REQUEST FOR PROPOSAL

FINANCIAL MANAGEMENT SYSTEM

DUE: September 29, 2017
4:00 P.M. PST

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1 INTRODUCTION

1.1 PROJECT SCOPE

Sutter County Superintendent of Schools (SCSOS) is soliciting proposals for a comprehensive, fully integrated financial system that not only meets the requirements set forth in this Request for Proposal (RFP), but is also flexible and scalable in order to meet its future business and technology needs. The purpose of the RFP is to provide interested vendors with sufficient information to enable them to develop and submit proposals for application software that will fulfill the specified information processing needs. SCSOS is looking for a system that integrates the following modules:

General Ledger	Personnel
Budgeting	Time & Attendance
Accounts Payable	Benefits Administration
Accounts Receivable	Payroll
Purchasing	Employee Self Service
Stores	Position Control
Fixed Assets	Personnel Requisitions

and has County Office oversight and service features necessary for Sutter County Superintendent of Schools (SCSOS) to continue fulfilling its oversight and service roles.

The final scope of a new system and the timeline for its purchase and implementation will depend on the responsiveness of the specific characteristics of the proposed system to this Request for Proposal, the responsiveness of the proposed system as a whole to this Request for Proposal, the capabilities of the proposing vendor and the price. SCSOS's preference is to go "live" (as that term is understood in the Industry) in July 2019.

SCSOS is seeking a vendor that has a broad experience in school solutions. To the greatest possible extent, SCSOS seeks to implement a "vanilla" software package (i.e. a software package needing a relative minimum of modification) and to limit the modification to the base application.

1.2 PROJECT GOALS AND OBJECTIVES

The following lists the major capabilities of the integrated financial system that the Sutter County Superintendent of Schools wishes to purchase. Each vendor is strongly encouraged to address each and every one of these capabilities in its response, as well as to include "value added" items that will supplement or enhance the capabilities listed below.

- Provide financial and personnel systems.

- Provide complete integration between personnel/payroll and financial systems and processes.

- As required by AB 1200, provide a full range of county oversight capabilities for all school districts, ranging from review and monitoring of financial and budgetary activities (including annual budget, interim reports and unaudited actuals) up through

individual transaction entry and/or approval.

- Eliminate standalone business processing systems, independent tracking mechanisms and paper-intensive manual processes.

- Increase information analysis capabilities that support enhanced decision-making capabilities.

- Elimination of duplicate effort, especially concerning redundant data entry processes.

- Allow SCSOS and its districts to easily develop and deliver financial reports and information that meet all State of California Department of Education, GAAP, GASB and funding source requirements.

- Provide the ability to budget in multiple years and track multiple funding sources to a single project.

- Provide modern processing capabilities such as drilldown, audit trail and workflow approvals.

- Integrate and track the life cycle of the various personnel processes including but not limited to: recruitment, background checks, staffing requests, classification studies, personnel transactions, new hires, promotions, pay changes, transfers, performance evaluations, and payroll.

- Provide integrated benefits management including the ability to effectively track and process STRS, PERS and alternative retirement systems.

- Provide a consistent user interface, online documentation and context sensitive help.

- Establish a foundation for integrating new systems in the future.

1.3 GUIDELINES

By virtue of submitting a proposal, interested parties are acknowledging:

This RFP is a request for both software and implementation services. As such, proposals from implementation firms alone or software firms without an implementation mechanism will not be considered.

SCSOS reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP or if the proposals are judged not to be in the best interests of SCSOS. SCSOS reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information. Furthermore, SCSOS reserves the right to delete or add functionality (i.e. modules) up until the final contract signing.

All third party software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated. The primary software vendor will serve as the prime contact for all work related to this RFP.

Each and every vendor submitting a proposal agrees that the pricing and terms set forth in its proposal shall remain firm, fixed and valid for a period of two (2) years from the date that SCSOS receives the proposal. Such pricing and such terms shall also remain firm, fixed and valid for the full duration of each and every agreement arising out of this RFP executed by the successful vendor with SCSOS, except as otherwise agreed mutually by the parties. Pricing and terms for implementation services shall be submitted on a "not to exceed" basis and shall be firm, fixed and valid for the full duration of each and every agreement executed by the successful vendor with SCSOS, except as otherwise agreed mutually by the parties. No proposal shall be considered unless it contains pricing and terms on a "not to exceed" basis.

For implementation services under the said "not to exceed" basis, the successful vendor who executes an agreement will be paid on the basis of hours and expenses that the said vendor incurs up to the "not to exceed" amount. If hours and expenses incurred fall short of the "not to exceed" amount, SCSOS shall retain the difference between the "not to exceed" amount and the costs and expenses actually incurred. If the successful vendor exceeds the "not to exceed" amount, it shall be required to finish the work at no additional cost to SCSOS; however, this obligation shall be relieved to the extent that it was materially caused by the failure of SCSOS to perform a specific obligation or specific obligations imposed on SCSOS by this RFP or by any agreement arising out of this RFP. Each and every vendor shall describe, in detail in its proposal, all work necessary to achieve the functional requirements it obligates itself to perform in its proposal. SCSOS reserves the right to request each and every vendor to resubmit proposal pricing on either a fixed-fee basis or a combination of fixed-fee and "not to exceed" basis.

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions may be considered an unresponsive proposal and may result in elimination from further consideration.

2 GENERAL SUBMITTAL REQUIREMENTS

2.1 ISSUING AGENT

The Sutter County Superintendent of Schools is issuing this RFP.

Submit questions in writing by postal mail, e-mail or fax. No telephone questions will be accepted or considered. E-mail is the preferred means of correspondence. Vendors will refer to the specific RFP paragraph number and page and will quote the passage being questioned. Send all inquiries to the attention of:

Barbara Henderson
Director, Internal Business Services
Sutter County Superintendent of Schools
970 Klamath Lane, Yuba City, CA 95993
E-mail: barbarahe@sutter.k12.ca.us
Fax: 530-671-3422

Any questions received will be addressed through email by September 15, 2017.

2.2 SUBMISSION REQUIREMENTS

In order to facilitate the analysis of responses to this RFP, proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. Each proposer is required to submit its proposal in a sealed package.

One (1) copy of electronic media must be submitted containing the entire contents of your proposal. In addition, Three (3) hard copies shall be submitted to the address shown below.

Barbara Henderson
Director, Internal Business Services
Sutter County Superintendent of Schools
970 Klamath Lane, Yuba City, CA 95993
E-mail: barbarahe@sutter.k12.ca.us
Fax: 530-671-3422

2.3 SUBMISSION CHECKLIST

Please use the following checklist to ensure that you are submitting a complete proposal. Additionally, please ensure that all electronic files are clearly identified with your business name and address.

- One (1) copy of the entire proposal submitted on electronic media.

- Three (3) bound copies of the proposal (including hard copies of costs and requirement responses), presented in a professional manner.

- Vendor references submitted on the form supplied in this RFP (Appendix E).

- Microsoft Excel spreadsheet containing a vendor staffing matrix that will support this project. This matrix will be consistent with the hours submitted in the cost estimates spreadsheets.

- Microsoft Excel spreadsheet containing cost estimates. In addition, proposers are expected to estimate the costs of additional hardware and footnote such added costs appropriately in the cost estimates. It is also important to estimate work effort required for implementation by SCSOS staff and tie this directly to the proposed implementation schedule.

- Microsoft Excel/Word documents containing functional requirements responses (Appendices B, C and D).

- Microsoft Excel/Word document with any Written Exceptions to the Specifications.

2.4 SUBMITTAL COSTS

SCSOS shall not be responsible for any costs incurred by the proposer for the preparation of the proposal or any other costs related to this solicitation.

2.5 ACCEPTANCE OF SUBMITTAL REQUIREMENTS

All terms and conditions of this RFP, each and every addendum, the successful vendor's proposal and all negotiated terms, shall be incorporated into any and all agreements arising from the RFP, either explicitly or by reference. Submission of any proposal indicates a proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

2.6 ADDENDA

Should any proposer find discrepancies, omissions or ambiguities in this RFP, the proposer will at once request in writing (email is permissible) an interpretation from the Issuing Agent. Any changes, additions, deletions, or clarifications to this proposal package, including the general provisions and specifications, shall be made by written addendum to the Request for Proposal. Such addendum shall be issued by the Issuing Agent and will be made to all prospective proposers who received the solicitation. The issuance of a written addendum is the only official method by which interpretation, clarification, or additional information will be provided by SCSOS. Only questions answered by formal written addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.

Addenda issued within five (5) calendar days of the proposal opening/date time shall be cause for extension of the opening date in order to allow prospective bidders sufficient time to prepare their proposals.

2.7 TENTATIVE PROCUREMENT AND IMPLEMENTATION SCHEDULE

The following is a list of the activities relevant to the RFP process. SCSOS reserves the right to change these dates and will notify proposers of any changes.

- RFP Release Date September 8, 2017

- Due Date for All Written Questions and Inquiries September 15, 2017

- Proposals Due (4:00 p.m. PST) September 29, 2017

- Proposal Evaluations and Software Demonstrations by October 13, 2017

- Finalize & Sign Contracts October 20, 2017

- Implementation Start-Up November 2017 (approximately)

2.8 AWARD

Formal award of contract by the SCSOS will signify the acceptance of terms of any agreements. Written notification to proceed will follow a formal agreement. SCSOS reserves the right to accept or reject any or all proposals. SCSOS reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals. SCSOS reserves the right, prior to finalizing the contract, to cancel the RFP or portions thereof, without penalty. SCSOS reserves the right to:

(1) accept the proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of SCSOS; (2) reject any and/or all items proposed; and (3) award to multiple proposers.

2.9 INDEMNIFICATION AGREEMENT

As part of each and every agreement arising out of this RFP, the successful vendor shall execute an indemnification agreement wherein the contractor agrees to indemnify, defend, and hold SCSOS harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees which it may incur as a consequence of this agreement and from any and all claims and losses to anyone who may be injured or damaged by reason of the contractor's willful misconduct or negligent performance of the agreement.

2.10 CONFIDENTIAL MATTERS

All data and information gathered by the proposer and its agents, including this RFP and all reports, recommendations, specifications, and data shall be treated by the proposer and its agents as confidential. The proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from SCSOS.

2.11 RETENTION OF PROPOSER MATERIAL

SCSOS reserves the right to retain all proposals regardless of which response is selected. No proposals will be returned to the proposer.

2.12 WARRANTY

A warranty is sought for both the software and implementation services. It is assumed that proposers have priced their services to recognize these warranty provisions. The extent of the warranty coverage will be evaluated as part of the overall procurement process.

Software: The selected software vendor will warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the selected software vendor's license and the software vendor will warrant to the requirements. The selected vendor must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional/technological requirements as included in this RFP. Furthermore, the warranty, at a minimum, will be valid for the duration of the implementation and until final acceptance (as will be defined during the negotiation process) of all applications included in the implementation. SCSOS will look more favorably at proposers with warranty periods longer than the minimum specified herein.

Implementation Services: SCSOS also seeks a warranty for implementation services (e.g. work products, developed modifications, and system configuration) for a minimum of eighteen months after the final acceptance date (as will be defined during the negotiation process) of the respective modules. The implementation services firm must ensure that the implemented software conforms to the requirements responses warranted by the software vendor.

2.13 CANCELLATION OF AWARD/TERMINATION

SCSOS shall have the right to terminate this award or any subsequent agreement by delivering to the contractor, at the contractor's address shown in the bid, thirty (30) days written notice of cancellation, in the event that the performance of the contractor is unsatisfactory to SCSOS. SCSOS shall be the sole judge of whether such performance is unsatisfactory. SCSOS warrants that it has funds available to remit payments on the resulting agreement(s) at the time any agreement is executed. Should appropriated funds during the term of the agreement become unavailable for the purpose of the agreement, SCSOS may cancel the agreement by providing the contractor with written notice. Such notice shall release both SCSOS and contractor from all obligations under the agreement.

2.14 LEGAL REQUIREMENTS

This request for proposal and any resulting agreement, contract and purchase order shall be governed by all federal, state and local laws, codes, ordinances, and regulations including, but not limited to, those promulgated by CAL-OSHA, FED-OSHA, EPA, EEOC, DFEH, the California State Department of Health Services, and Sutter County Environmental Health Department. This agreement shall be in accordance with the substance and procedural laws of the State of California.

2.15 INSURANCE REQUIREMENTS

Prior to commencing work, the vendor shall acquire and maintain, at its own cost and expense, the insurance required below and shall provide a certificate of insurance naming SCSOS, its officers, agents, and employees as an additional insured. The vendor shall provide proof of the following coverage:

State Workers' Compensation – Statutory Limits
Employer's Liability – Minimum $2,000,000
General Liability – Minimum $2,000,000

2.16 INDEPENDENT CONTRACTOR

The contractor/vendor agrees and certifies that neither they nor any of their agents, servants or employees is an agent or employee of SCSOS. The contractor is an independent solely responsible for the contractor's acts. The resulting agreement(s) shall not be construed as an agreement for employment with SCSOS.

2.17 ASSIGNMENT AND SUBCONTRACTING

The vendor shall have no right, authority or power to sell, mortgage or assign the resulting agreement(s) or purchase order(s) or any interest herein, or any right, power or authority to allow or permit any other person or persons or organizations to have any interest in or use any part of the rights or obligations granted hereunder for any purpose whatsoever without the prior written consent of SCSOS. Neither the agreement(s) nor any interest created thereby shall pass by operation of law to any trustee or receiver in bankruptcy or to any other receiver or assignee for the benefit of creditors or any claim hereunder to any other party or parties, except as expressly authorized by SCSOS.

2.18 SUBCONTRACTS

Nothing contained in this solicitation will be construed as establishing any contractual relationship between any subcontractor(s) and SCSOS. The proposer will be fully responsible to SCSOS for the acts and omissions of the subcontractor(s) and their employees. After award of contract, any changes in subcontractors require prior written approval from SCSOS.

2.19 NON-DISCRIMINATORY EMPLOYMENT

Contractor and/or any permitted subcontractor shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees the contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State, and local statutes, regulations and ordinances.

2.20 PERFORMANCE STANDARDS

The vendor will be required to meet specific performance standards established during the contract negotiation process. A project schedule specifying significant benchmark events and a project completion date will be required as part of the agreement. This plan will include vendor delivery deadlines and will be jointly developed by SCSOS and the vendor.

SCSOS also reserves the right as a condition of entry into any agreement with the successful vendor to demand financial security for performance including a performance bond, insurance policy, on-demand letter of credit, or other reasonable security.

2.21 SERVICES AND STATEMENT OF WORK

SCSOS expects to enter into a software licensing agreement with the software firm and an implementation services agreement with an implementation firm (if it is different from the software firm). "Services" means all work performed by the vendor for SCSOS as agreed to in writing under the Implementation Services Agreement. Such services are set forth in the Statement of Work which will be developed during contract negotiations.

The intent of the Implementation Services Agreement is for the services to be completed in detail as described in the Statement of Work, which is attached to, and is part of the Implementation Services Agreement. Except as otherwise explicitly stated in the Implementation Services Agreement, the vendor will furnish all labor, materials, equipment, products, tools, transportation, and supplies required to complete the services. The vendor will provide services to SCSOS as required in the Implementation Services Agreement and the Statement of Work. Any additional services must be mutually agreed to in writing by each party through a Change Order process.

In connection with its proposal, each vendor shall submit all documents, including but not limited to agreements and or licenses of every kind that the vendor would incorporate into any agreement with SCSOS arising out of this RFP.

3 DETAILED SUBMITTAL REQUIREMENTS

3.1 PROPOSAL FORMAT

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each proposer is required to submit the proposal in a sealed package. Proposals will be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Utmost attention will be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables will be numbered and clearly labeled. The proposal will be organized into the following major sections:

> Proposal Section Title
> Title Page
> Letter of Transmittal
> Table of Contents
> 1.0   Executive Summary
> 2.0   Scope of Services
> 3.0   Company Background
> 4.0   Proposed Application Software and Computing Environment
> 5.0   Third Party Products/Optional Software
> 6.0   Responses to Functional/Technical Requirements
> 7.0   Implementation Plan
> 8.0   Data Conversion Plans
> 9.0   Training Plan
> 10.0 Maintenance and Support Program
> 11.0 Acceptance Testing
> 12.0 Cost Proposal
> 13.0 Client References
> 14.0 Exceptions to the RFP
> 15.0 Sample Documents

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

3.2 EXECUTIVE SUMMARY

(Proposal Section 1.0) This part of the response to the RFP will be limited to a brief narrative summarizing the proposer's proposal. The summary will contain as little technical jargon as possible and will be oriented toward non-technical personnel. This section will include cost quotations at a summary level only, for software and services totals at most. Please note that the executive summary will identify the primary engagement contact for the software vendor, the contact for the implementation services firm, if different, and the contact for any third party software being proposed. Contact information will include a valid e-mail address and a toll free telephone number.

