

FINAL September 9, 2025

REQUEST FOR QUALIFICATIONS AND PRICE PROPOSALS

MUNICIPAL ACCOUNTING AND REPORTING SYSTEM

CONTRACT 2026-2029

September 9, 2025

PROPOSALS DUE:

October 14, 2025

Late Proposals Cannot Be Accepted

DELIVER COMPLETED SUBMISSIONS TO:

Mike Viola Interim Town Administrator
Milford Town Hall
1 Union Square, Milford, NH 03055
Phone: 603-249-0620
e-mail: m mviola@milford.nh.gov

FINAL September 9, 2025

(LEGAL NOTICE)

TOWN OF MILFORD REQUEST FOR A NEW MUNICIPAL ACCOUNTING AND REPORTING SYSTEM
CONTRACT#2025-xx

The Town of Milford seeks the services of professional vendor to deliver turn-key municipal accounting and reporting system. Currently, the Town uses MUNIS ERP and wants to acquire a different cloud based solution that is more user friendly, allows for customizable reports and easily changeable workflows.

Request for Proposal documents are available Tuesday, September 9, 2025 via email to Mike Viola, Interim Town Administrator, Town of Milford at mviola@milford.nh.gov and www.milford.nh.gov.

Sealed technical qualifications and sealed priced proposals to provide the Town of Milford, NH with Municipal Accounting and Reporting will be received at the Town Administrator's Office, Milford Town Hall, 1 Union Square, Milford, NH 03055 on Wednesday, October 14, 2025 until 4:00 pm and will be subsequently be opened in accordance with the Town's procurement policy. The Town reserves the right to decide which services will be placed into contract.

The Town of Milford is an Equal Opportunity Employer.

This Invitation for Bids is in accordance with M.G.L. Chapter 30(8).

FINAL September 9, 2025

MUNICIPAL ACCOUNTING AND REPORTING SYSTEM

INFORMATION FOR PROPOSERS

The Town of Milford seeks the services of professional vendor to deliver turn-key municipal accounting and reporting system. Currently, the Town utilizes MUNIS ERP for all the accounting, purchasing, payroll, human resources, tax collecting, grant management, project accounting, accounts payable, account receivable, and capital assets across multiple funds.

Sealed technical qualifications and sealed priced proposals to provide the Town of Milford, NH with Municipal Accounting and Reporting will be received at the Town Administrator's Office, Milford Town Hall, 1 Union Square, Milford, NH 03055 on Wednesday, October 14, 2025 until 4:00 pm and will be subsequently be opened in accordance with the Town's procurement policy. The Town reserves the right to decide which services will be placed into contract.

Pre Proposal Conference and Site Visit

There is no Pre-Proposal Conference or site visit scheduled.

Materials To Be Furnished

All materials which are required for services under this contract are to be furnished in their entirety by the Contractor.

Bid Security

No bid/proposal security is required.

Form For Proposals

The Town may consider informal any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any and all proposals. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. No proposer may withdraw a bid within 30 work days after the actual date of the opening thereof.

Proposals must be submitted on the prescribed forms plus additional materials as appropriate.

All proposals must be submitted in sealed envelopes bearing on the outside the name of the proposer, the address, and the name of the project for which the proposal is submitted. If forwarded by mail, preferably by certified mail, the sealed envelope containing the proposal and marked as directed above must be enclosed in another envelope addressed to the Procurement Officer.

FINAL September 9, 2025

Award of Contract

Using an internal rating system, the committee shall assign a rating system to each criterion and base their award decision on the most advantageous proposal taking into consideration the qualifications of the vendor along with the submitted pricing. The best overall proposal is not necessarily the proposal receiving the highest rating for the "Competitive Evaluation Criteria" nor the proposal with the most inexpensive contract terms. The documented results shall then be submitted to the Milford Board of Selectmen for final authorization to award a contract.

The Town may make such investigations as it deems necessary to determine the ability for the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose. The Town reserves the right to reject any proposal if the evidence submitted by or the investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the Contract. The Town reserves the right to reject any or all proposals if it would be in the public interest to do so. A bid which includes for an item a unit price or lump sum that is abnormally low or high may be rejected as unbalanced.

The investigation of a proposer will seek to determine whether the organization is adequate in size and experience, and whether available equipment and financial resources are adequate to assure the Town that the work will be completed at a rate and in a manner consistent with that required. The amount of other work to which the proposer is committed will also be a consideration in establishing that a bidder is a "responsible and eligible bidder" in conformity with the requirements of this Contract.

Execute Contract

The party to whom the Contract is awarded will be required to execute the Contract on or before March 23, 2026.

Addenda and Interpretation

All questions by prospective proposer as to the Interpretation of the Information for Proposers, form of proposal, form of contract, specifications, or bond must be submitted in writing to Mike Viola, Interim Town Administrator at least seven (7) days before the date herein set for the opening of proposals. An interpretation of all questions so raised which in their opinion require interpretations will be mailed or emailed, to all plan holders of record at the addresses given by them on or about three days before the date of the opening of bids.

DATES FOR THIS PROPOSAL

September 9, 2025	RFP Issued
October 1, 2025	Last day for questions to be submitted
October 2, 2025	Questions answered
October 14, 2025	Proposals Due, 4:00 pm
November 18-21, 2025	Optional Interview Period
December 19, 2025	Notification of Award (tentative)

Contract to be signed by March 23, 2026 if approved by the voters and implementation schedule approved by March 25, 2026.

FINAL September 9, 2025

TOWN OF MILFORD, NEW HAMPSHIRE
REQUEST FOR QUALIFICATIONS AND PRICE PROPOSALS
MUNICIPAL ACCOUNTING AND REPORTING

Competitive sealed proposals are invited. Technical qualifications will be evaluated by a committee appointed by the Town Administrator and Board of Selectmen. The Board of Selectmen will determine the most advantageous proposal after taking into consideration the evaluation of technical qualifications made by the review team together with a consideration of prices.

Any questions pertaining to this Request for Qualifications are to be directed to Mike Viola, Interim Town Administrator at mviola@milford.nh.gov or 603-249-0602.

PROPOSAL SUBMISSION PROCEDURE

Proposals are to be sent to:

Mike Viola
Interim Town Administrator
Milford Town Hall
1 Union Square
Milford, NH 03055

Friday, OCTOBER 22nd at 4:00 pm at which time they will be opened in accordance with MGL Chapter 30B, Section 6 (d). **Proposals received after that date and time will not be accepted.**

NOTE: Price proposals must be kept entirely separate from technical proposals.

- **Seven (7)** copies of each proposal plus an electronic version and an unbound original shall be submitted as follows: Technical Qualifications shall be submitted on the form furnished and sealed in an envelope marked:
 - Proposal Envelope A- Technical Qualifications
 - Payroll / Human Resources/ Time & Attendance Processing Services
 - Bidder's Name _____

- Price proposals shall be submitted on the form furnished and sealed in an envelope marked:
 - Proposal Envelope B - Price Proposal
 - Payroll / Human Resources/ Time & Attendance Processing Services Bidder's Name

- Prices must be submitted for each year of the contract on the form provided.

FINAL September 9, 2025

CONTRACT PERIOD

The contract period is anticipated to be from April 1, 2026 to April 1, 2029 with an option to renew for two (2) additional years at the sole option of the Town for a total of five years.

Vendors should provide a detailed timeline for implementation and how training and transitioning from existing software will be performed.

Award will be made within thirty (90) days from the proposal submission date unless the time is extended by consent of all parties concerned.

The Town reserves the right to amend the contract to meet changing requirements and/or to cancel the contract resulting from this RFP upon thirty (30) days written notice.

Award, payment, and performance obligations in the present and succeeding fiscal years shall depend on availability and appropriation of funds.

The contract will include the following language:

The contract is subject to the laws of the State of New Hampshire specifically RSA 33, and therefore the obligation of the Town of Milford to make payments under this Agreement for any fiscal year is contingent upon the appropriation of sufficient funds for that purpose by the legislative body. Should the legislative body fail to appropriate or otherwise make available funds sufficient to make any payments required under this Agreement, this Agreement shall terminate at the end of the then-current fiscal year without penalty, liability, or expense to the Town of Milford.

EVALUATION OF PROPOSALS

1. MINIMUM EVALUATION CRITERIA

Each technical proposal shall first be reviewed to ascertain whether or not the following minimum evaluation criteria have been met:

- M-1 The proposing firm has been providing municipal accounting and reporting to at least 10 municipalities for a continuous period of not less than five years.
- M-2 The proposing firm has successfully provided municipal accounting and reporting to at least 4 towns of a similar size to Milford (population of 16,000 and some 130 employees).
- M-3 The proposing firm must be an established business, corporation, partnership, firm or individuals who normally furnish such services as the principal business for which the corporation or firm is formed. A description of the business including a list of clients (does not have to be complete list; sample is acceptable) and number of employees is required. The proposal shall provide the name, address, and telephone number of at least two financial references if the firm is less than 7 years old.
- M-4 The proposing firm must not be debarred under M.G.L., chapter 149, section 44C or disqualified

FINAL September 9, 2025

under M.G.L., chapter 7, section 380, as applicable.

M-5 All proposals must meet the following six minimum technical and systems criteria:

- a. The Vendor shall host services at its location and provide services inside and outside of the Town Hall (i.e. cloud based).
- b. The system must be web enabled and support multiple web based browser applications, such as the current versions of Internet Explorer, Chrome, and Firefox for both desktops, laptops, tablets, and handheld devices.
- c. The system must support Windows 10 or higher operating system.
- d. The system must be a single application or comprehensive integrated solution;
- e. The system must be an open system, support seamless integration of data with and from other applications, and provide system integration.
- f. The system must have the ability to fully interface with a timekeeping and attendance systems.

M-6 The proposed product solution submittal must meet the following requirements:

- a. Stable product that uses advanced technology and is expandable.
- b. It must be a proven outsourced solution that has been successfully implemented.
- c. It must have a powerful rules engine that allows end users to develop complex rules with minimal assistance from technical staff and minimal use of customized programs.
- d. The product must adapt to varying employee schedules and the complex policies and practices of the municipality and its unions.

The evaluation process will include each proposal being reviewed by an evaluation committee appointed by the Town Administrator and Board of Selectmen. Those proposals that meet all of the minimum requirements as outlined in this RFP, and are determined to be both responsive (those that offer all of the services requested in the RFP and contain all of the required information and forms properly completed) and those that are responsible (those with the capability, integrity, and reliability to perform under the contract) will be further reviewed using the comparative criteria outlined in this below.

PROPOSAL REQUIREMENTS

Seven (7) copies of each proposal are required plus an electronic copy and an unbound original.

A. TECHNICAL QUALIFICATIONS SHOULD RESPOND TO THE FOLLOWING IN A WELL CRAFTED NARRATIVE. The Technical Qualifications submittal must also include Exhibit 1 filled out as completely as possible.

- 1. The date the company was started and the number of consecutive years the proposer has been providing payroll / human resources processing service.
- 2. Evidence of financial stability: If the company is less than 7 years old, proposal shall provide the name, address, and telephone number of at least two financial references.

FINAL September 9, 2025

3. The name and address of all municipalities to which the proposer is providing municipal accounting and reporting services in New Hampshire and any significant municipal clients located elsewhere in New England.
4. Samples of input - output forms, reports, journals, and data entry instructions.
5. Training to be provided. Include a statement of the type of training to be provided together with the resume(s) of the trainers to be assigned to the Town of Milford. Provide specifics of hours and type of training (in person, web, phone, etc.)
6. Company organization, number, and type of personnel. An organization chart must be submitted showing the organization structure, number, and type of personnel directly involved with payroll, human resource and time and attendance processing services.
7. Any exception, deviation, or alternate to any requirements listed in the following sections. If no exception, deviation, or alternate to any specified requirement is stated, it is conclusively understood that the specification will be met.
8. Data conversion - The vendor shall describe in detail the planning, execution and validation of the data conversion from the existing systems to the new system. Error free conversion and a seamless transition to the new system are of the highest priority. Considerable attention should be given to how the vendor will accomplish this. How much history will be converted as part of the proposal? If additional history is desired, please list the additional cost?
9. Support - The vendor shall present a plan that describes ongoing support services. Support services of the highest quality are desired. After implementation, the vendor shall meet the following requirements for maintenance and software support:
 - a. Support is provided by individual or group of individuals dedicated to Milford or a common pool of resources which may or may not have specific knowledge of Milford implementation.
 - b. Maintenance provided to the Town will include all new releases, fixes, patches and telephone support.
 - c. Any upgrades to software will be accompanied by documentation of all changes, additions, deletions, etc.
 - d. Vendor must ensure timely updates of product features and options, upgrades, etc. Explain in the proposal submittal how this information will be delivered to the Town.
10. Reporting and transmittal of data - Vendor shall provide samples of existing and custom reports, as well as reports required to be transmitted to the State and Federal government. Explain how reports will be transmitted.
11. Staffing Requirements - The Proposer must set forth the staffing to be utilized for this service. Include anticipated hours to be dedicated in performing this contract. The costs for such services should be incorporated into the price proposal.

Each individual, their duties, the number of days each will spend providing this service must be broken down into the following categories:

FINAL September 9, 2025

1. Name
2. Relevant experience and credentials Work Assignment
3. Responsibilities

Contractors must be prepared to contractually commit all individuals as submitted in their proposal, to this service. Any deviation from the proposed individuals will constitute a breach of agreement to any contractual agreement, which may result from this Request for Proposals.

Should it become impossible for a contractually committed individual to complete his duties, for a reason such as termination of employment, any change in the vendor's staffing as outlined in the proposal will be subject to the approval of the Town. The Project Manager shall notify the vendor within fifteen (15) business days of the acceptance or rejection of any such staff substitutions. Any substituted person must be of an experience level equal to or greater than the person being replaced unless approved by the Town.

B. PRICE PROPOSAL

Costs should be quoted on the form supplied by the Town. Any potential or alternate costs not listed on the Town's form should be separately listed by the proposer and attached to the Town form.

The price proposal should include:

1. All one-time implementation and conversion costs.
2. All continuing costs.
3. Contract terms will be fixed pricing for the first three years and a 3% CAP on price increase for the following two year renewal .

MUNICIPAL ACCOUNTING AND REPORTING

1. The system should have the following modules: Cash Receipts, A/P, Grants, Fixed or Capital Assets, budgets, financial reports, contracts, purchasing, encumber funds, produce 1099's, payroll multi fund accounting, asset management, Bank Reconciliations, HR, and be cloud based.
2. The system must be to have various level of user permissions and have an audit log.
3. The system must be designed for municipal governments
4. Must take a feed from payment processors, financial institutions, and other systems in the town.

OPERATION AND TRAINING REQUIREMENTS

1. The Vendor shall have a written plan to assist recovery or have contingent operations in the event of a disaster such as labor strike, civil disturbance, severe weather, equipment failure or destruction. The Vendor shall have copies of current operating programs, job control and documentation stored off-premises and readily available in case the regular operation is disrupted, and a current agreement in force to use a back-up computer.
2. The Vendor's data center shall have adequate security measures to insure protection of the Town's data, files and documentation. These measures shall also provide for access to be restricted to authorized personnel and have procedures to protect the Town's files and data in the event that an unauthorized intrusion or civil disturbance occurs.

FINAL September 9, 2025

3. The Vendor's data center will have safety and fire prevention measures in conformance with local fire codes. In addition, it will have emergency procedures covering equipment cut-off, and the securing of files, data, and other items needed to assure uninterrupted processing of the Town's payroll and human resources data.
4. The Vendor will prepare an implementation schedule showing, in detail, all pertinent events with the associated time requirements, due dates, and responsibilities required to achieve the specified commencement date.
5. The Town will provide a copy of existing payroll master records to the Vendor.
6. The Vendor shall assist in running the new payroll system through two "dry run" payrolls to make sure that the system is functioning correctly and that all individual data and all quarterly and year to date data is correct. Cost, if any, for these trial runs are assumed to be part of the initial set-up costs.
7. The Vendor shall provide training documentation and in-person at a Town of Milford location. Town personnel must have "hands on" training for data entry on personal computers.
8. The Price Proposal shall allow for a minimum of eight days of seven hours each of training time (fifty six hours total). The training schedule may be spread over several days and multiple sessions.
9. The cost quoted for training is to include all expenses of the Vendor's personnel including travel, meals, hotel costs, etc. The Town will not pay for such expenses as a separate item.

PROPOSAL SUBMISSION REQUIREMENTS

Two separate sealed envelopes, one containing an unbound original and seven (7) copies of the non-price technical proposal marked "**Municipal Accounting and Reporting - Technical Qualifications**" and one containing an original and one copy of the price proposal marked "**Municipal Accounting and Reporting - Price Proposal**" must be received per the time frame outlined. An electronic version of both submittals shall be provided. It is the sole responsibility of the proposer to ensure that the proposal arrives on time and at the designated place.

Within your Proposal, please supply each of the following items and clearly structure and label your Proposal:

1. Cover Letter including name of Agency/Firm, address and telephone number, signed in ink by someone authorized to sign such documents.
2. An expanded narrative of services for all work required addressing items listed within the Proposal Requirements section.
3. A listing of current and past public projects of a similar nature with name and telephone number of reference person to contact.
4. A general company/firm profile or brochure and list of key personnel who will participate on this

FINAL September 9, 2025

project with resumes included;

5. The identification of any and all consultants who will work with the proposer with resumes attached; please identify the individual who will be have the primary responsibility for this project;
6. Work plan and schedule, which reflects timetable for completion of project.
7. Appropriate certificates of insurance.
8. Evidence of financial stability.
9. Any other information that the proposer considers relevant for the purpose of evaluating its qualification for the project.
10. All requested forms completed and signed.

