General Requirements	Y/N	Vendor Comments
Operate in a Microsoft Windows based environment.		
Capable of exporting any report to common Microsoft Windows file formats (.doc, .txt, .xls, .pdf, etc.)		
Support ad-hoc query and reporting of various application information by authorized personnel. The application reporting capabilities should be flexible, allowing user-defined selection and sorting criteria. The integrated ad-hoc reporting tool should use the security defined in the application for user access to information.		
Provide the real-time integration of data among all modules.		
All proposed modules of the system should be integrated to eliminate duplicate data entry for one module to another.		
Provide the ability for the software to be upgraded without loss of data or user defined fields.		
Ability to establish and assign common user profiles		
Ability to establish and assign common Group profiles		
Ability to maintain back-end referential integrity.		
Have audit trail capabilities.		
User passwords should not be visible on the screen at login time.		
Provides a customizable roles template.		
Have the ability to copy security rights from one user to another.		
User login is Two-factor authentication capable using Android or Apple apps.		
Ability to email a software support request directly from the help function.		
Note fields should be expandable to accommodate unlimited text.		
Ability to preview all reports on screen before printing.		
Provides complete user documentation.		
Provides a separate area within the program specifically for report archiving and allows file types of .PDF, .Doc, .Docx, .Txt, .Jpg or .Png to be stored.		
Provides a tool within the program that allows the user to see the last time the database was backed up.		
Allow for unlimited transaction history.		
Vendor should provide notification of system upgrades, patches and code fixes in a timely manner.		
Upgrades/enhancement installs should be initiated by the user upon notification that they are available.		
Upgrades to the existing software are Free.		

General Ledger	Y/N	Vendor Comments
Features and Functions		
Financial applications meet General Accepted Accounting Principles (GAAP). Financial internal controls comply with governmental accounting and financial reporting standards.		
Provide ability to handle Central Depository Accounting		
Allow temporary over-budget spending with account overrides.		
Allow for unlimited years of transaction history.		
Journal entries have a unique item number and description.		
Invoices and journal entries may be posted to any prior or future date as long as a fiscal year exists.		
Standard, recurring automatic journal entries.		
Supports creation of recurring journal entries.		
Grant and project accounting for multiple years.		
GASB-34 compliant.		
Fully-integrated with other modules.		
Real-time processing between the GL and other modules.		
Maintains Unlimited open accounting years.		
Ability to work in an Unlimited number of fiscal years simultaneously.		
Ability to convert GL account structure.		
Allows for both batch and live processing of payables and receivables.		
Ability to modify descriptions of batches as they are posted into the GL.		
Limit ability to add/change accounts by security settings.		
Closings		
Ability to close by fund.		
Querying		
Ability to drill-down from any field to the originating transaction within the general ledger.		
Provide detailed transactions for any year that was closed within the program.		
Reporting		
History of budget adjustments for each account that can be viewed and printed for each fiscal year.		
Budget Worksheets		
Account balance view for a revenue/expense or an asset/liability account		
Account Inquiry with Graphical Data		
Trial balance report		
Review of detailed account transactions		
Revenue reports		

General Ledger	Y/N	Vendor Comments
Budget vs. Actual Report		
Expense/expenditure reports		
Balance sheets		
Budget Balance Report		
Statement of cash flows		
Fixed asset reports including totals of additions and retirements		
Transaction Reconciliation Report		
Bank Register Query		
Transaction Query		

Budgeting	Y/N	Vendor Comments
Features and Functions		
Ability to budget revenues as well as expenditures.		
Ability to accommodate unlimited years of budget control.		
Allows for budget amendments.		
Maintains Unlimited fiscal years concurrently.		
Provides the ability to create Estimated, Requested, Recommended and Approved versions of budget.		
Allows for detail within each line item.		
Budget Preparation		
Creates a budget work file of revenue and expenditure accounts.		
Ability to allow multiple budget preparation batches to exists for department heads to enter their own budget requests.		
Ability to export into CSV format (e.g. Excel).		
Allows for the following information to be tracked and transferred from one to another		
Estimated Budget		
Department requests		
Recommended Budget		
Approved Budget		
Amended budget		
Ability to distribute budget worksheets via e-mail		
Ability to create unlimited templates for varying ways to view the budget worksheet.		
Ability to post budget worksheets on an intranet		
Budget Maintenance		
Easily updates accounts and amounts from general ledger.		
Reappropriates a previous year's balance to all accounts at once.		
Reporting		
Provide the ability to produce multi-year budget comparison reports.		