3.3 SCOPE OF SERVICES

(Proposal Section 2.0) This section of the vendor's proposal will include a general discussion of the vendor's understanding of the "overall" project and the scope of work proposed. The response must clearly describe the software products or modules included in the proposal that are necessary to meet SCSOS's business requirements, as well as any software products or modules included in the proposal that are "value-added" or "optional." The response must also confirm that the proposal includes all of the work effort necessary to implement the software products or modules included in the proposal.

3.4 COMPANY BACKGROUND

(Proposal Section 3.0) Each proposer must provide the following information so that SCSOS can evaluate the proposer's stability and ability to support the commitments set forth in response to the RFP. SCSOS, at its option, may require a proposer to provide additional support or clarify requested information.

Background information shall include:

- How long the company has been in business.

- A brief description of the company size and organizational structure.

- How long the company has been selling the proposed software to clients similar to SCSOS.

- How long the company has had the proposed software installed and in production in California County Offices of Education that supports multiple districts.

- Most recent audited financial statements for the vendor as contained in relevant annual reports. The statements will include information on annual sales, profitability, etc. If the vendor does not have audited financial statements, then financial statements with equivalent information must be provided.

- Listing of installs at entities similar to SCSOS. The number of users, distinguished by type if relevant, will also be included.

- Any material, including letters of support or endorsement from clients, indicative of the proposer's capabilities.

- If partnering, how long the implementer has worked with the software vendor and how many implementations the two parties have completed together. Evidence that the implementation vendor is a corporation, is in good standing and qualified to conduct business in California.

- Copies of business licenses, professional certifications or other credentials.

3.5 PROPOSED APPLICATION AND COMPUTING ENVIRONMENT

(Proposal Section 4.0). The proposer must present, in detail, features and capabilities of the proposed application software. In addition to the description, please provide in succinct narrative form (at least one paragraph per item) answers to the following questions:

Modular Integration: Which of the proposed modules are fully integrated (part of the base software) into the main application? What processes are handled in "real-time", and which of them require a batch process? What are the proposed third party applications? If there are proposed third party applications, explain how they are integrated into the main application, including whether the applications will share security definitions and have similar menu structures.

Hardware Environment: Describe the optimal hardware configuration required to utilize the proposed software. In the event there is more than one suitable hardware platform and/or there is a "hosted solution", list all options indicating the relative strengths and drawbacks (if any) of each. Identify the optimal server and desktop requirements including the required number of servers and how they are distributed.

Network Environment: Describe the ideal network environment required to utilize the proposed software. In the event that there is more than one suitable network configuration, list all options, including the relative strengths and weaknesses (if any) of each.

Administration/Development Toolsets: What application toolsets are included with the software? What programming languages and skills are required to maintain the software? What tools are available to customize the software (e.g. add fields, create new tables, change menus, etc.)? What monitoring is routinely required for optimal system performance (e.g. monitoring of audit files)?

Security: What security tools are included with the software? How are the following restrictions accomplished: administrative tool access; application access; menu access; record access; field access; and querying/reporting access? How is the security profile defined? What is included in the user security profile?

Workflow: Describe the workflow (electronic routing and approval of documents) tools available in the software. How are the workflow rules established and maintained? Identify the email systems that are compatible with the system. List the standard workflows that are inherent in the system. Also please describe the skill sets required to make changes to workflow routines including whether workflow is easily maintained by functional staff or requires detailed technical skills.

Upgrade tools: What is the upgrade frequency? How are patches and fixes applied? How are patches and fixes deployed? How are upgrades applied? How much training (technical training and end user) is generally required with upgrades to the system? What happens to software customizations (e.g. user-defined tables and fields) during the upgrade? How many versions of the software does your company support? Please provide details of all upgrades and bug patches over the last three (3) years.

Reporting and Analysis Tools: What internal and external (third party) reporting tools are available in the software? What Online Analytical Processing (OLAP) tools are available? Are there any interfaces to Microsoft Office? Do the same security definitions apply to the reporting tools as established in the main software? Include a list of the standard reports, by module, that come "out of the box" with the software.

Disaster Recovery and System Backup: Detail the optimum process for system backup and any delivered disaster recovery processes that will need to be configured by SCSOS.

3.6 THIRD PARTY PRODUCTS/OPTIONAL SOFTWARE

(Proposal Section 5.0) The proposer shall explicitly state the name of any third party products that are part of the proposed solution to SCSOS. For each third party product there will be a statement about whether the proposer's contract will encompass the third party product and/or whether SCSOS will have to contract on its own for the product.

The proposal must describe any products, features or other value added components recommended for use with the proposed administrative system that have not been specifically requested in this RFP. The proposer will also provide proof that it has access to the third party software source code (owned or in escrow) and that the proposer has the ability to provide long-term support for the third party software components of its system. Consideration of these products, features, or other value-added components will be given where they may be of value to SCSOS. Proposers must include the cost of any third party products, including the software license cost, maintenance, implementation, training cost, and any other related costs in the total cost of this proposal.

3.7 RESPONSES TO FUNCTIONAL/TECHNICAL REQUIREMENTS

(Proposal Section 6.0) Responses to the requirements listed in Appendix B, C and D to this RFP must be provided in this section of the proposer's proposal. Proposers will use the format provided and add explanatory details as necessary in a separate document using the requirement number as a reference. The following answer key must be used when responding to the requirements:

Y	Yes, the software provides this functionality.
N	No, the software does not provide this functionality.
C	The software can be customized via software modification to provide this functionality. Provide cost estimate in the "Comments" section.
F	Functionality will be available in a future release. Provide anticipated release date in the "Comments" section.
T	Third Party Software required to fully provide requirement.
R	Provided with reporting tool.

Proposers must use one code only per requirement. Any requirement that is answered in any other way will be treated as a negative/non-response. For multi-part requirements, the proposer should only respond "Y" if all requirements are provided; if not, proposer should comment on those requirements that are provided. Proposers should feel free to create their own separate spreadsheet for lengthy comments on particular requirements that are cross-referenced to specific requirement numbers. All requirement responses must be submitted in the format presented in the attached documents. The proposals submitted, including requirement responses, will become attached to the software license and implementation services contract. All responses that indicate that functionality is available "out-of-the-box", through customization, or a reporting tool, or through a third party product will be included in the costs submitted in this proposal. Furthermore, the module necessary to perform that functionality must be included in the scope and cost of this proposal. If functionality is expected to be available in future release, please indicate the expected release date in the "Comments" column, and if there is any additional cost for such functionality, the cost must be identified.

3.8 IMPLEMENTATION PLAN

(Proposal Section 7.0) The proposer must provide a detailed plan for implementing the proposed system. This information MUST include:

- Detailed methodology for implementing software. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities.

- Detailed methodology for implementing third party software. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities.

- Explain how each of the following types of testing has been addressed in your implementation plan: (a) module testing; (b) integration testing; (c) parallel testing and (d) stress/load testing.

- A "staff loading" chart listing resource utilization by each month will be included. Include names, titles, and resumes of implementers likely to be assigned to this project. Work effort estimates must match assumptions presented in the cost schedule and the assumptions presented in the implementation methodology. SCSOS reserves the right to alter work effort estimates after further discussion with the vendor.

- Vendor will give SCSOS reasonable rights to approve or disapprove personnel and personnel changes during the term of any Agreement.

- Anticipated SCSOS support staff levels. Vendors will identify the expected IT staffing levels to support the on-going operations of the proposed system. This will be verified with vendor references.

3.9 DATA CONVERSION PLANS

(Proposal Section 8.0) Describe the process for designing a data conversion plan to migrate SCSOS's historical data from various legacy systems to a standard common database format; ensuring the integrity and accuracy of that data. SCSOS desires to convert four (4) years of historical data from its legacy system. The current system currently maintains seventeen (17) years of historical data.

Responses will detail the proposer's expectations of the activities that SCSOS personnel and the proposer will be expected to perform with regards to data conversion. Proposers will detail their past experience with data conversion, especially the main types of databases and business information systems for which they have successfully completed conversions. Proposers will describe how they would approach conversion of the main systems and describe their methodology for managing the required conversions.

3.10 TRAINING PLAN

(Proposal Section 9.0) SCSOS is relatively small and anticipates that all daily users of the system will be trained during the implementation process. The proposer must provide a detailed plan for training. This information MUST include:

- Overview of proposed training plan/strategy, including options for on-site or off-site training services, for the core project team, end-users, and technology personnel.

- The role and responsibility of the software vendor in the design and implementation of the training plan (e.g. development of customized training materials, delivering training) to SCSOS.

- The role and responsibility of SCSOS staff in the design and implementation of the training plan.

- The knowledge transfer strategy proposed by the software vendor to prepare SCSOS staff to maintain the system after it is placed into production.

- Descriptions of Classes/Courses and training materials proposed in the training plan. The proposer will specify the unit of measure for its training (e.g. units, classes, days, etc.) and define the hours associated with these units of measure. The proposer must be very clear about exactly what training courses are included in the cost of the proposal.

3.11 MAINTENANCE AND SUPPORT PROGRAM

(Proposal Section 10.0) The proposal must specify the nature of any post-implementation and ongoing support provided by the vendor including:

- Post-implementation support (e.g. one month of on-site support after go-live).

- Telephone support (e.g. include toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.).

- Special plans defining "levels" of customer support (e.g. gold, silver, etc.). Define what level of support is being proposed.

- Availability of user groups in general and education user groups in particular, and their geographic areas.

- Problem reporting and resolution procedures.

- Bug fixes and patches.

- Other support (e.g. on-site, remote, Web site access to patches, fixes and knowledge base).

- If there is to be a separate maintenance contract, vendor will attach form of such contract.

3.12 ACCEPTANCE TESTING

(Proposal Section 11.0) Specific mutually agreeable criteria for successful system operation will be established during the contract negotiation process, taking into account SCSOS's functional specifications and the vendor's own software documentation. The selected vendor will be required to participate with appropriate SCSOS personnel in testing the functionality of the proposed system to ascertain conformance with the acceptance criteria before SCSOS will accept the system. Proposers will detail their approach to acceptance testing and what criteria were generally used to signify acceptance at previous implementations. Explain how each of the following types of testing has been addressed in your implementation plan: (a) module testing; (b) integration testing; and (c) stress/load testing. Also explain any anticipated parallel testing that will be part of the overall implementation process.

3.13 COST PROPOSAL

(Proposal Section 12.0) Proposers will submit an estimate for all hardware, software licenses, system support, training and implementation services being proposed.

SCSOS reserves the right to contact proposers on cost and scope clarification at any time throughout the selection process and negotiation process. Do NOT use "TBD" (to be determined) or similar annotations in the price estimates. SCSOS is asking proposers to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions will be stated. Failure to fully provide cost and work effort estimates may lead to elimination prior to software demonstrations.

SCSOS may award a purchase contract, based on initial offers received without discussion of such offers. A proposer's initial offer will, therefore, be based on the most favorable terms available. SCSOS may, however, have discussion with those proposers that it deems in its discretion to fall within a competitive range. It may also request revised pricing offers from such proposers, and make an award and/or conduct negotiations thereafter. The information provided in Section 4.3, Current Systems Environment, should assist proposers with pricing this proposal. Further useful information is included in Appendix A of this RFP.

3.14 CLIENT REFERENCES

(Proposal Section 13.0) SCSOS considers references for the software, implementation proposers (if different) and third party vendors (if any) to be important in its decision to award a contract. SCSOS will not call proposers to tell them that their references will be contacted because all references provided will be contacted by SCSOS during the selection process. Similarly, SCSOS will not work through a proposer's Reference Manager to complete a reference. The names and phone numbers of the project manager for each reference must be listed. Failure to provide this information may result in the proposer not being elevated to software demonstrations.

Vendors should provide at least five (5) client references that are similar in size and complexity to this procurement and have utilized the proposed system (including the proposed version) in a comparable computing environment. References should be for fully completed (live) installations. California clients are required. Additionally, at least one (1) reference must be a California County Office of Education with all the following modules operational: General Ledger, Personnel, Position Control, Payroll, Time and Attendance, Budgeting, Accounts Payable, Accounts Receivable, and Purchasing. Each reference will include information on the "breadth" of the software solution (e.g. GL, AP, AR, etc.). Information will include at the minimum: date of installation, length of implementation, name of client reference, name of agency's project manager, address, telephone, and fax numbers. Please confirm that each reference is willing to participate in a 30 – 45 minute reference check call and inform references that SCSOS will contact them. All contact information must be correct and up-to-date. Reference checks may include queries concerning specific line personnel and managers.

Third party software firms addressing particular functionality (e.g. budget preparation software) will provide at least five (5) client references that are similar in size and complexity to this procurement and that have used the main software system. Submit references for

fully completed (live) installations. Please confirm that each reference is willing to participate in a 30 – 45 minute reference check call and inform references that SCSOS will contact them. All contact information must be correct and up-to-date.

3.15 EXCEPTIONS TO THE RFP

(Proposal Section 14.0) All requested information in this RFP must be supplied. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and a written explanation shall include the scope of the exceptions, the ramifications of the exceptions for SCSOS, and the description of the advantages or disadvantages to SCSOS as a result of exceptions. SCSOS, in its sole discretion, may reject any exceptions or specifications within the proposal. Proposers may also provide supplemental information, if necessary, to assist SCSOS in analyzing responses to this RFP.

3.16 SAMPLE DOCUMENTS

(Proposal Section 15.0) In connection with its proposal, each vendor shall submit all documents, including but not limited to agreements and or licenses of every kind that the vendor would incorporate into any agreement with SCSOS arising out of this RFP. This may include sample copies of the following documents:

- Sample software licensing agreement

- Sample implementation services agreement

- Sample standard reports

- Sample documentation (user guides, training materials, etc.)

4 EVALUATION OF PROPOSALS

4.1 SELECTION PARTICIPANTS

Two groups will evaluate and select vendor proposals as described below:

- **Evaluation Team:** The Evaluation Team is responsible for the evaluation and rating of the proposals, demonstrations and for conducting interviews during the optional site visits. The Evaluation Team is responsible for evaluating software functionality, technology architecture, implementation capabilities, costs, and other selection criteria. The team's objective is to make recommendations to the Sutter County Superintendent of Schools for vendor selection.

- **End User Team:** End User team consists of personnel from SCSOS departments and various Sutter County school districts that have knowledge of specific business processes. The End User Team's responsibility during selection is to provide input and evaluation of specific functionalities. Members of this team will be called as needed.

4.2 EVALUATION SELECTION PROCESS

SCSOS will use a competitive process based upon elevating a certain number of vendors to compete against each other at different levels (stages) of the process. If a vendor fails to meet expectations during any part of the process, SCSOS reserves the right to proceed with the remaining vendors or to elevate a vendor that was not elevated before. Selection of the final vendor will be based upon the following steps and factors:

Level 1 — Procurement Requirements Assessment
- Conformance with RFP guidelines and detailed submittal requirements

Level 2 — Detailed Proposal Assessment
- Cost of Software License and Implementation Services
- Maintenance and Support Costs
- Vendor Experience with Similar Implementations
- Implementation Plan/Staffing

Level 3 — Software Demonstrations and Vendor Interviews
- Vendor References
- Quality of the Implementation Plan/Staffing levels
- Completeness of Cost Proposal and Value of the Solution
- Software Demonstrations
- Findings from Site Visits, if SCSOS chooses to conduct any

Level 4 — Final Contract Negotiations
- Responsiveness to Contract Terms and Conditions
- Completion of the Statement of Work

4.3 CURRENT SYSTEMS ENVIRONMENT

SCSOS currently uses Quintessential School Systems/OASIS Financial Application software solution running version 1.52.0. The hardware running the system is a Dell PowerEdge R730 Linux Enterprise Server running SUSE OS version 12.

Workstations are primarily Dell Optiplex 780's and 790's with 64-bit or 32-bit Windows 7 Pro and minimum of 4 GB Ram

Laser checks are produced using QSS software to print to a HP laser jet printer.

Modules included in QSS/OASIS:

Print Manager/Job Menu/Utilities

System Admin

Finance

Fixed Assets/Stores

W2/1099 Processing

Human Resources/Payroll

Volume and size information is presented in Appendix A.

