City of Madison
Software Evaluation
Improvement Opportunities

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
1	System Capability		Integration of Recruiting paperwork and information between all agencies	Currently Agency has no direct system access to applicant logs	Human Resources
2	System Capability		Agencies should only have basic access to Applicant Tracking to review screening of applications based on qualifiers not identifiers (race, gender, etc.) (All access is with security roles applied)		Human Resources
3	System Capability		Ability to track status of applicant (forms completion, etc.) throughout hiring process		Human Resources
4	System Capability	X	Ability for new hires and/or seasonal workers to begin completion of forms (Application, W2, Certifications) and paperwork electronically before first day/orientation (on boarding processes) - this includes online applications and new hire orientation paperwork.		Human Resources
5	System Capability	X	Online application for employment should allow the City user to see applicant changes to data or the data as of a specific date/time.	Prior known issues with applicants making updates at a later date or being inconsistent in applications for different City positions	Human Resources
6	System Capability		Ability to create miscellaneous invoices for outside trainers for training classes		Human Resources
7	Reporting		Reporting capabilities to detail training class attendance and courses taken by employee		Human Resources
8	Process/Workflow	X	Electronic requests for re-classification (either the current classification form must match the electronic fields or there must be a comments/notes section for detail)		Human Resources
9	Process/Workflow	X	Notifications sent /communication to HR improved when budgeted positions are established and when new positions are created.	Currently manual	Human Resources
10	Reporting		Ability to track and report on types of EAP programs utilized and improvements/results		Human Resources
11	System Capability	X	Visibility to all Agencies (with appropriate security) of grievance status, disciplinary process/corrective actions, personnel action forms, performance notes, and employee paperwork		Human Resources
12	System Capability	X	Web-Based Self Service functionality for Employee information changes, with ability to integrate workflow for approval		Human Resources
13	System Capability	X	Web-Based Self Service functionality for Employee benefits elections (periodic enrollments) and for benefits changes (upon qualifying event)		Human Resources
14	System Capability		Employee Survey Tool for surveying employee opinions		Human Resources
15	Process/Workflow		Workflow/Approval requirements with electronic signatures		Human Resources
16	Reporting		Web based reporting - General system improvement requirement (standard and user defined reporting tools)		Human Resources
17	Technical		User Security - Ability to set who can view what information based on title and status		Human Resources
18	Reporting		Dashboard functionality - General system improvement requirement, ability to select preferences for receiving notifications (dashboard vs. email)		Human Resources
19	Technical		Auditing capabilities - Change Log of User and Time/Date - General system improvement requirement		Human Resources
20	Reporting		Ability to export data from all agencies		Human Resources
21	Process/Workflow	X	Employee Requests to Fill and Employee Change Requests can be made at the Agency level and forwarded to HR electronically		Human Resources
22	System Capability	X	Employee Data - Tracking and Reporting by: Gender, Union Participation, Residency, Seniority, Direct Supervisor, Hour Type, Class Specifications, Fair Labor Status (Exempt/Non-Exempt), Hour Indicator, Employee Disciplinary History, Accidents, Violations, Disability, Race (Self-Identification)	Multiple detailed reporting requirements (Leave, Accommodations, Race, Classification)	Human Resources

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
23	Reporting	X	Org Chart Creation capability (based upon employee/supervisor relationships defined in data) - Online AND Printable Org Chart Review		Human Resources
24	Technical	X	Drivers license and Social Security Number validity check - Would need to integrate with external State/Federal systems, would have to have the ability to switch capability on/off for cost reasons.		Human Resources
25	Document Attachment	X	Employee file with photo image capability		Human Resources
26	Reporting		Employee ID creation (form/badge)		Human Resources
27	System Capability	X	Projection/Forecasting of future employee compensation/benefits costs by employee, along with hiring needs for setting budgets Ability to perform projections based upon: All units, by department, by Union, by classification, by pay group, etc.		Human Resources
28	Process/Workflow	X	Electronically manage creation and approval workflow for Agency Personnel Action Form		Human Resources
29	System Capability		Provide for electronic tracking and data associated with Exit Interview for employee terminations, retirement, voluntary leave		Human Resources
30	System Capability		Electronic exams with score keeping and ability to attach scanned documents	Currently using scantron exams and tracking scores electronically.	Human Resources
31	System Capability		Effective Date/Auditing capability with snapshots of current/past fields and what was changed on forms		Human Resources
32	System Capability		Social Security Number should be used as an identifier only is absolutely necessary. EE ID should be used in most cases.		Human Resources
33	System Capability	X	Auto mail merge and communication letters for all stages of employee lifecycle		Human Resources
34	System Capability		Scheduling module for interviewing applicants		Human Resources
35	System Capability	X	Provide online registration and tracking for training classes, which are linked to employee records		Human Resources
