Agreement does not include any other documents unless specifically agreed to in writing by Vendor and Client in accordance with Section 9.1 of this Agreement.

Table A (Items checked are included as part of this Agreement)					
☒	Software License Agreement Addendum	☒	Software Maintenance Agreement	☒	Hosting Agreement
☒	Master Order Form	☐	Supplement to Terms and Conditions	☐	Other

GENERAL TERMS AND CONDITIONS

1 DEFINITIONS

Capitalized terms in this Agreement mean the following unless specifically defined elsewhere in this Agreement, or in an applicable Addendum or Order Form.

"Addendum" means an amendment or supplement to this Agreement executed by both parties.

"**Agreement**" means this Agreement, any applicable Addenda, and any Order Form or Statement of Work executed by both parties.

"**Change Order**" means a written request to change the terms or scope of a Statement of Work or an Order Form.

"**Claim**" means any claim, demand, cause of action, debt, liability, or other obligation, including reasonable attorney fees incurred in connection with such a claim.

"**Confidential Information**" means (a) any confidential, proprietary or trade secret information of the disclosing party ("Discloser") that, if in tangible form, is reasonably marked as confidential, secret or with a comparable legend, or, if disclosed orally or visually, is reasonably identified as confidential at the time of disclosure or within a reasonable time following disclosure; (b) discussions relating to such information; and (c) any information the receiving party ("Recipient") knew or reasonably should have reasonably known under the circumstances to be confidential.

"**Consulting Services**" means services provided to analyze Client requirements and make recommendations on how to best implement and utilize Vendor Products. Client is solely responsible for insuring that accepted recommendations are appropriate for use within the Client's organization.

"**Documentation**" means the then-current, non-user specific, written instructions, user guides, and user manuals for the Products, if applicable, whether in electronic, paper or other equivalent form, provided by Vendor to Client.

"**Executable Code**" means the fully compiled version of a software program that can be executed by a computer and used by an end user without further compilation.

"**Effective Date**" means the date the applicable Order Form is signed by the Client for the Products or Services being purchased.

"**Fees**" has the meaning set forth in Section 3.1 below.

"**Indemnified Parties**" means each party entitled to indemnification under this Agreement and its officers, directors, employees and agents.

"**Licensed Software Products" or "Vendor Software"** means the machine-readable, object-code version of the software licensed by Vendor to Client, including all related Documentation and any modified, updated or enhanced versions of the software that Vendor may provide to Client, as set forth in the applicable Order Form and under the terms and conditions of this Agreement.

"**Product Maintenance Services**" means on-going services provided by Vendor to Client as set forth in the Software Maintenance Addendum.

"**Order Form**" means the ordering documents, in a form specified by Vendor, representing the initial purchase of the Products as well as any subsequent purchases of Products that are signed and submitted by Client to Vendor.

"**Output**" means any work product, forms, checks, statements, reports interfaces to third parties, or information provided by Vendor or Vendor Products.

"**Products**" means items purchased by Client as set forth in an Order Form or Statement of Work, in accordance with any applicable Addendum. Products may include Licensed Software Products, Services, Subscription Services, Product Maintenance Services, Professional Services, and Product Customization.

"**Professional Services**" means implementation, training, installation and data recovery, migration and restoration services and other professional services provided by Vendor to Client, but specifically excluding Product Maintenance Services and Subscription Services.

"Services" means Consulting Services, Subscription Services, Professional Services, Product Customization, and any other services provided by Vendor to Client.

"**Subscription Services**" means software based services that are provided to the Client by the Vendor or a third party on a re-occurring basis.

"**Source Code**" means the human-readable version of a software program than can be compiled into Executable Code.

"**Statement of Work**" means a written description of work signed by the parties pursuant to which Vendor provides Professional Services to Client and is covered by the terms and conditions of this Agreement.

"**Taxes**" has the meaning set forth in Section 3.4. "**Term**" has the meaning set forth in Section 9.1.

2 SCOPE OF AGREEMENT.

This Agreement states the terms and conditions pursuant to which Vendor will provide Products and Services to the Client. These general terms and conditions may be supplemented by the applicable Addenda, including any Addenda identified in Table A. Client understands that all or certain portions of the Products sold or licensed under this Agreement may be provided by a third party service provider. Client also understands that all Products purchased by the Client as part of this Agreement are provided as is. Any Client specific changes to the Products will require an Addendum or amendment consistent with section 11.3.

3 FEES AND PAYMENT

3.1 Fees.

Client will remit to Vendor all applicable fees, including but not limited to license, maintenance, professional service and other fees for those Products and Services purchased by Client, as set forth in any applicable Order Form or Statement of Work (collectively, "Fees"). In addition, Client shall reimburse Vendor for any reasonable expenses, including travel, travel time, phone and related expenses incurred in the performance of Services, which costs are also considered to be Fees. Except as specifically set forth in this Agreement, all Fees are fully earned upon receipt and non-refundable.

3.2 Payment.

Payments due under this Agreement shall be made in U.S. currency in the amounts and at the times set forth in the applicable Order Form or Statement of Work or, if not indicated therein, within thirty (30) days of the date of invoice. If Client fails to timely pay any amount when due, Client shall pay, in addition to all principal due, interest at the rate of one percent (1.0%) per month, but not to exceed the maximum allowed by law, on such delinquent amount.