5 APPENDIX A

SYSTEM SIZING INFORMATION

Sutter County School Districts	2016-17 P2 ADA	2016 W2's
Brittan Elementary	441	107
Browns Elementary	148	56
Franklin Elementary	463	87
Meridian Elementary	78	34
Nuestro Elementary	142	74
Pleasant Grove Joint Union School District	194	35
Winship-Robbins Elementary	134	118
Marcum-Illinois Elementary	156	67
East Nicolaus Joint Union High School District	298	90
Sutter Union High School District	749	127
Live Oak Unified School District	1,764	443
Yuba City Unified School District	12,093	2738
*Twin Rivers Charter School	432	142
Sutter County Superintendent of Schools	87	893
Total for Sutter County	17,179	5011

System Users	Total Users	Concurrent Users
System Users	313	150

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6 Appendix B ~ General System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
B 1	System utilizes an industry standard relational database with robust administration tools.		
B 2	All suites/modules/applications of the solution are fully integrated. Specifically, updating of any data elements occurs only once, and is then reflected throughout all applications.		
B 3	Provides the ability to have system-wide inquiry ability to any module, with security control.		
B 4	Provides the ability to utilize a TCP/IP network connection.		
B 5	Ability to support Microsoft 7, 8 and 10.		
B 6	System has the ability to provide the required electronic positive pay files for US Bank, and the required electronic files for the Sutter County Auditor/Controller.		
B 7	System has the ability to produce county-wide files for submission to retirement agencies--State Teachers Retirment System (STRS) and Public Employees Retirement System (PERS).		
B 8	System performance must provide for concurrent use by a minimum of 150 users and be able to grow to as many as 350. Provide costs to upgrade number of users. All processor, memory, disk, or other system resources, as delivered initially, must support growth to 350 concurrent users, the associated transaction volumes of such use, and the database requirements for this use.		
General User Interface			
B 9	The software is menu-driven with comprehensive utility and help screen capabilities.		
B 10	Provides consistent use of command keys and screen layouts.		
B 11	Provides consistent user interface across all components.		
B 12	Provides the ability to utilize online drop down lists of all valid values for each validated field.		
B 13	Provides the ability to open multiple screens, windows, and sessions concurrently.		
B 14	Software complies with accessibility standards. To comply with the Americans with Disabilities Act (ADA), information technology is accessible to people with disabilities, and the information technology's accessibility level complies with accessibility standards set forth in Section 508 of the Rehabilitation Act. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities.		
B 15	Provides online graphic capabilities for financial (and other) presentations of trends, percentage breakdowns, comparisons of data groupings, etc.		
B 16	Allows user to attach notes or memos to transactions.		
B 17	Provides the ability for all modules to be image-enabled (e.g. ability to attach any electronic document in any module).		
B 18	Supports a user-friendly view of the system using a browser based system.		
B 19	Provides the ability to navigate quickly through screens and menus.		
B 20	All user and field labels use English-language text as opposed to code-based representations or elements.		
B 21	Provides the ability to access other input screens and modules without backing out of menus or menu paths.		
B 22	All application modules incorporate a method for adding, changing, and deleting data records online in real time. All related data fields are automatically updated. Batch purging of inactive records and transaction history is accommodated.		
B 23	Provides the ability to drill down, drill up, and create cross tabs (drill around) to supporting documents and related transactions from appropriate fields in the system.		
Data Entry			
B 24	Provides the ability to do both online immediate updates as well as batch processing.		

6 Appendix B ~ General System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
B 25	Provides the ability to highlight required elements upon transaction entry.		
B 26	Provides the ability to perform partial queries or wildcard functionality in fields where appropriate.		
B 27	Provides keystrokes for rapid data entry and movement from screen to screen (hotkeys or coding reduction techniques).		
B 28	Provides the ability to define edits as hard or soft.		
B 29	Provides the ability to copy one line of field values to the next line and change one or more field value elements when using input screens.		
B 30	System allows multiple users to view a record simultaneously (e.g. no lockouts for viewing a record).		
Help System			
B 31	Provides descriptive error messages.		
B 32	Provides online error message help screens, which can be accessed directly from the error message.		
B 33	Online error messages appear in a consistent format across all system modules with like codes, text and screen locations.		
B 34	In addition to an online help system, a printable version of instructions for each component of the system is available.		
B 35	Provides online tutorials for new users.		
Workflow			
B 36	Workflow rules can be based upon tolerances, events or triggers, financial rules, user-defined parameters.		
B 37	Provides a hierarchical approval process.		
B 38	Provides the ability to track and report electronic approvals.		
B 39	Provides the ability to record free form text in comments fields.		
B 40	Provides the ability to set number of approvals required by type of transaction and threshold such as dollar value and object code mask.		
B 41	Provides the ability to automatically re-route transactions if an individual does not act within a specified timeframe.		
B 42	Provides notification to parties involved in workflow chain when escalation is needed.		
B 43	Provides the ability to allow designated individuals with higher levels of authority to approve transactions that have not been approved by individuals with lower levels of authority.		
B 44	Provides the ability to capture performance statistics based on workflow activity or inactivity.		
General Query and Reporting			
B 45	Provides the ability to utilize application security profiles for reporting and queries.		
B 46	Provides the ability to route reports to various network printers as defined by the user with proper security.		
B 47	Provides the ability to completely view/scroll through reports online.		
B 48	All reports with financial data provide the ability to select reporting data by unrestricted or restricted by fund. All reports with financial data provide the ability to easily see data for a single fund/resource/project year or by multiple account mask selections with user selected sub-totaling and totaling.		
B 49	The system provides the ability to scroll through detail lines.		
B 50	Supports ability to export all queries and ad hoc reports to MS Word, Excel, and Adobe PDF formats.		
B 51	Provides the ability to utilize SCSOS's existing email client (Microsoft Outlook).		
B 52	Provides SCSOS the ability to print reports for all or selected districts with one process.		

6 Appendix B ~ General System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
B 53	Provides the ability for SCSOS to cancel a district report after processing begins and to reprioritize the order of reports.		
Ad Hoc Reporting			
B 54	Contains toolsets for report design.		
B 55	Provides the ability to generate ad hoc queries and reports based on user-defined parameters.		
B 56	Ad hoc queries can access any fields within the system based on security access.		
B 57	Provides the ability to export to and import from MS Word and Excel.		
B 58	Provides the ability to save ad hoc reports as templates for future use.		
Printing			
B 59	Provides the ability to print multiple copies of reports at one time.		
B 60	Provides the ability to print all reports to laser or inkjet printers (in either portrait or landscape format).		
B 61	Provides the capability to print screen contents (format and data) of each display.		
B 62	Provides the capability to spool print files and reprint as required with system administrator control over queue contents and priorities.		
B 63	Provides the ability to use blank paper stock exclusively (i.e. system generates forms on blank paper, routing & check numbers on blank warrant stock, etc. for Payroll, APD, ACA, AP, PO, etc.).		
B 64	Provides the capability to reprint reports, checks, or bills with restart capability when reports, checks, or bills being printed are interrupted. Includes ability to print only certain pages within the report.		
B 65	Multiple page sizes (8.5x11, 8.5x14) are supported based on the format of each specific report.		
B 66	Provides the ability to support faxing or email as an output option.		
B 67	Provides the ability to print OCR & bar codes.		
B 68	The system accommodates remote printing (i.e. printers not physically attached to the host/server computer) for all reports.		
B 69	Provides the ability to print "duplex" reports with 1up/1down and 2up options.		
B 70	Provides the ability to generate Adobe PDF files.		
Check Printing			
B 71	Provides the ability to print Accounts Payable and Payroll checks to laser printers with signatures and MICR coding.		
General System Administration			
B 72	Provides system diagnostics capabilities.		
B 73	Contains toolsets for application upgrade administration.		
B 74	Contains toolsets for security administration.		
B 75	System provides various levels of user access for screens and processes including: • the ability to set user access by view only, add, update, delete, or no view at the screen and field level, • the ability to limit functionality (i.e. the ability to enter a journal entry but not have access to the reverse journal entry function). If field level security is limited, provide a list of fields with field level security.		
B 76	Provides the ability for SCSOS to temporarily turn access on and off by user without eliminating security setup.		

6 Appendix B ~ General System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
B 77	Provides the ability to restrict access to data fields and screens to users with proper security. Users have various levels of access based on an authorization form. The setup of levels of access is a simple, screen-driven process. Access can be defined by function (i.e. a payroll user can edit an employee but cannot add a new employee record).		
B 78	Supports a minimum of 128 bit data encryption for data being sent out from or received by SCSOS via Intranet or Internet.		
B 79	Supports decentralized security administration, which is controlled by the SCSOS. SCSOS can control user screen and function access and district can control approval and account access.		
B 80	Provides the ability to support set-up of security by groups or user classes.		
B 81	Provides the ability to limit the type of transactions that a user can process.		
B 82	Data exports are consistent with user access (i.e. if a user cannot view SSN then any data export they produce will not contain SSN).		
B 83	Supports passwords that meets specific length and/or complexity guidelines.		
B 84	Provides the ability to support suspension of user ID after user-defined number of failed login attempts.		
B 85	Supports alpha/numeric/special character passwords.		
B 86	Supports required password changes on a SCSOS-defined basis.		
B 87	Supports automatic logoff (timeout) when system is left unused for a user-defined period of time.		
B 88	Provides a report of failed login attempts and unauthorized attempts.		
B 89	Prevents users from using old passwords as the new passwords at time of forced change.		
B 90	Provides reports on unused or inactive user ID's.		
B 91	Provides the ability to maintain security restrictions at any level of the account string by account masking.		
B 92	Provides the ability to determine and track which employees are using the system at any point in time, with appropriate security control.		
B 93	Provides the ability to accommodate remote Intranet and Internet access while maintaining strict security of data.		
B 94	Provides the ability, based on user's security profile to customize/develop the following parameters specific to their user ID: input screens, fields, menus, notifications, and default field values.		
Support			
B 95	Availability of online help and the official user-manual online.		
B 96	Complete system documentation for support staff, system users and system administration.		
B 97	At least one copy of the User's Guide, User's Manual, and File Layouts are provided in electronic format.		
B 98	Support will be provided from 8:00 a.m. to 5:00 p.m. (PST) all work days, and after hours emergency support available.		
B 99	Regular availability of after hours support is provided. If yes, provide hours and days.		
B 100	Provide or support regularly produced newsletters and/or web site discussion groups.		
B 101	Sponsor a user group for exchange of ideas and methods with other users.		
B 102	The user group establishes an enhancement list and priority for the vendor.		
Data Integrity			
B 103	System has one common logical database.		
B 104	System is normalized, with all unique data elements occurring only once in the database.		

6 Appendix B ~ General System Functional Requirements

Reference Number		Functional Requirements	Response Y, N, C, F, T, R	Comments
B	105	Should any system failure occur, application would maintain the data integrity based on logic unit of work within the application (i.e. no data change committed to database before all related data for a given function is successfully done).		
B	106	Performance monitoring, diagnostics, and resource utilization software/hardware tools are provided with all host/server computer systems for aide in system administration and management.		
Backup and Recovery				
B	107	Provides an adequate backup and recovery process.		
B	108	Provide full recovery and restart facilities following program or system failure, or data exception detection.		
Archiving				
B	109	Contains toolsets for archiving and purging data.		
B	110	Provides the ability to ensure that all data is archived before being purged.		
Source Code				
B	111	Current source code, database schema, data dictionary, and documentation for the software will be made available to SCSOS on demand or placed in escrow for access by SCSOS should the vendor be declared bankrupt, transfer of ownership, discontinuance of the product or insolvency by a court of competent jurisdiction. It is SCSOS's preference that source code shall be delivered to SCSOS upon software installation and upon each and every enhancement delivered to the District. Proponents must stipulate their policy toward source code. Deposits of source code to escrow must be validated with a proof of deposit at time of contract award.		
Auditing				
B	112	All transactional data has user ID, date, and time stamps.		
B	113	Provides an automated audit trail of system transactions.		
B	114	Records the following minimum data on all transactions: type of change, log on ID, workstation, effective date of change, date, time, old value, new value, transaction type, and transaction ID.		
B	115	Provides a method for archival, as defined by systems administrator.		
B	116	The system records audit trail information including operator employee identification, date/time record updated, date/time of transaction, and application code.		
External System Interfaces				
B	117	Software will comply with all current and future federal, state, and local agencies' mandates.		
B	118	Provides interface data necessary for PERS in output media and format suitable for transfer to PERS. Reports providing summary and detailed data in electronic and paper formats must be available.		
B	119	Provides interface data necessary for STRS in output media and format suitable for transfer to STRS. Reports providing summary and detailed data in electronic and paper formats must be available.		
B	120	Provides interface necessary for tax form 1099 laser printing as well as electronic file with output media and format suitable for transfer to IRS and State of California.		
B	121	Provides interface data necessary for payroll direct deposit. This output will be in electronic file format and suitable for ACH transfer to USBANK for their use in funds dissemination. Outputs of summary and detailed data in electronic and paper formats are available.		