TOWN OF MILFORD, NEW HAMPSHIRE REQUEST FOR QUALIFICATIONS AND PRICE

PROPOSAL MUNICIPAL ACCOUNTING AND REPORTING

TECHNICAL OUALIFICATIONS

TO BE SUBMITTED IN ENVELOPE A

Marked as Follows:

Technical Qualifications – Municipal Accounting and Reporting

Bidder's Name _____

The following are to be attached to this proposal form. (Responses should be detailed in accordance with the specific requests for information under ..Technical Qualifications" in the RFP document)

1. The date the company was started and the number of consecutive years the proposer has been providing payroll / human resources processing service.
2. Evidence of financial stability: Proposal shall provide the name, address, and telephone number of at least two financial references.
3. The name and address of all municipalities to which the proposer is providing payroll/ human resource processing services in New Hampshire and any significant municipal clients located elsewhere in New England.
4. Samples of input - output forms, reports, journals, and data entry instructions.

FINAL September 9, 2025

5. Training to be provided. Include a statement of the type of training to be provided together with the resume(s) of the trainers to be assigned to the Town of Milford.
6. Company organization, number, and type of personnel. An organization chart must be submitted showing the organization structure, number, and type of personnel directly involved with payroll, human resource and time and attendance processing services.
7. Any exception, deviation, or alternate to any requirements listed in the following sections. If no exception, deviation, or alternate to any specified requirement is stated, it is conclusively understood that the specification will be met.
8. Data conversion - The vendor shall describe in detail the planning, execution and validation of the data conversion from the existing systems to the new system. Error free conversion and a seamless transition to the new system are of the highest priority. Considerable attention should be given to how the vendor will accomplish this.
9. Support - The vendor shall present a plan that describes ongoing support services. Support services of the highest quality are desired. After implementation, the vendor shall meet the following requirements for maintenance and software support:
 - Maintenance provided to the Town will include all new releases, fixes, patches and telephone support.
 - Any upgrades to software will be accompanied by documentation of all changes, additions, deletions, etc.
 - Vendor must ensure timely updates of product features and options, upgrades, etc. Explain in the proposal submittal how this information will be delivered to the Town.
11. Reporting and transmittal of data - Vendor shall provide samples of existing and custom reports, as well as reports required to be transmitted to the State and Federal government. Explain how reports will be transmitted.
12. Staffing Requirements - The Proposer must set forth the staffing to be utilized for this service. Include anticipated hours to be dedicated in performing this contract. The costs for such services should be incorporated in to the price proposal.

Each individual, their duties, the number of days each will spend providing this service must be broken down into the following categories:

- Name
- Relevant experience and credentials
- Work Assignment
- Responsibilities

Contractors must be prepared to contractually commit all individuals as submitted in their proposal, to this service. Any deviation from the proposed individuals will constitute a breach of agreement to any contractual agreement, which may result from this Request for Proposals.

FINAL September 9, 2025

Should it become impossible for a contractually committed individual to complete his duties, for a reason such as termination of employment, any change in the vendor's staffing as outlined in the proposal will be subject to the approval of the Town. The Project Manager shall notify the vendor within fifteen (15) business days of the acceptance or rejection of any such staff substitutions. Any substituted person must be of an experience level equal to or greater than the person being replaced unless approved by the Town.

Note: An unbound original, seven (7) copies, and an electronic version of the proposal are to be submitted.

**TOWN OF MILFORD, NEW HAMPSHIRE REQUEST FOR QUALIFICATIONS AND PRICE
PROPOSALS MUNICIPAL ACCOUNTING AND REPORTING**

Proposal Signature Form

(This form to be submitted in Envelope A-Technical Qualifications)

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all of the request for proposal documents, hereby agrees and declares:

1. That prices inserted in the Price Proposal (Envelope B) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. The proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer:

Our Company is: A Corporation _____
 A Partnership _____
 Individually Owned _____

Company Name _____

FINAL September 9, 2025

Social Security or Federal Identification Number: _____

Signed By: (Company Official): _____

Company Address: _____

Telephone Number: _____ Facsimile telephone Number: _____

E-mail address: _____

FINAL September 9, 2025

**TOWN OF MILFORD, NEW HAMPSHIRE REQUEST FOR QUALIFICATIONS AND PRICE
PROPOSALS PAYROLL/ HUMAN RESOURCES / TIME & ATTENDANCE**

PROCESSING SERVICES

Priced Proposal

TO BE SUBMITTED IN ENVELOPE B

The indicated prices below are for the services that are detailed in the technical qualifications submittals. The contract period shall be from April 1, 2026 (or as soon thereafter as a contract is entered into) to April 1, 2029 with an option to renew for two (2) one{1} year periods at the sole option of the Town.

Vendors must sign this form below. By signing this form, vendors are attesting to the validity of their prices which shall remain firm and true throughout the course of the contract. The Town maintains the right to negotiate price with the highest ranked proposal.

FINAL September 9, 2025

TOWN OF MILFORD

Municipal Accounting and Reporting

Price Proposal

To be Submitted in Envelope B

ESTIMATED VOLUMES

Number of users per year -

Number of modules –

Cloud and Application Security
Fully available during scheduled or unscheduled outages for the life of the contract.
Application data fully protected, by both strong encryption and restrictive access controls, at all times both in transit and at rest.
Real-time failover with all data intact.
Database on a separate and secure private network from the webserver.
Secure 2FA with an Authenticator app not just SMS codes (which can be stolen)
Real-time monitoring that will disable an authenticated user for suspicious activity
Oracle owns the whole application stack (IaaS/PaaS/SaaS) ensuring comprehensive, complimentary and seamless security from the physical data centers up through the application front-ends.
System Setup & Security
The system has the ability to export to PDF, CSV, Excel, Word and interface with Outlook for email and calendar
The system has the ability to import and export data with web services formats.
The system has the ability to support API's (Application Programming Interface) for third-party system integration.
The system has the ability to provide a toolkit to create and manage API's.
The system has the ability to post data in a real-time
The system has the ability to support web browsers including Chrome, Microsoft Edge, Firefox, and Safari.
The system has the ability to operate on mobile devices (e.g., tablets, cell phones).
The system has the ability to be device agnostic when run on mobile devices (e.g., the system can be run on Android, iOS, Windows, etc.)
The system has the ability to support internal electronic signatures.
The system has the ability to support electronic signature capture.
The system has the ability to store and apply digital copies of signatures to documents
The system has the ability to support a production, and multiple sandbox environments
The system has the ability to support a production, development, and a minimum of three test environments, including the ability to roll back changes.
The system has the ability to support automated backups and disaster recovery.
The system has the ability to provide all requested reports without a significant impact to performance.
The system has the ability to use local and networked printers at each work station.
The system has the ability to provide "Document Management System" functionality to track electronic files associated with specific system records.
The system has the ability to use "drag and drop" or file upload functionality to associate documents to transactions within the system.
The system has the ability to attach files to records in the system with the ability to restrict this functionality.
The system has the ability to restrict modification of attached documents based on permissions.

FINAL September 9, 2025

The system has the ability to link imported documents to specific records.
The system has the ability to export a file directly for document storage with appropriate security permissions.
The system has the ability to email an attached image file to another party (internally or externally).
The system has the ability to support the purging of stored files, according to defined schedules.
The system has the ability to integrate with Active Directory through SAML
The system has the ability to support encrypted passwords
The system has the ability to provide import and export capabilities with user-level security options to control access to sensitive information.
The system has the ability to support multi-factor authentication.
The system has the ability to delineate between system administrator and end user roles.
The system has the ability to determine which fields are visible to roles.
The system has the ability to provide role-based security.
The system has the ability to provide both read and write access to the system using role based security.
The system has the ability to provide an audit report with changes to the system including date, time, user, information prior to change, changed information
The system has the ability to provide auditing within modules
The system has the ability to provide access to audit trails for only the users with proper security based upon the user's security profile.
The system has the ability to maintain immutable audit logs (cannot be changed).
The system has the ability to allow authorized users to have access to a log of security activity to determine users that have signed on and off the system, as well as unsuccessful attempts to sign on to the system.
The system has an audit trail with a date/time stamp to the nearest minute.
The system has the ability to mask/encrypt certain fields: Tax numbers/ID, passwords, checking and banking account numbers, drivers license number, birthdate, SSN
The system has the ability to be operational on a 24 x 7 scheduled basis.
The system has the ability to apply the same security permissions to system queries and reports as it does to data fields/elements, based on user (e.g., data fields masked on a record or transaction are similarly masked on reports run by the user)
The system has the ability to provide functional online help documentation for system end users.
The system has the ability to provide integration with the Microsoft clipboard
The system has the ability to provide error messages that appear in a consistent format across all system modules.
The system has the ability to provide user-defined fields with appropriate security permissions.
The system has the ability to define required/mandatory fields
The system has the ability to provide an administrative messaging system (e.g., a message to alert users of system maintenance activity).
The system has the ability to provide customizable dashboards based on roles and permissions.
The system has the ability to provide contextual help (i.e., field descriptions that are displayed based on the location of the mouse or cursor).
The system has the ability to provide data validation on entry.
The system has the ability to add a new value to a pick list table without having to navigate from the form
The system has the ability to provide drill down capability on all screens where applicable.
The system has the ability to provide the user with standard field editing capabilities including but not limited to: navigation forward and backward to complete data entry and the ability to correct spelling mistakes.
The system has the ability to spell check on any field with the ability for a user to accept or ignore suggestion.

FINAL September 9, 2025

The system has the ability to enforce data normalization upon entry of data into the system (e.g., require the use of numbers only in numerical fields, require the use of CAPS or not).
The system has the ability to return query results irrespective of how the data may have been entered. For example, a search for "Boulevard" will also return results for "BOULEVARD".
The system provides predictive text capability in fields and in global search
The system has the ability to search by wild cards.
The system has the ability to search by fragment or portion of a word.
The system has the ability to support pre-filled fields in appropriately pre-formatted screens eliminating redundant data entry.
The system has the ability to provide links to associated modules from any display screen to minimize backing out of one screen to access another.
The system has the ability for multiple browser windows/tabs to be open at the same time.
The system provides the user with integrated application modules that offer a consistent user interface to minimize user training and administration of the system.
The system has the ability to allow the system administrator to rename field labels.
The system has the ability to initiate and track the workflow and approval process.
The system has the ability to maintain separation of duties related to workflow approval processes.
The system has the ability to provide workflow functionality in all applicable system modules.
The system has the ability to notify a system admin of unsuccessful workflow processes.
The system has the ability to provide event-driven notifications by email that may be configured at any step in any workflow routine.
The system has the ability to provide flexible workflow configurations allowing the advancement of a process with appropriate security permissions.
The system provides automated deployment of system updates and system maintenance.
The system provides web-based support, with a searchable database of common problems, to assist end users in researching error messages.
The system has the ability to provide online software documentation for all software application modules.
The system has the ability to provide an online tutorial to assist users learning the software.
NetSuite for Government provides software application support during planned upgrades outside of typical operating hours (24x7x 365)
NetSuite for Government offers a suite of online training modules.
The system has the ability to schedule and to distribute reports via electronic workflow.
System is intuitive and easy to use for listed functional areas below. Workflow triggers and events can be highly personalized for specific roles, records and business process requirements
Access is assigned to general ledger and various modules assigned to end user. Access to the system depends on the permissions assigned to a user's role, the center to which a user logs into, and the features enabled in your NetSuite Suite for Government account. Pre-configured government specific security roles, approval workflows and notifications facilitate daily tasks and your implementation. These can be configured to align with your agency's role-based security and access preferences.
System access is easy to maintain and has a copy permissions function for new users. The system provides the ability to create templates which would be an equivalent function to a copy.
System has workflow to request access for new users. Workflow triggers and events can be highly personalized for specific roles, records and business process requirements
The system supports multiple calendars for multiple subsidiaries
The system supports multiple entity budgets with duplicate segments in separate subsidiaries
The system supports assigning of delegates for approval workflows
General Ledger
The system has the ability to provide a General Ledger module that is integrated with all other proposed system applications so that reconciliations are user friendly and efficient.

FINAL September 9, 2025

The system has the ability to provide fund accounting capability that complies with GAAP, GASB, and FERC standards.
The system has the ability to support multi-year funds.
The system has the ability to restrict GL posting by account number.
The system has the ability to flag an account as inactive.
The system has the ability to attach documentation to an account
The system has the ability to produce statements (including revenue and expense) at a user defined interval (i.e., daily, weekly, monthly, quarterly, and annually) in summary or detail and can be subtotaled at multiple levels in the chart of accounts.
The system will automatically do rollovers for the next fiscal year without the prior year end being completed.
The system has the ability to produce balance sheets and other financial reports from a prior closed year and period with an option to include inactive accounts with activity or a balance.
The system has the ability to carry a range of the chart of accounts forward to eliminate the need to manually key these accounts into the system.
The system has the ability to carry forward active and inactive accounts, even if they have zero balances.
The system has the ability to limit account inquiry access to the balance/summary level.
The system supports subsidiary on the general ledger
The system has the ability to provide attachment functionality to GL accounts.
The system has the ability to enter comments on the account
The system has the ability to capture comments added for audit trail purposes.
The system has the ability to provide a single chart of accounts file that is referenced by all other system modules.
The system has the ability to inactivate parts of an account so no posting activity can take place against the account.
The system has the ability to provide chart of account number "short cuts" for reducing the number of key strokes when entering or looking up chart of account numbers.
The system has the ability to provide a "suggested text" function for looking up and selecting account numbers
The system supports Quick Codes - predefined combinations of fund, department and account numbers as short cuts.
The system supports Quick Codes with budget validation
The system supports CSV import with Quick Codes
The system supports entity specific Quick Codes
The system has the ability to activate or inactivate accounts
The system has the ability to change the name of any segment of the account number while leaving the historic description the same.
Flexible chart of accounts will accommodate varying lengths for Fund, Department, Division, Object, Program, Section, Unit, Activity, Account, Sub-Account etc.
The system has the ability to not allow duplicate fund numbers.
The system has the ability to support a 100-character long description field
The system has the ability to support a 50-character Short description field
The system has the ability to automatically update the fiscal year and period on the first day of each period.
The system has the ability to provide 13 open periods, including one for audit adjustments.
The system has the ability to have a 13th period for sub-ledgers, in addition to the GL.
The system has the ability to carry the entire chart of accounts or a range of accounts forward to eliminate the need to manually key these accounts into the system.
The system has the ability to provide users the option to select accounts with zero balances or accounts that have no activity when carrying forward the chart of accounts to eliminate the need to manually key these accounts into the system.

FINAL September 9, 2025

The system has the ability to perform "soft closes" on periods so that a period may be opened again with proper permissions for the purposes of posting activity to that period.
The system supports integration with Utility Billing to seamlessly post general ledger transactions from UB to finance.
The Chart of accounts design is typically multiple segments.
System has workflow for requesting new general ledger accounts: Workflow triggers and events can be highly personalized for specific roles, records and business process requirements
System can accommodate fund, department, division, classification and cost or revenue object
System allows for copy function for general ledger accounts
The system provides general ledger inquiry with a GL summary screen for financial review of GL details
The system provides a General Ledger inquiry to view financial segments by various date ranges and delve into transactional level details to audit or review discrepancies
The system provides for the Fund validation function to include statistical accounts
The system has General Ledger Inquires and General Ledger Summary reports.
The system has General Ledger Inquires export to Excel
The system supports the ability to consolidate the retained earnings to a single account by fund.
The system supports children accounts to use hierarchies for reporting
The system has the ability to provide a financial statement report writer either within the system or through an integrated third-party to allow end users to create user-defined financial statement and statistical reports without users needing to know the table structure.
The system has the ability to provide reporting that crosses multiple modules and interfaces with general ledger transactional data.
The system has the ability to provide drill down capabilities from the output of financial reports to the transactions that provide detail.
The system has the ability to generate financial reports that reference data structures to determine whether presentation of that information should be allowed or identified as "redacted" based upon user permissions and system level of access, as well as user defined field values (i.e., vendor names, department, account, location) across multiple modules.
The system has the ability to provide a library of "standard" reports
The system has the ability to query on all data fields in the general ledger module in order to provide a user defined query screen.
The system has the ability to support user defined queries and allow these queries to create reports.
The system has the ability to export all system-generated reports to Excel, CSV, PDF or Word
The system has the ability to support user defined queries to be shared with other users.
The system has the ability to provide all query and reporting capabilities by summary or detail.
The system has the ability to provide user defined ad hoc query capabilities.
The system has the ability to provide an ad hoc report writing tool.
The system has the ability to generate a report across any segment or group of segments in the chart of accounts.
The system has the ability to schedule and to distribute reports via electronic workflow.
The system has the ability to warn the user they are about to print a large report (over user-defined number of pages) with option to proceed in the background.
The system has the ability to schedule reports to be run during non-business hours on a user defined schedule.
The system has the ability to display all reports to the screen with a user-defined option for printing.
The system has the ability to provide comparison reports (e.g., between different periods, as user-defined).
The system has the ability to print financial reports on closed periods.
The system has the ability to generate reports that cross fiscal years and funds.
The system has the ability to select active and/or inactive accounts by year for reporting purposes for multiple user defined years.