3.3 Suspension of Services

Vendor may, at its sole discretion, may suspend client's right to use any Product provided by Vendor under this Agreement if Client fails to remit any payment when due within ten (10) business days after receiving written notice from Vendor that payment is past due. This section does not in any way waive Vendor's rights under section 9.

3.4 Taxes.

All Fees are exclusive of any sales, value-added, foreign withholding or other government taxes, duties, fees, excises, or tariffs imposed on the production, storage, licensing, sale, transportation, import, export, or use of the Products or performance of any Services (collectively, "Taxes"). If the Vendor is assessed Taxes or the Client is required to withhold Taxes related to services provided under this Agreement, Client will be responsible for, and will reimburse the Vendor. Taxes shall be considered a Fee and will be subject to the terms and conditions set forth in this section 3.

4 OWNERSHIP

4.1 Title

Client acknowledges, represents and warrants that title to and ownership of the Licensed Products, Systems, and Documentation, including all corrections, enhancements, or other modifications to the Licensed Software, Products, systems, and Documentation, are the sole and exclusive property of Vendor and its third party vendors. This includes all material displayed on the screen or generated, such as icons, screen displays, etc.

4.2 Proprietary Rights Notices.

Client shall not delete, alter, cover, or distort any copyright, trademark, or other intellectual property rights placed on or in the Products and shall ensure that all intellectual property right notices are reproduced on all copies thereof.

5 CONFIDENTIALITY

5.1 Obligations.

Each party acknowledges that, in the course of its performance of this Agreement, it may obtain the Confidential Information of the other party. The duty to protect any Confidential Information shall survive the termination of this Agreement. The Recipient of any Confidential Information shall use the same level of care to protect the Confidential Information of the Discloser that Recipient takes to protect its own confidential information, but, at a minimum, shall take reasonable steps to prevent the unauthorized disclosure of and to maintain the confidentiality of the Confidential Information of Discloser. Recipient shall not disclose the Confidential Information of Discloser to any employees, contractors, or other third parties except as specifically authorized by Discloser or as necessary to perform Recipient's obligations under this Agreement. Recipient shall use its best reasonable efforts to ensure that any party to whom Recipient does disclose Confidential Information is subject to confidentiality obligations at least as protective as those in this Agreement. Recipient shall be liable for any breach of these confidentiality obligations by any individual or entity receiving Confidential Information from Recipient. However, the parties acknowledge and agree that, notwithstanding such measures taken to prevent unauthorized disclosure, use of or connection to the Internet provides the opportunity for unauthorized third parties to circumvent such precautions and illegally gain access to Confidential Information. The Confidential Information disclosed by Discloser may only be used by Recipient as necessary to perform its obligations or exercise its rights under this Agreement. Recipient shall indemnify Discloser for damages or costs incurred by Discloser as a result of the unauthorized use, disclosure or distribution of any Confidential Information facilitated by Recipient's breach of these confidentiality obligations.

5.2 Exceptions.

The obligations set forth in Section 5.1 will not apply to any information that is required to be disclosed by:

(a) An authorized court or other governmental body or;

(b) Otherwise required by law. Such disclosure will not be considered to be a breach of this Agreement or a waiver of confidentiality for other purposes; provided, however, that Recipient will provide prompt written notice thereof to Discloser and will cooperate with Discloser to limit any disclosure to the fullest extent possible.

6 LIMITED WARRANTIES AND DISCLAIMERS

6.1 Assumption of Responsibility.

Client assumes all responsibility for the selection of, appropriateness of, use of, and results obtained from the Products and Output. Client warrants that it is solely responsible for setting up and administering internal controls to verify the accuracy of the Products' Output on an ongoing basis. All warranties made by Vendor, express or implied, extend solely to Client and not to any third parties.

6.2 DISCLAIMER.

EXCEPT AS EXPRESSLY WARRANTED IN THE APPLICABLE PRODUCT ADDENDUM, THE PRODUCTS ARE PROVIDED "AS IS," WITHOUT ANY WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT OR NON-MISAPPROPRIATION OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY, CUSTOM, TRADE, QUIET ENJOYMENT, ACCURACY OF INFORMATIONAL CONTENT OR RESULTS, OR SYSTEM INTEGRATION, OR ANY WARRANTIES OR CONDITIONS ARISING UNDER ANY OTHER LEGAL REQUIREMENT, AND VENDOR EXPRESSLY DISCLAIMS ALL SUCH WARRANTIES. VENDOR MAKES NO WARRANTY THAT THE PRODUCTS WILL RUN PROPERLY ON ALL HARDWARE, THAT THE LICENSED SOFTWARE, HOSTED SERVICES OR OTHER PRODUCTS WILL MEET THE NEEDS OR REQUIREMENTS OF CLIENT OR ITS USERS, WILL

OPERATE IN THE COMBINATIONS THAT MAY BE SELECTED FOR USE BY CLIENT OR ITS USERS, THAT THE LICENSED SOFTWARE OR HOSTED SERVICES WILL BE UNINTERRUPTED OR ERROR FREE, OR THAT ALL ERRORS WILL BE CORRECTED.

7 INDEMNIFICATION

7.1 By Client.

Client shall indemnify, defend and hold Vendor harmless from any Claims to the extent that the Claims arise out of or relate to:

(a) Client's Failure to verify the appropriate use of Vendor Products and Output;

(b) Failure of Client to verify the accuracy of Output;

(c) Client's failure to implement and administer internal controls, including internal controls to verify, on an ongoing basis, the appropriate use and accuracy, Output;

(d) Any data, software, or other materials provided by Client;

(e) Any use of the Products or Services inconsistent with their intended use, as manifest in this Agreement;

(f) Any modification, alteration, misuse, or combination of the Products or Services with other hardware or software; or

(g) Client's wilful or reckless misconduct.