6 Appendix B ~ General System Functional Requirements

Reference Number		Functional Requirements	Response Y, N, C, F, T, R	Comments
B	122	Provides interface data necessary for vendor payment direct deposit using ACH transaction processing. This output will be in electronic file format and suitable for transfer to the bank. Outputs of summary and detailed data in electronic and paper formats are available.		
B	123	Provides interface data necessary for various credit union payroll deductions. Outputs of summary and detailed data in electronic and paper formats are available.		
B	124	Provides interface to Sutter County Auditor's Office and US Bank.		
B	125	Supports OCR or bar code scanning.		
B	126	Provides the ability to interface with imaging hardware/software.		
B	127	Provides a download and interface to the State of California's SACS software.		
B	128	Includes time & attendance module and provides interface with third party products. System automatically updates leave balances and creates payroll "time sheet" transactions from AESOP third party product.		
B	129	Provides interface for importing CTC Credential files.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
General Design			
C.1	Provides for a fully integrated system including general ledger, budget, accounts receivable and payable, purchasing, stores, fixed assets, payroll, position control and HR modules.		
C.2	All system modules allow for a complete workflow process that incorporates both county and district levels of oversight for all transactions. The workflow and security levels can be changed any time during the fiscal year with the proper authority.		
C.3	System modules allow county and districts to tailor district transaction processing to the specific needs of the district and county based on the current circumstances of the district. (i.e. budget variances, immediate posting vs. batch basis, district account hierarchy)		
C.4	All system modules allow online inquiry of detailed transactions making up each account balance along with all appropriate transaction references. The inquiry program incorporates security level access.		
C.5	Provides different levels of transaction editing for county/manager and district/staff users in all modules.		
C.6	Supports access to four years of data in all system modules.		
C.7	Provides integrated report writer/ad hoc functions in all system modules. Training is minimal for the basic report writer programs. The ad hoc reporting function does not require more than one hour in the basic elements of training.		
C.8	System contains SACS validation tables by entity type (K-12, COE, JPA) and provides process for automatic updating of the validation tables. Additionally, the system allows for the SCSOS to manually enter and maintain validation overrides that are not removed with the automated update but reported out as warnings. Provides for establishing a district/entity (i.e. non-SACS reportable JPA) as not subject to SACS validation. SACS Interim extracts include actual data as of 10/31 or 1/31 or 4/30 and are produced from the "live" budget (not a model). Final extracts of Original Budget are from "live" working budget. Estimated Actuals for the Original Adopted Budget extract will come from a model. Extracts must include all data even if data fails SACS edits.		
C.9	Provides mapping capability to crosswalk district system defined funds to County Auditor fund, and provides the ability to identify district by County Auditor Entity Number for production of reports and electronic files for County Auditor.		
C.10	Provides a budgetary and expense retrieval system that rolls up user-defined formats into the state mandated formats for use in the current state SACS reporting.		
C.11	Financial applications meet Generally Accepted Accounting Principles (GAAP). Financial internal controls comply with Governmental Accounting and Financial Reporting standards.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
General Ledger			
C.12	Provides all procedural functions of a governmental fund accounting system on a modified accrual basis of accounting, including governmental, proprietary (enterprise and internal) and fiduciary fund types and account groups (general long-term debt and fixed assets).		
C.13	Provides for the maintenance of separate funds each of which has a self-balancing set of accounts by fund and resource and project year, with all fund/resource/project year records being processed simultaneously by the common system.		
C.14	All transactions, whether posted manually or automatically, update both the general and subsidiary ledgers immediately and reflect a real time cash position.		
C.15	Provides automatic interface between all system modules.		
C.16	Provides users the ability to work in two fiscal years simultaneously during the year-end period by logging in and out of the different fiscal years but not having to sign out of the system or into a different session. This ability is tied to workflow/security levels to insure the proper security of the data.		
C.17	Provides an automatic online balancing edit for all entry types (i.e. journal vouchers, budget transfers, cash transfers) at both a county and district level. System requires that all transactions are two-sided and balanced.		
C.18	For all entries where cash is involved the system automatically provides the appropriate cash entry to balance the transaction. All cash entries are only system generated; users should not have to enter the cash (9110) entry.		
C.19	For all entries where fund balance is affected and the entry is not balanced, the system provides an option for an automatic fund balance (object 9790) entry creation that will balance the entry by fund, resource, and project year prior to release for posting. This is optional but the entry must always be balanced before release.		
C.20	Verifies that each transaction being posted accesses accounts that are permissible for the journal type in which the transaction is being entered.		
C.21	Verifies that each transaction type being posted has a posting date that is correct for the current fiscal month and year. The system allows for the correction of entry dates when needed with the proper authority.		
C.22	Provides for online transaction restrictions controlled by security levels.		
C.23	Provides bank reconciliation capabilities for all funds at both a county and district level.		
C.24	System automatically creates and allows reversing entries with proper authorization. Reversing entries are limited to those generated by a user (i.e. manual journal entries); no reversal of entries generated by a system process (i.e. payroll, vendor payments, deposits) are allowed.		
C.25	Provides the ability to define manager/county level approvals required for all entry types.		
C.26	Produces reports that track the status of all general ledger adjustments at both the county and district level.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.27	Provides both a warning and blocking capability upon entry of a financial transaction that exceeds the budgetary amount available in the account. Provides override capability with designated authority. Provides for SCSOS level edits and district defined edits. District defined edits can be at the full account string or some other summary level. SCSOS budget hard edit for all transactions except payroll and warning on payroll process can be performed at fund and first digit of object level. SCSOS user with proper security can turn SCSOS level edits off and on by district. District user with proper security can turn district level edits on and off.		
C.28	Supports the ability to enter transaction amounts up to $999,999,999.99.		
C.29	Provides the ability to verify/add valid account codes during transaction entry, with proper system security, without having to leave the journal, budget transfer or cash deposit currently in progress based upon user access ability to link accounts and subject to account link edits (i.e. SACS validation).		
C.30	Provides the ability to suspend transactions for later handling.		
C.31	An audit trail is maintained on all activities on all accounts including date, time and logon ID.		
C.32	Provides both a warning and blocking capability upon entry of a financial transaction that exceeds the fund cash (9110) amount available. Provides for SCSOS level edits. SCSOS fund cash hard edit for all transactions except payroll and warning on payroll process is performed at Fund level. SCSOS user with proper security can turn SCSOS level edits off and on by district.		
Chart of Accounts			
C.33	Supports the California LEA Standardized Account Code Structure (SACS).		
C.34	System supports at least a 33 digit account code string. The district code designator must be able to handle at least three digits.		
C.35	If the system provides the ability to define shortened codes (key codes) that expand to the 33 digit code during transaction entry, there is a mechanism to prevent the use of the shortened key codes on a district basis.		
C.36	Provides the ability to create district, county, and state level rollups of account codes. This function is controlled at the SCSOS level.		
C.37	Provides the ability to control account code structure at a county level as well as maintain district-defined fields for user definition. Each account component (i.e. fund, object) can be defined as controlled at the county level or district level. Components controlled at the county level can have ranges established as district editable (i.e. resources ranging from 9910 to 9999).		
C.38	Allows user maintenance on both expense/revenue (objects 1XXX-8XXX) and general ledger (objects 9XXX) accounts at a district and county level (i.e. establish, close, delete). All maintenance of accounts is automatically verified against the most current state combination tables available before the update of any entries. System allows account maintenance any time during the fiscal year with the proper authority level.		
C.39	The system does not allow accounts that do not have a zero balance to be deleted. Accounts with a zero balance but current year activity can be closed, but cannot be deleted. Any account can be closed and reopened, regardless of balance, but will continue to be viewed in online look up, reported on financial reports, and included in SACS extracts and exports.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
Online Lookup			
C.40	Provides the ability to view both budgetary and general ledger accounts and print queries of both.		
C.41	The online query system allows full or partial account code searches.		
C.42	Online look-up provides the ability to drill down from summary account totals to the underlying detail transactions and provides the ability to screen print the results. Drill down function can be limited to certain accounts/departments for defined users per security level.		
C.43	All online look-up drill down menus support both expense/revenue (objects 1XXX-8XXX) and general ledger accounts (9xxx). Online lookup provides separate totals for objects 1-7XXX, 8XXX and 9XXX accounts and allows the user to see amounts totaled by major object (major object as defined on a SACS Form 01 Summary), or by each object. Online look up provides the ability to easily see data by unrestricted or restricted by fund. Online look up provides the ability to easily see data for a single fund/resource/project year.		
C.44	Provides the ability to see beginning balance, revenues, expenditures, and ending fund balance (by components) for any fund/resource/project yr. combination by: adopted budget, current budget, actuals-to-date, encumbrances, and remaining current budget.		
C.45	Provides the ability to find and view transactions by transaction type (see Appendix F).		
Journal Entries			
C.46	Prevents out of balance entries from being entered through normal transaction entry. System generates the cash (object 9110) entry by fund, resource and project year to force balancing, with user option to accept prior to release for posting (if no change in fund cash). All transactions are automatically summed, balanced and verified for correct account and combination usage prior to release for posting to the general ledger at both the district and county level.		
C.47	Allows up to 999 detail lines and text descriptions per journal entry. User is warned when the total line count is within 10 lines of the maximum.		
C.48	System allows the user to save partially complete journal entries.		
C.49	Provides for entries that change fund cash to be made in batch mode for transfer to the SCSOS for processing/posting.		
C.50	Provides the ability to upload journal entries from spreadsheets with upfront account verification. Account verification provides a complete list of errors, not just a single error at a time.		
C.51	Provides system functionality to replicate a journal entry and make only necessary modifications.		
C.52	Provides system functionality to reverse a user entered journal entry (not a CJE ~ see C.57 below) and submit for approval and posting.		
Interfund Entries			
C.53	Prevents out of balance entries from being entered through normal transaction entry. System generates the cash (object 9110) entry by fund resource and project year to force balancing, with user option to accept prior to release for audit to SCSOS. All transactions are automatically summed, balanced and verified for correct account and combination usage prior to release to SCSOS for posting to the general ledger at both the district and county level.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.54	Allows up to 999 detail lines and text descriptions per interfund entry. User is warned when the total line count is within 10 lines of the maximum.		
C.55	Provides the ability for a user to save partially complete interfund entries.		
C.56	Provides the ability for SCSOS audit of only journal entries that change cash between funds prior to posting. Provides the SCSOS the ability to produce an Excel summary report, by the districts' county entity and fund numbers for the selected posting date(s), for the County Auditor of all interfund journal entries released for post. SCSOS audit of journal entries does not include auditing journal entries that do not change fund cash, which are posted directly by the district.		
C.57	Provides a module that allows the SCSOS District Services to post a single entry for multiple districts. Has a single screen in SCSOS for County Wide Journal Entries (CJE) to post across some or all districts. For example: The monthly State apportionment is posted into a fund in the SCSOS entity. The SCSOS then determines the allocation of those funds by district. In the SCSOS, there is a single CJE screen which allows the SCSOS to distribute the apportionment to all affected districts. This allows the SCSOS to balance to the county wide apportionment amount. The posting process posts to each district and sends an e-mail notification to each affected district's designated email address(es), produces a summary report by district county entity number and fund in Excel for the County Auditor, and a district report which page breaks by district. CJE screen provides the capability to reverse, replicate (with ability to edit), and save a partially complete CJE. The CJEs have a unique transaction type, so that they are easily identified as SCSOS entered and posted. Districts have the capability to reverse and repost the CJE transaction in order to add more detail to the account, but the entry cannot impact fund/resource cash (i.e. debits and credits balance to zero by fund/resource, prior to the automatic generation of cash balancing entry). The CJE screen validates the district has the account established prior to posting.		
Cash Deposits			
C.58	Box left blank intentionally		
C.59	Provides a daily posting report run by the SCSOS to provide to the County Auditor of all district deposits audited and posted for the posting date(s) specified summarized by district county entity code and fund. The report can be saved as a PDF for e-mail to County Auditor.		
C.60	Allows up to 999 detail lines of fund and account code entry per individual receipt and deposit with online verification at entry. User is warned when the total line count is within 10 lines of the maximum.		
C.61	Automatically posts revenue entries and offsetting cash entries to the general ledger when deposit is approved.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
Budget Transfers			
C.62	Prevents out of balance entries from being entered through normal transaction entry. All transactions are automatically summed, balanced and verified for correct account and combination usage prior to release for posting to the general ledger at both the district and county level.		
C.63	Budget transfers that are out of balance by fund/resource/project year will warn the user and generate an object "9790" entry for balancing. Provides for prohibiting the use of certain object codes for budget transfers (i.e. assets and liabilities), controlled at either the SCSOS or system level.		
C.64	Provides the capability for SCSOS review of budget transfers, if district is identified as requiring budget transfer review.		
C.65	Allows up to 999 detail lines and text descriptions per budget transfer entry. User is warned when the total line count is within 10 lines of the maximum.		
C.66	Provides system functionality to replicate a budget transfer and make only necessary modifications.		
C.67	Provides system functionality to reverse a budget transfer and submit for approval and posting.		
C.68	Provides the ability for a user to save partially complete entries.		
C.69	Provides the ability to upload budget transfers from spreadsheets with upfront account verification. Account verification provides a complete list of errors, not just a single error at a time.		
Closing			
C.70	Provides the ability to have more than one monthly period open at a time.		
C.71	SCSOS level control to close any month or fiscal year period by district and by transaction type. Month end close allows the SCSOS to close a month for all transactions except budget transfers allowing the continuation of back dated budget transfers until SCSOS separately closes the month for budget transfers.		
C.72	Provides the ability to establish accruals of accounts receivable and payable in accordance with Generally Accepted Accounting Principles (GAAP), Financial Management Advisory Committee (FMAC) and the State Accounting Manual.		
C.73	The SCSOS has the ability to post county-wide journal entries to district accounts receivable and payable objects with a mechanism for the district to apply the county journal entry to clear district established accounts receivable and payable.		
C.74	Provides a definite method of adjustment and systematic clearing of prior year accounts receivable and accounts payable entries.		
C.75	The SCSOS has the ability to lock districts from functions at the function level by district and all functions can be locked. For example: A district can be locked from releasing (for SCSOS audit) a journal entry that changes total fund cash, but still be allowed to create and post journal entries that do not change total fund cash. A district can be locked from entering cash deposits but still be able to set up accounts receivable. A district can be locked from creating accounts payable batches but is still able to establish accounts payable.		
C.76	Provides a fiscal year roll of field definitions, valid accounts, and account component roll-ups which can be performed by the SCSOS in advance of the fiscal year.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.77	Provides a SCSOS controlled account element fiscal year roll process which is performed prior to the SCSOS controlled account string fiscal year roll process. Both rolls provide error reports of SACS validation errors.		
C.78	Provides an automatic method to roll only ending cash balances by fund/resource/project year to the next fiscal year. This can be run on a district by district basis with edit reports available that contain all accounts that could not be rolled due to invalid account usage in the new fiscal year. No account will roll unless all accounts clear the SACS edits. This function is controlled at the SCSOS level via a single county use screen and can be performed multiple times.		
C.79	Provides an automatic method to roll all final ending asset and liability balances including cash to the next fiscal year by fund, resource, and project year. This can be done on a district by district basis with edit reports available listing all accounts that could not be rolled due to invalid account usage in either fiscal year. No account will roll unless all accounts clear the SACS edits. This function is controlled at the SCSOS level via a single county use screen. The roll changes beginning fund balance (object 9791) to reflect the net difference between beginning assets and liabilities for each fund/resource/project yr and adjusts calculated ending fund balance to remain in balance. Roll may be performed multiple times.		
C.80	Modification of the beginning balance for Asset, Liability, and Fund Balance accounts after July 1 of the fiscal year is limited to SCSOS user(s) with proper security.		
C.81	Provides the ability for a district to split the beginning balance (object 9791) by fund/resource/project year (Fd/Rs/PrYr) to further account components. Once the SCSOS does the final Asset/Liability roll generating the final beginning balance (object 9791) by Fd/Rs/PrYr; the district has the ability to "split" the beginning balance by other components of the account code structure. The district cannot change the total beginning balance (object 9791) by Fd/Rs/PrYr; therefore the functionality protects the integrity of the beginning balances by not allowing a change of Fd/Rs/PrYr or object and by forcing the total of entries to balance to the beginning balance prior to detail distribution. The district has the ability to utilize the detail beginning balance in at least some reporting options, for example: Report by School and Management (account components) with beginning balance, revenues, expenses, and ending fund balance for each of the following columns: Adopted Budget, Current Working Budget, Y-T-D Transactions, Encumbrances, Remaining Balance.		
C.82	Provides the ability to produce an electronic and printed copy of cumulative to date transactions after a fiscal year has closed and has been certified as the "permanent record".		
Reporting			
C.83	Produces complete set of financial reports including detailed transaction journals, encumbrance journals and budget journals as well as comprehensive balance-forward (beginning balance + monthly activity) general ledger reports.		
C.84	Journal Transactions By Month/By Date Range: Provides the ability to report by transaction types (see Item C45) by date range.		
C.85	Journal Transactions By Month/By Reference Number: Provides the ability to report by transaction types (see Item C45) by reference number.		
C.86	Provides the ability to view a posted document screen that includes all the transactions associated with any individual entry. This includes all the behind the scene entries that happen as a result of the internal system balancing of each transaction.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.87	Provides the capability to produce both standard and ad hoc reports on all accounts including any user defined accounts.		
C.88	Provides the ability to produce a report of partial entries or entries that have not been submitted for approval/posting.		
C.89	Provides a CA Fund/Resource/Project Year Financial Statement with Revenues, Expenditures, Beginning Fund Balance, and Ending Fund Balance for the following columns: Original Budget, Revised Budget, Y-T-D Activity, Encumbrances, and Remaining Available Budget.		
C.90	Provides a month by month cash flow report by fund/object with totals by object group and by fund/resource/project year/object with totals by object group with daily and average daily cash balances.		
C.91	Reporting system allows user-defined page breaks.		
C.92	Provides the ability to include/exclude ranges of accounts for reporting (i.e. objects 2500-2536 but not 2520), utilize wild cards such as 25??, and selection criteria is provided at the beginning of the report.		
C.93	Provides the ability for a district to establish criteria for the automatic generation and e-mail of monthly PDF reports to sites or programs. Criteria includes established account ranges by program or site and e-mail recipient(s).		
C.94	Provides the ability to save report selection parameters for future use and monthly report generation.		
Budget Development			
C.95	Provides for a budgetary development process that allows sites, departments, and county offices to directly develop their budgets using online methods with appropriate controls and with limitations to their established allowable accounts.		
C.96	Provides the ability to create a budget model by account line item using: zero balances in all accounts, current year's Original Budget, Revised Budget, Y-T-D Actuals, or another budget model modified by a percentage of the defined amounts or by a combination of salary and benefits from position control or a position control model and other accounts from any of the above.		
C.97	Supports both revenue and expense budgeting.		
C.98	Provides the ability to support multiple budget model versions from initial request through final approval with version dates available.		
C.99	Provides ability for the SCSOS to provide oversight, approval and transfer of district budgets to a final "adopted" status on a district by district basis. Provides the ability for the SCSOS to lock or unlock a district adopted budget prior to SCSOS final approval and posting to the G/L as the Adopted Budget; this is done on a district by district basis.		
C.100	Provides a complete list of account validation errors when trying to upload into any journal entry, budget transfer, or budget model; and, prohibits the upload until there are no account validation errors.		
C.101	Provides the ability to apply a percentage, fixed amount or other formula driven increases or decreases to a single budget model account or in mass (i.e. 5% increase to accounts with object code beginning with a 43??).		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.102	Provides the ability to upload/download budgets from spreadsheets or databases into the development module. This includes the ability of departments to roll up worksheets into a master district budget.		
C.103	Provides the ability to add budget narrative on a line-by-line basis.		