FINAL September 9, 2025

The system has the ability to export to various formats to support the creation of ACFR document (Excel, CSV, PDF, Word).
The system has the ability to produce compliance reports (i.e., GASB, GAAP, FERC, State, Federal reports).
The system has the ability to allow the produced compliance reports to be editable by a user for formatting and final edits.
The system has the ability to produce annual financial statements. (e.g., Income Sheet, Balance Sheet). With the ability to run period to date.
The system has the ability to produce monthly, quarterly, and annual financial statements. (Budget Comparisons by Department, etc.). With the ability to run period to date.
The system has the ability to produce monthly, quarterly, and annual financial statements (Cash Flow).
The system has the ability to produce official statement of cash flows, in compliance with GASB regulations.
The system has the ability to produce ad-hoc monthly, quarterly, and annual financial statements at user-defined levels.
The system has the ability to have a dashboard of data presentation.
The system has the ability to report by pay period for personnel expense (i.e., 1 of the 26).
The system has the ability to project and report on end of year accruals (e.g., payroll).
Available budget by expense, revenue, and job code;
Cash balance (i.e., by department, fund, organization, etc.);
Expenditures relative to budget;
Year-to-date expenditures;
Month-to-date expenditures;
Budget to actual by all budget line items;
Multiple budget types to actual (e.g., actual to versions of budget).
Open encumbrance report;
Pre-encumbrance report;
Comparison of expenditures by month;
Income statement;
Cash flow;
Balance sheet;
Statement of net positions;
Schedule of expenditures and revenues based on type of revenue;
Trial balance activity (debits and credits);
Statement of revenues and expenditures;
Capital projects;
Comparison of revenues and expenditures by month;
Comparison of revenues and expenditures by quarter;
Summary and detail trial balance at any budget level;
Detail and summary project report;
Summary trial balance across multiple fund;
Month-to-date;
Year-to-date;
Multi-year grants for revenues and expenses;
Multi-year projects for revenues and expenses;
Cash Balance by Fund;
Cash Balance by Fund with associated detail;
Detailed Transaction Listing by Vendor Number;
Detailed Transaction Listing by Vendor Invoice Number;

FINAL September 9, 2025

Detailed Transaction Listing by Vendor Name;
General Fund Financial Statements;
Journal Entries
The system has the ability to record a journal entry type (Document Type) in the general ledger for reconciliation purposes.
The system has the ability to restrict one-sided journal entries from being entered.
The system has the ability to perform recurring journal entries.
The system has the ability to restrict user access to a defined group of account numbers when entering a journal entry.
The system has the ability to drill down to see all account activities, to include the related accounts of the source journal.
The system has the ability to perform basic validation routines before data can be entered (e.g., data type checking, account validation, project numbers).
The system has the ability to provide fund accounting capability that complies with GAAP and GASB standards.
The system has the ability to perform automatic posting of recurring journal entries.
The system has the ability to flag a journal entry as a reversing journal entry and identify the new journal entry number and date.
The system has the ability to import journal entry transactions from other systems
The system has the ability to import and export journal entries using MS Excel spreadsheets
The system has the ability to utilize workflow for journal entry upload functionality (i.e., pending for review prior to post).
The system has the ability to utilize workflows to automatically route journal entries, including reversals, with attachments, to approvers prior to posting.
The system has the ability to disallow further posting to an account that is closed or inactive.
The system has the ability to allow posting to a closed period.
The system has the ability to freeze accounts from posting, but still allow the accounts to appear on reports.
The system has the ability to accommodate free form text associated with a journal entry.
The system has the ability to accommodate attachments associated with a journal entry.
The system has the ability to verify journal entries are balanced by fund and by total.
The system supports fund validation functionality
The system has the ability to automatically assign sequential numbers to all journal entry transactions for audit trail purposes.
The system has the ability to perform automatic reversals of month-end accruals at the beginning of the next period.
The system has the ability to allow month end closings to occur in a new fiscal year without having to close the previous fiscal year, including producing all month end financial statements.
System has workflow for journal entry requests and approval
System has document management for retention of backup is within the software.. File Cabinet is used to store and organize your business documents in much the same way as you store any files on your computer. The system uses "drag and drop" or file upload functionality to access the files.
System can save templates for recurring entries
System has standard reporting functionality - list
The system has the ability to provide a library of "standard" reports
The system has the ability to support user defined queries and allow these queries to create reports.
The system has the ability to export all system-generated reports to Excel, CSV, PDF or Word
The system has the ability to support user defined queries to be shared with other users.
The system has the ability to provide all query and reporting capabilities by summary or detail.
The system has the ability to provide user defined ad hoc query capabilities.
The system has the ability to provide an ad hoc report writing tool.

FINAL September 9, 2025

The system has the ability to schedule and to distribute reports via electronic workflow.
The system has the ability to warn the user they are about to print a large report (over user-defined number of pages) with option to proceed in the background.
The system has the ability to schedule reports to be run during non-business hours on a user defined schedule.
The system has the ability to display all reports to the screen with a user-defined option for printing.

Budget
The system has the ability for the Budgeting module to use the same chart of accounts as the rest of the system.
The system has the ability to allow departments to further drill down to at least one level below the lowest level of chart of accounts for detailed tracking purposes.
The system has the ability to enforce the budget at the fund level.
The system has the ability to enforce the budget at the department level.
The system has the ability to enforce the budget at the program level.
The system has the ability to enforce the budget at any level in the chart of accounts.
The system has the ability to provide adequate budget monitoring functionality, such as performing budget checks at the account category level.
The system has the ability to provide online budgeting capabilities for individual departments with appropriate security permissions.
The system has the ability to display, inquire, and report on budget-to-actual with percentages of available or expended budget for an account or group of accounts at any time.
The system supports multi-year budgeting
The system allows users in each department to develop summary budgets and detailed budgets
The system provides a free form user defined text field for budget justifications
The system provides user defined budget approval processing and workflow with standard template configuration
The system allows budgeting for non financial accounts - setting goals and targets for performance measures
The system allows users to allot each appropriation budget by periods: semi-annual, quarter, month, percentage, allocation based on seasonal trend *
The system supports online budget request worksheet used for budget prep with: current year budget, current year actuals projected, up to 10 years actuals projected, historical previous budget data (original, amended)
The system supports grant budget, including sponsor fiscal year and organization's fiscal year
The system allows users to view prior year's line item budget while entering new budget
The system allows users to view actuals at detail and/or summary level while entering the new budget
The system allows users to track positions at multiple levels of authorization, including ordinance, budgeted, authorized, filed, and vacant.
The system Identifies funding sources for positions (multiple funding sources)
The system Supports budgeting definition for position vacancies; including salary and fringe
The system allows for the cost of a position to be allocated to multiple segments of the Chart of Accounts, such as organizational codes, programs, projects, grants
The system supports forecasting current year budget and actual (either on a line-by-line basis or on an entire budget) by multiple budget elements, including: Straight-line projection, Percentage based on last year actual, Units (positions) or staffing levels, employee groups, personnel costs, unit of measure (miles/gallons), revenue
The system Calculates position costs based on incumbent for the following assumptions: Service Increment (by anniversary date), Full time vs Part time, Certifications (when certifications to be earned would be effective), shift pay
The system Calculates available dollars to forecast budget

FINAL September 9, 2025

The system Provides multiple calculation methodologies for salaries and benefits budget monitoring
The system Accommodates "what if" forecasting
The system Accommodates "what if" forecasting for mass salary changes that include all benefit calculations *
The system Allows users to save multiple budget scenarios
The system System calculates long-term budget forecasts for a user defined period of time
The system Users can view the amount of funds remaining in the budget (ie, amount budgeted, amount encumbered, amount spent, etc)
The system System stores narrative justification for budget adjustments at the departmental level
They system Lock out budget changes after specified date, but maintain ability to view those in progress
The system system supplies a method to load budget adjustments to multiple budgets (adopted budget, current budget w/transfers, etc *
The system provides the ability to increase or decrease budget within budget adjustments.
The system supports preparation of base budgets from prior year actuals
Current year-to-date compared to previous year-to-date with the ability to select by period (i.e., do not want to only show YTD total amounts)
Current year-to-date compared to multiple previous year-to-dates with the ability to select by year and period
The system has the ability to allow budget dashboards to be configured and saved for individual users (either by user, super-user or system administrator).
The system has the ability to add attachments at the detail level of the budget such as Microsoft Word, Microsoft Excel, and Adobe PDF documents.
The system has the ability to load budget information from third-party software (e.g., MS Excel).
The system has the ability to validate budget loaded data.
The system has the ability to attached documentation to a budget
The system has the ability allow department users to enter a budget transfer request into the system with appropriate security permissions and submit for approval via workflow.
The system has the ability to establish different workflow rules based on the nature of the adjustment (i.e., net change to fund versus no net change to fund).
System has workflow for requesting budget entries
System can accommodate fund, department, division, and project budgeting
System can separate original vs revised budget amounts
System can accommodate work flow if a budget transfer for supplemental request is needed
System provides auto-approve of budgets when copying budget from budget transfer
The system provides transaction effective date flexibility for budget transfers, allowing users to backdate and future date Budget transfers
The system displays Remaining Budget and Working/Revised Budget amounts in budget transfer screen
The system provides validation for projects, project tasks, and grants during budget transfers
System has standard reporting for budget actuals and variance
System can accommodate strategic budgeting
System can accommodate original and revised budgets
The system has the ability to query on all data fields in the budgeting module in order to provide a user defined query screen.
The system has the ability to provide an ad hoc report writing tool.
The system has the ability to support development of reports based on user-defined parameters.
The system has the ability to export budget data to Microsoft Excel.
The system has the ability to integrate with common desktop publishing applications for producing the final or "presentation" of the budget document (Word, Excel, PDF).
The system has the ability to track and report on adjustments made to the budget during the year.

FINAL September 9, 2025

The system has the ability to track and report on amendments made to the budget during the year.
The system has the ability to report on budgets at any level of the chart of account structure.
The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual revisions.
The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual invoices.
The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual encumbrances.
The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual requisitions.
The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual available balance.
The system has the ability to display budget-to-actual with percentages and actual dollars of available budget for an account or group of accounts at any time.
The system has the ability to display budget-to-actual with percentages and actual dollars of available budget for an account or group of accounts at any time, in real time.
The system has the ability to display budget-to-actual with percentages and actual dollars for an account or group of accounts at any time including future time periods (e.g., projected months).
The system has the ability to query for specific words in budget line items.
The system has the ability to allow "wildcard" searches for a portion of a word.
The system has the ability to allow "drill-down" from any line item in a system generated report.
The system has the ability to project and report on end of year accruals (e.g., payroll).
The system has the ability to allow analysis of the current year budget by providing real-time reports that indicate all or any combination of budget-to-actual revisions, invoices, encumbrances, requisitions, and available balance.
The system has the ability to provide multi-year queries.
The system has the ability to track budgets: salary and benefits by fund, department/division, entity, bargaining unit, activity, account, grant, project, program, or object;
The system has the ability to track monthly revenue budget by fund, department/division, entity, bargaining unit, activity, account, grant, project, program, or object;
The system has the ability to provide expenditure reports by cost center, category, division and fund.
Revenue reports by cost center, category, division and fund.
The system has the ability to produce a variety of salary reports, including reports on scenarios, including those that may have one or more elements that affect salaries and benefits (e.g., COLA or benefit adjustments).
The system has the ability to generate a report to serve as the "Budget Book."
The system has the ability to provide real-time reporting on current balances on specified line item accounts and line item account activity.
The system has the ability to print original budget plus any changes/amendments to reach the final budget from prior years (i.e., the full life-cycle of a prior year budget).
The system has the ability to generate budget report templates.
The system has the ability to generate a report that contains a combination of prior complete years and "current" partial year with a normalized 12-month total (i.e., to predict the remaining months in the current year);
The system provides budget validation on any line of the general ledger with ability to exceed defined by global preferences
The system supports pre-encumbrances in budget validation with use of requisition
The system support specifying roles for blocking budget validation overrides
The system supports vendor Bill approvals to ensure the bill doesn't go over budget between the time it was entered and the final approval General Ledger posting
The system provides GASB report Net Position

FINAL September 9, 2025

The system has a Saved Search for budget consumed amount - detailed view of the transactions to assist with budget validation process
The system allows users the ability to allow or disallow pre-encumbrances to be calculated in their budget validation
The system provides warning or block on budget validation if budget is exceeded
The system provides the ability to configure warning and blocking messages
The system provides Drill down to General Ledger inquiry from budget validation

Treasury

The system has the ability to import bank statements.
The system has the ability to support bank reconciliations.
The system provides pooled cash accounting from multiple funds to a single bank account.
The system provides the ability to manage and reconcile multiple bank accounts and to transfer funds between the accounts.
The system provides the ability to automate fund account allocations for certain transactions.
The system allows multiple periods to be open at the same time.
The system tracks cash balances on all funds by sub-fund and project.
The system provides for positive pay support with bank integration.
The system has the ability to interface with banks to process ACH transactions.
The system has the ability to reconcile with statements from multiple banks.
The system has the ability to import credit/debit card transaction reconciliation files from credit card companies.
The system has the ability to perform reconciliation of transaction data with credit card company data.
System accommodates pooled cash functionality that is then allocated to each fund based on revenues / expenses
System integrates with bank
The system has the ability to generate daily cash reports for balancing by payment type.
The system has the ability to generate a daily exception report that reflects all payments reversed and any other condition considered outside normal processing.
The system has the ability to generate a daily report that reflects all adjustment activity.
The system has the ability to generate periodic reports of revenue distribution from external sources' file uploads (e.g., credit card company payments).

Capital Asset Management

The system has the ability to provide a Fixed Assets module that is integrated with all other system modules including (but not limited to) General Ledger, Budgeting, Purchasing, and Accounts Payable.
The system has the ability to allow the user to select the general ledger account based on the type of asset created.
The system has the ability to allow a review of asset journal entries prior to posting to the general ledger.
The system has the ability to transfer the CIP cost in order to create a general ledger journal entry based on asset type.
The system has the ability to track capitalized assets.
The system has the ability to track non-capitalized assets.
The system has the ability to modify valuation due to improvements or replacements to the asset.
The system has the ability to automatically account for fixed assets at the time of purchasing or requisition based on account number selected.
The system has the ability to transfer data from the purchase order to the fixed asset record.
The system has the ability to capitalize and depreciate assets according to user-defined rules.
The system has the ability to calculate valuation for fixed assets based on user-defined rules.

FINAL September 9, 2025

The system has the ability to record cost at acquisition.
The system has the ability to capture and maintain salvage values for fixed assets.
The system has the ability to calculate replacement costs of the fixed assets.
The system has the ability to modify assets.
The system has the ability to allow authorized users read-only access to fixed asset information via a decentralized, online interface.
The system has the ability to store original purchase order number, invoice number, original check number and original vendor information.
The system has the ability to identify if an asset is leased.
The system has the ability to drill-down into linked POs, invoices.
The system has the ability to drill-down into asset history (i.e., additions, transfers, adjustments).
The system has the ability to be in full compliance with GASB requirements.
The system has the ability to track fixed asset tag numbers.
The system has the ability to track warranties.
The system has the ability to track maintenance.
The system has the ability to set-up work flows for different disposal processes
The system has the ability to record information at the time of asset disposal related to the asset (e.g., condition of asset, salvage value, mileage, etc.)
The system has the ability to automatically assign unique asset numbers.
The system has the ability to copy an existing asset record as a starting point for the entry of a new asset.
The system has the ability to set department, division, fund and type classifications for each asset (i.e., governmental, proprietary, etc.).
The system has the ability to establish asset groups (i.e., chart of account funds).
The system has the ability to accommodate different asset classes within each category.
The system has the ability to allow multiple categories (e.g., machinery and equipment, land).
The system has the ability to link assets in parent-child relationships.
The system has the ability to separate assets in parent-child relationships.
The system has the ability to allow for active child and parent assets.
The system has the ability to allow the transfer of an asset from one department or fund to another.
The system has the ability to attach any document to an asset record.
The system has the ability to capture user defined data fields specific to an asset category.
The system has the ability to automatically flag an asset when it is time to retire it from the system.
The system has the ability to maintain inventory dates in the asset record.
The system has the ability to attach a picture to an asset record.
The system has the ability to capture depreciation balance at the date of transfer or disposal.
The system has the ability to project current year's depreciation by department as well as add multiple years expense, and then project the future years depreciation by department.
The system has the ability to project current year's depreciation by the type of asset as well as add multiple years expense, and then project the future years depreciation by the type of asset.
The system has the ability to default to straight line depreciation.
The system has the ability to allow a user to configure the date of depreciation calculation (i.e., monthly acquisition/disposal, etc.)
The system has the ability to set standard and user-controlled depreciation methods.
The system has the ability to calculate "back" depreciation to original acquisition date.
The system has the ability to recalculate depreciation based on changes made to asset criteria (including changes made to original acquisition date).
The system has the ability to update or change depreciation information for a group of assets, with appropriate security permissions.
The system has the ability to group individual assets and calculate depreciation for the parent record, while maintaining individual asset information and history.