7.2 By Vendor.

Vendor shall indemnify, defend and hold Client harmless from and against any Claims to the extent that the Claims are based on Vendor's willful or reckless misconduct.

7.3 Entire Obligation.

THE INDEMNIFICATION OBLIGATIONS SET FORTH IN THIS SECTION 7 CONSTITUTE EACH PARTY'S ENTIRE OBLIGATION AND LIABILITY FROM OR RELATED TO THIS AGREEMENT REGARDING THIRD PARTY CLAIMS.

8 LIMITATION OF LIABILITY

8.1 Waiver of Consequential Damages.

IN NO EVENT WILL EITHER PARTY BE LIABLE FOR: (A) THIRD PARTY CLAIMS OR LIABILITIES OTHER THAN THOSE IDENTIFIED IN SECTION 7; OR (B) ANY SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OR DAMAGE TO DATA, INACCURACY OF DATA, LOSS OF ANTICIPATED REVENUE OR PROFITS, WORK STOPPAGE OR IMPAIRMENT OF OTHER ASSETS OR LOSS OF GOODWILL, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND NOTWITHSTANDING ANY FAILURE OF THE ESSENTIAL PURPOSE OF THIS AGREEMENT OR ANY LIMITED REMEDY HEREUNDER.

8.2 Cap on Liability.

IN NO EVENT WILL THE TOTAL LIABILITY OF VENDOR ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT EXCEED THE FEES PAID BY CLIENT FOR THE SERVICES OR PRODUCTS IN QUESTION OR THE CAPS ON LIABILITY SET FORTH IN THE APPLICABLE PRODUCT ADDENDDUM, NOTWITHSTANDING ANY FAILURE OF THE ESSENTIAL PURPOSE OF THIS AGREEMENT OR ANY LIMITED REMEDY HEREUNDER. IN NO EVENT WILL VENDOR'S LICENSORS OR THIRD PARTY PROVIDERS BE LIABLE FOR ANY DAMAGES, WHETHER DIRECT, INDIRECT OR CONSEQUENTIAL, OF ANY KIND IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT. FOR FEES THAT ARE PAID ON A RE-OCCURING BASIS, LIABILITY IS CAPPED AT AN AMOUNT EQUAL TO THE FEES PAID IN ONE FULL YEAR FOR THE SERVICES OR PRODUCTS IN QUESTION.

8.3 Disclaimer.

THE FOREGOING LIMITATIONS APPLY TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING WITHOUT LIMITATION, BREACH OF CONTRACT, BREACH OF WARRANTY, INDEMNIFICATION, NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATION AND OTHER TORTS, AND STATUTORY CLAIMS. EACH OF THE PARTIES ACKNOWLEDGES THAT IT UNDERSTANDS THE LEGAL AND ECONOMIC RAMIFICATIONS OF THE FOREGOING LIMITATIONS, AND THAT THE FOREGOING LIMITATIONS ALLOCATE THE VARIOUS RISKS BETWEEN THE PARTIES AND FORM AN ESSENTIAL PART OF THE AGREEMENT OF THE PARTIES.

9 TERM AND TERMINATION

9.1 Term.

This Agreement will commence upon the Effective Date and will continue for the period set forth in the applicable Order Forms (subject to the renewal terms set forth in the applicable Product Addendum and/or the applicable Order Forms) and/or Statements of Work ("Term"), unless earlier terminated in accordance with the provisions of this Agreement.

9.2 Termination

Either party may terminate this Agreement, and any applicable addenda, and Vendor may terminate Order Forms, upon written notice if the other party materially breaches this Agreement and fails to cure such breach within one-hundred twenty (120) days after receiving specific written notice of the nature of the alleged breach from the non-breaching party and the opportunity to cure. Vendor may terminate this Agreement if Client fails to pay any portion of the Fees when due within thirty (30) days after receiving written notice from Vendor that payment is past due. Additional termination rights are set forth in the warranty and/or termination provisions in the applicable Addendum.

9.3 Obligations upon Termination.

Upon the termination or expiration of this Agreement:

(a) Client shall promptly pay in full all outstanding payments due to Vendor (but in any event, no later than ten (10) business days following the date on which termination or expiration is effective);

(b) all licenses granted under this Agreement and any Addenda will immediately terminate and Client shall immediately cease all use of the Products;

(c) Client shall remove all copies of the Licensed Software from its computer systems. The expiration or termination of this Agreement does not relieve either party of any obligations that have accrued on or before the effective date of the termination or expiration.

9.4 Survival.

The following Sections will survive the termination or expiration of this Agreement: 1 and 4 through 10, and any other provisions of this Agreement, including any Addenda, that by reasonable interpretation are intended by the parties to survive the termination or expiration of this Agreement.

10 GENERAL LIABILITY INSURANCE

Vendor will maintain general liability insurance. Upon request by Client, Vendor will provide Client with proof of coverage. This certificate is issued to the Client as a matter of information only and confers no rights upon the Client. This Certificate does not amend, extend or alter the coverage afforded by the insurer to the Vendor.