C.104	Provides the ability to load current position control or any position control model into the budget development system at any time during the fiscal year. Provides the option to have detail position data rolled into a budget model.		
C.105	Provides the functionality to generate the differences between two budget development models in a comparison report to be uploaded into an automatic budget transfer program for revision, approval, and posting throughout the fiscal year.		
C.106	Provides at a minimum ninety-nine (99) available budget development models per district/entity.		
C.107	Provides integration of position control models into the budget development system and allows for modeling in the current and at least three subsequent years.		
Budget Reporting			
C.108	Provides comparison and summarization capabilities and reports for analyzing changes on all or part of the budget.		
C.109	Provides comparison and summarization capabilities and reports for analyzing changes on all or part of the budget compared to actuals.		
C.110	Provides the ability to generate ad hoc reports and queries.		
C.111	Provides the ability to generate standard reports and save a set of reports and inquiries for end users.		
C.112	Provides the ability to generate reports in graphical form.		
C.113	Provides the ability to request reports based on a date range.		
Accounts Payable			
General Design			
C.114	Uses a single integrated database for financial accounting, purchasing, receiving, and vendor maintenance to insure integrity of payment records.		
C.115	Provides warning or block when payments would exceed either the purchase order total or the budgeted amount for the account to be used. Provides the ability to override the block with the proper authority.		
C.116	Provides for SCSOS access only to automatically cancel warrants which includes the automatic reversing of all associated accounting entries (both cash and expense entries).		
C.117	Provides an easy means of producing manual warrants and the transference of all the information to the appropriate general ledger accounts with proper authority.		
C.118	Provides capability for SCSOS review of A/P invoices presented for payment prior to posting and printing. System must have ability to scan & attach paper copies of invoices to system records. In the A/P review process, the SCSOS is able to reject (remove) items from a batch and have the ability to send a notification to the district of the rejected items. After the batch is reviewed and any items are rejected/removed, the SCSOS posts and prints the batches. Rejected items are moved into an "audit items" batch. A/P audit item batches have a separate batch sequence. Audit exceptions batches are modified by district and resubmitted for SCSOS audit.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.119	Provides capability for SCSOS to "reopen" A/P batches for district access and to void batches with no transactions.		
C.120	Provides ability to calculate and manage multiple sales tax or use tax rates for all invoices by receiving (P.O. ship to) location. Calculation is automated by system utilizing selected ship to tax rate adjusted for user input tax on invoice.		
C.121	Provides automated process for CA non-resident withholding reporting and remittance to CA Franchise Tax Board.		
C.122	Provides the capability for the SCSOS to limit the object codes used in Purchasing (i.e. does not allow objects 1XXX, 2XXX, and most 3XXX).		
C.123	Provides capability to prohibit most users from voiding/cancelling: warrants, posted deposits, posted county-wide JEs, and posted fund transfer JEs.		
Vendors			
C.124	System contains the following minimum fields: vendor name, number, address/remit to, federal TIN/social security number, phone/fax numbers, vendor minority code, independent contractor flag, 1099 flag, vendor status, vendor type (A/P or payroll),vendor classification (from district defined table), vendor contact info, vendor discount terms, and sales tax rates.		
C.125	Provides the ability to automatically assign sequential vendor numbers (this is optional by district).		
C.126	Provides the ability to search by wildcard on any part of the vendor database.		
C.127	Provides the ability to accommodate one-time vendors and identify them as such on all vendor reports.		
C.128	Provides the ability to assign multiple addresses to the vendor file (i.e. purchase order, remit to, sales office). Provides the capability to have multiple order addresses.		
C.129	Provides the capability to prohibit two vendors with the same SSN or EIN, without specified user override capability and combines multiple vendors with same EIN or SSN for 1099 reporting.		
C.130	Integrates with the purchasing/requisition, receiving, accounts payable and fixed asset modules.		
C.131	Provides the ability to print vendor labels with the vendor name only or with name and full address.		
C.132	Provides a complete vendor history report.		
C.133	Provides the ability to add, change or delete vendor master file information with authorized security level.		
C.134	Provides the ability to track vendor 1099 and CA EDD Directive DE542 information and edit reported 1099 or DE542 information throughout the fiscal year with an audit trail of edits and with proper authorization.		
C.135	Provides an ad hoc reporting feature for vendor report information. This feature encompasses vendor history tracking by all fields available.		
C.136	Provides the ability to search and report by any combination of the vendor fields.		
C.137	Provides for vendor addresses in countries other than USA.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.138	System prohibits a user from changing a vendor name just prior to printing causing the check/warrant to be printed to a different name than was on the A/P voucher/prelist. Once the remittance information name and address is printed on a check, all data reported to either a grid, transaction inquiry, or a report will reflect the name and address printed on the check/warrant.		
C.139	Provides the ability to identify a vendor as A/P or payroll. Payroll vendors can be controlled at the SCSOS and SCSOS can prohibit use of payroll vendor by district.		
Invoice Processing			
C.140	Provides the ability to make a payment entry directly to a vendor without the use of a purchase order by user authority only; such payments have a separate transaction type for identification and reporting.		
C.141	Provides the ability for a user with proper authority to add purchase order payment lines to address account code changes.		
C.142	Provides user security to set limits on a user to process invoices in excess of the purchase order amount (i.e. up to 10% over but not to exceed $500 over). Limits established can vary by user.		
C.143	System warns/prohibits the entry of duplicate invoices. The system provides an override method with proper authorization.		
C.144	Only if option is selected by district, provides for automatically verifying that items have been received prior to payment. Does allow override ability with proper authority.		
C.145	Allows the user to enter debit/credit memos assigned to a vendor and account as received, which remain in a pending status until the next payment to that vendor at which time the system automatically attempts to apply the debit/credit memo with user confirmation. Provides a report of pending debit/credit memos.		
C.146	Allows partial payments without closing the purchase order, with encumbrance liquidation of only the amount of the partial payment.		
C.147	Allows for the deletion of payment lines on a payment screen prior to batch submission. This would include any payment lines above the final entry line on a multi-line entry and reestablishes any related encumbrance.		
C.148	Automatic reversal of any remaining encumbrance dollars when final payment is made.		
C.149	Provides a mechanism to liquidate a portion of the purchase order encumbrance with proper authority.		
C.150	Automatically reverses any remaining encumbered dollars at the time a purchase order line is closed or as the entire purchase order is closed.		
C.151	Provides the ability to allocate an invoice amount to various accounts according to a percentage of the invoice amount or by dollar amount.		
C.152	Provides for void and reversal of warrants by only SCSOS authorized personnel.		
C.153	Name and address on warrants will print in uppercase (USPS requirement).		
C.154	Tracks vendors requiring W-9 forms and provides means to withhold payments if forms are not on file.		
Warrant Processing			
C.155	Provides for SCSOS final release for payment of district accounts payable batches.		
C.156	Provides the ability to generate accounts payable warrants daily, weekly, monthly or on demand.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.157	Our County Auditor requires that an individual check/warrant be produced for each fund when a vendor is paid out of multiple funds; system accommodates this requirement.		
C.158	When SCSOS staff utilize the action to print district warrants an electronic positive pay file is produced and transmitted to the County's bank and another file (the Bank Recon file) is produced and transmitted to the County Auditor for all warrants printed. Multiple district warrants may be included in one file (i.e. payroll files will include all districts).		
C.159	Provides the ability to accommodate electronic payments with remittance advises to vendor, controlled at SCSOS.		
Warrant Reconciliation			
C.160	Handles both manual and electronic bank reconciliation of cleared and outstanding warrants.		
C.161	Ability for SCSOS to process stale date warrants for online districts by a cancel warrant process if within an open fiscal year or by the ability to generate general ledger journal entry transactions, with ability to modify account(s) if from a prior closed fiscal year. The process provides a notification to the district regarding the stale date warrant processed.		
C.162	Allows online inquiry into warrant clearance status at both the district and county office level.		
C.163	Provides the ability to upload bank/auditor cleared warrants file for cleared warrant indicator.		
Reporting			
C.164	Provides online access to the last ten years of vendor payment data.		
C.165	Provides a detailed listing of invoice batches with appropriate user-defined error and warning messages.		
C.166	Provide standard approved purchase order report, accounts payable commercial warrant report, and non-warrant disbursement report.		
C.167	Produces a full warrant register that contains all warrant information with an authorization page with fund totals, signature line for district authorization, and signature line for SCSOS approval.		
C.168	Produces a full vendor history report including vendor name, number, account code, invoice/payment/vendor totals, use tax/asset flags, warrant number and date issued.		
C.169	Provides the ability to produce an open purchase order listing by site, vendor name, vendor number, date, federal TIN, purchase order number and account code.		
C.170	Produces a board payment report per user requested parameters including date, dollar amount, and batch number or account code selection.		
C.171	Provides the ability to run vendor reports by either payroll or A/P vendors.		
1099 Reporting			
C.172	System has a process for 1099 income reporting in accordance with federal/state regulations on either paper forms or on magnetic media.		
C.173	Reports individual invoices to be included or excluded from the 1099 income for a vendor as appropriate and provides a mechanism to adjust amounts to be reported throughout the year.		
C.174	Provides a method to adjust the amounts to be reported between income types (i.e. misc. income to rents) throughout the year.		
C.175	Provides for the entry of vendor payments from outside the accounts payable system (i.e. student body accounts, petty cash accounts).		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.176	Provides for 1099 data to be pulled from two fiscal year databases showing totals by either vendor name and/or taxpayer identification number (TIN).		
Year-end Closing			
C.177	Provides the ability to identify year-end closing A/P accruals with the functionality to report on, pay against, and track liquidated year-end A/P in the following fiscal year.		
SB 542 Reporting			
C.178	Offers various vendor-oriented reports and online queries in compliance with SB 542 for reporting independent contractor information to the state including reports by vendor or range of vendors.		
C.179	Provides the ability to laser print SB 542 information in the standard state-prescribed format.		
C.180	Provides a process for paper, electronic and/or magnetic media filing.		
Accounts Receivable			
General Design			
C.181	System automatically posts revenue entries and offsetting cash entries to the general ledger and all subsidiary ledgers where appropriate. A detailed listing of individual cash receipts and deposits is system generated. The posting of deposits is controlled and performed by the SCSOS after audit.		
C.182	System provides for billing statement and invoice generation with the ability to produce multiple statements at both the county and district levels.		
C.183	System provides the ability to post the revenue at the time of cash receipt rather than at the time of invoice generation.		
C.184	Validates state/user-defined codes during online entry.		
C.185	Provides for the use of automatic or user generated invoice numbers.		
C.186	System provides the district the option of establishing and automatically generating finance charges by district defined dates and rates. User with proper security can override and eliminate finance charge.		
Customer Data			
C.187	Provides the ability to maintain a master customer file which allows for multiple billing addresses.		
C.188	Provides the ability to check for duplicate customers based on user-defined criteria (i.e. social security number, alphabetic similarity, phone number, etc.) and provides the capability to prohibit two customers with the same SSN or EIN, without specified user override capability.		
C.189	Provides the ability to attach/convert multiple customers to a single account.		
Invoices			
C.190	Provides for the generation of invoice/statements by specific accounts, range of accounts within a department/agency, range of customers or delinquent accounts.		
C.191	Provides for the attachment of scanned or electronic backup to invoices.		
C.192	Provides the ability to correct and reprint invoices with proper security.		
C.193	Provides the ability to print a duplicate invoice with proper security.		
C.194	Provides for the application of specific credit/debit memos to specific invoices and invoice items.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.195	System provides the capability to have decentralized invoicing by department/site; allowing for reporting and tracking by department/site, and to establish the printed contact information by the generating program/site.		
Receipts			
C.196	Accommodates single or multiple payments applied against single or multiple invoices and have the invoices remain open for final payments.		
C.197	Provides for automatic write-off of small discrepancies between amount due and amount received with proper authority.		
C.198	Each receipt has a unique number and interfaces with the general ledger and cash deposit processes. This is true for both current year invoices and prior year receivables.		
C.199	Provides the ability to allow the posting of payments that are greater than or lesser than the invoice total based on a variance percent.		
Reporting			
C.200	Produces reconciliation statements showing beginning balance, charges, credits, payments and a new ending balance by selected period.		
C.201	Provides a user-friendly module to develop ad hoc reports.		
C.202	Provides the ability to drill down to the customer level and view/print receivable detail.		
C.203	Provides the ability to generate district or department aging reports.		
C.204	Provides the ability to export queries to popular desktop applications (i.e. Excel, Word).		
Year-end Closing			
C.205	Provides the ability to generate an accounts receivable item for all selected remaining open invoices at year-end close and to roll selected open invoices to the following fiscal year. This process would need to have a receiving process for cash receipts that interfaced with the general ledger in both fiscal years and posted the receipts in the new fiscal year.		
C.206	Provides the ability to identify year-end closing A/R accruals with the functionality to report on, deposit against, and track liquidated year-end A/R in the following fiscal year.		
Fixed Assets			
General Design			
C.207	Provides for interactive entry and control of all fixed asset records including adds, changes, deletes, and retirements.		
C.208	The system tracks asset number, description, serial number, item location, classification code, acquisition cost, purchase order, date of purchase, vendor, useful life, date and reason for disposal, as well as, funding source and assignment of asset.		
C.209	Module meets all audit requirements for the tracking of both inventory and capital project items as defined by the California State Audit Guide.		
C.210	Provides the ability to define assets as inventory or capital acquisition and set the depreciation flag as appropriate.		
C.211	Provides the ability to track improvements made to any asset.		
C.212	Provides the ability to track maintenance on all assets.		
C.213	Provides the ability to create user defined drop-down menu screens of fields and tables to customize the fixed asset data to the unique needs such as locations, categories, and departments.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.214	Provide a method for the transfer of assets from one location to another for either a single asset or a group of assets.		
C.215	Provides the ability to manually or automatically assign asset numbers.		
C.216	Provides the ability to assign and identify assets by multiple or single asset numbers.		
C.217	Provides system functionality to replicate an asset entry and make necessary modifications.		
C.218	Supports automatic interface with the purchasing, receiving, stores, and accounts payable modules. Asset is initially valued at purchase order pricing but is automatically adjusted to actual cost with processing of payment.		
C.219	General ledger transactions are automatically calculated for depreciation, and asset disposal. This includes the ability to turn on/off automatic posting to the general ledger by the user with proper authority.		
C.220	Provides for bar code interface at both the front and back end of asset assignment and maintenance.		
C.221	For each asset the system maintains depreciation data including depreciable life, salvage value, depreciation method (straight-line), and accumulated depreciation by fiscal year.		
C.222	Able to produce a report that provides all data required by the state for the completion of the GASB34 statements including beginning and ending balances and depreciation totals on a fiscal year basis. This would also include a report for the account code breakout of depreciation totals.		
C.223	Provides the ability to automatically transfer asset depreciation amounts to the financial system, if desired, with proper authority.		
Reporting			
C.224	Provide the following standard reports: Detail Listing of Fixed Assets, Fixed Asset by Category, Fixed Asset by Location, Retired Fixed Assets, Transaction History Report, Total Depreciation and Depreciation by Asset report.		
C.225	Provides the ability to create ad hoc queries and reports on all asset fields.		
C.226	Provides for online query of each fixed asset field with screen print ability.		
C.227	Provides the ability to attach documents to an asset item.		
Year-end Close			
C.228	Provide a means for locking asset information from one fiscal year to the next. This would include all report dates and depreciation calculation updates.		
C.229	Provides an easy and complete process for moving asset information/tables from one fiscal year to the next with proper authorization.		
Purchasing			
General Design			
C.230	Provides the ability to electronically create, process, and turn site-based requisitions to purchase orders. The system interfaces completely with the general ledger, accounts payable, receiving and stores modules.		
C.231	Provides the ability to limit users to a certain group or groups of accounts by account masking.		
C.232	Provides the ability to have varying online approval paths established by district defined variables such as object code.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.233	Supports a complete workflow process from the requisition state to the final purchase order. Contains date and time stamp for change/approval capability.		
C.234	Provides a simple messaging system within the module for internal requests regarding requisition/purchasing items.		
C.235	Provides tables and menus that contain standard information that can be tailored to each districts unique needs such as a unit of measure table, receiving location table and requester table.		
C.236	Provides for the attachment of scanned or electronic backup to either requisitions or purchase orders.		
C.237	Provides the ability to interface with the vendor database but not alter the data. (See Vendor section under the Accounts Payable section).		
C.238	Method to forward requisitions with proposed new vendor information.		
Requisitions			
C.239	Provides the ability to electronically process stock, non-stock, multi-delivery, direct ship and blanket requisitions from a local or remote site.		
C.240	Provides for district selection of manual or auto requisition numbering that is different from the purchase order numbering sequence.		
C.241	Provides the ability to track requisitions and automatically dates and time stamp (received, accepted, returned, re-received) with notes and comments.		
C.242	Provides for unlimited multiple, split and percentage based account line code functionality at both requisition and purchase order level.		
C.243	Provides the ability to handle zero dollar items as a requisition/purchase order line item.		
C.244	Provides the ability to auto calculate sales tax, freight and shipping percents.		
C.245	Provides real time account and budget verification with an ability to override when necessary and approved.		
C.246	Provides requisition total as items are added during requisition creation.		
C.247	Pre-encumbers at the requisition level upon first level of requisition approval.		
C.248	System has a blanket requisition process.		
C.249	Return/credit requisitions are supported.		
C.250	Provides for default shipping/receiving addresses.		
C.251	Provides the ability to forward incomplete requisitions to other users for completion.		
C.252	Provides system functionality to replicate a requisition and make only necessary modifications.		
Purchase Order Management			
C.253	Provides for automatic or manual assignment of numbers to purchase orders defined by district selection.		
C.254	Provides the ability to convert requisitions to purchase orders in mass or convert individually from a single requisition.		
C.255	Automatically encumbers final purchase order amount as the purchase order is created.		
C.256	Provides a warning/prohibit the creation of purchase orders if the account to be used will be overdrawn. System allows for an override feature with the proper authority.		
C.257	Provides the ability to print duplicate or revised purchase orders with the proper authority.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
C.258	Provides the ability to reprint purchase orders with the proper authority.		
C.259	Provides the ability to automatically or manually close, cancel and/or adjust purchase orders without receiving merchandise, with proper authority. This also encompasses a complete change order process. The purchase order change order process provides a separate approval path from requisitions.		
C.260	Provides the ability to flag an item as a fixed asset at either the requisition, purchase order, or receiving point for automatic generation of pending new asset in fixed asset.		
Receiving			
C.261	System provides for automatically matching vendor invoice, purchase order and purchase order receipt for both partial and final receipts.		
C.262	Provides the option to set a district as not requiring the use of the online receiving module.		
C.263	Provides the ability to override unmatched items status with the proper authority.		
C.264	Provides the ability to override quantity discrepancies with the proper authority.		
C.265	Allows multiple receiving documents for a single purchase order.		
C.266	Allows receiving by line item or by entire purchase order.		
C.267	Allows receipt to multiple warehouses.		
C.268	Allows for the attachment of scanned or electronic backup for receivers.		
C.269	Prints detailed receiving log in either vendor alphabetical, numeric or transaction date order.		
Reporting			
C.270	Supports laser printing of purchase orders on blank and NCR paper.		
C.271	Produces an open purchase order listing by site, vendor name, vendor number, federal TIN, purchase order number or account code.		
C.272	Provides the user the ability to query on any field defined in the requisition/purchase order system including date, vendor, site, account code, text field, and creator; and to have the ability to screen-print the results.		
C.273	Provides the ability to track and report on all requisition, purchase order and receiving information including orders, receipts, unmatched/mismatched items and purchase order changes.		
C.274	Provides at least the following standard requisition reports: requisition status report, requisition status detail report, requisition by buyer, requisition by location and aged requisitions report.		
C.275	Provides the ability to create ad hoc reports on all requisition/purchase order system fields.		
Year-end Closing			
C.276	Provides the ability to automatically convert selected open purchase orders to estimated liabilities for payment in the following fiscal year. These entries need to be recognized as an expense in the year being closed.		
C.277	Provides the ability to generate/allow annual automatic processing or renewal of requisitions, and purchase orders marked for "annual roll".		
C.278	Provides the ability for changing account codes, items, and amounts on purchase orders that have been re-established for the next year.		
C.279	Provides the ability to work in two fiscal years simultaneously during the year-end period based on a defined timeframe determined at the SCSOS level.		