FINAL September 9, 2025

The system has the ability to provide depreciation calculation results for user defined periods of time.
The system has the ability to provide an automatic calculation of depreciation changes at period end (e.g., gains/loss on disposal of an asset).
The system has the ability to monitor, or report on assets based on department, category code, or other descriptions such as serial number or replacement year.
The system has the ability to output listings of assets by any system-defined field, such as location, category, department, and value.
The system has the ability to flag an asset as construction in progress.
The system has the ability to generate fixed asset exception report (i.e., verification that fixed asset sub ledger and general ledger coincide).
Asset management module integrates with project costing
Asset management module integrates with accounts payable
Asset management module integrates with general ledger
System has standard reporting functionality - list
The system has the ability to create depreciation reports and other types, both canned and ad-hoc.
The system has the ability to generate maintenance reports for federal assets (e.g., FEMA assets).
The system has the ability to generate monthly or user-defined frequency reconciliation reports to the GL.
The system has the ability to generate valuation report on all agency assets.
The system has the ability to provide GASB compliance reports.
The system has the ability to report a disposal date and value.
The system has the ability to report asset expenditures against a capital budget.
The system has the ability to report construction-in-progress.
The system has the ability to report depreciation, sortable by existing fields such as by asset, type, general ledger account code or any other field in the asset record.
The system has the ability to report on gains or losses on disposed assets.
The system has the ability to generate a depreciation expense report (i.e., showing the calculation of how depreciation expense was calculated).
The system has the ability to generate a depreciation schedule report.
Customer Billing
The system has the ability to produce detail general ledger and sub-ledger journals, one for every accounts receivable transaction.
The system has the ability to provide for decentralized data entry of billing information and an electronic approval process for submission of bills.
The system has the ability to allow multiple accounts receivable control accounts.
The system has the ability to identify each transaction by a reference number that is sequentially generated automatically.
The system has the ability to validate GL account numbers on import and will either reject or suspend batches not balancing on either item or dollar totals or not matching a GL account.
The system has the ability to allow direct entry of invoices, cash receipts, or adjustment transactions with appropriate access permissions.
The system has the ability to handle NSF check processing and to add user defined fees to an account.
The system has the ability to allow receivable, payment, and deposits to be entered only once into the system and appear in the general ledger and sub ledger in real time.
The system has the ability to view, track, and sort receivables by user-defined criteria, including but not limited to accounting codes, customers, and activities.
The system has ability to accommodate and support user defined fee structure.
The system has the ability to allow a specific customer number, type, and/or category to be assigned to a new or existing customer.

FINAL September 9, 2025

The system has the ability to provide a single screen to view all information related to a customer with multiple tabs on the screen (i.e., not requiring the need to go to multiple screens for all information).
The system has the ability to maintain an audit log of all changes to the customer file.
The system has the ability to provide a customer information field allowing on-line entry and maintenance of narrative text that is viewable by all users with permissions.
The system has the ability to mask customer information according to security permissions.
The system has the ability to view customer information by fund, department, project segment or other GL account segments.
The system has the ability to provide an account performance inquiry screen that shows customer transaction history about each customer account. Information should be displayed in a user-friendly, consolidated manner, allowing AR users to easily view the status, activity and comprehensive history of a customer account.
The system has the ability to deactivate a customer and warn if the customer has an outstanding balance, but keep the customer history.
The system has the ability to reactivate a deactivated customer, e.g., not having to create a new customer.
The system has the ability to set up customers using categories and sub categories.
The system has the ability to allow for miscellaneous billings.
The system has the ability to manage separate billing cycles by department, receivable, and customer type.
The system has the ability to automatically bill recurring invoices based on user-defined billing schedules, with approval workflow capabilities.
The system has the ability to import invoices (and validate GL account numbers) produced by other billing systems to allow centralized collection and payment processing functions.
The system has the ability to allow the viewing of all outstanding invoices when applying payments to a customer account.
The system has the ability to use laser-printed forms for invoices.
The system has the ability to use pre-printed stock forms for invoices.
The system has the ability to produce PDF images of invoices automatically when printing as opposed to scanning the printed version of the invoice image.
The system has the ability to default user-defined fields upon batch entry. (e.g., payment type code, customer type, cash account, etc.)
The system has the ability to automatically assign sequential and unique numbers to invoices.
The system has the ability to reprint or regenerate bills, statements, and invoices at any point in time with the information current at the time of original generation.
The system has the ability to support a workflow process, with user-defined approvals, for the creation of bills and invoices.
The system has the ability to monitor paid and outstanding invoices.
The system has the ability to age the receivables according to user-definable time periods.
The system has the ability to age receivables according to due date.
The system has the ability to age receivables according to invoice date.
The system has the ability to generate accounts receivable aging reports, showing a line item on the aging report for each invoice posted to the accounts receivable master file.
The system has the ability to produce a listing of late customer accounts, where "late" can be user defined.
The system has the ability to produce user-defined aging reports with at least six aging periods (e.g., current, 30, 60, 90, 120, over 120 days).
The system has the ability to automatically compute and assess a user-defined late fee when the invoice is past due with the ability to turn this feature on or off based on security permissions.
The system has the ability to reverse finance charges with appropriate security permissions.

FINAL September 9, 2025

The system has the ability to send reminder notices (via mail and/or email) at user-defined intervals (e.g., 30, 60, and 90 days) when the invoice is past due.
The system has the ability for the customer to receive a bill via Email, Mail or both.
System has workflow for requesting customer billing
System has document management for retention of backup within the software. File Cabinet is used to store and organize your business documents in much the same way as you store any files on your computer. The system uses "drag and drop" or file upload functionality to access the files.
The system has the ability to generate a report of individual AR records against the corresponding account balances on the customer master file, as an internal control.
The system has the ability to report any exceptions on the accounts receivable master file.
The system has the ability to provide ad-hoc reporting capabilities.
The system has the ability to produce an accounts receivable journal listing of all activity posted to the accounts receivable master file.
The system has the ability to print an accounts receivable exception report listing all accounts with credit balances.
The system has the ability to provide a customer contact listing, showing name, phone number, and other contact information by customer.
The system has the ability to provide a management summary or key indicator report, indicating a summary of accounts receivable activity for the period, including bad debt ratio, and percent of current accounts.
The system has the ability to provide a library of predefined reports to be used.
The system has the ability to perform wild card searches.
Inventory
The system allows management of item reorder points and preferred stock levels based on average lead time, number of days, and historical or season-based sales demand
The system allows visibility and tracking of items/inventory across all locations, including matrix items and landed cost.
The system supports serialized inventory tracking
The system supports lot management and bin management to organize and track exact location of items in stock
The system supports printable bar codes and item labels with transaction numbers on sales orders, packing slips and invoices
The system supports inventory counts, adjustments and transfers
The system supports cycle counts without business disruption
Miscellaneous AR and Cash Receipts
The system has the ability to accept payment for transactions with no corresponding accounts receivable or bill already entered in the system; cash is held as unapplied.
The system has the ability to automatically prepare general and sub-ledger journal entries by department for cash receipts with appropriate workflow approvals.
The system has the ability to produce a cash receipt when bills are paid in person (at agency).
The system has the ability to record type of payment (e.g., check, money order, cash, credit card) and a unique reference number.
The system has the ability to produce a receipt when bills are paid (regardless of the payment method).
The system has the ability for the customer to receive a bill via Email, Mail or both.
The system has the ability to send an Email to the customer when a one-time or recurring payment has been processed.
The system has the ability to maintain cash receipting transaction detail for a user-defined period of time.
The system has the ability for customers to select the desired bill to pay and make a partial payment when more than one bill is outstanding.

FINAL September 9, 2025

The system has the ability to provide an audit log indicating whether transactions have been manually adjusted.
The system has the ability to accept overpayments.
The system has the ability to accommodate multiple payments for multiple bills (e.g., land records and animal license).
The system has the ability to support receipt printing at local and networked printers.
The system has the ability to import detail-level receipt information from third-party systems and validate the appropriate GL account numbers.
The system has the ability to schedule the posting of third-party payment transactions (e.g., lockbox payments).
The system must have the ability to accommodate deposits into different bank accounts at different banking institutions.
The system has the ability to utilize electronic workflow functionality to facilitate the refund process.
The system has the ability to generate a reimbursement request to the appropriate customer if there is a credit standing on the account with appropriate security permissions.
The system has the ability to allow approved refunds using a workflow approval process.
The system has the ability to track refunds due.
System has workflow for requesting miscellaneous customer billing
The system has a built in PCI compliant credit card payment processor with application and onboarding embedded (additional fees required)
The system supports click-to-pay invoicing for miscellaneous billing.
The system supports invoice email to customers with payment link or QR code for quick remittance of miscellaneous billing.
The system supports invoice to payment reconciliation for miscellaneous bills.
Procurement to Pay
The system has the ability to provide a Purchasing module that is integrated with all other system modules including (but not limited to) general ledger, fixed assets, contracts, budgeting, accounts payable, and grants.
The system has the ability to provide and P-Card module that is integrated with all other system modules including (but not limited to) general ledger, fixed assets, contracts, budgeting, accounts payable, and grants.
The system has the ability to accommodate a centralized or decentralized purchase requisition process.
The system has the ability to allow an eleven character dollar amount for a purchase order (i.e., \$999,000,000.00).
The system supports defining a Purchase Order as a parent which allows additional purchase orders to be entered against the parent PO, typically for blanket agreements and contract orders.
The system has the ability to drill-down to supporting documents or transactions throughout the purchasing module.
The system has the ability to see all documentation associated with a transaction (i.e., PO, invoices, checks, etc.).
The system has the ability to generate a list of contracts available to departments that would allow the users to click on a vendor or commodity to see the associated contract and pricing.
The system has the ability to categorize requisitions and purchase orders as user defined types. (i.e., sole source or emergency purchases).
The system has the ability to give all system users visibility into the status of the procurement and where it is in the workflow and procurement stage at any point in the process.
The system has the ability to provide electronic notification of needed approval actions.
The system has the ability to provide a paperless requisition approval process using workflow with notifications for user-defined levels of approval and routing capabilities, to include routing to multiple departments.

FINAL September 9, 2025

The system has the ability to require electronic signatures through workflow for approval of purchase orders.
The system has the ability to require electronic approvals through workflow for approval of requisitions.
The system has the ability to display the requisition or purchase order history in one screen (i.e., entered, approved, rejected, and/or modified).
The system has the ability to track expenditures against purchasing cards issued to employees.
The system has the ability to upload transaction detail from bank's purchasing card applications with detail applied to the general ledger appropriately.
The system has ability to encumber funds when a requisition or PO is entered.
The system has the ability to allow buyers to override or modify the purchase order types based on system permissions.
The system has the ability to provide user defined purchase order types.
The system has the ability to relieve the encumbrances when a requisition or PO is closed or cancelled.
The system has the ability to recalculate encumbrances based upon open requisitions and purchase orders.
The system has the ability to close and reopen encumbrance transactions for PO and requisitions
The system has the ability to reverse requisition encumbrance on conversion to PO
The system has Full pay adjustment feature to allow overpayment of encumbrance on final payment. This works in tandem with the 3-way match functionality to allow for overpayment tolerances and validation.
The system has the ability to disallow overpayment of encumbered balance on PO partial payments
The system provides for transaction date changes to update encumbrances to the correct period
The system provides supports encumbrances for tax exempt entities
The system provides the ability to automatically create sales tax on purchase orders, vendor bills and vendor credits.
The system supports encumbrance creation from imported orders
The system supports closing partially ordered purchase requisitions and liquidate remaining encumbrances.
The system supports encumbrance carry forward process which automatically generates a fiscal year carry forward record for each year.
The system supports Purchase orders that are not closed or fully billed are in a review sublist with their encumbrance summary information on the soft year end close page.
The system supports Encumbrance Carry Forward option to create budgets associated with the purchase orders which are selected to roll forward to the next fiscal year.
The system supports review of purchase orders for year-end processing
The system supports a soft year-end close process for purchase orders which includes a Close tab, displaying any purchase orders closed in the current fiscal year, allowing them to be reopened if necessary.
The system supports a reopen and redo the process for a soft year end closing
The system supports the ability to produce a consolidated csv report to show all the carry forward encumbrance and budget totals and references.
The system supports options to creates Government Budget Adjustments during the year-end process. Also an option to exclude Project or Grant budgets during the carry forward process.
The system supports an approval process to track approval date and reference number.
The system supports creating Encumbrance Roll Forward Transactions in the new fiscal year for outstanding purchase orders at year end
The system supports closing purchase orders in bulk
The system prevents the changing of a PO date if a bill exists
The system supports a PO close date

FINAL September 9, 2025

The system supports reopening a closed PO using the close date field for the encumbrance reopening
The system has a user confirmation for the closing of purchase orders to prevent accidental closures
The system supports copy features in requisitions, purchase orders and associated lines
The system has the ability to print purchase orders in a configurable print-image format.
The system has the ability to enter a requisition using an "Unknown Vendor" with the ability to change the vendor once known/identified (e.g., user may enter a requisition to pre-encumber funds as a placeholder while an RFP is being developed or solicited).
The system has the ability to allow purchase requisitions to be entered without a commodity code.
The system has the ability to allow users to view commodity codes and their respective descriptions via drop-down menus.
The system has the ability to accommodate recurring requisitions.
The system has the ability to save requisitions in-progress prior to submission.
The system has the ability to generate warnings based on budget criteria.
The system has the ability to copy an existing requisition to create a new one.
The system has the ability to auto-populate fields based on inventory item selected.
The system supports Item Code Account override to allow special handling of items that deviate from standard rules.
The system supports an item override account to allow for certain reports to exclude this clearing account.
The system has the ability to indicate if the requisition is for an inventory item.
The system supports item group and item description on requisitions
The system has the ability to support entering negative requisition amounts for discounts.
The system has the ability to allow the user to record all quotes received as data elements in the requisition with appropriate attachments.
The system has the ability to allow requisition approval process rules to vary depending on the type of item being requisitioned.
The system has the ability to automatically assign requisition number sequentially by fiscal year at time of entry.
The system has the ability to allow the automatic assignment of fiscal year to requisitions to be overridden with appropriate security permissions.
The system has the ability to support entering negative requisition amounts for discounts or credits.
The system has the ability to convert requisitions to a purchase order.
The system has the ability to require that the vendor be valid/entered before creating a purchase order.
The system has the ability to automatically assign a unique purchase order number sequentially, with a minimum of 9 alphanumeric characters.
The system has the ability to print purchase orders to a PDF.
The system has the ability to designate purchase order signature based on dollar amount.
The system has the ability to store electronic signatures.
The system has the ability to apply an electronic signature to the purchase order in the system when approving a purchase order.
The system has the ability to email notification for POs pending approval.
The system has the ability to electronically send purchase orders via email to the requestor.
The system has the ability to electronically send purchase orders via email to the vendor.
The system has the ability to e-mail attachments with a purchase order.
The system has the ability to change the account (GL) number that is assigned to a purchase order, with appropriate security permissions.
The system has the ability to reprint Purchase Orders.
The system has the ability to allow multiple GL numbers on one purchase order.
The system provides the ability to define pay by amount or quantity on the purchase order

FINAL September 9, 2025

The system provides the ability to manage full payments of a purchase order (default to quantity can be overridden)
The system has the ability to allow multiple project numbers, contract numbers, and grant numbers on one purchase order.
The system has the ability to match accounts payable invoices to purchase orders.
The system has the ability to accommodate blanket purchase orders.
The system has encumbrance creation on blanket purchase orders (check box)
The system has the ability to create contracts for purchases that are split between different departmental accounts and establish the start and expiration date of the contract plus a maximum contract amount.
The system has the ability to provide a full audit trail including dates, user names/IDs, and activity for purchase orders.
The system has the ability for authorized users to modify the purchase order without having to void the purchase order.
The system has the ability for authorized users to modify a purchase order with the option to reprint or re-email.
The system has the ability to close purchase orders with a user-defined dollar amount or quantity remaining available.
The system has the ability to carry over purchase orders (capital projects, grants, blankets) at year-end into the new year.
The system has the ability to allow users to select one of multiple "ship to" addresses based on facility location.
The system has the ability to void or cancel purchase orders, with appropriate security permissions.
The system has the ability to allow a minimum of 500 character description field on purchase order.
The system has the ability to change the vendor associated with a purchase order with appropriate security permissions.
The system supports purchase order change orders with budget validation
The system supports revision numbers for purchase order change orders
The system supports amount and gross amount to see the change order amount before and after tax
The system supports a Council approval date and resolution number on the PO change order form
The system supports change order thresholds for purchase order change orders.
The system has the ability for a batch process to create individual Purchase Orders from all requisitions that are at approved status.
The system has the ability to complete employee expense reimbursement claims with workflow routing.
The system has the ability to conduct employee expense reimbursements on a cycle other than the standard payroll cycle (ad-hoc).
The system has the ability to allow the user's department to print their own purchase orders.
The system has the ability to allow users to view PO from mobile devices.
The system has the ability to provide a web-based receiving process for all items received at decentralized receiving areas.
The system has the ability to capture vendor invoices (bills) through optical character recognition (OCR). Bill record fields are automatically populated.
The system has the ability to accommodate automated three-way match of invoices associated with purchase orders and receiving documents.
The system has the ability to receive one item at a time.
The system has the ability to support partial receiving based on quantity.
The system has the ability to attach the proof of receipt electronically to the receiving document in order to verify the 3-way match.
The system has the ability to track and report minority vendors (e.g., DBE/MBE) and associated activity.
The system has the ability to provide five digit NIGP commodity code pick list and search functionality.