36	System Capability		Support for COBRA processing (@ State level and beyond)		Human Resources
37	System Capability		Applicant tracking: When applicants fill out information, Gender, Race, Ethnicity, and Disability should all be separate fields		Human Resources
38	System Capability	X	Ability to track CDL certification and effective dates (including ability to provide alerts based upon dates)		Human Resources
39	System Capability		Detailed reporting for Affirmative Action		Human Resources
40	System Capability		Improve Incentive Tracking with thresholds and alerts for when qualified (based upon longevity and training level)		Human Resources
41	System Capability		Benefits tracking/reporting at the agency level (including accrual balances)		Payroll
42	System Capability		Time entry options with integration back and forth to Payroll.		Payroll
43	System Capability		AWOP entry/calculations to be automatically allocated	See also detailed entry in Transit workshop	Payroll
44	System Capability		Ability to allocate time to Regular work time and against Work Orders (with integration between the two)		Payroll
45	System Capability	X	Ability to accommodate Comp time calculations and updates in real-time (comp time accruals, comp time taken)		Payroll
46	System Capability	X	Ability to process payroll on multiple time cycles (e.g. Bi-Weekly, Monthly, and Random Manual Payrolls)	Currently the City uses two payroll cycles and the system must be flexible to provide for this.	Payroll
47	Process/Workflow		Improve ability to provide proper employee information electronically from HR to Payroll when employee file is established		Payroll
48	System Capability		Ability of system to provide real time changes of employee data		Payroll
49	System Capability		Ability to have multiple employee search criteria options: e.g. Maiden name, etc. + Query/detail field level searches		Payroll

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
50	Process/Workflow		Ability to track and apply changes to classifications, new laws, new regulations so that system accurately reflects current standards. All changes, increases, etc. should have effective dates and audit capabilities.		Payroll
51	Technical		The use of user defined fields with multiple characters allowed and clear descriptions of codes. The number of user defined fields and the formatting capabilities must be flexible and have report capabilities.		Payroll
52	System Capability	X	Expanded leave calendar 1) Multiple leave types (FMLA, Vacation, Workers Comp, etc.) 2) Reflects the benefits applied/incorporated 3) Effective dating for Leave/FMLA		Payroll
53	Reporting		Forecasting capabilities for Leave balance and real time status of current Leave allocation.		Payroll
54	Reporting	X	Track/report on employee by 52 week moving period for: Sick Usage, Gross Wages, Hours Worked	Input to State Workers Comp Report	Payroll
55	System Capability	X	Improve formal electronic tracking of leave within system, which would include electronic request (by employee) and approval (by manager)		Payroll
56	System Capability	X	Allow for Employee Self Service workflow and access, which includes: -Detailed tracking by Leave type -Real time leave status		Payroll
57	System Capability	X	Allow for Manager Self Service workflow and access, which includes: -Detailed tracking by Leave type -Real time leave status (of all assigned employees)		Payroll
58	Reporting		Employee reports with totals: FT, PT, Premium Paid, all pay types, pay rules, workers comp, etc.		Payroll
59	Process/Workflow		Electronic approvals: Time, Forms, Process/workflows		Payroll
60	Reporting	X	FMLA - Family Medical leave tracking and reporting. Must support reporting differences between State FMLA (calendar year availability) and Federal FMLA (52 week rolling availability	Also noted during Transit Utility session 11/14	Payroll
61	Reporting	X	Ability to support FMLA time adjustments upon employee return (to include AWOP, over multiple years, calendar vs. work days, effect of longevity, seniority, and steps)		Payroll
62	System Capability	X	Ability to retroactively apply FMLA time		Payroll
63	Process/Workflow		Workers Compensation process to be improved. More automated and easier integration between City and 3rd Party Administrator in determining final payments. *See current process flows	Due to current labor contracts, there is some manual manipulation required prior to final processing of Workers Comp payments.	Payroll
64	System Capability	X	Improved system ability to automate payroll processing of Workers Comp claim response from 3rd party administrator and payroll adjustments based upon that response.		Payroll
65	System Capability		Ability to continue paying employees after termination (Retro Active Pay - Termination effective dating)		Payroll
66	Reporting		Employee reports with total hours worked and the dollars associated with them		Payroll
67	System Capability	X	Improve ability to tie Comp time / Overtime to be attached to a specific GL account #. Comp. time earned to be attached to a position at time work was performed AND ability to also charge Comp time as it is earned.		Payroll

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
68	Reporting	X	Calculate cash value of compensation and benefits for each employee OR position including Sick Leave Liability (GASB 34).	This can also be a report used for Recruitment Budgeting	Payroll
69	Reporting		Payroll to be able to automatically calculate Retro Pay - Applies to employees switching Unions and the ability to track all necessary information for all Union employees qualified for over time. Includes Ability to apply Retro Active Pay to Unions over the effective date period.		Payroll
70	System Capability	X	Ability to pay employee for 2 different positions/ 2 different rates		Payroll
71	System Capability		Ability to calculate Out of Class Pay (PREM pay)		Payroll
72	System Capability	X	Ability to convert employee statuses - For example, a temporary/hourly employee to a permanent employee (or vice versa)		Payroll