7 Appendix C ~ Financial System Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
Stores			
General Design			
C.280	Provides the ability to utilize requisition/purchase order approval workflow for stores requisitions.		
C.281	Provides the capability to track, receive, disburse and backorder inventory supplies from multiple warehouse types and integrate all transactions with the purchasing, budgeting, and financial systems.		
C.282	Provides the ability to track inventory by item description, stock location, unit of measure, unit cost, calculated average price, vendor number, quantity on hand, quantity received on orders, ordered/received year-to-date and issued to date.		
C.283	Provides the ability to establish, maintain, adjust, and delete inventory stock item records in real time.		
C.284	Provide picking slip report to serve as picking slip, receiving document, and accounting log to reduce paperwork and errors.		
C.285	Provides the ability to accommodate items with zero dollar value and/or zero quantity.		
C.286	Provides for online requisitioning of supplies with real time account code and budget verification.		
C.287	Provides the ability to calculate inventory by actual cost, moving average, LIFO, FIFO and replacement values.		
C.288	Provides the ability for a district to establish a warehouse surcharge and to apply the surcharge to all or selected items. Item amounts are adjusted to include the warehouse surcharge. Warehouse surcharges are automatically transferred into the district selected account when orders are processed.		
C.289	Provides the ability to generate stock labels for asset tags.		
C.290	Provides the ability to use general bar code methods for inventory control.		
Reports			
C.291	Provides the ability to generate standard warehouse inventory report by warehouse product number, location, description, unit of issue, on hand quantity, maximum quantity, unit price, prior year, month-to-date, year-to-date, inventory value, and date of last issue.		
C.292	Provides the ability to produce low stock report for the trigger of inventory purchase.		
C.293	Provides the ability to produce ad hoc queries from any stores inventory module field.		
C.294	Provides reporting of warehouse surcharge revenues generated.		
C.295	Provide online inquiry of inventory in warehouses with screen print functionality.		
Year-end Closing			
C.296	Provide for means of year-end inventory and rollover of stock to new fiscal year.		
C.297	Provides the ability to automatically update inventory adjustments with the appropriate approval and authority.		
C.298	Provides a report of calculated dollars associated with any inventory adjustments at year-end or any other defined period of time. This includes the ability to update the general ledger with the proper authority.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
General Design			
D.1	**Historical Data:** Provides the ability to input, store, and report on unlimited years of payroll, HR, and position control historical information online.		
D.2	**Effective and Start Stop Dates:** System has effective dates and/or start/stop dates for all position control, HR, and payroll non-date data fields. Dates can be in the current or any future fiscal year. If not, provide a detail list of which fields do. System accommodates different effective dates for budgeting, HR, and payroll. For example: • Position control budget modeling is able to reflect a salary settlement (including a retro settlement with a past date) prior to payroll processing the settlement. • Position control budget modeling is able to reflect changes to benefit package employer limits, and benefit plan rates well in advance of payroll processing the change. • Provides reporting capabilities identifying differences between position control and payroll. Future year position control model calculations take into account any effective date changes that will impact that future year, such as: positions and pay effective date changes, benefit package employer limit changes, benefit plan rate changes, and salary schedule effective date changes.		
D.3	**Multiple Access:** Payroll, HR/personnel, position control, applicant tracking and recruitment share the same employee data elements.		
D.4	**Documentation Manual:** Documentation is available in a variety of formats. There is the ability to access documentation easily and adapt it to county or district guidelines.		
D.5	**Screen Entry Programs:** The screen entry program provides pull-down menus for table data and numerous search and listing functions.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.6	**Reports and Report Writer:** There are "canned" reports available for common reporting scenarios and there is a flexible report writing system that integrates all aspects of the payroll, position control, position requisition, time and attendance, recruitment, and HR/personnel applications. There is the ability to report on all fields and all calculated amounts while providing flexible sub-totaling and totaling options.		
D.7	**Report Templates:** Users are able to save report templates for specialized reports that are not available through standard reports.		
D.8	**Report Printing:** System provides users with typical Windows printing abilities such as selecting a different printer, printing certain pages only or printing a highlighted selection.		
D.9	**Labels:** Users are able to quickly and easily format a variety of labels, such as home address, work mail, paycheck location, etc.		
D.10	**Exports from HR Information:** Users are able to save reports as tables or spreadsheets in order to merge the information with letters or forms. If there are multiple entries for the same employee, there is an option to create a string of information that can be merged to a single document for the employee.		
D.11	**Access Level:** There are certain aspects of the system that require county monitoring (credentials), other aspects that require county inquiry (name, address, district, last date paid) and other aspects that are maintained solely at a district level; all of these are provided.		
D.12	**Access Control:** Users have various levels of access based on an authorization form. The setup of levels of access is a simple, screen-driven process. Access can be defined by function (i.e. a payroll user can edit an employee but cannot add a new employee record).		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.13	**SSN and Employee ID#:** System provides for both types of employee identification, SSN and employee ID#. Employee ID number can be a system generated auto number. For SSN, there is a method for correcting wrong numbers which includes an automatic notification to the SCSOS payroll email account(s) when a SSN is changed on an employee that was previously paid. System complies with SB101 chaptered 7/21/05.		
D.14	**Employee Personnel Data:** Basic employee information includes name, former name, nickname, gender, driver license number, language fluency, address, city, state, zip, work and home telephone numbers and extension, restrict address and phone flag, work mail location and address, email, cell phone and birth date.		
D.15	**Affirmation Action Information:** System complies with the new federal requirements for collection and reporting of race and ethnicity data. The system also complies with the additional California reporting requirements in this area.		
D.16	**Directory:** Users are able to select certain fields for use in a directory.		
D.17	**Address other than USA:** There is a provision for country other than USA and an address in that country.		
D.18	**Classification and Type of Employee and Employee Groups:** There is an ability for a district to define groups of employees, such as regular certificated, substitute classified, etc. An employee can be placed into multiple defined groups. Access to employee groups can be limited to a user by a group type (i.e. HR groups vs. payroll groups) and groups can be identified as payroll balancing groups. Selection of payroll balancing groups is available in the payroll reports selection criteria. Provides the ability to identify employees that are not assigned to any group.		
D.19	**District Specific Employee Information:** There are certain flexible areas to allow for tracking and reporting of district-specific data. System has fields for tracking: Temporary Hire Date, EDD Hire Date, Retired Date, and Rehire Date in addition to the original Hire Date and the Position Hire Date.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.20	**New Employee Entry:** System provides a new employee entry process that walks the user through the screens and data fields required for entering a new employee. The workflow of this new employee entry process is definable by each district/entity.		
D.21	**Employee Evaluations:** System provides a method for tracking various dates and reasons for evaluations and provides automatic system scheduling and email notification to employee's supervisor(s) for those evaluations based upon district defined employee type rules.		
D.22	**Employee Events:** System provides for tracking of different types of event dates (i.e. termination, TB expiration, longevity, seniority, etc.). If any of these events need to link to payroll or other applications, there are consistent codes for all districts controlled at the SCSOS level. System provides a "last paid date" which is populated/updated by the payroll process.		
D.23	**New Employee Checklist:** System provides checklists for new hire employees that contain a flexible listing of any forms, policies, procedures, etc. that need a response by the employee or verification by the district.		
D.24	**Continuing Employee Checklist:** System provides checklists for continuing employees that contain a flexible listing of any forms, policies, procedures, etc. that need a response by the employee or verification by the district.		
D.25	**Checklist for Equipment:** This checklist includes items such as keys or computers that are given to employees but need to be returned upon termination.		
D.26	**Emergency Information:** System provides for entering emergency information on employees, including emergency contacts, allergies, medications and preferred hospitals.		
D.27	**Employment Verification Forms:** System provides a district definable employment verification form to respond to requests for employment information.		
D.28	**TB Testing:** Provides fields for tracking last TB testing date and testing method. Provides a TB expiration report that can be generated for a future date range, as well as by employee group. Generate a notification letter to employee.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.29	**Text Screen:** Connected to each employee screen is a text screen for additional comments. Header fields might include date entered, person entering and purge date.		
D.30	**Information Missing Report:** For all of the above screens, users are able to run a report to locate missing information on employee records.		
D.31	**Termination Process:** System provides a process for terminating employees, entering a date, reason, exit interview date, and comments. The reason and comments fields are restricted fields only allowing certain defined users access to enter and view.		
D.32	**Deletion Process:** System provides a process for identifying terminated employees, flagging those records for deletion, verifying the records to be deleted, storing the records and deleting the records.		
D.33	**SCSOS Employees Search:** Provides the capability for the SCSOS to search across all districts by the following fields: name, SSN, SEID, address, DOB. The search reports out which district(s) the employee is found in.		
D.34	**Position Requisitions:** System provides an online system for school or department sites to request a new position, change an existing position, or make another position control or pay related request (i.e. stipend) subject to proper approvals established by district according to the approval path for the type of request. The position requisition system utilizes available data from position control, payroll, and HR/personnel to populate relevant fields in the position requisition. Fully approved requisitions cannot be modified. Position requisitions that have not made it through the complete approval process can be rolled to the next fiscal year. Position requisition module provides robust search capabilities.		
D.35	**Personnel Action Forms and Payroll Transmittals:** System provides an electronic form that is prompted by changes in employee records not included in the changes addressed in the personnel requisition module. These forms can be used for a variety of purposes, such as payroll notification, employee file, and notification to benefit providers.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.36	**Before/After Reporting:** System provides the ability to save position control data as the before column of a position control report, then change the data and go back in and run process to save the revised data as the after column of the report. User can continue to update either the before or after column data and run comparative reports. The Before/After report is generally utilized to capture the cost and associated details of a change that effects salary and benefit Costs for budget JEs, budgeting, negotiations (i.e. cost of 1% salary settlement), and "what if" scenarios. The Before/After data can come from: • The same data source at different times (i.e. "live" position control before and after a change; or a model before and after a change; or before from "live" and after from a position control model). • Different data sources (i.e. "live" 09-10 position control as before and "live" 10-11 position control as after; or "live" 09-10 position control as before and a 09-10 model as after). The Before/After data is saved, so if changes are made to either the Before or After data source after the Before/After is created, the data stays static as it was saved unless the user selects the "update the existing record selected below" and chooses to update either the before or after data source. There are a variety of reporting options to get the Before/After data by account selection, by positions, by FTE, etc. with the ability to get all data or only data with differences between the before and after.		
D.37	**Full-Time Equivalent:** Full time equivalent designation is to four decimal places. In reports that require only two decimal places, standard rounding applies.		
D.38	**Stored Salary Calculations by Account Code and Effective Date:** As salaries are calculated in payroll and position control, there is a means to store salary information based on all changes.		
D.39	**FTE Calculation:** System provides a provision for a district to define, by position type, how the system determines FTE on hours per day, hours per week and days per year.		
D.40	**Account Code Verification:** Users can only enter accounts that have been established through the finance account link entry validation process.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.41	**Salary Schedules:** Salary schedules are flexible in length and width, or ranges and steps, allowing for various descriptions of each.		
D.42	**Types of Salary Schedules:** Schedules provide for identifying the schedule as annual, monthly, daily, and hourly pay; and allows for the entry of the corresponding annual, monthly, daily and hourly amounts. Salary schedules support regular earnings from position attachments as well as supplemental and substitute earnings.		
D.43	**Salary Schedule Rules:** The definition of a salary schedule is sufficiently clear that payroll earnings generated from that schedule will have the correct retirement base and earnings.		
D.44	**Salary Schedule Generated Increases and Decreases:** There are methods for increasing or decreasing salary schedule amounts that follow typical spreadsheet formulas. Changes can be effective both at the beginning of the year and mid-year. Salary schedule increases or decreases can be done by either a percentage or flat dollar amount increase or decrease. The salary schedule increase or decrease functionality is available in payroll, position control, and position control modeling.		
D.45	**Work Calendars:** Work calendars are easy to set up and show the year at a glance. They link with the salary schedule so that earnings and retirement bases generated to payroll will be correct. Calendars provide the ability to define work vs. pay months and work vs. paid days. Calendars allow integration with mapping to sub-calling systems.		
D.46	**Work Calendar Codes:** There is a provision for various types of paid and unpaid days such as holidays, recesses, staff development days, etc.		
D.47	**Employee Position Information:** There is a process for attaching an employee to one or more positions or more than one employee to the same position. Position attachments contain defaults from position control but also reflect specific employee information. There are accurate and complete employee position information available that can be used for payroll, budgeting, negotiations and other county and district functions. System has dates for an employee's position start and end date.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.48	**Step Increases and Increment Dates:** System provides methods for employees to receive an automatic step increase as of a defined increment date defined by bargaining unit and by increment rules. System provides the ability for a district to input projected educational degree and units and will utilize projected units for movement. Salary schedule incrementing process for payroll, position control, and position control modeling takes into consideration the following: the rule for increment, the date the rule should use, the timeframe to increment, if defined the employee's educational units in excess of degree and the degree, and the rule for multiple cell incrementing. Reports are available showing employees scheduled for a step increase as of a period of time. Provides the ability to generate "letters of intent" and contracts utilizing the projected degree and units.		
D.49	**Longevity Movement and Pay:** System provides for employees to receive an automatic longevity increase as of a defined longevity date defined by salary schedule and by longevity rules. Longevity pay can be established as flat dollar amounts or as a percentage applied to certain pay types. Reports are available showing employees scheduled for a longevity increase as of a period of time. Longevity pay calculation process in payroll, position control, and position control modeling takes into consideration the following: the rule for longevity, the date the rule should use, the rounding rule to use on the calculation, the levels of years of service required to obtain the longevity amount or percent, and an indicator for the calculation/process to identify if the amounts/percents are cumulative.		
D.50	**Integration of Position Earnings with Payroll:** Salaries from position attachments and any additional earnings integrates with the payroll system accurately, setting both reasonable earnings and correct retirement base.		
D.51	**Job and Position History ~ Seniority Reporting:** System provides both online and report capability of employee job and position history. System collects this information from position attachment or users are able to import past years of data from a separate database. System provides calculation of seniority based on hire (or base) date by position as well as hours worked.		
D.52	**Online Salary Calculations:** System provides accurate and complete online salary calculations so that users can verify the accuracy of hourly, daily, monthly and annual salaries.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.53	**Long Term Leave Status:** There is a method for placing an employee on long term or full year leave without ending the position attachment. There is a designation of type of leave, FTE of leave and effective dates of leave.		
D.54	**Total Contract Earnings for Payroll:** These amounts should blend with the employee's base earnings to provide the total contract amount and retirement base for payroll.		
D.55	**Other Earnings:** System provides for various additions to employee's earnings that are not part of the retirement base. These might include longevity, mileage, shift differential, department chairperson, education bonuses and stipends. These amounts can be dollars or percentages.		
D.56	**Benefits Plans:** There is the ability to track employee health and welfare plans of great variety. These can include medical benefit caps, cafeteria type plans and a mix of required and permissive plans. Plans are identified as within or outside of the employer provided benefit cap and each plan has a selected district defined benefit prorate rule.		
D.57	**Benefit Frequencies:** System needs to account for various frequencies that employer and employee benefit amounts are collected, charged, and paid.		
D.58	**Open Enrollment:** There are methods for presenting possible changes to employees at open enrollment and automating employees' responses to the benefit programs.		
D.59	**Benefit Provider File and Reporting:** Health Insurance (Medical, Dental, Vision, and Life), electronic file and printout, no tape. Format details to be supplied after contract award. Fields include: Name, social security number, plan codes, group numbers, section numbers, bargaining unit code, date of birth, coverage date, coverage termination date, eligibility code, action code, action date, and insurance carrier code for all personnel additions, deletions, and changes effecting the fields included.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.60	**Dependent Tracking:** System provides programs to track dependents, their ages, ineligibility date and plans they are on. Provides the ability to track and to export or report on if a birth certificate, marriage certificate, or domestic partner certificate has been obtained on dependents.		
D.61	**Mandatory and Retirement Rates:** There is a system at the SCSOS level for maintaining mandatory and retirement rates for districts. If the rate is the same for all districts or if the rate is the same for certain districts only, it only has to be entered once. The SCSOS established mandatory and retirement rates are utilized in the position control and payroll modules.		
D.62	**Effective Dates for Mandatory and Retirement Rate Changes:** System provides for actual dates of changes of rates and allow for entry of future date changes. Coordination with retirement reporting and tax reporting timelines is required.		
D.63	**Assignment Tracking:** This requires combining credential information with teacher assignment information that is typically located in a separate system. It is possible to extract pertinent information in a file format that can be used with another system.		
D.65	**Department of Justice and FBI Requirements:** There is a method for verifying that fingerprinting requirements have been fulfilled. Provides fields and reporting to track both the DOJ clearance and the FBI clearance dates. Produces the DOJ-No Longer Interested File which uses a DOJ-NLI identifier for reporting to the DOJ for "no longer interested" transactions.		
D.66	**Skills Tracking:** System provides a method for tracking compliance with professional requirements such as No Child Left Behind legislation, proficiency requirements, etc.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.67	**Employee Education:** Provides the ability to log course detail on the Bachelor's Degree screen in order to keep an on-going tally of number of units above the BA/BS. If Master's Degree or a Ph.D. is entered: degree type, school, major, and degree date is entered. Provides the ability to track undergraduate units or units in other education courses that do not count toward salary placement (i.e. track units for instructional assistants proficiency requirements, or NCLB units). Provides the ability to enter course credits in semester units or quarter units, with a calculator built in to convert the semester units to quarter units.		
D.68	**FTE Authorization:** System provides for control of total FTE by school, department and job code by not allowing establishment of position above the total FTE allowed.		
D.69	**CBEDS Information:** System provides some support for gathering CBEDS employee information. Provides a SCSOS level CBEDS–PAIF screen with the ability to review and process the CBEDS- PAIF for all districts in accordance with CA Dept. of Education specifications. Provides a district level CBEDS–PAIF screen with the ability to review and process the CBEDS- PAIF. Provides the ability to download data into student information systems.		
D.70	**Termination and Deletion Processes:** There are processes for terminating, un-terminating and deleting position records.		
Credentials			
D.71	**Credential Tracking:** This is both a county and district function that requires entry by the county, either by the CA Commission on Teacher Credentialing (CTC) download or manual entry. In addition to information from the credential itself, there is CBEST or exam dates, medical exam dates, primary working district and substitute information.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.72	**Credential Requirements:** Credential tracking program meets the requirements of the CTC. Provides the capability to download CTC credential data centralized at the SCSOS. The weekly download appends the original load, it does not replace all records. Allows SCSOS staff to enter credential information (temporary and emergency credentials). Provides an automated process to distribute credential information to all Local Educational Agencies (LEAs) in Sutter County. Provides an automated process to distribute State Wide Educator Identifiers to all LEAs in Sutter County.		
D.73	**District Credential Inquiry and Reporting:** Credential information is available on an inquiry and reporting basis by districts for their employees only.		
D.74	**Held Paychecks Due to Expired or Non-existent Credentials:** There is an automated process that verifies a valid credential is on file for work performed that requires a credential. The process verifies by both the pay type and salary object code (i.e.1XXX). If an employee fails the verification and is set for direct deposit, the system converts the payment to a warrant for holding. The process provides a pre-payroll process warning. Warrants held for credential verification failure are listed on a report of Warrants Held for Credential Errors. The system provides reports of credentials expiring in 30, 60 and 90 days for production by district and by the SCSOS for all districts. Credential validation at the assignment/mis-assignment level is available for reporting, but is a SCSOS option at the hold paycheck level.		
D.75	**Revoked Credentials:** County and district staff are able to verify that a credentialed employee does not have a revoked credential.		
Time and Attendance			
D.76	**General Design:** System includes comprehensive functions for tracking all types of employee time worked and leave. This includes hours worked for ACA tracking, PERS eligibility as well as basic sick leave, vacation, personal necessity and other types of leave that may be district defined.		
D.77	**Leave for Multiple Positions:** If an employee holds multiple positions, system is able to define leaves for each position.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.78	**Accruals and Balances:** Allocations of types of leave are both automated and manual. Leave can affect more than one allocation (i.e. personal necessity affects both sick leave and personal necessity balances).		
D.79	**Leave Balances on Pay stubs:** Various leave balances and descriptions are printed on pay stubs and can be controlled by employee group. There is a process for storing this information for printing when payroll runs.		
D.80	**Late Start Leave Plan Adjustments:** There is an automated process for eliminating an employee's one-time late start leave adjustment in the fiscal year roll so that the employee's leave plan in the next fiscal year is correct.		
D.81	**Fiscal Year Process:** There is a process for setting beginning and ending balances for the fiscal year.		
D.82	**Payroll Integration:** If an employee has exhausted all of a particular leave and a payroll dock is necessary, system provides notification and/or integration of the dock.		
D.83	**Reporting:** A variety of flexible reports are available that serve the employees' as well as the district's needs, including a monthly attendance report with signature lines and an annual attendance balances report.		
D.84	**Electronic Attendance Reporting:** Employees are able to submit attendance and absence information electronically.		
Recruitment			
D.85	**Recruitment Process:** There is a provision for entering and updating vacancy announcements, including a link to position control and salary schedules.		
D.86	**Applicant Tracking:** System provides for entering applicant information or uploading the information from online applications.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.87	**Online Applications:** There is an online application process available that includes flexible application forms for various types of positions. This process integrates with online programs such as EdJoin.		
Position Control and Position Control Modeling			
D.88	**Position Control:** A full position control system is offered. This includes an option to auto number the position code, description, a table driven organization structure, job code, link with a salary schedule and work calendar, multi-account code distribution, district defined business rules, and various approvals. There are start and end dates on the position and a provision for continuing and deferring a position to become an available vacancy at a future date which may be in a future fiscal year.		