FINAL September 9, 2025

The system has the ability to import requisitions from a MS Excel template.
The system has the ability to categorize and track vendors by type.
The system supports vendor tax identification with secure access
The system has the ability to modify a purchase order once it has been issued with the appropriate security permissions.
The system has the ability to allow for payments to be issued directly against an existing purchase order.
The system has the ability to automatically tie an invoice submitted for payment to the related purchase order and adjust the balance remaining accordingly.
System has workflow
System has document management for retention of backup within the software . File Cabinet is used to store and organize your business documents in much the same way as you store any files on your computer. The system uses “drag and drop” or file upload functionality to access the files.
System has vendor self service for updating vendor information
System has robust search feature for finding payments in accounts payable
With NetSuite for Government, we typically don't need to use the a batch process or job manager as we process in real time rather than batch processing. However, for items that run in the background like imports or converting a Requisition to a Purchase Order, search pages for the Job Status are available.
System has robust "transaction history" search by vendor or customer
System has query functionality for specific types of data for reporting purposes
The system has the ability to generate a report of all vendors by status, active or inactive, commodity code, etc.
The system has the ability to generate a report of all requisitions, purchase orders, and receiving documents by status, active or inactive, etc.
The system has the ability to report on all open contract available amounts and expenditures, including purchase orders, based on certain criteria.
The system supports defining Contract Types
The system supports access to the Contract record from a mobile device.
The system has the ability to generate all reports by user-defined date ranges that may occur over prior fiscal years.
The system has the ability to export purchasing information to .xlsx, .csv, and .pdf formats.
The system has the ability to track and report on vendor pay timeframe compliance.
The system has the ability to generate a report of all activity with a vendor.
The system has the ability to generate purchasing activity reports.
The system has encumbrance summary by generalLedger report
The system has an encumbrance exception by line ID report
The system has an Encumbrance Point in Time reporting capabilities.
The system has the ability to generate Encumbrance Summary by GL report
The system has the ability to generate Encumbrance Detail by Reference report
Encumbrance Exceptions by Line ID report based upon Encumbrance Summary by General Ledger report. This report is used for technical review of encumbrance details.
The system has a Cash Requirements report - designed to complement the Bill Payment screen
the system supports the ability to see remaining balance of a purchase order on the vendor bill
The system supports partial purchase order payments to include a remaining balance and to include vendor bill credits posted to the purchase order.
The system has the ability to recalculate remaining balances for all purchase orders
The system has the ability to generate a report for Purchase Orders Closed or Fully Billed After Carried Forward - identifies orders with balance on closure or need for budget adjustime to carried forward budget
The system supports Interest Allocation which provides governments with the ability to equitably allocate interest earnings for local government cash pool funds.

FINAL September 9, 2025

The system supports Interest Allocation report to show the detailed calculation results of the average daily balance calculation and resulting interest apportionment.

Projects, Job, and Grant Accounting

The system has the ability to provide a Project Accounting and Grant Management modules that are integrated with all other system modules including (but not limited to) General Ledger, Budgeting, Accounts Receivable, Accounts Payable, Purchasing, Projects, and Payroll.

The system has the ability to provide for multi-year grants.

The system has the ability to allow multiple grants to roll into one project, with the ability to track each grant separately.

The system has the ability to provide unique identifiers to grants.

The system has the ability to link grant numbers with issuing agency grant numbers.

The system has the ability to copy pre-existing grants to establish templates for new grants.

The system has the ability to allow files or images to be attached to a grant file.

The system has the ability to generate a repository/library of all documentation related to a grant that is all accessible from a single location.

The system has the ability to retain grant information after the close of a grant.

The system has the ability to export all documentation for a specific grant to electronic format (i.e., during an audit).

The Project Accounting and Grants Management modules are integrated with all other system modules.

The system has the ability to support multi-year projects of various lengths.

The system has the ability to support parent/child relationships for projects and sub-projects.

The system has the ability to allow multiple user defined project status codes (e.g., proposed, active, etc.).

The system has the ability to accommodate project types and subtypes.

The system has the ability to allow a user to establish project templates (i.e., "simple" templates to "complex" templates and for specific project types).

The system has the ability to store an unlimited number of project templates.

The system has the ability to accommodate projects occurring across multiple funds, departments, or funding sources that include grants, down to a specific GL number.

The system has the ability to provide free form text for project descriptions.

The system has the ability to provide a workflow routine to assist in the annual process of determining fiscal year expenses for each project.

The system has the ability to attach files to projects.

The system has the ability to accommodate the upload of information from third-party systems (i.e., MS Excel files).

The system has the ability to provide a comments field on projects.

The system has the ability to retrieve and apply labor rates from the payroll module that account for salaries and benefits (requires subscription to NetSuite for Government Payroll module).

The system has the ability to flag capital vs. non capital projects and all associated expenditures.

The system has the ability to carry forward information at year-end for multi-year projects.

The system has the ability to allow "default" values to be established for setting up new projects.

The system has the ability to retain historical information for all projects after the project close.

The system has the ability to allow the closing of a "child" project without having to close the "parent" project.

The system has the ability to automatically close the "child" project(s) when a "parent" project is closed, with a notification provided to the user prior to executing the closure.

The system has the ability to re-open a closed project, with appropriate security permissions.

The system has the ability to support configurable workflow routines to support the grant application process.

FINAL September 9, 2025

The system has the ability to retroactively link revenue or expenditures to any type of grant identifier without losing detail information about transaction history with the appropriate security permissions.
The system has the ability to link grants to projects in a 1:1, 1-to-many and many-to-1 relationships.
The system has the ability to track compliance of the grant through grant milestones.
The system has the ability to accommodate user defined performance metrics associated with a project or grant.
The system has the ability to allow project and/or grant metrics to be established.
The system has the ability to track grant activity by active fiscal year and all years within the grant contract. (e.g., across multiple fiscal years)
The system has the ability to track grant activity over the life of the grant.
The system has the ability to provide notifications or alerts for remaining grant balances or percent complete.
The system has the ability to support the process of reimbursement requests for grants that are initially funded by the agency..
The system has the ability to track all reimbursement requests through the life of the grant.
The system has the ability to allow workflow routines to be established to manage the reimbursement request process.
The system has the ability to electronically store the "final" documents associated with a submitted reimbursement request.
The system has the ability to provide drill down capability to see attachments to records based on security permissions.
System has project management workflow and tracking for simple and complex projects
System has document management for retention with grant files within the software. File Cabinet is used to store and organize your business documents in much the same way as you store any files on your computer. The system uses "drag and drop" or file upload functionality to access the files.
System has unique identifier for project management
System has unique identifier for grant management
Grants Management is a unified module within NetSuite for Government including financial and project management.
System has reporting capability for grants: which grants are open or closed
System has reporting capability for grants: which grants are from federal, state, agency grants
System has standard reporting functionality
The system has the ability to generate a report of all active and inactive grants
The system has the ability to generate expenditure reports on projects.
The system has the ability to generate export files for the purpose of uploading data to third-party applications (e.g., State or Federal).
The system has the ability to generate monthly, quarterly, and annual activity reports by grant or project on-demand.
The system has the ability to generate reports for all grant history.
The system has the ability to generate reports for multiple grants that are not in sequential series (i.e., report by year, category etc.).
The system has the ability to report on resource time towards projects.
The system has the ability to report on specific activity of a grant within a user-defined date range.
The system has the ability to accommodate ad hoc reporting.
The system has the ability to maintain a calendar or scheduling of required grant reports.
The system has the ability to maintain a relationship between both projects and subprojects for reporting purposes.
The system has project and project task fields for entry on the Purchase Order, Purchase Contract, Blanket Purchase Order, Invoice, Cash Sale and Credit Memo forms.
The system supports "number" fields for Grant, Project and Project tasks and are enabled in global search

FINAL September 9, 2025

The system supports Project and Grant Analytics Dataset and Workbook to show detailed transactions for each project and/or grant transactions. Budget versus Actual pivot tables are also available for both the Project and Grant side. And a budget chart for both Projects and Grants.

Document Management

The system has the ability to provide "Document Management System" functionality to track electronic files associated with specific system records.

The system has the ability to use "drag and drop" or file upload functionality to associate documents to transactions within the system.

The system has the ability to attach files to records in the system with the ability to restrict this functionality.

The system has the ability to restrict modification of attached documents based on permissions.

The system has the ability to link imported documents to specific records.

The system has the ability to export a file directly for document storage with appropriate security permissions.

The system has the ability to email an attached image file to another party (internally or externally).

The system has the ability to support the purging of stored files, according to defined schedules.

System stores backup documentation most functional areas in this RFP

System has ability to set dates for archiving

System has ability to set dates for purging

Financial Reporting

The system has the ability to provide a financial statement report writer either within the system or through an integrated third-party to allow end users to create user-defined financial statement and statistical reports without users needing to know the table structure.

The system has the ability to provide reporting that crosses multiple modules and interfaces with general ledger transactional data.

The system has the ability to provide drill down capabilities from the output of financial reports to the transactions that provide detail.

The system has the ability to generate financial reports that reference data structures to determine whether presentation of that information should be allowed or identified as "redacted" based upon user permissions and system level of access, as well as user defined field values (i.e., vendor names, department, account, location) across multiple modules.

The system has the ability to describe reporting groups and roll-up categories with user-defined parameters and effective date ranges.

The system has the ability to provide a library of "canned" reports to be used by agency staff with user-defined parameters.

The system has the ability to export to various formats to create a custom designed CAFR document (Microsoft Excel CSV/XLS, PDF, Microsoft Word).

The system has the ability to query on all data fields in the general ledger module in order to provide a user defined query screen.

The system has the ability to support user defined queries and allow these queries to create reports.

The system has the ability to export all system-generated reports within file formats specified in General and Technical requirements.

The system has the ability to support user defined queries to be shared with other users.

The system has the ability to provide all query and reporting capabilities by summary or detail.

The system has the ability to provide user defined ad hoc query capabilities.

The system has the ability to provide an ad hoc report writing tool.

The system has the ability to export to various formats (Microsoft Excel CSV/XLS, PDF, Microsoft Word) to create custom designed reports for presentation (e.g., budget documents, etc.).

The system has the ability to generate a report across any segment or group of segments in the chart of accounts.

The system has the ability to schedule and to distribute reports via electronic workflow.

FINAL September 9, 2025

The system has the ability to warn the user they are about to print a large report (over user-defined number of pages) with option to proceed.
The system has the ability to display the number of pages to be printed prior to printing.
The system has the ability to print reports in a "printer-friendly" mode.
The system has the ability to schedule reports to be run during non-business hours on a user defined schedule.
The system has the ability to display all reports to the screen with a user-defined option for printing, with the ability to turn this feature on or off.
The system has the ability to provide comparison reports (e.g., between different periods, as user-defined).
The system has the ability to print financial reports on closed periods.
The system has the ability to generate reports that cross fiscal years and funds.
The system has the ability to select active and/or inactive accounts by year for reporting purposes for multiple user defined years.
The system has the ability to view a General Ledger Audit Report based on permissions.
The system has the ability to produce GASB 34, GASB 42, GASB 45, GASB 68, GASB 75.
The system has the ability to produce Louisiana Uniform Financial Information Report.
The system has the ability to produce other compliance reports (i.e., GASB, GAAP, FERC, State, Federal reports).
The system has the ability to allow the produced compliance reports to be editable by a user for formatting and final edits.
The system has the ability to produce annual financial statements. (e.g., Income Sheet, Balance Sheet). With the ability to run period to date.
The system has the ability to produce monthly, quarterly, and annual financial statements. (Budget Comparisons by Department, etc.). With the ability to run period to date.
The system has the ability to produce monthly, quarterly, and annual financial statements (Cash Flow).
The system has the ability to produce official statement of cash flows, in compliance with GASB regulations.
The system has the ability to produce ad-hoc monthly, quarterly, and annual financial statements at agency-defined levels.
The system has the ability to print graphs and charts for presentation style reports.
The system has the ability to have a dashboard or fuel gauge type of data presentation.
The system has the ability to report by pay period for personnel expense (i.e., 1 of the 26).
The system has the ability to project and report on end of year accruals (e.g., payroll).
Available budget by expense, revenue, and job code;
Cash balance (i.e., by department, fund, organization, etc.);
Expenditures relative to budget;
Year-to-date expenditures;
Month-to-date expenditures;
Budget to actual by all budget line items;
Multiple budget types to actual (e.g., actual to versions of budget).
Budget vs Actuals Report and multi year report
Open encumbrance report;
Pre-encumbrance report;
Comparison of expenditures by month;
Income statement;
Cash flow;
Balance sheet;
Statement of net positions;
Schedule of expenditures and revenues based on type of revenue;

FINAL September 9, 2025

Trial balance activity (debits and credits);
Statement of revenues and expenditures;
Capital projects;
Comparison of revenues and expenditures by month;
Comparison of revenues and expenditures by quarter;
Summary and detail trial balance at any budget level;
Detail and summary project report;
Summary trial balance across multiple fund;
Month-to-date;
Year-to-date;
Multi-year grants for revenues and expenses;
Multi-year projects for revenues and expenses;
Cash Balance by Fund;
Cash Balance by Fund with associated detail;
Detailed Transaction Listing by Vendor Number;
Detailed Transaction Listing by Vendor Invoice Number;
Detailed Transaction Listing by Vendor Name;
General Fund Financial Statements
Other user-defined as required.
Data can be exposed for integration into data visualization software like Tableau or PowerBI
ACFR preparation is Manual with the use of automated generated reports.
ACFR amounts can be exported to a spreadsheet
Reports are available to support the 1099 year-end processing for 1099-MISC and 1099-NEC. The report generates the file for upload to the IRS site.
Reports are available to support the 1099-G
1099's are tracked on the line-level account

Check Register Detail report

Human Resources and Personnel Management
HR General
The system has the ability to provide an employee central/master file that is the single source of employee records in which all other system modules interact with.
The system integrates with the Payroll and Financial modules, including (but not limited to) the following: Time Entry, Payroll processing, General Ledger, Budget, and Expense Reimbursement
The system has the ability to provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation. Our cloud-based software is accessed through a browser, workstations are not tracked in the audit. The system can identify user changes and restrict deletions.
The system has the ability to establish workflow rules by department, employee group or bargaining unit.
The system has the ability to provide employee self-service functionality from a webpage and mobile device:
Employees submitting address changes;
Employees updating personal information;
Employees updating emergency contact information;
Employees dependent information is entered in manually by the HR/Payroll admin.
Employees submitting elections for annual leave buy back.
The system has the ability to provide workflow functionality to support Human Resources Management processes, including (but not limited to) the following:
New Hire On-Boarding; Can be entered in manually by the HR/Payroll admin. NetSuite for Government paves the way to securely connect your business data with a third party recurring system if necessary, through open standard APIs.

FINAL September 9, 2025

Employee Termination Activities; Can be entered in manually by the HR/Payroll admin.
HR Employee Central/Master File Data
The system has the ability to set up an employee master file for each employee.
The system has the ability to maintain all employee file change history.
The system has the ability to maintain employee master file for the following types of employees:
Regular full-time;
Regular part-time;
Temp employees;
Elected officials;
Seasonal employees;
Retirees
Interns.
The system has the ability to maintain a unique employee number for each person regardless of their employment status within the system (i.e., termination, reinstatement, retirement).
The system has the ability to maintain and track at a minimum the following employee data, with effective dating, for each employee:
Employee Number;
Employee status (active, inactive, on leave, etc.);
Last Name;
First Name;
Middle Name;
Name Suffix; this requirement is identified on our roadmap.
Name Prefix/Salutation;
Preferred Name;
Maiden/Former Name/Aliases/Nicknames;
Sex;
Gender;
Non-binary;
Race/Ethniagency;
Social Security number;
Date of Birth;
Marital Status;
Multiple Telephone Numbers;
Work Phone;
Multiple Addresses (including mailing address);
Multiple E-Mail Addresses;
Multiple Seniority Dates;
Citizenship;
Military Status and Branch;
Retired (Y/N);
W-4 and Indicators;
Multiple Emergency Contacts;
Wage Plan Code - compliance for California employees
Equipment issued to employees (e.g., phone, laptop, keys) and asset tag number where applicable; Oracle does not provide exact expected release dates but does maintain a release roadmap. This requirement is identified on our roadmap.
Certifications and Licenses; Oracle does not provide exact expected release dates but does maintain a release roadmap. This requirement is identified on our roadmap.
Immigration Status (I9)

FINAL September 9, 2025

The system has the ability to preclude employees from agency-defined actions/processes based on employee status (e.g., employee on FMLA will not accrue leave, an employee with an expired CDL license would not receive incentive pay etc.).
The system has the ability to allow an unlimited number of employee file agency-defined fields.
The system has the ability to assign role-based security to a position and/or an individual user to control what employee information is accessible.
The system has the ability to provide role based security, allowing individual employees to view and edit only certain information, and to similarly allow managers to access and view only certain employees' (e.g., direct reports) information.
The system has the ability to provide online inquiry to agency-defined portions of the personnel master file by employee number, by employee name, or agency-defined criteria with appropriate security restrictions.
The system has the ability to approve temporary access to an employee file or other records by department (e.g., if a department needs to hire from another department and needs access to performance reviews).
The system has the ability to flag certain sections of employee personnel files as confidential based on agency-defined criteria.
The system has the ability to scan and store employee images (photos).
The system has the ability to archive and easily retrieve on-line employee records for up to 20 years after retirement/termination, with various time periods based upon the records (e.g., audit records, asset records, etc.).
The system has the ability to inactivate records en mass if that is the agencies policy.
The system has the ability to define multiple working titles for a position with effective dating (where changes require workflow approvals). A log of titles changes will be tracked. New position records will be required to show effective dating.
The system allows employees to access their W-2, paystub and leave balances through Employee Self-service.
The system tracks approvals on the employee record
The system supports ACA reporting

HR Job Classification Tables

The system has the ability to track the following job classification information:
Pay grade and step plan;
Pay schedule;
Position Control Number;
Job Classification Code;
Job Classification Title;
Date established or approved;
EEO Function
EEO Category.