Accounts Payable	Y/N	Vendor Comments
Features and Functions		
Ability to schedule invoices for payment based on Vendor terms, future dated invoices, etc.		
Allows use of a miscellaneous vendor number.		
Allows for a vendor file.		
Validates keyed account numbers.		
Allow for a default distributions.		
Vendor Data		
Ability to accommodate “one-time” vendors and identify them as such.		
Ability to exclude "one-time" vendors from the vendor maintenance list by default.		
Invoice/Voucher Processing		
Ability to process invoice information, including invoice number, amount, payment date, and transaction number, if applicable.		
Has the ability to disallow duplicate invoice numbers per vendor.		
Warns user if an expense account on an invoice is over budget.		
Allows invoices to be marked for 1099 purposes.		
Allows for invoices to be voided.		
Provides automatic expense posting.		
Ability to designate a particular invoice to be paid to same vendor on a separate check even if you have other invoices.		
Processes 1099s in accordance with IRS regulations.		
Provide the ability to create IRS 1099 file for electronic reporting.		
Provide the ability to print 1099's on pre-printed forms.		
Provide the ability to identify a vendor with a 1099 status indicator.		
Allows the 1099 amount to be adjusted manually to be reflected on the 1099 report and form.		
Provide the capability to identify 1099 invoices and accumulate year-to-date disbursement information for reporting requirements.		
Provide the ability to exclude individual payments to a vendor for 1099 purposes.		
Allows for credit memo processing.		
Check Processing		
Ability to generate checks on a user defined basis.		
Provides both single check and batch check processing.		
Allows electronic/digital signatures for checks.		

Accounts Payable	Y/N	Vendor Comments
Allows credit memos to be used for a vendor to reduce the amount of the check.		
Warns user that a credit memo exists when the user is paying invoices that involve the vendor with a credit memo.		
Lists checks paid to prior period invoices.		
Querying/Reporting		
Vendor payment history		
List of all invoices		
Print Vendor Labels		
Transaction Query for any transaction type		
Vendor list		
Detailed history on each vendor		
Sales Tax Report		
History of all transactions for an unlimited number of years.		
Purchasing		
Allow encumbered funds to move to the following fiscal year once the fiscal period is closed.		
The system should provide a manual override capability for when an "exceeds budget flag" has been tripped because insufficient funds exist in a selected account/fund for a purchase transaction.		
Allows purchase order to be posted to multiple accounts.		
Validates keyed account numbers.		
Requisitions		
Once a Purchase Order is completely paid the encumbrance is automatically relieved.		
Warns user if the funds are not available for requested funds on a purchase order.		
Provide the ability to key requisitions in at department level.		
Provide for purchase requisitions with multiple line items.		
The system should not limit the number of items per requisition.		
Provide a notes field on a requisition.		
Allows digital signatures for purchase requisition approvals.		
Purchase Order Entry and Processing		
The system should provide the ability to automatically populate vendor information on purchase order form once the vendor is selected.		
The system should allow purchase orders to be charged to multiple accounts.		
Allows for partial payment for an encumbrance for supplies received if other supplies from the same encumbrance are outstanding		

Accounts Payable	Y/N	Vendor Comments
Allows processing with or without purchase orders (encumbrances).		
Clears encumbrances when posted to the general ledger.		
The Purchase Order may not be modified once it is approved.		
Allows a Purchase Order to be Suspended, even after approval, to prevent an Invoice from being entered using that Purchase Order.		
Purchase Order Querying/Reporting		
Report outstanding purchase orders as of a certain date by vendor, or by fund, or by account number or by vendor.		
Standard report which contains a purchase order list by status.		
Standard report which contains a purchase order status by vendor.		
Standard report which contains purchase order detail by vendor.		
Ability to run a report of open purchase orders by department for a user specified date.		
Standard report which contains purchase orders by vendor.		