11 GENERAL

11.1 Reservation of rights

All rights not expressly granted to Client in this Agreement are reserved

by Vendor and its third party providers.

11.2 Entire Agreement.

This Agreement, including the applicable Addenda and any Order Forms or Statements of Work, constitutes the entire agreement between the parties and supersedes all previous and contemporaneous agreements, understandings and arrangements with respect to the subject matter hereof, whether oral or written.

11.3 Amendment.

This Agreement may be amended or supplemented only in writing. Any amendment must refer explicitly to this Agreement and must be signed by both parties. All other agreements whether verbal, implied or written are not binding to either party.

11.4 Waiver.

No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing, and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether express or implied, will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.

11.5 Severability.

If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The Parties agree that any invalid provision will be deemed to be restated so as to be enforceable to the maximum extent permissible under law consistent with the original intent and economic terms of the invalid provision.

11.6 Relationship of Parties.

The parties to this Agreement are independent contractors. There is no relationship of agency, partnership, joint venture, employment or franchise between the parties. Neither party will have, and will not represent that it has, any power, right or authority to bind the other party, or to assume or create any obligation or responsibility, express or implied, on behalf of the other party or in the other party's name.

11.7 Non-Exclusive Relationship.

This Agreement is non-exclusive. Each party will be free to enter into other similar agreements or arrangements with other third parties.

11.8 Assignment.

Neither party will indirectly or directly transfer or assign any rights under this Agreement, in whole or part, without the prior written consent of the other party. Notwithstanding the foregoing, the Vendor may, without the prior written consent of the other party, assign in its entirety or in part this Agreement to a subsidiary or affiliated entity as part of a divestiture, corporate reorganization or consolidation, or to another party in connection with a merger, acquisition, or sale of assets or stock, provided the successor agrees in writing to assume all of the assigning party's obligations hereunder. Any assignments contrary to this Section 11.8 will be void. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties and their respective successors and permitted assigns.

11.9 Compliance with Laws.

Each party shall be responsible for its own compliance with laws, regulations and other legal requirements applicable to the conduct of its business and this Agreement, and agrees to comply with all such laws, regulations and other legal requirements.

11.10 Force Majeure.

Except for Client's payment obligations under this Agreement, neither party will be liable for any failure or delay in performance under this Agreement which might be due in whole or in part, directly or indirectly, to any contingency, delay, failure, or cause of, any nature beyond the reasonable control of such party. Such causes include, without in any way limiting the generality of the foregoing, fire, explosion, earthquake, storm, flood or other weather, unavailability of necessary utilities or raw materials, power outage, strike, lockout, unavailability of components, activities of a combination of workmen or other labor difficulties, war, act of terrorism, insurrection, riot, act of God or the public enemy, law, act, order, export control regulation, proclamation decree, regulation, ordinance, or instructions of government or other public authorities, or judgment or decree of a court of competent jurisdiction (not arising out of breach by such party of this Agreement).

11.11 Inspection

Client will permit Vendor or its representatives to review Client's relevant records and inspect Client's facilities and systems to ensure compliance with the Agreement. Vendor will give Client at least ten (10) days' advance notice of any such inspection and will conduct the same during normal business hours in a manner that does not unreasonably interfere with Client's normal operations.

11.12 Governing Law.

This Agreement will be governed by and construed under the laws of the United States, the State and county in which the Client is located, as defined at the beginning of this agreement.

11.13 Dispute Resolution and Jurisdiction.

The parties will attempt to resolve any dispute relating to this Agreement by good faith negotiation between business principals prior to initiating formal legal proceedings relating to the dispute. In the event the parties are unable to resolve the dispute, any such claim shall be submitted to Arbitration. Such arbitration shall be conducted in accordance with commercial arbitration rules then in effect for the American Arbitration Association; and both parties agree to abide by the decision resulting from such arbitration. If necessary, the decision of the American Arbitration Association may be enforced by the courts having jurisdiction over this Agreement.

11.14 Attorney Fees.

In the event any attorney is employed by any party to this Agreement with regard to any legal action, arbitration or other proceeding brought by any party for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Agreement, then the party or parties prevailing in such proceeding, whether at trial or upon appeal, will be entitled to recover reasonable attorney fees and other costs and expenses incurred, in addition to any other relief to which it may be entitled.

11.15 Notices.

All notices, consents, and approvals under this Agreement must be delivered in writing by courier, by overnight mail service or by certified or registered mail, (postage prepaid and return receipt requested) to the other party at the address set forth beneath such party's signature and will be effective upon receipt. Either party may change its address by giving written notice of the new address to the other party.

11.16 Press Release.

In the event that Vendor wishes to issue a press release announcing the existence of the relationship between the parties and the nature of this Agreement, Vendor will provide such press release to Client for Client's written approval and consent. Such approval and consent will be in Client's sole discretion. No other press releases that mention the other party shall be issued without the other party's prior written approval. Client agrees to allow Vendor to list Client as a customer.

11.17 Construction of Agreement.

This Agreement has been approved by the respective parties hereto and the language hereof will not be construed for or against any party. The titles and headings herein are for reference purposes only and will not in any manner limit the construction of this Agreement, which will be considered as a whole.