HR Personnel Actions

The system has the ability to set up and establish track changes for the following Personnel Actions:
New Hire;
Transfer;
Promotion;
Rehire;
Reclassification;
Name changes;
Retirement;
Separation (voluntary);
Dismissal (involuntary);
Reduction in Workforce (RIF);
Multiple probationary periods (introductory period and others);

FINAL September 9, 2025

Transition on/off Modified Duty;
Demotion;
Flex Promotion;
Reinstatement;
Discipline;
Multiple Longevity Types (e.g., duration of time in current position);
Compensation changes to base salary (with a agency-defined list of comp increases/decreases types - e.g., across the board, equity adjustments, merit increases, comp decrease, step increases);
Add pays not included in base (e.g., uniform allowances, bilingual pay, assignment pay);
Inactivation of position;
Reactivation of position;
Multiple types of service years;
Various other one-time payments (per agency-defined list);
Standard hours change (e.g., 30-hr to 40-hr, 52-hr to 40-hr);
Leaves (per agency-defined list - e.g., FMLA, military, LWOP, administrative leave)
Geographic code
Occupation code
The system has the ability to view user access and workflow at different levels of the organization and through different business process.
The system has the ability to make personnel actions effective in the middle of a pay period (per agency-defined business rules).
The system has the ability to display all personnel actions within a department to an approver, with the appropriate security permissions.
The system has the ability to maintain an audit log of all personnel-related transactions and activity.
The system has the ability to maintain a record of all personnel-related transactions and activity, and provides the ability to view and/or print any electronic approval or action that has been taken.
The system has the ability to track position history for each employee.
The system has the ability to display employee history across positions (current and past).
The system has the ability to transfer an employee to a different department/division or payroll group without re-entering the entire employee file.
The system has the ability to default specified Job Code data (e.g., pay grade, schedule, probation period, leave types, pay types) to new position and employee record, with ability for default values to be overridden by the user (with appropriate security).
The system has the ability to process personnel transactions for multiple organizational units (mass changes) through csv imports.
The system has the ability to make mass changes on employee data based on reorganizations (reassign departments or divisions). Enabled to make mass changes through csv imports.
The system has the ability to allow users to configure assignment of employee IDs when entering more than one new hire (resulting in the ID showing seniority/order of hire).
The system has the ability to accept retroactive changes to any element of a personnel record, with appropriate security permissions, ensuring all forward-calculations are made appropriately (including retroactive calculations of pay - including the appropriate pay rate/table, leave accrual, etc.). Forward calculations will be made automatically. Retro pay calculations for past periods are currently manual.
The system has the ability to provide a date-based personnel system that allows "personnel/employee actions" to be automatically triggered based upon effective dates.
The system has the ability to provide all personnel transaction processing (new hire, term, etc.) across multiple functional areas so that a single process includes employment, payroll, benefits, etc.
The system has the ability to support agency-defined onboarding/termination checklists.
The system has the ability to manually assign or automatically generate an employee number.
The system has the ability to scan, link or upload and categorize/classify different types of documents and associate them with an employee.

FINAL September 9, 2025

The system has an Employee Retirement record that is not state specific

HR Querying and Reporting
The system has the ability to provide querying and reporting capabilities that are integrated with all other system modules such as the General Ledger, Budget, Expense Reporting, Project Accounting, Grant Management, Payroll, Time Entry and Human Resources.
The system has the ability to use a single data source for report generation.
The system shall provide a user-friendly ad-hoc reporting tool.
The system has the ability to create custom reports using an internal Report Writer.
The system has the ability to generate "canned" reports that users may run with limited options of input values.
The system shall provide role-based security on running and viewing reports.
The system has the ability to provide dashboard displays for certain data to report such things as number of accidents, employees on leave, or other information that user departments may want to regularly view.
The system has the ability to schedule reports at a agency-defined date/time and frequency.
The system has the ability to provide online view and reporting of employee's total compensation package including but not limited to: benefits, employee and employer contributions, base pay, add pay, accruals, FLSA status, overtime, and agency-defined criteria.
The system has the ability to provide historical reporting (e.g., job history, etc.).
The system has the ability to provide point-in-time (any user-specific date or date range) for various reporting.
Benefits Administration
Benefits
The system has the ability to provide a Benefits module that is integrated with all other system modules such as the General Ledger, Budget, Project Accounting, Grant Management, Payroll and Human Resources.
The system has the ability to provide audit trail reporting of all data entries, changes and deletions by user, date, and time.
The system has the ability to configure leave accruals according to employee type.
The system has the ability to calculate imputed income.
The system has the ability to calculate premium amounts based on agency-defined tables.
The system has the ability to maintain coverage and deduction detail by date.
The system has the ability to start and stop any deductions at any given time (including a future date).
The system has the ability to suspend benefits and reinstate based upon agency-defined criteria (e.g., military leave).
The system has the ability to capture and maintain Health, Dental, and other insurance ID numbers.
The system has the ability to allow employees to waive medical/dental benefits, a Waived Medical Benefit Plan with no pay codes can be assigned to the employee
The system has the ability to identify type of coverage (e.g., single, 2-person, family).
The system has the ability to allow user (with appropriate security) to override employee benefits and leave eligibility dates.
The system has the ability to track the following:
Coverage effective dates;
Coverage history (benefit elections);
Coverage at a point in time (i.e., three months for a specific year);
Name change history;
Dependent information;
Beneficiary information
Years of service.
The system has the ability to maintain premium and deduction amounts for multiple benefit plans including but not limited to:
Health Insurance;
Dental Insurance;

FINAL September 9, 2025

Vision Insurance;
Life Insurance;
Deferred compensation plans, including retirement plans;
Flexible spending accounts for medical and child care reimbursement accounts;
Health Savings Accounts (H.S.A.s);
Non-agency benefit providers;
Long term disability;
Short term disability;
Supplemental Benefit Plan
457 Plans.
The system has the ability to show employee contributions Via employee paystub
The system has the ability to show read only calendar and fiscal year employee calendar contributions and limits for benefits. Via employee paystub for calendar year only
The system has the ability to establish the appropriate tax ramifications for the deferred compensation amounts.
The system has the ability to manually adjust benefit withholdings.
The system has the ability to support pre and post-tax payroll deductions and benefits.
The system has the ability to automatically produce payroll deductions based on benefit plan enrollments.
The system has the ability to recalculate life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed age, salary, coverage, and/or plan cost parameters.
The system has the ability to automatically calculate long/short term disability premiums and deductions based on salary amounts.
The system has the ability to maintain benefit coverage for employees on leave who elect to pay for his or her own coverage.
The system has the ability to integrate with the agency's accounts payable and accounts receivable systems for the purpose of billing for benefits.
The system has the ability to support multiple types of donated leave banks.
The system has the ability to track full-time equivalent (FTE) employee information for compliance with Affordable Care Act regulations.
The system has the ability to apply a subsidy to premiums.
The system supports Affordable Care Act (ACA) tracking in the employee
The system supports Affordable Care Act Reporting
Benefits - Eligibility and Enrollment
The system has the ability to maintain benefit eligibility data including:
Length of service;
Age;
Marital status;
Dependent information for multiple dependents (including name, SSN, address, other contact information);
Spouse and Dependent Information - with the ability for contact information to be different for each party;
Spouse and Dependent Information - Dependent/Beneficiary Indicator (Dependent, Beneficiary, Both, etc.);
Employee status (active, retired, leave of absence, suspension, termination, FMLA, military leave, etc.);
Terminate benefits and associated deductions and reinstate upon return;
Hours worked by various search criteria (e.g., weekly, bi-weekly, pay period, annually);
The system has the ability to track rolling military leave based on a one year fiscal year for the Uniformed Services Employment and Reemployment Act (USERRA).
The system has the ability to track multiple types of agency-defined leave.
The system has the ability to require a SSN when adding benefit(s) for dependent(s).

FINAL September 9, 2025

The system has the ability to allow mass updates of employee plan designation via import of csv
The system has the ability to allow the online submission of employee tuition reimbursement prior approval and request for reimbursement via employee self-service with the ability to provide notification of approval/finalization of workflow. This actiagency uses the expense reimbrusement module.
The system has the ability to generate summary statements by employee and employer contributions.
The system has the ability to determine coverage and deduction amounts for the employee using parameters stored in the benefit plan structure tables. Via employee paystub
The system has the ability to produce letters, emails, and other notifications to employees announcing open enrollment.
The system has the ability to store and print employees' attached forms for any benefit election(s).
The system has the ability to link to documents (i.e., insurance eligibility) and URL's for all benefit plans in employee self-service for employee retrieval via a computer or mobile app.
The system has the ability to retroactively enroll employees in plans, and automatically impact payroll to compute the proper pay adjustments and deductions. Can retroactively enroll employees but manual retro payment adjustments are needed.
The system has the ability to retroactively enroll dependents in plans, and automatically impact payroll to compute the proper pay adjustments and deductions. Can retroactively enroll dependents but manual retro payment adjustments are needed.
The system has the ability to enter new enrollment data for a future date without changing the current elections until the date of the new enrollment period begins.
The system has the ability to identify court-ordered dependents.
The system has the ability to restrict the removal of court-ordered dependent from an employee's benefits master (add/delete lock). Dependents are maintained by the HR or Payroll administrator and removal would be allowed or not allowed per standard security roles.
The system has the ability to attach documentation to court-ordered dependent record.
The system has the ability to deduct benefits from agency-defined number of pay periods per month.
The system has the ability to deduct benefits from agency-defined number of pay checks per month.
The system supports "Offer of Coverage" list applied to the Benefits and Employee Benefits Plan record.

Leave Administration

The system has the ability to track relevant FMLA, workers compensation, military leave, and other agency-defined leave of absence information by employee.
The system has the ability to track and maintain FMLA, workers compensation, military leave, and other agency-defined leave of absence information, including:
Leave start date;
Employee department;
Date of first notification;
FMLA Calculation based on agency-defined criteria for a work week;
History of previous leaves;
Leave Type - medical, family, child, other;
Leave Type - continuous or intermittent;
Approval Date;
Other Federal and State and agency -defined leaves;
The system has the ability to track leave used and leave available based on variables including but not limited to hire date, length of service, and hours previously taken.
The system has the ability to track FMLA for intermittent as well as continuous FMLA cases.
The system has the ability to track FMLA against any of the four (4) year definitions permitted.
The system has the ability to track all FMLA and/or other leave absences that are open at once.
The system has the ability to support the reclassification of prior period time off to FMLA, with a full audit trail and automatic update of all balances and applicable pay calculations.
The system has the ability to integrate with the agency accounts payable and accounts receivable systems for the purpose of billing for leave related expenses.

FINAL September 9, 2025

The system has the ability to calculate FMLA and other agency-defined leaves of absence termination dates by individual enrollee.

The system has the ability to support the reclassification of prior period time off to FMLA or other agency-defined or School-defined leave types, with a full audit trail and automatic update of all balances and applicable pay calculations.

The system allows employees to see their current time-off balance from the employee center for themselves and those they approve time for.

Reporting
The system has the ability to generate a benefits to revenue cost (Total Cost of Benefits / Total Revenue of the agency) performance measurement report.
The system has the ability to report benefit trends and costs for employees.
The system has the ability to report benefit trends and costs for retirees.
The system has the ability to provide a weighted average cost for benefits (average cost) report.
The system has the ability to produce reports reflecting eligible employees not enrolled in benefit plans.
The system has the ability to produce reports reflecting eligible retirees not enrolled in benefit plans.
The system has the ability to provide all employees and retirees with annual benefit confirmation statements.
The system has the ability to calculate and track agency paid benefits.
The system has the ability to use ad hoc queries and reports on every field in the database in a single report with a agency-defined date range.
The system has the ability to provide state compliance pre-requisites and reports (PERS, SUI, W2)

Payroll
General
The system has the ability to provide a Payroll module that is integrated with all other system modules such as the General Ledger, Budget, Project Accounting, Grant Management, Time and Attendance, Benefits, and Human Resources.
The system has the ability to provide employee self-service functionality from a webpage and mobile device:
Employee access to paystubs;
Employee access to W-2s;
The system has the ability to allow allocation of labor distribution data for fully burdened costs such as base pay, taxes, and benefits.(e.g., Work 6-hrs to XYZ in my regular work time, and have two funding sources, 11111 - 40% and 55555 - 60%. All the benefits for the 6-hours would need to be charged to 40% 11111 XYZ and 60% to 55555 XYZ. Costs to charge need to include Medicare, SUI, Work Comp, PERS, etc.).
The system has the ability to integrate the Payroll application with the General Ledger to make payroll journal entries.
The system has the ability to maintain a agency-defined range of prior years' payment related details and totals.
The system has the ability to track and monitor part-time and temporary employees to maintain compliance with Affordable Care Act (ACA) and CalPERS regulations. This feature is identified on our roadmap. Oracle does not provide exact expected release dates.
The system has the ability to allow continuous updating of employee personnel and job records in such a manner as not to interfere with payroll processing.
The system has the ability to maintain payroll history, including earnings, deductions, taxes and other related supporting information for a minimum of ten (10) years.
The system has the ability to archive payroll history, including earnings, deductions, taxes, and other related supporting information older than ten (10) years.
The system has the ability to process and report state and local taxes, and other required state deductions for multiple states from employee pay in a single payroll run without manual intervention.

FINAL September 9, 2025

The system has the ability to allow users to view paystub and W-2 history on individual employees based on security permissions.
The system allows user an ability to make corrections to W2s in mass by deleting multiple/all records
The system allows post correct for multiple position and pay records and those that start/end mid pay period.
The system allow the uncommit of payroll which deletes related payroll vendor bills, payroll checks, and the payroll General ledger transactions. The user will not be able to uncommit a payroll when the vendor bills are in an approved or open status, or when the payroll General Ledger transactions have been posted
The system supports pay stub printing for historically committed batches.
Position Control
The system has the ability to have a position control file to ensure that new employees are linked to authorized pay and position and to ensure that employment does not exceed authorized levels and adopted budget funding.
The system has the ability to have a position control file to ensure that new employees are linked to authorized pay and position and to ensure that employment does not exceed authorized levels and adopted budget funding.
The system has the ability to establish and track information for each position including historical data.
The system has the ability to provide a agency-defined convention for the position control number.
The system has the ability to automatically or manually assign position numbers (vendor should note number of allowable characters).
The system has the ability to maintain an unlimited number of positions.
The system has the ability to make mass changes on employee data based on reorganizations (reassign departments or divisions). This feature is identified on our roadmap. Oracle does not provide exact expected release dates.
The system has the ability to initiate mass changes (which may require workflow) on employee data based on MOU/resolution or other position changes that impact the benefits and/or pay components associated with the position. This feature is identified on our roadmap. Oracle does not provide exact expected release dates.
The system has the ability to designate a specific salary structure (based on pay schedule tables) for each position class including grade, step, and min/max range.
The system has the ability to assign a job code and associated information as the default to a position with effective dating.
The system has the ability to enter position start and end dates for each unique position ID, retain historical data and reason for position begin/end.
The system has the ability to designate positions as classified or unclassified.
The system has the ability to provide for history (including audit trail) of all changes to positions and job changes (including change reason).
The system has the ability to define reporting relationships for each position control number for the purposes of creating organizational charts and sending e-mail or online notices.
The system has the ability to define reporting relationships for each position control number, and allow for employees transferred into a new position to automatically be assigned into a pre-determined reporting hierarchy.
The system has the ability to generate organization charts, where employees and/or positions may be shown.
The system has the ability to compile and automatically update organization charts.
The system has the ability to print an organization chart for a selected portion of the organization, where employees and/or positions may be shown.
The system has the ability to track the following position information:
Multiple organizational levels;

FINAL September 9, 2025

Pay grade and step plan (Police/Fire);
Pay schedule;
Position Number;
Position Type (full-time, part-time, casual);
Job Classification Code;
Job Classification Title;
Comments;
Date established or approved;
Budgeted Cost;
Budgeted Salary Cost;
Budgeted Benefit Cost;
Budgeted Additional Pay;
Retirement Class;
Group Class for Benefits;
Actual Cost;
Actual Hours;
Actual Salary Cost;
Actual Benefit Cost;
Actual Additional Pay;
Worker's Compensation SOC (Standard Occupational Classification) code;
Safety sensitive type (e.g., CDL, Other, Driving, Non-Driving, other agency-defined);
EEO Function:
EEO Category:
Work Location (e.g., building, mail stop, cube and other locations);
Manager;
Supervisors;
Funding Source Codes (chart of accounts code, i.e., fund and department);
End Date;
The system has the ability to effective date (including future date) changes to positions, job codes, jobs and other position/job related variables.
The system has the ability to attach documents to position control records.
The system has the ability to assign a funding source to each employee.
The system has the ability to assign multiple funding sources to each employee or position.
The system has the ability to assign multiple funding sources to each employee or position and allocate costs by hours charged to benefits through payroll processing.
The system has the ability to update Position FTE count with nightly process.
The system has the ability to default labor distribution of salary/wages, benefit costs, and deductions for unlimited departments or cost centers/home accounts per employee. (e.g., regular pay, special pays, overtime, Medicare, PERS, life insurance, etc.).
The system has the ability to post all pay and benefits across multiple employee home accounts/fundings sources (e.g., Post regular pay, special pays, overtime, Medicare, PERS, life insurance, etc.) to multiple accounts (e.g., Water 20%, Reclamation 40%, Electric 40%).
The system has the ability to assign employee to multiple positions including one primary and one or more secondary jobs.
The system has the ability to allow employees to be assigned to and paid from multiple positions in different funds, organizational units, classes, statuses, etc.
The system supports Employee Group on the position and pay record
The system supports the ability for Employee records to flow directly into Planning and Budgeting.
The system supports the ability for Salary schedules to flow directly into Planning and Budgeting.