73	Reporting		Clear and understandable pay stub/check and ability to print duplicate		Payroll
74	System Capability		Employee Scheduling software capability for most departments/agencies	Needs further review, as specifically noted for Fire, Police, Streets as other software packages are currently being used for this.	Payroll
75	System Capability		Attendance Trend Reporting	More detail needed if included in RFP	Payroll
76	Reporting		Reporting - Improve ability to Calculate FLSA Overtime automatically and also allow for flexibility in pay based on city ordinances		Payroll
77	System Capability		Ability to calculate Premium Pay	Extensive City Rules and Labor Contracts needs further definition	Payroll
78	Technical		Provide for Data Integration or capabilities of Tele-Staff	Police - Scheduling and Hours tracking system	Payroll
79	Technical		Capabilities of Fire Agency's Access-SQL Server system	Fire	Payroll
80	Reporting		Detailed totals on employee summaries for reporting (OT paid, etc.)	Water Utility	Payroll
81	Reporting	X	Improve annual reporting for Retirement System (WRS) (need to note active employees, dollars, hours)	Note: differing rules for calculation of payroll dollars/hours. Note: Retro pay cannot be included in current year reporting for Retirement Benefits	Payroll
82	Technical	X	Incorporate Retiree Life Insurance Billing System requirements into new ERP system through AR processing Billings are calculated annually through a manual process and billed quarterly through a misc. AR invoice currently.	Central Payroll	Payroll
83	System Capability	X	Ability to perform payroll adjustments after employee returns from leave (automatically)	Central Payroll	Payroll
84	Process/Workflow	X	Improve ability to support electronic Time entry processes (various methods) by level and employee type AND allow for supervisor approval through workflow process		Payroll
85	Process/Workflow		Auto Holiday time applied based on required holiday leave.		Payroll
86	Technical		Minimal access to confidential data (SSN)		Payroll
87	Technical		User Security - Ability to setup user profiles allowing and preventing access		Payroll
88	Technical		Auditing capabilities		Payroll
89	Reporting		Quarterly reporting of employee information to State (e.g. Unemployment)		Payroll
90	Reporting		Improve ability to run Reports to include multiple years or user defined time span		Payroll
91	Reporting		Sort capability by Payroll code – ad hoc/user level		Payroll
92	Reporting		New hire data reporting		Payroll
93	Reporting		941 Report (different from State unemployment)		Payroll
94	System Capability		Ability to know whether automatic renewal of a contract is allowed; Tracking of renewal date/type in the contract management database.		Procurement

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
95	System Capability	X	Ability to track contract related data specific to each contract, including: Contract Execution Date, Contract Expiration Date, Contract Narrative/Text		Procurement
96	Reporting	X	Ability within the system to review/monitor all purchases against a specific contract		Procurement
97	Reporting		Ability to modify procurement forms/templates from the system	Need to modify address info, Terms & Conditions and other data depending on the contract	Procurement
98	Technical	X	Ability to email "link" to a transaction within the system to another system user (e.g. send electronic link to a specific PO)	Interest in completing this activity completely within the system vs. exporting data and sending as an attachment to stand alone email	Procurement
99	Reporting	X	Reporting on spend by vendor regardless of procurement method (LPO, PO, P-Card)	Interest in reporting spend by various criteria (e.g., vendor, commodity type, etc.)	Procurement
100	System Capability		Ability to identify whether a purchase is sole source		Procurement
101	Process/Workflow		Incorporate the Limited Purchase Order process into the overall PO process	Currently there is no direct keying of LPO information into the system, and LPOs are not encumbered	Procurement
102	Process/Workflow		Configurable workflow for purchase approval	e.g. configure by position, dollar value of purchase, etc.	Procurement
103	System Capability		System inquiry allowing a requestor/buyer to look up the status of purchase		Procurement
104	Process/Workflow		Workflow for payment approval	e.g. procurement card payment approval	Procurement
105	Process/Workflow		Workflow functionality that provides task or milestone notifications for contracts	e.g. contract start date and expiration date	Procurement
106	System Capability		Ability to verify budget authority by the budget element/level required	e.g. may not need to verify authority by individual object code, rather a "parent" level of the budget	Procurement
107	System Capability		Ability to automate bid notifications to vendors, support electronic submission of response, and notification of award to vendor through web-based Vendor Self Service capabilities.		Procurement
108	System Capability	X	Cross-agency ability to view City contracts and Purchase Orders (with necessary security)	Currently there is no central contract database and limited access to see PO's from other departments	Procurement
109	Process/Workflow		Improve ability to track Federal/State/Local funding to transactions during procurement to ensure relevant legal criteria are met - Vendor Setup or Purchase Order?	Civil Rights accountability	Procurement
110	System Capability		Maintain necessary history of purchase transactions	e.g. Metro maintains 5-7 years	Procurement
111	Reporting		Data downloading flexibility		Procurement
112	Reporting		Automated and configurable reporting functionality		Procurement
113	Process/Workflow		Standard contract format cross-agency	Note: Not a system limitation	Procurement
114	System Capability	X	Vendor self service website to provide ease of doing business with the City; Specifically invoice information		Procurement