D.89	**Vacant Positions:** All positions are initially established as vacant within position control and all costs (projected salary placement, mandatory, and health benefits) associated to the position are included in all reports and all models. A vacant position can be used for budget purposes if it is partially or fully vacant at any point in time. Report initiators offer a choice to: report vacant positions, not report vacant positions, or report only vacant positions. Provides a vacancy savings report including salary and benefit cost savings by account for the period of time selected in the report selection criteria.		
D.90	**Integration with Payroll:** Provides a Compare Position Cost to Working Budget Account Report with the option to show all selected accounts or only selected accounts with difference or only selected accounts with difference greater than $10.00.		
D.91	**Duplicating a Position:** System provides the ability to duplicate a position and make necessary changes before saving.		
D.92	**Deleting, Deferring, or Abolishing Positions:** System provides a provision for ending, deferring, or abolishing positions that keeps the system accountable. The system prohibits a user from deleting a position if an employee was ever attached/filled that position, but provides SCSOS ability to delete (for district requested position set up and attachment errors).		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.93	**Additional Pay:** 1. Position control provides the ability to associate additional pay to a position. The ability to define the pay amount as a flat dollar amount, a percentage of the position amount, or from a salary schedule cell. The ability to indicate if this pay amount increases the position's pay rate. The ability to specify funding, but if none provided use that from the position. The ability to specify a different timeframe, but if none provided use that from the position. The ability to specify different retirement reporting requirements, but if none provided use that from the position. 2. Position control provides the ability to associate additional pay to an employee in a position. The ability to define the pay amount as a flat dollar amount, a percentage of the position amount, or from a salary schedule cell. The ability to indicate if this pay amount increases the position's pay rate. The ability to specify funding, but if none provided use that from the position. The ability to specify a different timeframe, but if none provided use that from the position. The ability to specify different retirement reporting requirements, but if none provided use that from the position. 3. Provides the ability to transfer an employee from one position to another; the original position and any associated additional pays for that position would become vacant. The employee's additional pay entries may or may not generate an equivalent additional pay in the new position for the employee, depending on the governing rules for the new position. Provides the ability to specify an effective date for the transfer so that known transfer can be entered ahead of time and be budgeted accordingly. 4. Provides the ability to vacate a position, which would also vacate any associated additional pays and terminate any associated employee additional pays. 5. The system provides one screen that reflects all of the costs associated with a position including additional earnings.		
D.94	**Attachment Frequencies:** Employees can work in positions with different frequencies. System is able to generate payroll earnings for each of these frequencies.		
D.95	**Overlap of Position Attachment:** If there is a period of time that two employees overlap the FTE for a position, system is able to account for this without duplicating the FTE but provides a warning and reporting capabilities of positions with more than the defined FTE limit.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.96	**Employee Status in Position:** System provides fields to indicate an employee's status in a position and the original starting date.		
D.97	**Prime Position Designation:** For employees holding multiple positions, users are able to designate a single position attachment as prime. Reports allow for selection of prime position only or all positions.		
D.98	**Benefit Offerings to Employees:** Benefit plans are gathered in a logical manner, such as by bargaining unit, so that employees are offered only the plans that are available to that group. Provides the capability to establish benefit packages used to determine employer and employee costs and to determine employee rebates or employer HSA (Health Savings Account) contributions. When an employee's benefit selection falls below the employer cap a district may provide a cash rebate (taxable) or a contribution to an employee's TSA of a certain dollar amount (that is not necessarily the amount the employee is under cap) and may be subject to proration rules. The employer provided benefit cap is established by bargaining unit and available plans are associated to a bargaining unit, prohibiting the user to select a plan unavailable to that bargaining unit. Each bargaining unit benefit cap has a benefit cap prorate rule established by the district.		
D.99	**Benefit Prorate Rules:** System provides many different methods of prorating employer and employee costs of health and welfare benefits, such as: FTE factor, ranges of hours per day or days per year, or percentage of salary.		
D.100	**Integration of Benefit Information with Payroll:** Data available through this module integrates with payroll.		
D.101	**Vacating Position:** When using the Action to vacate position the vacancy cost is reverted to the established position defaults not the amount of the position as it was vacated.		
D.102	**District Override Rates:** Provides the district the ability to override the SCSOS controlled payroll rates and amounts in position control and a position control model.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.103	**Salary Analysis and Projection:** System uses all salary and benefit information for various types of projects and scenarios. These include models of salary schedules, mandatory and retirement rates, benefit premiums and employer caps on benefits.		
D.104	**Position Control Models:** Provides at a minimum Ninety-Nine (99) available position control models per district.		
D.105	**Multiple Fiscal Years in Position Control Modeling:** Position control modeling supports multiple fiscal year modeling with the capability to roll position control or a position control model forward to a model of the next fiscal year with or without salary schedule step and/or column advancement.		
D.106	**Cost of a Step and Column Advance:** System provides a method for determining the cost of a step advance, the cost of column movement and the ability to project these costs for multiple years. Reports are available that provide at a minimum: step cost, column cost, and combined step and column cost by bargaining unit, by salary schedule, and by user defined account mask (i.e. by resource and major object).		
D.107	**Multi-year Projections:** System provides for position control modeling of multi-year projections of salaries and benefits. This includes giving employees a step advance or any other increases they would get as part of a fiscal year advance. The multi-year modeling program includes all components of position control (all salary costs including additional pays and all benefit costs for all positions whether filled or vacant).		
Payroll			
D.108	**General Design:** System provides accurate and flexible payroll entry and reporting that supports annual, monthly, daily, hourly, and one-time/stipend types of earnings and the retirement bases of those earnings.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.109	**Payroll Entry Screens:** The basic payroll entry screen provides for description of earnings, type of earnings, relationship to salary schedule, relationship to position control, frequency, time period if prior, retirement base, retirement edits for STRS and PERS reporting, account codes with percentages or units of distribution and employer benefits distribution flag.		
D.110	**All Pay Cycles for a Fiscal Year:** All cycles for the fiscal year that have not been closed are available at all times so that entries can be made when information is known. Pay cycles include pay dates and reporting periods		
D.111	**Online Inquiry of Employee Information:** The system allows online inquiry of employee payroll information from any district at the SCSOS level.		
D.112	**Link with Position Control:** The payroll system is driven by position control but flexible enough for employee earnings not associated with position control (i.e. substitute payments).		
D.113	**Earnings from Position Attachment:** There is a clear process for position earnings to reach payroll. Reports show exact calculations. Payroll gives the final approval on generated lines being paid.		
D.114	**County Control of Retirement Edits and Earnings:** There must be a link between the retirement edit combination that is being used in conjunction with the earnings, retirement system and pay calendar. These combinations are controlled by the SCSOS.		
D.115	**Employee Tax and Retirement Information:** There is a single screen that shows the tax and retirement subjectivity for an employee. This screen connects to the SCSOS retirement program for auditing.		
D.116	**Standard Edits between Earnings and Tax/Retirement Information:** System offers user defined edits that prevent common errors from happening, such as, a member of STRS should not have FICA, and student earnings are exempt from Unemployment Insurance.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.117	**District Payroll Control Record:** The system provides a record for the SCSOS to set guidelines for a district regarding type of retirement systems, ID numbers, types of payroll taxes, etc.		
D.118	**SCSOS Payroll Control Record:** The system provides the capability for the SCSOS to establish and control guidelines for all districts such as object codes that can be used on payroll (i.e. object codes beginning with 1???, 2???, 39??, or 53??).		
D.119	**Payroll Cycles:** The system accommodates the following Sutter County payroll cycles: each month there is a regular end of the month payroll, and a supplemental payroll on the 10th working day of the month, and there is one additional payroll in June for the payment of deferred net pay.		
D.120	**Payroll Reports:** System provides the ability to turn off and on specific payroll reports, to print either 1-up or 2-up and to determine the number of copies to be printed. Can be downloaded to Excel.		
D.121	**Deferred Net Pay:** There is a provision for employees to defer part of their net pay each month and receive this pay in June in either one or two additional paychecks depending on months worked vs. paid months. Early payout of deferred net pay is automated and allowed throughout the year when authorized by the proper user.		
D.122	**Liability Payroll:** The system provides for a payroll to be identified as a liability payroll. When a pay period is identified as a liability payroll, the system generates the expense (debit) and liability (credit) in the prior fiscal year (dated June 30, 20XX), the checks/warrants would be generated out of the current fiscal year, and the system would relieve the liability (debit) and credit cash with the date on the pay period (i.e. July 10, 20XX, July 20, 20XX).		
D.123	**Direct Deposit:** System provides multiple direct deposit capabilities with pre-note editing and the ability for SCSOS to re-instate direct deposit without pre-noting. Each direct deposit has a unique direct deposit number (similar to a warrant number). Provides the ability for the SCSOS to send one pre-note file for all districts and upon SCSOS pre-note submission processing updates a pre-noted indicator on the employee's direct deposit account screen indicating that the direct deposit has been submitted for pre-note. Provides the ability for the SCSOS to uncheck the pre-noted indicator for failed pre-notes. Direct deposits without an affirmative pre-noted indicator are processed as warrants.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.124	**Canceled Warrants:** System must provide a method for canceling warrants. The cancellation should adjust the employee's month to date totals, employee's pay history and the general ledger at both the district and SCSOS entity. There is an indicator on the deductions if they were actually canceled or if the employee needs to be charged for them.		
D.125	**Cancellation of Direct Deposit:** There is a method for locating the trace number on a direct deposit and canceling it at the district and COE entity levels.		
D.126	**Cancelled Warrant Replacement:** The system has the option to create a replacement manual warrant during the cancellation process.		
D.127	**Pay History Adjustments:** There is a district-initiated program for pay history adjustments. These adjustments are approved at the SCSOS level before pay history is changed. All general ledger accounts are adjusted. Pay history adjustments can be entered throughout the year and assigned to the next quarterly report. Provides SCSOS Payroll the ability to process manual adjustments all through the year (i.e. third party sick leave, employee history adjustments due to cancel warrants, etc.). Each detail adjustment is saved individually (i.e. an employee may have 12 adjustments; one for each month). Provides the ability to save the detail adjustments entered all throughout the year, and display total adjustments on adjustments total screen. Any adjustments entered for a 941 quarter are included in quarterly reports (Quarterly Accumulations, Form 941 Summary). Quarterly adjustments are reported to the CA state to line up with the DE6 reporting.		
D.128	**Reports for Miscellaneous Payroll Transactions:** Detail and summary reports are available for cancellations of direct deposits, cancelled warrants, and pay history adjustments.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.129	**Payroll Journal Entries:** System offers a separate journal entry transaction for changing the account codes for previous payroll adjustments. These adjustments would become part of historical payroll reports and reflect the expenditure history. Year-to-date paid amounts move to the account that is used in the payroll correct posted funding journal entry for the pay periods selected, and if user decided to move funding again later, the entry moves amounts from the account where the fiscal dollars are now, not where they were originally. The functionality allows the authorized user to reallocate the salary percentages for the pay periods selected and the payroll journal entry automatically creates the journal entry for the salary and associated benefit accounts and, if applicable, due to a change in fund/resource/project year totals, the cash (object 9110) entries. The user then can review and release for approval/posting. If the changes result in a change in fund cash the journal entry will become a fund transfer and will move to the SCSOS for approval. The Payroll Journal Entry process has a clear change log and is subject to the SCSOS payroll object code limitations.		
D.130	**Email of Pay stubs:** The ability to email pay stubs to employees is offered.		
D.131	**Warrant/Advice of Deposit Print Programs:** System provides programs for laser printing of advice of deposit and a file layout for the printing of warrants by the Sutter County of Education. The program should include clear descriptions of earnings, deductions, leave balances (including sick leave), employee information, user defined messages, pay location and both current and year-to-date totals.		
D.132	**Regular Pay:** System offers a flexible payroll entry for regular earnings that are hourly, daily, monthly, or annual. Most regular pay comes from position attachment but also can be manually entered. Regular pay is mainly linked to salary schedules but sometimes they are not. Retirement bases or pay rates are accurate. With many different types of regular pay, system is able to integrate and separate all types of pay as required by retirement and tax reporting and system generated not requiring user selection.		
D.133	**Longevity Pay for PERS employees:** The payroll program handles longevity pay and certain other types of pay for PERS members that must be coded as special compensation. Payroll staff are able to code prior period adjustments correctly.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.134	**Supplemental Pay:** The system accommodates many different types of supplemental pay including flat dollar amounts and supplemental pay by a percent applied to another pay type or group of pay types. The system provides an automated process to establish the percentage pay type and the pay type groups it applies to so that a user does not have to calculate the supplemental pay. The system is able to integrate and separate all types of pay as required by retirement and tax reporting. This includes stipend amounts that require the employee's full annual retirement base, substitute pay, supplemental amounts being paid to classified employees that require longevity to be coded separately. System should calculate taxes appropriately based on IRS requirements.		
D.135	**Limits on Earnings:** System accumulates payroll earnings that have limits, such as classified employees meeting or exceeding their retirement base and retirees earning the limit of dollars or hours.		
D.136	**Retroactive Pay:** The system has a retroactive pay calculation process that can calculate the pay due for a retroactive pay change for the current fiscal year and prior fiscal years. This calculation can accommodate mid-year salary schedule changes for position earnings, supplemental earnings and stipends as well as off schedule salary bonuses. The system generated retroactive pay may be modified, if necessary, by the user and the retroactive pay is properly reported by the system to both the STRS and PERS retirement systems.		
D.137	**District Payroll Processing:** Each district is able to verify sufficiently that payroll is accurate and ready for production. This includes reports showing changes from the prior pay period, retirement warning and error reports, exception reports and transmittal reports to submit to SCSOS payroll. STRS and PERS is a part of the payroll process, not a separate step.		
D.138	**External Services Payroll Processing:** The SCSOS is required to integrate all districts payrolls for one production. This integration requires countywide prelist reports, verification sheets from districts with payroll totals, and post-payroll reports that give summarized payroll expenses for each district. The system provides the capability for the SCSOS unit to lock or release a district's payroll.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.139	**Payroll "What If" Program:** System provides a method for projecting changes to an employee's payroll without affecting actual payroll records.		
D.140	**Fiscal Year Roll and Generation of Earnings:** There are rules and methods for rolling or not rolling pay lines from one year to the next. Generation of earnings from position attachment takes place at the beginning of the fiscal year. The fiscal year roll allows for either the SCSOS or the district (depending on security) to individually address all components of payroll (i.e. salary schedules, work calendars, leave balances, etc.).		
D.141	**Updating Position Attachments and Payroll:** Each time a modification is made to an employee's position attachment, additional earnings, or benefits in position control, payroll is provided a notification and payroll has the ability to accept, reject, or pend the change for payroll processing.		
D.142	**Deductions and Benefits:** System provides for a full range of employee and employer deductions. If certain limits apply, there is sufficient tracking ability to determine if limits are met or exceeded. System provides deduction history reports.		
D.143	**SCSOS Control of Deduction and Benefit Codes:** System provides for the SCSOS to establish at the SCSOS level all available benefit and deduction "major" codes available to a district. Major codes can be established as fully controlled by the SCSOS (i.e. Workers Comp., UI, etc.) others can be established as partially controlled by SCSOS. Partially controlled allows the district to modify the individual amounts (i.e. SCSOS establishes the code for a TSA and the district can only change the amount for each employee). The SCSOS controls apply to both position control and payroll.		
D.144	**Deduction and Benefits Tax Subjectivity:** System provides ability to set deductions and benefits with correct tax subjectivity, such as Section 125 being pre-tax and exempt from FICA and Medicare. System provides accurate tax subjectivity and reporting for employer and employee HSA contributions, GTLI (Group Term Life Insurance) employer paid coverage over $50,000, Employer Paid TSAs, and Payment-in-Kind Benefits (i.e. employer vehicle usage for personal benefit), and domestic partner benefits without user manual adjustment. HSA tax subjectivity properly addresses the difference in exemption for Federal Tax but not for CA State Tax.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.145	**SCSOS Payroll Deductions and Benefits Processing:** Provides the SCSOS the ability to identify and map each benefit and deduction as processed through the district warrant pass-thru fund (SACS Fund 76) or through one of the funds in the SCSOS. When a district payroll is processed the district fund bearing the expense is fully expensed (debited) and cash is credited for the full cost of all salary and benefit/deduction costs. For benefits/deductions identified as district processed (DP) payroll processing liabilities are established (credited) and cash is debited for the full amount of the DP benefits/deductions and the accounts payable batches are built in the district's warrant pass-thru fund (SACS Fund 76). For benefits/deductions identified as SCSOS processed liabilities are established (credited) and cash is debited for the full amount of the SCSOS processed benefits/deductions for all districts, and the accounts payable batches are built in the SCSOS district funds according to the mapping. For SCSOS processed payroll liabilities the school (location) field of the account code is mapped from the district number. SCSOS processed benefits and deductions can be identified as built into various A/P batches (i.e. paid next day, paid on 15th of month, paid quarterly, etc.), or can be identified as EFT processed, or Countywide Journal Entry processed for deductions or benefits that move back to district funds (i.e. self-insurance fund). Batches built are editable.		
D.146	**Mass Changes in Deductions and Benefits:** System provides the ability to mass change various aspects of deductions, such as, employer and/or employee amounts, changing medical provider or changing the name of a deduction and the deduction schedule.		
D.147	**Electronic Fund Transfer for Deductions and Benefits:** Electronic Fund Transfer for deduction and benefit payments is provided.		
D.148	**Benefits for Non-Pay Employees and for 10 and 11 Month Employees:** Retirees and Board members might not receive pay but receive employer paid benefits. Some employees receive benefits for 12 months but only receive pay for 10 or 11 months. The system provides the ability to process employer paid benefits with no pay.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.149	**Mapping of Benefits:** The system provides a module for the SCSOS to establish benefit object code mapping. The SCSOS establishes the default object code for each benefit and the mapping process replaces the last digit of the default object code with the first digit of the salary object code on pay.		
D.150	**Garnishment Program:** System offers a comprehensive garnishment program that calculates types of garnishments that have set rules, accesses payroll for correct earnings and deduction and automatically updates deductions for garnishments. System produces the electronic file for submission of child support garnishments to the State.		
D.151	**TSA Single Remitter Process:** Provides the ability to enter Tax Sheltered Annuities (TSA) as an individual TSA vendor and address, but map them for SCSOS to produce a single vendor warrant to a common remitter vendor and also produces the electronic file of the TSA payroll deductions transactions with employee identification and TSA vendor addresses to be sent to the common remitter.		
D.152	**Reporting:** There is a variety of reports for earnings and deductions for each payroll cycle, as well as comparison reports, history reports, retirement reports and tax reports. Reports are generated as a part of the payroll process, not separately by a user. Reports are available countywide for the SCSOS and by district and can be identified as generated when the SCSOS processes payroll.		
D.153	**Tax Tables:** System uses annual tax tables to provide more accurate taxation for school year employees. Earnings from regular and supplemental payroll are combined for FIT and SIT purposes, rather than the supplemental percentages being applied. Flat tax is an option for individual situations. There is a provision for lump sum payments that are added to the annualized taxable gross.		
D.154	**Effective Date Changes on Tax Tables, and Benefit/Deduction Rates:** The system allows the entry of new tax tables and any rate changes with a future effective date including an effective date in a future fiscal year.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.155	**Federal Reporting:** Must provide interface for Federal Income Tax withholding, Affordable Care Act Reporting, Social Security tax, and Medicare tax reporting in output media and format suitable for transfer to U. S. Internal Revenue Service (IRS). Reports providing summary and detailed data in electronic and paper formats must be available.		
D.156	**State Reporting:** Must provide interface data necessary for California state income tax withholding, disability insurance tax reporting, and unemployment insurance reporting in output media and format suitable for transfer to State of California. Reports providing summary and detailed data in electronic and paper formats must be available.		
D.157	**SCSOS CA New Hire File:** Provides the process for the SCSOS to produce the file for California Employment Development Department New Hire reporting for all online districts.		
D.158	**W2 Reporting:** System provides interface necessary for W2 laser printing as well as electronic file with output media and format suitable for transfer to IRS and State of California. Special reporting requirements such as dependent care, term life over $50,000, etc. must be provided.		
D.159	**W2 Reprints:** System is able to selectively reprint W2's for current and previous years.		
D.160	**Retirement Adjustments:** The system provides a STRS/PERS Retirement Adjustment Screen for entering retirement adjustments after final submission of payroll. The SCSOS has a screen where they can make adjustments through this screen that can impact final contribution dollars. Districts also have a screen to make retirement adjustments but cannot enter adjustments that would change final contribution dollars; therefore, district adjustment feature has hard edit balancing to "$0.00" change in entry prior to "save".		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.161	**Retirement Buyback Adjustments:** The system provides the ability to enter the retirement buyback one time for a certain number of periods determined by a countdown of the number of times to take the buyback. Buybacks with remaining periods roll forward to the next fiscal year and once the periods are exhausted, the buyback is no longer taken.		
D.162	**PERS Reporting:** Must provide interface data necessary for PERS in output media and format suitable for transfer to PERS. Reports providing summary and detailed data in electronic and paper formats must be available. SCSOS adjustment screen is required. Provides the capability for the SCSOS to produce a Countywide consolidated PERS contributions file.		
D.163	**STRS Reporting:** Provides interface data necessary for STRS, in output media and format suitable for transfer to STRS. Reports providing summary and detailed data in electronic and paper formats are available. SCSOS adjustment screen is required. Provides the capability for the SCSOS to produce and submit a countywide consolidated STRS contributions file. Provides the capability for the SCSOS to produce and submit a countywide consolidated STRS Address file. Provides the capability for the SCSOS to produce and submit a countywide consolidated STRS Match file. Provides the capability for the district to produce and submit a STRS Match file.		
D.164	**STRS Reduced Workload:** System accommodates STRS reduced workload calculations and reporting.		
D.165	**Multiple Retirement System Warning:** System provides a warning if an employee is in multiple retirement systems (i.e. both STRS and PERS).		
D.166	**Payroll Encumbering:** The system calculates and posts payroll encumbering for all salary and benefit costs with automatic adjustment of encumbrances when payroll is processed.		
D.169	**Termination and Deletion Processes:** There is a process for terminating employees from payroll with provisions to continue employer benefits, delete earnings and deductions that are no longer valid, stop direct deposit and stop future payments. Provide a comment section.		