Payroll	Y/N	Vendor Comments
Features and Functions		
Provide the ability for an employee to be employed in multiple positions.		
Pays on multiple pay schedules.		
Allows for direct deposit to an unlimited number of checking/savings accounts per employee.		
Allows for unlimited number of payroll deductions.		
Allows an employee be paid by an unlimited number of checks on a single run.		
Provides a payroll register lists all deductions		
Allow direct deposit to unlimited bank accounts.		
Sets up earnings codes that are non-taxable.		
Prints an employee W-2 forms which may be transmitted to the Federal and State governments.		
Provide W-2's on paper and electronically.		
Tracks totals (gross, net, federal, state, Social Security, Medicare, and deductions).		
Lists these totals within date ranges to determine the amount of taxes to be paid and other withholdings to be paid.		
Has the capability for a universal pay rate increase.		
Has the capability for a universal pay rate reduction.		
Allows for a deduction to reduce an employee debt to the City.		
Allows for the addition of a vehicle fringe benefit to the W-2.		
Allows for leave accrual based on years of service.		
Warns of a leave shortage if employee tries to take more leave than he has accrued.		
Allows for an employee sick, vacation, comp, personal and holiday time.		
Reports employee leave time.		
Allows the user to move vacation time over to the employee's sick time at the end of the year.		
Allows deductions in the system to be set up as incremental where there is a total amount to be withheld and allows the user to define the amount to be withheld per pay period. The deduction will automatically stop when the total amount is zero.		
Tracks deferred compensation (457 and 401K).		
Tracks non-taxable Benefits that are provided by the employer.		
Tracks Inventory assigned to the employee.		
Tracks Continuing Education/Training accomplished by the employee.		
Prints Training Certificates for employees.		

Payroll	Y/N	Vendor Comments
Allows document attachment to the Account		
Allows image attachment to the Account		
Allows video attachment to the Account		
Allows redaction of SSN on the Account Form		
Allows redaction of DL Number on the Account Form		
Allows redaction of Bank Account Number on Account Form		
Allows redaction of Bank Account Number on reports		
Allows redaction of DL Number on reports		
Allows redaction of SSN on reports		
Provides employee portal where employees can see their leave time available, employee information, check history, etc. from anywhere.		
Reporting		
Allows for templates to be set up for often used queries.		
Customized Employee Report to include user selected information.		
Ability to produce a deduction register.		
Prints the ESC quarterly report.		
Prints quarterly 941 reports.		
Prints quarterly Retirement System reports.		
Prints fiscal year liability reports for sick and general leave.		
Program has the ability to redact all or any combination of the following: SS number, bank account information and DL number on forms, lookups and reports by user.		
Lists employee checks for a date range detailing either pay and deduction amounts or regular, overtime and leave hours.		
Prints an annual wage and benefit report for employees.		
Prints Monthly/Annual 401k Report (Employee and Employer contributions)		
Monthly State Law Enforcement Retirement Report		
Employee earnings report		
Remaining Vacation/Sick report, by department		

Utility Billing	Y/N	Vendor Comments
Features and Functions		
Provides both a Customer Master and Location Master.		
Allows customer to have multiple locations.		
Provides history for all customers that have been at a particular location.		
Provides history of all locations that a customer has resided.		
Provides history of all locations that a meter has been installed.		
Allows for a multi-segment customer account numbers and service address account numbers		
Allows the service address master to contain the following fields: service address, meter location and current tenant number used in the customer master		
Allows Unlimited years of billing and transaction history.		
Allows redaction of SSN on the Account Form		
Allows redaction of DL Number on the Account Form		
Allows redaction of Bank Account Number on Account Form		
Allows redaction of Bank Account Number on reports		
Allows redaction of DL Number on reports		
Allows redaction of SSN on reports		
Supports billing print format in email, letter, postcard or file to be sent to 3rd party for actual printing/mailing		
Allows a multi alpha-numeric billing code		
Allows blanks in the billing code sequence		
Allows the use of compound readers		
Allows for billing using estimates		
Allows for Area Lights billings		
estimates are not corrupted		
Allows use of a third-party meter reading system		
Supports bar coding (creation and reading) on the city services bills		
Prints a postal barcode for all addresses coded with a delivery point barcode		
Accommodates customers who pay by bank draft		
Allows bank drafts to be pre-noted		
Allows option of drafting final bill or not drafting final bill		
Allows option of creating a one-time vendor and an invoice if the final bill results in a refund after the deposit is applied.		
Allows alert system that prevents interuption of service for customers meeting certain criteria, such as being on life support system.		

Utility Billing	Y/N	Vendor Comments
Ability to set up payment agreements that can be taken across mulitple cycles. As long as customer stays current with agreement, service won't be disconnected.		
Allows for a static or customizable message to be printed on each bill		
Allows a bill to be reprinted		
Calculates unlimited rate structures and unlimited rates		
Allows for volume charges, customer charges, availability		
Bills customers with no monthly volume charge		
Bills master meters		
Allows for surcharge billings		
Supports Cycle billing.		
Allows Deposits to be transferred from one account to another.		
Allows Pre-Payments to be transferred from one account to another.		
Creates, renumbers and transfers customer account to another account		
Prints service orders, duplicate bills and receipts for customers		
Processes multiple payments and adjustment transaction types		
Allows a view of all customer data and current bills		
Allows views of work orders		
Allows creation/deletion of work orders		
Offers equalized payment		
Bills for stormwater fees		
Records the reading and the date of readings		
Generates a minimum bill		
Tracks landlords associated with a property.		
Identifies inactive accounts		
Tracks meter rollovers.		
Estimates all meters for any given cycle		
Allows for estimation of a single meter.		
Integrates to the General Ledger		
Segregates monthly bill into varying levels of fees		
Support for Water, Wastewater, Electric, garbage		
Performs fuel-adjustment calculations		
Can automatically generate a one-time vendor and invoice for deposit refunds.		
Processes customer refunds upon demand		
Can automatically generate a one-time vendor and invoice for pre-payment refunds.		