115	System Capability		Central vendor master and purchase history database to provide various departments (with appropriate security access) information on other departments purchase history to aid in purchase decisions and negotiations		Procurement
116	System Capability	X	Ability to track vendor performance data within the ERP system (including rating and specific performance comments)		Procurement
117	System Capability	X	System allows encumbrance reporting to see budget and actuals prior to AP invoice payment		Procurement
118	System Capability	X	Workflow setup is capable of multi-level approvals (with the ability to customize per Agency/Department)		Procurement
119	System Capability	X	Workflow setup is capable of multi-level approvals for P-Card transaction approval		Procurement
120	System Capability	X	Ability to search P-Card transactions once the data has been downloaded to ERP		Procurement
121	System Capability	X	Ability for a P-Card transaction with a new vendor (not in ERP database) to trigger an alert for review/approval		Procurement

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
122	System Capability	X	Ability for departments to pre-encumber P-Card purchases which may not charge/ship until at later date. Once the actual charges are downloaded through P-Card, they would need to be encumbered as normal.	For example, many companies do not charge the P-Card until an item is shipped. Therefore, the cost is incurred but does not show up in the P-Card data until later. Difficult to manage to budget if these charges are not tracked anywhere.	Procurement
123	Reporting	X	Ability to provide a report/payment summary to vendors who are paid through direct deposit/ACH. Currently, vendors don't get any background and no guidance is provided on how to apply payment to (multiple) invoices.		Procurement
124	System Capability	X	Ability to enter internal comments/notes on a Purchase Order		Procurement
125	System Capability	X	Ability to set a "Preferred Vendor" status in ERP to guide Agency purchases		Procurement
126	System Capability	X	Ability to set a "Preferred Item" status in ERP to guide Agency purchases	For example, a negotiated price may exist. May need to link Item to Commodity Codes to facilitate this.	Procurement
127	Reporting	X	Exception reporting - Outstanding Requisitions without a PO		Procurement
128	Reporting	X	Exception reporting - Open Encumbrances		Procurement
129	System Capability	X	Ability to email Purchase Order directly to vendor contact		Procurement
130	System Capability	X	Ability to categorize vendors by goods and services they provide	To assist in agency purchasing	Procurement
131	Document Attachment	X	Ability to scan vendor invoice and store electronically for both Agency and central Purchasing access		Procurement
132	Process/Workflow		Ability to verify budget availability and provide automated notification to agency of insufficient funds prior to AP Vouchering	e.g. prior to payment of invoice	Procurement (AP)
133	System Capability	X	Better integration of P-Card data with the new system - specifically a lower level of transaction detail	Using JP Morgan for P-Card data download	Procurement (AP)
134	Process/Workflow		Ability to view P-Card purchases more timely	Currently can be up to 2 week lag in viewing transactions in SXD (note that there is more up to date access thru JP Morgan website). Consider more frequent downloads.	Procurement (AP)
135	System Capability	X	Improve ability for end users to enter P-Card transaction detail into the system (may need to be web-based for Library)	Web necessary due to library connectivity issues	Procurement (AP)
136	Process/Workflow		Business rule to identify dollar threshold at which a vendor Affirmative Action Plan is required	Civil Rights accountability - $25k currently?	Procurement (AP)
137	Process/Workflow	X	Ability to track in Vendor Master for Civil Rights and AP to know whether a Vendor Affirmative Action Plan is on file	Civil Rights accountability	Procurement (AP)
138	System Capability		Identification of fixed asset at time of procurement		Procurement (AP)
139	Reporting		Configurable reporting on payments	e.g., ability to query by vendor, fund, agency, contracts, etc.	Procurement (AP)
140	Process/Workflow	X	Verification of legal requirements prior to vendor payment - System ability to set system controls or workflow to flag if vendor is over specific threshold ($25k) and ability to track insurance, affirmative action, other legal requirements prior to vendor payment.	Civil Rights accountability	Procurement (AP)
141	System Capability	X	System should calculate recognition of credits against encumbrance related to a contract	Currently, credits to a contract are not reflected in the encumbered value in the system	Procurement (AP)
142	System Capability		Inquiry access to chart of accounts/string master at agency level		Procurement (AP)
143	Process/Workflow	X	Automated trigger to prepare a change order when an invoice is greater than the purchase amount on record		Procurement (AP)
144	System Capability		AP drill down access to purchasing documents/records		Procurement (AP)
145	Reporting	X	Ability to track and report on partial payments and retainage by contract		Procurement (AP)

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
146	Technical		Interoperability between systems/open source	Library will continue to operate separate procurement (Sirsi Dynix) system; however integration between the system and the ERP will be desired if possible	Procurement (AP)
147	Reporting		Enhanced drill down/inquiry/look capability	e.g., for journal vouchers	GL / AR / Accounting / Treasury
148	System Capability		Various period closes	e.g., ability to have a hard close for a period by agency or fund Likely applicable for Fire/Transit/Others?	GL / AR / Accounting / Treasury
149	System Capability	X	Ability to prevent posting to specific accounts prior to a specified date or fiscal period		GL / AR / Accounting / Treasury
150	Document Attachment		Document attachment functionality		GL / AR / Accounting / Treasury