8 Appendix D ~ Position Control, Payroll, and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, F, T, R	Comments
D.170	**Archiving and Storage:** There is a method for archiving reports from payroll.		
Employee Self-Help			
D.171	**Employee Personnel Information Access:** Employees are able to access defined fields of personnel information and notify the district or SCSOS of changes.		
D.172	**Employee Leave Information Access:** Employees are able to access defined fields of leave tracking information and notify the district of changes.		
D.173	**Employee Payroll Information Access:** Employees are able to access defined fields of payroll information and notify the district of changes.		
D.174	**Manager/Supervisor Access to Employee Information:** The system provides the capability for an employee's manager/supervisor(s) to view their staffs position assignment information, educational data, demographics, dates, emergency contact info, and detail and summary attendance/leave information.		

9 Appendix E ~ Vendor References

General Background:	
Client Name:	
District or County Office of Education:	
Phone Number:	
Address:	
Project Manager:	
Title:	
Phone:	
Email:	
Service Dates:	
Software Version:	
Summary of Project:	
Operating Budget:	
Duration of Project:	
No. of Employees:	

Project Scope	
	Please indicate functionality installed: Yes/No
General Ledger	
Budgeting	
Accounts Payable	
Accounts Receivable	
Purchasing	
Stores	
Fixed Assets	
Personnel	
Time & Attendance	
Benefits Administration	
Payroll	
Employee Self Service	
Position Control	
Personnel Requisitions	

Project Cost	
Hardware Cost	$ -
Software Cost	$ -
Implementation Services Cost	$ -
Other Costs	$ -
Total	**$ -**

Appendix F

CM – Credit Memo
CW – Cancelled warrant
CL – Established payables/payment
HW – Hand warrant
LB – Liability payment
PO – Purchase orders/payments
PV – Pay Voucher
RC – Revolving cash
TC – Travel Claim
PX – Requisition
AB – Approved Budget
AP – Accts. Payable
AR – A/R Received
BB – Beginning Balance
BG – Budget
BN – Payroll Benefits
BR – Budget Revision
BT – Budget Transfer
BU – Payroll Burdens
BX – Benefit Transfers
CB – Conversion
CL – Liability Payment
CN- Conversion
CT – Conversion
DC – Deposit
EP – Established Payable
ER – A/R Expected
HL – Health/Welfare
JE – Journal
LB – Current Liability
PB – Payroll Benefit
PE – Payroll Encumbering
PX – Payroll Transfer
PY – Payroll
RC – Revolving Cash
RI – CS A/R Invoice
RP – CS A/R Receipt
RQ – Pre-encumbrances
RR – CY A/R Received
RV – Hand Warrant
RW – Redeemed Warrant
ST – Stores
TF – Transfer
TP – Transfer Payrl Adj
TQ – Transfer Payrl Adj
TV – Transfer
TW – TAX Warrants
VE – Vendor Select
XR – CY A/R Expected