11.18 Counterparts and Electronic Signatures.

Electronic Signatures and Copies of Documents: The parties agree that this Agreement and any other documents memorializing agreements between the parties may be executed and/or delivered by electronic means, including, without limitation, electronic signatures, images of signatures, or copies of original signatures or documents, and may be delivered by electronic mail, facsimile transmission, or other electronic or non-electronic means. All documents executed and/or delivered by electronic means shall have the same force and effect as an original, signed document, for all intents and purposes, including, without limitation, all applications of statutes of frauds, the best evidence rule, and any similar rules, statutes, regulations, or other principles of law. The party receiving a document signed and/or delivered by electronic means may rely on and use such electronic document to the same scope and extent as if it were the original, hard copy document duly executed by the other party.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed as of the Effective Date by a duly authorized officer or representative.

Vendor: Springbrook Software, Inc.

By: _____

Name (Print): Tim Rosener

Title: Vice President, Corporate Development

Date: _____

Client:

By: _____

Name (Print): _____

Title: _____

Date: _____

SPRINGBROOK SOFTWARE
SOFTWARE LICENSE AGREEMENT ADDENDUM

This Addendum sets forth additional terms and conditions applicable to Licensed Software Products purchased by the City of Buellton ("Client") from Springbrook Software, Inc. ("Vendor") pursuant to the Master Client Agreement (the "Master Agreement") entered into by Vendor and Client. Capitalized terms used in this Addendum but not defined herein will have the meanings set forth in the Master Agreement.

GENERAL TERMS AND CONDITIONS

1 DEFINITIONS

Capitalized terms in this Addendum mean the following unless specifically defined elsewhere in this Addendum.

"**Application**" means a Licensed Software Product module as set forth on the appropriate Order Form.

"**Custom**" means any modification, enhancement or addition to the Licensed Software Products developed by or for Vendor for Client's use or at Client's Request.

"**Enhancement**" has the meaning assigned in the Software Maintenance Addendum. Vendor reserves the right to charge for Enhancements.

"**Escrow Agreement**" means an agreement that Vendor has entered into with an appropriate escrow management firm for the storage of the current release of Vendor's Licensed Software Products. Selection of such firms and the right to change firms at any time is solely at the discretion of the Vendor.

"**Material**" as applied to changes to Licensed Software Products or an Application, shall mean a significant or substantial alteration or effect on the function or Output thereof, and "cure" as applied to a Material failure shall mean the provision of functional equivalent functions or means.

"**Specifications**" mean the written (both hard copy and electronic text files) description of the functions, capacity and features of the Licensed Software Products delivered by Vendor to Client to the extent specifically incorporated in an Order Form or Statement of Work. Vendor reserves the right to update, change or retire the Specifications, in whole or in part.

"**User Materials**" means all written and electronic Documentation, provided by Vendor to Client for use in connection with the Licensed Software Products.

2 GRANT OF LICENSE

2.1 Scope of License

Vendor hereby grants Client a limited, irrevocable, non-exclusive, non-transferrable license to use, copy and distribute the Licensed Software Products (in machine-readable, object code form only) and User Materials provided to Client pursuant to an Order Form or Statement of Work, during the term described in Section 2.3, subject to the terms and conditions of this Addendum and the Master Agreement, all for Client's ordinary, internal business purposes only, including, without limitation, the rights to;

(a) support Client's use of the Licensed Software Products under this Addendum;

(b) install, use and execute the Licensed Software Products on computers that Client owns or leases for purposes of serving Client's internal business needs;

(c) transfer Licensed Software Products to replacement hardware owned by Client. The costs for Vendor to provide any replacement media or technical assistance to accommodate the transfer are billable charges to the Client. Client will give Vendor advance written notification of its intent to transfer licenses to new hardware; and

(d) store the Licensed Software Products machine-readable instructions or data on a temporary basis in main memory, extended memory, or expanded memory of such computers as necessary for such use, and transmit such instructions or data through Client's computers and associated devices.

2.2 License Restrictions

Client may only use the Licensed Software Products and User Materials within the limited scope set forth herein. In particular, and without limitation, Client agrees that Client and Client's employees will not;

(a) assign, sublicense, transfer, pledge, grant a security interest in, lease, rent or share the Licensed Software Products or Client's rights under this License Agreement with or to any third party;

(b) reverse assemble, reverse compile, cross compile or otherwise adopt, translate or modify the Licensed Software Products;

(c) refer to or use any portion of the Licensed Software Products or User Materials as part of any effort to develop any other Licensed Software Products program; or

(d) modify the Licensed Software Products in any way other than that supported through configuration options available to the Client from Vendor.

2.3 Conditions of License

The term of the license granted to Client pursuant to this Addendum begins on the Effective Date and will continue as long as;

(a) Client is current on Licensed Software Products fee Order Form; and

(b) Client is in compliance with the terms and conditions of this Addendum, the Master Agreement, all Addenda and appropriate Order Forms or Statements of Work. Vendor reserves the right to revoke licenses for failure to meet any conditions of the Master Agreement or any applicable Addenda.

2.4 Source Code

Vendor will maintain an Escrow Agreement under which Vendor will place the source code for each major release of Vendor's Licensed Software Products. At Client's request, Vendor will add Client as a beneficiary on its Escrow Account. Client agrees to pay all fees and charges associated with adding Client as a beneficiary on the Escrow Account. Client is solely responsible for maintaining its status as a beneficiary.