151	Reporting		Ability to print financial statements in the format needed for presentation		GL / AR / Accounting / Treasury
152	Reporting		Downloads in user-friendly, electronic format		GL / AR / Accounting / Treasury
153	System Capability	X	More robust cost allocation abilities	e.g., the ability to "reach into" other modules for financial and other data to drive allocation calculation (e.g. assets, number of employees, etc.)	GL / AR / Accounting / Treasury
154	System Capability	X	Ability to enter preliminary / what if cost allocations and review results prior to GL posting		GL / AR / Accounting / Treasury
155	Process/Workflow		Workflow approvals to reduce paper/manual processing	e.g. for journal vouchers, billing authorizations, deposits, etc.	GL / AR / Accounting / Treasury
156	Reporting		Drag and drop-type functionality for ad hoc reporting		GL / AR / Accounting / Treasury
157	System Capability		Ability to see transactions from other agencies within the system given appropriate security		GL / AR / Accounting / Treasury
158	Reporting	X	Ability to track and report by different date ranges for grants		GL / AR / Accounting / Treasury
159	Reporting	X	Ability to accommodate financial statement reporting in multiple formats	e.g. GAAP and PSC regulatory formats such as that required for Water Utility	GL / AR / Accounting / Treasury
160	Reporting		Robust reporting for Asset Management	Accommodated thru ad hoc reporting - Support for Acquisition, Inventory Reporting, Depreciation Reporting, Transfers, Disposals	GL / AR / Accounting / Treasury
161	Process/Workflow		Improve processes and central asset tracking through a centralized asset inventory to eliminate agency sub-systems	May require capital asset data cleanup in current systems prior to conversion to new ERP	GL / AR / Accounting / Treasury
162	System Capability	X	Ability to track asset location in Fixed Assets module		GL / AR / Accounting / Treasury
163	System Capability	X	Ability to track agency which services asset in Fixed Assets module		GL / AR / Accounting / Treasury
164	System Capability	X	Ability to enter an asset with a purchase value less than the true replacement value (e.g. donated asset where purchase price is $0 or $1)		GL / AR / Accounting / Treasury
165	System Capability	X	Ability to link multiple funding sources to assets	e.g. for grants	GL / AR / Accounting / Treasury
166	System Capability	X	Ability to define Parent-child relationship management for fixed assets (e.g. plow truck = chassis, body, plow)		GL / AR / Accounting / Treasury
167	Process/Workflow		Workflow improvements in Asset Management area (procurement through disposal)		GL / AR / Accounting / Treasury
168	System Capability		Depreciation to the grant level and by function or fund	Currently an offline Access DB	GL / AR / Accounting / Treasury
169	Document Attachment		Robust attachment capabilities for asset records	e.g. ability to include a photograph of the asset	GL / AR / Accounting / Treasury
170	System Capability	X	Ability for multiple agencies to view records regarding assets when multiple agencies have a relationship with the asset		GL / AR / Accounting / Treasury
171	System Capability	X	Inclusion of replacement value for individual assets	vs. just historical cost (for risk management purposes) May need to consider methods for calculating replacement cost	GL / AR / Accounting / Treasury
172	Reporting		Reporting functions for facilitating physical inventory (Report of on-hand inventory or assets)		GL / AR / Accounting / Treasury

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
173	System Capability	X	Ability to make adjustments for assets at Year End		GL / AR / Accounting / Treasury
174	System Capability	X	Ability to link and populate procurement transaction detail in asset records for fixed assets		GL / AR / Accounting / Treasury
175	Reporting	X	Filters to report on assets by appropriate project, grant, etc.		GL / AR / Accounting / Treasury
176	System Capability		Integrated cash receipting enterprise-wide		GL / AR / Accounting / Treasury
177	System Capability	X	Cash recipts entry provides "template" capability - including common account numbers to faciliate efficient data entry		GL / AR / Accounting / Treasury
178	System Capability	X	Cash receipts module is able to integrate with external City of Madison systems which may perform some cash receipting functions	e.g. Accela, Elite, USI, RecTrac, etc.	GL / AR / Accounting / Treasury
179	System Capability	X	Software provides for online / web based citizen payment for various types of payments to City	Currently, City has developed MadisonPay.com to faciliate this processing, but open to standard vendor web capabilities for citizen access	GL / AR / Accounting / Treasury
180	System Capability		Ability to process cash receipts for Retiree Life Insurance billings issued by City		GL / AR / Accounting / Treasury
181	System Capability		Ability to process cash receipts for Health Insurance (if employee status requires employee payment) issued by City		GL / AR / Accounting / Treasury
182	System Capability	X	Inclusion of a debt module - 1) ability to allocate debt to capital projects		GL / AR / Accounting / Treasury
183	System Capability	X	Inclusion of a debt module - 2) Calculation of debt payment schedule		GL / AR / Accounting / Treasury
184	System Capability	X	Inclusion of a debt module - 3) Integration to AP for debt payments		GL / AR / Accounting / Treasury
185	System Capability		More seamless integration with bank systems for transmission and receipt of files	Currently manual	GL / AR / Accounting / Treasury
186	Document Attachment		Need the ability to attach documents and link to other source information when analyzing and reporting grant data		GL / AR / Accounting / Treasury
187	Technical		Need to maintain an audit trail of the history of individual grant activity		GL / AR / Accounting / Treasury
