Overview

Working Session #3 included discussion on "Functions" vs. "Features" within scope of the Vendor Demonstrations:

- **Functions**: Core functions that the software must perform (the "what")

- **Features**: Capabilities that support efficiencies and effectiveness for the end user (the "how")

Key Features for Consideration

Note: some of these items may not translate into specific requirements, but may apply to multiple functions or processes within the demonstrations:

- Search Capabilities
  - Employee - By name, by dept, by employee id, etc.
  - Consistent search capabilities throughout the system (from all system functions)
  - Retains employee information from function to function (switch functions without having to re-search for the employee)

- Reporting / Query Capabilities
  - Supports formal standard reports and ad hoc queries
  - Simple query capabilities for end users (e.g. departmental supervisors)
  - Reports/queries incorporate the appropriate system security
  - Ability to export into other tools (e.g. PDF, MS Excel)
  - One standard reporting tool to support all functions (vs. separate tools for separate modules)
  - Consider having the vendor develop a report "on the fly", without advanced notification or details provided (i.e. truly show the ease of report development)

- Workflow
  - Automation of a business process in which tasks and/or information are passed from one user to another for action, based on defined procedural rules
  - Includes notifications/alerts, either within the system or integrated with e-mail
  - Supports formal approval processes

- Self-Service
  - Employee Self-Service and Manager Self-Service - potential Self-Service functions:
    - benefits enrollment, changes
    - W-4 information
    - change of address or other basic demographics
    - view earnings information / pay stubs
    - job postings
  - Supported by workflow, including notifications and approvals

- Security
  * Role-based security that controls access to specific functions, potentially at the field level
  * Applies to system access as well as queries / reporting

- Configurability
  * Configurable software as opposed to programming changes
  * Ideally maintained by end users rather than IT
  * Potential configuration items:
    - reference data tables
    - earnings & deduction codes & formulas
    - workflow – rules, approvals, notifications, etc.
    - data imports or exports
    - benefit plans
    - data labels on screens/forms

- User-Defined Fields
  * Specific fields set aside for user-defined purposes
  * Accessible on screens/forms and reports/queries

- General Usability / Navigation / Intuitiveness
  * Able to quickly navigate from one function to another, or from one employee to another
  * Common look and feel throughout the application

- Date Effective Logic
  * System includes effective dates for key data elements, including ability to “future” date or “post” date specific changes
  * Supports “as of” views of information (e.g. employee information as of 1/1/07 vs. 1/1/08)

- Mass Change Capabilities
  * Supports entry of mass changes, based on user-defined conditions (e.g. pay rate increase for an entire group of employees based on pay grade/step)
  * Includes date-effective capabilities
  * Includes appropriate audit trail for each individual employee record changed

- Audit Trail / Data History
  * System maintains history of specific data elements (unlimited?)
  * Tracks the actual change, when it was made, and by whom
  * History should be viewable / reportable

Key Functions for Consideration

Budgeting

- Budget Development – End to End Process (Operating Budget)
  - Budget Development
    - Payroll budgeting input
  - Budget Iterations/Changes
    - Multiple Phases
    - Agency Input and Submit for Approval
  - What-If Budgeting (At Agency Level)
  - Incorporation of Grant Funding
  - Flexibility to make quick/final adjustments
  - Production of Formatted Budget Document
- Budget Development – End to End Process (Capital Budget)
  - Consider Streets/multi-year example (project oriented)
  - Budget Development – Utilize other data (e.g. planned hours for capital project) as input to budgeting
  - Show annual processing – is closeout/reauthorization required?
- Budget Management / Reporting
  - System inquiries
  - Workflow/Alerts – Over Budget / Exceed Budget warnings
  - Ad-hoc reporting

GL / AR / Accounting / Treasury

- General Ledger / Chart of Accounts Setup and Management
  - Mass Updates
  - Hierarchy
- Asset Management
  - Combine in scenario with a grant funded asset
  - Consider a federally funded grant (specific federal asset value calculation)
  - Depreciation calculation
  - Disposal / Workflow
- Integrated AR Processing
  - Agency billing authorization
  - Billing approval
  - AR Invoicing
  - Cash Receipt / Cashiering
  - AR Aging
  - Collection
- Allocations
  - Complex allocation based upon other available ERP data
- Reporting
  - Financial Reporting – Financial Statements, Trial Balance, Etc.
  - Ad-hoc reporting
- Cash Receipt / Cashiering
  - TBD – Additional Scenarios (pending 12/22 review meeting)
- Tax System
  - TBD – Based upon RFP Response (Tax System Functionality or Tax System Interface)

