

Legend

- A = Functionality Currently Available**
B = Functionality on Current Roadmap
C = Functionality Not Available and Not on Roadmap

Purchasing		Reply	Notes
01	Ability Default Payment Terms, Addresses, Phone Numbers, etc. onto Printed PO.		
02	Ability to Attach and View All Documents.		
03	Ability to Cancel a Single Line, Multiple Lines or Entire PO.		
04	Ability to Close Completed POs.		
05	Ability to Combine Multiple Requisitions into Single PO.		
06	Ability to Inquire on Requisitions and POs by Vendor Name, Vendor Number, or PO Number.		
07	Ability to Select Vendor for a PO, if Difference from the Vendor Assigned on Requisition.		
08	Ability to View Acct Code on PO.		
09	Ability to View All POs Issued Per Date Range.		
10	Auto-Cancel PO Lines for Partial Receipts.		
11	Blanket Purchase Order Capability.		
12	Capital Project POs.		
13	Change Order Functionality. Must Be Able to Modify a Previously Dispatched PO with Amendment 1, Amendment 2, Etc. (Amend a PO Before and After It's Done; Add/Delete Lines, Amend Prices, Cancel Lines, Adjust Comments, Change Due Dates, Account #, Department #, Ship to Location, Delivery Location).		
14	Change Order Tracking of Price Delta Per Period.		
15	Construction Project POs (May Require Multiple Change Orders and May Run Over Multiple Calendar Years).		
16	Cost Analysis (BI) Compare Current Pricing to Prior Year.		
17	Customize Comments. Ability to Display and Select Multiple on PO.		
18	Customize Terms and Conditions. Ability to Display and Select Multiple on PO.		
19	Email POs to Awarded Vendor from Either Vendor Database or the Buyer's Personal Contact.		
20	Filter (Buyer Name, Dept ID, Category, Req#) for Purchasing Agent to Select Approved Purchase Requisitions to Convert to PO.		
21	Functionality to Print Multiple Reqs at Once.		
22	Historical Tracking of Change Orders.		
23	Mobile Requisition and Purchase Order Approval Capability.		
24	Must Allow for Inquiry on PO Number for Status/Info.		
25	PO Activity - Must Track Receipts, Pending Balances and Provide Matching History on All Types of POs.		
26	Restrictions in Place to Limit the Conversion of Purchase Requisitions to Purchase Order Based on Tolerance. Ability to Apply an Allowed Percentage of Increase Tolerance from Requisition to PO Conversions (Ex. \$1,000 Requisition Converted to \$1,000,000 PO).		
27	RTV Functionality.		
Workflow		Reply	Notes
01	Ability to Auto-Route Approved Requisitions to Specific Buyers (by Category, by Buyer Name, GL Code).		
02	Ability to Bypass Requisition Approvals for Specific Categories.		
03	Ability to Create Requisition from a Punch-Out.		
04	Ability to Have a Separate Workflow for Capital Requisitions (Currently Identified by Account #). Routing to Be Defined by Department #.		
05	Ability to Inquire on All Reqs Created by a Specific User.		
06	Alerts for When a Requisition Is Pending for "X" Number of Days.		
07	Capable of Manual Moving a Requisition from One Approver to Another Approver (ex. When Absence Was Unscheduled). Must Be Able to Restrict This Access.		
08	Define Workflow Approvals Per Company Based on Set Dollar Value for Multiple Levels (1st Approver Is Always a Chartfield Approver or Capital Approver at a \$0 Approver Level). Ability to Define These Values Per Company.		