188	System Capability		Need grant tracking ability and the ability to assign related grant information (including specific grant numbers) as well as report on all of this information within the system	Tracking of most detailed Grant related information is done manually or via Excel today.	GL / AR / Accounting / Treasury
189	System Capability		Need the ability to incorporate the performance period in grant data (i.e. to acknowledge the grant life when different from the fiscal or calendar year)		GL / AR / Accounting / Treasury
190	Reporting		Need robust grant reporting functionalities for financial and program information		GL / AR / Accounting / Treasury
191	System Capability	X	Ability to support recurring invoice processing (related to contracts) within the system		GL / AR / Accounting / Treasury
192	Process/Workflow		Incorporate process workflow for approvals for Interdepartmental Billings		GL / AR / Accounting / Treasury
193	Process/Workflow		Desire to automate invoicing for elevator inspections	~1700 invoices/year	GL / AR / Accounting / Treasury
194	Process/Workflow		Incorporate process workflow for approvals of miscellaneous Agency billings. Agency would key in billing data/authorization, then approved by A/R and invoice processed.		GL / AR / Accounting / Treasury
195	System Capability	X	Ability to track Grant comments and narrative		GL / AR / Accounting / Treasury
196	System Capability	X	Ability to track specific characteristics of a grant (e.g. 100% reimburseable, Requires City matching funds, Performance based criteria required)		GL / AR / Accounting / Treasury
197	System Capability	X	Ability to amend grant information in the system (e.g. re-allocate a grant)		GL / AR / Accounting / Treasury
198	System Capability	X	Ability to allocate interest income to grants (e.g. grant funding is provided up front)		GL / AR / Accounting / Treasury
199	System Capability	X	Ability to differentiate through an AR code or transaction type different types of AR (by billing type, etc.)	Envisioned to support reporting by AR type, different workflow by AR type, different collection methods by AR type, etc.	GL / AR / Accounting / Treasury
200	Process/Workflow	X	Budget controls to automate notification of exhausted funds within set date parameters with the ability to set budget controls at various levels (account, department, etc.)		Budget

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
201	System Capability	X	Ability to produce Proforma and "what if" budget scenarios enterprise-wide. Upon performing a scenario, the ability to load as a new budget iteration.		Budget
202	Reporting		User-friendly and flexible report writer	e.g. pivot-table like functionality	Budget
203	Reporting		Ability to report information in different formats	e.g. when budget data need to be reported differently to different agencies	Budget
204	Reporting	X	Ability to incorporate fund beginning and ending balances into budget reporting. Applies to General Fund and various other funds across all accounts.		Budget
205	System Capability		Ability to show carry-over funds in budget.	Typically related to grants and non-lapsing funds carrying over multiple fiscal years.	Budget
206	Reporting		Consider changes to the budget format currently presented	Discussed fact that City stakeholders should not expect the Budget document to look exactly the same as current	Budget
207	Training		System training and tutorial to assist in managing staff turnover/learning curve	General system request (not specific to budgeting) - e.g. documentation, on-line help features	Budget
208	Document Attachment		Ability to attach documents in new ERP system		Budget
209	Document Attachment		Integration between new ERP system and current document management system		Budget
210	System Capability	X	Functionality to note/comment in the system why budget changes were made through budget iterations	Comments may include informal comments/budgeting assumptions or more formal comments related to budget amendments - Focus on Discrete Decision Items	Budget
211	Reporting		Incorporate performance metrics into budget process	Desire to incorporate both quantitative metric along with some narrative/background, ultimately to measure service delivery impact.	Budget
212	System Capability		System integration to pre-populate/retrieve budget input data: positions, actuals, projections, functional area data	to avoid printing and re-entry of this information as is done currently	Budget
213	Reporting		Consistent classifications and level of detail between budget and GL	Expected to be accomplished through COA mapping and design	Budget
214	System Capability		Ability to easily extract system information into tools like Excel and Access		Budget
215	System Capability		Ability to import budget related data into system from Excel for complex budget development	Expect this to possibly apply to budget sub-level detail (e.g. capital project detail or line item detail) which may not be displayed in budget documents.	Budget
216	System Capability		Ability to project salary and benefits for individual employees and aggregate the projections by agency		Budget
217	System Capability		Ability to capture actual salary and benefit data for individual employees and aggregate the actuals by agency		Budget
218	Reporting	X	Ability to design layout and print one comprehensive budget document using a desktop publishing like tool. Budget document would need to include narratives, financial budgeting data (tables/charts), etc.	Currently it is necessary to produce and print the budget document in multiple sections comprising 40+ files/tabs/spreadsheets

WS#2 - Additional note that this functionality would be desired for:
 - Budget Briefing Documents
 - Budget Document Publication
 - Budget Amendment Documents | Budget |
| 219 | Technical | | Robust query ability | e.g. to easily query enterprise-wide travel expenditures for a period | Budget |
| 220 | Technical | X | Improved audit trail of changes to budget iterations and identify the change author and date | e.g. identify the changes and change author from request stage, to Executive budget , through adoption and amendments | Budget |