Procurement

- P-Card Processing
  - Data import from provider (e.g. JP Morgan)
  - Cross reference for from card file to ERP vendor ID
  - Report on spend by vendor
- Public Works Contract Management
  - Retainage
  - Calculations
  - Change Order Processing (positive or negative)
  - Partial Payments
  - Targeted business
  - Monitoring wage
  - Affirmative Action
- Purchase Requisition, Purchase Order Processing & Approval (Workflow)
  - Encumbrances
  - Crediting an account and impact on encumbrance
  - Partial payments
- LPO Processing & Approval (Workflow)
- General Contract Management – Workflow Oriented
- Vendor Evaluation and Management
- Year End Processes for Procurement
  - Budget/Encumbrances - Closeouts
  - Budget/Encumbrances – Roll Forward
- Grant management
  - Coding for local/state/federal
  - Filing for reimbursement
  - Eligibility determination
- Inventory Management
  - TBD – Pending further clarification on Accela functionality
- Blanket PO Management

Transit Utility

- Grant Management – (Note overlap with GL Section)
  - Grant initiation
  - Grant reporting (multiple date ranges)
  - Ability to produce financial reports (Income Statement, Balance Sheet) by Grant
- Transit Ticket Sales / Outlet Billing
  - Ticket Inventory
  - Self Service Outlet Inventory Tracking
  - AR Billing to Outlets
- HR/Employee Database
  - Will need to work with Dave / HR team to develop scripts to incorporate needed data fields
- Payroll/Union Contracts
  - Will need to work with Pat / Payroll team to develop scripts to incorporate transit contract example

Water/Sewer/Storm Utility

- Capital Budget (Integrate with Budgeting Script)
  - Handling of multi-year projects
  - Revenue and expenditure planning
  - Differentiate authorized (annual) capital budget from planned future years
  - Water/Streets would serve as good example areas
- Inventory Management (TBD overlap with Accela)
  - Water Utility Requirement
  - Integration with Purchasing
  - Item master
  - Inventory balances/reporting
- Fixed Assets
  - Handling of infrastructure assets within financial fixed assets module
- Utility Billing (if in scope for demo/TBD)
  - Customer based vs. Premise based billing
  - Setup and calculation methods
  - Rate implementation (by service)
  - Complex rating
  - Service order management (move in/out/etc)
  - Stormwater adjustments – Calculation desired (Rate x Area x Multiplier)
  - 6 month billing cycle
  - Customer service functionality
  - 3rd Party bill printing
  - Discuss/demo interface with
    - Tax System – Transfer of liability
    - Assessor

Human Resources

- Hiring Process (Apply – Hire – On-Boarding)
  - Applicant's view (ease of use, process/procedures)
  - Supervisor's view
  - Human Resources view
  - Follow general process/procedures
  - Analysis after hiring
- Employee Self Service
  - Ease of use
  - Employee change of status, change of address, qualifying event, search functions, queries, workflows, notifications (internal/email), security, effective dating, auditing, mass changes.
- Leave Tracking
  - FMLA processing
  - Other leave type processing (State FMLA)
- Training
  - Mandatory training
  - Training tracking
  - Setting up a training course
  - EE Signing up for training
- On-Boarding
  - Benefits enrollment
- Budget Section
  - Example of how open/available budgeted positions are communicated and how the workflow looks.
  - Integration of HR module to Budget module
- Reporting Section
  - Disciplinary tracking/Labor Relations
  - Workforce reporting (Permanent EEs, hourly, part-time, etc.)
  - User friendly report writing/development
  - Making and modifying workflows (ease of use and capabilities)
- Error Recovery/Exceptions
  - Workflow disruption impact
  - Changing workflow and security
  - Process when workflow is not approved
  - Putting processes on hold

Payroll

- Workers Compensation/FLSA Overtime
  - Flat Amounts
  - Front End Processes
  - FLSA based on complex schedule (e.g. 28 day non-standard schedule)
  - Adjustments
- Time Entry through GL Distribution
  - Show entire flow: time entry thru payroll thru General Ledger; show how labor distribution information flows all the way through (e.g. charging time to specific projects or job codes)
- Earnings and Deductions setup/calculations (ease of use)
  - Time and Attendance Edits
  - Accrual balances
- Payroll Adjustments
  - Manual checks
  - After Payroll
  - Retro Pay
- Life Insurance Re-calculation
- Wage Insurance (calculation of deduction amount)
- Vacation Forecasting
- Reporting
  - GL information
  - Payroll
  - Accruals
- FMLA
  - State considerations
  - Federal consideration
- Electronic Personnel Action Form
  - Changes/Actions supported
  - Workflow integration
- Year End Payroll Processing
  - Accrual for year end posting to GL
  - Percentage based versus calendar day based calculation