3 OWNERSHIP; PROPRIETARY PROTECTION.

Nothing in this Addendum, the Master Agreement, or any other Addenda provides Client with title to or ownership of any Licensed Software Product, but only a limited license to use the Products consistent with the

SPRINGBROOK SOFTWARE
SOFTWARE MAINTENANCE ADDENDUM

This Addendum sets forth additional terms and conditions applicable to Product Maintenance Services purchased by the City of Buellton ("Client") from Springbrook Software, Inc. ("Vendor") pursuant to the Master Client Agreement ("Master Agreement") entered into by Vendor and Client. Capitalized terms used in this Addendum but not defined herein will have the meanings set forth in the Master Agreement or in the Software License Agreement Addendum.

GENERAL TERMS AND CONDITIONS

1 DEFINITIONS

Capitalized terms in this Addendum mean the following unless specifically defined elsewhere in this Addendum.

"**Enhancement**" any change to a Licensed Software Product that the Vendor, in its sole discretion, has determined will become part of the Licensed Software Product, including any modification or addition that, when made or added to a Licensed Software Product, materially changes its utility, efficiency, functional capability, or Output, but that does not constitute solely an Error Correction, and does not constitute a New Product Release. Vendor may designate Enhancements as "Major Enhancements" or simply as "Enhancements," depending on Vendor's assessment of their value and of the function added to the Licensed Software Product or Application. A "Major Enhancement" is a substantial rewrite of an Application or a Licensed Software Product.

"**Temporary Fix**" means an initial correction or "fix" to a problem in the Licensed Software Products prior to the release of an Error Correction.

"**Error Correction**" means either a modification or an addition that, when made or added to the Licensed Software Products, brings the Licensed Software Products into material conformity with its Specifications, or a procedure or routine that, when observed in the regular operation of the Licensed Software Products, avoids the practical adverse effect of such nonconformity.

"**Maintenance Fees**" means Fees paid by Client on a periodic basis to purchase the Product Maintenance Services under this Addendum. These Maintenance Fees are subject to the Terms and Conditions of the Master Agreement are considered "Fees."

"**New Product Release**" means either the total rewrite of an Application or new version(s) of the Licensed Software Products (including, without limitation, offering of an Application in a new language), the offering of new suites of Applications or databases, generally packaged as a separate module, and which may incorporate Error Corrections and/or Enhancements. A New Product Release shall be distinguished from an Enhancement by Vendor's determination, based on Vendor's assessment of the New Product's value and of the function added to the Licensed Software Products or an Application.

2 SCOPE OF MAINTENANCE AGREEMENT.

Client has purchased certain Licensed Software Products from Vendor and Client wishes to have Vendor maintain and support Client's use of those Licensed Software Products. Vendor and Client therefore agree as follows:

2.1 Scope of Support Services

(a) As long as Client is current on Maintenance Fees, Vendor agrees to provide "Basic Support Services" in support of the Product. Basic Support Services shall consist of:

(b) a toll-free line plus Internet access to Vendor's support department during Vendor's normal hours of operation to answer questions about the Licensed Software Products and help resolve issues not related to Error Corrections as defined below; and

(c) After hours support during hours other than Vendor's normal hours of operation. Client will pay for afterhours support at Vendor's standard hourly rates for afterhours support, or as documented on the appropriate Order Form or Statement of Work.

2.2 Scope of Product Maintenance Services

As long as Client is current on Maintenance Fees, Vendor agrees to provide Product Maintenance Services in support of the Licensed Software Products as set forth in the applicable Order Form. Product Maintenance Services shall consist of:

(a) Error Correction. Vendor will use all reasonable diligence to correct verifiable and reproducible errors in Licensed Software Products that are not performing in accordance with the Specifications. Error Corrections will be made within a reasonable time period after reported to Vendor. The Error Correction, when completed, may be provided in the form of a Temporary Fix or, in Vendor's discretion, a work around may be provided in the form of recommended alternate methods of using the Licensed Software Products.

(b) Changes in State and Federal Reporting Requirements. Vendor will provide Enhancements needed to conform to state and federal reporting requirements, including changes to tax tables and routine forms, as changes become effective. Product Maintenance Services under this Addendum do not include updates to conform to any changes in local governmental regulations, including without limitation changes in utility billing rates, reports or methods. Vendor reserves the right to determine final form of State and Federal reporting functionality to ensure that functionality meets the requirements of the controlling regulation and all clients within the scope of said regulation. Enhancements to meet local needs are not included in this Service.

(c) Service Packs. Vendor may, from time to time, issue routine minor releases of the Licensed Software Products, known as service packs, which contain Error Corrections, to Clients who have Software Maintenance Addenda in place. Installation of Service Packs is provided at no charge to Client if completed over the Internet. Installation of routine releases, Service Packs, and Enhancements by Vendor at Client's site will be billed to Client at Vendor's then-current hourly rate.

(d) Discounts on Major Enhancement Releases. Vendor may, from time to time, offer Major Enhancements to Client. To the extent Vendor offers such Major Enhancements, Vendor shall permit Client to obtain one copy of each Major Enhancement for each copy of the Licensed Software Products or Application being maintained under this Addendum at the discount then specified by Vendor.