| 221 | Process/Workflow | X | Integrate with County budgeting process for Health | Unique need for Health Department

Team discussed in WS#2 and this is City of Madison budget input data that could be manually entered (as today) or imported via Excel tool into a known format. | Budget |
| 222 | Reporting | | Improved ease of gathering information needed for single audit | Typical reporting information would need to include beginning balances, receipts, expenses, ending balances | Budget |
| 223 | Process/Workflow | | Workflow integration between Budget and HR to ensure authorization for new positions | Currently a manual communication process | Budget |

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
224	Process/Workflow		Operationalize the budget	e.g. Linkage with ordinance changes to determine budget impacts Discussed in WS#2 that Legistar integration is not feasible and will likely continue to be manual process from a system perspective.	Budget
225	Reporting	X	Ability to identify and report on capital and operating expense projects that can/will be funded fully or partially (percentage) with Federal or State grants.		Budget
226	Reporting	X	Ability to produce a separate budget for each fund with separate time periods specified.	Currently there are approximately 200 funds	Budget
227	System Capability	X	Ability to project City revenues for budgeting process: investment income, loan repayment, TIF, 5-year fund condition, Lease payments received, Impact Fees, etc.		Budget
228	System Capability	X	Budget module in ERP which supports collaborative budget development and review from many users		Budget
229	System Capability	X	HR ability to integrate Position Tracking for budgeting purposes		Budget
230	System Capability	X	Ability to support multiple budget types (or ID's) in the system for analysis and projections	Examples for this need may include Metro or Water Utility which want the budget broken down or view differently.	Budget
231	System Capability	X	Ability to support multiple budget iterations/phases in the system, with the ability to "lock" in an iteration/phase at a specific point in time to prevent changes.		Budget
232	System Capability	X	Improved ability to manage Budget Amendment Process - Ability to record a proposed budget amendment in ERP, print a formatted report/summary, utilize Workflow approval/deny. Once a Budget Amendment is approved, the system would automatically update the budget.		Budget
233	System Capability	X	Ability to track Grant related data within the new system: - Grant dollars - CFDA# - Awarding Agency - Secondary Agency - Award # - Contract # - Effective Dates (Beginning / Ending)		Budget
234	System Capability	X	Ability to change the Ending Date on Grants		Budget
235	System Capability	X	System alert to identify when the grant funding for a position is lapsing due to a mid-fiscal year ending date.		Budget
236	System Capability	X	Mass change or update capabilities within the system related to budget changes or funding changes.		Budget
237	System Capability	X	Integrated spell checking within the ERP system or reporting tools	Improvement specific to narratives and other text in budget related documents, which extends review time and effort	Budget
238	System Capability		User-defined fields for employee and payroll data that may not be standardized across City agencies	Specific employee data elements are needed for transit, e.g. seniority ranking, which affects how scheduling occurs. Currently accommodated through Access/Excel database.	Utilities - Transit
239	Process/Workflow		Consider financial hard close on monthly basis to prevent posting to a prior closed period	Transit has challenge to close a month due to late posting of items such as interdepartmental billings, Dane County postage and printing charges, and utility charges	Utilities - Transit
240	System Capability	X	Record of detailed procurement data from P-card purchases prior to receipt of the P-Card statement	Transit currently maintains a separate database of P-Card purchases to document the specific details of P-Card purchases because there is often no receipt (e.g., if a phone purchase) and P-Card statements aggregate the total by vendor (e.g., would see Vendor ABC with total of $X, vs. # and price of each item composing the total)	Utilities - Transit
241	System Capability	X	Ability to split a P-Card transaction to multiple GL accounts		Utilities - Transit

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
242	System Capability	X	Identification of individual funding sources for grant-related purchases that are fixed assets	Also will impact depreciation (by funding source)	Utilities - Transit
243	System Capability	X	Improve processes and supporting Self-service for customers for sales and inventory management of Metro Cards for "outlet" card sales	Desire to grant outlet retailers (~96 outlets) of transit tickets controlled access to the system to manage their ticket inventories - Self Service Ticket Inventory - Ticket # (like serial number) Tracking - Setup of Recurring AR Invoice for billing - Ability to track sales by Outlet (Customer) and Type of Pass	Utilities - Transit
244	Reporting		Real time leave/vacation balance data available to employees and managers	Employees not have access to the balance as of the last payroll check only (additional leave may have been used in the interim)	Utilities - Transit
245	System Capability	X	Self-service employee time entry that accommodates complex work/payroll rules and links to scheduling tools	Future Vision: - Admin/Mgmt Staff to use ERP time entry (~50 employees) - Drivers/Fixed Route to use Trapeze w/ future integration to ERP (~350 employees) Note: Transit drivers have complex union contracts, with payroll impacts based on scheduling; this information is currently tracked in a separate database by Transit.	Utilities - Transit