Pay Calendars and Groups
The system has the ability to maintain multiple holiday payroll calendars.
The system has the ability to maintain multiple payroll calendars.
The system has the ability to maintain multiple off-cycle payroll calendars.
The system has the ability to maintain multiple holiday payroll calendars.
The system has the ability to accommodate pay period end date in one calendar year and pay check date in another calendar year.
The system has the ability to process payroll on optional user-selected frequencies, for example:
Weekly;
Bi-weekly;
Semi-monthly;
Monthly;
Annual;
Cash outs (buy backs);
On-demand (e.g., terminations, corrections, manual)
The system has the ability to produce a salaried payroll.
The system has the ability to produce a supplemental payroll.
The system has the ability to produce an hourly payroll.
5x40;
4x10;
2x8 & 2x12;
7x12 (7 consecutive work days of 12 consecutive hours each, followed by 7 consecutive days off);
3x12 in one week and 4x12 the other week;
56 hours suppression (this is the schedule for Fire, 24-day FLSA period);
3x12.5, every 4th week 10-hours "payback" day;
Fire 24-day cycle (FLSA) ;
Police 28-day cycle (FLSA) - multiple schedules for this FLSA period)
Salary/exempt.
The system has the ability to accommodate multiple payroll schedules.
Payment Edit and Processing
The system has the ability to specify employees to be paid by defined pay groups.
The system has the ability to generate payroll on different cycles for different groups of departments (e.g., two separate alternating bi-weekly pay cycles).
The system has the ability to process multiple pay groups per cycle period.
The system has the ability to accommodate various pay statuses (e.g., biweekly, hourly, fee, salaried, uncompensated, etc.).
The system has the ability to support manual retro pay adjustments.
The system has the ability to process multiple payroll runs by type including:
The system has the ability to edit and verify the labor distribution prior to the actual payroll check production with appropriate authorization.
The system allows Overtime Period Records and the system validates record creation and error out if there are duplicate periods
The system has the ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, or monthly basis or any agency-defined combination thereof.
The system has the ability to validate payroll run against:
Deductions;
Tax information;
Accruals;
Input for new employees;

FINAL September 9, 2025

Changes for current employees;
Cost accounting data elements;
Balance of total rate, hours, over-time hours, exception hours;
Percent above normal salary;
Comparison to prior payroll run;
Balance of vacation, sick used and other agency-defined leaves;
Department;
The system has the ability to process multiple payroll runs by type including:
Regular Run;
Supplemental Run
Retroactive Pay.
The system has the ability to create checks which are not regular payroll but which will be added to the regular payroll run (e.g., longevity, retro, off-cycle, manual).
The system has the ability to automatically calculate and pay out final pays.
The system has the ability to automatically differentiate between employee paid contributions for specific pays based on assigned employee retirement Tier (e.g., Tier 1, Tier 3, etc.) for Persable and Non-Persable pays (e.g., holiday pay, etc.) and withhold the correct contribution dollars.
The system has the ability to automatically differentiate between employer paid contributions for specific pays based on the assigned employee retirement Tier (e.g., Tier 1, Tier 3, etc.) for Persable and Non-Persable pays (e.g., Additional Duties Pay, etc.) and withhold the correct contribution dollars.
The system has the ability to process multiple payroll runs for verification prior to posting, for each payroll run type.
The system has the ability to process fiscal year end when date falls mid payroll period, with accrual to prior year/new year.
The system has the ability to process payroll accruals based on a agency-defined effective date.
The system has the ability to allocate costs per fiscal year and funding sources within defined fiscal periods.
The system has the ability to pay an employee at more than one rate based on job assignment (e.g., out of class pay).
The system has the ability to run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run.
The system has the ability to calculate and withhold deduction and taxes based on agency-defined criteria including complex calculations with the ability to include information in reporting (e.g., additional Medicare over \$200,000).
The system has the ability to produce a warning/error report of employees with no benefit deductions due to low or no paycheck prior to running payroll.
The system has the ability to validate beginning accrual balances against ending balances from last run, prior to payroll processing.
The system has the ability to produce accounting transactions as a result of all payroll activity.
The system has the ability to produce agency-defined accounting transactions including allocation of deduction and benefits (Medicare, SUI, health, etc.) as a result of all payroll activity (e.g., charge allocations to projects and grants).
The system supports fund allocations to include payroll GL balancing, over/under payroll fund, over/under payroll department, over/under payroll account
The system supports fund allocations on liabilities for Payroll checks, Direct deposit, Employer paid benefits and Employee deductions.
The system supports assign the project task to the default fund allocation, Employee fund, Pay code, Hour code or payroll posting map with filtering based on the parent project.
The system supports fund allocation to spread expense and liability of a pay code across timecard hours funding source.

FINAL September 9, 2025

The system supports a Payroll Posting Map to allows the user to override the payroll postings using selection criteria and indicate which segments of the General Ledger String to override.
The system has the ability to post corrections for multiple position and pay records and records that start/end mid pay period.
The system has the ability ability to export both the Payroll Posting Detail Report and the Posting Report into csv
The system has the ability to provide audit trail reporting of all data entries, changes and deletions by user, date, and time.
The system has the ability to support the batch removal of employees who have zero hours in a pay period for payroll processing.
the system allows MidPeriod Primary Position and Pay Records for Workers Compensation and Salary Pay calculation rule
The system has the ability to generate the following pre-payroll proof reports:
Hours Proof Report;
Accrual Exception Report; Configuration during our Implementation.
Accrual Audit Report; Configuration during our Implementation.
Calculations Error Listing; Configuration during our Implementation.
Time Setup Errors; Configuration during our Implementation.
Payment Calculations
The system has the ability to generate the following post-payroll proof reports:
Check and Advice Register;
Payroll Summary;
Quarterly Reports;
GL Reports;
Transmittal Reports (e.g., FSA, union, bank file);
Retirement report (e.g., CalPERS, PARS, DB and DC Pension Plans); CalPers is identified on our roadmap.
Add Pay Register;
Tax Register;
Deduction Register;
Grand Totals Report
The system has the ability to re-calculate payroll for changed hours, rates, earnings codes, one-time overrides, etc.
The system has the ability to create pay codes that calculate rate as a percentage of a agency-defined grade and step with the ability to automatically update the pay codes rate when salary tables are increased (i.e., working out of class pay codes)
The system supports "Salary Pay" calculation rule that computes the employee's periodical salary using their current pay rate
The system supports comptime hours calculation rule
The system supports calculation rule for Hour code
The system supports negative hours for hour calculation rules
They system supports calculation rule for monthly taxable benefit
The system supports salary adjustment calculation rule
The system has the ability for one employee to be paid by more than one position.
The system has the ability to deduct benefits from agency-defined number of pay periods per month.
The system has the ability to deduct benefits from agency-defined number of pay checks per month.
The system has the ability to convert leave balances based on FLSA schedule changes when employees transfer positions (change from Fire 40 hours per week to Fire 56 hours per week).

FINAL September 9, 2025

The system has the ability to automatically calculate gross pay from multiple agency-defined components such as base pay, longevity, educational incentive pay, shift differential, etc.
The system has the ability to configure during our implementation, separate pays (e.g., base, specialty, etc.) for employees on Industrial Accident Leave to ensure taxable wages are calculated and reported correctly.
The system has the ability to configure during our implementation, separate contributions and deductions for employees on Industrial Accident Leave to ensure taxes are calculated and reported correctly.
The system has the ability to process negative pay amounts that reduce current net pay for both pay and deductions.
The system has the ability to re-calculate payroll for changed hours, rates, earnings codes, one-time overrides, etc.
The system provides default payroll calculation rules and overtime calculation rules which allows for mid period changes to position and pay
The system provides for an overtime calculation rule: Generic Multiplier
The system provides for overtime calculations to allow null dates on Employee additional pay codes.
The system has the ability to differentiate between employee and employer paid agency-defined benefits and deductions (i.e., Medicare paid by employer, retirement paid by employer per negotiated contract).
The system has the ability to provide multiple formulas for complex earning and deduction codes and assign to employees by job class (e.g., overtime weighted average, premium overtime calculations based on standby pay).
The system has the ability to have adjustment codes for deductions (e.g., correct, offset, repay deductions to employee, etc.).
The system has the ability to accommodate an interest free loan to an employee to be repaid as a per pay period deduction.
The system has the ability to prioritize deductions withheld from employee paychecks (e.g., Taxes, Garnishments taken before retirement contributions).
The system has the ability to setup deductions to automatically occur only on the first two pay-dates of the calendar month (e.g., Deduction only applicable on first two pay dates when there are three pay dates in a month).
The system has the ability to have a Transaction Fee related to deductions (e.g., Child Support disbursement admin fee).
Ability for left over 125 cafeteria allowance to be applied as a negative deduction to offset dental and vision deductions.
The system has the ability to prevent the agency from incurring the employer Medicare portion for Fire Battalion Chiefs and part-time employees.
The system has the ability for a flat monthly amount to be paid per pay period (e.g., Monthly Bilingual Pay for CPSEA bargaining unit employees of \$189.50 pays out \$87.46 per pay period).
The system has the ability to accommodate flat quarterly amounts to be paid per pay period (e.g., quarterly Uniform Pay for Police Management employees of \$860 pays out \$132.07 per pay period).
The system has the ability to accommodate flat quarterly amounts to be paid per pay period by position (e.g., quarterly Uniform Pay for Parks and Recreation employees of \$210 or \$460 is based on the employees position, which pays out \$32.30 or \$70.76 per pay period, respectively).
The system has the ability for flat amounts to be paid once annually (e.g., Police long-term disability savings).
The system has the ability to pay 4 hours at the top step rate of the position per pay period.
Ability for employee life insurance coverage over \$50,000 to be treated as taxable wages per IRS regulations.
Ability for Medicare paid by the agency on behalf of the employee to be treated as taxable wages to the employee.

FINAL September 9, 2025

The system has the ability to configure during our implementation, ability for tuition reimbursements above \$5,250 per calendar year to be treated as taxable wages.
The system supports calculating employees where primary position and pay record overlaps the pay period
Pay Distribution and Direct Deposit
Overtime calculations for employees in more than one position as a result of a mid-period transfer; Will derive the pay rate from position that is most recent. This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
Overtime across multiple cost centers;
Overtime by bargaining unit/group/association (e.g., MOU, CBA); Configuration during our Implementation.
Overtime by FLSA period;
Overtime by non-standard FLSA period (i.e., Public Safety 24-day/28 day cycle, 9/80); This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to import time from a 3rd party system into Payroll (with start/end times) and calculate overtime based on FLSA and agency MOU/contractual regulations. For 7 day or 14 day flsa cycles only
The system has the ability to support non-standard FLSA calculation (e.g. 9/80, 3/12, 4/10, sworn, and 7 on 7 off).
The system has the ability to calculate overtime on hours worked when employee has worked hours in multiple departments and programs.
The system has the ability to compute shift and overtime premium.
The system has the ability to provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay.
The system has the ability to make manual adjustmuts to process partial deductions (if an employee's pay is insufficient)
The system has the ability to process partial deductions (if an employee's pay is insufficient) for garnishments and determine the withholding priority order.
The system has the ability to calculate deductions based on net pay.
The system has the ability to update all employee and employer accumulations automatically.
Ability for accruals to be calculated by bargaining unit and years of service.
Ability for employees to submit online elections for annual leave buy back with multiple approval steps.
Ability for employees to submit annual leave buy back elections 12 months in advance (e.g., elections this December to be paid out next December).
Ability to automatically accrue annual leave for employees who had a holiday on a scheduled day off (e.g., agency is closed on Fridays, but Veterans day is on a Friday so accrue annual leave in lieu of holiday). This feature is identified on our roadmap. Oracle does not provide exact expected release dates.
Ability for probationary employees employed less than one full year to automatically accrue Probationary Sick Leave based on bargaining group.
Ability for executive level employees to be accrue 27 hours a quarter at the first of each quarter.
Ability for employees that did not qualify for executive leave at the beginning of a quarter (e.g., promoted to executive leave, hired after start of quarter, etc.) to accrue 4.16 hours per pay-period until the beginning of the next quarter.
Ability to track non-accrued Leave (e.g., Military, FMLA, LWOP, etc.) as accrual types.
Configuration during our Implementation: Ability for employees to be notified of when certain accruals fall below a certain threshold.
Ability to prevent accrual balances from going negative.
The system provides the ability to delete the direct deposit file using a mass change

FINAL September 9, 2025

Reporting, Querying & Tax Filing
Ability for multiple pay codes to contribute to a single leave balance (e.g., comp time 1x, comp time 1.5x, etc.).
Ability for multiple pay codes to subtract from the same accrual (e.g., annual leave, donated leave, etc.).
Ability to accept null end dates for employee pay codes.
The system has the ability to configure during implementation, post the value of all employee accruals as of the end of the fiscal year (All accrual balances x pay rate). Note: Employee balances are tracked per pay period as the time is accrued as used.
The system has the ability to configure during implementation, specify number of hours of compensation pay that can be carried over to a new fiscal year by employee group. CPEA and CPSA only.
The system has the ability to configure during implementation, override compensation payout amount or calculate payout include special assignment pays and cash in-lieu pay in accordance with FLSA guideline.
The system has the ability to configure during implementation, calculate leave payout ratios listed in MOU's and resolution for terminated employees.
The system has the ability for employees to use accrued vacation, comp time and sick leave (employees cannot use leave time accrued in the current payroll period).
The system has the ability to process sick bank donations and convert the donor employee hours to the done employee based on hourly rates (donor rate of pay is \$20/hour, and donates 10 hours, done rate of pay is \$10/hour and receives 20 hours, adds hours to sick bank).
The system has the ability to calculate accrual balances based on agency-defined rules/priority with appropriate security permissions.
The system has the ability to run initial payroll for review prior to the final pay run, including the following metrics/reporting:
Adjustments;
Recalculation;
Exceptions;
Hours by type;
Earnings by type;
Employee tax liabilities;
Employee deduction amount;
Employer contribution amount;
Employer portion of all taxes;
The system has the ability to print checks from system without use of additional software.
The system has the ability to print a check on standard check stock
The system provides detailed Paystub template options - with number of hours and hourly rate or without.
The system can select option to indicate when a pay period's related pay stub should not appear on the employee center
The system has the ability to support on-demand check writing at local printers to accommodate manual check writing.
The system has the ability to configure during implementation, check for minimum check amounts to avoid zero payments but print a paystub.
The system has the ability to reissue a new check number while maintaining details of the old check number.
The system has the ability to provide a Pay Check Stub that displays the following information:
agency-defined Employee Profile (e.g., job title, annual salary, department);
Current Pay (pay code/description, rate - both hourly and FLSA rate, calculation);
Gross wages;
Deferred compensation;

FINAL September 9, 2025

Direct-deposit accounts (up to 3);
Group insurance;
Medicare;
Additional Medicare;
Federal and State tax;
Net pay;
CalPERS;
Other deductions and amounts;
Other leave hours balances (multiple categories);
Leave hours beginning and end balance;
Leave taken (e.g., vacation, sick, comp);
Adjusted leave;
Accrued leave;
Taxable/non-taxable earnings;
Taxable/non-taxable, before tax/after tax deductions;
Total deductions;
Vacation hours balance;
Workers' comp (injury leave);
YTD Deductions;
YTD Pay;
YTD Taxes;
agency-defined paycheck message field by employee group/department/other agency-defined
The system has the ability to identify whether any of the items in the list above are employee or employer paid.
The system has the ability to print 30 pay codes on the paper check stub or advice. A limit will only exist based on the formatting. All pay codes will display on the detailed version found in the Employee Center.
The system has the ability to print leave accrual rate, leave taken in hours or days, and leave remaining on paychecks and advices for all leave categories.
The system has the ability to reverse a direct deposit entry in the event of an error, within the federally allowed time period.
The system has the ability to track stop payments and reversal requests. Must generate stop payments directly to the bank.
The system has the ability to provide the capability for automated check reconciliation.
The system has the ability to print or present agency-defined information on employee's pay stub, including free form text messages
The system has the ability to comply with industry standards of service banks.
The system has the ability to define up to five (5) direct deposit accounts for each employee.
The system has the ability to generate the direct deposit file according to the Nacha File requirements for a large number of direct deposits.
The system allows an employee to indicate additional state tax withholding to be included in the state tax calculation
The system automatically tracks state taxable income and taxed wages for any state, based on the state defined on the employee's state tax page.
The system has the ability to calculate a "net pay" deduction for direct deposit.
The system has the ability to allow an employee to elect whether a percentage or fixed dollar amount is direct deposited into one or more accounts (e.g., deposit \$1,000 into a checking account and the balance into a savings account, or, deposit 50% into checking and 50% into savings).
The system has the ability to prenote direct deposits with a zero dollar amount.