2.3 Limitation of Support and Maintenance Services

The following is not covered by this agreement:

(e) Training, data conversion, Consulting Services, and project management services (whether onsite or offsite);

(f) Maintenance or support services resulting from any problem resulting from Client's deliberate or inadvertent misuse, alteration (including local reports written by the Client), or damage of the Licensed Software Products;

(g) Support of operating systems; support of non-Vendor software (including but not limited to spreadsheets, word processors, general office software, and report writers (including Crystal Reports, except for the standard Springbrook reports written in Crystal));

(h) On-site installation and management services for Upgrades or Major Enhancements;

(i) Providing or recommending internal controls or balancing Client's books;

(j) Any training, consulting, implementation management services, and data conversion services required on an individual Client basis for Major Enhancements (whether onsite or offsite);

(k) Any set up, support for and maintenance of additional production databases (whether onsite or offsite);

(l) Travel (including travel time) and living expenses for installation and training, or any other onsite support or services;

(m) New (additional) Product license and service fees.

(n) Client is responsible for testing Client-specific modifications or Custom. Services associated with upgrading or migrating Custom to new release levels is not included in this agreement.

3 CLIENT RESPONSIBILITIES

Under this Addendum the Client is responsible for items not specifically assigned to the Vendor, including the following:

3.1 Cooperation of Client.

Client agrees to notify Vendor promptly following the discovery of any error. Further, upon discovery of an error, Client agrees, if requested by Vendor, to submit to Vendor a listing of Output and any other data that Vendor may require in order to reproduce the error and the operating conditions under which the error occurred or was discovered. Vendor shall treat any such data as confidential.

3.2 Vendor Access

Client agrees to provide and maintain a means for Vendor to remotely access and maintain the Licensed Software Products as installed on Client's computers or networks. This access will include the following:

(a) An Internet connection and a static IP address that allows connectivity from Vendor support centers to the Client's servers;

(b) Appropriate Vendor approved software that will allow Vendor support personnel to access the Client's server environment for the purposes of installation of Products, troubleshooting and problem resolution;

(c) Client will allow Vendor personnel to access servers and Products with administrative level access;

(d) Client is responsible for maintaining the security of any access solution; and

(e) Vendor's failure to provide services under this Addendum as a direct result of Client's failure to provide access to Vendor will not constitute a breach of this Addendum.

3.3 Key Client personnel replacement

If key Client personnel replacement occurs, Vendor reserves the right to require that the new employee(s) acquire Vendor-required training. Vendor offers free training at Vendor's Portland Training Center to all new department heads and one (1) new primary user per year for Products purchased by the Client. Vendor may, in its discretion, raise the Maintenance Fees payable by Client by up to ten percent (10%) each year if Client does not provide training to all applicable users who call in to Vendor for support.

3.4 Additional Costs not covered by this Addendum.

Vendor reserves the right to bill hourly for maintenance and support outside of the Products and Services listed in Section 2.1. Among other things, Vendor will bill Client on an hourly basis for the following services;

(a) Support or maintenance in cases where repeated operator-produced error by the same user continues to occur despite notification to Client;

(b) Support and maintenance services associated with applications not purchased by Client from Vendor, as documented in an appropriate Order Form or Statement of Work;

(c) Support and maintenance services outside the scope of this Addendum;

(d) Support and maintenance services necessitated by Client's failure to provide adequate internal controls to ensure the accuracy and appropriate use of the Products and compliance with local, state and federal regulations and auditors requirements;

(e) Support and maintenance services associated with Client's failure to provide adequate internal controls to ensure the accuracy and appropriate use of the Products;

(f) Costs associated with Client's creation or modification of data in Vendor's database except through the appropriate use of Vendor Products;

(g) Costs associated with Client's own actions to integrate Vendor Products with applications or services not purchased from Vendor;

(h) Costs associated with Client's failure to meet the terms and conditions of section 3 of this Addendum;

(i) Costs associated with additional labor or out of pocket expenses incurred while providing support to Client in cases where Vendor has requested but Client has denied remote access into a user workstation or the server housing Vendor's Products; and

(j) Labor and travel costs associated with providing on-site for services covered by this Addendum.

4 MAINTENANCE FEES

4.1 Failure to pay Maintenance Fees

If Client fails to pay Maintenance Fees as specified in the applicable Order Form or Statement of Work, Vendor reserves the right to suspend all Services under this Addendum. If Client's account is placed on hold due to failure to pay Maintenance Fees, Vendor will suspend all Services under this Addendum. Client's account will not be taken off hold until the following occurs:

(a) A "Reconnect" fee consisting of 10% of the full year annual maintenance amount is paid; and

(b) All outstanding Maintenance Fees are paid in full. Client may choose to purchase new licenses from vendor and restart Product Maintenance Services at that point in lieu of paying all outstanding Maintenance Fees.

4.2 Maintenance Fees

Vendor reserves the right to increase Maintenance Fees by up to 5% each year.

5 USE AND RESTRICTIONS.

Error Corrections, Enhancements, New Product Releases and any other programming provided by Vendor, regardless of its form or purpose shall be considered part of the Licensed Software Products for purposes of

determining the parties' rights and obligations related thereto pursuant to the Software License Agreement Addendum and this Addendum. Vendor shall have sole and exclusive ownership of all right, title and interest in and to such works (including ownership of all copyrights, trade secret rights and other intellectual property rights pertaining thereto), subject to the terms and conditions of the Software License Agreement Addendum.