246	Reporting	X	Transit uses methods to allow accrual of vacation time. Other departments may grant vacation time in lump sum at beginning of the year. System should be flexible to accommodate both methods.	Transit employees accrue vacation time; therefore, it is necessary to access real time data when allocating leaves for the coming year.	Utilities - Transit
247	Reporting		Ad hoc reporting with relational tables and real time data		Utilities - Transit
248	Reporting	X	Provide ability to facilitate annual employee vacation pick process (employees reserve vacation time for upcoming year) with vacation leave included into employee calendar/schedule	Currently manual process Future ERP Report was noted to provide for this to include data: Base Employee Data, Seniority Data, Vacation Balance Data	Utilities - Transit
249	Technical		Consider integration of employee data to Transit Master software to eliminate duplication of employee setup in multiple systems		Utilities - Transit
250	System Capability		Improve ability to track and report on Absent with out Pay (AWOP) in City systems.	Reporting is based upon a rolling 12 month period. Ideally, a workflow could trigger a disciplinary action within the ERP HR module for the specific employee. TBD for Transit if employee time tracking will originate in Trapeze software.	Utilities - Transit
251	System Capability		Ability to cue an agency (Transit) through a workflow or other method for a replacement asset purchase based upon dates in system		Utilities - Transit
252	Technical		Improve cash reconciliation accuracy between the GFI Fare Box and the deposit. Currently this is a technical limitation with the fare box.	Note: Fare box improvements included in future Capital Budget.	Utilities - Transit
253	Process/Workflow		Transit Utility should look to the upcoming 2010 review to challenge the FTA on reporting requirements that are truly needed as input into the ERP/Financial system implementation	Manual calculation and reporting for FTA / Federal Drawdown Reporting	Utilities - Transit
254	Technical		Improved integration through a common ERP system to allow the City access to ledger and financial activity for Water Utility	City does not currently have direct access as a separate general ledger is used by the Water Utility (MS Dynamics SL)	Utilities - Water/Storm/Sewer
255	Reporting		Ability to produce financial statements which meet PSC reporting needs	Expected to be accomplished through COA mapping and design	Utilities - Water/Storm/Sewer
256	Technical		Seamless integration between Utility Billing and GL	Currently the data is shared through a manual upload	Utilities - Water/Storm/Sewer
257	Technical		Integration between job costing and payroll	Currently duplicate time entries are required - one to support Job Cost data, another for Payroll (Accela vs. ERP)	Utilities - Water/Storm/Sewer

#	Type	Critical/ Unique Req	Description	Supporting Evidence	Interview/ Workshop
258	Technical		Integration with Accela and GL - potentially for inventory management	Unsure how Accela will be utilized for general inventory management functions vs. ERP 11/14 - Noted Accela was provided ~700 item master files for Water Utility and noted as too many. Unsure on final scope of inventory management between ERP and Accela.	Utilities - Water/Storm/Sewer
259	Reporting		Consolidated financial reporting to eliminate manual JV's through GL currently		Utilities - Water/Storm/Sewer
260	Reporting		Accommodate PSC reporting needs through chart of accounts string		Utilities - Water/Storm/Sewer
261	System Capability	X	Flexibility in calculating depreciation: by asset class, different methods, individual assets	System needs to allow for differentiation by Asset Class and Inventory Segment to allow correct depreciation calculations - Contributed by Developer - Financed by Utility Currently done manually today using an aggregate allocation.	Utilities - Water/Storm/Sewer
262	System Capability	X	Capability for the Utility billing software to accommodate both premise-based (current regulation which allows assignment to tax bill) and customer-based (future consideration?)	Only applies if Utility Billing software functionality is in scope; Currently handled by CIS Infinity	Utilities - Water/Storm/Sewer
263	System Capability		Storm water credit entry - not efficient entry into current systems	May be a possible improvement in efficiency if an integrated ERP/Utility Billing solution is implemented	Utilities - Water/Storm/Sewer
264	System Capability	X	Integrated system ability to perform financial projections to analyze reserves and impact on utility rates. Projections would need to include: - Depreciation - Equipment/Plant replacement assumptions - Fixed Costs - Variable Costs (based on budget/assumptions)	Water Utility has previously purchased Springsted Inc Excel financial modeling/planning software to meet some of these needs as a standalone system	Utilities - Water/Storm/Sewer
265	System Capability	X	If an integrated Utility Billing system is considered, it will need to be able to accommodate the following billing types: 1) Water - Based on Consumption; Based on Meter Size 2) Sewer - Based on Water Consumption; Based on Flat Charge; Surcharge Billing; Special Billing; Based on Deduction Meter (e.g. irrigation) 3) Public Fire Protection - Based on Meter Size 4) Storm Water - Base Charge + Adjustments for Land Attributes; Exception Charges ($ or %) for Additional Charges/Credits 5) Landfill Remediation - Based on Meter Size 6) Private Fire Protection - Based on size of service (pipe)	Possible Future Additions to "Municipal Services Bill" may include: - Street Utility - Refuse/Recycling - Environmental Fee	Utilities - Water/Storm/Sewer
266	System Capability	X	Utility billing for stormwater should be flexible to include a calculation similar to: Rate x Area x Multiplier to assist in monthly stormwater billing adjustments.	Current system is limited to a calculation with only two variables (e.g. Rate x Multiplier)	Utilities - Water/Storm/Sewer