09	Purchase Order Workflow Approval for Multiple Business Units and Departments.		
10	Report - by User ID (Displays Requisitioners, Chartfield Approver, and Subsequent Approvers of Each Dept for Specific User ID Reporting On).		
11	Report - Deactivated User (Displays Workflows that Contain Inactive Users).		
12	Report or Inquiry - Requisition Status (Includes Workflow Status, Identify Current Pending Approver, PO# When Available, etc.).		
13	Report - Requisition/PO Cross Reference (Displays PO# Created Form a Requisition or Vice Versa).		
Receiving		Reply	Notes
01	Ability to Capture Invoice#, Packing Slip, and Dock # at Time of Receipt.		
02	Ability to Search for Open Purchase Orders By: PO number, Item Number, Date Range, Vendor Name, Buyer.		
03	Ability to See All Attached Documents.		
04	Allow Receiving Department to Update Vendor Performance Data at Time of Receipt (Ex. Report Non-Conforming Goods).		
05	Cancel or Change Receipts by Receipt ID Number.		
06	Expected Receipts Reports (Ability to Search by Date, Vendor, Purchase Order, Ship to Location).		
07	Must Allow for Inquiry on Receiver Number for Status/Info.		
08	Receive Goods in Full or Partially. Allow for Multiple Receiving Transactions Per PO.		
09	Report - Daily Receiving Report (Reports on all arrived orders - Po #, Date, Receipt #, Location, Sum Qty, Item, Dollar Value, Receiver - Run by Day, Month or Week).		
10	Report - Putaway Report, Which Defines the Storage Location for Received Goods.		
11	Report - Receipt Delivery by Department for Direct Goods, Which Includes Signature Line for Internal Delivery.		
12	Wireless Handheld Devices for Receiving & Internal Delivery (Signature Capture).		
Asset Management		Reply	Notes
01	Asset Depreciation.		
02	Asset Tracking & Reporting Functionality.		
03	Generate Entries for G/L - Additions, Disposals, Adjustments, Depreciation, Etc.		
04	Report - Net Book Value.		
05	Search for an Asset.		
06	Utility for Mass Maintenance of Assets (Add, Transfer, Dispose, Etc).		
07	User Profiles: Link Assets to Individual Employees or Departments for Tracking.		
08	Check-in/check-out System: Ability to Assign Assets to Employees, Tracking Who Has What for How Long.		
Vendor File		Reply	Notes
01	Ability to Attached Copies of Vendor Setup Documents.		
02	Ability to Capture Multiple Email/Mailing Addresses Per Supplier – “Bill To” Email Address, “Salesperson” Email Address, “A/P” Email Address, “Remittance” Email Address (Multiple), etc.		
03	Ability to Create Notes Regarding Vendor Status.		
04	Ability to Make Adjustments for Any Errors When Creating a New Vendor.		
05	Must Be Able to Inactivate Vendors.		
06	Must Be Able to Look Up Vendors by Name with Wildcard, or TIN.		
07	Must Be Able to Reactivate Vendors that Were Once Inactivated.		
08	Must Be Able to Set Vendor to Use One-Time Only but Have Option to Use Once Again.		
09	Must Have Ability to Enter Multiple Remit Addresses and Set One to Default.		
10	New Vendors Must Warn if Duplicate Based on TIN.		
Invoices		Reply	Notes
01	Ability to Add Invoice Line for Withholding Taxes.		
02	Ability to Attach Copies of Invoice Documents.		
03	Ability to Electronically Send Invoices for Internal Approval Within System.		
04	Ability to Import and Upload Invoice Data from Other Software.		
05	Ability to Put Invoices on Hold.		
06	Ability to Set Match Exceptions Rules, Configure Matching Rules, and Ability to Override.		
07	Ability to Un-Match and or Un-Post Invoices.		
08	Must Allow Change of Address if Different from Remit Default.		
09	Must Allow Change to Due Date for Check Processing.		