FINAL September 9, 2025

The system has the ability to prenote direct deposits with a .01 dollar amount.
The system has the ability to track changes made to direct deposits.
The system has the ability to interface with the AP module to support the processing of payroll liabilities.
The system has the ability to create multiple direct deposit files (e.g., ACH and prepaid debit card).
The system has the ability to automatically generate an alert when an employees net pay is negative.
The system has the ability to use a single data source for report generation.
The system shall provide an ad-hoc reporting tool.
The system has the ability to create custom reports using external Report Writer.
The system has the ability to generate "canned" reports that users may run with limited options of input values.
The system shall provide role-based security on running and viewing reports.
The system has the ability to import data from reports into standard applications for spreadsheet comparison, graphing, etc.
The system shall provide the ability to generate a report of all Payroll system activity (i.e., a complete audit trail).
The system has the ability to provide integrity reports to ensure data and transactions are accurate.
The system has the ability to comply with all Federal and State payroll tax reporting requirements.
The system has the ability to produce W-2 forms in electronic and paper form.
The system has the ability to present/view W-2s via Web Portal by a user with proper security access. This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to provide history of tax status, W-4 and DE-9 information.
The system has the ability to track reportable earnings and deductions for W-2s.
The system has the ability to manually adjust taxable earnings for W-2 processing based on system permissions.
The system has the ability to provide the W-2 file print sorted by agency-defined criteria (e.g., alpha by last name, by department, or employee number).
The system has the ability to generate Audit Reports of W-2 Data.
The system has the ability to generate Audit Report of W-2 Transmission File.
The system has the ability to generate W-2c File for Transmission to IRS.
The system has the ability to print W-2s on blank paper.
The system has the ability to provide reprint of W-2s by individual employee.
The system has the ability to produce amended W-2s for multiple years.
The system has the ability to store W-2 information for a minimum of seven (7) years.
The system has the ability to reprint W-2s for a minimum of seven (7) years.
The system has the ability to track taxable earnings annually.
The system has the ability to track taxable earnings quarterly.
The system has the ability to create 941 reports.
The system has the ability to create 941 report on the taxes paid to Medicare and Social Security separately as the employer benefit and employee deduction
The system has the ability to produce a report showing Medicare wages, by individual and in total.
The system has the ability to generate a report with a agency-defined look back date/time for such purposes as average hours per week, benefit eligibility, etc.
The system has the ability to generate Payroll History and Accumulator Tracking report which returns employee hour bucket accumulators with options to filter by pay period, employee, department, and hour bucket.

FINAL September 9, 2025

The system has the ability to generate Employee Hour Code Sum report which shows the number of hours and payment paid to an employee for the period, month, quarter, fiscal year, and calendar year to date and is grouped by hour code.
The system has the ability to save Payroll reports directly to the file cabinet.
Time and Attendance
Time and Attendance: General
The system has the ability to provide a Time and Attendance module that is integrated with all other system modules such as the General Ledger, Budget, Project Accounting, Grant Management, Payroll, Benefits, and Human Resources.
The system has the ability to provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.
The system shall provide the ability to enter time in the following ways:
Web-based, employee self-service;
Manual entry at a workstation;
Batch entry at a work station; Via .CSV import.
Mobile device;
File import from Excel and CSV spreadsheet;
File import from other external time keeping systems
The system has the ability to enter and view time via a Mobile App
The system has the ability to support staff submitting leave requests.
The system has the ability to support staff submitting time off requests.
The system supports automatic carry over of time off balances. Schedule the execution of the carry over balance, apply a balance limit, automatically cash out excess hours, or move excess hours to a separate time off bucket such as sick leave or sick donated.
The system supports maximum carry over hour code, maximum carry over on employee's accrual longevity anniversary, maximum carry over hour bucket limit.
The system has the ability to check for negative time off balances (with warning)
The system supports display of time off on employee detailed pay stubs
The system allows users to view their current time-off balance from the employee center for themselves and for employees they approve time for
The system has the ability to support the concurrent use of different types of devices for time entry.
Allow annual leave accrued for a holiday to be available for use immediately following the pay period in which it is accrued even if an employee not been employed for a year (e.g., 4th of July).
The system has the ability to allow corrections to be made to postings based on user security role.
The system has the ability to handle schedule/department/job changes retroactive to reported time being entered prior to submission based on security access.
The system has the ability to track activity codes for time entry purposes.
The system has the ability to provide the option to restrict entries by inactive/terminated employees.
The system has the ability to record employee's approval of a timesheet.
The system has the ability to designate a back-up for employees that are unable to enter or approve their time (e.g., due to sick leave). This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to secure the timesheet data from any updates or changes after a designated sign-off.
The system supports assigning delegates for approvals
The system has the ability to allow staff with the appropriate security permissions to make edits to the timesheet data after sign-off.
The system has the ability to import time entry from the interfaces identified in the interfaces tab.

FINAL September 9, 2025

The system has the ability for an employee to record time for multiple positions as a result of a mid-period transfer.
The system has the ability for an employee to record time for multiple positions worked on a single day (e.g., out of class).
The system has the ability to restrict time reporting codes entered by employees to those selected for the employee's group. This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to allow staff with appropriate security permissions to upload documentation in support of time entries (e.g., travel expense reimbursements).
The system has the ability to require online approval of time by managers.
The system has the ability to mass approve a group of timesheets at a workflow level based on a user's specific assigned role.
The system shall provide the ability to designate a backup for managers that are unable to enter or approve time (e.g., due to sick leave).
The system has the ability to process and approve timesheets and time reports in a decentralized and electronic format.
The system has the ability to route (through workflow) timecards to multiple managers (including Finance Department) for review, edit, and approval (i.e., in instances where employee has worked for multiple managers). This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to allow management review of timecards on the detail and summary levels.
The system has the ability to notify employees and/or a supervisor of rejected timecard entries. Supervisors will use a dashboard to manage time entries.
The system has the ability to provide reminders to employees to complete time entry. This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to notify approvers and approver groups of timecards pending approval.
The system has the ability to notify managers of timecard revisions to prior periods. The system must be able to send additional e-mail alerts escalating the issue to higher level individuals or designated backup individuals.
The system has the ability to notify employees or managers when they have not submitted or approved timesheets. The system must be able to send additional e-mail alerts escalating the issue to higher level individuals or designated backup individuals.
The system has the ability to allow a supervisor or other time reviewer/approver to view the status of submitted/unsubmitted time sheets for all of their direct reports.
The system has the ability on timesheets to display the position and pay records that span the given date
The system has the ability to allow employees to submit leave requests.
The system has the ability to notify employees of rejected leave requests.
The system has the ability to designate a back-up for leave request approval (e.g., when approving manager is not available).
The system has the ability to require electronic signatures for time approval.
The system has the ability to allow overtime approval to occur prior to the work being performed.
The system has the ability to allow overtime approval to occur after the work has been performed.
The system has the ability to allow employees to enter time on demand.
The system supports entering start and end time for time tracking for the system to automatically calculate the duration.
The system has the ability to allow managers to edit employee timecards in the current period.

FINAL September 9, 2025

The system has the ability to allow managers or timekeepers to perform mass edits Via .CSV import. on employee timecards (with appropriate authorization).
The system has the ability to default a standard number of hours per pay period for exempt employees. This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to reduce generated standard hours by exception time for exempt employees (e.g., vacation, sick). This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to allow end users (with appropriate security permissions) to perform manual adjustments to the reserve bank.
The system has the ability to store time and attendance history data, including:
Employee name;
Employee ID number;
Dates;
Time/leave, including time and type (e.g., overtime, vacation, etc.);
Manager approval history
The system has the ability to print and save employee timecards with workflow approval history information.
The system has the ability to accommodate Fair Labor Standards Act (FLSA) laws based on the agency's current pay codes.
The system should adhere to all current and future local, State, and Federal laws.
The system has the ability to capture additional information associated with time entry, such as projects, cost center, department ID, program, activity code, comments, and tasks.
The system has the ability to link labor distribution to Project Management, Grant Management, etc. This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to validate labor distribution field values through an integrated link to the source module/application. This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to support multiple timesheet layouts that include hourly format where hours worked are reported in elapsed hours
The system has the ability to allow entry for timecards for current plus at least two additional (future) pay periods.
The system has the ability to allow immediate time entry for employees newly entered into the employee master.
The system has the ability for an employee to enter all time for all time worked and all time off.
The system supports importing pay periods into timecards.
The system provides single-click clock in and clock out functionality
The system provides the ability to alter the time tracking record during the clock in/clock out workflow to update the employee's position, hour code or funding source.
The system allows employee or a timekeeper to input employee time in the weekly timesheet form.
the systm supports the ability to reject, make notes, and reroute timesheets for approval and closing.
The system supports the ability to view time entries and use the filtering to change the view to a subordinate or view a different week.
The system allows an unlimited number of client-defined hour codes track rate of pay and appropriately classify hours worked.
The system supports automated approval workflows ensure timekeepers and supervisor can review and approve or reject timecard entries with e-mail notifications to alert employees of timecard status changes.
The system provides time entry review reports provide opportunity to proof timecard hours prior to calculating payroll.

FINAL September 9, 2025

The system supports both timesheets and time tracking features on mobile devices.
The system supports managers to view and approve/reject timesheets for their subordinates through the self-service portal.
The system supports timesheet attestation
Project Time Entry
The system has the ability to allow projects to be established with multiple funding sources, with the ability to track funding sources separately (i.e., a project may be funded by multiple grants).
The system has the ability to charge time into project accounting on a hours by day basis to each project.
The system has the ability to track time towards projects or grants based upon the specific pay code at the time it was worked.
The system has the ability to accommodate projects occurring across multiple funds and departments, down to a specific GL/project segment, or agency-defined criteria.
The system has the ability to associate different account numbers to different components of a project via time entry.
The system has the ability to provide activity codes for project in time entry.
The system has the ability to copy a time card to the current week.
The system has the ability to support the entry of time by a single employee against a minimum of 20 projects per pay period.
Project Tracking Time Entry
The system has the ability to utilize a separate pay code for billing purposes to apply labor rates from the payroll module that account for salaries and benefits.
The system has the ability to create a reminder when a agency-defined project is selected during time for the employee to submit a form to their admin detailing their activity.
The system has the ability to create an exception report on agency-defined project codes used in time entry requiring paperwork for events/disasters detailing employee's activity.
The system has the ability to generate agency-defined reports by date range to include employee salary and benefit information.
The system has the ability to report on resource time towards projects.
The system has the ability to allow changes to the detail level of report parameters, with appropriate security permissions.
Grant Tracking Time Entry
The system has the ability to export all data from time entry on a specific grant to electronic format (i.e., during an audit).
The system has the ability to provide an audit-level read only review access.
The system has the ability to generate export files (e.g., csv, xlsx, txt) for the purpose of uploading data to third-party applications (e.g., State or Federal reporting applications).
The system has the ability to track local, state, and federal grants for time entry, salary, and benefits.
The system has the ability to define allowable expenditures to process within payroll for salary and benefits for time entered in time entry. This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to assign payroll expenses to a grant through integration with the payroll application.
Time Entry Grant Reporting
The system has the ability to generate reports for all grant history in HCM.
The system has the ability to generate the following Reports:
Expenditures from employees processed through payroll;
Budget to actual costs for payroll information
Projected vs. actual budget vs actual cost for payroll information.
The system has the ability to report on specific activity of a grant within a agency-defined date range for payroll information.

FINAL September 9, 2025

The system has the ability to generate reports using a breakdown of agency-defined categories (i.e., Public Safety, Public Works, or Utilities reporting) specific to payroll information.

Leave Time Accrual and Use
The system has the ability to capture and track leave for multiple leave types, including:
Vacation (used and unused);
Sick leave (documented);
Sick leave (undocumented);
Sick leave - donations (vacation donated into a sick leave bank);
Comp Time (used and unused);
Workers' Compensation;
Workers' Compensation (Public Safety 4850 - paid through payroll);
Workers' Compensation Disability (Public Safety - paid through payroll);
Injury Leave;
Holiday;
Unscheduled Holiday;
Floating holidays;
Personal days;
FMLA Leave;
Medical Leave;
Leave without pay (with benefits);
Leave without pay (without benefits);
Military leave;
Funeral/bereavement leave;
Professional/Educational leave;
Personal leave;
Dependent Sick Leave;
Administrative leave;
Civic duty leave;
Jury duty/witness duty;
Short term disability;
California Family Rights Act (CFRA);
Long term disability
Other, agency-defined.
The system has the ability to enforce agency-defined rules for leave usage (e.g., accrual balances may or may not be allow to go negative based on leave type).
The system has the ability to allow an accrual balance to reconcile the maximum balance overage at a specific date and reduce the balance to the maximum limit.
The system has the ability to configure leave accruals according to employee type.
The system has the ability to limit leave time earned by employee and by agency-defined groups (maximums).
The system has the ability to track all types of leaves in agency-defined units.
The system has the ability to account for all leave time at varying accrual rates.
The system has the ability to define and assign leave accrual schedules by job class and FLSA (or other agency-defined classification), with override capability at the individual employee level. Able to assign leave accruals at the employee level
The system has the ability to accommodate partial leave accrual for part-time employees based on actual time worked.
The system has the ability to accrue sick and vacation time based on pay period frequency or for a specific pay period.

FINAL September 9, 2025

The system has the ability to track and maintain shared leave detail including (but not limited to) donating employee, receiving employee, leave balances.
The system has the ability to provide daily balances in real-time of available employee comp and leave time. This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to provide a view/query into prior leave accrual balances as of a certain past date or prior pay period (e.g., look-back to see leave balance as of two months ago). This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to calculate liability for unused earned leave at regular intervals and on demand. This requirement is identified on our roadmap. Oracle does not provide exact expected release dates but does maintain a release roadmap.
The system has the ability to alert managers/supervisors on leave usage exceptions.
The system has the ability to override leave balances based on leave type, with appropriate security permissions.
The system has the ability to add or adjust leave events in current pay period, with appropriate security permissions.
The system has the ability to add or adjust leave events in any previous pay period, with appropriate security permissions.
Time Off Requests
The system has the ability to provide a web-interface for time off request submittal by employees (vacation time, comp time, planned sick time, holiday special, and other agency-defined time off requests).
The system has the ability to perform workflow functions for electronic leave request approval, including:
Request submittal;
Manager(s)/Supervisor(s) review/decision;
Request status monitoring;
Notification of request approval/decline
The system has the ability to allow real-time access to accumulated sick and vacation time, based on access level of the user.
The system supports Time-Off Worked Hours Tier which provides an additional level of detail to calculate the employee's worked hours and accrual leave using a tiered plan instead of a prorated value.
Reporting & Querying
The system has the ability to use a single data source for report generation.
The system shall provide an ad-hoc reporting tool.
The system shall provide an ad-hoc reporting tool using drag and drop functionality.
The system has the ability to create custom reports using internal Report Writer.
The system has the ability to generate "canned" reports that users may run with limited options of input values.
The system has the ability to generate agency-defined reports on any time entry field and/or combination of fields.
The system shall provide role-based security on running and viewing reports.
The system has the ability to import data from reports into standard applications for spreadsheet comparison, graphing, etc.
The system has the ability to generate reports on time worked by the following:
Location;
Department;
Division;
Bargaining group;
Project;

FINAL September 9, 2025

Job;
Leave type;
Hours paid by individual;
Hours entered;
Position;
The system has the ability to generate a year-to-date report of time worked by employee.
The system has the ability to generate a timecard report for a agency-defined date range by general ledger segment, project code, pay code, bargaining unit, and other agency-defined criteria in a single report
The system has the ability to generate an electronic copy of any previous timecard (with or without the workflow approval).
The system has the ability to provide a report filtered by location that identifies the total number of hours worked per employee in a agency-defined date range (i.e., pay period or year)
The system allows export of the payroll posting detail report and the posting report into CSV
The system allows users to import pay periods into timecards.

State Reporting
The system currently supports the following state reports. Additional reports are in progress. If a report you require is not on the list, please check with Product on timing.
New Hampshire SUI
New Hampshire Employment Security Tax
New Hampshire NHRS Report
New Hampshire W2 Report
The system allows multi entity functionality for state compliance reporting