6 ELECTRONIC SIGNATURES

Electronic Signatures and Copies of Documents: The parties agree that this Agreement and any other documents memorializing agreements between the parties may be executed and/or delivered by electronic means, including, without limitation, electronic signatures, images of signatures, or copies of original signatures or documents, and may be delivered by electronic mail, facsimile transmission, or other electronic or non-electronic means. All documents executed and/or delivered by electronic means shall have the same force and effect as an original, signed document, for all intents and purposes, including, without limitation, all applications of statutes of frauds, the best evidence rule, and any similar rules, statutes, regulations, or other principles of law. The party receiving a document signed and/or delivered by electronic means may rely on and use such electronic document to the same scope and extent as if it were the original, hard copy document duly executed by the other party.

IN WITNESS WHEREOF, each of the parties hereto has caused this Addendum to be executed by its duly authorized officer or representative.

Vendor: Springbrook Software, Inc.	Client:
By: _____	By: _____
Name (Print): Tim Rosener	Name (Print): _____
Title: Vice President, Corporate Development	Title: _____
Date: _____	Date: _____

limitations identified in this Addendum. Vendor shall have sole and exclusive ownership of all right, title and interest in and to the Licensed Software Products and User Materials, all copies thereof, all derivative works, and all related material generated from the Licensed Software Products including material displayed on the screen such as icons, screen displays, etc. (including ownership of all copyrights, trademarks and other intellectual property rights pertaining thereto), whether created by Vendor or any other party, subject to the rights of Client expressly granted herein.

3.1 Acceptance Period

Upon completion of the implementation of each Licensed Software Product purchased by the Client as set forth in the appropriate Order Form or Statement of Work, Client will have 30 calendar days to validate that the Products are performing in accordance with this Addendum, the Master Agreement, and any related Addenda. Each Application will be considered accepted by the Client if and when any one of the following has occurred;

(a) Client provides vendor written affirmation that the Application is performing within the terms of this Addendum, the Master Agreement and any related Addenda;

(b) 30 days has passed since the implementation of the Application without written notice of non-acceptance;

(c) Client is using the Licensed Software Product at issue for its intended purpose; or

(d) One calendar year has passed since the Effective Date. Client agrees to grant Vendor access to any system where Licensed Software Products are installed to audit Client's use of the Licensed Software Products and compliance with this Addendum.

4 LIMITED WARRANTY.

Vendor warrants that it has title to the Licensed Software Products and that it has full authority to grant this license to Client. Vendor also warrants that, as to each Application, for a period of ninety (90) days from the date of Client's acceptance of the Application, the Application will function in Material conformity with the Specifications. Vendor makes no warranty regarding the usability or convertibility of any of Client's data, the suitability of the Licensed Software Products for Client's needs, or any performance problem, claim of infringement or other matter to the extent attributable to any use or modification of the Licensed Software Products, or combination of the Licensed Software Products with any other computer program or communications device. Additionally, each Licensed Software Product is subject to the stability and capability of the Client's existing operating system(s). VENDOR DOES NOT WARRANT THAT THE LICENSED SOFTWARE WILL OPERATE PROPERLY WITH OTHER HARDWARE OR SOFTWARE. Determination of breach of the foregoing limited warranty or default under this Section shall be subject to the notice and cure provisions of Section 8 of the Master Agreement, and upon receipt of written notice of breach of warranty, Vendor shall be afforded a period of one hundred and twenty (120) days to cure the reported Material defect, failure or other breach. CLIENT AGREES THAT THE FOREGOING LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES AND VENDOR DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS OR ADEQUACY FOR ANY PARTICULAR PURPOSE OR USE, QUALITY, PRODUCTIVENESS OR CAPACITY, OR THAT THE OPERATION OF THE LICENSED SOFTWARE PRODUCTS WILL BE UNITERRUPTED OR ERROR-FREE.

5 CLIENT RESPONSIBILITIES

Client assumes all responsibility for the selection of, use of, and results obtained from the License Software Products. Client agrees to and is solely responsible for implementing the appropriate internal controls to ensure the accuracy of and appropriate use of any Licensed Software Products. All warranties, express or implied, extend solely to Client and not to any third parties.

6 CUSTOM AND ENHANCEMENTS

Vendor reserves the right at its own discretion to determine if and when any type of Enhancements or Custom modifications will be made to the Licensed Software Products.

7 THIRD PARTY SOFTWARE

To the extent any Licensed Software Product incorporates or necessarily interacts with third party software, Client agrees to either procure that third party software on terms acceptable to it or to agree and abide with the third party software provider's standard end user license agreement. Client agrees to execute any documents and take all other steps necessary to satisfy any third party licensing requirements.

8 ELECTRONIC SIGNATURES

Electronic Signatures and Copies of Documents: The parties agree that this Agreement and any other documents memorializing agreements between the parties may be executed and/or delivered by electronic means, including, without limitation, electronic signatures, images of signatures, or copies of original signatures or documents, and may be delivered by electronic mail, facsimile transmission, or other electronic or non-electronic means. All documents executed and/or delivered by electronic means shall have the same force and effect as an original, signed document, for all intents and purposes, including, without limitation, all applications of statutes of frauds, the best evidence rule, and any similar rules, statutes, regulations, or other principles of law. The party receiving a document signed and/or delivered by electronic means may rely on and use such electronic document to the same scope and extent as if it were the original, hard copy document duly executed by the other party.

IN WITNESS WHEREOF, each of the parties hereto has caused this addendum to be executed by its duly authorized officer or representative.

Vendor:	Client:
By: _____	By: _____
Name (Print): Tim Rosener	Name (Print): _____
Title: Vice President, Corporate Development	Title: _____
Date: _____	Date: _____