Utility Billing	Y/N	Vendor Comments
What if calculation for calculating bills on the fly.		
Email Late Notices		
Allows for data to be exported		
Customer Records		
Centralized customer master is integrated with the following modules:		
Business License		
Accounts Receivable		
Tax Billing		
Unlimited Email addresses may be defined on the customer.		
Unlimited Addresses may be defined on the customer.		
Unlimited Phone Numbers may be defined on the customer.		
Unimited Account Contacts		
Assign Unlimited, User-Defined Optional Fields		
History by Location, Account and Customer		
Allows document attachment to the Account		
Allows image attachment to the Account		
Allows video attachment to the Account		
Tracks Meter Inspections		
Allows for solid waste fees to be calculated on a variety of methods (residential/commercial rates)		
Allows Unlimited optional fields at the Account and Location level.		
Allows user-defined information to display on the account lookup form.		
Work Orders		
Unlimited Templates may be defined for different types of calls.		
Allows automatic work order for final accounts		
Work Orders may be produced in mass for things like cut-off eligible accounts.		
Workorders are linked to the Utility account and location.		
Reporting		
Produces cut-off list		
Prints an account history for a customer with a running total balance		
Allows for inquiry by account, range of accounts or other parameters		
Allows for templates to be set up for often used queries.		
Report of total accounts		
Consumption Reports		

Utility Billing	Y/N	Vendor Comments
Meter Deposit Reports		
Aging Reports		
Generates a daily meter reading report including reads, no reads and adjusted reads		
Provides mass email option for service outages or other informational purposes.		
Provides a monthly summary of meter reading activity by the		
Provides hard copy meter read sheets		
Master Balance Report - Using any date		
Unbilled Consumption Report		
Transaction Query Drill Down Report		
Meter Installed Report		
Debt Set Off Report		
Location Workorder History		
Meter Inspection List Report		
Meter Inspection Letter		
Payment Activity Report		
Utility Account Workorder History		

Accounts Receivable	Y/N	Vendor Comments
Features and Functions		
Ability to maintain a master customer file.		
Interfaces with GL.		
Customer Records		
Ability to group customers by unlimited, user-defined groups.		
Recognizes Tax Exempt customers.		
Recognizes bankruptcy accounts.		
Processes recurring receivables.		
Allows document attachment to the Account		
Allows image attachment to the Account		
Allows video attachment to the Account		
Tracks unlimited Phone Numbers		
Tracks unlimited Phone Addresses		
Tracks unlimited Email Addresses		
Distinguishes collections by bill type.		
Invoices		
Tracks delinquent customers.		
Generates a letter to delinquent or charge off customers requesting payment.		
Allows invoices to be emailed.		
Allows for penalties by using a flat fee or percentage.		
Receipts		
Ability to accommodate multiple payments for an invoice.		
Allows cash or batch receipts to be entered that are then posted to Cash Receipt history and the GL.		
Maintains a daily cash receipt journal.		
Allows all receipt edits to be saved to an edit journal.		
Produces a pre-defined daily receipt report for the user to match to daily deposits.		
Generates a receipt distribution journal when receipts are posted for a data range.		
Allows posted receipts to be viewed and printed by receipt date, cash account number and receipt type.		
Operates a cash drawer.		
Provides for misc. bill payments.		
Reads barcodes on bills.		
Allows for write-offs of delinquent accounts.		
Querying/Reporting		
Allows for Aging Report that has 30, 60, 90 and Over 90 Days report.		
Ability to access the customer master by telephone number.		
Generates a daily edits report		

Accounts Receivable	Y/N	Vendor Comments
Allows inquiries by dollar amount		
Allows inquiries by GL account number		
Allows inquiries by date		
Allows inquiries by payment type		
Allows inquiries by name		
Allows for inquiry of all open customer accounts at one time		
Cash Receipts Posting Journal		
Cash Receipt Distributions		
Listing of Receipts posted to line items		
Daily Cash Collections Roll-up/ Deposit Report		
Miscellaneous Receipts Daily Report		
Transaction report by operator		