10	Must Allow for Changes to Account Coding: Department, GL, Product Code.		
11	Must Allow for Corrections of Invoice Number, Invoice Date, and Invoice Amount Before Payment.		
12	Must Utilize 3-Way, 2-Way and No Match.		
13	Report - Discount.		
14	Report - Invoice Aging.		
15	Report - Voucher Count by User/Timeframe.		
16	Report - Voucher Summary Report for Date Entry Review.		
17	Restrict Duplicate Invoice Number Across All Business Units.		
18	Voucher Count by User/Timeframe Report.		
Payments		Reply	Notes
01	Ability to Escheat Payments.		
02	Ability to Process Advanced Deposits Before Receipt of Invoice or Receipt of Goods.		
03	Ability to Process Credits.		
04	Must Allow for Payments Based on Group Within Due Date Criteria.		
05	Must Allow for Payments by Company Through Due Date Criteria.		
06	Must Allow for Recording of Wires for Multiple Invoices on One Wire.		
07	Must Allow for Recording of Wires.		
08	Must Allow for Voiding and Cancelling of Check.		
09	Must Allow for Voiding and Reissuing of Checks.		
10	Must Create File for Positive Pay File		
11	Produce System Check with MICR Coding on Laser Printer.		
12	Report - Payment by Vendor and/Or Timeframe.		
13	Restrict Changing a Vendor on the Payment.		
Human Capital Management (HCM)		Reply	Notes
01	Indian Preference Policy priority (Able to Assign Candidates Based on This Policy and Not Release Candidates in the Other Categories Until Those in Above List Are All Rejected).		
02	Knock Out Points Can Either Be Assigned as an Application Filter or Turned off.		
03	Document attachments – PDF, Word, photos.		
04	Integration with Standard Employment Job Board Websites like: LinkedIn, Career Builder, Indeed etc.		
05	Talent Management to Track Applicants with Recruiting and Onboarding Capabilities.		
06	Ability to Apply for Jobs Online.		
05	Creating Job Requisitions.		
06	Fields of Requisition Can Be Locked Based on Title, Job Code, Pay Rate, and Description of the Selected Position.		
07	Edit Requisitions Based on Role Access.		
08	Position Options: Replacement, Add-to-staff, Temporary, Other.		
09	Reporting on All Data in the System.		
10	Recruiting Chatbots.		
11	Process Automation (ex. Employee Information Updates, Job Status Updates, Position Updates, etc.).		
12	Employee Interface for Accessing Their Information, Paystubs, W2s, ect.		
Payroll		Reply	Notes
01	Create Quarterly Tax and Wage Reports for Minnesota Unemployment.		
02	Create W-2s and Electronic Files to Submit to Federal and State Agencies.		
03	Create Reports that Include Title, Pay Rate, and GL Code Distribution.		
04	Ability to Track History of Pay Rates, Job Titles, Hire, and Termination Dates by Employee.		
05	Ability to Set Up Deductions and Benefits Based on Pay Period Frequency.		
06	Ability to Manually Set Up Pay Batches.		
07	Ability to Create Direct Deposit Reports by Bank Account for Each Payroll.		
08	Ability to Track Employee's Time Specifically Tied to a Particular Cost Objective.		
1099		Reply	Notes
01	Ability to Process and Generate 1042 Forms and Files for Fed and State.		
General Ledger		Reply	Notes

01	Ability to Configure Multiple Chart of Accounts with Optional Sub Accounts (Account, Department, Program, Project).		
02	Ability to Create Non-Fiscal Year Calendars for Reporting Purposes.		
03	Ability to Drill on Financials by A/P Detail or Journal Entry by Various Categories (Ex. Dept. by Account, Account by Period, Actuals vs. Budget, etc.).		
04	Ability to Export G/L Details for Multiple Business Units by Department.		
05	Automatic Reversal Journal Entries.		
06	Bank Check Clearing Upload to AP System (Check Reconciliation).		
07	Batch Journal Entry Posting.		
08	Control What Period Are Open for Posting.		
09	Interfund Journal Entries.		
10	Journal Entry Creation and Journal Posting Security Separation (Segregation of Duties).		
11	Journal Entry Upload from Excel.		
12	Query/BI Tool (Ability to Create Ad Hoc Reporting).		
13	Report - G/L Details by Fund/Department/Program.		
14	Report - Trial Balance.		
15	The System Should Provide the Ability to Have Multiple Independent General Ledgers.		
General		Reply	Notes
01	Ability to Add External Attachments.		
02	Ability to Export All Reports into Excel.		
03	Capable of Scheduling Reporting (Daily, Weekly, Monthly, Etc.).		
04	Signed Audit Trail Users Performed What Actions and When, Both Through UI and API.		
05	SSO Capability with ADFS Supporting SAML 2.0.		
06	Ability to Restrict Access from a Single IP Address.		