Tax Billing	Y/N	Vendor Comments
Features and Functions		
Provides the ability to have unlimited billings per year.		
Can bill Real and Personal properties together or separately.		
Provides an option to warn the user that interest has not been applied to the current month.		
Supports Modified Accrual accounting method.		
Can automatically generate a one-time vendor and invoice for deposit refunds.		
Provides history for all customers that have owned a property.		
Provides history of all properties that a customer has owned.		
Supports billing print format in letter, postcard or file to be sent to 3rd party for actual printing/mailing		
Prints a postal barcode for all addresses coded with a delivery point barcode		
Allows Pre-Payments to be transferred from one account to another.		
Allows an electronic file to be exported for mortgagors.		
Integrates to the General Ledger		
Allows for billing of additional items such as stormwater, etc. on the tax bill.		
Allows for applying Interest.		
Allows for applying Penalties.		
Allows for applying Advertising charges.		
Allows for account barcode for scanning on the payment form.		
Prints a postal barcode for all addresses coded with a delivery point barcode		
Allows option of creating a one-time vendor and an invoice if pre-payment is refunded.		
Handles VA PPTRA		
Allows a bill to be reprinted		
Customer Records		
Allows document attachment to the Account		
Allows image attachment to the Account		
Allows video attachment to the Account		
Allows customer to have multiple properties.		
Allows Unlimited years of billing and transaction history.		
Allows redaction of SSN on the Account Form		
Allows redaction of DL Number on the Account Form		
Allows redaction of DL Number on reports		
Allows redaction of SSN on reports		
Allows for Exemptions.		

Tax Billing	Y/N	Vendor Comments
Allows for early payment discounts.		
Allows for Up-Front bill discounts.		
Querying/Reporting		
Allows for templates to be set up for often used queries.		
Master Balance Report		
Delinquent Accounts Report		
Transaction Query Drill Down Report		
Tax Collections Report		
Allows for Late Notices		
Prints Mailing Labels		

Payment Central	Y/N	Vendor Comments
Features and Functions		
Allows for payments to be taken for the following modules:		
Utility Billing		
Tax Billing		
Business License		
Accounts Receivable		
Vehicle Decals		
Allows for payments of miscellaneous revenues		
Pulls customer information from the Master Customer List for Miscellaneous Payments.		
Allows unlimited miscellaneous payment codes to be created.		
Allows Goup Codes that will group an unlimited number of payment codes together for faster payment processing.		
Sends control codes to open register drawer automatically if desired upon saving a transaction.		

Building Permits	Y/N	Vendor Comments
Features and Functions		
Designed from the ground up for Microsoft Windows		
Tracks applications for all types of permits for easy lookup.		
Track approvals from other departments so you know where an application stands.		
Tracks other requirements such as ADA compliance, asbestos certification, etc.		
Automatically calculates permit fees based on your locality's fee schedules.		
Prints the permit for you - as many copies as you need.		
Tracks all requests for inspections so you can quickly print your schedule.		
Prints your inspection tickets - single tickets or all tickets for a specified date.		
Prints temporary and permanent Certificates of Occupancy.		
Many standard reports can be viewed or printed in seconds including:		
* Activity for a specific month		
* Census Bureau report (404)		
* Permit history for a given address		
* Outstanding inspection violations		
* Activity for a date range - 1 day, 1 week, etc.		
* Daily Revenue Report		
* Inspection histories for permits		
Fee schedules can be based on work value and per/item or square foot.		
Multiple User-Defined tables like: Project Codes, Neighborhoods, etc.		
3 levels of security		
Track inspections for code violations-high weeds, junk cars & other violations.		
Keep complete information on contractors:		
* Name, address, phone numbers, contact name.		
*State license and local license(s) expiration dates.		
* Types of permits qualified for.		
* Year-to-date value of permits taken out.		
Keep track of pending permits and C/O’s - includes a tickler file for:		
* Reviewing applications awaiting approval(s).		
* Reviewing expired temporary Certificates of Occupancy.		
Review the inspection history for any permit instantly		
Look up permits by permit #, address, owner’s name, or tax map number.		

Building Permits	Y/N	Vendor Comments
Data can be imported to General Ledger via Journal Entry Import.		

Meals & Lodging	Y/N	Vendor Comments
Features and Functions		
Allows for recording of gross receipts.		
Calculates taxes.		
Charges penalty or interest.		
Provides report for businesses that have not reported their gross receipts.		
Runs reports in customizable grids, and exports in Excel, CSV, or PDF formats.		
Can produce delinquent notices.		